



**TOWN OF AMHERSTBURG
COUNCIL MEETING
AGENDA**

Monday, February 13, 2017

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. MOMENT OF SILENT REFLECTION**

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

4. MINUTES OF PREVIOUS MEETING

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

4.1 Special In-Camera Council Meeting Minutes - December 12, 2016

4.2 Regular Council Meeting Minutes - December 12, 2016

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5. DELEGATIONS

- 5.1 **Lloyd Sayer - Library Strike** 27
That the delegation **BE RECEIVED**.
- 5.2 **Brian Beattie, AMA Sportsman Association - Request to Waive Fees for Annual Father's Days Fishing Derby (Bob Meloche)** 29
That the delegation **BE RECEIVED**.
- 5.3 **John F. McDonald - Request to Waive Fees and Exemption from Noise By-law for Park House Music off the Back Porch** 31
That the delegation **BE RECEIVED**.
- 5.4 **Ron Renaud, Waterbee Pools - Request for Minor Variance to the Sign By-law** 33
That the delegation **BE RECEIVED**.
- 5.5 **Tony and Danielle Smith, The Garage Gym - Parking Concerns on Richmond Street** 36
That the delegation **BE RECEIVED**.
- 5.6 **Ena Monteleone, Love It Yoga - Parking Concerns on Richmond Street** 40
That the delegation **BE RECEIVED**.
- 5.7 **Anthony R. Leardi on behalf of 2386554 Ontario Inc. - Parking Concerns on Richmond Street** 44
That the delegation **BE RECEIVED**.

6. PRESENTATIONS

- 6.1 2016 Annual Report & 2017 Budget - Richard Wyma, General Manager/Secretary-Treasurer, Essex Region Conservation Authority (ERCA) 48

That the presentation **BE RECEIVED**.

7. REPORTS – POLICE SERVICES

There were no reports.

8. REPORTS – CORPORATE SERVICES

- 8.1 Tax Collection and Billing Policy 68

It is recommended that:

1. The report from the Supervisor of Revenue dated January 28, 2017, regarding a revised Tax Collection and Billing Policy **BE RECEIVED**; and,
2. The Tax Collection and Billing Policy **BE TABLED**.

- 8.2 2017 Interim Tax Levy By-law 107

It is recommended that:

1. The report from the Supervisor of Revenue dated January 28, 2017, regarding 2017 Interim Tax Levy By- law **BE RECEIVED**; and,
2. **By-law 2017-10**, being a by-law to provide for an interim tax rate, the payment of taxes and, the application of a penalty and interest of 1.25 percent per month on taxes in default be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

It is recommended that:

1. The report from the Director of Corporate Services/Treasurer dated December 16, 2016, regarding Provincial Offences Act- Program Agreement **BE RECEIVED**;
2. The Windsor/Essex Area Intermunicipal Courts Service Agreement made the 20th day of November, 2000 between the Corporation of the City of Windsor together with the County of Essex, the Town of Amherstburg, the Town of Essex, the Town of Kingsville, the Town of Lakeshore, the Town of LaSalle, the Municipality of Leamington, the Township of Pelee, and the Town of Tecumseh, **BE APPROVED** for a further 5 years for the period January 1, 2017 through December 31, 2021;
3. The Provincial Offences (POA) Tax Roll Agreement between the Corporation of the City of Windsor together with the County of Essex, the Town of Amherstburg, the Town of Essex, the Town of Kingsville, the Town of Lakeshore, the Town of LaSalle, the Municipality of Leamington, the Township of Pelee, and the Town of Tecumseh, **BE APPROVED**; and,
4. The Mayor and Clerk **BE AUTHORIZED** to sign both Agreements.

8.4 AMA Arena Demolition Award of Contract

It is recommended that:

1. The report from the Financial Planning Administrator dated February 8, 2017, regarding AMA Arena Demolition Award of Contract **BE RECEIVED**;
2. A contract with Jones Group Ltd. to complete the AMA Arena Demolition **BE AUTHORIZED** in the amount of \$138,390 (excluding H.S.T.); and,
3. **By-law 2017-15** being a by-law to enter into a contract with Jones Group Ltd. to complete the AMA Arena Demolition be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

9. REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

There were no reports.

10. REPORTS – ENGINEERING AND PUBLIC WORKS

There were no reports.

11. REPORT – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

11.1 2017 Special Events Approval

142

It is recommended that:

1. The report from the Public Events Committee (PEC) dated January 25, 2017, regarding 2017 Special Events Approval **BE RECEIVED**;
2. That the events **BE APPROVED** as listed:
 - Music Off the Back Porch – 1st Friday of every month from April 7, 2017 through to October 6, 2017
 - Holistic Fair – Sunday May 7, 2017
 - Ribs and Ragtime – Saturday June 3, 2017
 - J.Wimpy Volleyball Tournament – June 10, 2017/rain date June 11, 2017
 - Bob Meloche Father's Day Kids Fishing Derby – Sunday June 18, 2017
 - Canada Day Festival – Saturday July 1, 2017
 - Woofa-Roo Pet Fest – August 12, 2017 & August 13, 2017
 - Culture Days – September 30, 2017 & October 1, 2017
3. That the following event **BE DEEMED** as a municipally significant event for the purpose of applying for a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO):
 - J. Wimpy Volleyball Tournament – June 10, 2017/rain date June 11, 2017
4. An exemption from table number 3-1-2 of Noise By-law 2001-43 with respect to the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers to allow for live music **BE GRANTED** for the events listed:
 - Music Off the Back Porch - 1st Friday of every month from April 7, 2017 through to October 6, 2017

- Ribs and Ragtime - Saturday June 3, 2017
 - Culture Days – September 30, 2017 & October 1, 2017
5. The following events **BE EXEMPT** and **PERMITTED** for road closures to begin prior to 5pm;
 - Ribs and Ragtime - Saturday June 3, 2017
 - Canada Day Festival – Saturday July 1, 2017
 6. An exemption **BE GRANTED** to Section 3 of the Kings Navy Yard Park By-law #2004-89 to allow for public, private and non-profit function in the Kings Navy Yard Park;
 7. An exemption **BE GRANTED** to Section 4(b) of the Kings Navy Yard Park By-law #2004-89 to allow fishing outside of the designated fishing area for the event listed:
 - Annual Bob Meloche Kids Father's Day Fishing Derby – June 18th, 2017;
 8. An exemption **BE GRANTED** to Section 6(f) of the Parks By-law 2002-72 to allow for the playing of any musical instrument or direct the playing of any musical instrument for the events listed; and,
 - Culture Days – September 30, 2017 & October 1, 2017
 9. The Public Events Committee **BE DIRECTED** to confirm that the requirements identified by the Committee are met prior to the event.

12. REPORTS - CAO's OFFICE

12.1 Regulation 310/16 - Ranked Ballot Elections 154

It is recommended that:

1. The report from the Municipal Clerk dated February 3, 2016 regarding Regulation 310/16 - Ranked Ballot Elections **BE RECEIVED**;
2. The existing First Past the Post (FPTP) electoral model for the 2018 municipal election **BE APPROVED**;
3. The Municipal Clerk **BE DIRECTED** to monitor the use of ranked ballot elections throughout Ontario for the 2018 municipal election and report back to Council in 2019 outlining the experiences of other jurisdictions that used ranked balloting in their 2018 municipal election; and,
4. The Municipal Clerk **BE DIRECTED** to continue to explore opportunities, other than ranked balloting, which may be implemented to provide broader access and participation in the 2018 Municipal Election.

13. INFORMATION REPORTS

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

- | | | |
|------|---|-----|
| 13.1 | Recreation Management Software | 168 |
| 13.2 | Annual Committee Report – Amherstburg Drainage Board | 174 |
| 13.3 | Amherstburg Accessibility Advisory Committee – 2016 Accomplishments | 179 |
| 13.4 | January 19, 2017 – February 8, 2017 Accounts Payable | 183 |
| 13.5 | Council Question - Essex Region Conservation Foundation Donation (ERCF) | |

Report to follow

14. CONSENT CORRESPONDENCE

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

14.1	Essex County Library Board Refund of Surplus Funds - Essex County Council Resolution	221
14.2	Thank You for Supporting the Military Recognition Book - Royal Canadian Legion, Ontario Command	222
14.3	Public Consultation on a Change to the Blue Box Program - Lisa Thompson, MPP, Huron-Bruce	223
14.4	Pupil Accommodation Review Guideline - County of Prince Edward Resolution	224
14.5	Internet Connectivity in Libraries Across Ontario - Township of Montague Resolution	225
14.6	Support for Natural Gas Expansion in Ontario - Patrick Brown, MPP, Simcoe North	227
14.7	Industrial Wind Turbines in Ontario - Article by Dave Hemingway, Reporter	229

15. CONSENT OTHER MINUTES

That the following minutes **BE RECEIVED**:

15.1	Amherstburg Accessibility Advisory Committee - December 1, 2016	230
15.2	Heritage Committee Meeting Minutes - April 21, 2016	233
15.3	Heritage Committee Meeting Minutes - June 16, 2016	239
15.4	Heritage Committee Meeting Minutes - September 15, 2016	245

16. OTHER MINUTES

16.1 Traffic Committee Meeting Minutes - November 17, 2016 249

It is recommended that:

1. The Traffic Committee Minutes of November 17th, 2016, **BE RECEIVED**;
2. The first 4 parking spaces, on the north side of Richmond Street east of Sandwich Street, **BE DESIGNATED** as 15 minute parking;
3. White Crescent, Kentucky Avenue, and States Avenue, **BE APPROVED** to be signed as alternate monthly parking;
4. The request from St Joseph's School for a speed reduction on County Road 8 adjacent to the school be sent to the County of Essex for their consideration;
5. The request for a reduced speed limit in and around the area of 5900 Concession 5 North **BE DENIED**;
6. No Parking signs **BE ERECTED** on the north side of Whelan Avenue and on the north side of McLellan Avenue; and,
7. The request for a 3 way stop at Knobb Hill Drive and Texas Road **BE DENIED**.

16.2 Drainage Board Meeting Minutes - February 8, 2017 254

It is recommended that:

1. The Drainage Board Meeting Minutes of February 8, 2017, **BE RECEIVED**; and,
2. **By-law 2017-13** being a by-law to provide for the New Residential Access Culvert over the South 7th Concession Drain for Jon Marwood Parks based on the Drainage Report by RC Spencer Associates Inc., be provisionally adopted by giving **first and second reading** and the Mayor and Clerk **BE AUTHORIZED** to sign same.

17. UNFINISHED BUSINESS

17.1 Unfinished Business lists as of February 13, 2017 256

18. NEW BUSINESS

19. REPORT OUT FROM IN CAMERA SESSION

20. NOTICE OF MOTION

There were no Notices of Motion.

21. BY-LAWS

21.1 2017-14 - Confirmatory By-law

262

It is recommended that:

That **By-law 2017-14** being a by-law to confirm all resolutions of the Municipal Council Meeting held February 13th, 2017, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

22. ADJOURNMENT

That Council rise and adjourn at p.m.



**TOWN OF AMHERSTBURG
COUNCIL MEETING**

**Monday, December 12, 2016
6:00 PM**

Council Chambers, 271 Sandwich Street South, Amherstburg, ON

MINUTES

PRESENT

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

Giovanni (John) Miceli, Chief Administrative Officer
Paula Parker, Municipal Clerk
Tammy Fowkes, Deputy Clerk

1. CALL TO ORDER

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

2. MOMENT OF SILENT REFLECTION

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF
(Public Council Meeting Agenda items)

There were no disclosures of pecuniary interest noted.

4. DELEGATIONS

4.1 Water Bill - Lori Farmer

Resolution # 20161212-473

Moved By Councillor Fryer
Seconded By Councillor Pouget

That the delegation BE RECEIVED and the item BE DEFERRED until Administration brings back a full report with timelines and the information Ms. Farmer is referring to in the Water Supply By-law.

The Mayor put the Motion.

Motion Carried

4.2 Belle Vue Conservancy Quarterly Briefing - Shirley Curson-Prue, President, Belle Vue Conservancy

Ms. Curson-Prue provided Council with the Belle Vue quarterly briefing.

Resolution # 20161212-474

Moved By Councillor Fryer
Seconded By Councillor Courtney

That the delegation BE RECEIVED.

The Mayor put the Motion.

Motion Carried

5. PRESENTATIONS

5.1 Winners of the Multimedia Contest for High School Students

Resolution # 20161212-475

Moved By Deputy Mayor DiPasquale
Seconded By Councillor Lavigne

Bob Rozankovic, Chair, Economic Development Advisory Committee, provided a brief description of the Multimedia Contest. John McDonald, Vice-Chair, announced the following winners of the contest:

- 1st place - Alexis DeCarlo
- 2nd place - Kyle Brochert
- 3rd place - Daekotha Boismier
- Honourable Mention - Paul Desjardins

That the presentation BE RECEIVED.

The Mayor put the Motion.

Motion Carried

6. REPORTS - POLICE SERVICES

There were no reports.

7. REPORTS – CORPORATE SERVICES

7.1 Charity, Heritage, COAHP and Vacancy Rebates Issued in 2016

Resolution # 20161212-476

Moved By Councillor Lavigne
Seconded By Councillor Pouget

That:

- 1. The report from the Supervisor of Revenue dated November 1, 2016 regarding the Charity, Heritage, Vacancy and COAHP Rebate Program Issued in 2016 BE RECEIVED; and,**
- 2. By-law 2016-108 being a by-law to strike taxes from roll, be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign the same.**

The Mayor put the Motion.

Motion Carried

7.2 2016 Tax Adjustments and Write Off's

Resolution # 20161212-477

Moved By Councillor Meloche

Seconded By Councillor Courtney

That:

1. **The report from the Supervisor of Revenue dated November 17, 2016 regarding 2016 Tax Adjustments and Write Off's BE RECEIVED;**
2. **The write-offs and assessment changes BE APPROVED as presented; and,**
3. **By-law 2016-114 being a by-law to strike taxes from the tax roll and to adjust assessment values on properties be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign the same.**

The Mayor put the Motion.

Motion Carried

8. REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

There were no reports.

9. REPORTS – ENGINEERING AND PUBLIC WORKS

9.1 Acceptance of Surface Asphalt – Kingsbridge Subdivision Phase 6C Stage 1

Resolution # 20161212-478

Moved By Councillor Fryer

Seconded By Councillor Pouget

That:

- 1. The report from the Manager of Engineering dated November 9, 2016 regarding the Acceptance of Surface Asphalt - Kingsbridge Subdivision Phase 6C Stage 1 BE RECEIVED;**
- 2. The recommendations of the consulting engineer, Baird AE BE APPROVED; and,**
- 3. The surface asphalt BE ACCEPTED and ASSUMED.**

The Mayor put the Motion.

Motion Carried

9.2 Acceptance of Underground Infrastructure, Base Asphalt and Curbs - Kingsbridge Subdivision Phase 6C, Stage 2

Resolution # 20161212-479

Moved By Councillor Courtney
Seconded By Councillor Lavigne

That:

- 1. The report from the Manager of Engineering dated November 10, 2016, regarding the Acceptance of Underground Infrastructure, Base Asphalt and Curbs - Kingsbridge Subdivision Phase 6C, Stage 2 BE RECEIVED;**
- 2. The recommendations of the consulting engineer, Baird AE BE APPROVED; and,**
- 3. The underground infrastructure BE ACCEPTED and ASSUMED and the base asphalt and curbs BE ACCEPTED once the surface asphalt is placed as planned in 2017.**

The Mayor put the Motion.

Motion Carried

9.3 McGregor Lagoon Cell No. 2 Sediment Removal - Tender Results

Resolution # 20161212-480

Moved By Councillor Meloche
Seconded By Councillor Fryer

That:

1. **The report from the Manager of Engineering dated November 2, 2016, regarding the McGregor Lagoon Cell No. 2 Sediment Removal - Tender Results BE RECEIVED;**
2. **An agreement with Terratec Environmental Ltd. to complete the McGregor Lagoon Cell No. 2 Sediment Removal BE AUTHORIZED in the amount of \$360,215.00 (excluding H.S.T.);**
3. **Upon Completion of the McGregor Lagoon Cell No. 2 Sediment Removal Project, the Director of Corporate Services/Treasurer BE DIRECTED to transfer the anticipated surplus funds to the Wastewater Capital Reserve; and,**
4. **By-law 2016-110 being a by-law to enter into an agreement with Terratec Environmental Ltd. to complete the McGregor Lagoon Cell No. 2 Sediment Removal be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

Motion Carried

9.4 Placement of Underground Infrastructure, Base Asphalt and Curbs on Maintenance – Gibb / Atlantic Extension

Resolution # 20161212-481

Moved By Councillor Meloche
Seconded By Councillor Pouget

That:

1. **The report from the Manager of Engineering, dated November 28, 2016 regarding the Placement of Underground Infrastructure, Base Asphalt and Curbs on Maintenance – Gibb / Atlantic Extension BE RECEIVED;**
2. **The recommendations of the Design Engineer for Bart DiGiovanni Construction Ltd. BE APPROVED; and,**

3. **The underground infrastructure, base asphalt and curbs BE PLACED on a 1 year maintenance period, commencing December 5, 2016.**

The Mayor put Motion.

Motion Carried

10. REPORTS – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

10.1 Amendments to Traffic By-law 2011-69

Resolution # 20161212-482

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

1. **The report from the Manager of Licensing and Enforcement dated November 28, 2016 regarding Amendments to Traffic By-law 2011-69 BE RECEIVED; and,**
2. **By-law 2016-118 being a By-law to Amend By-law 2011-69 be taken as having been read 3 times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

Motion Carried

10.2 Proposed Smoke-free Outdoor Spaces By-law 2016-113

Resolution # 20161212-483

Moved By Councillor Meloche
Seconded By Councillor Pouget

That:

1. **The report from the Manager of Licensing and Enforcement dated November 28, 2016, regarding Smoke-free Outdoor Spaces By-law 2016-113 BE RECEIVED; and,**
2. **By-law 2016-113 being a By-law to prohibit smoking on property owned or leased by the Town of Amherstburg be taken as having been read 3**

times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

The Mayor put the Motion.

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

Motion Carried

10.3 2017 Special Event – Canada D’Eh Run

Resolution # 20161212-484

Move By Councillor Fryer
Seconded By Councillor Lavigne

That:

1. **The report from the Public Events Committee (PEC) dated December 9, 2016 regarding 2017 Special Event-Canada D’Eh 5K Run BE RECEIVED;**
2. **The Canada D’Eh 5K Run event BE APPROVED;**
3. **The a road closure BE APPROVED for the Canada D’Eh 5K Run, as per the attached 5k route map; and,**
4. **The Public Events Committee BE DIRECTED to confirm that the requirements identified by the Committee are met prior to the event.**

The Mayor put the Motion.

Motion Carried

11. REPORTS - CAO's OFFICE

11.1 Appointments – Drainage Board and Heritage Committee

Resolution # 20161212-485

Moved By Councillor Pouget
Seconded By Councillor Fryer

Councillor Pouget moved the motion with an amendment to appoint Jennie Lajoie as an additional member of the Heritage Committee.

That:

1. **The report from the Deputy Clerk dated November 28, 2016, regarding Appointments – Drainage Board and Heritage Committee BE RECEIVED;**
2. **Josh Mailloux BE APPOINTED as a member of the Drainage Board from December 12th, 2016 until on November 30th, 2018; and,**
3. **Stephanie Pouget-Papak and Jennie Lajoie BE APPOINTED as members of the Heritage Committee from December 12th, 2016 until on November 30th, 2018.**

The Mayor put the Motion.

Motion Carried

11.2 New Records Retention By-law and Schedule

Resolution # 20161212-486

Moved By Councillor Fryer
Seconded By Deputy Mayor DiPasquale

That:

1. **The report from the Administrative Clerk dated November 17, 2016 regarding a new Records Retention By-law and Schedule BE RECEIVED;**
2. **The new Records Retention By-law and Schedule BE APPROVED effective January 1, 2017; and,**
3. **By-law 2016-81 being a by-law to establish retention periods for records of the Town of Amherstburg be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

Motion Carried

12. INFORMATION REPORTS

Resolution # 20161212-487

Moved By Councillor Pouget

Seconded By Councillor Meloche

That the following information reports BE RECEIVED:

12.1 Chamber of Commerce Signs

12.2 Town of Amherstburg Mission Statement

12.3 Monthly Activity Report - APSB Meeting October 18, 2016

12.4 November 23, 2016 - December 6, 2016 Accounts Payable

The Mayor put the Motion.

Motion Carried

13. CONSENT CORRESPONDENCE

Resolution # 20161212-488

Moved By Councillor Meloche

Seconded By Councillor Lavigne

That the following consent correspondence BE RECEIVED:

13.1 Phosphorous Reduction Targets for Lake Erie - City of Windsor Resolution

13.2 Bill C-274: Transfer of Small Business, Family Farm or Fishing Operation - Guy Caron, MP

The Mayor put the Motion.

Motion Carried

Resolution # 20161212-489

Moved By Councillor Meloche
Seconded By Councillor Pouget

Item # 13.2 – **That Administration BE DIRECTED to send a letter in support of Bill C-274: Transfer of Small Business, Family Farm or Fishing Operation.**

The Mayor put the Motion.

Motion Carried

14. CONSENT OTHER MINUTES

Resolution # 20161212-490

Moved By Councillor Lavigne
Seconded By Councillor Meloche

That the following consent correspondence BE RECEIVED:

14.1 Recreation and Culture Committee Meeting Minutes - July 13, 2016

14.2 Recreation and Culture Committee Meeting Minutes - September 14, 2016

14.3 Amherstburg Accessibility Advisory Committee Meeting Minutes - September 29, 2016

The Mayor put the Motion.

Motion Carried

15. OTHER MINUTES

15.1 Traffic Committee Meeting Minutes – August 11th, 2016

Resolution # 20161212-491

Moved By Councillor Meloche
Seconded By Deputy Mayor DiPasquale

That:

- 1. The Traffic Committee Minutes of August 11th, 2016 BE RECEIVED;**
- 2. Additional Police enforcement on Golfwood Drive BE APPROVED; and,**
- 3. The request for a 4 way stop at Pickering Drive and Cherrylawn Crescent BE DENIED as the traffic study did not warrant the installation.**

The Mayor put the Motion.

Motion Carried

16. UNFINISHED BUSINESS

There was no Unfinished Business.

17. NEW BUSINESS

1. Councillor Meloche advised Council that he received complaints with respect to snow removal in River Canard. Councillor Meloche stated that it appears that the smaller streets and cul-de-sacs are not shown on the snow removal map/plan and as a result, are not being plowed. Councillors Fryer and Pouget also advised that they received similar complaints.

The Director of Engineering and Public Works advised Council that every road gets plowed and the plan will be looked at again to ensure that all roads are shown on the map. She further advised that the crews focused on the main roads during the snow storm that lasted the entire day yesterday and only got to the subdivisions this morning and the remainder of the roads throughout the day today.

2. Councillor Fryer advised Council that a preliminary vote was held to present the ERCA budget, with a \$0.34 levy increase, to all municipalities.

3. Resolution # 20161212-492

Moved By Councillor Pouget
Seconded By Councillor Meloche

That Administration BE DIRECTED to place an ad in the River Town Times acknowledging the Horticultural Society for its beautification efforts throughout 2016.

The Mayor put the Motion.

Motion Carried

18. NOTICE OF MOTION

There were no Notices of Motion.

19. BY-LAWS

19.1 By-law 2016-76 - 8th Concession Drain S - THIRD & FINAL READING

Resolution # 20161212-493

Moved By Councillor Fryer
Seconded By Councillor Lavigne

That By-law 2016-76 being a by-law for the Repair & Improvement of the 8th Concession Drain South be taken as having been read a third and final time and the Mayor and Clerk BE AUTHORIZED to sign same.

The Mayor put the Motion.

Motion Carried

19.2 By-law 2016-119 - Confirmatory By-law

Resolution # 20161212-494

Moved By Councillor Pouget
Seconded By Councillor Fryer

That By-law 2016-119 being a by-law to confirm all resolutions of the Municipal Council Meeting held December 12th, 2016, be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

The Mayor put the Motion.

Motion Carried

20. SPECIAL IN-CAMERA MEETING

Resolution # 20161212-495

Moved By Councillor Fryer

Seconded By Councillor Meloche

That Council move into an In-Camera Meeting of Council at 7:24 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:

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

The Mayor put the Motion.

Motion Carried

21. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEROF
(In-Camera Council Meeting Agenda items)

There were no disclosures of pecuniary interest noted.

22. ADJOURNMENT OF IN-CAMERA MEETING @ 7:44 PM

23. RESUMPTION OF REGULAR COUNCIL MEETING

Moved By Councillor Lavigne

Seconded By Deputy Mayor DiPasquale

That Council resume Regular session at 7:47 p.m.

The Mayor put the Motion.

Motion Carried

24. ADJOURNMENT

Moved By Councillor Meloche

Seconded By Councillor Courtney

That Council rise and adjourn at 7:47 p.m.

The Mayor put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER



Town of Amherstburg Delegation Request Form

I wish to appear before:

Council

Advisory Committee of Council Specify: _____

Date of Meeting: Feb 13

Name of Delegate(s): Lloyd Sayer

Address: [REDACTED]

Phone: [REDACTED] Email: _____

Attending as an Individual

Representing a Group/Organization _____
(Name of Group/Organization/Business)

Have you contacted Administration regarding this matter? Yes No

If yes, who? _____

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 #.

express discontent as to the never ending
library strike

(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:

n/a

****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: Jan. 19/17 Request Received by (initials): PK

Request relates to: Library Board Strike

Staff Report: n/a. Staff Name: n/a.

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Town of Amherstburg Delegation Request Form

I wish to appear before:

Council

Advisory Committee of Council Specify: _____

Date of Meeting: Monday, Feb. 13/17.

Name of Delegate(s): Brian Beattie

Address: _____

Phone: _____ Email: _____

Attending as an Individual

Representing a Group/Organization AMA Sportsman Association
(Name of Group/Organization/Business)

Have you contacted Administration regarding this matter? Yes No

If yes, who? Helen Sweet

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 #.

Request event fees waived for
Annual Fathers Day Kids Fishing Derby (Bob Meloche)

(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: Jan. 16/17 Request Received by (initials): AT

Request relates to: Request to waive event fee

Staff Report: 2017 Special Events Staff Name: Nicole Rubli

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Town of Amherstburg Delegation Request Form

I wish to appear before:

Council

Advisory Committee of Council Specify: _____

Date of Meeting: Feb 13, 2017

Name of Delegate(s): John F. McDonald

Address: _____

Phone: _____ Email: _____

Attending as an Individual

Representing a Group/Organization Park House Music off the Bank Porch
(Name of Group/Organization/Business)

Have you contacted Administration regarding this matter? Yes No

If yes, who? Helen Sweet

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 #.

Request waiver from Sound & Noise Bylaw
Fee (\$50.00).

(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

Possibly one or two slides

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Phone: 519.736.0012 Fax: 519.736.5403 or email pparker@amherstburg.ca.

For office use only:

Date request received: Jan. 30/17 Request Received by (initials): AR

Request relates to: Noise By-law exemption / Waive fees

Staff Report: 2017 Special Events Report Staff Name: Nicole Rubli

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Town of Amherstburg
Delegation Request
Form

I wish to appear before:

Council

Advisory Committee of Council Specify: _____

Date of Meeting: Feb. 13/17 @ 6pm

Name of Delegate(s): ROD BENOUD

Address: 2466 COUNTY RD 20 HARROW

Phone: [REDACTED] Mail: SALES@WATERBEE.COM

Attending as an Individual

Representing a Group/Organization WATERBEE POOLS LTD
(Name of Group/Organization/Business)

Have you contacted Administration regarding this matter? Yes No

If yes, who? Nicole Rubli

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 #.

n/a - not in response to agenda item.

The erection of a permanent sign as opposed to a portable sign. Requesting a minor variance to be able to erect a permanent sign on own property.

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

MR

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

n/a

****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:

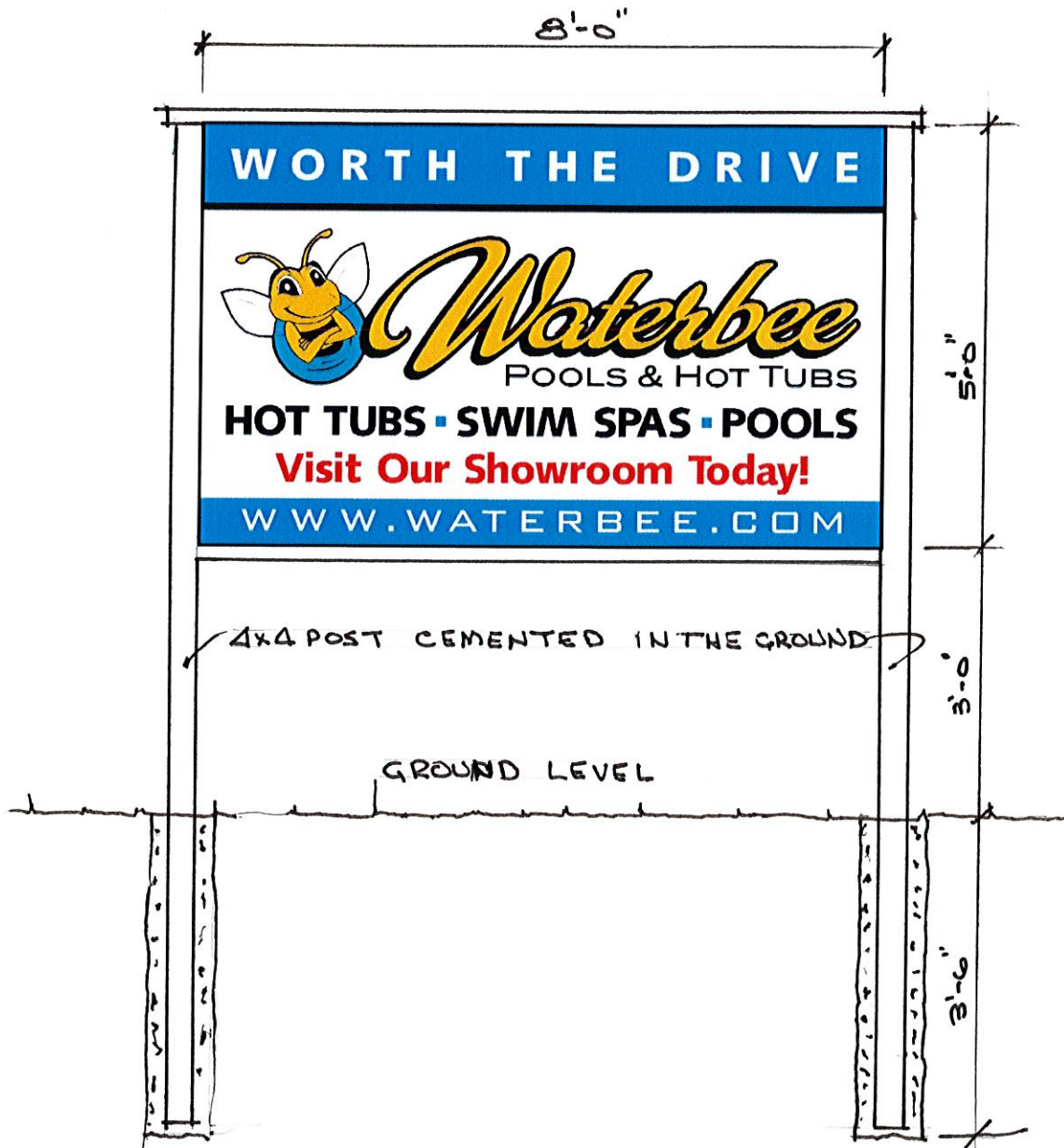
Date request received: Feb. 3/17 Request Received by (initials): JP

Request relates to: Request for sign variance

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

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PROPOSED PERMANENT SIGN



Town of Amherstburg Delegation Request Form

I wish to appear before:

Council

Advisory Committee of Council Specify: _____

Date of Meeting: 2017 FEB 13

Name of Delegate(s): DANIELLE + TONY SMITH

Address: [REDACTED]

Phone: [REDACTED] Email: _____

Attending as an Individual

Representing a Group/Organization GARAGE GYM
(Name of Group/Organization/Business)

Have you contacted Administration regarding this matter? Yes No

If yes, who? NICOLE RUBLI *(through ANTHONY LEARDI)*

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 #.

TO ADDRESS COUNCIL REGARDING PARKING
ON RICHMOND ST + SPECIFICALLY THE
RECOMMENDATION OF THE TRAFFIC
COMMITTEE.

(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:

WISH TO OPPOSE THE RECOMMENDATION + EXPLAIN TO COUNCIL THE REASONS WHY THE RECOMMENDATION SHOULD NOT BE ACCEPTED.

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

Additional documentation attached?

Yes

No

TO FOLLOW

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.

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Phone: 519.736.0012 Fax: 519.736.5403 or email pparker@amherstburg.ca.

For office use only:

Date request received: Feb. 6/17 Request Received by (initials): [Signature]

Request relates to: Parking Issue Richmond St.

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

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**SUBMISSIONS FEBRUARY 13, 2017 TO COUNCIL
RE: PARKING ON RICHMOND STREET
TONY AND DANIELLE SMITH OF THE GARAGE GYM**

Good Evening Mayor and Council.

Thank you for giving me a chance to speak to you tonight. My name is Tony Smith. My wife is Danielle Smith. We are the co-owners of the Garage Gym. We reside in the Town of Amherstburg at 897 Front Road North. We pay property taxes to the Town of Amherstburg.

We own and run The Garage Gym which is located at the corner of Sandwich Street and Richmond Street. We have been operating for over a year. We started out as a modest little business. We have grown very quickly and now we have 175 clients who attend The Garage Gym every single week.

Most of our clients are from Amherstburg. Many of them are from out of town. Approximately twenty of our clients come to the Town of Amherstburg from Tecumseh and Windsor every week. After they work out, they frequently do their shopping in town. We also know that many of our clients bring their dry cleaning to Blondie's across the street.

We are very pleased at how quickly our business has grown. We believe that we are making a very strong contribution to the Amherstburg business community. We bring 175 people downtown every single week. If we were not there, these people might not go downtown.

Before we rented the building, the building was vacant. There was nothing there. We invested many thousands of dollars in the building and we have many thousands of dollars of equipment in the building. We are proud of the investment we have made in the Town of Amherstburg.

In addition to equipment, we pay over \$6,000.00 per year in property taxes to the Town of Amherstburg on our business alone. That's on top of what we pay on our residential home. The Town of Amherstburg gets enormous benefits from The Garage Gym.

We are the only Gym Jones certified gym in all of Canada. Let me explain what that means. Gym Jones is a brand name that originated in the United States. It is a special type of training. You must go to the Gym Jones Training Facility in the United States, take the training, and pass the training in order to become Gym Jones certified.

Both Tony and I are Gym Jones certified. We are the only Gym Jones certified gym in all of Canada. We are the only ones who hold this certification in all of Canada. That is

what makes our gym quite unique. I believe that Amherstburg should be very proud of what we have accomplished.

There is parking along the side of our building. There is parking at the rear of our building. We maintain the parking. In addition to that, we know that several of our clients park across the street. We believe that this is a positive thing for the Town of Amherstburg. These clients attend our gym for approximately one hour at a time. Then they leave our gym and go shopping in the Town of Amherstburg. We think this is a good thing for the Town of Amherstburg.

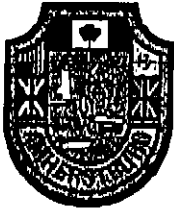
The parking spots should not be reduced to fifteen minutes. This is a bad idea. People want to come to Amherstburg and shop. They can't do that if you lower the parking limit to fifteen minutes.

I would like to stress that no one gave us prior notice of what the traffic committee was considering. We were not notified that this proposal was in front of the parking committee. If we had been notified, then we would have gone to the parking committee and we would have made a presentation. However, we did not receive any notification.

Therefore, I suggest that you reserve one parking space, and only one parking space, for 15-minute parking. One parking space would be reasonable. For that one space, there should be 15-minute parking from 10:00 a.m. to 6:00 p.m. After 6:00 p.m. all the businesses on that side of the street are closed anyway. So the 15-minute limit should apply only from 10:00 a.m. to 6:00 p.m.

Thank you for your time. I would be happy to answer any questions you have.

TONY AND DANIELLE SMITH
THE GARAGE GYM



Town of Amherstburg Delegation Request Form

I wish to appear before:

Council

Advisory Committee of Council Specify: _____

Date of Meeting: 2017 FEB 13

Name of Delegate(s): ENA MONTELEONE

Address: [Redacted]

Phone: [Redacted] Email: _____

Attending as an Individual

Representing a Group/Organization LOVE IT YOGA.
(Name of Group/Organization/Business)

Have you contacted Administration regarding this matter? No Yes
THROUGH ANTHONY LEARDI

If yes, who? NICOLE RUBLI

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 #.

TO ADDRESS COUNCIL REGARDING PARKING
ON RICHMOND ST + SPECIFICALLY THE
RECOMMENDATION OF THE TRAFFIC
COMMITTEE.

(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:

WISH TO OPPOSE THE RECOMMENDATION + EXPLAIN TO COUNCIL THE REASONS WHY THE RECOMMENDATION SHOULD NOT BE ACCEPTED.

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

Additional documentation attached?

Yes

No

TO FOLLOW

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.

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For office use only:

Date request received: Feb. 6/17 Request Received by (initials): JR.

Request relates to: Parking Issue on Richmond St.

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

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**SUBMISSIONS FEBRUARY 13, 2017 TO COUNCIL
RE: PARKING ON RICHMOND STREET
ENA MONTELEONE OF LOVE IT YOGA**

Good Evening Mayor and Council Members. My name is Ena Monteleone. I am the owner of Love It Yoga which is located on Richmond Street in Amherstburg. We have been operating for many years.

You may recall that the building itself was previously vacant until I bought it. I did extensive renovations to it and turned it into what I believe to be an attractive business.

I'm very proud of Love It Yoga and I am proud to be contributing to the business community in Amherstburg. I also believe that I am contributing to the health and well-being of the residents in the Town of Amherstburg through the yoga studio.

I understand that the Traffic Committee has dealt with parking on Richmond Street not only once but twice. Most recently they made a decision in November 2016. Unfortunately, nobody bothered to notify me or my business that changes were being proposed to the parking on Richmond Street. This is very unfortunate. It's unfortunate because I would have certainly participated at the meeting if I had known that the issues was being discussed.

That being said, I want to indicate that Love It Yoga has its own parking lot. We have approximately ten parking spaces at the studio. From time to time, other parking spaces are needed because of the large number of participants in our program. This does not happen often but it does happen. There is street parking but of course there are other businesses in the neighborhood including a veterinarian, a gym, and a dance studio. In my experience, this area of town has grown because of the successful businesses who have located in this area.

It is unreasonable to lower the parking time on Richmond Street to 15 minutes. That effectively makes it impossible for anybody to go to many of the businesses located in the Richmond Street area. Therefore, lowering the parking limit to 15 minutes hurts many businesses.

I would like you to remember that I am not only a business owner in the Town of Amherstburg, but I am also a resident. I pay property taxes on my personal residence. On top of that, I pay property taxes on my business property.

I also employ people in the Town of Amherstburg. Love It Yoga has several employees. All of these employees come from the Town of Amherstburg. I am not only contributing to the Town of Amherstburg through my residential property taxes, I am also

contributing through my business property taxes, and then I contribute on top of that through the number of people that I employ at the yoga studio.

I am asking you to keep the parking limit on Richmond Street to two hours. Two hours is a reasonable parking limit. It allows all of the businesses to continue operating. It does not cost the Town of Amherstburg anything to keep the parking at two hours per space. Keeping the parking at two hours is a very useful thing for the town to do in order to continue receiving all of the positive benefits that businesses contribute to the town.

Therefore, I suggest that you reserve one parking space, and only one parking space, for 15-minute parking. One parking space would be reasonable. For that one space, there should be 15-minute parking from 10:00 a.m. to 6:00 p.m. After 6:00 p.m. all the businesses on that side of the street are closed anyway. So the 15-minute limit should apply only from 10:00 a.m. to 6:00 p.m.

Thank you for the opportunity to speak to you tonight and I would be happy to answer any questions you have.

ENA MONTELEONE
LOVE IT YOGA



Town of Amherstburg Delegation Request Form

I wish to appear before:

Council

Advisory Committee of Council Specify: _____

Date of Meeting: 2017 FEB 13

Name of Delegate(s): ANTHONY R. LEARDI

Address: [REDACTED]

Phone: [REDACTED] Email: [REDACTED]

Attending as an Individual

Representing a Group/Organization 2386554 ONTARIO ~~QA~~ INC.
(Name of Group/Organization/Business)

Have you contacted Administration regarding this matter? Yes No

If yes, who? NICOLE RUBLI

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 #.

TO ADDRESS COUNCIL REGARDING PARKING
ON RICHMOND ST + SPECIFICALLY THE
RECOMMENDATION OF THE TRAFFIC
COMMITTEE.

(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:

WISH TO OPPOSE THE RECOMMENDATION + EXPLAIN
TO COUNCIL THE REASONS WHY THE
RECOMMENDATION SHOULD NOT BE ACCEPTED.

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

Additional documentation attached?

Yes

No

TO FOLLOW

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.

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Phone: 519.736.0012 Fax: 519.736.5403 or email pparker@amherstburg.ca.

For office use only:

Date request received: Feb. 6/17 Request Received by (initials): JK

Request relates to: Parking Issue on Richmond St.

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

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**SUBMISSIONS FEBRUARY 13, 2017 TO COUNCIL
RE: PARKING ON RICHMOND STREET
ANTHONY R. LEARDI ON BEHALF OF 2386554 ONTARIO INC.**

Good Evening Mayor and Council.

My name is Anthony R. Leardi. I represent the corporation which owns the building at 227 Sandwich Street South at the corner of Sandwich and Richmond Streets. The corporation is 2386554 Ontario Inc.

I'm sure you remember what that building looked like before this corporation purchased the building. It was vacant. Vacant, vacant, vacant. In fact, it was vacant for almost five years.

Then this corporation purchased this building and did considerable renovations to the building. It is quite more attractive than it used to be. The corporation succeeded in finding three brand new tenants for the building. They are The Garage Gym, a wildly successful gym. The Catz Meow Dance Center which is an enormously successful dance studio here in the Town of Amherstburg, and Dan's Roofing, a successful roofing company which has done business in Amherstburg for over twenty years.

I'm sure we can all agree that the building looks far better than it used to look. I'm sure we can all agree that we wish all of these businesses continued success.

I just want to remind council of something council probably already knows. The Town of Amherstburg does not want vacant commercial properties. The Town of Amherstburg wants full commercial properties especially when they are located right in the center of town and visible to everybody.

I am here tonight to present you with some facts. These facts were not in front of the traffic committee because none of the affected business owners were given an opportunity to address the traffic committee. None of the affected business owners were notified prior to the traffic committee making the decision it made.

On Saturday February 4, 2017 I made a point of attending Richmond Street and taking photographs. I chose Saturday on purpose because it is the busiest shopping day of the week. I also chose to take photographs between 10:00am and 3:00pm because those are the busiest shopping hours on Saturday. I specifically chose the busiest shopping day of the week and the busiest shopping hours of the week in order to take these photographs.

As you can see from these photographs, the 15 minute parking signs are up. You can also see that there are virtually no shoppers whatsoever parked in these parking

spaces. The parking spaces have remained empty for hours on the busiest shopping day of the week and during the busiest shopping hours. In short, no one wants 15-minute parking.

Therefore, I suggest that you reserve one parking space, and only one parking space, for 15-minute parking. One parking space would be reasonable. For that one space, there should be 15-minute parking from 10:00 a.m. to 6:00 p.m. After 6:00 p.m. all the businesses on that side of the street are closed anyway. So the 15-minute limit should apply only from 10:00 a.m. to 6:00 p.m.

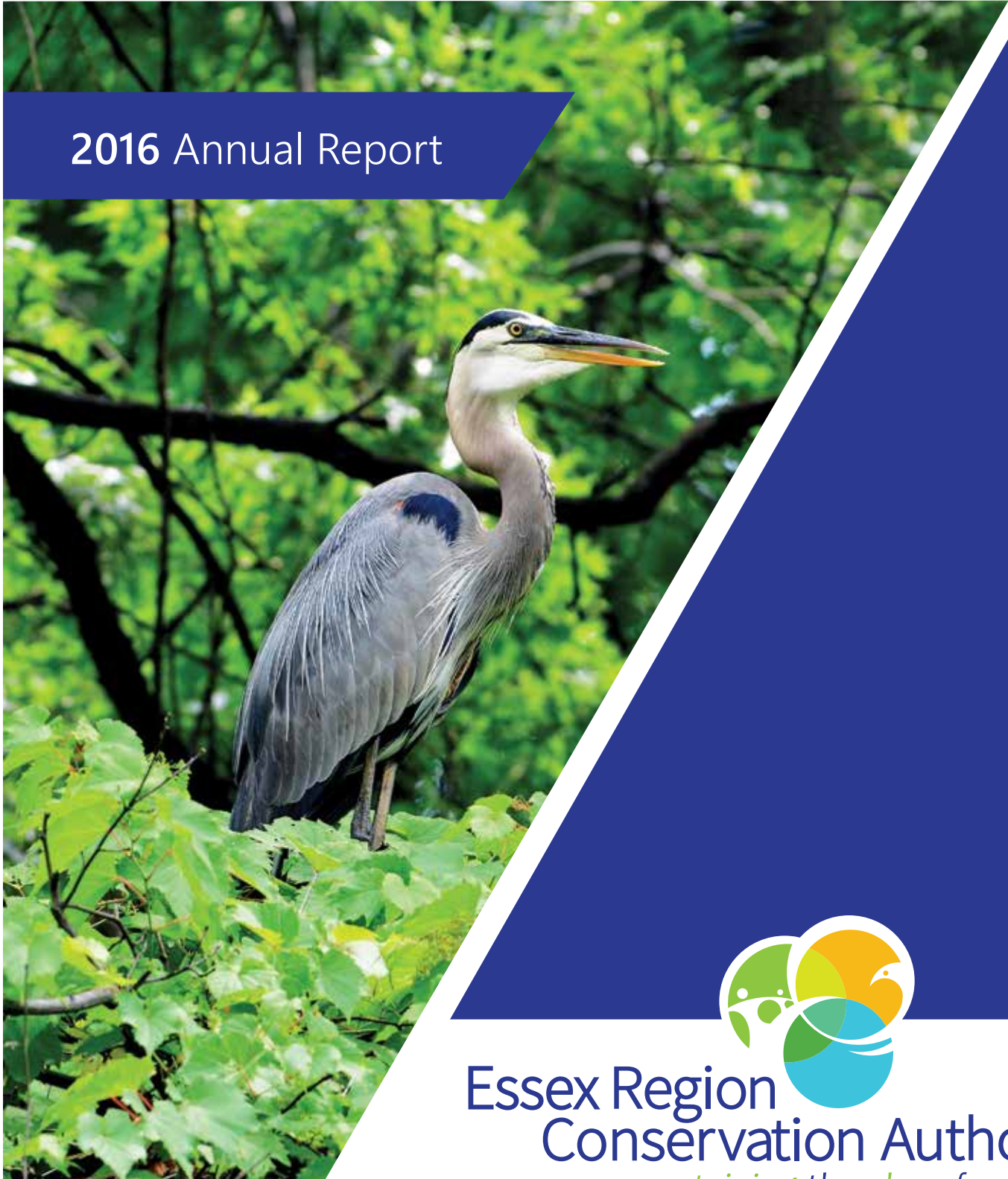
Thank-you. I am pleased to answer any questions you might have.

ANTHONY R. LEARDI
ON BEHALF OF 2386554 ONTARIO INC.



Essex Region Conservation
the place for life

2016 Annual Report



Essex Region
Conservation Authority
sustaining the place for life

2016 Annual Report - Sustaining the #PlaceforLife



Message from the Chair

Thanks to the support of many, there are great achievements to celebrate this year. The new Cypher Systems Group Greenway is being constructed, and accessibility for visitors to Kopegaron Woods and the John R. Park Homestead has been improved. We've added 103 acres of natural area to our landscape and implemented 46 projects to help improve water quality. We hosted the first Western Lake Erie Student Conference that highlighted the vulnerabilities of our Great Lakes. And, we launched the development of Regional Stormwater Guidelines, made all the more critical in the aftermath of the rainfall emergency that hit Windsor/Tecumseh/Lakeshore in September.

All of these projects are made possible by working together – with municipalities, private landowners, senior levels of government and volunteers. We are thankful to all of our partners for their many contributions.

ERCA is unique in that in addition to the valuable services it provides to its member municipalities, we also provide a significant financial return. Over the last decade, ERCA has received \$26.5 million in levy funding; and in return, secured more than \$35 million in grant funding for municipalities and the region. This is over and above all we do to create a future of sustainability, and demonstrates a remarkable return on investment.

It has been my honour to serve as Chair for these past two years, and I look forward to continuing to work together for years to come, to ensure that our region is the Place for Life.

Sincerely,

A handwritten signature in blue ink that reads "Ed. Sleiman". The signature is fluid and cursive.

Ed Sleiman
Chair



Message from the General Manager

The Essex Region, like other areas, is made up of places – where we live, where we work, where we gather, where we play. All elements of a place are interconnected. We recognize that natural processes contribute to the health of the places we live in, which, in turn, influence the health and integrity of our natural areas; and strengthen our regional economies.

We have a responsibility to enrich and sustain our region as a place with connected natural areas, where people are protected from flooding and erosion. A place with healthy rivers and streams, beaches we can swim in, and lakes we can fish in; greenways and trails that connect us to our landscapes and to each other. A place with productive agricultural lands. A sustainable place that is resilient and can adapt to change. We have to learn about and understand what makes our places great, how changes in our landscapes impact the places we live in, and how to respond to ensure our region is healthy and sustainable.

2016 was a very significant year for Essex Region Conservation. We launched our new strategic plan, **Sustaining the Place for Life**, which sets our priorities and directions for the next decade. Together with the Essex Region Conservation Foundation, we created a new visual identity to demonstrate the strengthened relationship between our two organizations, and our shared commitment to create a place we can be proud of and celebrate – one we can call home. For life.

The projects, programs and priorities implemented over the past year, and in fact, the past more than four decades, are critically important to ensuring that the Windsor-Essex-Pelee Island region will continue to be the Place for Life.

Yours in Conservation,

Richard J. H. Wyma
General Manager/Secretary-Treasurer

Our Vision

The Essex Region is a sustainable, resilient and vibrant place with healthy and thriving watersheds, Great Lakes and a green culture.

Our Mission

Improving our environment to enrich our lives.

J. Brush Farms

The Place for Life

In 2016, we launched our **Strategic Plan 2016-2025 – Sustaining the Place for Life**, which builds on five main areas of focus that resounded through broad consultation: climate change, Great Lakes, landscapes and habitats, sustainable communities and a strong, resilient organization. In total, fifteen strategic goals have been identified, with forty-five strategic actions outlined to achieve these goals.

We also created a new **visual identity** to demonstrate the strengthened relationship between the Essex Region Conservation Authority and Foundation. **Essex Region Conservation**, an overarching identity, promotes the Windsor-Essex-Pelee Island region as the Place for Life. As well, both the Authority and Foundation logos have been updated and modernized with unique but complementary icons and messaging that strategically portray the spirit of the Place for Life.

To build on this theme, we hosted the **#PlaceforLife** social media contest to enhance community excitement and pride in our region, and showcase all of its special places. Friends and followers submitted stories or photographs via Facebook, Twitter or Instagram to demonstrate why this region is the #PlaceforLife.

The Place for Life reinforces that all elements of a place are interconnected – our community, its environmental health, healthy lifestyles for our citizens, and our economy. Life recognizes our living, thriving, sustainable natural systems. Life refers to the people of our community; their health and protection, and our shared heritage. We embrace this place and make it our home. For life.

2016 Watershed Highlights

2016 was a year of significant change and progress. We launched our new strategic plan and five key strategic directions to ensure our region is the Place for Life. The following highlights are a snapshot of the programs implemented to align with our strategic priorities.



CLIMATE CHANGE



We are continuing to observe a changing climate. While efforts to slow climate change must continue, we also need to help our partner communities prepare to adapt to its impacts. This year, ERCA:

- Assisted Windsor, Tecumseh and Lakeshore by mobilizing pumps, providing sandbags, and providing general emergency response assistance during the significant **rainfall emergency** of September 28.
- Launched the development of a **Regional Stormwater Guideline** in partnership with the County of Essex and all mainland municipalities. This document will address the need for a comprehensive technical guide to assist municipalities, consultants and ERCA in the design and review of stormwater facilities. It will ensure that a consistent approach is implemented,

resulting in a better understanding of regional issues and a streamlined review process. Completion of this guideline, in conjunction with the Intensity Duration Frequency Curve research, are important first steps in the development of a regional climate adaptation strategy.



Received over **1,650 planning and development requests** for review and applications for permit, to protect new development from flooding hazards while ensure environmental sustainability.

- Obtained **Water and Erosion Control Infrastructure Improvements (WECI)** funding to implement additional improvements along the **Grand Marais Drain Flood Control Channel**, furthering the City of Windsor and ERCA's ongoing efforts to provide flood protection and storm drainage outlet for this watershed. Works included the deepening and widening of

- approximately 180 metres of open channel and drain bottom improvements through the South Cameron Road culvert. These continued improvements bring the channel one step closer to attaining full flood control benefit.
- Partnered with the Town of Lakeshore and the Provincial Water and Erosion Control Infrastructure program to complete the

Belle River Flood Control Structure.


The project included the replacement of approximately 65 metres of sheet steel shore protection and the removal of one manually operated flood control gate. These works re-instate the integrity of portions of the flood control structure which provides protection to approximately 250 floodprone dwellings within Belle River.

GREAT LAKES



The Great Lakes are our most significant natural resource. Our 2012 Watershed Report Card identified failing grades for surface water quality in virtually every watershed. More must be done to protect and improve water quality, and this year, ERCA:

- Implemented 88 water quality improvement projects across the region.
- Continued partnering with the Ministry of Environment and Climate Change (MoECC) in the **Kingsville-Leamington Nutrient Study** (KLN). Fourteen streams are monitored to collect information to understand the contribution of phosphorus from greenhouses and track changes in phosphorus concentrations (mg/L) over time.



Continued water quality monitoring at 85 sites across the region. These include surface water, ground water, wet weather and benthos monitoring stations.

Partnered with the University of Windsor Great Lakes Institute for Environmental Research (GLIER) and other partners in the Great Lakes Recreational Water Security research project. This study is to better understand the types of microbial communities found at our beaches and how they relate to beach closures and harmful algal blooms.



- Worked with partners to raise public awareness about **Drinking Water Source Protection** through the installation of road signs in vulnerable drinking water areas. These signs are consistent across the province to raise awareness that our streams and rivers are connected to our sources of drinking water.

- Provided **Risk Management Services** on behalf of municipalities to implement policies in the Source Protection Plan. Began approving Risk Management Plans to mitigate risks associated with the handling and storage of large volumes of liquid fuel throughout the region.



Worked with agricultural landowners to exchange knowledge and information through tours, meetings and other initiatives.

- Administered the **Great Lakes Agricultural Stewardship Priority Subwatershed** project to determine the cost of

phosphorus reduction using agricultural Best Management Practices in the eastern branch of the Wagle Creek watershed near Kingsville. In 2016, 47 cost sharing BMP projects were approved, including planting cover crops and the purchase of new farm equipment to facilitate the more precise application of fertilizer. This project was funded in part through *Growing Forward 2 (GF2)*, a federal-provincial-territorial initiative. The Agricultural Adaptation Council assists in the delivery of *GF2* in Ontario. ERCA's water quality team continues to monitor phosphorus concentrations at seven sites within the watershed to determine phosphorus reduction in this small watershed.

LANDSCAPES & HABITATS



Our landscapes and habitats are among the most significant in Canada, and while we have planted more than 6 million trees and achieved 8.5% natural areas coverage, more action is needed to reach our 12% target. This year, ERCA:

- Created 5 acres of new **wetland habitat**. Wetlands improve water quality, filter surface runoff, provide groundwater recharge, reduce flooding and erosion, and maintain soil moisture during drought conditions
- Engaged **1800 volunteers** to take action to improve environmental sustainability by participating in 36 tree planting, stream

cleanup, invasive species removal, citizen science and other **outreach events**.

- Introduced a **full service restoration program** option for landowners interested in tree planting and other habitat creation programs, without undertaking site preparation and long term maintenance. This new turn-key operation hopes to result in more landowners wanting to participate in habitat creation projects, contributing to a future of sustainability for us all.



Planted and distributed **101,000 trees**, and restored nearly **87 acres of forest habitat** and **11.5 acres of prairie habitat**.

- Undertook a pilot project to **Restore Wetlands through Phragmites Removal** at Hillman Marsh Conservation Area, a managed 117-acre wetland cell. This multi-phase project included GPS mapping of phragmites, specialized herbicide application, hand-removal and monitoring activities. As well, an educational video was created, and a workshop hosted in partnership with the Windsor-Essex County Environment Committee Green Speaker series.
- Initiated a **significant restoration project at Spring Garden Natural Area**, in partnership with the MTO and the City of Windsor. Prairie habitat will be restored as a result of this multi-year project to remove invasive Autumn Olive and allow the native species to flourish.

Conducted a Low Complexity Prescribed Burn at Hillman Marsh Conservation Area to revitalize and maintain the tallgrass prairie ecosystem and allow rare plants and animals to flourish.



SUSTAINABLE COMMUNITIES



Our urban areas will continue to grow and expand: ERCA will need to continue to work with all partners to plan sustainable communities that reduce urban sprawl, are walkable, have a healthy food supply and incorporate green infrastructure.

- Conducted significant **natural heritage inventory** work on behalf of the Towns of Tecumseh and Lakeshore to aid these municipalities in protecting natural heritage features through their Official Plan Amendments.
- Drafted **Environmental Impact Assessment (EIA) Guidelines** for the region to help our regional municipal partners consistently apply decisions regarding natural heritage protection.
- Provided significant advice and input to the **Official Plan updates** in four municipalities – Lakeshore, Tecumseh, LaSalle and Kingsville.
- Constructed the **Cypher Systems Group Greenway**. Thanks to a significant gift of \$250,000 from Cypher Systems Group, and support from the Federal government, the Town of Essex and many corporate and individual donations, the Essex

Region Conservation Foundation's *Trail On!* campaign raised over \$1 million to develop this trail. This property stretches 26 kilometres from the urban centre of Essex to the Town of Amherstburg and intersects with the existing Chrysler Canada Greenway in McGregor.

- Rebuilt the **Kopegaron Woods Boardwalk** to improve accessibility, environmental sustainability and visitor services. In total, nearly 600 metres of boardwalk have been replaced, and the balance of the gravel and woodchip trail resurfaced to improve walkability. The boardwalk is constructed of red cedar instead of pressure treated wood, to eliminate the use of man-made preservatives.

- Hosted the first **Western Lake Erie Student Conference**. Presented with funding from the Ontario Ministries of Environment and Climate Change and Education, 150 secondary school students from across the region participated to learn more about the challenges and issues surrounding the most vulnerable of our Great Lakes, and a variety of related career opportunities.



Connected nearly **300 new Canadians to nature** through snowshoeing and safe canoeing experiences, with support from the Ministry of Culture, Sport and Recreation.

Engaged nearly 10,000 students in **outdoor and conservation education programs**, to provide curriculum-based experiences that teach young people about the importance of protecting our environment and preserving our heritage.



- Partnered with the Greater Essex County District School Board and the Ministry of Environment to offer the first **Great Lakes Innovation-Creativity-Entrepreneurship** training session, aimed at finding solutions to local challenges with Lake Erie. 40 students participated, and 5 were chosen to present the collective proposals at the provincial Great Lakes Summit in October 2016.
- Doubled capacity in our **Teen Ranger Program**, providing 40 youth aged 12 - 15 with unique opportunities to connect with and take action for the environment. Participants graduated with an increased appreciation for the world and people around them; better team-building skills; and greater awareness of themselves and their abilities.



Certified 205 secondary school **Special High Skills Major** students with specialized training in a variety of subject matters to permit them to graduate with these specializations, while achieving our goal of helping to educate the next generation of conservationists.

- Restored the **Smokehouse** at the John R. Park Homestead, thanks to a grant from Questers International. As well, ERCA replaced 6 windows at the Homestead to ensure the museum's historical and architectural integrity.
- Unveiled the '**Waterbirds of Hillman Marsh' interpretive sign** to augment birding tourism in the Place for Life. Created with support from the Ontario Field Ornithologists, Pelee Wings Nature Store,

Friends of Point Pelee and Essex County Nature, the sign profiles 36 species of water birds, and adds another tourism amenity to the Shorebird Habitat, which is unique in North America.

- Improved safety and accessibility along the shores of Lake Erie at the John R. Park Homestead as the boardwalk was removed and a limestone pathway installed. Accessibility at Hillman Marsh and Holiday Beach outdoor classrooms were also improved this year with significant upgrades.
- Improved visitor services at **Holiday Beach Conservation Area with the creation of a rental cottage**. This beautiful, private three-bedroom facility on the shore of Lake Erie, just steps from the beach, will be available for rental in 2017. A utility hub was also created at the park to better serve those renting the facility for weddings and other events.

A STRONG RESILIENT ORGANIZATION



ERCA is a sustainable, resilient and valued agency. Since 1973, ERCA has been striving to achieve a state of sustainability for the Essex Region. In 2016, we worked toward organizational sustainability in the following ways:

- Demonstrated significant return on investment. Over the last ten years, ERCA has received \$26.5 million in levy funding between 2007 and 2016; and in return, secured more than \$35 million in funding to municipalities and the region. This is a net benefit to Essex Region of almost \$10 million, and is over and above in-kind contributions from partners, and the programs and services that we implement to benefit our regional environment.
- Improvements were made to the existing **Property and Information database**, which

- improves processing time and ultimately reduces turnaround times for permits and planning applications. The Authority continues to make system enhancements to accommodate the demand for digital exchange of information with applicants and consultants.



Implemented a new database to **facilitate customer tree orders** and to track outcomes of tree plantings and naturalization projects. By understanding project outcomes and plant survivability, resources can be directed to projects with better cost - versus - benefit ratios.

ERCA Accountability 2016

The following provides a three-year 'by the numbers' comparison of achievements.

CLIMATE CHANGE



	2014	2015	2016
Permits Requested	-	753	983
Permits issued	588	560	808
Clearances Issued	-	100	97
Request for Information Letters Issued	-	242	273
Permits to Take Water Applications	-	3	4
Appeals	-	13	15
Appeals in CA favour	-	13	15
Violations Issued	6	14	19
Average Response time for permits: Minor Development	8.24 days	15 days	10 days
- Major Development	29.35 days	30 days	21 days
- Alteration to Waterways	11.32 days	15 days	9 days
# of structures located in the floodplain	-	10,000	10,000
# of kms of Watercourses with floodplain mapping completed	-	609	609
# of hectares (area) digitally mapped delineating the CA Regulation Limit	-	38,304	38,304
# of hectares (area) digitally mapped delineating the flooding hazard limit (flood plains)	-	38,304	38,304
# metres of shoreline protected from flooding and erosion	140 m	250 m	245 m
\$ Value of Water/Infrastructure Contributions to Municipalities	494,000	772,500	287,500
Flood Messages: Watershed Conditions	-	6	2
- Flood Watches	-	10	7
- Flood Warnings	-	3	3
- Wind Warnings	-	0	0

GREAT LAKES



	2014	2015	2016
# of Water Quality Improvement projects (total)	20	26	88
- Agriculture/Other			
- Detroit River Watersheds	8	6	10
- Lake Erie Watersheds	8	10	19
- Lake St. Clair Watersheds	4	10	12
- Great Lakes Agricultural Priority Subwatershed Stewardship Initiative			47
# of wells decommissioned	-	4	9
# of landowners participating	-	30	58
- Agriculture/Other			
# of surface water quality monitoring stations	19	71	77
# of ground water quality monitoring stations	9	8	8
# of benthos monitoring stations	-	15	8

LANDSCAPES & HABITATS



	2014	2015	2016
Total Landholdings (Hectares)	1,628	1,669.6	1,669.6
Hectares of recreational land owned and managed	-	1,036.8	1,036.8
Total # of hectares under forest management plans	-	44.39	44.39
Total Taxes for CA Landholdings	-	\$49,166	\$75,290
Land Acquisition in Reporting Year (in acres)	0	51	0
Value of acquisitions (Fair Market Value)	na	\$508,000	0
Total Acres of Habitat Restored	152	142.5	103.5
Number/Acres of Trees	134,000 trees	125,450 trees 115 ac	101,000 trees 87 ac
Number/Acres of Wetlands	-	4 wetlands 5 ac	5 wetlands 5 ac
Number/Acres of Prairie	-	8 sites / 22.5 ac	11.5 ac
# of landowners involved in restoration	-	209	
Trees planted by volunteers	-	2,912	3,858
Native plants planted by volunteers	-	1,669	3,858

SUSTAINABLE COMMUNITIES



	2014	2015	2016
Planning Services - transactions/year	588	597	689
Kms of Trails owned & managed	79.6	79.6	95.1
# of volunteers	2,612	2,580	1,904
# of outreach events	38	33	35
# of schoolyard naturalization projects	11	7	3
ERCA Hosted Special Events	29	38	36
# of schools	-	78	96
# of unique education programs	-	285	294
# of students	7,314	9,538	9,986
# of public meetings/workshops	16	16	19
Day Use Visitors to JRPH	12,993	10,895	
Day Use Visitors to HBCA	5,426	5,985	
# of seasonal campsites purchased	65	72	69

A STRONG, RESILIENT ORGANIZATION

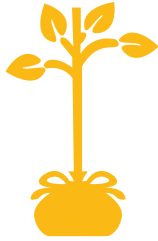


	2014	2015	2016
Area of CA Jurisdiction		1,681.3 sq km	1,681.3 sq km
Watershed Population	332,380	332,350	326,105
Staff (full time/LTC)	30	34	36
Staff (seasonal/STC FTEs)	12	9	8
Average FT staff length of service	10	9	10
# of local ABCs with ERCA representation	21	25	
# of Provincial ABCs with ERCA representation	18	26	
# of research studies with ERCA involvement		8	8
# of unique visitors to our website		55,000	68,591
Increase in social media followers		1,688	
# of facebook followers			2,424
# of twitter followers			2,428
# of instagram followers (launched October 2016)			90
# of youtube video views			2,134 views 4,334 min

2016 Financial Review

2016 At a Glance

Great places don't just happen...



101,000

Trees have been planted to increase green space.



1,904

Awesome **Volunteers!**
Thank You.



88

Projects to improve water quality have been implemented.



71

Events hosted to connect people with the place for life.



9,986

Students have been educated through outdoor education programs about the importance of preserving our heritage and conserving our environment.



10

Average **permit response times** for minor development is 10 days.



103.5

Acres of forest, tall grass prairie, and wetlands have been restored.



245

metres of shoreline protected from flooding and erosion.



808

Permits requested and reviewed to ensure landowner protection



15.5

kms of **trails** were developed to connect communities to the natural landscapes around them.



www.facebook.com/EssexRegionConservation/



[@essexregionca](https://www.instagram.com/essexregionca)



www.twitter.com/essexregionca



www.youtube.com/TheEssexRegionCA

Contact us

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Conservation
ONTARIO
Natural Champions



Essex Region Conservation Authority

sustaining the place for life

The Essex Region Conservation Authority is one of 36 Conservation Authorities across Ontario. The role of Conservation Authorities and their relationship to various partners, including member municipalities and the provincial government derives primarily from their enabling legislation, the *Conservation Authorities Act* of Ontario.

This *Act* provides a broad mandate which allows Conservation Authorities to set priorities in collaboration with member municipalities. Our programs demonstrate an ongoing and consistent response to real and serious problems and challenges in the region - land degradation, natural area coverage, and flooding and erosion - the same challenges we faced upon establishment. Today, new issues such as water quality and the Great Lakes, climate adaptation, and sustainable communities must be considered in meeting the needs of municipalities.

Building from our successes, ERCA's focus continues to be in finding new ways to leverage resources which more effectively address provincial and watershed priorities. Given our daily reliance on our natural resources, the projects, programs and priorities implemented by ERCA are critically important to ensuring the Windsor/Essex/Pelee Island region will continue to be **the Place for Life**.

The Essex Region Conservation Authority

was established in 1973 to protect, restore and manage the natural resources of the Windsor-Essex region. In keeping with the *Conservation Authorities Act*, ERCA works in partnership with residents, municipalities, the Province of Ontario, Government of Canada, and other agencies to increase natural area coverage through tree planting and habitat restoration, improve water quality across our watersheds and our Great Lakes, protect people and property from flooding and erosion, and further our understanding of the environment through science and education. Our goal is a sustainable future which improves our local environment, helps create a community we can all be proud of, and a more vibrant economy that makes this region **The Place for Life**.

2017 WATERSHED PRIORITIES

ERCA has consistently demonstrated a strong business case to member municipalities, and is unique from other organizations and agencies in our ability to leverage funds and partnerships to complete projects in our region. The following are some project highlights for 2017.



Climate Change

- Provide input and comments on Lakeshore, Kingsville, Tecumseh, and Leamington Official Plans; three Official Plan Amendments in the City of Windsor; and provide advice and guidance to municipalities on over 700 Planning Act applications.
- Implement 'one window services' to facilitate review of over 900 permit applications including stormwater management submissions of greenhouse developments, major subdivision developments, 150 Municipal Drainage Act submissions, responses to legal requests, 1,200 general inquiries from landowners.
- Apply for and undertake over \$1.2 million in Water and Erosion Control Infrastructure (WECI) projects in Windsor and Lakeshore (subject to WECI approvals), providing \$600,000 in funding for those municipalities.
- Manage \$3.2 million improvement project on the Lennon Drain for the City of Windsor
- Update the Essex Region Flood Contingency Plan with additional new information technologies and sources of additional real time weather and climate information.
- Initiate the development of a Climate Adaptation Strategy with municipalities to address the impacts of climate change through adaptation and mitigation; and identify actions to address impacts on terrestrial and aquatic ecosystems, water quantity and quality, infrastructure, energy, human communities, and agriculture.

Great Lakes

- Implement research and projects supporting the reduction of phosphorus (P) to Lake Erie including the analysis of water control structures for tile drainage management, rain gardens for urban storm water management, the research of innovative farming practices

and Best Management Practices at our demonstration farm that may result in lower phosphorus outputs.

- Continue working with provincial partners on intensive BMP implementation and research program in the Wigle Creek watershed through the Great Lakes Agricultural Stewardship Initiative (GLASI); continued monitoring of streams in the Kingsville/Leamington area to better understand the influence of greenhouses on water quality; intensive monitoring of streams and recreational beaches to track the intensity of harmful algal blooms and to work towards a more rapid method of detection of the toxin they produce.
- Continue monitoring 24 surface water quality stations and 10 ground water quality stations and near shore Great Lakes water quality stations as part of the Provincial Water Quality networks.

Landscapes and Habitats

- Complete wetlands assessment and mapping for MNR for 500 hectares of Provincially Significant Wetlands.
- Restore at least 100 acres of forest, plant at least 100,000 trees, 20 acres of prairie and collect 2,000 pounds of seed.
- Create a minimum of 4 new wetlands that will help restore hydrology, improve water quality and habitat for wildlife and fish.
- Partner with Caldwell First Nation to undertake the restoration of a coastal wetland at the mouth of Sturgeon Creek. Work with partners to fund the creation of a 70 acre managed wetland at Cedar Creek and a new 10-acre experimental wetland at Hillman Marsh.
- Work with partners to initiate large scale restoration opportunities on the Detroit River to enhance fish habitat, provide greater access to the river for residents to work toward de-listing the Detroit River as an AOC.

Sustainable Communities

- Draft and initiate consultations on Place for Life Policies to ensure ERCA's planning and regulations policies reflect changes in legislation, respond to the changing conditions and municipal demands in our region, and are consistent with ERCA's 2016-2025 Strategic Plan: Sustaining the Place for Life.
- Complete Technical Appendices including Environmental Impact Assessment Guidelines, Stormwater Management Guidelines and Municipal Memorandums of Understanding to facilitate the review and technical clearance of municipal and County planning applications as per the Planning Act.
- Continue to invest in Conservation Areas, including replacement of Maidstone Woods Conservation Area boardwalks; resurfacing Chrysler Canada Greenway with provincial partners; and installation of new roof on the Sawmill Building at the John R. Park Homestead.
- Open the Cypher Systems Group Greenway in partnership with the Essex Region Conservation Foundation, the Town of Essex, and senior levels of government to connect Essex and Amherstburg.
- Work with the Town of Tecumseh, Essex Region Conservation Foundation and other partners to secure funds and build 'Oldcastle Hub' to connect ERCA Greenways to Herb Gray Parkway Trails and trails in the towns of Tecumseh, LaSalle, and the Trans Canada Trail.
- Provide curriculum-based outdoor education for more than 10,000 elementary and secondary school students; and deliver Special High Skills Major Certifications to allow students to graduate with specialized environmental skills.
- Build on the success of the Regional Roundtable, which includes the CEOs from 12 regional agencies to promote the cross-organizational efficiencies that can be realized through working together.

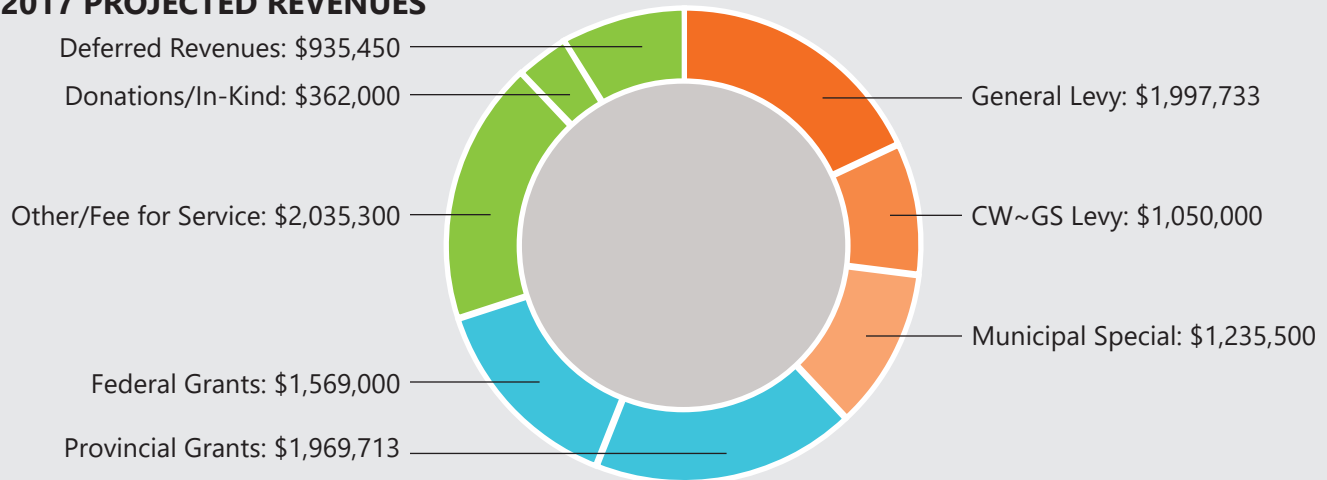
Resilient ERCA

- Create www.essexregionconservation.ca with the Essex Region Conservation Foundation to improve customer service, usability and accessibility compliance; and better integrate messaging with the Essex Region Conservation Foundation to demonstrate the strength of these partnership organizations to the region.
- Explore and begin implementing Open Data services and support for projects in the region.

- Host events that connect people to conservation and raise funds to further enhance the Windsor-Essex-Pelee Island region as the Place for Life.
- Review and update TCA inventory and Capital Plan to guide facility and infrastructure replacement needs and confirm capital plan priorities.
- Implement Filehold Records Management System in Corporate Services and Watershed Management Services departments.
- Finalize records classification system and records policy/retention schedule to support MFIPPA and internal obligations.
- Create and maintain a corporate policy database for shared access that encompasses all departmental active policies to ensure consistency with legislation, public-sector best practice and improved corporate culture.
- Review and update internal corporate and employee Policies and Procedures (Employee Handbook) on a priority basis, including purchasing policies.
- Create and manage internal databases to improve efficiency, enhance customer service, support education program booking, and maintain institutional memory,



2017 PROJECTED REVENUES



FUNDING SUSTAINABILITY

ERCA's 2017 budget totals \$11,154,696. This includes a levy contribution from member municipalities of \$3,047,733.

This represents a proposed levy increase of \$90,900 overall or \$0.34/household based on CVA.

ERCA is unlike any other Agency, Board or Commission in that it generates significant positive investment. Between 2007 and 2017, ERCA received \$26.5 million in total levy, and generated \$35 million in new outside funding in support of regional environmental programs and projects related to drinking water source protection, water and erosion control infrastructure, land securement and restoration, education, phosphorous and shoreline enhancement projects. This is in addition to the significant value of the programs and services ERCA provides to municipalities.

The 2017 Budget includes over \$4.2 million in leveraged funding, which represents 40% of the total ERCA budget. Combined with fee for service revenues, 72% of ERCA's budget is funded through non-levy sources of funding. In total, less than 25% of ERCA's operational budget is funded through levy.

ERCA is consistently in the bottom five of Ontario's 36 Conservation Authorities in terms of % levy funding operations (~25%); yet in the top 10 in terms of programs and program-related revenues for our region, well below the provincial average (~40%).

ERCA provides a streamlined and centralized source of knowledge, excellent return on investment, and tremendous value in ensuring that this region will remain **the Place for Life**.

MUNICIPALITY	CVA		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY		CHANGE
	2017	2016	2017	2016	2017	2016	2017	2016	
Amherstburg	6.0506%	6.0621%	\$ 120,874	\$ 106,433	\$ 63,531	\$ 63,230	\$ 184,405	\$ 179,243	\$ 5,157
Essex	4.92710%	4.9420%	\$ 98,429	\$ 94,232	\$ 51,734	\$ 51,891	\$ 150,164	\$ 146,123	\$ 4,037
Kingsville	6.1926%	6.1300%	\$ 123,711	\$ 116,885	\$ 65,022	\$ 64,365	\$ 188,733	\$ 181,250	\$ 7,478
Lakeshore	9.0226%	8.9580%	\$ 180,247	\$ 170,807	\$ 94,737	\$ 94,059	\$ 274,984	\$ 264,866	\$ 10,111
LaSalle	7.9645%	7.8447%	\$ 159,110	\$ 149,579	\$ 83,627	\$ 82,369	\$ 242,737	\$ 231,949	\$ 10,783
Leamington	6.1023%	6.1198%	\$ 121,909	\$ 116,690	\$ 64,075	\$ 64,258	\$ 185,983	\$ 180,948	\$ 5,030
Pelee Island	0.3055%	0.3070%	\$ 6,102	\$ 5,854	\$ 3,207	\$ 3,223	\$ 9,310	\$ 9,077	\$ 232
Tecumseh	8.2366%	8.2562%	\$ 164,545	\$ 157,425	\$ 86,484	\$ 86,690	\$ 251,029	\$ 244,115	\$ 6,908
Windsor	51.1983%	51.3801%	\$ 1,022,806	\$ 979,695	\$ 537,583	\$ 539,491	\$ 1,560,389	\$ 1,519,186	\$ 41,164
TOTALS	100%	100%	\$ 1,997,733	\$ 1,906,833	\$ 1,050,000	\$ 1,050,000	\$3,047,733	\$2,956,833	\$ 90,900



THE CORPORATION OF THE TOWN OF AMHERSTBURG
OFFICE OF CORPORATE SERVICES

MISSION STATEMENT:

Author's Name: Elke Leblanc	Report Date: January 28, 2017
Author's Phone: 519 736-0012 ext. 2252	Date to Council: February 13, 2017
Author's E-mail: eleblanc@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Tax Collection and Billing Policy

1. RECOMMENDATION:

It is recommended that:

1. The report from the Supervisor of Revenue dated January 28, 2017, regarding a revised Tax Collection and Billing Policy **BE RECEIVED**; and
2. The Tax Collection and Billing Policy **BE TABLED**.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

The current tax collection policy, Policy TC – Tax Collections was prepared in April 2010 and is now outdated. The policy does not cover many aspects of the tax collection and billing processes that take place in 2017.

3. DISCUSSION:

In an effort to build upon the principles of the Deloitte recommendations and evaluate and monitor the policies and procedures, it was determined the current tax collection

policy needed to be updated and required significant improvements in order to improve the comprehensiveness of the policy.

The following table illustrates the key elements contained in both the current policy and the proposed policy.

Current Tax Collections Policy - April 2010

Proposed Tax Collection & Billing Policy - February 2017

Billing, Payments and Delivery of the Tax Bills

Issuance of Interim Notice	Interim Billing - How Much and When
Late Payment Charges	Final Billing - How Much and When
Reminder Notice	Supplementary Billing - How Much and When
Mailing of Bills	Tax Bill Issuance
Payment Plan	Mortgage Company Holding Interest in Property
	Property Tax Payment Dates
	Modes for receiving property tax payments:
	Various Methods for Making Property Tax Payments
	Specific Method to Clear Tax Arrears Certificate
	Order of Posting Payment - Oldest to Newest
	Overview Pre-Authorized Payment Plan
	Calculation of Interest and Penalty
	Type 1 - Monthly Pre-Authorized Payment Plan
	Type 2 - Pre Authorized Payment Plan by Installment
	Late Payments and Charges/ Penalties and Interest

Tax Arrears Collection

Collection Steps	Methods to collect tax arrears
Late Payment Charges/Penalty/Interest	Collection Steps
Bailiff Action, Collection Agency, Rent Attornment	Year End Statement of Taxes
Tax Sale Registration / Tax Sale	Penalty and Interest
Reminder Notices	Payment Arrangement Plans
3 Year + Arrears	Collection Steps for Accounts with 3+ Years Arrears
Title Search	Overdue Notices
Collection Priority	Extension Agreements
	Public Tender – Sale of Land Process
	Deed Issuance and Registration
	Vesting

Write Offs and Rebates

Minimum Balance Write Off	Sections of Act(s) - Authorities for Write offs or Rebates
	ARB Appeal Rule
	Adjustment of Penalty and Interest
	Section 357 Regulations
	Section 358 Regulations
	Application Receive Dates and Process Timelines
	Minutes of Settlement (MOS)
	Requests for Reconsideration
	Post Roll Amended Notice (PRAN)
	Advisory Notice of Adjustment (ANA)
	Vacancy of Commercial & Industrial Unit Rebates
	Charity Rebates
	Rebates for Legions

	Heritage Rebates
	Brownsfield Rebate Legislation (Revitalization)
	Canada-Ontario Affordable Housing Program
	Bankruptcy
	Refunds of Credit Balances
	Severances / Consolidations of Properties

4. RISK ANALYSIS:

Failure to review, update and follow the tax collection and billing policy may have a negative impact on the reputation of the Town with respect to practices resulting in political criticism. In addition an updated policy will assist the Town in improving the financial management of the Town and mitigating financial risk. A failure to do so may result in financial implications should legislative requirements not be adhered to.

5. FINANCIAL MATTERS:

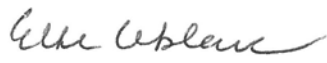
N/A

6. CONSULTATIONS:

The Director, Corporate Services/Treasurer was consulted in the preparation of this report.

7. CONCLUSION:

Continuing to provide solid guidelines to staff will create consistency and restore equity with regard to how collections and billings have been processed in the past.



Elke Leblanc
Supervisor of Revenue

EL

Report Approval Details

Document Title:	Tax Collection and Billing Policy.docx
Attachments:	- Tax Collection and Calculation Policy.docx - TaxCollections.pdf
Final Approval Date:	Feb 7, 2017

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



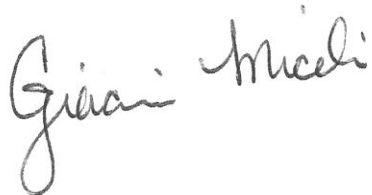
Justin Rousseau - Feb 3, 2017 - 4:28 PM



Justin Rousseau - Feb 6, 2017 - 9:15 AM



Mark Galvin - Feb 6, 2017 - 11:41 AM




John Miceli - Feb 7, 2017 - 8:09 AM

A handwritten signature in black ink, appearing to read 'Paula Parker', with a long horizontal flourish extending to the right.

Paula Parker - Feb 7, 2017 - 9:40 AM

POLICY

	Policy:	POLICY NAME	Policy No.:	POLICY NO.
	Department:	Finance	By-Law No.:	N/A
	Division:	Corporate	Draft Completed:	Nov 18, 2016
	Prepared For:	Property Taxation	Approval Date:	Draft
	Pages:	28	Effective Date:	Draft
	Replaces:			

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1. POLICY STATEMENT

- 1.1. The Corporation of the Town of Amherstburg is committed to collect taxes on behalf of the Municipality, Essex County and the school boards, and is responsible to ensure all overdue Property Taxes are collected in a timely, systematic manner.

2. PURPOSE

- 2.1. This policy defines guidelines to establish fair and equitable processes for the collection of all municipal Property Taxes, and to outline how such payments will be applied.
- 2.2. This policy ensures legislated policy requirements are followed, such as the various rebate programs and programs available to ratepayers and the Municipality to amend assessment information.

3. SCOPE

- 3.1. The policy applies to all Town of Amherstburg employees, elected and appointed officials of the Town of Amherstburg, agencies, boards, commissions and committees funded by the Town of Amherstburg, in whole or in part, or whose governing body includes Town of Amherstburg representation and whose financial transactions are accounted for within the Town of Amherstburg.
- 3.2. The policy covers all aspects of billing and collection of Property Taxes, up to and including the initiation of Municipal Tax Sale proceedings. All procedures related to a Municipal Tax Sale are carried out in accordance with Ontario Regulation 181/03 of the Municipal Act, 2001.
- 3.3. This policy excludes collection of payments-in-lieu of taxes.

- 3.4. This policy shall be reviewed every two years from the date it becomes effective, and/or sooner at the discretion of the Director of Corporate Services/Treasurer.
- 3.5. This policy is written in compliance with the Municipal Act, 2001,(the Act), related Ontario Regulations made under the Act and applicable Municipal by-laws, as amended from time to time.

4. **DEFINITIONS**

- 4.1. **Clerk** is the Municipal Clerk for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 228 of the Municipal Act, 2001.
- 4.2. **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.
- 4.3. **Director** is the person responsible for direction and operational control of a division as defined on the Town's organizational structure.
- 4.4. **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.
- 4.5. **Senior Management Team (SMT)** is comprised of the Chief Administrative Officer and the Directors. If a Director is unavailable, a delegate may be assigned.
- 4.6. **Staff** is any person (or group thereof) who supplies services to the Corporation for wages 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, paid work placements, and adult crossing guards.
- 4.7. **Town** is the Corporation of the Town of Amherstburg.
- 4.8. **Collection Costs** is all costs incurred by the Municipality to obtain information for collection purposes and/or collect Tax Arrears including, but not limited to, title search fees, corporate search fees, registered or certified mail, administrative charges, legal costs and tax sale costs.
- 4.9. **Extension Agreement** is a contract between the Municipality and the owner, spouse of the owner, a mortgagee or a tenant in occupation to extend the period of time in which the Cancellation Price is to be paid. The contract is entered into after the registration of a Tax Arrears Certificate and before the expiry of the one-year period following the registration date.
- 4.10. **Penalties and Interest** are amounts applied by the Municipality to unpaid Property Tax accounts, in accordance with section 345 of the Municipal Act and applicable Municipality by-laws.

- 4.11. **Municipal Tax Sale** is the sale of land for Tax Arrears according to proceedings prescribed by the Act and Ontario Regulation 181/03.
- 4.12. **Property Taxes** is the total amount of taxes for municipal and school purposes levied on a property and includes other amounts added to the tax roll as may be permitted by applicable Provincial legislation, including but not limited to outstanding fines under the Provincial Offences Act; charges pursuant to the Property Standards By-law 654-98 with authority provided by the Building Code Act; and any fees and charges related to such issues as false alarms.
- 4.13. **Tax Arrears** is any portion of Property Taxes that remain unpaid after the date on which they are due.
- 4.14. **Tax Arrears Certificate** is a document that is registered on title, indicating the described property will be sold by public sale if all Property Taxes are not paid to the municipality within one year of the registration of the certificate.
- 4.15. **Gross Lease** is where the landlord agrees to pay all expenses which are normally associated with ownership, such as utilities, repairs, insurance, and (sometimes) taxes.
- 4.16. **Net Lease** is where the lessee agrees to pay all expenses which are normally associated with ownership, such as utilities, repairs, insurance and taxes.
- 4.17. **Deferral** delays the payment of property taxes, subject to the Low Income Senior / Disabled Person Program for a defined period of time and is an interest free loan to the property owner

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. **Billing, Payments and Delivery of the Tax Bills**

6.1.1. Interim Billing

6.1.1.1. As provided in the Municipal Act, each property owner identified on the returned assessment roll shall be mailed an interim tax bill. The interim bill shall represent up to fifty percent (50%) of the previous year's taxes billed and be payable in two instalments. This interim bill shall be mailed at minimum 21 days prior to the interim billing first installment due date. The two due dates will be the last business day of February and April.

6.1.1.2. Participants in the preauthorized payment program will have received a notice in the preceding January advising of what their monthly payment

withdrawal from their bank account will be. Interim tax bills will still be mailed to these participants.

6.1.2. Final Billing

- 6.1.2.1. After completion of the annual budgetary process, and the setting of tax ratios and rates, a final bill shall be mailed to each property owner identified on the returned assessment roll. The final tax bill shall be the levied taxes for the year less the interim bill, and be payable in two instalments. This final bill will be mailed at minimum 21 days prior to the final billing first installment due date. The two due dates will be the last business day of July and October.
- 6.1.2.2. All participants in any preauthorized payment program will receive a tax bill with a note on the bill that they are a participant in a preauthorized payment plan and that the bill is for information purposes only.

6.1.3. Supplementary Billing

- 6.1.3.1. After receiving notification from the Municipal Property Assessment Corporation (MPAC) tax bills shall be calculated, printed, and mailed to each proper owner identified on the supplementary/omitted assessment notification listing from MPAC.
- 6.1.3.2. All participants in the instalment preauthorized payment program will receive a tax bill, with a note on the bill that they are a participant in a preauthorized payment plan and that the bill is for information purposes only.
- 6.1.3.3. Participants in the monthly preauthorized payment program will receive a note advising that they must pay the supplementary bill over and above their current monthly payment plan or contact the Municipality in writing to amend their pre-authorized amount to include this billing prior to the end of the calendar year.
- 6.1.3.4. Note that the supplementary bill may be processed closer to the end of the year and there may not be sufficient time to accommodate a monthly payment plan

6.1.4. Tax Bill Issuance

- 6.1.4.1. The Municipal Act, 2001 Section 343 (1) provides that each property owner be given twenty-one (21) days' notice to pay when receiving a tax bill. However, the Municipality may give more notice where-ever possible.

6.1.5. Mortgage Company holds Interest in Property

- 6.1.5.1. A mortgage listing of roll numbers, taxes due and owing and the due dates, in a standard format will be provided to each mortgage company

who has provided the Municipality with notification that they hold an interest in a particular property.

6.1.5.2. Property Tax bills and notices are mailed to the address of the property as shown on the tax roll unless the taxpayer advises the Municipality, in writing, of an alternate mailing address. Use of the alternate mailing address continues until it is revoked in writing or ownership of the property changes.

6.1.5.3. Any bill or notice sent by standard letter mail is considered delivered to and received by the addressee unless the notice is returned by Canada Post and an error in the mailing address is evident. Taxpayers are responsible to notify the Municipality of any changes to a mailing address. Failure to notify the Municipality of an address change in writing is not an error on behalf of the Municipality.

6.1.6. Property Tax Payments

6.1.6.1. Payment of property taxes must be received in the Municipality's administrative office, or be post marked, on or before the due date.

6.1.6.2. Modes for receiving property tax payments:

- a. Telephone or Internet Banking using the tax roll number as the account number
- b. One of the municipalities preauthorized payment plans
- c. Post-dated cheque(s)
- d. In person, at the Municipal office counter at 271 Sandwich street South, Amherstburg
- e. by drop box at 271 Sandwich street South, Amherstburg
- f. Payment by mortgage holder
- g. Other alternative as approved by the Treasurer

6.1.6.3. Methods for making property tax payments:

- a. Cash
- b. Cheque
- c. Certified Cheque
- d. Bank Draft
- e. Debit
- f. Other alternative as approved by the Treasurer

6.1.6.4. If a property has been registered through the Municipal Tax Sale process the payment MUST be in the form of a certified cheque or bank draft. Partial payment is not accepted where a Tax Arrears Certificate has been registered against a property, except where the Municipality has entered into an Extension Agreement.

6.1.6.5. Receipts will be provided for all payments upon request by the registered owner for all methods of payment. To registered owners whose payments are made on their behalf by a mortgage company, the receipted tax billing will be sent to the registered owner upon request.

- 6.1.6.6. In accordance with the Municipal Act 347 payments shall be applied as follows:
 - a. First to penalty and interest starting with the oldest up to current charges
 - b. Then to taxes starting with the oldest taxes up to the current taxes
 - c. Then to other charges added to roll which do not have priority lien status

6.1.7. Overview Pre-Authorized Payment Plan

- 6.1.7.1. Participation: Property owners are encouraged to enroll in one of the Towns preauthorized payment plans. To participate in any of the Preauthorized Payment Plans applicants must submit an application in writing on the Municipality's prescribed form and submit it ten (10) business days prior to the payment withdrawal date.
- 6.1.7.2. Participants in the program wishing to make changes to their application (for example banking information), or cancel their participation in the program must do so in writing within ten (10) business days prior to the payment withdrawal date.
- 6.1.7.3. Pre-authorized payment plans are an alternative payment plan of the tax bills that are issued with posted due dates, offered as a courtesy. Failure to keep the arrangement in good standing will result in the cancellation of this courtesy.
- 6.1.7.4. To assist property owners who prefer to equalize their annual tax payments or benefit from the convenience of automatic withdrawal, the Town of Amherstburg offers two (2) types of preauthorized payment plans.

6.1.8. Type 1 - Monthly Pre-Authorized Payment Plan

- 6.1.8.1. This plan provides for a withdrawal from the property owner's bank account into the Municipality's bank account, on the last business day of each month, an amount sufficient enough to ensure that all taxes billed are paid within the current year. Property owners are eligible to enroll if their account is in good standing up to their chosen date of enrolment. If balances remain on the applicable tax account penalty and interest does not apply. The dollar amount to be withdrawn from the participants account shall be recalculated twice per year.
- 6.1.8.2. If a property owner's payment fails to clear the bank, two (2) consecutive times, the applicant relinquishes their right to participate in the program. Penalty and interest will be applied to all amounts past due.
 - a. In January, calculating a monthly amount based on the previous current year's taxes averaged over six (6) payments, to take effect on the last business day of January of the new year. The property

owner shall receive notification as to the dollar amount change since the last calculated monthly amount.

- b. After the calculation of the final bill, the second half of year is based on the amount owing for the year, less all payments received to date divided by 6 equal monthly amounts. The property owner shall receive notification as to the dollar amount change since the last calculated monthly amount.

6.1.9. Type 2 - Pre Authorized Payment Plan by Installment

6.1.9.1. This plan provides for a withdrawal from the property owner's bank account into the Municipality's bank account, on the four (4) installment due dates the amount required to ensure that all taxes due and payable on the said date are paid in full.

6.1.9.2. If a property owner's payment fails to clear the bank, two (2) consecutive times, the applicant relinquishes their right to participate in the program. Penalty and interest will be applied to all amounts past due.

6.1.10. Late Payments and Charges/ Penalties and Interest

6.1.10.1. If a property owner's monthly payment fails to clear the bank, the Municipality reserves the right to take the returned payment amount on the next scheduled date in addition to the normal scheduled payment. A returned payment charge in addition to any applicable interest will be added to the account associated with any dishonoured payment in accordance with Municipality's User Fee Bylaw.

6.1.10.2. If a property owner's monthly payment fails to clear the bank, two (2) consecutive times, the Municipality reserves the right to terminate the plan and penalty and an administrative fee as indicated in the Municipality's User Fee Bylaw, being added to the applicable account. The payer shall be advised of the returned payment, administrative fee, and the current balance due and owing on their account.

6.1.10.3. All tax arrears are subject to penalties and interest. In accordance with the Municipal Act, section 345 and the Municipality's by-laws, penalty and interest shall be charged at the rate of 1.25% per month on any tax arrears that remain outstanding on the first calendar day of each month.

6.1.10.4. The penalty run is generated in the first five (5) business days of the month, so as to allow for the processing of post-marked mail, on-line banking and payments made at a financial institution.

6.1.10.5. Penalty and interest charges cannot be waived, except if the tax account has been in good standing for the last three (3) consecutive years.

6.2. Tax Arrears Collection

6.2.1. Realty taxes are a secured special lien on land in priority to any other claim, except a claim by the Crown. Taxes may be recovered with costs as a debt due to the Municipality from the original owner and/or any subsequent owner of the property.

6.2.1.1. The Municipality will primarily use the following methods to collect tax arrears:

- a. Verbal communication
- b. Issue year end statements of taxes
- c. Issue overdue notices and final notices
- d. Send the tax payer a form letter or personalized letter(s)
- e. Legal action
- f. Municipal tax sale

6.2.2. Collection Steps

6.2.2.1. To remind property owners that their tax account is not in good standing the Finance Department shall send a reminder notice to each property owner, whose account is in arrears.

6.2.2.2. Overdue reminder notices shall be forwarded to the property owner on or before the fifteenth (15th) of day of the month immediately following the last instalment month in which a due date has occurred. For example, in 2016 the interim instalments were due on February 29th and April 29th. A reminder notice would have been sent on or before March 15th and May 15th. Reminder notices may be sent out more frequently at the discretion of the Treasurer.

6.2.3. Year End Statement of Taxes

6.2.3.1. The Municipal Act requires that the Treasurer send a statement on or before February 28th of each year to any property owner who has arrears on their respective tax account. The statement must be the balance at December 31st of the previous year.

6.2.4. Payment Arrangement Plans

6.2.4.1. Finance staff may enter into payment arrangements with ratepayers at any time prior to the registration of a Tax Arrears Certificate.

6.2.4.2. Payment arrangements must include all tax arrears, current taxes, accruing estimates of future taxes and penalties and interest and be sufficient to ensure payment in full is realized within a reasonable period of time at the discretion of the Treasurer, or his/her delegate.

6.2.4.3. Penalties and interest will continue to accrue during all such payment arrangements until full payment on the account has been made.

- 6.2.4.4. Pre-authorized monthly payment withdrawal is the preferred method of payment but post-dated cheques may be considered in some circumstances at the discretion of the Treasurer or his/her delegate.
- 6.2.4.5. Notwithstanding any such arrangements, no third party payments will be refused for payment on account (i.e. payment from a mortgagee) as long as the third party has sufficient information regarding the property.
- 6.2.4.6. Confidential account information will not be released to unauthorized parties. If acceptable payment arrangements are negotiated, the account is monitored for compliance.
- 6.2.4.7. Follow-up with the taxpayer is done by telephone or in writing, as required.
- 6.2.4.8. Once a payment arrangement has been established, if there is a returned payments, the payment arrangement is deemed void and the taxpayer is advised that payment in full, by certified funds or money order, is required or the next collection step will be taken.

6.2.5. Collection Steps for Accounts with 3+ Years Arrears

- 6.2.5.1. If acceptable payment arrangements are not negotiated, then all properties with 3+ years arrears shall be subject to the Municipal Tax Sale Process.
- 6.2.5.2. At least once per calendar year, the Municipality shall review its Property Tax Aged Trial Balance for property owners whose taxes are at or approaching three years in arrears.
- 6.2.5.3. All properties with taxes which are three or more years in arrears shall have the Municipal Tax Sale process enacted.
- 6.2.5.4. In addition to issuing Year-End Statements of Taxes and Overdue Notices as outlined above, the following actions will be taken once a property is identified for tax sale
 - a. Final Notice Prior to Tax Sale is mailed to those residential property owners with three years or more of Property Tax arrears. The Final Notice-Prior to Tax Sale advises that they have thirty (30) days to pay the taxes or enter into a firm, suitable payment arrangement with the Municipality. Any payment arrangements made should be documented specifying the time schedule, method of payment and the amount of each payment. Arrangements are reviewed annually and subject to amendment if significant changes to taxes occur or changes to assessment roll occur
 - b. Notice to Interested Parties: If a residential property owner fails to respond to the Final Notice-Prior to Tax Sale, the files are transferred to Tax Team or other third party to conduct a property title search in

order to identify all parties with a financial interest in the property. The identified parties are then notified by mail of the Tax Arrears. The Notice to Interested Parties advises that the Municipality intends to proceed with a Municipal Tax Sale Registration and possible tax sale, if necessary, and provides interested parties with an opportunity to pay the arrears in order to protect their interest in the property.

- c. Final Notice Prior to Tax Arrears Certificate Registration: If neither the property owner nor interested parties respond to the previous notices, a Final Notice-Prior to Tax Arrears Certificate occurs. A Notice of Intent to Realize on Security that asks if the taxpayer is currently engaged in farming for commercial purposes, and as required by the Farm Debt Mediation Act, is sent with the Final Notice-Prior to Tax Arrears Certificate Registration.
- d. Tax Arrears Certificate Registration: Once all other collection efforts are exhausted and the Municipality has been unable to secure payment of the tax arrears or a firm, suitable repayment plan, the Municipality commences Municipal Tax Sale proceedings by authorizing Tax Team, or other third party, to register a Tax Arrears Certificate against the property. The Municipality in conjunction with Tax Team or other third party sends a Notice of Registration of Tax Arrears Certificate (Form 1) to the property owner and all interested parties. If full payment is not received within 280 days of registration of the Tax Arrears Certificate, the Municipality in conjunction with Tax Team or other third party issues a Final Notice (Form 3) to the property owner and all interested parties within 30 days after the expiry of the 280-day period. Form 3 specifies the date on which the property will be advertised for public sale if the tax arrears are not paid **or** unless Council has approved an Extension Agreement. Once a Tax Arrears Certificate has been registered, only full payment of the Cancellation Price will be accepted unless Council has approved an Extension Agreement. Full payment will be accepted up to the date of transfer of ownership of the property following a sale.

6.2.6. Extension Agreements

- 6.2.6.1. An Extension Agreement must be requested by the property owner, their spouse, the mortgage holder or their legal agent, prior to the one year period of the registration of the Tax Arrears Certificate.
- 6.2.6.2. If no agreement is reached as to the terms, and or the agreement is denied by Council, the sale proceeds by returning to the point where the stop in the tax sale process was at immediately prior to the extension agreement being requested.
- 6.2.6.3. A Bylaw must be passed by Council authorizing that an extension agreement may be entered into with the property owner prior to the expiration of the one year period from the date of registering the Tax

Arrears Certificate. The terms of the Council approved extension agreement will be calculated and outlined to clear all tax arrears within a five year period. Extra payments can be made and the full cancellation price can be paid at any time.

6.2.6.4. When an extension agreement is entered into a copy shall be placed in the Municipal property files and the sale process is suspended or placed on hold until all the terms of the agreement have been fulfilled. If there is a breach of the agreement the tax sale process recommences by returning to that step in the tax sale procedure immediately prior to the extension agreement being entered into with no exception.

6.2.6.5. When the terms of the agreement have been fulfilled the Treasurer, or his/her delegate, shall register a Cancellation Certificate on the land title, thus signifying that the tax sale has been averted, and the process stops.

6.2.7. Public Tender – Sale of Land Process

6.2.7.1. The Municipal Act provides that the property may be sold by sealed tender or public auction. The Municipality's preference is by sealed tender.

6.2.7.2. Land is advertised for sale, once in the Ontario Gazette and once a week for four consecutive weeks in a local newspaper.

6.2.7.3. Tenders are opened in an open forum, recorded as received, and then reviewed to ensure completeness of the tenders submitted. (Note: Council may make a bid or tender on a property, by resolution, but they must have a public purpose for the property).

6.2.7.4. Highest tender or two highest tenders, if more than one is received are retained. The minimum acceptable bid is the cancellation price.

6.2.7.5. Notice sent to highest bidder requests payment of the balance of the amount tendered, applicable land transfer tax, and accumulated taxes. All tax sale costs are added to the Collector's Roll balance.

6.2.7.6. Payment must be received from the highest bidder within 14 days of the date of the notices of highest bidder being mailed by the Treasurer, or his/her delegate. Upon receipt, the Treasurer, or his/her delegate, shall issue a receipt and declare the highest bidder to be the successful purchaser.

6.2.7.7. If no payment is received within 14 calendar days of the mail of the notice the deposit is forfeited. A notice is then sent to the second highest bidder and the process repeats

6.2.8. Deed Issuance and Registration

- 6.2.8.1. Sale proceeds less the cancellation price, is paid into the Superior Court of Justice together with the Statement of Facts.
- 6.2.8.2. All tax sale costs are added to the Collector`s roll before declaring the surplus funds.
- 6.2.8.3. Tax deed and statutory declaration of the Treasurer, or his/her delegate, is registered on title. The cancellation price may be paid by the former owner any time before title has been transferred, including when there has been a successful purchaser by tender or by auction.
- 6.2.8.4. After one year the Court may forfeit the funds to the Municipality upon application. The Treasurer, or his/her delegate, applies to the Superior Court of Justice for payment out of court of the amount that was paid in, subject to certain limitations.

6.2.9. Vesting

- 6.2.9.1. Where there is no successful purchaser a Notice of Vesting may be issued and the Treasurer shall register a declaration to that effect at the local land registry office.
- 6.2.9.2. Council has two (2) years to decide whether to vest a property. The Municipal Act allows for inspection of the property including an environmental assessment.
- 6.2.9.3. Council may re-advertise for another tender or auction within two (2) years without writing off the tax arrears.
- 6.2.9.4. If Council decides not to vest, Council may choose to write off the taxes and issue a tax cancellation certificate.
- 6.2.9.5. Each year the Treasurer or his/her delegate may prepare a list of such properties for annual write-off thereafter.
- 6.2.9.6. Council may decide to write off all or part of the taxes with the purpose of re-registration of the tax arrears and repeating the tax sale process from the beginning.
- 6.2.9.7. If Council decides to vest the property, the tax arrears shall be written off and the property may be declared surplus assets and advertised for sale.

6.3. **Write Offs and Rebates**

- 6.3.1. The Municipality will receive, via various modes discussed below, notifications of change in assessment or tax class.
- 6.3.2. Upon receipt of the notification the Municipality will process the calculation within a specified time period in accordance with regulations of the Municipal Act

depending on whether or not the final billing for the affected tax year has been calculated and mailed. This will facilitate the Municipality maintaining a balanced Collector's Roll as it relates to the amended Assessment Roll.

6.3.2.1. Some of the types of assessment notifications that may affect the assessment value on a property which may result in a write off or reduction in taxes are:

- a. Applications For Reduction in Assessment - Section 357, 358 of the Municipal Act
- b. Assessment Review Board (ARB) Decision – Assessment Act
- c. Minutes of Settlement (MOS) – Section 40 of the Assessment Act
- d. Request for Reconsideration (RFR) – Section 39.1 of the Assessment Act
- e. Advisory Notice of Adjustment (ANA) –Assessment Act
- f. Post Roll Assessment Notice (PRAN) –Assessment Act
- g. Vacant Commercial & Industrial Unit Rebates – Section 364 of the Municipal Act
- h. Charity Rebates –Section 361 of the Municipal Act
- i. Legion Rebates – Section 6.1 of Assessment Act
- j. Heritage Rebates –Section 365.2 of the Municipal Act

6.3.3. Commercial and Industrial property owners must contact MPAC and attempt to arbitrate a change in assessment prior to filing any of the above noted applications, with the exception of the Application For Reduction in Assessment. If a successful outcome is achieved MPAC will issue notification to the owner, have the property owner sign, and then send an executed copy to the Municipality for processing.

6.3.4. Penalty and Interest Reversal on Write Offs

6.3.4.1. As per the Municipal Act Section 345 (6) & 345 (7) penalty interest that has accrued on a property tax account as the result of non-payment, and a write off taxes has occurred as the result of one of the legislation tax reduction methods; the penalty and interest shall be reversed as though the taxes had originally been billed correctly.

6.3.4.2. The amount of Penalties and interest cancelled is limited to the amount related to the tax reduction associated with a tax adjustment, change in assessment or Municipality error or omission

6.3.5. Section 357 Applications for Reductions in Property Assessment Value

6.3.5.1. Section 357 of the Municipal Act allows for the reduction, refund or cancellation of the **current year's taxes**. A property owner may make application before February 28 of the year following the year for which the application is made for a refund of property taxes for the following reasons.

- a. As a result of a change event during the taxation year where a property is eligible to be reclassified in a different property classification and the class has a lower tax ratio.
- b. The land has become vacant land or excess land during the year or during the preceding year after the return of the assessment roll.
- c. The land has become exempt from taxation during the year or during the preceding year after the return of the assessment roll.
- d. During the year or during the preceding year after the return of the assessment roll, a building on the land was either razed by fire, demolition or otherwise and was totally destroyed or was rendered substantially unusable for the purpose for which it was used immediately prior to the damage during the year or during the preceding year after the return of the assessment roll. As a result applicable taxes are cancelled during the repair period. Additionally, if the applicant is unable to pay taxes because of sickness or extreme poverty.
- e. A mobile unit on land was removed during the year or during the preceding year after the return of the assessment roll.
- f. A person was overcharged due to a gross or manifest error that is clerical or factual in nature, including the transposition of figures, a typographical error – but NOT an error in judgment in assessing the property.
- g. Repairs or renovations prevented the normal use of the land for a period of at least three months during the year.

6.3.5.2. The treasurer may apply with respect to sub-sections (f) and (g) if the person entitled to apply fails to do so, but may only do so on or before April 30 of the following year.

6.3.6. Section 358 Applications for Reductions in Property Assessment Value

6.3.6.1. Applications under Section 358 of the Municipal Act are restrictive. The sole intention is to provide property owners relief on overcharges due to factual errors in the preparation of the Assessment Roll for two years prior to the current taxation year. The following criteria must be met.

- a. The issue must be a factual error, not an error in judgment.
- b. The error must have occurred during the preparation of the annual assessment roll. There are no part year applications.
- c. There are no outstanding appeals for the years of application.

6.3.6.2. Applications under Section 358 of the Municipal Act are made by:

- a. By the owner; a tenant or other occupant or the spouse of the owner, tenant or occupant

- b. For taxes levied in each or either of the two years preceding the year in which the application is made, but not the current year
 - c. Between March 1st and December 31st.
 - d. The error must have occurred during the preparation of the annual assessment roll. There are no part year applications.
- 6.3.6.3. Once the application is received by the municipality, it is forwarded to MPAC for their comments as to whether a gross or manifest error was made.
- 6.3.6.4. The prescribed form must be completed and returned to the Town of Amherstburg. Applications may be obtained from the Municipality's web site www.amherstburg.ca or at the Municipal administrative offices 271 Sandwich Street South, Amherstburg, Ontario N9V 2A5. Applications are also available on the Municipal Property Assessment Corporation (MPAC) Website.
- 6.3.7. Section 357 & 358 Applications Procedures
- 6.3.7.1. The Municipal Act requires that an application may be made by the owner of the land at the time of the application or by another person who has an interest in the land, or a tenant or occupant, or is the spouse of the owner.
- 6.3.7.2. The Municipal Act requires that an application under this section must be filed with the Treasurer or his/her delegate, on or before February 28th of the following year in respect of which the application is being made. For example an application being made to affect the 2016 assessment must be filed on or before February 28, 2017.
- 6.3.7.3. The Municipal Act requires that the applications are then forwarded on to the MPAC for their recommendation of assessment value and or tax class, change.
- a. If MPAC confirms factual errors, a revised assessment is returned to the municipality; however council makes the final decision. Council can hold a meeting before Sept 30th to hear the applications and renders a final decision which is not subject to further appeal.
 - b. If MPAC reports that no error has been made in the preparation of the Assessment Roll, and the application is returned to the municipality with no recommendation for an adjustment the application is not heard by Council, and the property owner is notified in writing by the Treasurer. The determination is final and entitled to further appeal.
- 6.3.7.4. Applications must be considered no later than September 30th of the year following the year in respect of which the application is made. The tax change is calculated by the Treasurer, or his/her delegate, using the recommended changes from MPAC

- 6.3.7.5. The Treasurer, or his/her delegate, will prepare a report of recommended changes for Council to review, that includes roll number, reason for the reduction or exemption, the section of the Act (if applicable), the tax year to which the tax reduction will apply, the amount of reduction in assessment, the amount of the total tax reduction and the local tax portion (impact to the Municipality).
- 6.3.7.6. The Treasurer under the delegation of authority policy is authorized by Council to deal with applications under section 357 of the Municipal Act, 2001.
- 6.3.7.7. The Municipality then will hold a public meeting, providing a minimum of fourteen days' notice, at which time applicants may make representation to Council regarding the tax adjustment.
- 6.3.7.8. At the conclusion of the public meeting Council has read the report relating to Section 357 and Section 358 applications and administrations decision with respect to the amount of the tax change.
- 6.3.7.9. The applicant must be advised within fourteen (14) days after Council makes the decision as to what Council's decision was.
- 6.3.7.10. The applicant then has thirty-five (35) days to appeal to the Assessment Review Board if they do not agree with Council's decision.

6.3.8. Assessment Review Board Applications

- 6.3.8.1. Property owners may apply to the Assessment Review Board (ARB), on the prescribed form to appeal their assessment. The deadline for these types of appeals is March 31st of the current year, for the current year's taxation assessment. Applications, fees, and deadlines are available on the ARB web site at www.arb.gov.on.ca.
- 6.3.8.2. Tax adjustments resulting from ARB decisions are applied to the applicable property's tax account and either billed or refunded to the current property owner, even if title to the property has changed between the time the appeal is file and the decision is rendered.
- 6.3.8.3. After receipt of an ARB decision the Municipality shall recalculate the taxes for the affected year or years within 120 days of receiving notice of the decision as stipulated in Section 345 of the Municipal Act. The property owner is notified accordingly and if requested a revised tax notice will be issued.

6.3.9. Minutes of Settlement (MOS)

- 6.3.9.1. Minutes of Settlement are issued after a property owner has applied to the Assessment Review Board, and MPAC has negotiated a settlement, with the property owner, prior to going to the assessment review board hearing. MOS will be sent to the municipality by the ARB or MPAC.
- 6.3.9.2. This type of request will be processed the latter of within 90 days of receiving the notice from MPAC or after calculating the final tax notice.
- 6.3.10. Request for Reconsideration (RfR)
 - 6.3.10.1. Requests for Reconsideration are issued by MPAC after negotiating a settlement with the property prior to a property owner making application to the ARB.
 - 6.3.10.2. Normally the property owner would contact MPAC who then would discuss or meet with the property owner and both parties would come to a consensus as to what the outcome would be.
 - 6.3.10.3. MPAC would issue the RFR, get the property owner's signature of agreement on it, and then send a copy of that agreement to the Municipality.
 - 6.3.10.4. The Municipality may choose to appeal the RFR or process it without objection.
- 6.3.11. Post Roll Amended Notice (PRAN)
 - 6.3.11.1. These notices are issued by MPAC advising the property owner and the Town that a change in assessment has occurred after the return of the assessment roll.
 - 6.3.11.2. This request will be processed the latter of within 90 days of receiving the notice from MPAC or after calculating the final tax notice
- 6.3.12. Advisory Notice of Adjustment (ANA)
 - 6.3.12.1. These notices are required by the Assessment Act to adjust the 2016 Current Value Assessment (CVA) starting point and phased-in assessments following a change to a property's assessment, when no other notice is otherwise required to be sent to the property owner. Most often they are sent following an Assessment Review Board (ARB) decision.
 - 6.3.12.2. This request will be processed the latter of within 90 days of receiving the notice from MPAC or after calculating the final tax notice
- 6.3.13. Vacancy of Commercial & Industrial Unit Rebates

- 6.3.13.1. The Municipal Act Section 442 requires that every municipality must provide for vacant commercial and industrial rebates. There are specific guidelines relative to this type of applications.
- 6.3.13.2. A building or portion of a building will not be eligible for a rebate if
- a. It is used for commercial or industrial activity on a seasonal basis.
 - b. During the period of vacancy it was subject to a lease, the term of which had commenced.
 - c. During the period of vacancy it was included in a sub-class for vacant land.
- 6.3.13.3. A Two categories of eligibility criteria exist
- a. Buildings that are Entirely Vacant - A whole commercial or industrial building will be eligible for a rebate if the entire building was unused for at least 90 consecutive days.
 - b. Buildings that are Partially Vacant - A suite or unit within a commercial building will be eligible for a rebate if, for at least 90 consecutive days, it was unused; and clearly delineated or physically separated from the used portions of the building; and either capable of being leased for immediate occupation, undergoing or in need of repairs or renovations that prevented it from being available for lease for occupation, or unfit for occupation.
- 6.3.13.4. An owner, or their agent may make an application for a vacancy rebate
- a. Once per year before February 28 of the year following the taxation year to which the application relates or
 - b. Twice per year. An interim application may be made after the first six (6) months, and a second application may be submit for the second six (6) months of the year. The final application must be submitted on or before February 28th of the year following the taxation year to which the application relates
- 6.3.13.5. A completed application form ensuring that all portions have been completed must include
- a. Property Information - If applying for only a portion of the building a drawing of the building must be provided indicating what portion of the building is vacant
 - b. A completed questionnaire

- c. If the building is for rent or lease, a copy of proof that it is being offered for rent or lease. For example: a copy of a newspaper ad
- d. Any other information the Treasurer may request

6.3.13.6. Rebates will be applied

- a. First to any outstanding tax liability on the property
- b. Any other arrears owed to the municipality

6.3.13.7. Unless return of the rebate is requested in writing, rebates will remain on account to offset future tax billings. If an applicant is in the process of selling their property they are urged to ensure that their solicitor is aware of this application and of the possibility of a pending rebate.

6.3.13.8. Applications are available on the Municipality's web site at www.amherstburg.ca or at the Municipal administrative offices at 271 Sandwich Street South, Amherstburg, Ontario N9V 2A5

6.3.14. Charity Rebates

6.3.14.1. The Municipal Act, section 361 stipulates that every municipality is required to provide mandatory tax rebates to registered charitable organizations occupying property in the commercial or industrial classes.

6.3.14.2. To be eligible, the registered charity must have a charity Registration Number (CRN) issued by the Canada Revenue Agency.

6.3.14.3. The Municipal Act, 2001, section 361 has been used to determine how charitable organizations are to be treated for property tax purposes.

6.3.14.4. The Assessment Act, section 6.1 provides the authority for a municipality to pass a bylaw to exempt Legion Halls from municipal taxation. School taxes and local improvements still apply

6.3.15. General Principles of Rebates for Legions

6.3.15.1. To be eligible for tax rebates these organizations must be defined under Section 6.1 of the Assessment Act.

6.3.15.2. If leasing, the must be able to define the amount of taxes included in their lease payment.

6.3.16. General Principles of Rebates for Non-Legion Organizations

- 6.3.16.1. To be eligible for tax rebates these organizations must be a charitable organization as defined in subsection 248 (1) of the Income Tax Act and have a registration number issued by the Canada Customs and Revenue Agency.
- 6.3.16.2. To be eligible for tax rebates these organizations must be occupying property in the commercial or industrial tax class.
- 6.3.16.3. If leasing, be able to identify the amount of taxes included in their lease payments.
- 6.3.16.4. New charitable organizations will be considered for rebates provided the conditions in 6.3.16.1 and 6.3.16.3 under Other Organizations Eligible for Tax Rebates are met.
- 6.3.16.5. Rebates will be provided for charities that commence eligible occupancy on a date after January 1st of the year in which the rebates would apply. Under these circumstances, the rebate amount will be determined from the date of occupancy through the remainder of the taxation year.
- 6.3.16.6. Eligible organizations must apply for the tax rebate on an annual basis
 - a. Applications for tax rebates will be accepted and processed by the Treasurer or his/her delegate.
 - b. Applications will be accepted between January 1st and February 28th of the following year.
 - c. Applications from eligible charities re-locating within the year will be accepted until February 28th of the following year for rebates for the current taxation year.
- 6.3.16.7. Applications must
 - a. Be made on the standard application form which is available on the Municipality's website at www.amherstburg.ca or at the Municipal administrative offices at 271 Sandwich Street South, Amherstburg, Ontario N9V 2A5.
 - b. Be accompanied with current verification of charity status from the Charities Directorate, which may be obtained at the Canada Revenue Agency web site at www.cra-arc.gc.ca where a tenant is applying, provide a copy of the lease, or written confirmation from the landlord, indicating the amount of the applicable property taxes paid.

6.3.17. Amount of Charity Tax Rebate

- 6.3.17.1. Tax rebates for Legions will be 100% of the taxes paid, providing that all of the conditions above are met. Tax rebates for all other eligible

charities will be 40% of the taxes paid by the eligible charitable organization, providing that all the conditions above are met.

6.3.17.2. If the eligible Charity is required to pay an amount under section 367 & 368 of the Municipal Act, 2001, which deals with gross leases and flowing through of taxes, the amount of the rebate shall be calculated using the total of the amounts the charity is required to pay under this section.

6.3.17.3. In cases where the gross lease was entered into prior to June 11, 1998, the municipality must rebate 100% of the realty taxes paid to the landlord as determined by Section 367 of the Municipal Act, 2010. Section 367 of the Act provides a formula for determining a tax component to the least payment that the landlord may charge the tenant.

6.3.17.4. Tax rebate cheques will be made payable to the applicant by the Town of Amherstburg.

6.3.18. Scheduling of Charity Tax Rebate Payments

6.3.18.1. Regarding a rebate relating to the previous year's taxes, filed by February 28th of the following year, 100% of the rebate is paid within 120 days of an application being received.

6.3.18.2. Regarding a rebate relating to the current year taxes submitted prior to the last final due date 50% of the eligible rebate is paid within 60 days of the municipality receiving an application and the remaining balance due within 120 days of the Municipality receiving an application after the last final due date.

6.3.19. Heritage Rebates

6.3.19.1. This program allows the Municipality to provide a property tax rebate of 40% on all heritage properties that meet a specified criterion once every (3) three years. The intent of the program is to encourage the preservation of historical buildings.

6.3.19.2. Section 365.2 of the Municipal Act, 2001 provided the municipality with the authority to pass By-Law 2006-18 to establish a program to provide tax reductions or refunds for eligible property.

6.3.19.3. The applications are reviewed by the Heritage Committee. Once reviewed, the committee's recommendations are presented to Council for approval. Once approved, the finance department will issue the rebate to successful applicants.

6.3.19.4. Applications will be accepted between January 1st and February 28th of the following year.

6.3.19.5. This application will be processed within 120 days of receiving the notification from the Heritage Committee.

6.3.20. Brownsfield Rebate Legislation

6.3.20.1. Section 365.1 of the Municipal Act, 2001 encourages the revitalization of contaminated land and is commonly known as Brownfield's Legislation. The primary purpose was to implement amendments to various pieces of legislation regarding the liability associated with contaminated lands.

6.3.20.2. The Municipality may pass a by-law providing for cancellation of all or a portion of the taxes for municipal and school purposes levied on specified eligible properties, with conditions as the Municipality may determine, and a by-law may apply in respect of

- a. The rehabilitation period for the specified properties.
- b. The development period for a specified property.
- c. Or both

6.3.20.3. Eligible property means property where a Phase Two Environmental Site Assessment has been conducted.

- a. That is included in a community improvement project area under section 28 of the Planning Act, where a community improvement plan is in effect containing provisions in respect of tax assistance under this section and
- b. That as of the date the phase two environmental site assessment was completed, did not meet the standards of the Environmental Protection Act

6.3.20.4. If the Municipality passes a by-law and the by-law contains conditions which must be met before tax assistance is provided, the by-law may also provide.

- a. That all or some of the taxes that are subject to the tax assistance may be levied by not collected (deferred) during the period before the Municipality determines whether the conditions have been met; and
- b. That the taxes shall become payable only upon notice in writing by the Municipality to the owner of the property that the conditions have not been met as required under the by-law

6.3.20.5. A copy of the proposed by-law must be provided to the County. The County may by resolution agree to the by-law and may also provide for

the cancellation of all or a portion of the taxes levied for the upper tier purposes.

6.3.20.6. The Municipality shall give the Minister of Finance the following information:

- a. A copy of the proposed by-law
- b. A copy of the resolution (if passed by the County)
- c. An estimate of how much tax assistance to be provided under the by-law will cost the municipality
- d. The tax rates currently applicable to the eligible property and its assessment and property class
- e. The taxes currently levied on the eligible property for the municipal purposes and for school board purposes.

6.3.20.7. Once the Municipality passes the by-law, a copy must be sent to the Minister of Municipal Affairs and Housing and the Minister of Finance with 30 days.

6.3.20.8. The owner of an eligible property may apply to the local municipality to receive tax assistance. If the Municipality approves the application, the Municipality shall advise the owner of the property of the commencement date of the tax assistance and provide the owner with an estimate of the maximum amount of the tax assistance. If the tax assistance provided for a portion of a taxation year, the amount of the tax assistance will apply only to that portion of the year.

6.3.21. Canada-Ontario Affordable Housing Program

6.3.21.1. Town of Amherstburg has entered into an agreement with the City of Windsor which oversees the Canada-Ontario Affordable Housing Program. The primary purpose of the program is to encourage investment in the creation of affordable, suitable and adequate housing for low income residents.

6.3.21.2. A by-law is passed and property taxes are adjusted according to the details included in the by-law. The agreements contain very specific details including expiry date.

6.3.21.3. The program provides tax relief for owners of properties in the multi-residential classification taxes are adjusted annually. Revised notices are forwarded to the property owner.

6.3.21.4. For more information contact the Treasurer or his/her delegate.

6.3.22. Low Income Senior/ Low Income Disabled Person Tax Deferral Program

6.3.22.1. Section 319 of the Municipal Act requires that a municipality shall have a policy for the provision of a Low Income Senior or Low Income Disabled Person tax deferral. A by-law must be passed providing for the deferral or cancellation of all or part of a tax increase associated with each taxation year.

6.3.22.2. To qualify for a Low Income Senior or Low Income Disabled Deferral the following criteria must be met

- a. The applicant, or spouse, must occupy the property as personal residence and have been assessed as the owner of the occupied residential property
- b. The applicant, or spouse, must be in receipt of benefits from one of the programs as outlines in the application form such as Guaranteed Income Supplement (GIS) or benefits under the Ontario Disability Support Program
- c. Applicants must supply proof of receipt of benefits from the program specified on the application. An example of which would be a photocopy of the most recent cheque received from the specified program
- d. Eligible applicants will be allowed to defer \$50.00 or more of their annual property taxes which resulted from a change to the assessment of the residential property pursuant to the requirements of the Fair Municipal Finance Act and the Municipal Act, as amended.
- e. In the event of a tax deferral is granted, no interest charges will be added to the amount deferred.
- f. To maintain eligibility, the applicant`s property taxes must be current.
- g. In the event of transference of title of the property, the remaining amount of all taxes deferred shall become due and payable on the date of transference of such title.
- h. Earlier repayment could be based on an individual property owner`s financial circumstances, or as a result of tax sale of the property.
- i. All deferred taxes become due on the disposition of the property.
- j. In the event that it is later determined that the applicant is not eligible for deferral of taxes as indicated under the eligibility criteria, the deferred taxes will be withdrawn and the applicant must repay the deferred taxes in full.

- k. The applicant must complete the appropriate Municipality form and submit it to the Treasurer at 271 Sandwich Street South, Amherstburg, ON N9V 2A5.
- l. Written proof of receipt of benefits or application for benefits must be attached to the application. An example of appropriate proof of receipt of benefits is a photocopy of a recent cheque. If an application for benefits is pending approval, a photocopy of the completed application must be attached to the application.

6.4. **Miscellaneous**

6.4.1. Bankruptcy

- 6.4.1.1. When a property owner files for bankruptcy, the Municipality is a secured creditor, as the tax debt is a charge against the real property. The Municipality ranks in preference and priority to any other claims, except those of the Provincial and Federal government. A letter is forwarded to the trustee advising them of the Municipality's claim and that it is assumed Property Taxes will be paid once the property is sold.

6.4.2. Discretion

- 6.4.2.1. In order to ensure that all taxpayers are treated fairly and equitably, the Treasurer has the authority to exercise discretion in the application of this policy where unusual circumstances are apparent, provided such discretion is in accordance with all applicable legislation.

6.4.3. Refunds of Credit Balances

- 6.4.3.1. Occasionally tax accounts may experience credit balances for various reasons.
 - a. Duplicate payment of a tax instalment(s),
 - b. Mortgage company and property owner both pay an instalment,
 - c. A reduction in assessed value,
 - d. A change in a tax class to lesser tax rate class, and/or
 - e. Preauthorized Payments made in advance of an instalment being due
- 6.4.3.2. Credit balances will be refunded for a nominal fee under the following conditions.
 - a. Duplicate payment of a tax instalment – the property owner must request in writing to have the overpayment refunded.
 - b. Mortgage company and property owner both pay an instalment – the property owner must request in writing to have the overpayment

refunded, and direct who the overpayment is to be returned to. Further-more no overpayment will be refunded unless all instalments billed have been cleared.

- c. Mortgage holder overpays an instalment or no longer represents the property owner – Since the Municipality is not aware of the agreement between the financial institution and the property owner the Municipality will only refund the financial institution overpayment on the written direction of the property owner. Furthermore, no overpayment will be refunded unless all instalments billed have been cleared, unless the property has changed ownership to property sale.
- d. The Municipality will verify that any other debts with the Municipality (utilities, and miscellaneous accounts receivable, etc.) have been cleared prior to releasing a credit refund. The Municipality reserves the right to transfer credits on property tax accounts to accounts with other debt.
- e. Credits as the result of an assessment reduction will be refunded, but only after the last instalment billed has been cleared. For example: a prior year assessment reduction is calculated in February; the interim tax bills are generated the first week in February with the last instalment on the interim billings due on the last business day in April. Any credit balance on the account will be applied first to the two instalments and then any remaining credit balance will be refunded to the registered property owner at the time the cheque is issued.
- f. Credit balances being refunded will be issued to the property owner at the time the cheque is issued. Property owners selling properties who have outstanding application(s) should ensure that their solicitors are aware of possible tax reductions. The Municipality will not divide credit balances between previous and current owners as the result of a tax reduction. This is primarily because the Municipality does not have knowledge of, nor wish to negotiate legal agreements that may or may not be in place between the seller and the purchaser.

6.4.4. Severances / Consolidations of Properties

- 6.4.4.1. Property owners may apply for severances of their properties under the authority of the Planning Act. If granted by the Planning Committee the assessment values must also be split between all affected parcels of land. As part of their legislated services MPAC provides the divided assessment information.

- 6.4.4.2. Under the authority of the Municipal Act, Section 356 the Treasurer, or his/her delegate, may divide the assessment roll into the parcels being severed and direct the property taxes accordingly.
- 6.4.4.3. Upon receipt of the divided assessment from MPAC the Municipality will monitor the report to ensure that MPAC includes the split for the following year's returned assessment roll.
- 6.4.4.4. As severed portions of land are often sold, the Municipality will not recalculate the property taxes for a part year. It is understood that the seller's and buyer's lawyers will address who owes what as part of the property sale process.
- 6.4.4.5. Consolidations are processed by MPAC at the written request of the property owner. Property owners should contact MPAC directly

2. **RESPONSIBILITIES**

This policy is administered by the Finance Department. The Treasurer, Finance Department, is responsible to ensure that outstanding Property Tax collection processes are performed in accordance with this policy and all applicable legislation.

2.1. The **Treasurer** has the authority and responsibility to:

- 2.1.3. Ensure this policy remains consistent with current legislation.
- 2.1.4. Communicate any policy revisions to applicable staff.
- 2.1.5. Assess overdue Property Tax accounts to ensure tax collection processes are performed in accordance with this policy

2.2. The **Deputy Treasurer** has the authority and responsibility to:

- 2.2.3. In the absence of the Treasurer, the Deputy Treasurer shall assume the roles and responsibilities of the Treasurer

2.3. The **Supervisor of Revenue** has the authority and responsibility to:

- 2.3.3. Ensure rebates and billings are applied correctly to tax rolls.
- 2.3.4. Ensure applicable staff are adhering to this policy.
- 2.3.5. Ensure all processes are completed within legislative guidelines.

2.4. **Staff** have the authority and responsibility to:

2.4.3. Ensure customer inquiries are answered professionally, courteously and promptly.

2.4.4. Process customer payments according to the guidelines set out in this policy.

3. REFERENCES AND RELATED DOCUMENTS

Municipal Act, 2001 S.O. 2001, Chapter 25

Building Code Act. R.S., c. 46, s. 1.

Farm Debt Mediation Act

Assessment Act, R.S.O. 1990, c. A.31

Planning Act, R.S.O. 1990, c. P.13

Environmental Protection Act, R.S.O. 1990, c. E.19

Fair Municipal Finance Act, 1997 (No. 2)

Town of Amherstburg Policy # CAO-MG-POL02, Section 6.1.30, 6.1.6

DRAFT

**TOWN OF
AMHERSTBURG**



POLICY NO.: TC – Tax Collections

SOURCE: Treasury Department

SECTION:

DATE ENACTED:

DATE OF AMENDMENT:

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7.0 LATE PAYMENT CHARGE ADJUSTMENTS

0.0 SUBJECT:

Tax Collection Policy.

1.0 INTENT:

The purpose of a Tax Collection Policy is as follows:

To ensure prompt billing of the tax levy in order to meet the budgetary expenditures of the Corporation for the fiscal year;

To ensure prompt, efficient, courteous and consistent service to all taxpayers of the municipality;

To ensure that collection procedures are appropriate within the requirements of the legislation relative to tax collection;

To ensure consistent, effective, and appropriate Collection.

The guidelines contained in this policy should serve to supplement the provincial legislation that govern this area, especially for situations where provincial legislation provides a choice, allowing for Tax Collector discretion, and for issues on which the legislation is silent. Legislation which should be reviewed within the context of this policy is the Municipal Act, 2001, with particular attention to Parts VIII, IX, X, and XI.

2.0 SCOPE:

The Tax Collections policy of the Treasury Department applies to all tax receivables due to the Town. Please view the Town of Amherstburg's Non Tax Accounts Receivable policy for information on non tax receivables.

3.0 COLLECTION – PAYMENT INCENTIVES:

There are five basic incentives set out by legislation to promote timely payment of taxes as follows:

- Late Payment Charges/Penalty/Interest
- Bailiff action
- Collection Agency
- Rent Attornment
- Tax Registration/Tax Sale

3.1 LATE PAYMENT CHARGES:

The rate at which penalty and interest is charged is set by the Municipal By-Law, under the provision of the Municipal Act Section 345. The municipality may review this rate each year, but cannot exceed the maximum percentage established at 1.25% per month.

3.2 BAILIFF ACTION:

Section 349 of the Municipal Act, provides that taxes may be recovered with costs as a debt due to the municipality from the taxpayer originally assessed for them and from any subsequent owner of the assessed land or any part of it.

The municipality may issue a warrant to seize and sell personal property for payment of property taxes if the taxes remain unpaid for a period of fourteen days after the instalment due date.

3.3 COLLECTION AGENCY:

Section 304 of the Municipal Act provides that a municipality may use a registered collection agency under the Collection Agencies Act to recover a debt, including taxes.

3.4 RENT ATTORNMENT:

Under Section 350 of the Municipal Act, the Municipality may seize the rents directly from the tenant of an income producing commercial property upon giving proper notice.

3.5 TAX REGISTRATION / TAX SALE:

Properties that are in arrears for three years are eligible for tax registration under the Municipal Act. There is no provision in the Municipal Act for the registration of properties at any time earlier than three years of arrears. The property owner or interested party has one year from the date of registration in which to redeem the property for all taxes, interest and penalty outstanding, including any associated costs. A contracted tax registration firm or Solicitor may be used to assist in processing the required statutory notices/declarations.

4.0 ADDITIONAL COLLECTION TOOLS:

The following additional tools are to be used by the Town to assist in the collection of realty taxes:

- Reminder notices
- Form or personalized letters
- Telephone follow-up
- Title Searches – Interested Party Notification

5.0 STEPS AND TIMING OF COLLECTION PROCEDURE:

- 5.1** Interim Tax Notices are sent in January and Final Tax Notices subsequent to the passing of the Municipal Budget. Tax arrears owing at the time of the billing are included on each tax notice. According to legislation, notices must be post-marked no later than twenty-one days prior to the first instalment date: The Town makes every effort to post-mark notices no later than twenty-eight days Prior to the first instalment date.
- 5.2** Late payment charges are charged according to the municipal by-laws at a rate of 1.25% per month the day following the due date and the first of each month thereafter.
- 5.3** Reminder notices for all taxes owing are sent after each instalment due date of each billing cycle. Notices are to be mailed no later than the 15th of the month. Reminder notices for \$4.00 or less are not produced. This minimum amount is subject to change based on the discretion of the Tax Collector.
- 5.4** Any notice sent by ordinary mail is considered delivered to and received by the addressee unless the notice is returned by the Post Office or an error in the mailing address is proven. Failure to notify the Tax Office of an address change is not a reason for non-payment. Section 343 of the Municipal Act identifies that tax bills shall be sent to the taxpayer's residence or place of business or to the premises where the taxes are payable for, unless the taxpayer directs the municipality otherwise. The direction for the delivery of tax bills continues until it is revoked in writing by the taxpayer (343(8)).
- 5.5** Priority of tax accounts for collection is:
- (i) Tax Accounts with three or more previous years outstanding
 - (ii) Tax Accounts with two previous years outstanding
 - (iii) Tax Accounts with one previous year outstanding
 - (iv) Tax Accounts with current year only outstanding

- 5.6** For tax accounts which indicate two previous years taxes owing, a collection letter is sent in the first quarter of the current year to the property owner (s) by courier or registered mail, advising of the tax arrears situation and asking for payment in full or satisfactory payment arrangements to be made by a given date. If acceptable payment arrangements are made, the account is monitored for compliance and follow-up is done by telephone or in writing as required. Telephone contact is only used when the taxpayer has provided the municipality with a telephone number.
- 5.7** Satisfactory payment arrangements would be a series of post-dated cheques or a commitment to make payments on prearranged dates via telephone or internet banking or in person.
- 5.8** If no reply is received from item 5.6 above, a second notice is sent in the second quarter of the year stating that failure to reply will result in further action being taken to collect the outstanding taxes, which will result in additional costs to the property owner.
- 5.9** If no reply is received from item 5.8 above, a final notice will be sent by registered mail in the third quarter of the year stating that failure to reply will result in the account being registered under the Tax Sale provisions of the Municipal Act, which will result in additional administrative and legal costs to the property owner.
- 5.10** If there is no reply to the final notice, a sub search of title may be done to obtain information on any mortgage holders or interested parties. The mortgage holder(s) is then notified in writing of the outstanding taxes and payment in full is requested. In most cases, the mortgage holder will pay the taxes or ensure that the property owner does. This action will be used no earlier than the 4th quarter for properties with two previous years' taxes owing.
- 5.11** All costs incurred for collection to obtain information and/or collect tax arrears are payable by the property owner and are added to the tax account (section 349(1)). These costs may include, but are not limited to:
- all title search fees
 - all corporate search fees
 - registered mail or Courier services
 - administrative charges

6.0 MINIMUM BALANCE WRITE-OFF

In some circumstances there remains a balance owing on a taxpayers account after a payment is received, which is often a result of interest being added to the account after a payment amount was agreed upon and mailed in. All accounts with balances of \$4.00 or less are written-off at year end only.

7.0 LATE PAYMENT CHARGE ADJUSTMENTS

Late Payment charges are adjusted only in the following circumstances:

- Taxes are adjusted under Sections 354, 357 or 358 of the Municipal Act
- Taxes are adjusted following an Assessment Review Board Decision;
- Taxes are adjusted in accordance with telephone banking or internet payments made before the due date which did not reach our office until after the due date;
- Taxes are adjusted where interest or penalty was charged as a result of the Town's error or omission, or in the case of undue timing of a Mortgage Company being added or deleted from an account. It shall be at the discretion of the Tax Collector whether or not the interest amount should be adjusted in such cases up to the amount budgeted for write-offs in the annual budget.

END OF DOCUMENT



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: Elke Leblanc	Report Date: January 28, 2017
Author's Phone: 519 736-0012 ext. 2252	Date to Council: February 13, 2017
Author's E-mail: eleblanc@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: 2017 Interim Tax Levy By-law

1. RECOMMENDATION:

It is recommended that:

1. The report from the Supervisor of Revenue dated January 28, 2017, regarding 2017 Interim Tax Levy By-law **BE RECEIVED**, and;
2. **By-law 2017-10**, being a by-law to provide for an interim tax rate, the payment of taxes and, the application of a penalty and interest of 1.25 percent per month on taxes in default be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign the same thereto.

2. BACKGROUND:

The Municipal Act, 2001, as amended, allows municipal councils to pass by-laws for the purpose of levying an interim tax levy, prior to the adoption of the estimates for the year. The interim tax amount to be levied shall not exceed 50% of the total amount of taxes levied on the property in the previous year. This levy will provide funds to assist in financing daily operations and reduce reliance on short-term borrowings prior to setting tax rates and issuing the final tax bill.

3. DISCUSSION:

Interim taxes are calculated based upon 50 percent of the previous year's annual property taxes, including any adjusted reductions or added supplementary taxes. The assessed value of the property is based on the current value of the property as of January 1st of the respective year. Any changes to the succeeding year's taxes will be reflected on the Final Tax Notice, which is issued in the latter half of the year.

Penalty and interest is added at the first of every month on all amounts in default at a rate of 1.25 percent per month. This is the standard rate used by municipalities across the province and is the maximum rate allowed under section 345 of the Municipal Act.

The interim tax levy by-law is required in order to provide funds to assist in financing daily operating requirements until the tax rates are set and the final tax bills are issued later in 2017. The Municipal Act, 2001, provides for taxes to be annualized where assessment was added to the collector's roll during the year, i.e. supplementary tax levies, and where a new assessment has been added to the current year's roll, the interim tax levy will apply to the full new assessment.

To provide for the February 28, 2017 due date, tax bills must be mailed by February 7, 2017 which allows for more than the required 21 days' notice. Consequently, the by-law is being presented for three readings. The due date for the first installment is February 28, 2017 and the due date for the second installment is April 28, 2017. This continues the previous practice of setting the interim tax levy installment due dates on the last business day of February and April.

4. RISK ANALYSIS:

There is financial risk should the Interim Tax By-Law not be approved. Section 317 of the Municipal Act, 2001 allows the council of a lower tier municipality to pass a by-law levying amounts on the assessment of property in the local municipality. Traditionally, municipalities adopt their annual budget in spring, although many endeavor to do so earlier. Between the beginning of the year and passing the annual budget, municipalities require funds to operate. The County of Essex and various school boards have established strict due dates for tax installment amounts to be paid. If not paid, the Town of Amherstburg would be subject to penalty charges.

The Interim Tax By-law has been common practice for the collection of taxation in the municipality.

5. FINANCIAL MATTERS:

The interim tax levy will provide funds to assist in financing daily operations and reduce reliance on short-term borrowings prior to setting tax rates and issuing the final tax bill.

At this point, the Education had not been established. The County recently adopted its 2017 budget with a proposed tax rate increase of 1.76%. It is expected that the Education rate will be set by March 2017.

Total interim tax levy billed in 2017 was \$18,231,128. Total amount of the interim billing retained by the municipality is \$10,203,737.

Municipal Portion:	\$ 9,811,279
Capital Replacement Levy	\$ 196,229
Capital Reserve Levy	<u>\$ 196,229</u>
Total	\$10,203,737

6. **CONSULTATIONS:**

N/A

7. **CONCLUSION:**

Tax notices were printed on January 12, 2017. Ratepayers received tax notices in late-January. An interim bill notification was placed in the River Town Times newspaper in the February 1, 2017 edition.



Elke Leblanc
Supervisor of Revenue

el

Report Approval Details

Document Title:	Interim Tax By-Law.docx
Attachments:	- Interim Tax By-law 2017-10.docx
Final Approval Date:	Feb 7, 2017

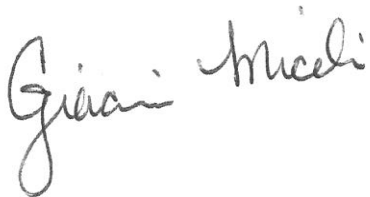
This report and all of its attachments were approved and signed as outlined below:



Justin Rousseau - Feb 1, 2017 - 7:14 PM



Mark Galvin - Feb 6, 2017 - 11:38 AM



John Miceli - Feb 7, 2017 - 8:04 AM



Paula Parker - Feb 7, 2017 - 9:37 AM

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW 2017-10

**By-law to provide for an interim tax rate,
the payment of taxes, and the application of a penalty and interest
of 1.25 percent per month on taxes in default.**

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;

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, a sum not to exceed 50 percent of the total 2016 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. THAT an interim tax for all property classes be levied at a rate of 50 percent of the total levy of the 2016 year. Any newly assessed property or properties assessed for part of 2016, may be levied a rate equal to 50 percent of the total levy of the 2016 year as if the property had been billable for the full twelve month period in 2016 (annualized).

The said interim tax rate shall become due and payable in 2 installments as follows:

50 percent of the interim rate shall become due and payable on the 28th day of February, 2017; and the balance of the interim rate shall become due and payable on the 28th day of April, 2017; and non-payment of the amount on the dates stated in accordance with this section shall constitute default.

2. All taxes of the interim rate, 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, until December 31st, 2017.
3. a) On all taxes of the interim tax rate in default on January 1st, 2017, interest will be added at the rate of 1.25 percent per month for each month of default.
b) On all other taxes in default on January 1st, 2017, interest 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.
4. Penalties and interest added on all taxes of the interim tax rate in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax rate.
5. The collector will mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a printed notice specifying the amount of taxes payable. Failure to receive notice does not relieve the ratepayer of obligation to pay or accumulate penalties.

6. Council agrees that the Treasurer may have cause to change the dates as listed in (1) should any unforeseen delay occur.
7. That taxes are payable at the Town of Amherstburg Municipal Office, Amherstburg, Ontario, or other locations as agreed upon by the Treasurer.

Read a first, second and third time and finally passed this 13th day of February, 2017.

Mayor – Aldo DiCarlo

Clerk – Paula Parker



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: Justin Rousseau	Report Date: January 27, 2017
Author's Phone: 519 736-0012 ext. 2259	Date to Council: February 13, 2017
Author's E-mail: jrousseau@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Provincial Offences Act- Program Agreement

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Director of Corporate Services/Treasurer dated December 16, 2016, regarding Provincial Offences Act- Program Agreement **BE RECEIVED**;
2. The Windsor/Essex Area Intermunicipal Courts Service Agreement made the 20th day of November, 2000 between the Corporation of the City of Windsor together with the County of Essex, the Town of Amherstburg, the Town of Essex, the Town of Kingsville, the Town of Lakeshore, the Town of LaSalle, the Municipality of Leamington, the Township of Pelee, and the Town of Tecumseh, **BE APPROVED** for a further 5 years for the period January 1, 2017 through December 31, 2021;
3. The Provincial Offences (POA) Tax Roll Agreement between the Corporation of the City of Windsor together with the County of Essex, the Town of Amherstburg, the Town of Essex, the Town of Kingsville, the Town of Lakeshore, the Town of LaSalle, the Municipality of Leamington, the Township of Pelee, and the Town of Tecumseh, **BE APPROVED**; and,
4. The Mayor and Clerk **BE AUTHORIZED** to sign both Agreements.

2. BACKGROUND:

The Provincial Offences Act is a provincial statute that sets out procedures for the prosecution of offences under other provincial statutes and regulations and municipal by-laws. The Windsor/Essex Provincial Offences (POA) division provides for the prosecutorial and court administrative functions for all Provincial Offences matters on behalf of Windsor/Essex County Court Service Area, including enforcement, collection and distribution of fine revenues. There are many agreements that govern the local POA program that must be kept up to date in order to ensure a high level of success. Many of these agreements are coming up for renewal while there are new ones that are required to be established.

One agreement that must be renewed is the Windsor/Essex Area Intermunicipal Courts Service Agreement (ISA), which expired on December 31, 2016. The original agreement was executed in 2001 between the City of Windsor (City) and 9 other municipal partners, encompassing the geographic territory consisting of the City of Windsor, the County of Essex and Pelee Island. These municipal partners include Leamington, LaSalle, Tecumseh, Essex Town, Kingsville, Pelee, Amherstburg, Lakeshore and Essex County. The ISA sets out the responsibility, cost and revenue sharing (based on a weighted assessment formula), dispute resolution, structural and governance provisions pertinent to the POA Program.

A new agreement between the City and its municipal partners is also being sought for approval in order to add defaulted fines to taxes. Section 441.1 of the Municipal Act, 2001 permits a local municipality to add any part of a fine for a commission of a provincial offence that is in default under section 69 of the Provincial Offences Act to the tax roll for any property in the local municipality for which all of the owners are responsible for paying the fine and collect it in the same manner as municipal taxes at the request of a municipality. This additional enforcement tool gives the POA division further authority to collect on defaulted fines and has provided significant benefit both financially and operationally.

3. DISCUSSION:

Windsor/Essex Area Intermunicipal Courts Service Agreement (ISA)

Under the ISA, the City provides services to the 9 municipal partners pertaining to the POA functions transferred to the City by the province in 2001. The ISA calls for the setting up of an administrative advisory panel, being the Windsor/Essex Court Service Area Liaison Committee ("POA Liaison Committee"), composed of one representative from each participating municipality. Among other things, the POA Liaison Committee:

- Serves as the liaison between the City and the 9 Serviced Municipalities on all matters relating to the operations of the POA Program
- Reviews all reports submitted by the Manager of Provincial Offences and makes recommendations upon the operations of the POA Program
- Reviews and recommends the annual POA Program budget

The ISA provided for an initial term of six fiscal years, commencing on the date of the POA Transfer. The first fiscal year constituted the period from March 5, 2001 through December 31, 2001, with the following five fiscal years coinciding with the successive full calendar years, which expired on December 31, 2006. The ISA has since been renewed twice, for 5-year terms, the latest expiring December 31, 2016.

The POA Liaison Committee, in consultation with the City's legal department, has worked hard over the past five months to finalize the renewal agreement. A draft copy of the renewal agreement was provided to the POA Liaison Committee members in July. At the most recent committee meeting on September 27, 2016, the consensus which ultimately evolved was that the POA Program should be renewed for another 5-year period. The City of Windsor passed the motion at the November 21, 2016 Council Meeting. All partnering municipalities are now seeking their respective Council's authority to enter into a 5-year renewal of the ISA. There have been no concerns or objections from any municipal partner regarding this renewal agreement.

POA Municipal Tax Rolling Agreement

As previously mentioned, section 441.1 of the Municipal Act, 2001 permits a local municipality to add any part of a fine for a commission of a provincial offence that is in default to the tax roll for any property in the local municipality. It should be noted that fines can only be added to the tax roll if they are sole property owners. Joint property ownership does not apply to the process of tax rolling although there are other enforcement tools that can be utilized in those cases (i.e. Writ of Seizure & Sale against the property).

Over the past four years, the POA division has been adding fines to property taxes where applicable. Over the past year, it has been the goal of management to put in place a formal process and agreement that will guide the division in these collection efforts. The efforts of the staff at POA along with the City's legal department has resulted in a draft agreement that seeks the approval of all municipal partners, including the City of Windsor.

Research has shown that there are a number of other POA offices in Ontario that have secured agreements similar to the one being sought for approval. For example, this type of "inter-municipal agreement" was piloted in 2012 between the City of Belleville, City of Kawartha Lakes, City of Ottawa, City of Toronto, City of Mississauga and the County of Hastings back in 2012. Due to the overwhelming success of the pilot program, many other POA offices are initiating the same formalized procedures and agreements.

4. RISK ANALYSIS:

Failing to renew the agreements will result in forgone profit sharing revenue with those partnering municipalities. If more than four partnering municipalities back out of the agreement, the worst case scenario is that the affected administration of justice functions could revert back to the province or an outside area (i.e. Chatham-Kent, Sarnia, etc). Further consultation with the Ministry of the Attorney General will be required in these extreme circumstances.

Although the risk is low, the Director of Corporate Services is not concerned given the following reasons:

- The draft agreements have been vetted with the POA Liaison Committee members and their respective administration
- There were no objections from any municipal partners
- The POA program has been very effective since 2001 and has generated and distributed tens of millions of dollars in positive net revenues
- It would be cost prohibitive for any municipal partners to enforce/manage a POA program on their own

5. FINANCIAL MATTERS:

The cost sharing agreement calls for a split in net revenues between the City of Windsor and the County of Essex, at a current ratio of approximately 52% and 48% respectively. These percentages are based on the average weighted property assessments in the given year which is adjusted annually. Between 2001 and 2015, the City and County have realized significant financial benefits to the tune of \$40.4M, of which the City's share was approximately \$23.1 and the remaining \$17.3M went to the County of Essex. As part of the revenues mentioned above, the City has also experienced an increase in the revenue from the Tax Roll. Table 1 below summarizes the annual financial results:

TABLE 1: Annual Revenues from Tax Rolling Initiative

Year	# of Fines Submitted	Annual % Change	\$ Value of Fines Submitted	Annual % Change	\$ Value of Fines Collected	Annual % Change
2014	6		\$ 12,326		\$ 11,125	
2015	18	200%	31,763	158%	14,361	29%
2016	71	294%	192,746	507%	90,926	533%
Total	89		\$ 236,835		\$ 116,411	

6. CONSULTATIONS:

All members of the POA Liaison Committee were consulted throughout this process, as well as the Manager of Provincial Offences.

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7. **CONCLUSION:**

The Windsor/Essex POA Program provides a forum, on a regional basis, for the administration, prosecution and ultimate disposition of cases initiated by various law enforcement personnel. The approval of these agreements are critical to the long term success of the program. So long as the POA Program remains operational, it must be suitably accomodated and supported by all partners.



Justin Rousseau

Director of Corporate Services/ Treasurer

jr

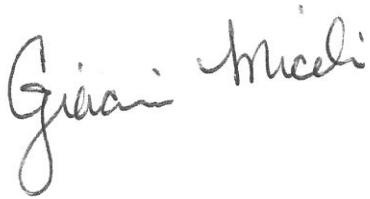
Report Approval Details

Document Title:	Provincial Offences Act.docx
Attachments:	- 2016 Renewal Agreement.doc - Municipal Agreement for Tax Roll (final Oct04 16).docx
Final Approval Date:	Feb 6, 2017

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



Mark Galvin - Jan 27, 2017 - 3:39 PM



John Miceli - Feb 2, 2017 - 8:15 AM



Paula Parker - Feb 6, 2017 - 8:59 AM

THIS 2nd RENEWAL AGREEMENT made in decuplicate as of the day of , 2016

B E T W E E N:

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Hereinafter referred to as “Amherstburg”

OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWN OF ESSEX

Hereinafter referred to as “Essex”

OF THE SECOND PART

-and-

THE CORPORATION OF THE TOWN OF KINGSVILLE

Hereinafter referred to as “Kingsville”

OF THE THIRD PART

-and-

THE CORPORATION OF THE TOWN OF LAKESHORE

Hereinafter referred to as “Lakeshore”

OF THE FOURTH PART

-and-

THE CORPORATION OF THE TOWN OF LaSALLE

Hereinafter referred to as “LaSalle”

OF THE FIFTH PART

-and-

**THE CORPORATION OF THE MUNICIPALITY OF
LEAMINGTON**

Hereinafter referred to as “Leamington”

OF THE SIXTH PART

-and-

THE CORPORATION OF THE TOWNSHIP OF PELEE

Hereinafter referred to as “Pelee”

OF THE SEVENTH PART

-and-

THE CORPORATION OF THE TOWN OF TECUMSEH

Hereinafter referred to as “Tecumseh”

OF THE EIGHTH PART

-and-

THE CORPORATION OF THE COUNTY OF ESSEX

Hereinafter referred to as the “County”

OF THE NINTH PART

-and-

THE CORPORATION OF THE CITY OF WINDSOR

Hereinafter referred to as the “City”

OF THE TENTH PART

WHEREAS the aforementioned parties are parties to an intermunicipal court services agreement dated the 20th day of November, 2000 which sets out the terms and conditions for the use of employees of the City for purposes of court administration and support and conducting prosecutions in tandem with provision of the within Program, for cost and revenue sharing matters, for dispute resolution, for the structure of the Program and associated matters all as more particularly described therein, a copy of which is attached hereto as *Appendix “A”* (the “Original Agreement”);

AND WHEREAS the Original Agreement expired on December 31, 2006 and automatically renewed for a five (5) year period, such renewal period expiring December 31, 2011;

AND WHEREAS the parties entered into a renewal agreement, dated the 7th day of March, 2011, whereby the Original Agreement was renewed for a period of five (5) years, commencing on January 1,

2012 and terminating on December 31, 2016, a copy of which is attached hereto as *Appendix “B”* (the “1st Renewal Agreement”, and together with the Original Agreement, the “Extended Agreement”);

AND WHEREAS the parties wish to further renew the Extended Agreement;

AND WHEREAS the parties have by resolutions of the respective Councils authorized the execution of this 2nd Renewal Agreement for a five (5) year period from January 1, 2017 to December 31, 2021, and in the case of the City, authorized such execution by [CR], on _____, 2016;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the terms, conditions, premises, and covenants hereinafter contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The recitals hereto are true and form part of this Agreement.
2. The term shall be extended for a five (5) year period from January 1, 2017 to December 31, 2021 (the “2nd Renewal Term”).
3. Section 2.7 of the Original Agreement shall be deleted in its entirety and replaced with the following:

The Committee shall meet at least two (2) times a year and otherwise at the call of the Chair or any two (2) members of the Committee. The first meeting shall be within the first two (2) months for the relevant fiscal year of the Program. The weighted assessment proportions shall be determined for that fiscal year based upon the final recent data available from the assessment authorities.

4. The quarterly distributions, as set out in section 8.3(a) of the Original Agreement, shall be as of the following dates of each fiscal year of the Program:

Q1 = As of April 30th

Q2 = As of July 31st

Q3 = As of October 31st

Q4 = As of December 31st

5. All terms, conditions and schedules of the Extended Agreement shall apply to the 2nd Renewal Term *mutatis mutandis*, save and except that there shall be no further right of renewal, of either an automatic or discretionary nature. However nothing in this Agreement prevents the parties from further renegotiating and/or extending the Agreement.
6. The parties hereby specifically acknowledge the indemnity provisions as contained in Article 15 “Indemnity” of the Original Agreement.
7. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and both of which together shall constitute one and the same instrument. To evidence its execution of an original counterpart of this Agreement, a Party may send a copy of its original signature on the execution page hereof to the other Party by facsimile transmission and such transmission shall constitute deliver of an executed copy of this Agreement to the receiving Party as of the date of receipt thereof by the receiving Party or such other date as may be specified by the sending Party as part of such transmission. Notwithstanding the foregoing, either Party may demand a fully executed single copy of this Agreement.
8. All terms used herein which are denoted with an initial capital letter shall have the meanings assigned to them in the Extended Agreement, unless amended herein.

This Agreement and everything in it shall enure to the benefit of and be binding on the parties hereto, and their respective successors and assigns.

IN WITNESS WHEREOF the parties have affixed their corporate seals duly attested by the hands of their proper officers in that behalf.

(Remainder of Page Intentionally Left Blank. Execution Pages Follow, One party per page)

**THE CORPORATION OF
THE TOWN OF AMHERSTBURG**

Name:
Title:

Name:
Title:

We have authority to bind the Corporation

DATED at _____ this _____ day of _____, 2016

**THE CORPORATION OF
THE TOWN OF ESSEX**

Name:
Title:

Name:
Title:

We have authority to bind the Corporation

DATED at _____ this _____ day of _____, 2016

**THE CORPORATION OF
THE TOWN OF KINGSVILLE**

Name:
Title:

Name:
Title:

We have authority to bind the Corporation

DATED at _____ this _____ day of _____, 2016

**THE CORPORATION OF
THE TOWN OF LAKESHORE**

Name:
Title:

Name:
Title:

We have authority to bind the Corporation

DATED at _____ this _____ day of _____, 2016

**THE CORPORATION OF
THE TOWN OF LaSALLE**

Name:
Title:

Name:
Title:

We have authority to bind the Corporation

DATED at _____ this _____ day of _____, 2016

**THE CORPORATION OF THE
MUNICIPALITY OF LEAMINGTON**

Name:
Title:

Name:
Title:

We have authority to bind the Corporation

DATED at _____ this _____ day of _____, 2016

**THE CORPORATION OF THE
TOWNSHIP OF PELEE**

Name:
Title:

Name:
Title:

We have authority to bind the Corporation

DATED at _____ this _____ day of _____, 2016

**THE CORPORATION OF
THE TOWN OF TECUMSEH**

Name:
Title:

Name:
Title:

We have authority to bind the Corporation

DATED at _____ this _____ day of _____, 2016

**THE CORPORATION OF THE
COUNTY OF ESSEX**

Name:
Title:

Name:
Title:

We have authority to bind the Corporation

DATED at _____ this _____ day of _____, 2016

Authority
Approved as to
Technical Content

Director of
Provincial Offences

Authority

Approved as to
Form

Legal Counsel

**THE CORPORATION OF
THE CITY OF WINDSOR**

Onorio Colucci,
Chief Administrative Officer

Valerie Critchley,
City Clerk

We have authority to bind the Corporation

DATED at _____ this _____ day of _____, 2016

APPENDIX “A”

ORIGINAL AGREEMENT

APPENDIX “B”

1ST RENEWAL

AGREEMENT

This agreement (“Agreement”) made this ___ day of _____, 2016

Between

THE CORPORATION OF THE CITY OF WINDSOR

-and-

THE CORPORATION OF THE TOWN OF AMHERSTBURG

-and-

THE CORPORATION OF THE TOWN OF ESSEX

-and-

THE CORPORATION OF THE TOWN OF KINGSVILLE

-and-

THE CORPORATION OF THE TOWN OF LAKESHORE

-and-

THE CORPORATION OF THE TOWN OF LASALLE

-and-

THE CORPORATION OF THE TOWN OF LEAMINGTON

-and-

THE CORPORATION OF THE TOWNSHIP OF PELEE

-and-

THE CORPORATION OF THE TOWN OF TECUMSEH

WHEREAS section 441.1 of the *Municipal Act, 2001* permits a local municipality to add any part of a fine for a commission of a provincial offence that is in default under section 69 of the *Provincial Offences Act* to the tax roll for any property in the local municipality for which all of the owners are responsible for paying the fine and collect it in the same manner as municipal taxes at the request of a municipality that has entered into a transfer agreement under Part X of the *Provincial Offences Act*;

AND WHEREAS The Corporation of the City of Windsor (the “Requesting Party”), The Corporation of the Town of Amherstburg, The Corporation of the Town of Essex, The Corporation of the Town of Kingsville, The Corporation of the Town of Lakeshore, The Corporation of the Town of LaSalle, The Corporation of the Town of Leamington, The Corporation of the Township of Pelee and The Corporation of the Town of Tecumseh (collectively, the “Municipalities”, and each one of them a “Municipality”) wish to formalize arrangements so that they may add defaulted fines to tax rolls in their respective municipalities at each other's request and appropriately share any collected revenue;

NOW THEREFORE the Municipalities agree as follows:

Requests

1. Subject to applicable law, the Requesting Municipality may request that another Municipality (the “Tax Rolling Municipality”) add any part of a fine for a commission of a provincial offence that is in default under section 69 of the *Provincial Offences Act* (the “Defaulted

Fine”) to the tax roll for any property in the Tax Rolling Municipality for which all of the owners are responsible for paying the Defaulted Fine may do so by providing the Tax Rolling Municipality with a completed copy of a request form to add to tax roll, a copy of which is attached hereto as Schedule “A”.

2. A Tax Rolling Municipality that receives a request from the Requesting Municipality to add to its tax roll any part of a Defaulted Fine shall add the amount to the tax roll of any property within its municipal boundaries for which the Tax Rolling Municipality confirms that all of the owners are responsible for paying the Defaulted Fine (the “Defaulting Property Owners”).

Payments, Fees and Interest

3. A Tax Rolling Municipality may add any fee to the tax roll that the Tax Rolling Municipality charges under its by-law for adding amounts to the tax roll and may charge any interest that the Tax Rolling Municipality charges under its by-law for amounts collected in the same manner as municipal taxes.
4. The Tax Rolling Municipality shall, within 30 days of adding the Defaulted Fine to the tax roll, provide written notice to the Defaulting Property Owners, of the amount added to the tax roll, and of any fees and interest that may accrue under the Tax Rolling Municipality's by-law.
5. The Tax Rolling Municipality shall review tax rolled accounts monthly to report and remit any fine amounts paid to the Requesting Municipality.
6. The Requesting Municipality shall review tax rolled accounts monthly to report fine amounts paid which may be removed from the tax roll.
7. The Tax Rolling Municipality may retain any of its fees charged for adding the amount to the tax roll and may retain any of its interest charges on the amount.

Recovery and Short-fall

8. A Tax Rolling Municipality may apply amounts it receives on behalf of the Defaulting Property Owners or through a tax sale to outstanding property taxes, fine amounts and other charges on the tax roll in accordance with applicable legislation and with the Tax Rolling Municipality's by-laws and policies.
9. If the Requesting Municipality receives any payment for a Defaulting Fine after receiving payment for the Defaulted Fine from a Tax Rolling Municipality, the Requesting Municipality shall pay the amount to the Tax Rolling Municipality and the Tax Rolling Municipality shall apply the payment to the amount tax rolled.

Accounting

10. The Municipalities shall, during the term of this Agreement and for four years following the termination of this Agreement, maintain detailed and accurate accounts, records, books and data of all financial transactions undertaken by it pursuant to this Agreement, prepared in accordance with generally accepted accounting principles. Such records shall be available for review or audit by any Municipality, during the term of the Agreement and for four years following the termination of this Agreement.

Errors and Omissions and Indemnity

11. In the event that a Municipality becomes aware of an error, inaccuracy or omission in any transaction, report or notice, the Municipality responsible for the error, inaccuracy or omission (the “Responsible Municipality”) shall correct the transaction, report or notice and shall provide written notice of such correction to the other Municipality or property owners. In no event will any other Municipality be liable or responsible for any damages resulting from the errors, inaccuracies or omissions of the Responsible Municipality.
12. The Responsible Municipality will at all times defend, indemnify and save harmless all other Municipalities from and against all actions, proceedings, claims, demands, losses, costs, damages and expenses of whatever nature which may be brought against or suffered by another Municipality, or which any other Municipality may incur, sustain or properly pay as a result either directly or indirectly of the error, inaccuracy or omission caused by the Responsible Municipality in accordance with this Agreement.

Notice

12. Any notice required in this Agreement shall be in writing and shall be effective if:
 - (a) delivered personally;
 - (b) sent by mail; or
 - (c) sent by facsimile or e-mail.
13. All notices and other communications shall be given to the parties at the following addresses:

The Corporation of the City of Windsor

The Corporation of the City of Windsor
Property Tax Clerk
350 City Hall Square West, 1st Floor
Windsor, Ontario N9A 6S1

The Corporation of the Town of Amherstburg

The Corporation of the Town of Amherstburg
Supervisor of Revenue
271 Sandwich Street South
Amherstburg, Ontario N9V 2A5

The Corporation of the Town of Essex

The Corporation of Town of Essex
Leader – Taxation & Tax Collection
33 Talbot Street South
Essex, Ontario N8M 1Y6

The Corporation of the Town of Kingsville

The Corporation of Town of Kingsville

Tax Collector
2021 Division Road North
Kingsville, Ontario N9Y 2Y9

The Corporation of the Town of Lakeshore

The Corporation of the Town of Lakeshore
Manager of Revenue
419 Notre Dame Street
Belle River, Ontario N0R 1A0

The Corporation of the Town of LaSalle

The Corporation of the Town of LaSalle
Supervisor of Revenue
5950 Malden Road
LaSalle, Ontario N9H 1S4

The Corporation of the Town of Leamington

The Corporation of the Town of Leamington
Property Tax Specialist
111 Erie Street North
Leamington, Ontario N8H 2Z9

The Corporation of the Township of Pelee

The Corporation of Township of Pelee
Deputy Treasurer
1045 West Shore Road
Pelee Island, Ontario N0R 1M0

The Corporation of the Town of Tecumseh

The Corporation of Town of Tecumseh
Deputy Treasurer & Tax Collector
917 Lesperance Road
Tecumseh, Ontario N8N 1W9

14. A Municipality may change any particulars of its address for notice by written notice to the other Municipalities.

Counterparts

15. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and each of which together shall constitute one and the same instrument. To evidence its execution of an original counterpart of this Agreement, a Municipality may send a copy of its original signature on the execution page hereof to the other Municipalities by facsimile transmission and such transmission shall constitute delivery of an executed copy of this Agreement to the receiving Municipalities as of the date of receipt thereof by the receiving Municipalities or such other date as may be specified by the sending Municipality as part of such transmission.

Termination

16. This Agreement shall continue as long as the arrangement provided for is permitted by provincial legislation.
17. A Municipality may terminate its participation in this Agreement for convenience by providing thirty days (30) written notice to the other Municipalities.
18. Any amounts that are added to the tax roll for any property pursuant to this Agreement prior to the date of termination shall continue to be owed to the Requesting Municipality after termination of this Agreement. For greater certainty, the rights and obligations under section 5 and section 9 shall survive upon termination of this Agreement.

IN WITNESS WHEREOF the Municipalities have caused this Agreement to be executed as of the above indicated date.

The Corporation of the City of Windsor

Name
Position
I have authority to bind the Corporation

The Corporation of the Town of Amherstburg

Name
Position
I have authority to bind the Corporation

The Corporation of the Town of Essex

Name
Position
I have authority to bind the Corporation

The Corporation of the Town of Kingsville

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Position
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The Corporation of the Town of Lakeshore

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The Corporation of the Town of LaSalle

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The Corporation of the Town of Leamington

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Position
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The Corporation of the Township of Pelee

Name
Position
I have authority to bind the Corporation

The Corporation of the Town of Tecumseh

Name
Position
I have authority to bind the Corporation



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.

Author's Name: Nicole Rubli	Report Date: January 25, 2017
Author's Phone: 519 736 0012 ext. 2251	Date to Council: February 13, 2017
Author's E-mail: nrubli@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: 2017 Special Events Approval

1. RECOMMENDATION:

It is recommended that:

1. The report from the Public Events Committee (PEC) dated January 25, 2017, regarding 2017 Special Events Approval **BE RECEIVED**;
2. That the events **BE APPROVED** as listed:
 - Music Off the Back Porch – 1st Friday of every month from April 7, 2017 through to October 6, 2017
 - Holistic Fair – Sunday May 7, 2017
 - Ribs and Ragtime – Saturday June 3, 2017
 - J.Wimpy Volleyball Tournament – June 10, 2017/rain date June 11, 2017
 - Bob Meloche Father's Day Kids Fishing Derby – Sunday June 18, 2017
 - Canada Day Festival – Saturday July 1, 2017
 - Woofa-Roo Pet Fest – August 12, 2017 & August 13, 2017
 - Culture Days – September 30, 2017 & October 1, 2017
3. That the following event **BE DEEMED** as a municipally significant event for the purpose of applying for a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO):

- J. Wimpy Volleyball Tournament – June 10, 2017/rain date June 11, 2017
4. An exemption from table number 3-1-2 of Noise By-law 2001-43 with respect to the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers to allow for live music **BE GRANTED** for the events listed:
 - Music Off the Back Porch - 1st Friday of every month from April 7, 2017 through to October 6, 2017
 - Ribs and Ragtime - Saturday June 3, 2017
 - Culture Days – September 30, 2017 & October 1, 2017
 5. The following events **BE EXEMPT** and **PERMITTED** for road closures to begin prior to 5pm;
 - Ribs and Ragtime - Saturday June 3, 2017
 - Canada Day Festival – Saturday July 1, 2017
 6. An exemption **BE GRANTED** to Section 3 of the Kings Navy Yard Park By-law #2004-89 to allow for public, private and non-profit function in the Kings Navy Yard Park;
 7. An exemption **BE GRANTED** to Section 4(b) of the Kings Navy Yard Park By-law #2004-89 to allow fishing outside of the designated fishing area for the event listed:
 - Annual Bob Meloche Kids Father’s Day Fishing Derby – June 18th, 2017;
 8. An exemption **BE GRANTED** to Section 6(f) of the Parks By-law 2002-72 to allow for the playing of any musical instrument or direct the playing of any musical instrument for the events listed; and,
 - Culture Days – September 30, 2017 & October 1, 2017
 9. The Public Events Committee **BE DIRECTED** to confirm that the requirements identified by the Committee are met prior to the event.

2. **BACKGROUND:**

At the October 5, 2015 Special Council Meeting Council approved the Special Events Policy. As per Council’s request, Section 7.3 of the policy states:

“7.3. Council has the authority and responsibility to:

- 7.3.1 Consider any exemptions to Municipal By-laws for Public Events.
- 7.3.2 Consider and approve any new events presented by the PEC.
- 7.3.3 Consider and approve all recurring events presented by the PEC.”

Each Event Organizer is required to follow the Public Events Manual, fill out the required forms and submit to the Public Events Committee (PEC). The Public Events Manual and Forms are attached to the report for Council's reference to illustrate the PEC's comprehensive list of requirements to ensure public safety for all attendees, while protecting the Town's interests and assets.

On January 25, 2017, the PEC met and reviewed applications submitted by the Event Organizers for the following events:

- Music Off the Back Porch – 1st Friday of every month from April 7, 2017 through to October 6, 2017
- Holistic Fair – Sunday May 7, 2017
- Ribs and Ragtime – Saturday June 3, 2017
- J.Wimpy Volleyball Tournament – June 10, 2017/rain date June 11, 2017
- Bob Meloche Father's Day Kids Fishing Derby – Sunday June 18, 2017
- Canada Day Festival – Saturday July 1, 2017
- Woofa-Roo Pet Fest – August 12, 2017 & August 13, 2017
- Culture Days – September 30, 2017 & October 1, 2017

The PEC reviewed each application in detail and has informed the Event Organizer of every requirement that must be met to allow the event to proceed. This includes ensuring the event conforms to all Town By-laws, Town insurance requirements and Provincial laws. As per Section 7.3 of the Public Event's Policy, the Event Organizers have also been informed that each event must be approved by Council before they may continue with their event planning.

At the January 25, 2016 Council meeting, Council passed the following motions:

"That:

- 1. The use of the Downtown Core for Festivals and Events subject to the criteria established in the Town's Festival and Events Policy BE APPROVED; and,*
- 2. Road closures NOT BE PERMITTED prior to 5:00 pm without Council consent."*

Accordingly, all road closures requested prior to 5:00 pm have been identified by the PEC and are outlined below for Council's approval.

In accordance with the conditions of a Special Occasion Permit (special occasion liquor license) issued by AGCO, a resolution of Council is required designating the event as one of municipal significance. This is a condition of the AGCO if the requesting organization does not have charitable or non-profit status, as is the case with the Amherstburg Firefighters Association.

Noise By-law 2001-43 prohibits the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro

mechanical transducers, and intended for the production, reproduction or amplification of sound in residential, commercial and agricultural areas.

Notwithstanding anything contained in the Noise By-law, a person may apply to Council for an exemption from any of the provisions of the Noise By-law with respect to any source of sound or vibration. Council, by resolution, may grant the exemption applied for and can impose terms and conditions as Council deems appropriate.

All events requiring a Noise By-law exemption that have been identified by the PEC have been listed below for Council's approval.

With respect to the following events:

- Music Off the Back Porch
- The Annual Bob Meloche Kids Father's Day Fishing Derby; and,
- Culture Days

By-law 2004-89 regulates the use of Kings Navy Yard Park and designated it a passive park. Section 3 of By-law 2004-89 states the following:

"Public, private and non-profit functions will be allowed by permit. This will protect the grounds, the gardens, sprinkler system and facilities and at the same time simplify the scheduling of such events. Council retains final discretion in the awarding of permits."

The Town does not issue a physical permit to allow these types of functions listed in the Kings Navy Yard Park, however, Section 3 implies that these types of functions would be permitted upon application, with Council's approval.

Also, with respect to The Annual Bob Meloche Kids Father's Day Fishing Derby, Section 4(b) of By-law 2004-89 states:

"Fishing will be allowed at the designated fishing area in the south end of the park."

Council approved exemptions are required for Section 3, 4(b) of By-law 2004-89 and of Section 6(f) of the Parks By-law 2002-72 to allow the proposed events to proceed in Kings Navy Yard Park.

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3. DISCUSSION:

A synopsis of each event and required by-law exemption details are as follows:

Event	Music Off the Back Porch
Event Organizer	Amherstburg Historic Sites Association (Park House Museum)
Event Date	1 st Friday of every month from April 7 to October 6 (In case of cancellation due to inclement weather the event may be postponed to a Monday in the same month.)
Event Time	6pm to 9pm
Event Location	Park House Museum
Event Details	Live music performed off the back porch of the Park House Museum
Road Closure before 5PM	Not required
Designation of Significant Event for SOP	Not required
Noise By-law Exemption	Required from 6pm to 9pm to allow for music

Event	Holistic Fair
Event Organizer	Holly Harris
Event Date	May 7, 2017
Event Time	8am to 6pm
Event Location	Libro Credit Union Centre
Event Details	Information booths to promote Holistic Wellness within our Community. Demonstrations on various Holistic opportunities.
Road Closure before 5PM	Not required
Designation of Significant Event for SOP	Not required
Noise By-law Exemption	Not required

Event	Ribs and Ragtime
Event Organizer	Amherstburg Freedom Museum
Event Date	June 3, 2017
Event Time	9:30am to 10pm
Event Location	Amherstburg Freedom Museum, 277 King Street
Event Details	8 th annual garden party with an evening of jazz musicians and the serving of food.
Road Closure before 5PM	Requested from 8am to 10pm – King Street from just South of Gore Street to the North end of the Museum parking lot. (Gore would remain open) *Map attached*

Designation of Significant Event for SOP	Not required
Noise By-law Exemption	Required from 4pm to 8pm to allow for music

Event	Amherstburg Firefighters J. "Wimpy" Tiefenbach Annual Volleyball Tournament
Event Organizer	Amherstburg Firefighters Association
Event Date	June 10, 2017/Rain date June 11, 2017
Event Time	9am to 12am
Event Location	Libro Credit Union Centre
Event Details	The 26 th annual charitable volleyball tournament and BBQ.
Road Closure before 5PM	Not required
Designation of Significant Event for SOP	Required
Noise By-law Exemption	Not required

Event	The Annual Bob Meloche Kids Father's Day Fishing Derby
Event Organizer	AMA Sportsmen Association
Event Date	June 18, 2017
Event Time	6am to 12pm
Event Location	Kings Navy Yard Park
Event Details	The Bob Meloche Kids Father's Day Fishing Derby organized by the AMA Sportsmen Club and has been hosted annually for over 30 years. The event has been very successful and experienced significant growth with over 180 youth participants 15 years and younger. The children are not charged an entry fee with each participant receiving a prize.
Road Closure before 5PM	Not required
Designation of Significant Event for SOP	Not required
Noise By-law Exemption	Not required

Event	Canada Day
Event Organizer	Amherstburg Tourism Department
Event Date	Saturday July 1, 2017
Event Time	9am to 10pm
Event Location	Fort Malden

Event Details	A celebration of our Nation's birthday at the National Historic Site of Fort Malden. Enjoy the activities of the day and a fireworks finale along the Detroit River!
Road Closure before 5PM	Requested from 5am-11pm – Fort Malden Drive from Laird to Dalhousie Street and on Dalhousie from Fort Malden Drive to North Street *Map attached*
Designation of Significant Event for SOP	Not required
Noise By-law Exemption	Not required

Event	Woofa-Roo Pet Fest
Event Organizer	Lorene Clayton
Event Date	August 12, 2017 and August 13, 2017
Event Time	10am to 6pm
Event Location	Libro Credit Union Centre
Event Details	Pet and family friendly festival including dock diving, dog agility, fly ball, lure coursing, disk dog, the Woofa-Roo Gauntlet, the Pet-u-Cation centre, vendors, food and much more.
Road Closure before 5PM	Not required
Designation of Significant Event for SOP	Not required
Noise By-law Exemption	Not required

Event	Culture Days
Event Organizer	Amherstburg Tourism Department and Maidstone and Area Historical Society
Event Date	September 30, 2017 and October 1, 2017
Event Location	Kings Navy Yard Park and Toddy Jones Pavilion
Event Time	Saturday – KNYP 10am to 5pm Sunday – KNYP 10am to 3pm Sunday – Toddy Jones Pavilion 7am to 12pm
Event Details	National Cultural Days Celebration Tourism – Artists in the park, chalk artists in the park, music performance at the KNYP Gazebo. Maidstone Historical Society – Canoe Races, public breakfast (lumberjack breakfast – Toddy Jones Pavilion)
Road Closure before 5PM	Not required
Designation of Significant Event for SOP	Not required
Noise By-law Exemption	Required

4. RISK ANALYSIS:

The Clerk identifies the Town's insurance requirements and relays the information to each Event Organizer. Special events on Town property are not able to proceed until the Clerk is satisfied the insurance requirements are met. A Management Staff member from the PEC will be in attendance and on call for each event to ensure the event is operating in accordance with all Town policies, rules and regulations.

It should be noted, that should these events not be approved, it may have the following detrimental effects on the community:

- Less awareness and exposure for the Town to attract visitors which could result in economic loss for the Town and it's businesses;
- A lack of support from Council may discourage long standing volunteer associations from providing social and economic opportunities. This would result in a perception of non-worth for their volunteer efforts;
- Less exposure for the Town reducing its tourism market share;
- Less exposure for the Town reducing its ability to attract new residents;
- Less exposure for the Town reducing its value to potential investors;
- Tourism is a primary industry for the Town of Amherstburg, reducing events will directly impact employment opportunities;
- Event experiences are learning opportunities for our guests, which promote repeat visits, the deep history Amherstburg has to offer and showcases our local museums and Fort Malden;
- Events financially support not-for-profit organizations, to ensure sustainability within our community.

5. FINANCIAL MATTERS:

Each event application received was submitted with the required \$250 deposit. The Event Organizers will be responsible to pay for equipment rentals, facility rentals and all other costs associated with their event as per the Town's User Fee By-law, as amended. The cost to set up the rented equipment by Town staff comes from the operational budget. Any damages to Town equipment or property are recoverable from the Event Organizer.

In 2016, Council waived approximately \$4250 in event related fees. The fees that were waived included park rental fees, noise exemption fees, road closure fees, and equipment rental fees. In some instances the \$250 deposit was also waived which is held by the Town to cover equipment or property damage in the event that occurred during the Public event.

6. CONSULTATIONS:

The Public Events Committee was consulted inclusive of Amherstburg Police and Fire. The PEC reviewed each application and has corresponded with the Event Organizers on what requirements must be met and the By-law exemptions that must be obtained in order to be granted a Special Event Permit for their respective events, pending Council approval of this report.

7. CONCLUSION:

The PEC is confident that once all requirements are met by the Event Organizers, the events held in the Town of Amherstburg in 2017 will enhance the community experience for both residents and visitors alike.



Nicole Rubli
Manager of Licensing and Enforcement

HJS

APPENDICES:
Road Closure Map – Ribs and Ragtime
Road Closure Map – Canada Day

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX
Amherstburg Historic Sites Association				
Amherstburg Freedom Museum	277 King St	curator@amherstburgfreedom.org	519 736-5433	
Amherstburg Firefighters Association	271 Sandwich St S	dmonk@amherstburg.ca	519 736-6500	
AMA Sportsmen Association	468 Lowes Side Road			
Amherstburg Tourism Department	268 Dalhousie St	jibrahim@amherstburg.ca and arota@amherstburg.ca	519 730-1309	
Lorene Clayton				

Report Approval Details

Document Title:	2017 Special Events Approval.docx
Attachments:	- Road Closure Map - Ribs and Ragtime.pdf - Road Closure Map - Canada Day.pdf
Final Approval Date:	Feb 6, 2017

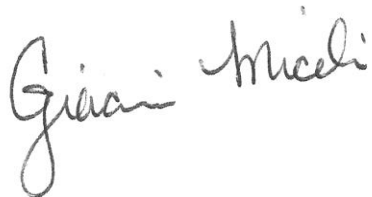
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Feb 1, 2017 - 12:44 PM



Justin Rousseau - Feb 1, 2017 - 7:10 PM



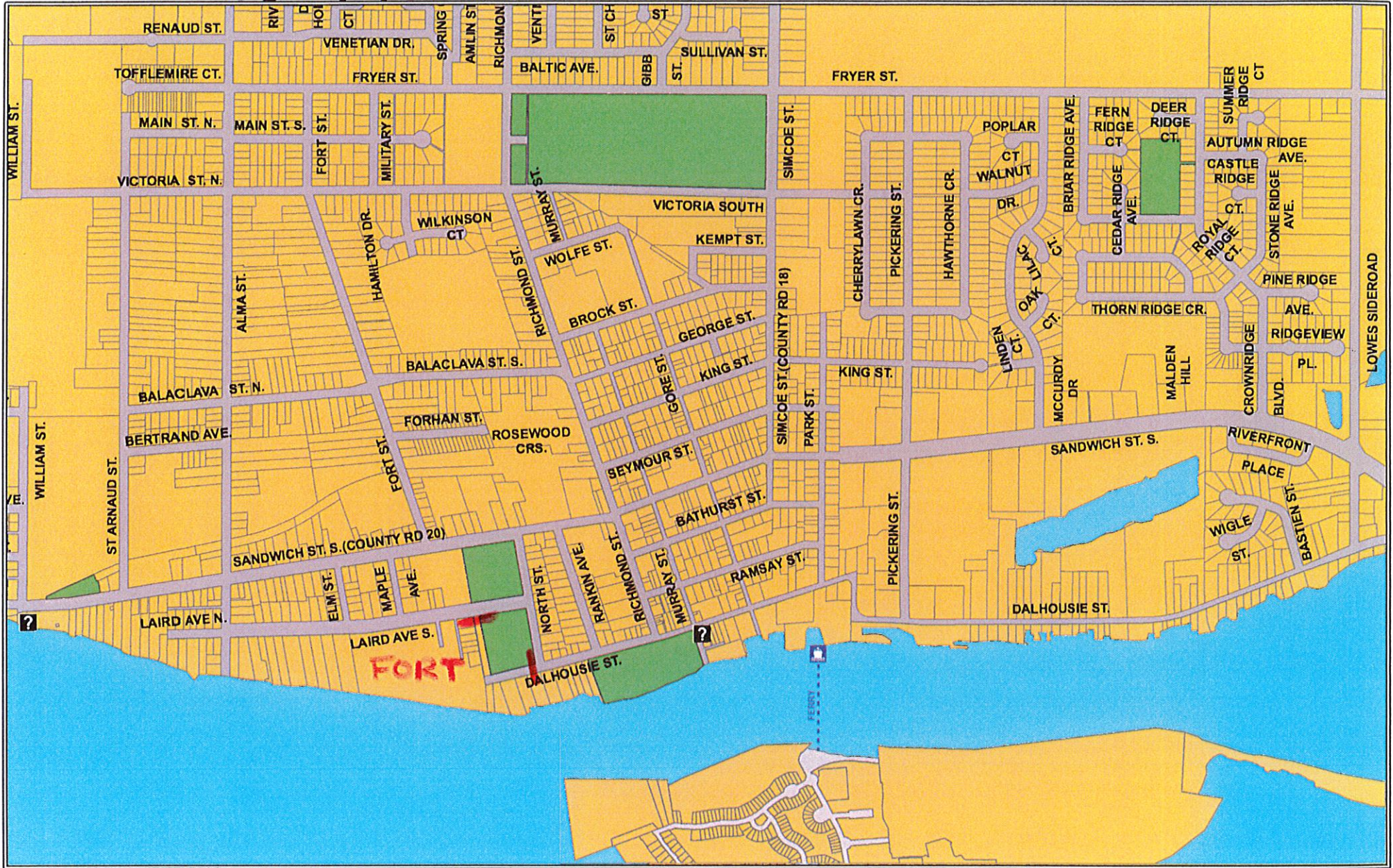
John Miceli - Feb 2, 2017 - 8:21 AM



Paula Parker - Feb 6, 2017 - 9:11 AM



CANADA DAY, 2017 FESTIVAL



- ROAD CLOSURE



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: Paula Parker	Report Date: February 3, 2017
Author's Phone: 519 736-0012 ext. 2238	Date to Council: February 13, 2017
Author's E-mail: pparker@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Regulation 310/16 - Ranked Ballot Elections

1. RECOMMENDATION:

It is recommended that:

1. The report from the Municipal Clerk dated February 3, 2016 regarding Regulation 310/16 - Ranked Ballot Elections **BE RECEIVED**;
2. The existing First Past the Post (FPTP) electoral model for the 2018 municipal election **BE APPROVED**;
3. The Municipal Clerk **BE DIRECTED** to monitor the use of ranked ballot elections throughout Ontario for the 2018 municipal election and report back to Council in 2019 outlining the experiences of other jurisdictions that used ranked balloting in their 2018 municipal election; and,
4. The Municipal Clerk **BE DIRECTED** to continue to explore opportunities, other than ranked balloting, which may be implemented to provide broader access and participation in the 2018 Municipal Election.

EXECUTIVE SUMMARY:

On June 13, 2016 Council received an Information Report which outlined recent amendments to the *Municipal Elections Act*. The most significant of the amendments was the introduction of ranked balloting for the offices of Mayor, Deputy Mayor and Councillor beginning with the 2018 municipal election. Ranked balloting is optional for

municipalities and is not permitted for School Board Trustees. When the June 13, 2016 information report was received, two proposed Regulations with respect to ranked ballot elections were still under review.

Ontario Regulation 310/16, Ranked Ballot Elections, was approved on September 16, 2016. The Regulation consolidated the two proposed Regulations that were under review and establishes standards and procedures for ranked ballot elections. Prior to passing a By-law to authorize a ranked ballot election, the Regulation prescribes certain matters that must be considered by Council. These matters include the cost of the election, the availability of technology and impacts on election administration and certain information that must be made available to the public including how a ranked ballot election would be conducted, estimated cost of the election, and the voting equipment and alternative voting methods being considered. In addition, there must be at least one (1) Open House and one (1) Public Meeting to consider the prescribed information and the proposed By-law to authorize the use of ranked balloting.

The **deadline** to pass a Ranked Ballot By-law, as well as any By-laws with respect to alternative voting methods and voting equipment, is **May 1, 2017**. In order to meet the prescribed notice requirements for the Open House and Public Meeting (minimum 30 days' notice for each), the prescribed information would need to be available no later than the end of February, 2017 for Council's consideration and presentation at the Open House. This is a very compressed timeline in which to conduct meaningful public consultation and assemble the prescribed information with sufficient detail to enable Council to fully assess the costs of a ranked ballot election, the availability and reliability of voting equipment, any alternative voting methods, and the impacts of ranked balloting on election administration.

The municipal election is an important component of the Town's democratic process. A fundamental change to the existing electoral process should only be undertaken following a comprehensive program of meaningful public education/consultation and in-depth analysis and testing of the proposed technologies to ensure a secure, accessible and efficient election.

2. BACKGROUND:

On June 13, 2016, Council received an Information Report which provided a summary of amendments to the Municipal Elections Act, Bill 181, "*Municipal Elections Modernization Act, 2016*", which received Royal Assent on June 9, 2016. The amendments are now in force with the exception of provisions related to registered third parties which will not be until April 1, 2018.

The most significant amendment to the Act was the introduction of new provisions giving municipalities the option to use ranked ballots beginning with the 2018 municipal election. When the June 13, 2016 information report was presented to Council, two proposed Regulations with respect to ranked ballot elections were under review. Regulation 310/16, Ranked Ballot Elections, which consolidates the two proposed Regulations that were under review, was approved on September 16, 2016.

Ranked balloting is not a completely new concept to Ontario as some political parties use ranked ballots to select their party leader. Ranked balloting has also been used in a limited number of American jurisdictions and is sometimes used in Europe and the United Kingdom. However, no Canadian jurisdiction currently uses ranked ballot voting for its municipal elections and it has not been used in any provincial or federal elections in Canada. Therefore, the need for public education on the system prior to any implementation would be a major consideration. A ranked ballot election represents a significant change for candidates, election administrators and the electorate.

3. DISCUSSION:

Ranked ballot voting is optional for municipalities to elect the Mayor, Deputy Mayor and Councillors only. Electors would still use the current First Past the Post (FPTP) voting method for School Board Trustees. The main reason that ranked balloting is not an option for School Board Trustees is that School Board Districts typically cross municipal boundaries, and in some cases may include only portions of adjacent municipalities. If ranked balloting is chosen in Amherstburg, the Town would essentially run two types of elections on Voting Day, ranked balloting for the Mayor, Deputy Mayor and Councillors and FPTP for the School Board Trustees.

Single-member ranked ballot elections use a system called Ranked Choice Voting where the winning candidate must receive 50% of the total votes plus one (a simple majority threshold). Electors rank the candidates in order of preference – first choice, second choice, third choice, etc. – instead of voting for just one candidate. First choice votes would be counted for all of the candidates. If a candidate receives at least 50% plus one votes, he or she is elected. If no candidate receives the required majority of the votes, the candidate with the lowest number of votes is eliminated and the ballots are recounted according to the next choice marked on each of the eliminated candidate's ballots. This process continues until one candidate has enough votes to be declared the winner.

In looking at the results for the 2014 municipal election, had that election been a ranked ballot election, and assuming that everyone voted the same way respecting their first choice, the office of Mayor, Deputy Mayor and 1 Councillor would have been decided based on first count votes. The elected candidates in those 3 offices received 52%, 53% and 55%. For the other four (4) Councillors, multiple rounds of ballot counting would have been required as the winning candidates received between 28% - 38% of the vote. Due to the uncertainty of the capability of the technology to process multiple rounds of balloting, the time to undertake this process is unknown at this time.

Regulation 310/16 - Ranked Ballot Elections:

On September 16, 2016 Regulation 310/16 was approved. The key provisions that would be applicable to a ranked ballot election in Amherstburg include the following:

Authority to Conduct Ranked Ballot Elections (Sections 2 – 4):

- If a By-law is passed, ranked balloting must be used to elect all members of Council; and
- Electors are entitled to rank as many candidates for an office as the By-law specifies – if the By-law does not specify a maximum, the default number is three (3) - an elector does not have to rank the maximum number of preferences.

By-laws With Respect to Ranked Ballot Elections (Sections 5 – 8):

- Before passing a By-law, Council must consider the costs to the municipality of conducting the election, the availability of technology such as voting and vote-counting equipment, and the impact the proposed By-law would have on election administration;
- The By-law may specify the maximum number of rankings for each office on Council;
- The By-law may specify a different number of rankings for each office;
- The By-law applies to all regular elections and by-elections; and
- If the By-law is passed before May 1, 2017, it becomes effective for the 2018 municipal election.

Information about Proposed By-law (Sections 9 – 11):

- Before passing a By-law, information must be made available to the public that describes: how the election will be conducted, including how votes would be distributed to candidates based on the rankings; the estimated cost of conducting the election; any voting and vote-counting equipment being considered; and any alternative voting method being considered;
- The required information must be made available free of charge to any member of the public upon request;
- Before passing the By-law, at least 1 Open House and 1 Public Meeting must be held for the purpose of giving the public an opportunity to review and ask questions about the prescribed information and proposed By-law;
- At least 30 days before the Open House and at least 30 days before the Public Meeting are to be held, notice must be provided in a newspaper having general circulation in the municipality and to every person or organization that has, within 2 years before the day of the Open House and Public Meeting, requested such notice;
- The prescribed information about the By-law must be available at the Open House and the Public Meeting;
- The Public Meeting must be held at least 15 days after the Open House;
- The Public Meeting notice must set out the intention of the Town to pass the By-law;
- Council shall ensure that any person who attends the Public Meeting is given the opportunity to make representations with respect to the proposed By-law.

Conducting a Ranked Ballot Election (Sections 12 to 14):

- The Clerk is responsible for conducting a ranked ballot election.

Ballots and Ranking by Electors (Sections 15 – 18):

In addition to the general rules for what can appear on a ballot, ranked ballots must include:

- The number of candidates to be elected for each office;
- Instructions to electors on how to mark the ballot, how to rank candidates in order of preference, and the maximum number of candidates that can be ranked for each office;
- If an elector gives the same candidate more than one ranking, only the highest will be considered; and
- If an elector skips a ranking, the next highest will be counted.

Counting the Votes – General (Sections 19 – 23):

- The threshold, or number of votes needed to elect a candidate, is a simple majority based on the total valid ballots cast, divided by 2, plus 1 (rejected ballots and exhausted ballots are removed from the count);
- Candidates may be eliminated either using single or batch elimination;
- On or before December 31, 2017, the Clerk decides which elimination method is to be used and shall notify each candidate in writing when nominations are filed – the method must be the same for all offices and all rounds of counting;
- A ballot becomes exhausted at the end of a round of vote counting if: the elector has not ranked any of the continuing candidates in the next round; or, if it is not possible to determine the elector's highest ranking for a continuing candidate; or, the elector has ranked more candidates than the maximum permitted and the elector's highest ranked continuing candidate holds a lower ranking than the lowest permitted ranking.

Counting for Election of One Candidate to an Office (Sections 24 – 25):

- Section 24 sets out the procedures and sequence for counting votes;
- Section 25 sets out the procedures to deal with situations where candidates to be eliminated are tied.

Information about Election Results (Section 28):

- As soon as possible after voting day, the Clerk must report: the number of ballots cast; the number of ballots declined or rejected; the threshold for each office; the number of votes cast for each candidate in the 1st round of ballot counting; the results of each subsequent round of ballot counting including the number of votes received by each continuing candidate for the round and the number of exhausted ballots.

Variations to the Act (Sections 29 – 31 and Schedules 1 and 2):

- Sections 29 – 31 and Schedules 1 and 2 set out certain variations to the Municipal Elections Act with respect to ranked ballot elections only (Schedule 1) and ranked ballot elections held concurrently with non-ranked ballot elections (Schedule 2).

Ranked Balloting – Council Considerations

Before deciding to pass a Ranked Ballot By-law, Regulation 310/16 recognizes the following considerations that must be addressed by Council:

- The costs to the municipality of conducting the election;
- The availability of technology such as voting and vote-counting equipment and software, for conducting the election; and
- The impact the proposed By-law would have on election administration.

Each of these considerations is discussed as follows.

The Costs of Conducting the Election:

The actual cost for the 2014 municipal election was \$93,902.80. It would be safe to say that, should Council decide to utilize ranked balloting for the 2018 municipal election, significant additional investment will be required in terms of overall election operations, equipment, staffing, support systems and administration. Those significant investments, in the form of human, technological and financial resources, could conceivably be an additional \$50,000 to \$100,000 or more, resulting in a total ranked ballot election cost of approximately \$200,000 or more. Required investments would include:

- **Public Education and Engagement** – Ranked balloting is a new concept not previously used in any Canadian jurisdiction. It is a departure from the familiar experience of the average elector and may be confusing to both experienced and new electors alike. The Town will need to invest significant resources to engage the electorate and explain how a ranked ballot election works and how electors are to fill out their ballot. This would include the need to explain the differences between ranked balloting and First Past the Post (FPTP) and that both forms of voting would appear on the same ballot, i.e. ranked balloting for Mayor and Councillors and FPTP for School Board Trustees. Ongoing electorate education and communication campaigns and promotional materials will be costly and will be required prior to passing a By-law to authorize a ranked ballot election and throughout the election campaign, up to and including Election Day. Mandatory public consultation must include at least one Open House and one Public Meeting prior to passing the Ranked Ballot By-law. Additional staff resources will be necessary at each polling station on both the advanced voting days and on Election Day to ensure that electors fully understand how to fill out their ballot before voting.

- **Ballot Design** – Ballots will need to be re-designed to accommodate the ability of all electors to rank their choices for the offices of Mayor, Deputy Mayor and Councillor and to vote for School Board Trustees based on the current FPTP system. Larger ballots may be needed to accommodate the listing of the candidates for each office, the maximum number of preferences for each office and the required instructions to electors on how to rank their preferences. Also, more ballots will be required due to the increased possibility of spoiled ballots. Based on preliminary discussions with the vendors of electronic voting equipment, a single ballot could be used for both Council and School Board Trustees and both sides of the ballot could be used if there is an issue with providing all the required information on one side of the ballot only.
- **Voting Technology** – Based on some preliminary discussions with vendors, it was confirmed that ranked balloting versions of their products and systems will cost more (perhaps an additional 25% to 35%). The need and associated cost for vendor staff support on Election Day will also need to be considered. Another cost consideration will be the need for additional voting equipment to handle potentially longer lines at the polling stations given the experiences with the 2014 election and the additional time that will be required for electors to complete their ranked ballots. There are also various options available in terms of voting and vote-tabulating equipment and it would be prudent to undertake a cost benefit analysis of the various options.
- **Logic Testing** – Once the new ballots have been designed and the preferred electronic vote tabulation equipment identified, the proposed ranked balloting system will need to be fully tested and retested to ensure reliability and accuracy with the first ballot count and any subsequent re-distribution of votes in any second or third ballot counts and/or any re-counts. The equipment will also need to be fully tested to ensure that all members of the electorate, including those with disabilities, are able to cast their ballots.
- **Staff Training** – Additional training will be required to ensure that all staff in the election office and working at the advance polls and on Election Day fully understand the ranked ballot vote casting and counting process so that they can assist electors as needed. This will likely need to include development of a contingency plan for manual counting / redistribution / recounting should there be a problem with the electronic vote tabulation or other voting method chosen by Council.
- **Election Support Staff** – One or two additional staff may be required at each poll on Advanced Voting Day(s) and on Election Day to assist electors and to ensure that wait times are not increased. This would be in addition to potential election staff increases identified as part of the 2014 post-election analysis to address the issue of long lines at the polling stations.

The Availability of Technology:

Vendors that provide electronic voting and vote-counting equipment are aware of the changes to the *Municipal Elections Act* and are developing software that the vendors

claim should be capable of processing a ranked ballot election. Set-up, testing and use of voting and vote-counting equipment will be significantly more complex with a ranked ballot election. Canadian equipment vendors have not conducted this type of election before or have limited experience with ranked ballots, although some have provided equipment to American jurisdictions. Based on some preliminary discussions with County Clerks, vendors indicate the physical characteristics of voting and vote-counting equipment would essentially remain the same. The majority of required upgrades would be to internal components of the equipment (software and programming). While the voting and vote-counting equipment may be available in sufficient numbers there is a concern about the availability and capacity of vendor staff to support ranked ballot elections.

- **Voting Technology** – The technology will need to accommodate the new ranked ballot design with the capability to count and recount as necessary the ranked ballots for Mayor, Deputy Mayor and Councillor and the standard ballots for School Board Trustees. The technology will also need to accommodate the prescribed reporting requirements (number of ballots cast; number of ballots declined or rejected; threshold for each office; number of votes each candidate received in 1st round of vote counting; results of each subsequent round of vote counting; and, the number of exhausted ballots). Unique programming will be required to accommodate the prescribed vote counting procedures (ie. if an elector does not mark a first choice or skips a ranking).

- **Logic Testing** – Once the new ballots have been designed and the preferred voting and vote tabulation equipment has been identified, the new ranked balloting system will need to be fully tested to ensure reliability and accuracy with the first ballot count and any re-distribution of votes in any subsequent ballot counts and re-counts. It will also be necessary to ensure the security and integrity of the systems.

- **Internet Voting** – Significant testing of technology involving ranked ballots will also be needed should the Council opt for ranked balloting with internet and/or telephone voting.

Impacts on Election Administration:

From an administrative perspective, there are a range of additional factors that will make a ranked ballot election more complex and more costly. As discussed in more detail in the foregoing sections, changing from the current election model (First Past the Post) to ranked balloting will necessitate significant investments in additional resources (financial, staffing and technology). Given that ranked balloting would be for the Mayor, Deputy and Councillors only, and not School Board Trustees, the municipality essentially will have to run two types of election.

In terms of accessibility, in 2014 the Town utilized accessibility devices at all advanced voting locations, as well as the Libro Centre on Voting Day, that included a handheld touch pad, “yes/no” paddles and a sip and puff machine. These devices provided the elector with the opportunity to listen to an audio ballot with the candidate options read out over headphones. With the current First Past the Post ballot, a significant amount of time was required to read out the ballot.

An area of potential concern for accessibility is that considerably more time will be required to read out the ranked ballot given the option for the elector to rank up to three candidates from the list for each office (Mayor, Deputy Mayor and Councillor), particularly if there are a large number of candidates (last election there were 4 candidates for Mayor, 3 for Deputy Mayor and 22 candidates for Councillor, as well as the candidates for School Board Trustee.

In order to be transparent with the election results, more in-depth information is required with a ranked ballot election. In addition to the candidates elected and the number of ballots cast (currently reported), the Clerk will also have to report on the number of declined or rejected ballots, the threshold for each office, the number of votes each candidate received in each round of vote counting and the number of exhausted ballots. The vote-counting machines will need to have the capability to provide these prescribed election results.

The Regulation also prescribes the process to be followed in the event that there is a tie between two or more continuing candidates with the fewest number of votes as follows:

1. If the tie is in the first round of vote counting, the tie is resolved by lot and the candidate chosen by lot is deemed to have the fewest votes;
2. If the tie is in the second or a subsequent round of counting:
 - i. The candidate with the fewest votes in the preceding round is deemed to have the fewest votes in the current round;
 - ii. If the candidates who are tied in the current round were tied in the preceding round, the candidate with the fewest votes in the round before the preceding round is deemed to have the fewest votes in the current round; and,
 - iii. If the candidates who are tied in the current round were tied in all preceding rounds, the tie is resolved by lot and the candidate chosen by lot is deemed to have the fewest votes in the current round.

The Regulation does not specify who oversees the conduct of the “lot”, whether there needs to be a ballot reconciliation before conducting the “lot”, who must be present to witness the “lot”, etc.

Perhaps the most significant impact on election administration will be meeting expectations and delivering timely reporting of election results. The Municipal Elections Act requires the posting of election results “as soon as possible after voting day”. The complexities of a ranked ballot process could add significantly to the delay between the close of voting and the release of preliminary or “unofficial” results by the Clerk’s Office.

Contributing factors to the added delay would include:

- The number of electors still in the polls at closing;
- The number of multiple vote counts required to declare winners;
- Whether there is a need to reconcile ballot counts and verify results from one round of ballot counting before moving on to a subsequent round of ballot counting (not addressed in the Regulation);

- The need to draw lots in the event of a tie as discussed above

Delays in the posting of the official election results will be necessary to ensure the accuracy of the results and could vary significantly depending on the number of rounds of ballot counting required, the vote counting systems implemented, and the performance of the technology.

Analysis:

The Municipal Elections Modernization Act, 2016 (Bill 181) introduced a number a substantial amendments to the *Municipal Elections Act* and the rules which election administrators, candidates and electors must follow beginning with the 2018 municipal election. Those amendments relate to such things as a shortened election campaign period, campaign financing rules, campaign contributions and spending, preparation of an accessibility plan and new obligations for the Clerk to review candidate financial statements. However, the most significant of the amendments is the introduction of the option for municipalities to use ranked ballot voting for all offices. Ranked balloting represents a significant change from the current electoral system and will necessitate significant additional investment by the Town's taxpayers in terms of overall election operations, equipment, staffing, support systems and administration that could conceivably be in the magnitude of \$50,000 to \$100,000 or more over the cost of the 2014 election.

While the 2018 municipal election may still seem far away, the deadline to pass a By-law to authorize ranked balloting for the 2018 election is May 1, 2017, the timeline to comply with the prescribed requirements of the Regulation with respect to the matters to be considered by Council and the information to be provided to the public is much shorter. Both the mandatory Open House and Public Meeting require a minimum of thirty (30) days' notice and the prescribed information must be available at both meetings. In essence, this means that the prescribed information would need to be finalized no later than the end of February, 2017. If ranked balloting is considered, an open house must held no sooner than 30 days after notice of the meeting. With the deadlines prescribed by the local paper this would be 30 after February 22, 2017, with a mandatory public meeting to be held no earlier than 15 days after. These requirements would indicate that an open house could not be held earlier than March 22, 2017 and a public meeting no earlier than April 5, 2017.

The municipal election is an important component of the Town's democratic process. In addition to the mandated considerations for ranked ballot elections discussed above, Council should also be certain that the election could be administered in accordance with the following principles of the Municipal Elections Act:

- The secrecy and confidentiality of the voting process is paramount;
- The election shall be fair and non-biased;
- The election shall be accessible to all voters;
- The integrity of the voting process shall be maintained throughout the election;
- There is to be certainty that the results of the election reflect the votes cast; and
- Voters and candidates shall be treated fairly and consistently.

Administration respectfully suggests that such certainty can only be achieved if there is sufficient time to undertake a comprehensive program of meaningful public education/consultation and an in-depth analysis and testing of the available technology options for ranked balloting in order to provide assurances that appropriate safeguards will be in place to deliver a secure, accessible and efficient election.

For this reason, it is recommended that Council maintain the current First Past the Post electoral model for the 2018 municipal election for the following reasons:

- 1) Timing – With the approval of Regulation 310/16 on September 16, 2016 there is a very compressed timeline for such things as undertaking meaningful public consultation and compiling the prescribed information respecting election costs, voting technology and alternative voting methods. Given this compressed timeline, the complexities of ranked balloting, and the untested state of voting technology in Ontario for ranked balloting, Administration recommends delaying consideration of ranked balloting until after the 2018 municipal election.
- 2) Financial Considerations – There will be significant additional costs associated with a ranked ballot election as outlined in previous sections of this report. Substantial investment (staff, technology and finances) will be required in terms of overall election administration; new voting technology; technology infrastructure upgrades; ballot design and testing; staffing and staff training; and, public education and engagement prior to and during the election campaign. At this time, these additional costs are estimated in the range of \$50,000 to \$100,000 or more. Administration believes that the financial risks associated with a ranked ballot election would be better managed when lessons can be learned from the experiences of other jurisdictions that might opt for ranked balloting in the 2018 municipal election.
- 3) Public Education – Ranked balloting represents a significant change for candidates, election administrators and the electorate. Since no municipality in Ontario currently conducts ranked ballot elections, there is a general lack of public knowledge about and experience with this electoral system and it has the potential to be confusing for experienced and new voters alike. A significant amount of time, effort and funding will need to be allocated towards a comprehensive public education and engagement program in order to prevent confusion and garner support in order to mitigate potential negative impacts to voter turnout.
- 4) Voting Technology and Testing – Based on very preliminary discussions with vendors of electronic voting equipment, it appears possible to conduct a ranked ballot election using similar vote tabulators to what was used in 2014, with necessary internal modifications to programming and software. However, at this point it is unknown whether the “new” electronic tabulators can meet all of the requirements of the legislation. There are unique requirements to accommodate both ranked balloting for Mayor, Deputy Mayor and Councillors and First Past the Post balloting for School Board Trustees and the reporting of election results. The tabulators must be able to read, tabulate and calculate multiple rounds of ballot counting while ensuring that votes are redistributed appropriately. Given that the Regulation was just approved in September, the required software may still be in the early stages of development and testing. The complexities of ranked balloting will require that thorough logic and accuracy testing be undertaken to ensure that votes will be counted accurately and consistently in accordance with the new legislative procedures before a decision is made on the use of ranked balloting. Should there be a large uptake on the use of

ranked balloting in 2018, there is also concern with the availability and capacity of vendor staff to support municipalities on Election Day.

- 5) Lack of Current Use – As with any new electoral process or program, there needs to be careful consideration of the options, benefits and risks to ensure that adoption is in the public interest, is feasible and that any associated risks can be mitigated. There are no provinces or municipalities across Canada that currently use this system and there is only limited application in the United States. As such, relevant experience is very limited in terms of identifying and mitigating any administrative or financial risks associated with the introduction of this completely new and untested voting methodology in Ontario. In addition, responses from other Ontario municipal Clerks prior to the writing of this report indicated that they also would not be recommending the use of ranked balloting for 2018.

4. RISK ANALYSIS:

A ranked ballot election represents a significant change for candidates, election administrators and the electorate. It is a fundamental departure from the current system and may be confusing to experienced and new voters alike. It is very important that the electorate and Council have as much information as possible prior to passing the By-law and to have every confidence that a ranked ballot election will be fair, accessible, efficient and successful, because once the By-law is passed ranked balloting must be used for the 2018 municipal election.

5. FINANCIAL MATTERS:

Should Council decide to utilize ranked balloting, an additional significant investment will be required in terms of overall election administration, new voting technology, ballot design and testing, and staff time and resources to support the election process and engage the electorate to explain how the ranked ballot process will work. The total cost for the 2014 municipal election was \$93,902.80. Should Council decide to implement ranked balloting, significant investments would be required in the form of human, technological and financial resources that could conceivably add \$50,000 to \$100,000 or more to the cost of the 2018 Municipal Election.

The 2017 budget and previously approved budgets for 2015 and 2016 currently reflect a First Past The Post election model and incorporates additional funding to adequately manage the considerations identified by the 2014 election. In order to appropriately budget for the 2018 election, using a ranked ballot election, the 2018 budget forecast for an Election reserve transfer would be \$82,500 – \$132,500.

6. CONSULTATIONS:

The County Clerks were consulted in the preparation of this report.

7. **CONCLUSION:**

Amherstburg is committed to being transparent and accountable. As noted, ranked balloting represents a considerable change from the current First Past the Post system for municipal elections and may be confusing to the electorate. If not fully understood and accepted, ranked balloting could potentially result in negative impacts on voter turnout. A comprehensive program of public consultation and engagement should be undertaken before implementing such a significant change to the current electoral system. The results of this public consultation should be one of several factors taken into consideration before a decision is made to implement ranked balloting in Amherstburg.



Paula Parker
Municipal Clerk

pp

Report Approval Details

Document Title:	Ranked Ballots - Regulation 310-16.docx
Attachments:	N/A
Final Approval Date:	Feb 7, 2017

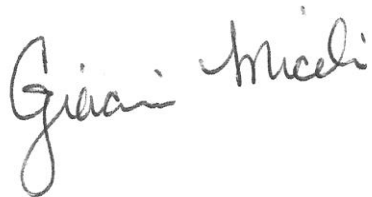
This report and all of its attachments were approved and signed as outlined below:



Justin Rousseau - Feb 6, 2017 - 10:58 AM



Mark Galvin - Feb 6, 2017 - 11:34 AM



John Miceli - Feb 7, 2017 - 7:58 AM



Paula Parker - Feb 7, 2017 - 9:32 AM



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PARKS, FACILITIES, RECREATION & CULTURE

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: Rick Daly	Report Date: January 23, 2017
Author's Phone: 519 736-5712 ext. 2122	Date to Council: February 13, 2017
Author's E-mail: rdaly@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Recreation Management Software

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Recreation Services dated January 23, 2017, regarding the Recreation Management Software **BE RECEIVED for information.**

2. BACKGROUND:

The Town currently uses CLASS software system for all facility bookings, recreation programming registration, and Point of Sale (POS). This software, designed by Active Network located in Vancouver, was purchased prior to the Libro Credit Union Center opening in 2011.

Active Network announced in January 2014 that CLASS is an 'end of life' system which will no longer be supported by the vendor and must be retired. This means that technical support will not be available for clients using CLASS past December 31, 2017 and future updates or fixes to issues are discontinued by the vendor for the CLASS software.

3. DISCUSSION:

As a result of Active Network determining the end of life for CLASS, Administration researched the cost of migrating to Active Network's cloud based system, ActiveNet. Along with migrating to the cloud based system, Active Network would also alter the payment model from a licensing based price model to a transaction based model. This is a significant shift as pricing would be determined by the cost of each transaction rather than a yearly licensing fee.

Active Network estimated this cost, based on the Town's software activity and revenue generation, and quoted that it would cost approximately \$35,000 per year to utilize their cloud-based software. Over a term of a five year agreement, this would cost approximately \$175,000 plus an additional \$19,000 plus tax for the integration of the new software.

Administration prepared an RFP for the Town's Recreation Management Software, which was posted to the Town's website, advertised in the River Town Times and delivered to all vendors at a Parks and Recreation Ontario Software Vendor Trade Show as part of the Educational Conference in March 2016. The RFP submission closing date was April 29, 2016. The RFP included an evaluation component and a presentation component.

The RFP submissions were opened publicly in Council Chambers at 12 noon on April 29, 2016. The Manager responsible for the Town's Procurement Policy received five submissions, but two vendors were automatically disqualified for late submissions. Another vendor was disqualified for not submitting the appropriate documentation in the two-envelope submission. Two vendors submitted the proper documentation and on time – Maximum Solutions from Minnesota, USA and InnoSoft Canada Inc. from London, Ontario.

The Manager of Recreation Services established an evaluation committee to review the vendors' respective submissions. The Evaluation Committee consisted of the Manager of Recreation Services, Manager of Information Technology, Supervisor of Accounting and Facility Scheduling Clerk. It was determined that the two vendors met the minimum requirement to move on to the next phase of the process – the presentation of their respective software products.

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Both vendors presented to the evaluation committee in June 2016 with the following cost factors on a 5 year service agreement:

	InnoSoft Canada Inc.	Maximum Solution Inc
Project Management (incl. training)	\$7,450.00 (CAD)	\$10,000.00 (USD)
Site License (1 st Yr)	\$13,700.00 (CAD)	\$15,300 (USD)
Site License (2 nd Yr)	\$18,440.00 (CAD)	\$15,300 (USD)
Site License (3 rd Yr)	\$18,440.00 (CAD)	\$15,300 (USD)
Site License (4 th Yr)	\$18,440.00 (CAD)	\$15,300 (USD)
Site License (5 th Yr)	\$18,440.00 (CAD)	\$15,300 (USD)
Annual Hosting	\$4,740.00 (CAD)	\$0
TOTAL 5 Year Service Agreement	\$99,650.00 (CAD)	\$86,500.00 (USD) **

** Maximum Solution being a US based vendor provided their quotation in US Dollars. Using the exchange rate of \$0.72 Canadian Dollar to the US Dollar, the service agreement will cost the Town approximately \$111,000.00 plus HST.

With the comparatives used, the committee recommended InnoSoft Canada’s software system, Fusion, as the Town’s Recreation Management Software solution. Referencing the Procurement Policy, Section 14.4, approval for RFPs up to \$100,000.00 is granted by the CAO. As a result, the Manager of Recreation Services, on behalf of the committee, drafted a report to the CAO’s Office, recommending InnoSoft Canada as the new software vendor for the Town. The CAO’s Office approved this recommendation under his delegation of authority by-law.

Upon approval, the Evaluation Committee met with InnoSoft Canada to set up an Integration Team that would meet each week to implement a smooth transition of the current software system to Fusion. One of the main tasks is the training of Town staff on the new system as well as migrating existing data over to Fusion. This is scheduled for February 27 – March 3 with the “go live” date to begin using the new software set for May 2017.

CUSTOMER SERVICE

One of the major changes Administration is implementing with this new software is the ability for residents and users to book a facility or register for a recreation program from the comfort of their own homes through an online portal. The software will process e-commerce transactions through a third party payment vendor. The Town uses Global Payments Inc. for its terminal (debit or credit card) transactions. The rate per credit card transaction is **4.3%** and **\$0.15** per debit card transaction. Currently, these fees are absorbed into the Town’s Operating Budget.

Additionally, Recreation Services is working with the other departments to determine the feasibility of utilizing the Point of Sale (POS) module of the software for their departmental fixed fees. Currently, residents wishing to pay these fees would be meeting with staff from that department and then when it comes times to pay, are being directed to make their payment at Finance. This makes for a very disjointed service

flow. With the departments accessing the POS module staff will now be able to provide a more streamlined customer service experience for the residents. Staff will now be able to provide faster service as they will be able to take the payment rather than sending the resident to Finance for all payment transactions.

It should be noted that not all revenue can be collected using POS. The module would work well with all fixed fees outlined in the User Fee By-law, but will not be useful for variable fee charges such as Property Taxes or Building Permits. Variable fees would continue to be collected by the respective departments using their traditional processes.

The POS module can be set up for those departments wishing to utilize the system with a specific interface associated with their particular fees. This will mean that staff will not have to sift through all the user fees listed under the by-law, but only those associated with their department.

Lastly, in the spirit of providing excellent customer service, Administration will be investigating the implementation, on a limited basis, a process that will allow residents to pay for some user fees at both the Town Hall Customer Service Kiosk or at the Libro Centre. This will provide greater flexibility for the residents to make their payments in person. For example, residents will be able to pay for recreation programming at both Town Hall and the Libro Centre (in addition to registering and paying online). Conversely, some user fees such as dog licenses can be purchased at Libro Centre. This will provide greater opportunity as the Libro Centre's Guest Services Desk is open until 10:00 pm every day.

4. RISK ANALYSIS:

This report is for information purposes.

5. FINANCIAL MATTERS:

The cost of payment terminals for departments utilizing the POS module are approximately \$150.00 per unit. Currently, Administration is finalizing the number of terminals required for all departments using the POS module and will purchase accordingly. Probable sites include:

- Clerk's Office
- Licensing
- Police
- Town Hall Kiosk

This amount for the terminals is funded through the 2015 Capital Budget for this project of \$24,038.00. There are no added software costs for departments utilizing the POS module. The licensing fees charged annually are for the use of the software with no

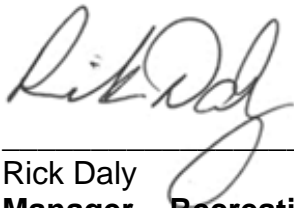
limit on number of terminals or users accessing the software. Annual licencing costs are funded from the Information Technology operating budget.

6. CONSULTATIONS:

The Manager of Recreation Services consulted with the Senior Management Team to present the POS module and the possible uses for their respective departments. The Manager of Recreation also consulted with Manager of Human Resources to provide clear communication to the union regarding the technological and customer service changes.

7. CONCLUSION:

The new software will provide better customer service support to the Town's residents and user groups as well as streamline processes for departments utilizing the Point of Sale Module.



Rick Daly
Manager – Recreation Services

RD

Report Approval Details

Document Title:	Recreation Management Software.docx
Attachments:	N/A
Final Approval Date:	Feb 7, 2017

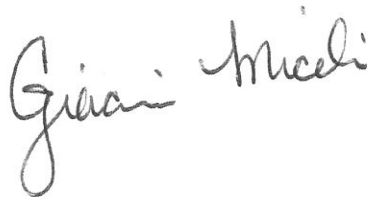
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Justin Rousseau - Feb 1, 2017 - 7:23 PM



Mark Galvin - Feb 6, 2017 - 11:49 AM



John Miceli - Feb 7, 2017 - 8:21 AM



Paula Parker - Feb 7, 2017 - 9:44 AM



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: Shane McVitty	Report Date: January 9, 2017
Author's Phone: 519 736-3664 ext. 2318	Date to Council: February 13, 2017
Author's E-mail: smcvitty@amherstburg.ca	Resolution #: NA

To: Mayor and Members of Town Council

Subject: Annual Committee Report – Amherstburg Drainage Board

1. RECOMMENDATION:

It is recommended that:

1. The report from the Drainage Superintendent and Engineering Coordinator dated January 9, 2017, regarding the Annual Committee Report – Amherstburg Drainage Board **BE RECEIVED for information.**

2. BACKGROUND:

Pursuant to the requirements outlined in the Local Boards/Committees – Terms of Reference document adopted by Council on October 5, 2015, this report describes accomplishments of the Amherstburg Drainage Board over the course of 2016.

3. DISCUSSION:

2016 was the inaugural year for the Amherstburg Drainage Board. On March 7, 2016, Council effectively enacted the Drainage Board through the passing of By-law 2016-27, which granted the appointed five (5) member board with certain powers under the Drainage Act as well as those mandated specifically for the Drainage Board in the Town of Amherstburg Local Boards/Committees Terms of Reference document. The Board received orientation at its first meeting on March 23, 2016, including an educational session conducted by the Clerk and the Drainage Superintendent. The Board Chair

and Vice-Chair were also elected at the March 23, 2016 meeting. On April 6, 2016, Board members attended a 1-day training course in London, hosted by the Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA). This course included topics on drainage law, administrative procedures under the Drainage Act, drainage assessments, the roles and responsibilities of Council, the Town Clerk, the Drainage Superintendent, as well as a number of other subjects relating to municipal drainage.

On June 7, 2016, the Drainage Board considered the engineering report for the Bridges over the Shaw Drain North. This was the first engineering report presented to the Drainage Board in 2016. Since then, the Drainage Board has met on the first Tuesday of each month for the purpose of engineering report consideration, and/or to hear appeals at the Court of Revision. Specifically, the following engineering reports were presented this year:

- Bridges over the Shaw Drain North
- Tremblay Drain (West End Depot Bridges)
- DiCecco Drain No.1 and Branch No.1
- DiCecco Drain No.2 and 3 and Branches
- 8th Concession Road Drain South

In each case, after consideration and recommendation from the Drainage Board, by-laws were passed by Council to complete the recommended repairs and improvements, with work since having been completed in 2016 or otherwise scheduled for construction in 2017.

4. RISK ANALYSIS:

N/A

5. FINANCIAL MATTERS:

Per diems and course registration fees from 2016 were unbudgeted when the Drainage Board by-law was passed but were later explained as a variance in the 2016 Clerks Division committee budget line according to the March 7, 2016 report to Council by the Town Clerk. All costs associated with the 2017 per diems and course registration fees have been included in the 2017 Clerks Division budget line.

6. CONSULTATIONS:

N/A

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7. **CONCLUSION:**

The Annual Committee Report – Amherstburg Drainage Board is provided for Council's information.



Shane McVitty
**Drainage Superintendent and
Engineering Coordinator,
Engineering & Public Works**



Todd Hewitt
Manager, Engineering & Operations

SM

DEPARTMENTS/OTHERS CONSULTED:

**Name: Todd Hewitt – Manager, Engineering and Operations
Phone #: 519 736-3664 ext. 2313**

Report Approval Details

Document Title:	Annual Committee Report - Amherstburg Drainage Board.docx
Attachments:	N/A
Final Approval Date:	Feb 6, 2017

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



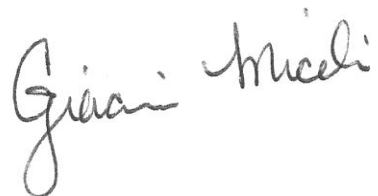
Antonietta Giofu - Jan 16, 2017 - 11:28 AM



Justin Rousseau - Jan 26, 2017 - 2:31 PM



Mark Galvin - Jan 27, 2017 - 9:16 AM



John Miceli - Feb 2, 2017 - 8:11 AM

A handwritten signature in black ink, appearing to read 'Paula Parker', with a long horizontal flourish extending to the right.

Paula Parker - Feb 6, 2017 - 8:52 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.

Author's Name: Dawne Homenuik	Report Date: January 23, 2017
Author's Phone: 519 736-0012 ext. 2250	Date to Council: February 13, 2017
Author's E-mail: dhomenuik@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Amherstburg Accessibility Advisory Committee – 2016 Accomplishments

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Administrative Clerk dated January 23, 2017, regarding the Amherstburg Accessibility Advisory Committee's 2016 Accomplishments **BE RECEIVED for information.**

2. **BACKGROUND:**

The Accessibility for Ontarians with Disabilities Act (AODA) provides that municipalities must establish an Accessibility Advisory Committee. As per the AODA and the Committee's current approved Terms of Reference, the Committee shall advise Council on specific matters. These matters include:

- Advise Council of the requirements and implementation of accessibility standards and the preparation of accessibility reports;
- Review in a timely manner the site plans and drawings described in Section 41 of the Planning Act;
- Preparation, implementation and monitoring of effectiveness of the Town's annual Accessibility Plan;

- Review and comment on the accessibility of buildings, parks and other Town facilities;
- Identify, research and collaborate on Town accessibility initiatives as they relate to new and existing Municipal by-laws; and,
- Identify, research and collaborate on the Town accessibility initiatives as they relate to purchasing goods and services for the Town and goods and services provided by the Town or agents providing services under contract with the Town.

3. **DISCUSSION:**

The following is a list of the Committee's accomplishments in 2016.

1. Site Plans

The Committee reviewed several site plans in 2016 and provided feedback to the Planning Department.

2. Parking Blitz

Through Committee discussion, it was felt that accessible parking spaces were often being abused and the committee wanted these concerns passed on to those who provide enforcement. During a meeting with the Chief of Police, an annual initiative was proposed to educate residents on the lawful use of designated accessible parking spaces. The Amherstburg Police Department conducted a 3-day enforcement initiative occurring from March 31, 2016 to April 2, 2016, which had officers consistently patrolling designated accessible parking spaces to ensure compliance. The Public Works Department reviewed municipal signage to ensure it complied with the regulation. The Licensing and Enforcement Department visited 37 businesses, noting that 14 of the businesses did not have accessible parking spaces that were compliant with the requirements set out by the Highway Traffic Act and the Town's Traffic By-law.

3. Accessibility Workshop 2016 – Opening Doors and Minds

On October 25, 2016, the staff liaison and Committee members attended the 2016 Accessibility Workshop – Opening Doors and Minds.

4. Building Audits

The Committee members completed building audits of Town owned buildings (including seasonal buildings). The audits were reviewed by the staff liaison.

Small Fixes and Larger Projects Lists

The staff liaison compiled two lists from the building audits: small fixes and larger projects. The two lists were submitted to Council on November 14, 2016 and a

budget request of \$50,000 was approved for municipal building infrastructure and private business improvements.

5. Second Annual Windsor-Essex Accessibility Awards

Angela Kelly represented the Committee for the Second Annual Accessibility Awards Committee. She attended meetings and reported back to the Committee. Angela also provided Committee members with nomination forms to submit their own nominees.

4. **RISK ANALYSIS:**

N/A

5. **FINANCIAL MATTERS:**

The budget request for the creation of AODA reserves of \$50,000 was approved in the 2017 operating town budget. The Town has taken progressive steps forward to help improve compliance with The Accessibility for Ontarians with Disabilities Act.

6. **CONSULTATIONS:**

The list of accomplishments was discussed with the Amherstburg Accessibility Advisory Committee.

7. **CONCLUSION:**

The Committee hopes to have another successful year and set a list of 2017 goals at their January 18, 2017 meeting.



Dawne Homenuik
Administrative Clerk

DH

Report Approval Details

Document Title:	Amherstburg Accessibility Advisory Committee - 2016 Accomplishments.docx
Attachments:	N/A
Final Approval Date:	Feb 6, 2017

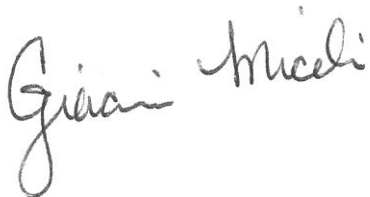
This report and all of its attachments were approved and signed as outlined below:



Justin Rousseau - Feb 1, 2017 - 10:24 AM



Mark Galvin - Feb 1, 2017 - 12:40 PM



John Miceli - Feb 2, 2017 - 8:18 AM



Paula Parker - Feb 6, 2017 - 9:06 AM



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: Justin Rousseau	Report Date: January 23, 2017
Author's Phone: 519 736-0012 ext. 2259	Date to Council: February 13, 2017
Author's E-mail: jrousseau@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: January 19, 2017 – February 8, 2017 Accounts Payable

1. RECOMMENDATION:

It is recommended that:

1. The report from the Director of Corporate Services/Treasurer dated January 23, 2017, regarding January 19, 2017 – February 8, 2017, Accounts Payable **BE RECEIVED for information.**

2. BACKGROUND:

On July 11, 2016, Council adopted the following motion:

“The Treasurer BE AUTHORIZED to release funds for payables as per the Treasurer’s duties, set out in Section 286(1)(c) of the Municipal Act, 2001.”

Based on this motion, the accounts payable list will be presented to Council and the public for information at each meeting to continue with open and transparent government operations.

3. DISCUSSION:

The Accounts Payables list is attached. All cheques have been signed by approved signing authorities as per the Council approved policies.

4. RISK ANALYSIS:

The Town of Amherstburg is a complex entity with many different payment terms and contracts. While the possibility of late payment and interest charges exists, this is mitigated by allowing the Treasurer the ability to rectify the issues as they present themselves.

5. FINANCIAL MATTERS:

The funds in the amount of Appendix A have been paid during the applicable period.

6. CONSULTATIONS:

N/A

7. CONCLUSION:

The following is presented to the Mayor and Council for information.



Justin Rousseau
Director of Corporate Services/Treasurer

JR

Report Approval Details

Document Title:	January 19, 2017 – February 8, 2017 Accounts Payable.docx
Attachments:	Accounts Payable Listing P&C Memo for Accounts Payable – Legal Invoices
Final Approval Date:	Feb 6, 2017

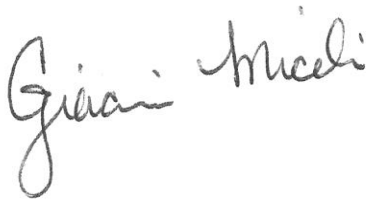
This report and all of its attachments were approved and signed as outlined below:



Justin Rousseau - Jan 27, 2017 - 2:38 PM



Mark Galvin - Jan 27, 2017 - 3:22 PM



John Miceli - Jan 31, 2017 - 2:31 PM



Paula Parker - Feb 6, 2017 - 8:45 AM



Vendor : A1C740 To ZUL180

Batch : All

Department : All

Cheque Print Date : 19-Jan-2017 To 08-Feb-2017

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 0000000	GENERAL				
AMH001	AMHERSTBURG PROFESSIONAL FIREFIGHTERS ASSOC				
DEC 2016	DEC 2016 DUES	68	30-Dec-2016	30-Dec-2016	
10-2-0000000-1156	A/P - PAYROLL DED. - FIRE				361.20
AMH22	AMHERSTBURG POLICE ASSOCIATION				
DEC 2016	DEC 2016 DUES	68	30-Dec-2016	30-Dec-2016	
10-2-0000000-1146	A/P - PAYROLL DED. - POLI				6,111.90
AMH29	AMHERSTBURG FIREMAN'S ASSOCIATION				
DEC 30, 2016	JUN-DEC 2016 VOLUNTEER DUES	80	30-Dec-2016	30-Dec-2016	
10-2-0000000-1156	A/P - PAYROLL DED. - FIRE				2,550.00
AMH43	AMHERSTBURG PUBLIC WORKS PETTY CASH				
JAN 24/17	PETTY CASH JAN 24/17	95	24-Jan-2017	24-Jan-2017	
80-5-0000000-0920	DWQMS MAINTENANCE				10.74
80-5-0000000-0301	OFFICE SUPPLIES				50.00
80-5-0000000-0350	MEMBERSHIPS				15.50
AMI06	AMICO DESIGN BUILD INC.				
R# 160665	INDEMNITY DEPOSIT 101 BOBLO ISLAND BLVD - PERMIT 2014-140	95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
R# 173077	INDEMNITY DEPOSIT 85 BOIS BLANC BLVD - PERMIT 2014-058	95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
BAR221	BART DIGIOVANNI CONSTRUCTION				
JAN 12, 2017	WATER MAIN EXTENSION	55	12-Jan-2017	12-Jan-2017	
80-5-0000000-0810	WATER - MAIN MAINTENANCE				3,955.00
BKC178	B.K. CORNERSTONE DESIGN				
R# 174467	INDEMNITY DEPOSIT 9798 WALKER RD - PERMIT 2014-139	95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
CAR003	CARO LEONARDO				
JAN 31/17	3729 173 000 19141	95	31-Jan-2017	31-Jan-2017	
10-1-0000000-2138	A/R PROP TAX REFUND OWING				175.00
CAR645	CARRIER CENTERS				
04P417178	FILTERS FOR #WM-08	55	16-Jan-2017	16-Jan-2017	
80-5-0000000-0402	VEHICLE & EQUIPMENT MTCE.				47.55
COR408	CORIX WATER PRODUCTS LP - ATTENTION: ACCOUNTS				
10716005302	WATER METERS	76	26-Jan-2017	26-Jan-2017	
80-5-0000000-0833	WATER METER REPAIRS & MTNCE				4,725.66
10716005303	WATER METERS	76	26-Jan-2017	26-Jan-2017	
80-5-0000000-0833	WATER METER REPAIRS & MTNCE				4,725.66
10716005304	WATER METERS	76	26-Jan-2017	26-Jan-2017	
80-5-0000000-0833	WATER METER REPAIRS & MTNCE				2,562.84
10716005305	MXU'S	76	26-Jan-2017	26-Jan-2017	
80-5-0000000-0833	WATER METER REPAIRS & MTNCE				4,271.40
10716005306	MXU'S	76	26-Jan-2017	26-Jan-2017	
80-5-0000000-0833	WATER METER REPAIRS & MTNCE				4,271.40
COU151	COULSON DESIGN BUILD INC.				
R# 185443	INDEMNITY DEPOSIT 136, 138, 140 & 142 RIVERFRONT - 2015 PERMITS	95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140	INDEMNITY FEES				3,385.00
DIC859	DICECCO JOE				
JAN 17, 2017	CREDIT FOR INSTALL NEW WATER SERVICES TO LOT LINE 3450, 3460, 3470, 3480 & 3490 CREEK RD	55	17-Jan-2017	17-Jan-2017	



Vendor : A1C740 To ZUL180

Batch : All

Department : All

Cheque Print Date : 19-Jan-2017 To 08-Feb-2017

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 0000000	GENERAL				
80-2-0000000-2150	WATER DEPOSITS				8,031.75
DRO316 DROUILLARD MIKE					
R# 194218	INDEMNITY DEPOSIT 552 DALHOUSIE - PERMIT 2016-001	80	17-Jan-2017	17-Jan-2017	
10-2-0000000-2140	INDEMNITY FEES				500.00
ESS53 ESSEX REGION CONSERVATION AUTHORITY					
9942	2017 LEVY	80	02-Jan-2017	02-Jan-2017	
80-5-0000000-0550	E.R.C.A. LEVY CW~GS				17,301.80
EVE782 EVERJONGE HOMES					
R# 171425	INDEMNITY DEPOSIT 125 WHELAN AVE - PERMIT 2014-024	95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140	INDEMNITY FEES				13.35
R# 176613	INDEMNITY FEE 465 BROWN CRES - PERMIT 2014-124	80	17-Jan-2017	17-Jan-2017	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
R# 192236	INDEMNITY DEPOSIT 329 LAVERS CRES - PERMIT 2015-261	80	17-Jan-2017	17-Jan-2017	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
R# 197802	INDEMNITY DEPOSIT 433 BROWN CRES - PERMIT 2016-20	80	17-Jan-2017	17-Jan-2017	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
R# 200119	INDEMNITY DEPOSIT 457 BROWN CRES - PERMIT 2016-110	95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
FIA397 FIACO RENEE					
R# 197820	INDEMNITY FEE 3977 CON 3 N - 2016-047	72	18-Jan-2017	18-Jan-2017	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
GOR030 GORGERAT GORDON					
R# 199658	INDEMNITY DEPOSIT 30 MARVIN GARDENS - PERMIT 2016-095	95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140	INDEMNITY FEES				500.00
GRE008 GREENHAM ART					
23	WINDOW SUN STRIP	76	20-Jan-2017	20-Jan-2017	
80-5-0000000-0402	VEHICLE & EQUIPMENT MTCE.				141.25
GRE05 GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD					
DEC 2016	DEC 2016 PUBLIC SCHOOL BOARD DEV CHARGES	1344	30-Dec-2016	30-Dec-2016	
10-2-0000000-0112	A/P - PUB SCH BRD. DEV CHARGE				2,135.00
HEA693 HEATON SANITATION					
28143	CURB BOX REPAIR	55	04-Jan-2017	04-Jan-2017	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				678.00
29413	WATERMAIN REPAIR	55	05-Jan-2017	05-Jan-2017	
80-5-0000000-0810	WATER - MAIN MAINTENANCE				1,808.00
29429	WATERMAIN REPAIR	76	21-Jan-2017	21-Jan-2017	
80-5-0000000-0810	WATER - MAIN MAINTENANCE				813.60
IBEW01 IBEW - LOCAL 636					
DEC 2016	DEC 2016 UNION DUES	68	30-Dec-2016	30-Dec-2016	
10-2-0000000-1145	A/P - PAYROLL DED. - UNIO				4,089.82
JDE238 J. DETHOMASIS CONTRACTING					
R# 203725	INDEMNITY FEE 395 WELSH AVE - 2016-209	72	18-Jan-2017	18-Jan-2017	
10-2-0000000-2140	INDEMNITY FEES				1,000.00
JOE055 JOE MELOCHE FORD SALES LTD					
RJ01795-1	HST NOT CHARGED IN ERROR	1348	30-Sep-2016	30-Sep-2016	
10-1-0000000-2007	A/R - HST (JULY 1, 2010)				9.81
KEL117 KELCOM TELEMESSAGING					
W78745-0117	ANSWERING SERVICE	72	02-Jan-2017	02-Jan-2017	



Vendor : A1C740 To ZUL180

Batch : All

Department : All

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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 0000000	GENERAL				
80-5-0000000-0316	UTILITIES				44.35
LAI03 LAING BARRY					
R# 200711 INDEMNITY DEPOSIT 218 LAKEWOOD DR - PERMIT 2016-173		95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140 INDEMNITY FEES					1,000.00
LAW731 LAWSON PRODUCTS INC					
9304455952 CURB BOX PINS		75	21-Oct-2016	21-Oct-2016	
80-5-0000000-0755 WATER SERVICE MAINTENANCE					200.20
LEH182 LEHKY MARK					
R# 187424 INDEMNITY DEPOSIT 1826 ERIE AVE - PERMIT 2016-011		95	18-Jan-2017	18-Jan-2017	
10-2-0000000-2140 INDEMNITY FEES					1,000.00
LEV204 LEVY JEFF					
R# 200730 INDEMNITY DEPOSIT 204 IRONWOOD - PERMIT 2016-172		80	18-Jan-2017	18-Jan-2017	
10-2-0000000-2140 INDEMNITY FEES					1,000.00
LUC783 LUCIER PAT					
JAN 17, 2017 CREDIT FOR INSTALL WATER SERVICE & NEW SANITARY SERVICE TO LOT LINE 15 & 19 SHANGRILA		55	17-Jan-2017	17-Jan-2017	
80-2-0000000-2150 WATER DEPOSITS					441.57
MAL256 MALDEN AUTOMOTIVE					
5294-143161 DOOR LOCK WM-03		76	25-Jan-2017	25-Jan-2017	
80-5-0000000-0402 VEHICLE & EQUIPMENT MTCE.					3.62
MAR425 MARKHAM ANDREW					
R# 160796 INDEMNITY DEPOSIT 425 WELSH AVE - PERMIT 2013-213		95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140 INDEMNITY FEES					500.00
MEL567 MELOCHE HOME RENOVATIONS					
R# 203419 INDEMNITY DEPOSIT 7205 CTY RD 50 - PERMIT 2016-245		95	18-Jan-2017	18-Jan-2017	
10-2-0000000-2140 INDEMNITY FEES					1,000.00
MOR26 MORNEAU SHEPELL LTD.					
JAN 2017 490364, 490365, 490366 & 490367		80	27-Jan-2017	27-Jan-2017	
80-5-0000000-0207 BENEFITS - LIFE & DISABILITY					72.54
NER023 NERON JANICE MARIE					
R# 196589 INDEMNITY DEPOSIT 23 VIRGINIA AVE - PERMIT 2016-022		95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140 INDEMNITY FEES					500.00
NOA309 NOAH HOMES					
R# 174070 INDEMNITY DEPOSIT 492 BROWN CRES - PERMIT 2014-114		95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140 INDEMNITY FEES					275.00
NOR100 NOR-BUILT CONSTRUCTION					
R# 159145 INDEMNITY FEE 19 HILTON CRT - PERMIT 2013-095		80	17-Jan-2017	17-Jan-2017	
10-2-0000000-2140 INDEMNITY FEES					1,000.00
R# 187427 INDEMNITY DEPOSIT 120 FORHAN - PERMIT 2014-182		80	17-Jan-2017	17-Jan-2017	
10-2-0000000-2140 INDEMNITY FEES					1,000.00
R# 187601 INDEMNITY FEE 125 & 127 FORHAN - PERMIT 2015-065 & 2015-066		80	17-Jan-2017	17-Jan-2017	
10-2-0000000-2140 INDEMNITY FEES					1,000.00
NOR156 NORTRAX CANADA INC.					
673166 REPLACED TRANSMISSION OIL & FILTER #WM-09		76	26-Jan-2017	26-Jan-2017	
80-5-0000000-0402 VEHICLE & EQUIPMENT MTCE.					183.82
OKT366 OK TIRE STORE - SANTING					
170133 GREASE		55	13-Jan-2017	13-Jan-2017	
80-5-0000000-0850 HYDRANT MAINTENANCE					91.53



Vendor : A1C740 To ZUL180

Batch : All

Department : All

Cheque Print Date : 19-Jan-2017 To 08-Feb-2017

Bank : 1 To 99

Class : All

Vendor Invoice	Vendor Name Description				GL Account Name	Batch	Inv Date	Inv Due Date	Amount
DEPARTMENT 0000000 GENERAL									
OME001 OMERS									
DEC 2016	DEC 2016 CONTRIBUTIONS					68	30-Dec-2016	30-Dec-2016	
10-2-0000000-1144					OMERS PAYABLE				190,150.48
ONT001 ONTARIO CLEAN WATER AGENCY									
91634	OPERATIONS & MAINTENANCE					119	02-Jan-2017	02-Jan-2017	
80-5-0000000-0604					CONTRACT COSTS - AWWTP				592.92
80-5-0000000-0604					CONTRACT COSTS - AWWTP				584.91
80-5-0000000-0604					CONTRACT COSTS - AWWTP				58,633.17
ONT186 1583855 ONTARIO LTD.									
R# 174201	INDEMNITY DEPOSIT 7258 COUNTY RD 50 W - PERMIT 2014-134					95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140					INDEMNITY FEES				500.00
PIS870 PISCIUNERI CONSTRUCTION									
R# 202772	INDEMNITY DEPOSIT 441 BROWN CRES - PERMIT 2016-238					80	17-Jan-2017	17-Jan-2017	
10-2-0000000-2140					INDEMNITY FEES				1,000.00
PRI752 PRIORITY FIRE EQUIPMENT INC									
R# 203422	INDEMNITY DEPOSIT 130 PICKERING DR - PERMIT 2016-170					95	18-Jan-2017	18-Jan-2017	
10-2-0000000-2140					INDEMNITY FEES				1,000.00
PUR595 PURVES ROBERT & NICOLE									
OCT 2016	WRITE OFF ROLL NO. 3729 510 000 20600.0000					1051	07-Oct-2016	07-Oct-2016	
10-1-0000000-2138					A/R PROP TAX REFUND OWING				111.35
REN512 RENAUD VINCENT PAUL									
R# 200658	INDEMNITY DEPOSIT 330 BATHURST - PERMIT 2016-023					95	09-Jan-2017	09-Jan-2017	
10-2-0000000-2140					INDEMNITY FEES				500.00
REN557 RENAUD JOE									
R# 201319	INDEMNITY FEE 5577 CONCESSION 5 N - PERMIT 2016-200					95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140					INDEMNITY FEES				500.00
ROM107 ROMAN CATHOLIC EPISCOPAL & CORP. LONDON DIOCESE									
R# 187406	INDEMNITY DEPOSIT 9399 NORTH TOWNLINE - PERMIT 2015-119					95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140					INDEMNITY FEES				1,000.00
SCH303 SCHILLER HEINRICH									
R# 199817	INDEMNITY DEPOSIT 303 LAVERS CRES - PERMIT 2016-094					95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140					INDEMNITY FEES				500.00
SER03 SERRAN ALLAN & CONNIE									
R# 200151	INDEMNITY DEPOSIT 8591 COUNTY RD 9 - PERMIT 2003-48					95	17-Jan-2017	17-Jan-2017	
10-2-0000000-2140					INDEMNITY FEES				500.00
SOB083 SOBEYS AMHERSTBURG									
DEC 2016	DEC 2016					1348	30-Dec-2016	30-Dec-2016	
10-1-0000000-2066					A/R - CLEARING				17.52
10-1-0000000-2066					A/R - CLEARING				16.23
SOU11 SOUTHRIDGE INVESTMENTS LTD									
R# 200714	INDEMNITY DEPOSIT 509 COLONY CRT - PERMIT 2016-137					95	23-Jan-2017	23-Jan-2017	
10-2-0000000-2140					INDEMNITY FEES				1,000.00
STE09 STELLA BART									
R# 203479	INDEMNITY DEPOSIT 272 LOWES SIDE RD - PERMIT 2016-243					80	17-Jan-2017	17-Jan-2017	
10-2-0000000-2140					INDEMNITY FEES				500.00
TRI132 TRICKEY ET AL TAX TEAM INC.									
9667	TAX SALE COSTS					72	05-Jan-2017	05-Jan-2017	
10-1-0000000-1503					TAX REG. - REGISTRATION C				1,463.35



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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 000000	GENERAL				
9683	TAX SALE COSTS	72	11-Jan-2017	11-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				452.00
9684	640-46700	95	11-Jan-2017	11-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				474.60
9696	172-02800	80	11-Jan-2017	11-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				333.35
9701	540-13400	95	19-Jan-2017	19-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				45.20
9714	180-05200	80	21-Jan-2017	21-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				203.40
9715	190-11300	80	26-Jan-2017	26-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				203.40
9716	200-05500	80	21-Jan-2017	21-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				293.80
9717	300-01900	80	21-Jan-2017	21-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				203.40
9718	380-06263	80	21-Jan-2017	21-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				293.80
9719	380-09056	80	21-Jan-2017	21-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				293.80
9720	420-29500	80	21-Jan-2017	21-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				293.80
9721	430-00702	80	21-Jan-2017	21-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				203.40
9722	480-04600	80	21-Jan-2017	21-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				203.40
9723	550-07500	95	21-Jan-2017	21-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				293.80
9724	600-01601	95	21-Jan-2017	21-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				203.40
9725	600-06501	95	21-Jan-2017	21-Jan-2017	
10-1-0000000-1503	TAX REG. - REGISTRATION C				203.40
TRU429	401 TRUCKSOURCE INC.				
90362366-1	HST PORTION OF INVOICE UNPAID	1348	30-Jul-2016	30-Jul-2016	
10-1-0000000-2007	A/R - HST (JULY 1, 2010)				223.04
UNI05	UNITED WAY OF WINDSOR-ESSEX COUNTY				
OCT-DEC 2016	4TH QUARTER REMITTANCE	72	30-Dec-2016	30-Dec-2016	
10-2-0000000-1147	A/P - PAYROLL DED. - UNIT				579.00
WAC575	WACHS CANADA LTD				
14221	F.H MARKERS	76	23-Jan-2017	23-Jan-2017	
80-5-0000000-0850	HYDRANT MAINTENANCE				858.80
WIG035	WIGLE HOME HARDWARE BUILDING CENTRE				
102903	CURB BOX EXTENSIONS	75	15-Dec-2016	15-Dec-2016	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				257.30
103471	METER WIRE	55	12-Jan-2017	12-Jan-2017	
80-5-0000000-0420	EQUIPMENT MAINTENANCE				6.20
WIN210	WINDSOR FACTORY SUPPLY LTD				
4429821	DRILL BITS	76	16-Jan-2017	16-Jan-2017	
80-5-0000000-0420	EQUIPMENT MAINTENANCE				75.57



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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 000000	GENERAL				
WIN270	WINDSOR DISPOSAL SERVICES LTD				
819670	GARBAGE COLLECTION	72	02-Jan-2017	02-Jan-2017	
10-1-0000000-2066	A/R - CLEARING				302.56
WOL533	WOLSELEY CANADA INC				
5115921	WATER SERVICE MATERIAL	76	17-Jan-2017	17-Jan-2017	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				3,111.20
WOR03	WORKPLACE SAFETY & INSURANCE BOARD				
2016 NEER SL WSIB NEER SURCHARGE 2016		1348	30-Dec-2016	30-Dec-2016	
80-5-0000000-0208	BENEFITS - WORKER'S COMP.				-0.91
DEC 2016	DEC 2016 REMITTANCE	68	30-Dec-2016	30-Dec-2016	
10-2-0000000-1153	A/P - PAYROLL DED. - WSIB				13,078.38
10-2-0000000-1153	A/P - PAYROLL DED. - WSIB				555.98
Department Totals :					373,368.86

DEPARTMENT 1001020	ADMINISTRATION				
CLA508	CLAIMSPRO INC.				
33620-56294		1348	31-May-2016	31-May-2016	
10-5-1001020-0506	INSURANCE DEDUCTIBLE - ADMINISTRATION				4,034.48
33620-566876	INTERIM INVOICE	1348	26-Jul-2016	26-Jul-2016	
10-5-1001020-0506	INSURANCE DEDUCTIBLE - ADMINISTRATION				793.50
36610-013589	INVESTIGATION COSTS	68	03-Jan-2017	03-Jan-2017	
10-5-1001020-0506	INSURANCE DEDUCTIBLE - ADMINISTRATION				492.89
DAT919	DATA GROUP LTD				
D1468227	WFCU CHEQUES	80	15-Jan-2017	15-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				230.35
D1468228	WFCU CHEQUES	80	15-Jan-2017	15-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				1,612.45
D1469952	WW CHEQUES	95	27-Jan-2017	27-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				460.81
ESS53	ESSEX REGION CONSERVATION AUTHORITY				
9942	2017 LEVY	80	02-Jan-2017	02-Jan-2017	
10-5-1001020-0550	CONSERVATION AUTHORITY LEVY				28,799.45
GRA550	GRAND & TOY				
K570760	COPY PAPER	95	09-Jan-2017	09-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				190.41
K595903	PAPER	95	13-Jan-2017	13-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				114.24
HIC441	HICKS ELECTRIC				
8852	LIGHTING REPAIRS	80	05-Jan-2017	05-Jan-2017	
10-5-1001020-0317	BUILDING MAINT. - TOWN HALL P&F DEPT				216.62
JUS104	JUST DIRECT PROMOTIONS				
4953	CANADA 150	72	09-Jan-2017	09-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				283.91
KPM434	KPMG LLP TP4348				
8001373674	2016 AUDIT	1348	31-Dec-2016	31-Dec-2016	
10-5-1001020-0326	AUDIT FEES - FINANCE DEPT				5,650.00
MCT455	MCTAGUE LAW FIRM				
139829	LEGAL FEES FILE NO: 52867	1344	13-Dec-2016	13-Dec-2016	



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001020 ADMINISTRATION					
10-5-1001020-0325	LEGAL FEES				237.30
139830	LEGAL FEES FILE NO: 66859	1344	13-Dec-2016	13-Dec-2016	
10-5-1001020-0325	LEGAL FEES				909.65
139831	LEGAL FEES FILE NO: 66860	1344	13-Dec-2016	13-Dec-2016	
10-5-1001020-0325	LEGAL FEES				237.30
139940	LEGAL FEES FILE NO: 65299	1344	14-Dec-2016	14-Dec-2016	
10-5-1001020-0325	LEGAL FEES				422.40
MON183 MONARCH OFFICE SUPPLY LTD					
499634/M	OFFICE SUPPLIES	1348	30-Dec-2016	30-Dec-2016	
10-5-1001020-0301	OFFICE SUPPLIES				341.66
MOU251 MOUSSEAU DELUCA					
54358	EP-16-023	1344	31-Dec-2016	31-Dec-2016	
10-5-1001020-0325	LEGAL FEES				779.70
54359	EP-16-007	1344	31-Dec-2016	31-Dec-2016	
10-5-1001020-0325	LEGAL FEES				12.57
10-5-1001020-0325	LEGAL FEES				1.71
10-5-1001020-0325	LEGAL FEES				183.50
10-5-1001020-0325	LEGAL FEES				2,644.20
ONT200 ONTARIO BUILDING OFFICIALS ASSOCIATION					
4426	JOB AD	1344	22-Nov-2016	22-Nov-2016	
10-5-1001020-0307	ADVERTISING				335.41
PUR700 PUROLATOR INC.					
432394463		1348	16-Sep-2016	16-Sep-2016	
10-5-1001020-0304	POSTAGE & COURIER				4.43
432734620		95	21-Oct-2016	21-Oct-2016	
10-5-1001020-0304	POSTAGE & COURIER				29.28
433363959		1344	23-Dec-2016	23-Dec-2016	
10-5-1001020-0304	POSTAGE & COURIER				4.43
433461877		72	06-Jan-2017	06-Jan-2017	
10-5-1001020-0304	POSTAGE & COURIER				4.43
433471578		72	06-Jan-2017	06-Jan-2017	
10-5-1001020-0304	POSTAGE & COURIER				8.35
433528585		95	13-Jan-2017	13-Jan-2017	
10-5-1001020-0304	POSTAGE & COURIER				4.43
433528586		80	13-Jan-2017	13-Jan-2017	
10-5-1001020-0304	POSTAGE & COURIER				8.86
REC09 RECEIVER GENERAL - CANADA REVENUE AGENCY TECHNOLOG					
FIR037-13364	THIRD PARTY REMITTANCE: ACCT #872358064RP0001 - HVAC REPAIRS	1344	09-Dec-2016	09-Dec-2016	
10-5-1001020-0317	BUILDING MAINT. - TOWN HALL P&F DEPT				719.28
FIR037-13397	THIRD PARTY REMITTANCE: ACCT #872358064RP0001 - HVAC REPAIRS	1344	21-Dec-2016	21-Dec-2016	
10-5-1001020-0317	BUILDING MAINT. - TOWN HALL P&F DEPT				1,180.01
10-5-1001020-0317	BUILDING MAINT. - TOWN HALL P&F DEPT				10.00
REM140 REMLAP BUILDING SERVICES INC.					
16-104	ROOF REPAIRS TOWN HALL	1344	30-Dec-2016	30-Dec-2016	
10-5-1001020-0317	BUILDING MAINT. - TOWN HALL P&F DEPT				592.80
RTT067 RIVER TOWN TIMES					
90743	ADVERTISING	72	04-Jan-2017	04-Jan-2017	
10-5-1001020-0307	ADVERTISING				148.50
10-5-1001020-0307	ADVERTISING				74.25



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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 1001020	ADMINISTRATION				
90816	ADVERTISING	80	11-Jan-2017	11-Jan-2017	
10-5-1001020-0307	ADVERTISING				148.50
90856	ADVERTISING	95	18-Jan-2017	18-Jan-2017	
10-5-1001020-0307	ADVERTISING				83.90
10-5-1001020-0307	ADVERTISING				132.78
10-5-1001020-0307	ADVERTISING				167.80
10-5-1001020-0307	ADVERTISING				83.90
STA444	STAPLES ADVANTAGE (MIS C/O T04446C)				
43111056	CREDIT FOR OFFICE SUPPLIES	1344	08-Dec-2016	08-Dec-2016	
10-5-1001020-0301	OFFICE SUPPLIES				-41.22
43280840		72	05-Jan-2017	05-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				16.54
43290120	ENVELOPES	72	05-Jan-2017	05-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				30.92
43300007	FOLDERS	72	06-Jan-2017	06-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				8.68
43497410		95	27-Jan-2017	27-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				13.16
TAR324	TARGET BUILDING MATERIALS LTD				
24633	CEILING TILES	80	05-Jan-2017	05-Jan-2017	
10-5-1001020-0317	BUILDING MAINT. - TOWN HALL P&F DEPT				389.64
THO199	THOMSON REUTERS CANADA				
33289137	OFFICE SUPPLIES	1344	28-Dec-2016	28-Dec-2016	
10-5-1001020-0301	OFFICE SUPPLIES				277.88
TRI249	TRI GRAPHICS				
5037	BUS CARDS & CALENDARS	72	03-Jan-2017	03-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				352.56
WIG035	WIGLE HOME HARDWARE BUILDING CENTRE				
103351	KEY CUT	80	06-Jan-2017	06-Jan-2017	
10-5-1001020-0317	BUILDING MAINT. - TOWN HALL P&F DEPT				13.51
Department Totals :					53,452.11

DEPARTMENT 1001021	TREASURY				
FAD01	FADEL NIZA				
MAR-DEC 2016	BANKING TRAVEL EXPENSE	80	30-Dec-2016	30-Dec-2016	
10-5-1001021-0352	TRAVEL & MILEAGE				97.56
LEB02	LEBLANC ELKE				
MAR-DEC 2016	BANKING TRAVEL EXPENSE	80	30-Dec-2016	30-Dec-2016	
10-5-1001021-0352	TRAVEL & MILEAGE				97.56
MIN11	MINISTER OF FINANCE MINISTRY OF MUNICIPAL				
JAN 2017	ONTARIO WEST MUNICIPAL TREASURERS' FORUM CONFERENCE FEB 2, 2017	56	20-Jan-2017	20-Jan-2017	
10-5-1001021-0351	TRAINING & CONFERENCES				84.75
MOR26	MORNEAU SHEPELL LTD.				
JAN 2017	490364, 490365, 490366 & 490367	80	27-Jan-2017	27-Jan-2017	
10-5-1001021-0207	BENEFITS - LIFE & DISABILITY				40.32
MUN200	MUNICIPAL EMPLOYER PENSION CENTRE OF ONTARIO				
MC003085	HR PORTION OF MEPCO SUBSCRIPTION	72	02-Jan-2017	02-Jan-2017	
10-5-1001021-0350	MEMBERSHIPS				52.94



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Vendor Invoice	Vendor Name Description				GL Account Name	Batch	Inv Date	Inv Due Date	Amount
DEPARTMENT 1001021 TREASURY									
MUN216 MUNICIPAL FINANCE OFFICERS' ASSOCIATION OF									
JAN 2017	2017 MEMBERSHIP					72	02-Jan-2017	02-Jan-2017	
10-5-1001021-0350					MEMBERSHIPS				355.95
ONT187 ONTARIO MUNICIPAL TAX & REVENUE ASSOC.									
2017*1026	2017 MEMBERSHIP					72	10-Jan-2017	10-Jan-2017	
10-5-1001021-0350					MEMBERSHIPS				237.30
Department Totals :									966.38

DEPARTMENT 1001022 CLERKS									
MOR26 MORNEAU SHEPELL LTD.									
JAN 2017	490364, 490365, 490366 & 490367					80	27-Jan-2017	27-Jan-2017	
10-5-1001022-0207					BENEFITS - LIFE & DISABIL - CLERKS				16.12
MUN200 MUNICIPAL EMPLOYER PENSION CENTRE OF ONTARIO									
MC003085	HR PORTION OF MEPCO SUBSCRIPTION					72	02-Jan-2017	02-Jan-2017	
10-5-1001022-0350					MEMBERSHIPS - CLERKS				52.94
MUN428 MUNICIPAL WORLD INC									
31928	CLERKS - SUBSCRIPTIONS & PUBLICATIONS					1344	28-Nov-2016	28-Nov-2016	
10-5-1001022-0251					MEMBERSHIPS AND SUB. - CLERKS				356.72
Department Totals :									425.78

DEPARTMENT 1001023 C.A.O.									
GOL452 GOLDER ASSOCIATES LTD									
818391	PHASE 1 ESA					68	03-Jan-2017	03-Jan-2017	
10-5-1001023-0327					PROFESSIONAL FEES				3,390.00
MOR26 MORNEAU SHEPELL LTD.									
JAN 2017	490364, 490365, 490366 & 490367					80	27-Jan-2017	27-Jan-2017	
10-5-1001023-0207					BENEFITS - LIFE & DISABIL - C.A.O.				24.18
MUN200 MUNICIPAL EMPLOYER PENSION CENTRE OF ONTARIO									
MC003085	HR PORTION OF MEPCO SUBSCRIPTION					72	02-Jan-2017	02-Jan-2017	
10-5-1001023-0350					MEMBERSHIPS - C.A.O.				52.94
PUB148 THE PUBLIC SECTOR DIGEST INC									
8267	MEMBERSHIP RENEWAL					95	26-Jan-2017	26-Jan-2017	
10-5-1001023-0251					MEMBERSHIPS AND SUB. - CAO				559.35
Department Totals :									4,026.47

DEPARTMENT 1001024 HUMAN RESOURCES									
KEM01 KEMPSTER MATT									
DEC 2016	REIMBURSEMENT FOR DR NOTE					1344	17-Dec-2016	17-Dec-2016	
10-5-1001024-0250					HEALTH AND SAFETY - HUMAN RESOURCES				50.00
MIC240 MICELI VINCE									
DEC 2016	REIMBURSEMENT FOR POLICE CLEARANCE					1348	12-Dec-2016	12-Dec-2016	
10-5-1001024-0250					HEALTH AND SAFETY - HUMAN RESOURCES				45.00
MOR26 MORNEAU SHEPELL LTD.									
JAN 2017	490364, 490365, 490366 & 490367					80	27-Jan-2017	27-Jan-2017	
10-5-1001024-0207					BENEFITS - LIFE & DISABIL - HUMAN RESOUR				16.12
MUN200 MUNICIPAL EMPLOYER PENSION CENTRE OF ONTARIO									
MC003085	HR PORTION OF MEPCO SUBSCRIPTION					72	02-Jan-2017	02-Jan-2017	



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Vendor Invoice	Vendor Name Description				GL Account Name	Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3					
DEPARTMENT 1001024 HUMAN RESOURCES								
10-5-1001024-0350					MEMBERSHIPS - HUMAN RESOURCES			52.94
OMH304 OMHRA								
10006					2017 MEMBERSHIP	72 09-Jan-2017	09-Jan-2017	
10-5-1001024-0350					MEMBERSHIPS - HUMAN RESOURCES			375.16
REM140 REMLAP BUILDING SERVICES INC.								
16-092					REVIEW OF COMMUNICATIONS TOWER	1344 21-Dec-2016	21-Dec-2016	
10-5-1001024-0250					HEALTH AND SAFETY - HUMAN RESOURCES			1,412.50
Department Totals :								1,951.72
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DEPARTMENT 1001025 INFORMATION TECHNOLOGY								
APP302 APPLIED COMPUTER SOLUTIONS INC								
37082					RAM FOR SERVER	68 04-Jan-2017	04-Jan-2017	
40-7-1001025-0002					COMPUTER HARDWARE			1,570.70
37132					ANTIVIRUS SOFTWARE - SERVERS	80 13-Jan-2017	13-Jan-2017	
10-5-1001025-0310					COMPUTER MAINTENANCE			610.20
COG005 COGECO CONNEXION INC								
8049975					INTERNET - LIBRO	68 10-Jan-2017	10-Jan-2017	
10-5-1001025-0332					INTERNET ACCESS			2,133.44
DIR572 DIRECTDIAL.COM								
IN553796					TONER	95 11-Jan-2017	11-Jan-2017	
10-5-1001025-0308					PHOTOCOPIES			559.35
ESR012 ESRI CANADA								
90103574					ARC PAD SOFTWARE RENEWAL	1348 07-Nov-2016	07-Nov-2016	
10-5-1001025-0310					COMPUTER MAINTENANCE			452.00
ING142 INGENIOUS SOFTWARE (530642 ONTARIO LIMITED)								
6008					FIREPRO SOFTWARE	80 07-Jan-2017	07-Jan-2017	
10-5-1001025-0310					COMPUTER MAINTENANCE			2,180.62
KEL117 KELCOM TELEMESSAGING								
W78745-0117					ANSWERING SERVICE	72 02-Jan-2017	02-Jan-2017	
10-5-1001025-0315					TELEPHONE			73.92
MIC409 MICROSOFT								
E030032PAU					EXCHANGE 365 RENEWAL	1344 08-Dec-2016	08-Dec-2016	
10-5-1001025-0310					COMPUTER MAINTENANCE			8,163.12
E030037JV6					5 EXCHANGE LICENCES	72 08-Jan-2017	08-Jan-2017	
10-5-1001025-0310					COMPUTER MAINTENANCE			273.17
MIS211 MISA ONTARIO								
300002027					MEMBERSHIP	72 02-Jan-2017	02-Jan-2017	
10-5-1001025-0350					MEMBERSHIPS			503.98
MOR26 MORNEAU SHEPELL LTD.								
JAN 2017					490364, 490365, 490366 & 490367	80 27-Jan-2017	27-Jan-2017	
10-5-1001025-0207					BENEFITS - LIFE & DISABILITY			32.24
MUN200 MUNICIPAL EMPLOYER PENSION CENTRE OF ONTARIO								
MC003085					HR PORTION OF MEPCO SUBSCRIPTION	72 02-Jan-2017	02-Jan-2017	
10-5-1001025-0350					MEMBERSHIPS			52.94
REN16 RENAUD NICK								
SEP-DEC 2016					SEP - DEC 2016 MILEAGE	1348 30-Dec-2016	30-Dec-2016	
10-5-1001025-0352					TRAVEL & MILEAGE			214.38
SCH320 SCHOOLEY MITCHELL								



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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 1001025 INFORMATION TECHNOLOGY					
EC0285	QUARTERLY POST AUDIT	72	10-Jan-2017	10-Jan-2017	
10-5-1001025-0315	TELEPHONE				2,637.65
STA444 STAPLES ADVANTAGE (MIS C/O T04446C)					
43103756	PAPER CLIPS	1344	08-Dec-2016	08-Dec-2016	
10-5-1001025-0301	OFFICE SUPPLIES				3.10
43282445	TONER	72	05-Jan-2017	05-Jan-2017	
10-5-1001025-0308	PHOTOCOPIES				186.17
43337439	OFFICE SUPPLIES	72	11-Jan-2017	11-Jan-2017	
10-5-1001025-0301	OFFICE SUPPLIES				136.14
43356638	BATTERY CHARGE PACK	80	12-Jan-2017	12-Jan-2017	
10-5-1001025-0310	COMPUTER MAINTENANCE				128.11
TEN282 TENET COMPUTER GROUP					
181756	E-MAIL ARCHIVE MONTHLY	1344	30-Dec-2016	30-Dec-2016	
10-5-1001025-0310	COMPUTER MAINTENANCE				906.83
THI235 THINK! WIRELESS SOLUTIONS INC.					
8294	PUBLIC WORKS VEHICLE GPS MONTHLY	72	04-Jan-2017	04-Jan-2017	
10-5-1001025-0406	GPS				766.42
THI740 THINKTEL COMMUNICATIONS - A DIVISION OF DISTRIBUTE					
1119093	TOWN HALL TELEPHONE (S/P TRUNK) MONTHLY	72	06-Jan-2017	06-Jan-2017	
10-5-1001025-0315	TELEPHONE				529.73
VAD163 VADIM SOFTWARE					
I-VC13908	VADIM SERVER MIGRATION	1348	31-Dec-2016	31-Dec-2016	
40-7-1001025-0008	FINANCIAL SYSTEMS				1,693.87
Department Totals :					23,808.08

DEPARTMENT 1008030 UNFINANCED DRAINS					
BAI027 BAIRD AE					
12-040-09	ENGINEERING FEES (REPORT)	1348	31-Dec-2016	31-Dec-2016	
10-1-1008030-9010	LEO BEAUDOIN DRAIN IMPROVEMENTS				1,163.72
12-056-18	CONTRACT ADMIN	1348	31-Dec-2016	31-Dec-2016	
10-1-1008030-9009	NORTH TOWNLINE DRAIN IMPROVEMENTS				1,496.22
14-161-17	CONTRACT ADMIN	1348	31-Dec-2016	31-Dec-2016	
10-1-1008030-9003	OUELLETTE DRAIN				6,716.44
16-096-02	ENGINEERING REPORT	72	10-Jan-2017	10-Jan-2017	
10-1-1008030-9036	WHITE DRAIN-NEW MAINT SCHED				785.92
16-097-02	ENGINEERING FEES	72	10-Jan-2017	10-Jan-2017	
10-1-1008030-9035	MORGAN DRAIN-NEW MAINT SCHED				1,070.05
BAR221 BART DIGIOVANNI CONSTRUCTION					
PWD-MD-2011	PWD-MD-2011-024 PROG CERT NO 2	72	14-Jan-2017	14-Jan-2017	
10-1-1008030-9008	COLLISON DRAIN;BOUCHARD/PARKS				1,899.64
ESS53 ESSEX REGION CONSERVATION AUTHORITY					
9842	ERCA PERMIT FEE	68	03-Jan-2017	03-Jan-2017	
10-1-1008030-9015	8TH CONC RD DRAIN S;QUESNEL IMPROVEMENTS				800.00
NJP045 N.J. PERALTA ENGINEERING LTD					
16-225	ENGINEERING FEES	1344	20-Dec-2016	20-Dec-2016	
10-1-1008030-9030	REMI X BENETEAU DRAIN				2,276.95
PUR700 PUROLATOR INC.					
432680689	TENDER DOCUMENTS	80	14-Oct-2016	14-Oct-2016	



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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 1008030 UNFINANCED DRAINS					
10-1-1008030-9003	OUELLETTE DRAIN				4.43
RCS261 RC SPENCER ASSOC. INC.					
16-523-12	ENGINEERING FEES	1344	01-Dec-2016	01-Dec-2016	
10-1-1008030-9031	7TH CONCESSION RD DR S-PARKS ACCESS				7,585.13
16-546-01	ENGINEERING FEES	72	02-Jan-2017	02-Jan-2017	
10-1-1008030-9032	WILFRED BONDY DRAIN-MAILLOUX ACCESS BRID				1,107.40
16-557-01	ENGINEERING FEES	72	02-Jan-2017	02-Jan-2017	
10-1-1008030-9033	OUELLETTE DRAIN WEST-OUTLET IMPROVEMENTS				785.35
Department Totals :					25,691.25

DEPARTMENT 2010000 FIRE DEPARTMENT					
ACK297 ACKLANDS-GRAINGER INC					
9331795253	CANOPY TENT - REHAB	95	16-Jan-2017	16-Jan-2017	
10-5-2010000-0420	EQUIPMENT				304.23
BAR240 BARRETTE'S SMALL ENGINES INC. - OLDCASTLE					
29968	STATION 3 HYDRAULIC PUMP	68	05-Jan-2017	05-Jan-2017	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				78.25
BRO291 BROOKER MARY ANNE					
20-JAN 5	UNIFORM ALTERATION	95	05-Jan-2017	05-Jan-2017	
10-5-2010000-0252	UNIFORMS				3.00
GOA107 GOARLEY FIRE					
2017-0001	PRO-FLOW HOSE	95	03-Jan-2017	03-Jan-2017	
10-5-2010000-0420	EQUIPMENT				8,226.40
KEL198 KELCOM RADIO DIVISION					
80006653	RADIO AIR TIME	1344	16-Dec-2016	16-Dec-2016	
10-5-2010000-0319	RADIO MAINTENANCE				4,552.77
80006808	RADIO AIRTIME	95	17-Jan-2017	17-Jan-2017	
10-5-2010000-0319	RADIO MAINTENANCE				4,552.77
KEN211 KEN LAPAIN & SONS LTD					
95867	ENGINE 2 REPAIRS	95	13-Jan-2017	13-Jan-2017	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				5,000.00
LEV287 LEVITT-SAFETY LIMITED					
4743340-01	DRAEGER ADAPTER	95	11-Jan-2017	11-Jan-2017	
10-5-2010000-0420	EQUIPMENT				42.32
MAL256 MALDEN AUTOMOTIVE					
5294-142291	REPLACED BATTERY IN DC RAM PICKUP	72	06-Jan-2017	06-Jan-2017	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				223.06
5294-142297	BATTERY CORE RETURN DC RAM PICKUP	72	06-Jan-2017	06-Jan-2017	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				-13.56
MDC153 M.D.CHARLTON CO. LTD					
43770	UNIFORM SWEATERS	1344	22-Dec-2016	22-Dec-2016	
10-5-2010000-0252	UNIFORMS				213.54
MLS149 M&L SUPPLY FIRE & SAFETY - 3635112 CANADA					
144738		80	04-Jan-2017	04-Jan-2017	
10-5-2010000-0420	EQUIPMENT				8,963.85
MON183 MONARCH OFFICE SUPPLY LTD					
499634/M	OFFICE SUPPLIES	1348	30-Dec-2016	30-Dec-2016	
10-5-2010000-0301	OFFICE SUPPLIES				322.75



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Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 2010000				FIRE DEPARTMENT			
MOR26	MORNEAU SHEPELL LTD.						
JAN 2017	490364, 490365, 490366 & 490367				80 27-Jan-2017	27-Jan-2017	
10-5-2010000-0207				BENEFITS - LIFE & DISABIL			435.25
MUN200	MUNICIPAL EMPLOYER PENSION CENTRE OF ONTARIO						
MC003085	HR PORTION OF MEPCO SUBSCRIPTION				72 02-Jan-2017	02-Jan-2017	
10-5-2010000-0350				MEMBERSHIPS			52.94
ONE08	ONESCHUCK JASON						
2016 GYM	2016 GYM MEMBERSHIP				95 19-Jan-2017	19-Jan-2017	
10-5-2010000-0254				FIRE FIGHTER TRAINING			183.33
PAL000	PALUMBO BEN						
GYM 2016	2016 GYM MEMBERSHIP				1275 15-Dec-2016	15-Dec-2016	
10-5-2010000-0254				FIRE FIGHTER TRAINING			200.00
PHY110	PHYSIO-CONTROL CANADA SALES LTD. - C/O T11076C						
116015214	DEFIB PADS				1348 06-Dec-2016	06-Dec-2016	
10-5-2010000-0420				EQUIPMENT			110.93
RCA067	RCAP LEASING INC.						
9994627	SIRENS				95 09-Jan-2017	09-Jan-2017	
10-5-2010000-0800				EMERGENCY OPERATIONS CENTRE EXPENSES			1,664.53
REC09	RECEIVER GENERAL - CANADA REVENUE AGENCY TECHNOLOG						
FIR037-12898	THIRD PARTY REMITTANCE: ACCT #872358064RP0001 - REPAIRS TO HVAC				1344 21-Dec-2016	21-Dec-2016	
10-5-2010000-0317				BUILDING MAINTENANCE - FIRE P&F DEPT			664.40
FIR037-13366	THIRD PARTY REMITTANCE: ACCT #872358064RP0001 - HVAC REPAIRS				1344 21-Dec-2016	21-Dec-2016	
10-5-2010000-0317				BUILDING MAINTENANCE - FIRE P&F DEPT			144.20
FIR037-13427	THIRD PARTY REMITTANCE: ACCT #872358064RP0001 - HVAC REPAIRS				1344 21-Dec-2016	21-Dec-2016	
10-5-2010000-0317				BUILDING MAINTENANCE - FIRE P&F DEPT			614.39
FIR037-13433	THIRD PARTY REMITTANCE: ACCT #872358064RP0001 - WATER HEATER REPAIRS				1344 21-Dec-2016	21-Dec-2016	
10-5-2010000-0317				BUILDING MAINTENANCE - FIRE P&F DEPT			101.70
SCO14	SCOTT BILL						
2016 GYM	2016 GYM MEMBERSHIP				95 19-Jan-2017	19-Jan-2017	
10-5-2010000-0254				FIRE FIGHTER TRAINING			200.00
STA444	STAPLES ADVANTAGE (MIS C/O T04446C						
43262310	PAK BATTERIES				72 03-Jan-2017	03-Jan-2017	
10-5-2010000-0420				EQUIPMENT			87.12
43367515	PAPER				95 13-Jan-2017	13-Jan-2017	
10-5-2010000-0301				OFFICE SUPPLIES			94.92
TAR324	TARGET BUILDING MATERIALS LTD						
24672	CEILING TILES				72 11-Jan-2017	11-Jan-2017	
10-5-2010000-0317				BUILDING MAINTENANCE - FIRE P&F DEPT			113.00
THA150	THAMES COMMUNICATIONS						
16-437150	RADIO REPAIR				1348 10-Nov-2016	10-Nov-2016	
10-5-2010000-0319				RADIO MAINTENANCE			97.17
17-437606	PAGER MAINTENANCE				95 13-Jan-2017	13-Jan-2017	
10-5-2010000-0319				RADIO MAINTENANCE			90.40
WIG035	WIGLE HOME HARDWARE BUILDING CENTRE						
103019	SNOW EQUIPMENT				1348 19-Dec-2016	19-Dec-2016	
10-5-2010000-0420				EQUIPMENT			25.73
103044	FURNACE FILTER				1348 20-Dec-2016	20-Dec-2016	
10-5-2010000-0420				EQUIPMENT			11.29



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2010000	FIRE DEPARTMENT				
103091	CLEANING SUPPLIES	1348	22-Dec-2016	22-Dec-2016	
10-5-2010000-0420	EQUIPMENT				72.26
103251	FILTERS	80	03-Jan-2017	03-Jan-2017	
10-5-2010000-0420	EQUIPMENT				64.93
103298	DOOR KNOB	80	05-Jan-2017	05-Jan-2017	
10-5-2010000-0420	EQUIPMENT				46.27
WOR03	WORKPLACE SAFETY & INSURANCE BOARD				
DEC 2016	DEC 2016 REMITTANCE	68	30-Dec-2016	30-Dec-2016	
10-5-2010000-0208	BENEFITS - WORKER'S COMP.				1,309.44
WOR415	WORK AUTHORITY				
359210	WORK BOOTS	1348	18-Dec-2016	18-Dec-2016	
10-5-2010000-0420	EQUIPMENT				150.00
Department Totals :					39,003.58

DEPARTMENT 2020000	POLICE DEPARTMENT				
AGR835	AGRIS CO-OPERATIVE LTD				
600037375	GASOLINE	80	04-Jan-2017	04-Jan-2017	
10-5-2020000-0401	GASOLINE				1,267.95
600037450	GASOLINE	80	12-Jan-2017	12-Jan-2017	
10-5-2020000-0401	GASOLINE				1,747.94
600037529	GASOLINE	95	17-Jan-2017	17-Jan-2017	
10-5-2020000-0401	GASOLINE				1,664.23
AMH41	AMHERSTBURG POLICE PETTY CASH				
JAN 18, 2017	PETTY CASH JAN 18, 2017	95	18-Jan-2017	18-Jan-2017	
10-5-2020000-0401	GASOLINE				40.00
10-5-2020000-0371	PRISONER EXPENSES				40.00
10-5-2020000-0252	UNIFORMS				45.20
10-5-2020000-0360	MISCELLANEOUS EXPENSES				7.47
10-5-2020000-0360	MISCELLANEOUS EXPENSES				9.25
10-5-2020000-0360	MISCELLANEOUS EXPENSES				3.25
10-5-2020000-0360	MISCELLANEOUS EXPENSES				15.00
10-5-2020000-0360	MISCELLANEOUS EXPENSES				15.00
10-5-2020000-0370	COMMUNITY SERVICES				10.00
10-5-2020000-0304	POSTAGE				76.84
10-5-2020000-0360	MISCELLANEOUS EXPENSES				15.00
10-5-2020000-0360	MISCELLANEOUS EXPENSES				4.50
10-5-2020000-0301	OFFICE SUPPLIES				13.89
BLO909	BLONDIE CLEANERS LTD.				
DEC 2016	DRY CLEANING	1344	30-Dec-2016	30-Dec-2016	
10-5-2020000-0253	CLEANING				28.14
CAR645	CARRIER CENTERS				
04P417061	FILTERS FOR CRUISERS	72	12-Jan-2017	12-Jan-2017	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				60.67
04P417062	OIL FILTER FOR CRUISER	72	13-Jan-2017	13-Jan-2017	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				6.66
CHI02	CHIKAZ GENE				
JAN 13, 2017	GUARD DUTY	80	13-Jan-2017	13-Jan-2017	
10-5-2020000-0371	PRISONER EXPENSES				60.00
COM120	THE COMMISSIONER ROYAL CANADIAN MOUNTED POLICE				



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G.L. Account	CC1	CC2	CC3					
DEPARTMENT 2020000					POLICE DEPARTMENT			
1800003425	FINGERPRINTING					80 05-Jan-2017	05-Jan-2017	
10-5-2020000-0360					MISCELLANEOUS EXPENSES			50.00
D&D656 D & D ENTERPRISE								
JAN 2017	GOLD/WHITE PATCHES, EPAULETTES & STRIPES					68 10-Jan-2017	10-Jan-2017	
10-5-2020000-0252					UNIFORMS			622.63
DIR572 DIRECTDIAL.COM								
IN552982	PHOTOCOPY CHARGES					68 05-Jan-2017	05-Jan-2017	
10-5-2020000-0308					PHOTOCOPIER SUPPLIES			55.28
IN554133	TONER					95 13-Jan-2017	13-Jan-2017	
10-5-2020000-0308					PHOTOCOPIER SUPPLIES			56.66
FOU376 FOURARM CUSTOM ART								
1139	STICKERS FOR NICHE CARDS					95 02-Jan-2017	02-Jan-2017	
10-5-2020000-0301					OFFICE SUPPLIES			135.60
FRO400 FRONTLINE OUTFITTERS								
29447	OFFICER HUMBER UNIFORM ORDER					95 19-Jan-2017	19-Jan-2017	
10-5-2020000-0252					UNIFORMS			1,067.48
29448	OFFICER CHALLANS UNIFORM ORDER					95 19-Jan-2017	19-Jan-2017	
10-5-2020000-0252					UNIFORMS			915.41
29449	OFFICER TAYLOR UNIFORM ORDER					95 19-Jan-2017	19-Jan-2017	
10-5-2020000-0252					UNIFORMS			281.03
29450	OFFICER BENNETT UNIFORM ORDER					95 19-Jan-2017	19-Jan-2017	
10-5-2020000-0252					UNIFORMS			318.55
29452	OFFICER FORD UNIFORM ORDER					95 19-Jan-2017	19-Jan-2017	
10-5-2020000-0252					UNIFORMS			257.30
HIC441 HICKS ELECTRIC								
8851	LIGHTING REPAIRS					68 05-Jan-2017	05-Jan-2017	
10-5-2020000-0317					BUILDING MAINTENANCE			267.02
KEL198 KELCOM RADIO DIVISION								
102011798-1	RADIO EQUIPMENT					80 18-Jan-2017	18-Jan-2017	
10-5-2020000-0252					UNIFORMS			339.00
80006810	MAINTENANCE CONTRACT					80 17-Jan-2017	17-Jan-2017	
10-5-2020000-0319					RADIO MAINTENANCE			571.78
80006811	MAINTENANCE CONTRACT					80 17-Jan-2017	17-Jan-2017	
10-5-2020000-0319					RADIO MAINTENANCE			197.75
MAL256 MALDEN AUTOMOTIVE								
5294-142230	FRONT BRAKES FOR #303					72 05-Jan-2017	05-Jan-2017	
10-5-2020000-0402					VEHICLE & EQUIPMENT MTCE.			471.50
5294-142231	REPLACED WIPER BLADES ON #309					72 05-Jan-2017	05-Jan-2017	
10-5-2020000-0402					VEHICLE & EQUIPMENT MTCE.			29.37
5294-142535	COOLANT FOR #304					72 12-Jan-2017	12-Jan-2017	
10-5-2020000-0402					VEHICLE & EQUIPMENT MTCE.			19.10
5294-142565	REAR BRAKES #304					80 13-Jan-2017	13-Jan-2017	
10-5-2020000-0402					VEHICLE & EQUIPMENT MTCE.			295.82
5294-142819	RIGHT FRONT WHEEL BEARING #310					95 18-Jan-2017	18-Jan-2017	
10-5-2020000-0402					VEHICLE & EQUIPMENT MTCE.			267.21
MDC153 M.D.CHARLTON CO. LTD								
42318	DUTY GLOVES					1348 29-Nov-2016	29-Nov-2016	
10-5-2020000-0252					UNIFORMS			172.18



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G.L. Account	CC1	CC2	CC3						
DEPARTMENT 2020000					POLICE DEPARTMENT				
44343					ADDITIONAL SHELLS	72	05-Jan-2017	05-Jan-2017	
10-5-2020000-0252					UNIFORMS				245.49
45049					HANDCUFF CASES & BELT KEEPERS	95	17-Jan-2017	17-Jan-2017	
10-5-2020000-0252					UNIFORMS				114.58
45050					HANDCUFFS	95	17-Jan-2017	17-Jan-2017	
10-5-2020000-0252					UNIFORMS				238.30
45343					BATONS & BATON HOLDERS	80	23-Jan-2017	23-Jan-2017	
10-5-2020000-0252					UNIFORMS				804.45
MOR26	MORNEAU SHEPELL LTD.								
JAN 2017	490364, 490365, 490366 & 490367					80	27-Jan-2017	27-Jan-2017	
10-5-2020000-0207					BENEFITS - LIFE & DISABIL				265.99
MSJ355	MSJ AUTOMOTIVE SERVICE LTD								
93028	REPAIRS TO #306					72	13-Jan-2017	13-Jan-2017	
10-5-2020000-0402					VEHICLE & EQUIPMENT MTCE.				303.47
MUN200	MUNICIPAL EMPLOYER PENSION CENTRE OF ONTARIO								
MC003085	HR PORTION OF MEPCO SUBSCRIPTION					72	02-Jan-2017	02-Jan-2017	
10-5-2020000-0350					PROFESSIONAL MEMBERSHIPS				52.94
OWE06	OWEN STEVE								
DEC 2016	TUITION REIMBURSEMENT					1348	30-Dec-2016	30-Dec-2016	
10-5-2020000-0254					POLICE TRAINING				344.22
JAN 19/23 2017	TRAINING & CO-OP LUNCH EXPENSES					95	23-Jan-2017	23-Jan-2017	
10-5-2020000-0254					POLICE TRAINING				204.26
10-5-2020000-0360					MISCELLANEOUS EXPENSES				95.00
PAC124	PACIFIC SAFETY PRODUCTS INC								
IN064143	RADIO HOLDERS					95	23-Jan-2017	23-Jan-2017	
10-5-2020000-0252					UNIFORMS				310.19
PUR700	PUROLATOR INC.								
433499204	COURIER					80	13-Jan-2017	13-Jan-2017	
10-5-2020000-0306					COURIER & EXPRESS				31.95
RAC462	RACICOT CHRYSLER								
53314	SPARK PLUGS #303					72	05-Jan-2017	05-Jan-2017	
10-5-2020000-0402					VEHICLE & EQUIPMENT MTCE.				91.19
REN247	RENAUD MATTHEW								
1	INSPECT DISHWASHER					80	21-Nov-2016	21-Nov-2016	
10-5-2020000-0317					BUILDING MAINTENANCE				65.00
ROC572	ROCKY CANADA INC.								
1302899	BOOTS					1348	08-Nov-2016	08-Nov-2016	
10-5-2020000-0252					UNIFORMS				106.79
1377247	BOOTS					1348	08-Dec-2016	08-Dec-2016	
10-5-2020000-0252					UNIFORMS				111.87
1377258	BOOTS					1348	08-Dec-2016	08-Dec-2016	
10-5-2020000-0252					UNIFORMS				111.87
SHO301	THE SHOE NETWORK INC.								
16199	OFFICER HUMBER DRESS SHOES					80	12-Jan-2017	12-Jan-2017	
10-5-2020000-0252					UNIFORMS				90.40
SHR157	SHRED-IT INTERNATIONAL ULC								
8100072374	HARD DRIVE DESTRUCTION					1348	31-Dec-2016	31-Dec-2016	
10-5-2020000-0310					COMPUTER MAINTENANCE				1,322.87



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
STA444 STAPLES ADVANTAGE (MIS C/O T04446C)					
43196228	PENS	1344	20-Dec-2016	20-Dec-2016	
10-5-2020000-0301	OFFICE SUPPLIES				20.34
43321229	AIR DUSTER	72	10-Jan-2017	10-Jan-2017	
10-5-2020000-0301	OFFICE SUPPLIES				9.99
43363588	COPY PAPER	80	13-Jan-2017	13-Jan-2017	
10-5-2020000-0301	OFFICE SUPPLIES				94.92
43419404	INK CARTRIDGES FOR BOARD SECRETARY	95	19-Jan-2017	19-Jan-2017	
10-5-2020000-0260	BOARD EXPENSES				190.56
43431658	OFFICE SUPPLY ORDER	95	20-Jan-2017	20-Jan-2017	
10-5-2020000-0301	OFFICE SUPPLIES				42.54
T42129 T4 2-WAY RADIO ACCESSORIES					
T4-2556	EAR INSERTS	80	17-Jan-2017	17-Jan-2017	
10-5-2020000-0252	UNIFORMS				58.71
THI235 THINK! WIRELESS SOLUTIONS INC.					
8293	CRUISER VEHICLE GPS	72	04-Jan-2017	04-Jan-2017	
10-5-2020000-0406	GPS COMMUNICATION				135.60
THO199 THOMSON REUTERS CANADA					
3291163	TICKET HOLDERS	72	09-Jan-2017	09-Jan-2017	
10-5-2020000-0252	UNIFORMS				431.26
TOW033 TOWN OF ESSEX					
28750	JAN-MAR 2017 LEASE	80	05-Jan-2017	05-Jan-2017	
10-5-2020000-0319	RADIO MAINTENANCE				932.25
TRO104 TROY LIFE & FIRE SAFETY LTD.					
1579199	YEARLY INSPECTION	1348	31-Dec-2016	31-Dec-2016	
10-5-2020000-0317	BUILDING MAINTENANCE				939.66
WOR03 WORKPLACE SAFETY & INSURANCE BOARD					
2016	NEER SL WSIB NEER SURCHARGE 2016	1348	30-Dec-2016	30-Dec-2016	
10-5-2020000-0208	BENEFITS - WORKER'S COMP.				27,572.52
10-5-2020000-0208	BENEFITS - WORKER'S COMP.				-32.16
DEC 2016	DEC 2016 REMITTANCE	68	30-Dec-2016	30-Dec-2016	
10-5-2020000-0208	BENEFITS - WORKER'S COMP.				211.20
Department Totals :					47,039.88

DEPARTMENT 2043010 BUILDING DEPARTMENT					
MOR26 MORNEAU SHEPELL LTD.					
JAN 2017	490364, 490365, 490366 & 490367	80	27-Jan-2017	27-Jan-2017	
10-5-2043010-0207	BENEFITS - LIFE & DISABIL				16.12
MUN200 MUNICIPAL EMPLOYER PENSION CENTRE OF ONTARIO					
MC003085	HR PORTION OF MEPCO SUBSCRIPTION	72	02-Jan-2017	02-Jan-2017	
10-5-2043010-0350	MEMBERSHIPS				52.94
Department Totals :					69.06

DEPARTMENT 2043015 LICENSING AND ENFORCEMENT					
KEL198 KELCOM RADIO DIVISION					
80006812	RADIO AIRTIME	80	17-Jan-2017	17-Jan-2017	
10-5-2043015-0420	SMALL EQUIPMENT				200.01
MIN28 MINISTER OF FINANCE - OFFICE OF THE REG. GEN.					



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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 2043015 LICENSING AND ENFORCEMENT					
JAN 2017	130 MARRIAGE LICENCES	72	11-Jan-2017	11-Jan-2017	
10-5-2043015-2156	WEDDING LICENCES				6,240.00
MOR26 MORNEAU SHEPELL LTD.					
JAN 2017	490364, 490365, 490366 & 490367	80	27-Jan-2017	27-Jan-2017	
10-5-2043015-0207	BENEFITS - LIFE & DISABILITY				24.18
MUN200 MUNICIPAL EMPLOYER PENSION CENTRE OF ONTARIO					
MC003085	HR PORTION OF MEPCO SUBSCRIPTION	72	02-Jan-2017	02-Jan-2017	
10-5-2043015-0350	MEMBERSHIPS				52.93
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
103620	TAPE-MEASURE	80	18-Jan-2017	18-Jan-2017	
10-5-2043015-0420	SMALL EQUIPMENT				27.11
WIN137 WINDSOR-ESSEX COUNTY HUMANE SOCIETY					
25686	CAT SPAY/NEUTER	1348	14-Oct-2016	14-Oct-2016	
10-5-2043015-0904	ANIMAL CONTROL - OTHER				150.00
26140	CAT SPAY/NEUTER	1348	15-Nov-2016	15-Nov-2016	
10-5-2043015-0904	ANIMAL CONTROL - OTHER				250.00
26622	CAT SPAY/NEUTER	1348	16-Dec-2016	16-Dec-2016	
10-5-2043015-0904	ANIMAL CONTROL - OTHER				150.00
Department Totals :					7,094.23

DEPARTMENT 3010000 PUBLIC WORKS					
AMH43 AMHERSTBURG PUBLIC WORKS PETTY CASH					
JAN 24/17	PETTY CASH JAN 24/17	95	24-Jan-2017	24-Jan-2017	
10-5-3010000-0301	OFFICE SUPPLIES				35.00
10-5-3010000-0161	CLOTHING				22.60
ASS129 ASSOC. OF ONT. ROAD SUPERVISORS					
256	RENEWAL FEE FOR 2017	68	03-Jan-2017	03-Jan-2017	
10-5-3010000-0350	MEMBERSHIPS				214.70
CAR645 CARRIER CENTERS					
04P416600	WIPER SWITCH FOR #305	68	04-Jan-2017	04-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				203.95
04P416668	RETURNED WIPER SWITCH FOR #305	68	04-Jan-2017	04-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				-203.95
04P416676	TURN SIGNAL/WIPER SWITCH #305	68	05-Jan-2017	05-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				291.72
04P416680	FILTERS FOR #108	68	04-Jan-2017	04-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				22.31
04P416733	WIPER BLADES SHOP SUPPLY	68	05-Jan-2017	05-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				81.27
04P416788	SECTOR SHAFT SEALS #206	68	07-Jan-2017	07-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				287.84
04P416871	WIPER CONTROL MODULE #305	72	10-Jan-2017	10-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				142.92
04P417162	RETURNED PARTS FOR #305	72	16-Jan-2017	16-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				-291.72
04P417257	PITMAN ARM RETAINER #206	95	18-Jan-2017	18-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				156.70
CER241 CERTIFIED LABORATORIES					



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 3010000	PUBLIC WORKS				
473184	GREASE FOR SHOP USE	95	06-Jan-2017	06-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				375.67
CUN206 CUNNINGHAM SHEET METAL					
335102	COVER PLATE	95	19-Jan-2017	19-Jan-2017	
10-5-3010000-0318	PWD JANITORIAL/MAINTENANCE				224.87
ESH118 E.S. HUBBELL & SONS LTD.					
7880	SNOW PLOW PARTS	72	05-Jan-2017	05-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				2,226.10
ESS959 ESSEX LINEN SUPPLY LTD					
3381331	MATS & RAGS	68	05-Jan-2017	05-Jan-2017	
10-5-3010000-0301	OFFICE SUPPLIES				157.92
HRY172 HRYCAY CONSULTING ENGINEERS INC.					
M419.01	ENGINEERING	95	20-Jan-2017	20-Jan-2017	
10-5-3010000-0328	ENGINEERING FEES				11,051.72
KEL198 KELCOM RADIO DIVISION					
80006658	RADIO AIRTIME	1344	16-Dec-2016	16-Dec-2016	
10-5-3010000-0404	VEHICLE & RADIO LICENCES				3,400.17
KEN211 KEN LAPAIN & SONS LTD					
98096	CHECKED BRAKES #305	1344	21-Dec-2016	21-Dec-2016	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				26.52
KUC134 KUCERA CONSTRUCTION EQUIPMENT					
CW18247	HYDRAULIC OIL FOR #305	1344	20-Dec-2016	20-Dec-2016	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				549.18
MAL256 MALDEN AUTOMOTIVE					
5294-142178	COOLANT FOR #108	72	04-Jan-2017	04-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				33.88
5294-142207	LIGHT BULBS FOR SHOP SUPPLY	72	05-Jan-2017	05-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				9.04
5294-142294	REPLACED LIGHTS #116	72	06-Jan-2017	06-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				33.52
5294-142416	ENGINE OIL FOR #314	72	10-Jan-2017	10-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				36.27
5294-142428	FUEL FILTER FOR #314	72	10-Jan-2017	10-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				4.60
5294-142566	WINDOW SWITCH #209	80	13-Jan-2017	13-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				70.63
5294-142616	TURN SIGNAL LENS SIDEWALK MACHINE #1035	80	14-Jan-2017	14-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				3.71
5294-142725	WINDOW SWITCH #209	80	17-Jan-2017	17-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				98.15
5294-142728	RETURNED SWITCH #209	80	17-Jan-2017	17-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				-70.63
5294-142865	GREASE #206	95	19-Jan-2017	19-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				7.91
5294-142866	POWER STEERING FLUID #206	95	19-Jan-2017	19-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				20.78
5294-142910	BATTERIES #103	95	19-Jan-2017	19-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				297.34



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Vendor Invoice	Vendor Name Description	Batch	Invc Date	Invc Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 3010000	PUBLIC WORKS				
MOR26	MORNEAU SHEPELL LTD.				
JAN 2017	490364, 490365, 490366 & 490367	80	27-Jan-2017	27-Jan-2017	
10-5-3010000-0207	BENEFITS - LIFE & DISABIL				96.72
MUN200	MUNICIPAL EMPLOYER PENSION CENTRE OF ONTARIO				
MC003085	HR PORTION OF MEPCO SUBSCRIPTION	72	02-Jan-2017	02-Jan-2017	
10-5-3010000-0350	MEMBERSHIPS				52.93
NOR156	NORTRAX CANADA INC.				
656959	FUEL LINE PACKINGS FOR #220	1344	29-Dec-2016	29-Dec-2016	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				10.22
ONT19	ONTARIO GOOD ROADS ASSOCIATION				
40505	OGRA MEMBERSHIP	1344	06-Dec-2016	06-Dec-2016	
10-5-3010000-0351	CONVENTIONS & SEMINARS				1,312.97
PAR24	PARTSMASTER				
50062369	DEGREASER FOR SHOP SUPPLY	1344	16-Dec-2016	16-Dec-2016	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				98.86
PUR700	PUROLATOR INC.				
433294616	LABEL FOR 305	1344	16-Dec-2016	16-Dec-2016	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				5.82
SOB083	SOBEYS AMHERSTBURG				
DEC 2016	DEC 2016	1348	30-Dec-2016	30-Dec-2016	
10-5-3010000-0301	OFFICE SUPPLIES				22.25
STA444	STAPLES ADVANTAGE (MIS C/O T04446C				
43309671	OFFICE SUPPLIES	80	09-Jan-2017	09-Jan-2017	
10-5-3010000-0301	OFFICE SUPPLIES				34.61
STE366	STERLING FUELS				
47331	FUEL FOR VEHICLES	1344	21-Dec-2016	21-Dec-2016	
10-5-3010000-0401	GASOLINE				2,591.32
47340	FUEL FOR TRUCKS	1344	21-Dec-2016	21-Dec-2016	
10-5-3010000-0401	GASOLINE				1,342.72
47341	FUEL FOR EQUIPMENT	1344	21-Dec-2016	21-Dec-2016	
10-5-3010000-0401	GASOLINE				542.15
47343	FUEL FOR EQUIPMENT	1344	21-Dec-2016	21-Dec-2016	
10-5-3010000-0401	GASOLINE				1,133.42
47344	FUEL FOR TRUCKS	1344	21-Dec-2016	21-Dec-2016	
10-5-3010000-0401	GASOLINE				2,969.22
47644	FUEL FOR VEHICLES	80	04-Jan-2017	04-Jan-2017	
10-5-3010000-0401	GASOLINE				2,857.09
47652	FUEL FOR EQUIPMENT	80	04-Jan-2017	04-Jan-2017	
10-5-3010000-0401	GASOLINE				221.02
47653	FUEL FOR TRUCKS	80	04-Jan-2017	04-Jan-2017	
10-5-3010000-0401	GASOLINE				1,156.85
THR251	THRASHER SALES & LEASING LTD				
216014	EMISSIONS TEST #M-2	1344	24-Nov-2016	24-Nov-2016	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				33.90
216016	EMISSIONS TEST #M-1	1344	24-Nov-2016	24-Nov-2016	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				33.90
216041	EMISSIONS TEST #111	1344	25-Nov-2016	25-Nov-2016	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				33.90



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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
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DEPARTMENT 3010000 PUBLIC WORKS					
TIM208 TIM'S TREE SERVICE					
1216	REMOVED UNSAFE TREE	1344	16-Dec-2016	16-Dec-2016	
10-5-3010000-0650	REFORESTATION EXPENSES				1,194.97
TRA689 TRACTION WINDSOR					
396249906	ELECTRICAL SWITCHES FOR SHOP SUPPLY	1344	19-Dec-2016	19-Dec-2016	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				55.58
396250806	ELECTRICAL SWITCHES SHOP SUPPLY	72	06-Jan-2017	06-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				78.57
396251532	BRAKE ADJUSTER #206	95	18-Jan-2017	18-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				83.69
396251643	BRAKE ADJUSTER #206	95	19-Jan-2017	19-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				83.69
396251649	BRAKE CLEVIS PINS #206	95	19-Jan-2017	19-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				10.40
VIK426 VIKING CIVES LTD					
2665128	REPLACED MOLD BOARD #SP-209	72	04-Jan-2017	04-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				413.53
WIN03 WINDSOR WIPING CLOTH CO LTD					
SI-6080	RAGS FOR SHOP SUPPLY	1348	21-Dec-2016	21-Dec-2016	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				114.41
WOL533 WOLSELEY CANADA INC					
5042879	MANCINI BRIDGE	1348	19-Dec-2016	19-Dec-2016	
10-5-3010000-0765	MUNICIPAL DRAIN EXPENSE				1,027.56
WOR03 WORKPLACE SAFETY & INSURANCE BOARD					
2016 NEER SU WSIB NEER SURCHARGE 2016		1348	30-Dec-2016	30-Dec-2016	
10-5-3010000-0208	BENEFITS - WORKER'S COMP.				9,717.95
Department Totals :					46,850.91
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DEPARTMENT 3020000 ROADS					
ACT456 ACTION SIGNS & DESIGNS INC.					
10203	SIGNS FOR PARADE	1344	25-Nov-2016	25-Nov-2016	
10-5-3020000-0740	TRAFFIC SIGNS				124.30
BAR221 BART DIGIOVANNI CONSTRUCTION					
JAN 2017	STORM SEWER REPAIR	72	12-Jan-2017	12-Jan-2017	
10-5-3020000-0757	STORM SEWER CLEANING & FLUSHING				3,390.00
HIC441 HICKS ELECTRIC					
8687	REPAIRED STARTER	1344	31-Aug-2016	31-Aug-2016	
10-5-3020000-0757	STORM SEWER CLEANING & FLUSHING				1,978.07
Department Totals :					5,492.37
<hr/>					
DEPARTMENT 3022010 ROADS CAPITAL - 2010					
RCS261 RC SPENCER ASSOC. INC.					
15-450-01C	ENGINEERING	1348	31-Dec-2016	31-Dec-2016	
40-7-3022010-0014	TEXAS ROAD				372.90
Department Totals :					372.90



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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 3022016 ROADS CAPITAL - 2016					
AEC350	AECOM CANADA LIMITED				
38256291	ENGINEERING	1348	12-Dec-2016	12-Dec-2016	
40-7-3022016-0004	ALMA ST RECONSTRUCTION				9,386.51
AMI07	AMICO INFRASTRUCTURES INC.				
PMT CERT #1	MELOCHE RD - PAYMENT CERT # 1 M416A	1354	12-Dec-2016	12-Dec-2016	
40-7-3022016-0001	MELOCHE RD				71,375.31
COC485	COCO PAVING (1990) INC				
PWD-RD-2016	ALMA ST REHABILITATION CERT 02A	72	09-Jan-2017	09-Jan-2017	
40-7-3022016-0004	ALMA ST RECONSTRUCTION				110,678.69
HRY172	HRYCAY CONSULTING ENGINEERS INC.				
M416.03	ENGINEERING	95	20-Jan-2017	20-Jan-2017	
40-7-3022016-0001	MELOCHE RD				6,423.37
M416.04	ENGINEERING	95	20-Jan-2017	20-Jan-2017	
40-7-3022016-0001	MELOCHE RD				23,633.95
Department Totals :					221,497.83

DEPARTMENT 3022017 ROADS CAPITAL -2017					
MAI08	MAILLOUX GREG				
JAN 2017	3200 VENTRAC UNIT	86	16-Jan-2017	16-Jan-2017	
40-7-3022017-0002	COMPACT TRACTOR/MOWER/SNOW BLOWER				25,990.00
STA310	STANTEC CONSULTING LTD				
1133800	ENGINEERING	1344	21-Dec-2016	21-Dec-2016	
40-7-3022017-0001	2017 ENGINEERING PROJECTS				6,662.16
Department Totals :					32,652.16

DEPARTMENT 3030000 WINTER CONTROL					
ASS129	ASSOC. OF ONT. ROAD SUPERVISORS				
14967	SNOW PLOW TRAINING	1348	30-Dec-2016	30-Dec-2016	
10-5-3030000-0710	WINTER CONTROL				5,634.44
CAR645	CARRIER CENTERS				
04P416746	CONTROL REPAIRS	72	17-Jan-2017	17-Jan-2017	
10-5-3030000-0710	WINTER CONTROL				2,303.62
JEF296	JEFF SHEPLEY EXCAVATING LTD				
10075	SALT DELIVERY	1344	31-Dec-2016	31-Dec-2016	
10-5-3030000-0710	WINTER CONTROL				1,589.28
KSW113	K&S WINDSOR SALT LTD.				
5300278398	SALT FOR WINTER CONTROL	1344	19-Dec-2016	19-Dec-2016	
10-5-3030000-0710	WINTER CONTROL				11,510.58
5300278993	SALT FOR WINTER CONROL	1344	20-Dec-2016	20-Dec-2016	
10-5-3030000-0710	WINTER CONTROL				2,785.01
ONT283	1786715 ONTARIO LTD. O/A FORT MALDEN INDUSTRIAL				
B1901	SALT SHED RENTAL	1344	27-Dec-2016	27-Dec-2016	
10-5-3030000-0710	WINTER CONTROL				2,373.00
RTT067	RIVER TOWN TIMES				
90856	ADVERTISING	95	18-Jan-2017	18-Jan-2017	
10-5-3030000-0710	WINTER CONTROL				132.78
WOR055	WORK EQUIPMENT LTD.				



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DEPARTMENT 3030000 WINTER CONTROL

41277	SIDEWALK MACHINE	1348	21-Dec-2016	21-Dec-2016	
10-5-3030000-0710	WINTER CONTROL				3,503.00
41423	SIDEWALK WINTER MACHINE	72	06-Jan-2017	06-Jan-2017	
10-5-3030000-0710	WINTER CONTROL				3,503.00
Department Totals :					33,334.71

DEPARTMENT 3050000 STREET LIGHTING

HIC441 HICKS ELECTRIC

8686	STREET LIGHT REPAIR	1344	31-Aug-2016	31-Aug-2016	
10-5-3050000-0331	GENERAL MAINTENANCE				537.19
8838	STREET LIGHT REPAIRS	1344	18-Dec-2016	18-Dec-2016	
10-5-3050000-0331	GENERAL MAINTENANCE				649.75
8839	STREET LIGHT REPAIRS	1344	18-Dec-2016	18-Dec-2016	
10-5-3050000-0331	GENERAL MAINTENANCE				573.14
8864	REPLACE STREET LIGHT	68	08-Jan-2017	08-Jan-2017	
10-5-3050000-0331	GENERAL MAINTENANCE				1,895.01
Department Totals :					3,655.09

DEPARTMENT 3250000 TRAFFIC CONTROL

TAY340 TAYLOR HARRY

DEC 2016	UNIFORM DRY CLEANING	1348	03-Dec-2016	03-Dec-2016	
10-5-3250000-0252	UNIFORMS				20.34
TOW056 TOWNE SHOPPE					
239	CROSSING GUARD UNIFORMS	95	17-Jan-2017	17-Jan-2017	
10-5-3250000-0252	UNIFORMS				136.24
WOR03 WORKPLACE SAFETY & INSURANCE BOARD					
2016 NEER SU WSIB NEER SURCHARGE 2016		1348	30-Dec-2016	30-Dec-2016	
10-5-3250000-0208	BENEFITS - WORKER'S COMP.				277.62
Department Totals :					434.20

DEPARTMENT 4010000 SANITARY SEWERS

STA310 STANTEC CONSULTING LTD

1139460	QUADRANT STUDY	95	18-Jan-2017	18-Jan-2017	
10-5-4010000-0328	ENGINEERING FEES				2,581.15
Department Totals :					2,581.15

DEPARTMENT 4012011 WASTEWATER CAPITAL - 2011

MOU251 MOUSSEAU DELUCA

54361	LIEN SEARCH FOR PUMP STATION UPGRADE PROJECT	1355	31-Dec-2016	31-Dec-2016	
40-7-4012011-0003	AMHERST. PCP PS NO.2 UPGRADE				173.54
Department Totals :					173.54

DEPARTMENT 4012013 WASTEWATER CAPITAL

GOL452 GOLDER ASSOCIATES LTD

816492	FORCEMAIN	1355	19-Dec-2016	19-Dec-2016	
40-7-4012013-0003	NEW FORCEMAIN & PUMP STATION				12,476.33

PUR700 PUROLATOR INC.



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G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 4012013 WASTEWATER CAPITAL							
432819263					95 02-Jan-2017	02-Jan-2017	
40-7-4012013-0003				NEW FORCEMAIN & PUMP STATION			4.43
Department Totals :							12,480.76

DEPARTMENT 4017720 MCGREGOR SEWERS							
ONT001 ONTARIO CLEAN WATER AGENCY							
91634				OPERATIONS & MAINTENANCE	119 02-Jan-2017	02-Jan-2017	
10-5-4017720-0604				CONTRACT O.C.W.A.			13,814.00
92033				AFTER HOURS CALLS	77 18-Jan-2017	18-Jan-2017	
10-5-4017720-0613				OCWA UNEXPECTED ITEMS			3,922.50
Department Totals :							17,736.50

DEPARTMENT 4017730 EDGEWATER SEWERS							
ONT001 ONTARIO CLEAN WATER AGENCY							
91634				OPERATIONS & MAINTENANCE	119 02-Jan-2017	02-Jan-2017	
10-5-4017730-0604				CONTRACT O.C.W.A.			14,312.65
92034				AFTER HOURS CALLS	77 18-Jan-2017	18-Jan-2017	
10-5-4017730-0613				OCWA UNEXPECTED ITEMS			4,100.89
Department Totals :							18,413.54

DEPARTMENT 4017740 AMHERSTBURG SEWERS							
KEL117 KELCOM TELEMESSAGING							
W78745-0117				ANSWERING SERVICE	72 02-Jan-2017	02-Jan-2017	
10-5-4017740-0316				UTILITIES - SEWERS			29.57
ONT001 ONTARIO CLEAN WATER AGENCY							
91634				OPERATIONS & MAINTENANCE	119 02-Jan-2017	02-Jan-2017	
10-5-4017740-0604				CONTRACT O.C.W.A.			34,303.35
92037				AFTER HOURS	77 18-Jan-2017	18-Jan-2017	
10-5-4017740-0613				OCWA UNEXPECTED ITEMS			2,980.00
Department Totals :							37,312.92

DEPARTMENT 4017750 BIG CREEK RBC SEWER							
ONT001 ONTARIO CLEAN WATER AGENCY							
91634				OPERATIONS & MAINTENANCE	119 02-Jan-2017	02-Jan-2017	
10-5-4017750-0604				CONTRACT O.C.W.A.			9,943.49
Department Totals :							9,943.49

DEPARTMENT 4017755 MCLEOD SBR SEWER							
HEA693 HEATON SANITATION							
S01723				PUMP SEWAGE	119 20-Jan-2017	20-Jan-2017	
10-5-4017755-0612				OCWA MAINTENANCE ITEMS			2,440.80
ONT001 ONTARIO CLEAN WATER AGENCY							
91634				OPERATIONS & MAINTENANCE	119 02-Jan-2017	02-Jan-2017	
10-5-4017755-0604				CONTRACT OCWA			15,571.61
Department Totals :							18,012.41

DEPARTMENT 4017760 BOBLO SEWER							



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DEPARTMENT 4017760 BOBLO SEWER

ONT001 ONTARIO CLEAN WATER AGENCY

91634 OPERATIONS & MAINTENANCE

119 02-Jan-2017 02-Jan-2017

10-5-4017760-0604 CONTRACT OCWA - BOBLO

7,914.77

Department Totals : 7,914.77

DEPARTMENT 4057710 GARBAGE COLLECTION

WIN270 WINDSOR DISPOSAL SERVICES LTD

802821 MCCLEOD WASTE WATER

1348 31-Aug-2016 31-Aug-2016

10-5-4057710-0602 GARBAGE COLLECTION

29.90

803081 WATER TREATMENT PLANT

1348 01-Sep-2016 01-Sep-2016

10-5-4057710-0602 GARBAGE COLLECTION

264.42

819670 GARBAGE COLLECTION

72 02-Jan-2017 02-Jan-2017

10-5-4057710-0602 GARBAGE COLLECTION

36,835.15

819681 BOBLO ISLAND

72 02-Jan-2017 02-Jan-2017

10-5-4057710-0602 GARBAGE COLLECTION

160.14

819682 WTP

72 02-Jan-2017 02-Jan-2017

10-5-4057710-0602 GARBAGE COLLECTION

473.24

820338 SPRUCEWOOD SHORES

1348 31-Dec-2016 31-Dec-2016

10-5-4057710-0602 GARBAGE COLLECTION

72.32

820339 TOWN OF AMHERSTBURG

1348 31-Dec-2016 31-Dec-2016

10-5-4057710-0602 GARBAGE COLLECTION

29.90

820340 MCCLEOD WASTE WATER

1348 31-Dec-2016 31-Dec-2016

10-5-4057710-0602 GARBAGE COLLECTION

29.90

820652 WTP

80 02-Jan-2017 02-Jan-2017

10-5-4057710-0602 GARBAGE COLLECTION

100.68

Department Totals : 37,995.65

DEPARTMENT 4067715 GARBAGE DISPOSAL

WIN270 WINDSOR DISPOSAL SERVICES LTD

819670 GARBAGE COLLECTION

72 02-Jan-2017 02-Jan-2017

10-5-4067715-0603 YARD WASTE - HAULING TO LANDFILL

9,284.25

Department Totals : 9,284.25

DEPARTMENT 7010000 PARKS AND RECREATION PROGRAMMING

LIF400 LIFESAVING SOCIETY

S022933 SWIM PROGRAM LICENCE FEE

1344 19-Apr-2016 19-Apr-2016

10-5-7010000-0350 MEMBERSHIPS

140.00

MOR26 MORNEAU SHEPELL LTD.

JAN 2017 490364, 490365, 490366 & 490367

80 27-Jan-2017 27-Jan-2017

10-5-7010000-0207 BENEFITS - LIFE & DISABILITY

32.24

MUN200 MUNICIPAL EMPLOYER PENSION CENTRE OF ONTARIO

MC003085 HR PORTION OF MEPCO SUBSCRIPTION

72 02-Jan-2017 02-Jan-2017

10-5-7010000-0350 MEMBERSHIPS

52.93

NAP110 NAPLES PIZZA

105 BDAY PARTY EXPENSE

1344 18-Dec-2016 18-Dec-2016

10-5-7010000-0420 RECREATION EQUIPMENT

33.00

107 BDAY PARTY EXPENSE

72 05-Jan-2017 05-Jan-2017

10-5-7010000-0420 RECREATION EQUIPMENT

33.00



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7010000 PARKS AND RECREATION PROGRAMMING					
108	BDAY PARTY EXPENSE	72	14-Jan-2017	14-Jan-2017	
10-5-7010000-0420	RECREATION EQUIPMENT				33.00
109	BDAY PARTY EXPENSE	72	15-Jan-2017	15-Jan-2017	
10-5-7010000-0420	RECREATION EQUIPMENT				33.00
ROS436 ROSE CITY GYMNASTICS					
DEC 2016	GYMNASTICS INSTRUCTION	1344	22-Dec-2016	22-Dec-2016	
10-5-7010000-0420	RECREATION EQUIPMENT				2,020.00
RTT067 RIVER TOWN TIMES					
90640	MUNICIPAL GUIDE PRINTING AND DESIGN	1344	21-Dec-2016	21-Dec-2016	
10-5-7010000-0307	ADVERTISING				5,028.50
90743	ADVERTISING	72	04-Jan-2017	04-Jan-2017	
10-5-7010000-0307	ADVERTISING				74.25
90816	ADVERTISING	80	11-Jan-2017	11-Jan-2017	
10-5-7010000-0307	ADVERTISING				74.25
SHA567 SHARP BUS LINES LIMITED					
WIN155783	FIELD TRIP	80	19-Aug-2016	19-Aug-2016	
10-5-7010000-0420	RECREATION EQUIPMENT				101.70
SOB083 SOBEYS AMHERSTBURG					
DEC 2016	DEC 2016	1348	30-Dec-2016	30-Dec-2016	
10-5-7010000-0420	RECREATION EQUIPMENT				75.37
10-5-7010000-0420	RECREATION EQUIPMENT				28.63
10-5-7010000-0420	RECREATION EQUIPMENT				22.54
STA444 STAPLES ADVANTAGE (MIS C/O T04446C)					
43237211	OFFICE SUPPLIES	1344	28-Dec-2016	28-Dec-2016	
10-5-7010000-0301	OFFICE SUPPLIES				37.76
Department Totals :					7,820.17

DEPARTMENT 7012016 CAPITAL					
WSP01 WSP CANADA INC. C/O TX4022C					
615711	ENGINEERING SERVICES	1348	21-Dec-2016	21-Dec-2016	
40-7-7012016-0003	REMOVAL OF UNDERGROUND GAS TANKS				3,785.50
Department Totals :					3,785.50

DEPARTMENT 7012017 CAPITAL					
RTT067 RIVER TOWN TIMES					
90816	ADVERTISING	80	11-Jan-2017	11-Jan-2017	
40-7-7012017-0001	ARENA DEMOLITION				74.25
Department Totals :					74.25

DEPARTMENT 7017000 PARKS MAINTENANCE					
AFF459 AFFORDABLE SMALL ENGINE SERVICE					
182911	PUMP #PG-40	95	04-Jan-2017	04-Jan-2017	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				1,342.27
DEL516 DELTA POWER EQUIPMENT (ESSEX J) LTD					
E00315	TOOLS & EQUIPMENT	95	17-Nov-2016	17-Nov-2016	
10-5-7017000-0420	PARKS MAINTENANCE EQUIPMENT				988.75
GRE330 GREAT LAKES SAFETY PRODUCTS					
287850	H&S EQUIPMENT	80	11-Jan-2017	11-Jan-2017	



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017000	PARKS MAINTENANCE				
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				357.93
HER247 HERITAGE TIRE SALES INC.					
49174 REPAIR LEAKING TIRE #PG-11		68	05-Jan-2017	05-Jan-2017	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				33.90
49262 LEAKING TIRE #PG-11		72	11-Jan-2017	11-Jan-2017	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				39.55
HIC441 HICKS ELECTRIC					
8861 RIVER LIGHTS SERVICE CALL		68	08-Jan-2017	08-Jan-2017	
10-5-7017000-0336	CONTRACTED SERVICES				231.65
8873 TAKE DOWN RIVER LIGHTS BANNER		95	22-Jan-2017	22-Jan-2017	
10-5-7017000-0336	CONTRACTED SERVICES				254.25
KEL198 KELCOM RADIO DIVISION					
80006809 RADIO AIRTIME		95	17-Jan-2017	17-Jan-2017	
10-5-7017000-0404	RADIO AIR TIME				600.03
MOR26 MORNEAU SHEPELL LTD.					
JAN 2017 490364, 490365, 490366 & 490367		80	27-Jan-2017	27-Jan-2017	
10-5-7017000-0207	BENEFITS - LIFE & DISABIL - PARKS & GRDS				80.60
THR251 THRASHER SALES & LEASING LTD					
215985 EMISSIONS TEST #RS-1		1344	23-Nov-2016	23-Nov-2016	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				33.90
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
103359 SUPPLIES		72	06-Jan-2017	06-Jan-2017	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				54.30
103584 H&S NORTH YARD SHOP		80	16-Jan-2017	16-Jan-2017	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				51.36
103661 GLOVES		95	19-Jan-2017	19-Jan-2017	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				54.21
103758 GLOVES		95	23-Jan-2017	23-Jan-2017	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				24.85
103798 SUPPLIES		95	24-Jan-2017	24-Jan-2017	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				68.44
103830 SUPPLIES		95	25-Jan-2017	25-Jan-2017	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				84.44
WOR03 WORKPLACE SAFETY & INSURANCE BOARD					
2016 NEER SL WSIB NEER SURCHARGE 2016		1348	30-Dec-2016	30-Dec-2016	
10-5-7017000-0208	BENEFITS - WSIB - PARKS MAINTENANCE				-0.40
Department Totals :					4,300.03

DEPARTMENT 7017300	LIBRO				
AAB547 AABCO PROPANE					
96686 PROPANE		80	04-Jan-2017	04-Jan-2017	
10-5-7017300-0401	GASOLINE / PROPANE				155.06
AMH43 AMHERSTBURG PUBLIC WORKS PETTY CASH					
JAN 24/17 PETTY CASH JAN 24/17		95	24-Jan-2017	24-Jan-2017	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				6.77
BET358 BETTER LOCKSMITHS INC					
14131A REKEY LOCKS AT 99 THOMAS		80	03-Jan-2017	03-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				148.03



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017300 LIBRO					
CAR645 CARRIER CENTERS					
04P417328	OIL FILTER #RS-3	95	18-Jan-2017	18-Jan-2017	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				5.30
CIN177 CINTAS CANADA LIMITED					
847268417	ARENA	80	06-Jan-2017	06-Jan-2017	
10-5-7017300-0336	CONTRACTED SERVICES				69.73
847269429	ARENA	80	13-Jan-2017	13-Jan-2017	
10-5-7017300-0336	CONTRACTED SERVICES				69.73
847270451		80	20-Jan-2017	20-Jan-2017	
10-5-7017300-0336	CONTRACTED SERVICES				69.73
GOR299 GORDON FOOD SERVICE CAN. LTD. - ONTARIO DIVISION					
1440365	CONCESSION PURCHASES	1344	28-Dec-2016	28-Dec-2016	
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				627.37
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				11.50
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				125.26
1453247	CONCESSION PURCHASE	68	04-Jan-2017	04-Jan-2017	
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				262.96
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				321.59
HEC021 CONVERGINT TECHNOLOGIES LTD					
35226	HVAC SOFTWARE UPGRADE	1348	30-Dec-2016	30-Dec-2016	
10-5-7017300-0317	BUILDING MAINTENANCE				4,587.80
W388867	ELECTRONIC DOOR REPAIRS	1344	29-Dec-2016	29-Dec-2016	
10-5-7017300-0317	BUILDING MAINTENANCE				975.53
JAC351 JACK SMITH FUELS LTD					
CN008903	RETURNED DRUM	95	14-Dec-2016	14-Dec-2016	
10-5-7017300-0336	CONTRACTED SERVICES				-101.70
CN008923	RETURNED DRUM	95	21-Dec-2016	21-Dec-2016	
10-5-7017300-0336	CONTRACTED SERVICES				-67.80
IN292615	ANTIFREEZE	95	19-Jan-2017	19-Jan-2017	
10-5-7017300-0336	CONTRACTED SERVICES				1,757.15
JAN268 JANI SAFE INC.					
169965	JANITORIAL SUPPLIES INDOOR TURF FIELD	1344	30-Dec-2016	30-Dec-2016	
10-5-7017300-0318	JANITORIAL				599.14
169994	DISINFECTANT& BARRIER SPRAY FOR INDOOR TURF FIELD	1344	22-Dec-2016	22-Dec-2016	
10-5-7017300-0318	JANITORIAL				334.48
170077-1	JANITORIAL SUPPLIES	1344	22-Dec-2016	22-Dec-2016	
10-5-7017300-0318	JANITORIAL				161.86
170077-2	JANITORIAL SUPPLIES	68	06-Jan-2017	06-Jan-2017	
10-5-7017300-0318	JANITORIAL				88.59
170235	MAINTENANCE PARTS FOR AUTO FLOOR SCRUBBER	68	06-Jan-2017	06-Jan-2017	
10-5-7017300-0318	JANITORIAL				186.56
170397	COMPASS CLEANER	68	03-Jan-2017	03-Jan-2017	
10-5-7017300-0318	JANITORIAL				5,034.15
170470	JANITORIAL SUPPLIES	68	06-Jan-2017	06-Jan-2017	
10-5-7017300-0318	JANITORIAL				1,669.74
170470-1	JANITORIAL SUPPLIES	80	13-Jan-2017	13-Jan-2017	
10-5-7017300-0318	JANITORIAL				1,088.78
170606	JANITORIAL SUPPLIES	80	13-Jan-2017	13-Jan-2017	
10-5-7017300-0318	JANITORIAL				24.75



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017300	LIBRO				
LUC170	LUCIER GLOVE & SAFETY PRODUCTS				
20537	STAFF CLOTHING	1344	12-Dec-2016	12-Dec-2016	
10-5-7017300-0161	CLOTHING				559.18
MAL256	MALDEN AUTOMOTIVE				
5294-141641	FUSES FOR #RS-3	1344	20-Dec-2016	20-Dec-2016	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				2.71
5294-142726	ENGINE OIL #RS-2 & RS-3	80	17-Jan-2017	17-Jan-2017	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				49.61
5294-142795	REPLACED EXHAUST HANGER #RS-2	80	18-Jan-2017	18-Jan-2017	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				19.84
MAR131	MARIA'S RESTAURANT				
DEC 7 2016	CATERING COST	1344	07-Dec-2016	07-Dec-2016	
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				310.75
MCM948	M.C.M. SNACK FOODS				
35791	CONCESSION PURCHASE	72	06-Jan-2017	06-Jan-2017	
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				98.88
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				96.00
MOR26	MORNEAU SHEPELL LTD.				
JAN 2017	490364, 490365, 490366 & 490367	80	27-Jan-2017	27-Jan-2017	
10-5-7017300-0207	BENEFITS - LIFE & DISABIL				241.80
MUN200	MUNICIPAL EMPLOYER PENSION CENTRE OF ONTARIO				
MC003085	HR PORTION OF MEPCO SUBSCRIPTION	72	02-Jan-2017	02-Jan-2017	
10-5-7017300-0350	MEMBERSHIPS				52.93
NEL277	NELLA CUTLERY (HAMILTON) INC				
IN2334907	ICE RESURFACING BLADE SHARPENED	80	03-Jan-2017	03-Jan-2017	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				56.50
IN2335524	ICE RESURFACING BLADE SHARPENED	95	12-Jan-2017	12-Jan-2017	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				56.50
NUC146	NUCCELLI'S FROZEN YOGURT				
11692	CONCESSION PURCHASE	72	06-Jan-2017	06-Jan-2017	
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				350.39
ROS061	ROSA'S RESTAURANT				
84659	CATERING FOR HOSPICE TOURNAMENT	1344	29-Dec-2016	29-Dec-2016	
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				2,113.10
SOB083	SOBEYS AMHERSTBURG				
DEC 2016	DEC 2016	1348	30-Dec-2016	30-Dec-2016	
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				71.42
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				167.02
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				57.49
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				159.76
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				58.78
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				54.69
THR251	THRASHER SALES & LEASING LTD				
216012	EMISSIONS TEST #213	1344	24-Nov-2016	24-Nov-2016	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				33.90
631687	FILTERS #RS-3	95	18-Jan-2017	18-Jan-2017	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				40.21
TRE515	TREMBLAR BUILDING SUPPLIES LTD.				
52733	LIBRO KEYS REPLACEMENT	1348	21-Dec-2016	21-Dec-2016	



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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017300	LIBRO				
10-5-7017300-0317	BUILDING MAINTENANCE				64.98
VOL382 VOLLMER INC.					
W14143	REPAIRS TO REFRIGERATION COMPONENTS	1348	20-Dec-2016	20-Dec-2016	
10-5-7017300-0317	BUILDING MAINTENANCE				327.70
W14146	REPAIRS TO DHU UNIT ON ROOF	1348	20-Dec-2016	20-Dec-2016	
10-5-7017300-0317	BUILDING MAINTENANCE				15,108.43
W14153	REPAIRS TO HVAC	1348	21-Dec-2016	21-Dec-2016	
10-5-7017300-0317	BUILDING MAINTENANCE				3,453.99
W14329	REFRIDGERATION REPAIRS	80	04-Jan-2017	04-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				615.85
W14364	REFRIDGERATION REPAIRS	80	06-Jan-2017	06-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				3,742.84
W14372	REFRIDGERATION REPAIRS	80	06-Jan-2017	06-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				1,384.25
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
103236	NUTS & BOLTS	80	02-Jan-2017	02-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				61.16
103279	NORTH & SOUTH YARD KEYS	80	04-Jan-2017	04-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				10.14
WIN210 WINDSOR FACTORY SUPPLY LTD					
4417264	SKILLED TRADE TOOLS	1348	23-Dec-2016	23-Dec-2016	
10-5-7017300-0317	BUILDING MAINTENANCE				1,252.83
4418739	SKILLED TRADE TOOLS	1348	29-Dec-2016	29-Dec-2016	
10-5-7017300-0317	BUILDING MAINTENANCE				22.79
4419865	TOOLS SKILLED TRADES	72	03-Jan-2017	03-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				28.93
4421911	TOOLS SKILLED TRADES	72	05-Jan-2017	05-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				76.15
4422470	TOOLS SKILLED TRADES	72	05-Jan-2017	05-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				939.25
4422471	TOOLS SKILLED TRADES	72	05-Jan-2017	05-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				138.49
4422478	TOOLS SKILLED TRADES	72	05-Jan-2017	05-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				1,213.31
4428150	EQUIPMENT MAINTENANCE	80	13-Jan-2017	13-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				941.12
WOR03 WORKPLACE SAFETY & INSURANCE BOARD					
2016 NEER SU WSIB NEER SURCHARGE 2016		1348	30-Dec-2016	30-Dec-2016	
10-5-7017300-0208	BENEFITS - WORKER'S COMP.				9.38
ZAM038 ZAMBONI COMPANY LTD					
90954	ZAMBONI PARTS	80	11-Jan-2017	11-Jan-2017	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				258.61
90980	ZAMBONI PARTS	80	12-Jan-2017	12-Jan-2017	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				327.20
Department Totals :					52,840.92



Vendor : A1C740 To ZUL180

Batch : All

Department : All

Cheque Print Date : 19-Jan-2017 To 08-Feb-2017

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 7017301 PARKS STORAGE FACILITY

FIR037-13445	THIRD PARTY REMITTANCE: ACCT #872358064RP0001 - HVAC REPAIRS	1344	21-Dec-2016	21-Dec-2016	
10-5-7017301-0317	BUILDING MAIN. - PARKS STORAGE P&F				282.05
TUC208 TUCKER ELECTRIC LTD					
135550	ELECTRICAL MAINTENANCE	1348	31-Jul-2016	31-Jul-2016	
10-5-7017301-0317	BUILDING MAIN. - PARKS STORAGE P&F				1,695.00
Department Totals :					1,977.05

DEPARTMENT 7027510 AMHERSTBURG LIBRARY

SAV085 SAVARIA SIS					
26660	ANNUAL INSPECTION & ELEVATOR SERVICE	95	04-Jan-2017	04-Jan-2017	
10-5-7027510-0317	CARNEGIE LIBRARY - BUILDING MAIN				1,915.35
Department Totals :					1,915.35

DEPARTMENT 7037620 GORDON HOUSE

ESS959 ESSEX LINEN SUPPLY LTD					
368538	MATS GORDON HOUSE	1348	22-Sep-2016	22-Sep-2016	
10-5-7037620-0317	BUILDING MTCE - GORDON HOUSE P&F				21.07
371915	MATS GORDON HOUSE	1348	20-Oct-2016	20-Oct-2016	
10-5-7037620-0317	BUILDING MTCE - GORDON HOUSE P&F				21.07
375333	MATS GORDON HOUSE	1348	17-Nov-2016	17-Nov-2016	
10-5-7037620-0317	BUILDING MTCE - GORDON HOUSE P&F				21.07
UNI677 UNIQUE COMMUNICATIONS INC					
11208	YEARLY MONITORING AGREEMENT	1348	16-Dec-2016	16-Dec-2016	
10-5-7037620-0317	BUILDING MTCE - GORDON HOUSE P&F				271.20
Department Totals :					334.41

DEPARTMENT 7037630 HERITAGE COMMITTEE

COM024 COMMUNITY HERITAGE ONTARIO					
2017	2017 MEMBERSHIP RENEWAL	68	24-Jan-2017	24-Jan-2017	
10-5-7037630-0368	HERITAGE COMM EXP - CLERKS				106.00
Department Totals :					106.00

DEPARTMENT 8010000 PLANNING

BAI027 BAIRD AE					
16-121-01	DRAINAGE APPORTIONMENT B/14/16	80	10-Jan-2017	10-Jan-2017	
10-5-8010000-0327	PROFESSIONAL FEES				565.00
MOR26 MORNEAU SHEPELL LTD.					
JAN 2017	490364, 490365, 490366 & 490367	80	27-Jan-2017	27-Jan-2017	
10-5-8010000-0207	BENEFITS - LIFE & DISABIL				16.12
MOU251 MOUSSEAU DELUCA					
54293	MATTER: 65393	1344	31-Dec-2016	31-Dec-2016	
10-5-8010000-0325	LEGAL FEES				132.37
10-5-8010000-0325	LEGAL FEES				367.25
54318	MATTER: 65396	1344	31-Dec-2016	31-Dec-2016	
10-5-8010000-0325	LEGAL FEES				164.87
10-5-8010000-0325	LEGAL FEES				367.25
54326	EP-16-043	1344	16-Dec-2016	16-Dec-2016	
10-5-8010000-0325	LEGAL FEES				339.00



Vendor : A1C740 To ZUL180

Batch : All

Department : All

Cheque Print Date : 19-Jan-2017 To 08-Feb-2017

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 8010000 PLANNING					
54360	EP-15-026	1344	31-Dec-2016	31-Dec-2016	
10-5-8010000-0325	LEGAL FEES				508.50
54384	MATTER: 65394	1344	31-Dec-2016	31-Dec-2016	
10-5-8010000-0325	LEGAL FEES				132.37
10-5-8010000-0325	LEGAL FEES				367.25
54408	MATTER: 65311	1344	31-Dec-2016	31-Dec-2016	
10-5-8010000-0325	LEGAL FEES				51.30
54409	MATTER: 65141	1344	31-Dec-2016	31-Dec-2016	
10-5-8010000-0325	LEGAL FEES				60.40
54410	MATTER: 65389	1344	31-Dec-2016	31-Dec-2016	
10-5-8010000-0325	LEGAL FEES				367.25
10-5-8010000-0325	LEGAL FEES				86.87
MUN200 MUNICIPAL EMPLOYER PENSION CENTRE OF ONTARIO					
MC003085	HR PORTION OF MEPCO SUBSCRIPTION	72	02-Jan-2017	02-Jan-2017	
10-5-8010000-0350	MEMBERSHIPS				52.93
OAC568 OACA					
JAN 2017	2017 MEMBERSHIP	72	02-Jan-2017	02-Jan-2017	
10-5-8010000-0350	MEMBERSHIPS				120.00
Department Totals :					3,698.73

DEPARTMENT 8020000 TOURISM VISITOR INFORMATION CENTRE					
AJR145 AJR PUBLISHING INC.					
1458	2016 WINTER EVENTS AD	1344	31-Oct-2016	31-Oct-2016	
10-5-8020000-0307	ADVERTISING				1,412.50
BEL30 BELL MEDIA INC.					
1020095-2	WE HARVEST FESTIVAL	1344	25-Sep-2016	25-Sep-2016	
10-5-8020000-0355	PRINTED MATERIAL\PROMOTIONAL PRODUCTS				835.07
1020744-2	WE HARVEST FESTIVAL	1344	25-Sep-2016	25-Sep-2016	
10-5-8020000-0355	PRINTED MATERIAL\PROMOTIONAL PRODUCTS				307.93
JUS104 JUST DIRECT PROMOTIONS					
4952	CANADA 150 MERCHANDISE	72	09-Jan-2017	09-Jan-2017	
10-5-8020000-0355	PRINTED MATERIAL\PROMOTIONAL PRODUCTS				2,969.51
4953	CANADA 150	72	09-Jan-2017	09-Jan-2017	
10-5-8020000-0355	PRINTED MATERIAL\PROMOTIONAL PRODUCTS				283.92
MOR26 MORNEAU SHEPELL LTD.					
JAN 2017	490364, 490365, 490366 & 490367	80	27-Jan-2017	27-Jan-2017	
10-5-8020000-0207	BENEFITS - LIFE & DISABILITY				16.12
Department Totals :					5,825.05

DEPARTMENT 8052015 WATER CAPITAL					
HRY172 HRYCAY CONSULTING ENGINEERS INC.					
M411.02	ENGINEERING	76	20-Jan-2017	20-Jan-2017	
80-7-8052015-0001	PICKERING WATERMAIN, SANDWICH - DALHOUS				2,322.15
Department Totals :					2,322.15



Vendor : A1C740 To ZUL180

Batch : All

Department : All

EFT Paid Date : 19-Jan-2017

To 08-Feb-2017

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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	0000000	GENERAL			
AMH19	AMHERSTBURG PAYROLL-TOWN OF				
PP03-2017	PP03-2017 PAYROLL TRANSFER		46	19-Jan-2017	19-Jan-2017
10-1-0000000-0202	PAYROLL A/C 9103910				136,655.79
PP04-2017	PP04-2017 PAYROLL TRANSFER		79	26-Jan-2017	26-Jan-2017
10-1-0000000-0202	PAYROLL A/C 9103910				132,855.91
PP05-2017	PP05-2017 PAYROLL TRANSFER		114	02-Feb-2017	02-Feb-2017
10-1-0000000-0202	PAYROLL A/C 9103910				125,325.90
DIR03	DIRECTOR OF FAMILY RESPONSIBLTY				
JAN 2017	JAN 2017 FAMILY SUPPORT		107	30-Jan-2017	30-Jan-2017
10-2-0000000-1155	A/P - PAYROLL DED. - FAM.				3,992.00
HYD02	HYDRO ONE NETWORKS				
DEC 2016	NOV - DEC 2016 USAGE		1331	31-Dec-2016	31-Dec-2016
80-5-0000000-0316	UTILITIES				159.32
REC04	RECEIVER GENERAL				
PP03-2017 FUL	PP03-2017 PAYROLL TAXES FULL TIME		47	19-Jan-2017	19-Jan-2017
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				6,561.92
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				17,541.36
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				38,345.65
PP03-2017 PAR	PP03-2017 PAYROLL TAXES PART TIME		47	19-Jan-2017	19-Jan-2017
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				5,232.45
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				2,443.18
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				1,155.17
PP04-2017 FUL	PP04-2017 PAYROLL TAXES FULL TIME		70	26-Jan-2017	03-Feb-2017
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				6,018.63
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				16,104.30
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				35,206.00
PP04-2017 PAR	PP04-2017 PAYROLL TAXES PART TIME		70	26-Jan-2017	03-Feb-2017
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				6,716.29
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				2,444.52
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				1,120.75
Department Totals :					537,879.14

DEPARTMENT	1001020	ADMINISTRATION			
HYD02	HYDRO ONE NETWORKS				
DEC 2016	NOV - DEC 2016 USAGE		1331	31-Dec-2016	31-Dec-2016
10-5-1001020-0316	UTILITIES - TOWN HALL P&F DEPT				1,076.17
Department Totals :					1,076.17

DEPARTMENT	1001025	INFORMATION TECHNOLOGY			
BEL01	BELL CANADA				
JAN 2017	JAN 2017 MONTHLY CHARGES		39	02-Jan-2017	02-Jan-2017
10-5-1001025-0315	TELEPHONE				1,290.96
BEL03	BELL MOBILITY INC.				
JAN 2017	JAN 2017 USAGE		28	06-Jan-2017	06-Jan-2017
10-5-1001025-0315	TELEPHONE				17.23
10-5-1001025-0345	CELL PHONE				1,822.93
10-5-1001025-0332	INTERNET ACCESS				326.13
BEL12	BELL CANADA				
JAN 2017	JAN 2017 SERVICES		21	02-Jan-2017	02-Jan-2017
10-5-1001025-0315	TELEPHONE				109.61



Vendor : A1C740 To ZUL180
 Batch : All
 Department : All

EFT Paid Date : 19-Jan-2017 To 08-Feb-2017
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Vendor Code	Vendor Name				Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description							
G.L. Account	CC1	CC2	CC3	GL Account Name				
DEPARTMENT 1001025				INFORMATION TECHNOLOGY				
10-5-1001025-0315				TELEPHONE				158.20
Department Totals :								3,725.06
DEPARTMENT 1008030				UNFINANCED DRAINS				
HYD02				HYDRO ONE NETWORKS				
DEC 2016	NOV - DEC 2016 USAGE				1331	31-Dec-2016	31-Dec-2016	
10-1-1008030-8515				LAKEWOOD PUMP #2				108.91
10-1-1008030-8120				BAILEY'S BEACH DRAIN & PUMP				37.06
10-1-1008030-8675				MICKLE PARK AVE PUMP				58.76
10-1-1008030-8555				LEO BEAUDOIN PUMP				116.97
10-1-1008030-8965				WILLOW BEACH PUMP				792.33
10-1-1008030-8510				LAKEWOOD PUMP #1				37.98
Department Totals :								1,152.01
DEPARTMENT 2010000				FIRE DEPARTMENT				
HYD02				HYDRO ONE NETWORKS				
DEC 2016	NOV - DEC 2016 USAGE				1331	31-Dec-2016	31-Dec-2016	
10-5-2010000-0800				EMERGENCY OPERATIONS CENTRE EXPENSES				46.85
10-5-2010000-0316				UTILITIES - FIRE P&F DEPT				85.53
Department Totals :								132.38
DEPARTMENT 2020000				POLICE DEPARTMENT				
BEL01				BELL CANADA				
JAN 2017	JAN 2017 MONTHLY CHARGES				39	02-Jan-2017	02-Jan-2017	
10-5-2020000-0315				TELEPHONE				497.25
BEL03				BELL MOBILITY INC.				
JAN 2017	JAN 2017 USAGE				28	06-Jan-2017	06-Jan-2017	
10-5-2020000-0406				GPS COMMUNICATION				104.99
10-5-2020000-0332				INTERNET ACCESS				33.90
10-5-2020000-0315				TELEPHONE				457.27
Department Totals :								1,093.41
DEPARTMENT 3010000				PUBLIC WORKS				
HYD02				HYDRO ONE NETWORKS				
DEC 2016	NOV - DEC 2016 USAGE				1331	31-Dec-2016	31-Dec-2016	
10-5-3010000-0316				UTILITIES - PWD				1,382.65
Department Totals :								1,382.65
DEPARTMENT 3020000				ROADS				
HYD02				HYDRO ONE NETWORKS				
DEC 2016	NOV - DEC 2016 USAGE				1331	31-Dec-2016	31-Dec-2016	
10-5-3020000-0757				STORM SEWER CLEANING & FLUSHING				98.95
Department Totals :								98.95
DEPARTMENT 4017720				MCGREGOR SEWERS				
HYD02				HYDRO ONE NETWORKS				
DEC 2016	NOV - DEC 2016 USAGE				1331	31-Dec-2016	31-Dec-2016	
10-5-4017720-0316				UTILITIES				4,207.21



Vendor : A1C740 To ZUL180
 Batch : All
 Department : All

EFT Paid Date : 19-Jan-2017 To 08-Feb-2017
 Bank : 1 To 99
 Class : All

Vendor Code	Vendor Name				Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description	CC1	CC2	CC3	GL Account Name			
G.L. Account								
DEPARTMENT 4017720	MCGREGOR SEWERS							
Department Totals :							4,207.21	
DEPARTMENT 4017730	EDGEWATER SEWERS							
HYD02	HYDRO ONE NETWORKS							
DEC 2016	NOV - DEC 2016 USAGE				1331	31-Dec-2016	31-Dec-2016	
10-5-4017730-0316	UTILITIES							4,804.11
Department Totals :							4,804.11	
DEPARTMENT 4017750	BIG CREEK RBC SEWER							
HYD02	HYDRO ONE NETWORKS							
DEC 2016	NOV - DEC 2016 USAGE				1331	31-Dec-2016	31-Dec-2016	
10-5-4017750-0316	UTILITIES							3,222.15
Department Totals :							3,222.15	
DEPARTMENT 4017755	MCLEOD SBR SEWER							
HYD02	HYDRO ONE NETWORKS							
DEC 2016	NOV - DEC 2016 USAGE				1331	31-Dec-2016	31-Dec-2016	
10-5-4017755-0316	UTILITIES							5,511.45
Department Totals :							5,511.45	
DEPARTMENT 4017760	BOBLO SEWER							
HYD02	HYDRO ONE NETWORKS							
DEC 2016	NOV - DEC 2016 USAGE				1331	31-Dec-2016	31-Dec-2016	
10-5-4017760-0316	UTILITIES							1,915.50
Department Totals :							1,915.50	
DEPARTMENT 7010000	PARKS AND RECREATION PROGRAMMING							
BEL34	BELL							
JAN 2017	JAN SATELLITE SERVICES				45	10-Jan-2017	10-Jan-2017	
10-5-7010000-0349	MARKETING							70.00
Department Totals :							70.00	
DEPARTMENT 7037140	MALDEN COMMUNITY CENTRE							
HYD02	HYDRO ONE NETWORKS							
DEC 2016	NOV - DEC 2016 USAGE				1331	31-Dec-2016	31-Dec-2016	
10-5-7037140-0316	UTILITIES - MALDEN COMM. CENTRE P&F							176.59
Department Totals :							176.59	
EFT Paid Total :							566,446.78	

Total Unpaid for Approval : 0.00
 Total Manually Paid for Approval : 0.00
 Total Computer Paid for Approval : 1,178,036.16
 Total EFT Paid for Approval : 566,446.78
 Grand Total ITEMS for Approval : 1,744,482.94



Office of the Director of Council Services/Clerk

Mary S. Brennan, B.A., C.M.O.
Director of Council Services/Clerk

February 3, 2017

Sent By Email: pparker@amherstburg.ca

Town of Amherstburg
Attention: Paula Parker, Municipal Clerk/Risk Manager
272 Sandwich St. South
Amherstburg, ON
N9V 2Z3

Dear Ms. Parker,

**Re: Essex County Council Resolution RE Essex County Library Board
Refund of Surplus Funds**

Please be advised that at their meeting of February 1, 2017, Essex County Council resolved the following:

Moved By Mr. Antaya

Seconded By Mr. McNamara

That the refund to the County of Essex from the Essex County Library Board in the sum of \$790,000, be placed in the Rate Stabilization Reserve until such a time that the CUPE 2974 labor disruption is over and a complete expense detail is available for consideration. **Carried.**

If you have any questions or concerns related to this, or another County matter, please feel free to contact the undersigned.

Regards,

Mary Brennan (original signed by Mary Brennan)

Mary Brennan
Director of Council Services/Clerk

MB: kh



THE ROYAL CANADIAN LEGION *ONTARIO COMMAND*

DEAR VALUED SUPPORTER

Thank you for your pledge to the “Military Service Recognition Book”, a project of The Royal Canadian Legion, Ontario Command.

This annual publication will help identify and recognize many of the Veterans of Ontario who served their country. As “Keepers of Remembrance”, The Royal Canadian Legion strives to perpetuate the sacrifices that our soldiers and their families made for our freedom. The Military Service Recognition Book serves as a reminder for generations to come, of the contributions our veterans made to the creation of our nation and the continuance of Canada as a protector of freedom.

Our organization is Canada’s largest Veterans organization dedicated to serving them through advocacy, emergency assistance and providing free of charge assistance with pension applications. We are not affiliated with any level of government, nor do we receive funding from any level of government. Branches rely on membership dues, fundraising activities and donations. In Ontario we have over 400 branches with over 200 Ladies’ Auxiliaries made up of 130,000 plus men and women. Together they support their communities through countless hours of volunteer work to support sponsorships of youth activities such as track and field, soccer, hockey, Cadets, Boy Scouts and Girl Guides. Branches awarded more than \$500,000.00 in the past year in grants from poppy funds to ex-service and still serving personnel and/or their dependents.

With the support of our Branches and Ladies’ Auxiliaries our Command disbursed \$460,000.00 last year through our Charitable Foundation to Hospitals, Long Term Care Homes and Volunteer Fire Services for much needed medical equipment and \$262,500.00 bursary awards to 525 students.

Your support for this project will ensure that we can continue to serve the communities of Ontario.

There will be 20,000 hard copies of this book printed and distributed free of charge in our communities throughout Ontario. Copies will be given by branches to public schools and libraries which can be used as a teaching tool. An electronic version of our publication will also be posted on our website www.on.legion.ca.

Again thank you for your sponsorship and support of this very worthwhile project.

Yours sincerely,

Brian Weaver
President
Ontario Command

From: "Thompson, Lisa" <lisa.thompson@pc.ola.org>

Date: February 3, 2017 at 2:58:34 PM EST

To: Undisclosed recipients;

Subject: Public Consultation on a Change to the Blue Box Program

Good afternoon,

As of February 1st, the new Resource Productivity & Recovery Authority launched public consultations regarding a change to the Blue Box Program, specifically the steward fee setting methodology.

Given that this is an issue that impacts the people you represent, I wanted to ensure that you had the opportunity to submit your comments on the proposed changes before the deadline.

Comments may be made via letter or meeting by [emailing](#) Mary Cummins, or by calling 416-226-5113 ext. 232. Complete details, including background materials, can be found by clicking [here](#).

As you prepare your submissions, I also ask that you share your comments with my office so that I may remain up-to-date with the issue as it relates to your organization or municipality.

I appreciate your consideration on this matter, and look forward to continuing the discussion on waste diversion in Ontario.

Sincerely,

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

Lisa Thompson, MPP

PC Critic for Environment & Cap-and-Trade

January 26, 2017

Re: Request to Minister of Education to Rewrite the Pupil Accommodation Review Guideline (PARG)

Please be advised that, at the regular meeting of Council for The Corporation of the County of Prince Edward held January 24, 2017, the following motion was passed:

Motion 2017-31

Moved by Councillor Roberts

Seconded by Councillor Fox

THAT Council support the resolution adopted by the Counties of Bruce and Grey as it relates to urging the Minister of Education to rewrite the Pupil Accommodation Review Guideline (PARG), to take into consideration community and economic value consideration of rural communities and provide for a more democratic process;

THAT until such time as PARG is rewritten, that the Province place a moratorium on any more rural school closures; and

THAT a copy of this support resolution be forwarded to the Premier, Minister of Education, MPP Todd Smith, Jeff Leal, Ontario Ministry of Food and Rural Affairs, Association of Municipalities of Ontario, Eastern Ontario Warden's Caucus and Counties of Bruce and Grey.

CARRIED

Yours truly,



Kim White
Clerk

Copy: The Honourable Kathleen Wynne, Premier of Ontario
The Honourable Mitzie Hunter, Minister of Education
The Honourable Jeff Leal, Minister of Agriculture Food & Rural Affairs
Todd Smith, MPP Hastings-Prince Edward
Eastern Ontario Warden's Caucus
Association of Municipalities of Ontario
Counties of Bruce and Grey

THE CORPORATION OF THE
TOWNSHIP OF MONTAGUE



6547 ROGER STEVENS DRIVE
P.O. BOX 755
SMITHS FALLS, ON K7A 4W6
TEL: (613) 283-7478
FAX: (613) 283-3112
www.township.montague.on.ca

December 22nd, 2016

VIA Email

The Honourable Kathleen Wynne, Premier of Ontario
Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
premier@ontario.ca

Dear Honourable Wynne,

The Council of the Corporation of the Township of Montague at its Council meeting on November 15th, 2016 passed Resolution 310-2016, related to funding for internet connectivity in libraries across Ontario.

Please find the resolution attached to this letter.

Please feel free to contact Jasmin Ralph at jralph@township.montague.on.ca or at 613-283-7478.

Thank you,

Jasmin Ralph
Acting CAO/Clerk

Cc: Hon. Eleanor McMahon, Minister of Tourism, Culture and Sport
Cc: Southern Ontario Library Service
Cc: Randy Hillier, MPP
Cc: Scott Reid, MP
Cc: All municipalities in Ontario



TOWNSHIP OF MONTAGUE

MOVED BY: V. Carrol

RESOLUTION NO: 310-2016

SECONDED BY: J. Abbass

DATE: November 15th, 2016

Whereas the Council of the Township of Montague supports the Merrickville and Smiths Falls Public Library; and

Whereas the Township recognizes the value that the libraries bring to the Township by providing essential services to members of the public, including computer and internet access where it may otherwise be unavailable; and

Whereas the Township of Montague has been notified that the Merrickville Public Library may lose funding for Internet Connectivity for 2017;

Now therefore be it resolved that the Council of the Township of Montague hereby requests the Ministry of Tourism, Culture and Sport and the Southern Ontario Library Service maintains funding for libraries for internet connectivity; and

That this resolution be circulated to MTCS, the Southern Ontario Library Service, MP Scott Reid, MPP Randy Hillier, the Premier of Ontario and all municipalities.

CARRIED

DEFEATED



REEVE



Patrick Brown, MPP

Simcoe North
Leader of the Official Opposition

Midland Office:

482 Elizabeth Street
Midland, Ontario L4R 1Z8
Tel: 705-526-8671
Fax: 705-526-8600
patrick.brownco@pc.ola.org

Orillia Office:

210 Memorial Ave, Unit 108
Orillia, Ontario L3V 7V1
Tel: 705-326-3246
Fax: 705-326-9579
patrick.brownco@pc.ola.org

Queen's Park:

Room 381, Legislative Building
Queen's Park
Toronto, Ontario M7A 1A8
Tel: 416-325-0445
Fax: 416-325-0491
patrick.brown@pc.ola.org

February 1, 2017

Dear Head of Council,

Following my speech to the Rural Ontario Municipalities Association (ROMA), I would like to take the opportunity to reiterate the Ontario PC Caucus' unequivocal support for natural gas expansion in Ontario.

While I was encouraged by the Liberal Government's announcement of natural gas expansion at the ROMA conference, I remain concerned that they have no real intention on following through with this announcement.

The Liberal Government first announced \$230 million in investments for natural gas expansion in 2014, and we still haven't seen a single cent of that money spent. Meanwhile, the government's announcement at this week's conference amounts to a cut of \$130 million from the original promised investment.

What's more, I question the government's commitment to the future of natural gas in Ontario. Last May, The Globe and Mail reported on a leaked copy of the *Climate Change Action Plan* that was debated within cabinet. The document detailed a plan to phase out the use of natural gas for home heating in a little more than a decade.

While the Liberal Government immediately denied that they had any plan to phase out natural gas once the document was made public, comments made by the Minister of Environment and Climate Change Glen Murray suggest otherwise. On May 12, 2016, Glen Murray was quoted as saying in the Legislature "home heating in the future is going to have to come from sources other than natural gas."

The time for action and investment in natural gas infrastructure is now. Ontario has already missed out on business investment opportunities because of a lack of natural gas infrastructure.

An Ontario PC government would make investing in natural gas infrastructure an immediate priority. We would not let rural municipalities continue to be burdened by increasingly expensive electricity prices when more affordable and reliable options are available.



Patrick Brown, MPP

Simcoe North
Leader of the Official Opposition

Midland Office:

482 Elizabeth Street
Midland, Ontario L4R 1Z8
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If you have any questions, suggestions, or concerns, I encourage you to reach out to the office of the Ontario PC Caucus' Municipal Affairs and Housing critic Ernie Hardeman at ernie.hardeman@pc.ola.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patrick Brown".

Patrick Brown
Leader of the Official Opposition
MPP – Simcoe North

c. MPP Ernie Hardeman, Ontario PC Caucus' Critic for Municipal Affairs & Housing

Is there a Remedy for People Suffering, Health Issues, Financially, etc. from Industrial Wind Turbines in Ontario – approximately 7700 planned for Ontario

“Congratulations to Trish and Shawn Drennan!”

The Goderich Superior Court Room was filled to capacity when Shawn and Trish Drennan went to Court on January 19th to reverse the negative impact that the 140 Industrial Wind Turbine Project (K2), two transformer stations and several transmission lines have on their family, home and their Heritage Farm operation.

They put a compelling and sensible case together and spoke with passion and the strength of truth behind their words. One comment was that some felt they were witnessing an important step in this fight. I heard, from a lawyer, “that a lawyer could not have done a better job in arguing the case”. Most felt the judge *really* got it and it was in no small part because of the time, work, expense and personal sacrifice they both have given to their case to put the facts on the table.

Shawn, “presented himself”, and told the court that the government has created an impossible barrier when he has to prove “Serious Harm to human health” at an Environmental Review Tribunal (ERT), when the turbines have not been installed or in operation yet. The ERT appeals and Divisional Court Hearings occur prior to the IWTs becoming operational. The Divisional Court also confirmed that the ERT’s lack the jurisdiction to determine the validity of section 47.5 of the Environmental Protection Act (EPA) and its constitutionality. In addition, to date, there appears to be no definition for the term “Serious Harm” even after all the ERT’s, Judicial Reviews and Divisional Court cases here in Ontario.

Shawn declared that the many witnesses who have come forward to testify that they have been harmed by turbines all over this province have not been given the gravity and respect they deserve for putting their testimony forward. Shawn told the hearing that the government and K2 knew the turbines will harm people even before wind project proposals and permits went ahead. The Canadian Wind Energy Association (CanWEA) lobbied the government to remove Infra and Low Frequency Sound regulations and testing when the Green Energy Act was written and this requirement was subsequently removed. If Judge Raikes had asked, at least half or more of the people in the court room that day could have stood up and said, “*I am the evidence of harm from Industrial Wind Turbines (IWTs).*”

Shawn told the hearing that the difference between then, (ERT Hearings prior to operation) and now (May 29 2015), is that now the switch has been turned on, and the IWT’s are operational and we are being harmed.

Judge Raikes challenged K2 and the MOE to tell him what remedy the Drennans have besides more time in court. We all watched them try to answer to no avail, because as was pointed out the only remedy right now is to move away. “Most people do not want to move away to begin with but do so to regain health. They are often penalized yet again when they have to lower the sales price to even get the home sold.

When Judge Raikes looked at the K2 lawyer, Mr Brecht, the judge tried to paraphrase what the lawyer had just said to him, “ So, the Drennans went to the ERT and Divisional Court, have complained to MOE, and still have no remedy, so it’s tough luck for them? Brecht replied, “Yes.” which drew gasps of disbelief from the full gallery of people who attended.

When it came time to argue about who should be named as defendants in the Charter Challenge; K2 and /or govt., it was interesting to watch the judge see both parties try to **throw each other under the bus**.

Those in attendance are waiting to hear Judge Raikes’ decision and keep their fingers crossed that Shawn and Trish can move forward in finding a remedy for the harm they have experienced. This hearing has implications for property owners and people living within at least a 10 km radius of a turbine project here in Ontario.

Thank you, on behalf of a whole lot of us in Ontario.

Amherstburg Accessibility Advisory Committee

December 1, 2016 at 4:30 p.m.
Town Hall – Board Room

MINUTES

PRESENT

Ken Houston, Chair
Marie Allen, Co-Chair
Andrew Bolley
Bill Whittall
Angela Kelly

Lee Tome, Deputy Fire Chief/Fire Prevention &
Inspections Officer
Staff Liaison Dawne Homenuik
Deputy Clerk – Tammy Fowkes

ABSENT

Councillor Rick Fryer
Justine Silvaggio

CALL TO ORDER

The Chair called the meeting to order at 4:45 p.m.

ACCEPTANCE OF AGENDA

Moved by: Ken Houston
Seconded by: Bill Whittall

That there are no required changes and the agenda be accepted as presented.

The Chair put the Motion.

Motion Carried

MINUTES OF PREVIOUS MEETING

Moved by: Bill Whittall
Seconded by: Andy Bolley

That the minutes of the meeting of the AAAC held on September 29, 2016, at 4:30 p.m. be adopted as printed and circulated (*copy attached for reference*), and further that the minutes be signed by the Chair or Co-Chair.

The Chair put the Motion.

Motion Carried

ORDER OF BUSINESS

1. Lee Tome, Deputy Fire Chief/Fire Prevention & Inspections Officer, in attendance to answer committee questions regarding emergency evacuation procedures for those with disabilities

Lee introduced himself and opened the floor for members to ask questions regarding evacuation procedures for those with disabilities.

He explained that the Amherstburg Fire Department does their best to educate the community on what to do in case of an emergency.

Marie Allen moved, Andy Bolley seconded:

To have Dawne and Tammy work with Lee to create an educational River Town Times ad regarding fire safety and proper evacuation plans.

The Chair put the Motion.

Motion Carried

The Chair thanked Lee for coming and answering the committee's questions.

2. 65 Sandwich Street North – Riccardo's Restaurant – Site Plan

Dawne read an e-mail from Rebecca Belanger, Manager of Planning Services, regarding the expedited Site Plan for 65 Sandwich Street North.

3. Ontario Building Code New Accessibility Requirements
4. Set meeting dates for 2017

Angela Kelly moved, Marie Allen seconded:

That the committee switch the meetings from Thursdays to Wednesdays and set the 2017 meeting dates for:

January 18
March 22
May 17
July 19
September 20
November 29

The Chair put the Motion.

Motion Carried

5. Set committee goals for 2017
6. Compare committee mandates with mandates from other municipalities
7. Information from 2016 Accessibility Workshop – Opening Doors and Minds

UNFINISHED BUSINESS

NEW BUSINESS

NEXT MEETING DATE

January 18, 2017 at 4:30 p.m. Town Hall, Board Room

ADJOURNMENT

Moved by: Ken Houston
Seconded by: Angela Kelly

The meeting adjourn at 5:27 p.m. and the remaining items on the agenda be deferred to the January 18, 2017 meeting.

The Chair put the Motion.

Motion Carried



Chair – Ken Houston



Secretary – Dawne Homenuik

MINUTES OF THE APRIL 21, 2016 MEETING – 5:30 P.M.

AMHESTBURG HERITAGE COMMITTEE MEETING – LIBRO CENTER

1.0 Call to order 5:30 p.m.

Present: Simon Chamely, Paul Hertel, Leo Meloche, Robert Honor, Leo Meloche, Shirley Curson-Prue, Mical Palumbo

Guest: Cheryl Yako, Representing Christ Church

Tammy Fowkes, Deputy Clerk

Stephen Brown, Heritage Administrator

Michelle Lavin, Recording Secretary

2.0 Approval of the Agenda

D. Pagliaro/L. Meloche

That the agenda be approved as printed. Carried

3.0 Review of Minutes

The committee reviewed the minutes as printed.

D. Pagliaroli/R. Honor

To approve the minutes as printed. Carried

Simon welcome Cheryl Yako who is in attendance to speak regarding the proposal of Christ Church roof renovations

Cheryl Yako of Christ Church was in attendance to speak about the property as being designated as a historic site and that the roof is in need of repair, it is in bad shape and in need of repairs.

At this time there is only 1 person capable of replacing cedar shakes, \$105,000 is the cost, due to the intensive labour etc.

The alternative would be if permitted by the committee, rubber roofing, there are no companies that will do a peak roof.

She has received quotes from 2 contractors. The cost of a metal roof would be \$41,000-\$50,000. The church has 170 parishioners 50 people is average. Many of their parishioners are fixed income. Not a large congregation with a large income. They will approach the diocese. They are asking permission to

go ahead with metal roof that looks like cedar shakes. At this point Shirley Curson Prue posed a question inquiring if they have the heritage designation information. It is available and lists the attributes.

S. Brown reviewed the heritage attributes for the committee.

Cheryl advised that the roof will be guaranteed for 50 years, the previous shake shingle was possibly over 40 years old. S. Brown inquired if they looked at the shingle design as opposed to the shake design. No we only looked at the shake. Cheryl stated that the mottled shingle would look the closest to the present days shingles.

P Hertel /M. Palumbo

That we receive the presentation by Cheryl Yako regarding the roof repairs at Christ Church and further that the committee approve the request that has been made. And further, that the request go forth to Council for their consideration. Carried.

The committee thanked Ms. Yako for her attendance.

5.0 Review of New Business

5.1 Annette Zahulak in attendance regarding Community in Blooms

Annette was in attendance at the meeting in January to discuss the Community in Blooms application that was going forward. She explained that they received the 5 bloom award and heritage conservation award, she touched on the information that was displayed to the judges throughout town.

Some recommendations made by the judges was for the Town create a heritage trail pamphlet and continue to identify the heritage points throughout town. They recommend a national level competition.

Annette has put forth the application for heritage evaluation and the floral elements will be evaluated in July for both floral and heritage.

When the judges see that we adhere to the recommendations, this will be recognized

The committee will forward the heritage pamphlet on to tourism..

Annette distributed the 2016 evaluation form, for the committee to review .

Annette reviewed the scores that we received from 2015 and what we can improve for this year. The committee reviewed the information that was contained in the document.

Doris Gaspars work should also be incorporated into the work. The entire core of downtown area. The judges will be in the attendance here July 28 and 29.

The committee thanked Annette for attending the meeting.

5.2 Bellevue – 525 Dalhousie

Leo Meloche had information to speak to regarding Bellevue from Mr. Ray Bezaire advising that Bellevue is one of the oldest buildings in North America.

Urges heritage committee to work towards a plan to save and preserve, the building. Can we work with the owner, administration can work with various levels of government. And further administration can see if any possibility to work with owner and town.

Robert Honor and Paul Hertel sit on the Bellevue culture foundation. Robert provided background information on the property and buildings to advise the other members. There is general knowledge of recent proposals for the Bellevue culture foundation,. To date the owner turned down an offer, and soon after St. Clair College was looking at the property for a satellite campus. They had a big business plan. However, there was no funding at the time.

2 years of negotiations, the time it took they lost out on the funding and nothing has come about since.

The owners may have been in discussion with the town, the town wants to know their plans, a few weeks ago it was found that the owners have put it up for sale.

Something needs to be done now or never. Wants support from the committee and their group to ask council to direct administration to work with the owners to find positive outcome with the owners.

L. Meloche – inquired if a trust fund could be set up? P. Hertel, it is a complicated story, if the Committee feels that it is interested to support some sort of resolution that may be a step in the right direction.

S Curson Prue, what is the current asking price, It appears that it is 1.5 million, with 8.66 acres with the buildings and across the street on the water side there is 0.69 acres.

Phil Kasurak was in attendance to observe and speak at the meeting. He is a real estate agent that has recently listed the property for sale.

Will be delivering a letter to the CAO's office. Just advising that the property is for sale. There is a long term agreement in place. Much information is to be included in the listing information.

The building is a huge asset from his point of view. It is a "gem" of construction.

That the heritage committee requests Council to direct administration to undertake a full review of the river heritage site of Bellevue and further that the committee is asking Council to direct Administration to work with the town in conjunction with other levels of government .

The committee thanked Mr. Kasurak for his attendance.

Simon further stated that the committee is trying to bring awareness to the town, now that the property is for sale.

Robert Honor, stated that it is a national historic site owned by a private third party. Our mandate is to make the town aware that they need to be looking to other levels of government to assist.

Robert Honor looking at the town coming up with a plan for the property.

To direct administration to investigate whether it is in Amherstburg's best interest to acquire the property and work with the realtor/owner to

M. Palumbo is looking at council exploring the options . P. Hertel, the intention of the motion is to lay all information in front of Council., it is for their consideration.

L. Meloche, will vote on the motion at this time, but he may not vote the same if it comes before Council .

S. Brown – sometimes the town will reach out to people. Simon states that this is bringing awareness to the building.

P. Hertel stated “ the Bellevue , is the riverfront 's Georgian jewel along the necklace of our historic waterfront”. Paul stated that this can form part of our trails, and AS parks, and will become an anchor to our historic features of the town.

R. Honor / D. Pagliaroli

The heritage committee is in support of the Bellevue Cultural Foundation efforts to bring awareness to the importance of preserving the architectural integrity of the Bellevue building and to pursue the preservation of the building itself. Carried.

4.1 CHO NEWS

The committee will review at the leisure

4.2 Reflections Newsletter Spring 2016

The committee will review at their leisure

4.3 Ministry of Tourism – Culture and Sport information for Municipal Heritage Committee Letter of Waiver LRP, MHC expiry March 31, 2017

The committee reviewed the correspondence and acknowledged that they will be able to review documents at the registry office.

5.4 Report by Stephen Brown – Heritage Rebate Applications for the 2015 Calendar Year

S. Brown stated that all properties met the criteria. At this time we need committee approval prior to it going forth to council.

The treasury office will prepare the report to council. Only eligible once every 3 years. The work will continue on homes during that 3 year period and they can reapply again.

L. Meloche/P. Hertel

That the committee approve the report by Steve Brown and that the applications go forth to council for approval. Carried.

5.5 Possible Review of By-law for Heritage Property Rebate

Simon spoke to this item. It is our position to review the bylaw or make suggestions on the by-law for heritage rebate. S brown stated that council instructed Administration to come up with a program for heritage building owners to get a break on their property taxes. There was a new by-law that was changed slightly in 2012. Council is in control of the by-law. It is the heritage committee's mandate to review the applications to ensure the heritage attributes are not compromised.

P. Hertel will pick up some information at the conference on any new information that other municipalities are doing regarding their heritage by-law.

5.6 Report from Council updated news (Councillor Meloche)

Councillor Meloche was requested to give update on anything heritage related. Why hasn't council had an exchange of dialogue with the committees at the beginning of their term. We will give some idea of council's expectations of the committee.

S. Brown this committee is governed by provincial statute. It is more unique than some of the other committees. There are mandatory things that they have to do that may not apply to other committees.

Special note on each agenda from Councillor Meloche to give update.

6.1 Navy Yard Park

Simon met with the CAO to determine strategy to designate the property. All properties need to amalgamate into one property. S. Brown what are the attributes that need to be protected?

P Hertel, need to bring back information to start a process. He has forms that can be used for the proper processing and inventory of materials that could lead to the discussion of what should be included in the designation for the properties. Cultural, riverfront and vista heritage that is allowed under the Heritage Act.

Bert Duclos will assist along the way to put the package together. The town has asked the committee to initiate. S. Brown, must be cautious in that you don't use the Heritage Act to control the use of the park or hinder the maintenance or new features that come about from the Parks Department

S. Brown stated that the committee will recommend to Council what the attributes should be and in the future certain things will come before the committee.

S. Chamely what is the next step?. S Brown stated that there may be some engineering drawings, there was an archeological dig and there should be reports that are kept in Ottawa at Parks Canada. Full survey of the entire site.

P Hertel the usual procedure is to have a designation registered on each legal title of the property.

P Hertel/S. Prue

That we receive the letter and indicate to the CAO that we are prepared to assist in the development of a heritage designation by-law . Carried.

6.4 Ontario Heritage Conference – Paul Hertel and Robert Honor attending

P. Hertel and R. Honor will be representing the Town at the Ontario Heritage Conference. Each of them will put together a brief synopsis of the conference upon their return

P. Hertel / M. Palumbo

That we defer items 6.5, 6.6, 6.7, 6.8.6.9 of the agenda. Carried

The meeting adjourned at 8 pm.



SIMON CHAMELY
CHAIRPERSON



MICHELLE LAVIN
RECORDING SECRETARY

MINUTES OF JUNE 16, 2016

AMHERSTBURG HERITAGE COMMITTEE MEETING – LIBRO CENTER

1.0 Call to order 5:30 p.m.

Present: Simon Chamely , Paul Hertel, Leo Meloche, Robert Honor, Shirley Curson-Prue,
Mical Palumbo
Michelle Lavin – Recording Secretary
Stephen Brown – Heritage Administrator
Guests: John McDonald, Reverend Don Hill, Anne Rota, Susan Whelan

2.0 Approval of the Agenda

The agenda was approved as printed.

At this time Paul Hertel recommended moving to **5.0 Review of New Business** to hear the delegations that are present at the meeting.

5.1 John McDonald Re St. Andrew's Church roof repair

John McDonald and Rev. Don Hill were in attendance for St. Andrews Church roof repair. He displayed a power-point presentation on the current condition of the church. The congregation consists of approximately 75-80 worshippers. They are very active in fundraising efforts and hold dinner and rummage sales etc to support their church. The operational expenses are ok but repairs and maintenance can be difficult. At this time, they need to replace the exterior siding with john hardy siding and also a new roof and window protection. They have received quotes for all 3, but can only do roof at this time. After the roof is done they will need \$26,000 in window repairs. The siding replacement will be done at a later date. This is necessary to preserve the charge of the church and to maintain its structural integrity at reasonable cost. They wish to proceed in next few months with the roof for the church building. Hygrade steel roof is the roof that they are looking at. The cedar shakes were installed in 1989 supposed to be 50 year warranty however, the company is no longer in business. So the alternative is the steel roof, that will last 40-50 years. L. Meloche inquired if the supplier is the installer as well. Yes they are confirmed J. McDonald. S. Chamely questioned if the repairs to the roof, windows and siding are the only things to be done. J. McDonald confirmed that at this time only the roof.

J. Mcdonald stated that the safety glass on the window vents the stain glass, they are only proposing to put a tempered storm glass . They are not changing the structure of the windows at all.

S. Brown confirmed that that was done at St. Jean Baptist and the committee approved it in 1984 or 1985. He questioned if they have explored what is underneath the siding. J. McDonald stated that they are unsure. S. Brown stated that the siding is from 1960's.

Paul Hertel stated a motion would be useful for the congregation.

P. Hertel/D. Pagliaroli

That the delegation request by St. Andrew's Church to perform roof repairs and storm window replacement to the church be received, and further that the Heritage Committee approve the request and forward the request to Council for its consideration. Carried

John McDonald stated that church representative requests that the resolution go forward to Council at the upcoming June 27 meeting.

The church representatives thanked the committee and the committee thanked the church reps that were in attendance.

5.2 Anne Rota and Susan Whelan - Discussion on a plaque and bust for Eugene Whelan.

Susan Whelan and Anne Rota were present to bring forth discussion on a plaque and possible bust in honor of the late Eugene Whelan, in recognition of the site where the "Walk That Changed the World" took place.

Councillor Pouget put forth a motion at Council that the town fund and erect a plaque in honor of the late Eugene Whelan. The resolution is as follows:

Resolution # 20160509-212

Councillor Pouget provided Council with a short biography of Senator Eugene Whelan and the history of "A Walk That Changed the World" which is attached and forms part of these minutes.

Councillor Pouget moved, Councillor Fryer seconded:

That the Town fund and erect a plaque in the honour of the late Senator Eugene Whelan and his wife, Mrs. Elizabeth Whelan for their role in entertaining the former Soviet Ambassador Aleksander Yakovlev and Mikhail Gorbachev while visiting our historic Town, marking the location of the "Walk that Changed the World" for consideration and voting at the May 9th, 2016, Regular Council Meeting.

The Mayor put the Motion.

Motion Carried

Anne Rota, spoke to the Heritage Committee and stated that in terms of plaques, there have been many erected at the municipal level. It could be facilitated in the next couple of months, the general size is about 3 x 3. They have been erected around the Kings Navy Yard Park. The normal process is that the Town would consult with the family. Some plaques have been brought forward to the provincial and national level. In this case, we would have to go through the Ontario Heritage Act. An application would need to be made with a blessing from Committee and Town Council. What are thoughts and ideas. We have found a good spot for the plaque. The plan would be to erect a pole with a plaque on Town property. The property is for sale and this would secure and guarantee that this would stay forever and

be maintained by the Town. Shirley Prue has questions, what is the role of the province, Anne Rota stated that the plaque could be municipally recognized, perhaps a provincial plaque. There is a heritage route, Harry Nickson Homestead, there is history and tourism in Amherstburg. It is our thought that it may be appropriate. Susan Whelan proceeded to give a history of the event known as the "Walk that Changed the World"

S Brown, they are looking for support from the Heritage Committee to have the plaque recognized as part of the heritage route. A. Rota requires the Heritage Committee's approval.

L. Meloche/S. Prue

That we receive the report from Anne Rota, Manager of Tourism and Culture, and further that we have no objection and that the committee supports the application process towards a plaque to recognize the site and the event that took place there, which is informally known as "The Walk That Changed the World". Carried.

Anne Rota further stated that she has given some thought to a bust of Eugene Whelan being erected in the King's Navy Yard Park.

S. Brown noted that Council has directed the committee to look at further designation of the Navy Yard Park. S. brown stated that at this time, there may be a Heritage Planner brought on board.

Susan Whelan stated that there was a motion brought forth and approved by Council. Kirk Walstedt made the presentation.

Anne Rota, we may need to form a committee for fundraising efforts, The Clerk's Department will search for the resolution and bring it forward again and provide it to Anne Rota so she has the information and it can be incorporated in the new plan for the navy yard park.

3.0 Review of Minutes

D. Pagliaroli/P. Hertel that the minutes be approved as printed. Carried

4.0 Review of New Correspondence

4.1 Gordon House report containing historical protection information

S. Brown stated that several months ago, one of the Councilors wanted to find out if the Gordon House can be sold and the basic answer, is that it sits on ERCA property and has to stay put. The request is to be deferred to the next meeting.

5.3 Collection to purchase a gift for Meg Reiner for her assistance with brochures

The Committee agreed to purchase a gift for Meg for her assistance with the brochures, however item 5.5 would see that Meg may be requesting in the near future to become involved in the committee again.

5.4 Possible review of By-law for Heritage Property Rebate

P. Hertel stated that each Council has the authority to determine the parameters of the way the by-law works. Regular review of the rebate by-law is helpful. There is a full range of options available, downtown reactivation, all sorts of ideas that the Municipal Council can decide to use. A broad review is required, but in a smaller sense it is good to regularly review.

5.5. Meg Reiner would possibly like to come back to our committee.

P. Hertel/S. Prue

That the Committee request the Clerk to clarify the procedures for reinstatement of Meg Reiner on the Heritage Committee for the balance of the current term. Carried

6.1 – Navy Yard Park designation – update from Steve Brown

We are in the process of seeking the services of a Heritage Planner and need advice about what attributes we want to protect in the park. We need guidance from a heritage planner and to provide assistance. Steve will ask John Miceli. S. Chamely stated that John Calhoun from Windsor is a Heritage Planner.

This would be a contract position. It may be of interest to Meg Reiner, or a retired Heritage Planner.

We are on working on the process to find the right person to assist us

6.2 Report to Council on Christ Church roof repair – 317 Ramsey Street

For information purposes, on June 7 Council approved it.

6.3 Ontario Heritage Conference – Report by Paul Hertel

Paul Hertel prepared a report from the Ontario Heritage Conference held in May 2016.

The theme was “Preservation in a Changing World”. It was apparent how the town evolved from railway industry to cultural heritage preservation. David Prosser one of the speakers, made some points about Amherstburg.

A member of the Committee of Adjustment made a presentation at the conference , made a presentation on lobbying and his expertise in that area. He is a former Mayor of a Toronto burrough. He said in his presentation “Come to Amherstburg”.

L. Meloche/S. Prue

That we receive P. Hertel’s report on the conference. Carried

6.4 Update on Bellevue

Robert stated that the presentation to Council, went very well. There was article in RTT that states that the Town will negotiate to acquire. L Meloche, stated that it is off limits for discussion.

6.5 Amendments to Terms of Reference

L. Meloche/ D. Pagliaroli

That we receive and discuss at the September meeting. We will receive the report from P. Hertel. Carried

6.6 Update on 3 plaque installations

S. Brown stated that all three plaques have been installed. The library plaque is on a pedestal at the front of the building, the Little White Church plaque is installed as well as Robert Honor's plaque.

A request went forth for suggestions for new plaques for existing heritage buildings that have no plaques.

S. Brown – some of the plaques that were done in 70's and 80's are looking pretty rough. St Andrew's church may be a building that should be deserving of a plaque.

S. Brown also suggested the Commissariat for a plaque.

L Meloche / P. Hertel

That the Chair and Vice Chair prepare a report for the September meeting for a list of recommended plaques.

6.7 Request for Status Report on Heritage Conservation District Plan

P. Hertel, what is the status. S. Brown this may form part of the Strategic Plan. We won't know until the end of July, when the Strategic Plan comes to Council . S. Brown will check with the Planner.

Discussion took place on the status of the Heritage Conservation District Plan

S. Curson-Prue will write the report / presentation to Council. P. Hertel will provide some information to S. Prue to write the report.

6.8 Request for Summary Documentation on Heritage Content of the current Official Plan

This will be provided at the next meeting. Paul Hertel will provide a consolidated version or excerpts from the Official Plan that refer to heritage. The committee hopes to have some input into the new official plan.

P. Hertel refers to a secondary plan, a section of the Official Plan which qualifies for special attention because of the subject matter of the area. Could be a secondary plan for heritage matters, or environmental matters.

6.9 Doris Gaspar Phase II Inventory

S. Brown stated that it would be beneficial to have a Heritage Planner and expand the scope of work to include going through all the lists and description and incorporating them all into one document or registry.

6.10 Possibilities for guest speaker for a September event/gathering

P. Hertel stated that he had an event planned a couple years ago, that never came through because of budget constraints. He is hoping to get a guest speaker, invite many people to attend. Bring awareness for those who have heritage homes.

The architect who is doing the restoration of the Windsor Armories or someone with that background and expertise on heritage properties would be interesting.

This could be a Christmas event. Simon states that a separate subcommittee should be formed. Could take place at a winery or some other venue. Shirley will prepare a document for the next meeting,

S. Brown, we have a house at 305 Ramsey that is on the list of properties of interest. The house has been condemned, structurally unsound, unbelievable living conditions, there is no saving the house. A notice will be going to council at the next meeting. The house has been sold to someone who wants to demolish the house and it will go forward to Council June 27. There is no mandatory requirement for Council to consult with the Heritage Committee. Simon stated that if it gets demolished then we would have to remove it from the list as Property of Interest.

It will go forth to Council as a Notice to Demolish from that point the 60 day count will start.

L. Meloche/S. Prue

Motion to adjourn at 7:24 pm

Next meeting is September 15, 2016



SIMON CHAMELY, CHAIRPERSON



MICHELLE LAVIN, RECORDING SECRETARY

MINUTES OF THE SEPTEMBER 15, 2016

AMHERSTBURG HERITAGE COMMITTEE MEETING – LIBRO CENTER

Present: Simone Chamely, Paul Hertel, Leo Meloche, Shirley Curson-Prue
Mical Palumbo
Stephen Brown – Heritage Administrator
Tammy Fowkes – Recording Secretary

Absent with notice: Robert Honor

Public: Councillor Pouget

1.0 Call to order 5:32 p.m.

2.0 Approval of the Agenda

D. Pagliaroli/L. Meloche

That the agenda be approved as printed. Carried

3.0 Review of Minutes

No minutes to approve

4.0 Review of New Correspondence

4.1 Gordon House report containing historical protection information

P. Hertel/S. Prue

That we receive, note and file the Gordon House report correspondence.

Carried

5.0 Review of New Business:

5.1 Heritage property rebate

This item will be deferred

5.2 Strategic Plan

S. Chamely informed the Committee that the final version has been approved by Council with the committee's recommendations included.

5.3 Meg Reiner reinstatement

S. Brown provided update regarding Ms Reiner's upcoming involvement as a consultant for the town (which is already budgeted for) and that after her review, a proposal would be going to Council for their consideration.

6.0 Review of Outstanding Business

6.1 KNYP designation

S. Brown provided update and it tied into item #5.3 (M. Reiner's involvement). P. Hertel submitted information to the CAO which may be included in the proposal. The Heritage Committee will advise Council, there will be meeting setup. At this time there is hope to have the proposal brought before Council. M. Reiner will be responsible to make sure the designation process is completed, according to the Heritage Act.

6.2 Ontario Heritage Conference

Deferred due to the fact that R. Honor was not present

6.3 Bellevue

S. Chamely informed the committee that the property was not purchased by the Town. P. Hertel advised the committee that the Friends of Bellevue Foundation will be having a meeting on September 19th where a statement will be issued and the next course of action will be discussed with respect to the property.

6.5 Amendments to Terms of Reference

D. Pagliaroli /S. Curson-Prue

That the amendments to the Terms of Reference be accepted and forwarded to the Clerk for review. Carried

6.6 Not listed on the agenda

6.7 Request for status report on Heritage Conservation District Plan 2011

S. Chamely to call John Miceli, CAO, to see if this is included in the upcoming new review of the Official Plan. If it isn't, S. Prue will create a report to Council with a possible presentation.

6.8 Request for summary documentation on heritage content of current Official Plan

S. Brown stated that he will get Rebecca Belanger or Amy Farkas of the Planning Department to extract the heritage portion where it will then be sent to the committee for review.

6.9 Doris Gaspar Phase II Inventory

Doris Gaspar Phase II Inventory – S. Brown stated that Meg Reiner will be looking at all 3 parts within her role as a consultant.

6.10 Possibilities for guest speaker for a September event/gathering (budget)

S. Chamely moved the proposed event over to February to coordinate with Heritage Week (Feb. 13-19). S. Chamely asked the committee to look into possible speakers and venues and bring their ideas to the November meeting.

6.11 Draft Budget

S. Chamely presented the committee with a draft budget for discussion.

D. Pagliaroli/L. Meloche

That the Heritage Committee's 2017 Draft Budget be approved. Carried

6.12 Update on designated properties

S. Chamely provided a list of designated properties that didn't have plaques.

P.Hertel/M. Palumbo

That S. Brown and S. Chamely prepare a list for the next meeting of preferred properties to be provided with their plaques. Carried

7.0 Next Meeting Date

S. Chamely/S. Curson-Prue

That the next Heritage Committee meeting be moved to November 3, 2016. Carried

P. Hertel stated that he was resigning from the committee. S. Brown confirmed that the committee only requires 5 members however S. Chamely would like to replace P.Hertel.

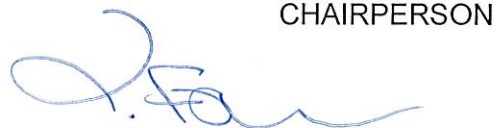
8.0 Adjournment

Paul/Leo

That the meeting adjourn @ 7:07 pm. Carried



SIMON CHAMELY,
CHAIRPERSON



TAMMY FOWKES,
RECORDING SECRETARY

SC/tf

Amherstburg Traffic Committee Minutes

Thursday November 17th, 2016 at 2:00 p.m.

Council Chambers

PRESENT

Ian Chappell (Acting Chair)
Al Reaume
Antonio Marra

Eric Chamberlain
Nicole Rubli

ABSENT WITH NOTICE

Jason Lavigne (Chair)
Mike Cox

MEMBERS OF PUBLIC

Gerry Therrault

CALL TO ORDER 2:00 P.M.

ADOPTION OF MINUTES

Moved by Nicole Rubli
Seconded by Al Reaume

That the minutes of the meeting of the Amherstburg Traffic Committee held on August 11th, 2016 at 2:00pm be adopted as printed and circulated.

Motion carried

ORDER OF BUSINESS

- 1 Motion for Sergeant Mike Cox to stand down from the Traffic Committee and Deputy Chief Ian Chappell to be appointed.

Moved by Eric Chamberlain
Seconded by Antonio Marra

That Deputy Chief of Police Ian Chappell be appointed to the Traffic Committee.

Motion Carried

- 2 Committee to review the Traffic Committee administrative report produced to establish parameters and guidelines before its presentation to Council.

Moved by Nicole Rubli
Seconded by Ian Chappell

That the Traffic Committee requests Administration to prepare a draft policy to be brought back to the Committee for review and approval before it is brought to Council.

Motion Carried

- 3 Request from Business Owner to re-visit the request for two 20 minute parking spaces along the north side of Richmond Street, immediately east of Sandwich Street South.

Moved by Eric Chamberlain
Seconded by Al Reaume

That the first 4 parking spaces, on the north side of Richmond Street east of Sandwich Street, be designated 15 minute parking. Further that this recommendation be communicated to all businesses in the immediate vicinity.

Motion Carried

- 4 Request from resident for alternate monthly parking on White Crescent.

Moved by Ian Chappell
Seconded by Eric Chamberlain

That the Traffic Committee recommends that White Crescent be signed alternate monthly parking.

Motion Carried

- 5 Request from St Joseph's School for a reduction to 40 km/h within the Community Safety Zone on County Road 8 at River Canard.

Moved by Ian Chappell
Seconded by Al Reaume

That the Traffic Committee recommends the request be forward to the County of Essex for their decision.

Motion Carried

- 6 Request from resident for a 4 way stop at Alma Street & Victoria Street. Safety concern for children crossing to attend Amherstburg Public School.

Moved by Nicole Rubli
Seconded by Eric Chamberlain

The Traffic Committee requests that the Police evaluate the intersection to see if it warrants a crossing guard.

Motion Carried

- 7 Committee to review and endorse the following proposed updates to Traffic By-law 2011-69:

- Parking in Cul-de-Sacs – Move from Section 14.1 K to Section 6, General Regulations. **Currently not enforceable unless the bulb is signed.**
- Alternate monthly parking – **Include a grace period until 12 noon on the 1st day before parking tickets can be issued.**

Moved by Eric Chamberlain
Seconded by Al Reaume

That the Traffic Committee supports the proposed amendments to Traffic By-law 2011-69.

Motion Carried

- 8 Committee to review 2017 Committee Meeting Dates.

Moved by Antonio Marra
Seconded by Ian Chappell

That the Traffic Committee recommends that future meetings are conducted every six weeks during 2017 commencing on January 19th, 2017.

Motion Carried

UNFINISHED BUSINESS

- Request from resident to erect Deer Crossing signs or consider reducing the speed limit in and around the area of 5900 Concession 5 North.

Deferred until the motor vehicle collision statistics are obtained.

Moved by Eric Chamberlain
Seconded by Al Reaume

That the Traffic Committee deny the request at this time as statistical data does not support the request.

Motion Carried

- Request from resident for a 4 way stop at the intersection of George Street and Murray Street. Close proximity of houses to the roadway impedes the sightlines when entering the intersection from George Street.

By-law Enforcement to contact the property owner at 196 Murray Street to request that the tree impeding sightlines be trimmed. (Owner has since complied with this request)

Once completed a re-assessment will be made of the intersection.

After re-assessment the Traffic Committee concluded that the lower branches of the tree will need to be removed to ensure adequate sightlines. By-law Enforcement to re-address with the property owners.

- Resident requesting alternate monthly parking on Whelan Avenue. Vehicles are parking on both sides of the street and on the sidewalk.

Deferred until an administrative report is established containing parameters and guidelines.

Moved by Eric Chamberlain
Seconded by Antonio Marra

That the Traffic Committee recommends No Parking signs be erected on the North side of Whelan Avenue.

Motion Carried

- Request from Todd Hewitt, Manager of Engineer and Operations, to review parking restrictions on Texas Road. Currently, No Parking signs are erected on the north side only.

Referred to Engineer for their recommendation.

- Request from resident to make Kentucky Avenue alternate monthly parking as parking on both sides leaves little maneuver for motorists.

Deferred until an administrative report is established containing parameters and guidelines.

Moved by Antonio Marra
Seconded by Al Reaume

That the Traffic Committee recommends Kentucky Avenue be signed alternate monthly parking.

Motion Carried

- Request from resident to make States Avenue alternate monthly parking as parking on both sides leaves little maneuver for motorists.

Deferred until an administrative report is established containing parameters and guidelines.

Moved by Al Reaume
Seconded by Nicole Rubli

That the Traffic Committee recommends States Avenue be signed alternate monthly parking.

Motion Carried

- Request from resident to reconsider the denial to reduce the speed limit on McLellan Avenue.

Speed counters to be placed at the location. Deferred until the data is available.

- Resident concerned that the new sidewalk on McLellan Avenue will result in a child being hurt. Request for alternate parking to be from December to April only. When parking on the north side during the summer months it is difficult to observe both the children on the sidewalk and cyclists on the street when pulling away from the curb. Deferred to ascertain if there are any traffic studies pertaining to alternate parking with sidewalks on one side of the street only.

Request to be sent to Rebecca Belanger to review the Developers Agreement for the installation of sidewalks on Kingsbridge South. Eric Chamberlain to look into revising the alternate parking so that parking during the summer months is contained to the south side of the street only.

Moved by Ian Chappell
Seconded by Eric Chamberlain

That the Traffic Committee recommends No Parking signs be erected on the north side of McLellan Avenue.

Motion Carried

- Request from Councilor Fryer to review the feasibility of a 3 way stop at Knobb Hill Drive and Texas Road due to the increase of traffic going into Kingsbridge.

Deferred in order for Mike Cox to review the accident statistics. Also, Eric Chamberlain will ascertain if the engineering firm for the reconstruction on Texas Road conducted any traffic counts.

Moved by Ian Chappell
Seconded by Nicole Rubli

That the Traffic Committee deny the request as the statistical information does not support the feasibility of a stop sign on Texas Road at Knobb Hill Drive.

Motion Carried

NEW BUSINESS

NEXT MEETING DATE

The next meeting of the Amherstburg Traffic Committee is scheduled for January 19th, 2016 at 2:00 pm in Council Chambers, Town Hall, 271 Sandwich Street South.

ADJOURNMENT

Moved by Eric Chamberlain
Seconded by Al Reaume

That there being no further business the meeting adjourn at 3:40pm

Motion carried


Chair



**TOWN OF AMHERSTBURG
DRAINAGE BOARD
Tuesday, February 7, 2017
6:00 PM**

Council Chambers, 271 Sandwich Street South, Amherstburg

MINUTES

PRESENT

Ron Sutherland, Chair
Allan Major, Vice-Chair
Bob Pillon

Shane McVitty, Drainage Superintendent &
Engineering Coordinator
Nicole Humber, Recording Secretary

ABSENT WITH NOTICE Bob Bezaire

CALL TO ORDER

The Chair called the meeting to order at 6:07 p.m.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

MINUTES OF PREVIOUS MEETING

Bob Pillon moved, Ron Sutherland seconded:

That the minutes of the previous meeting BE ADOPTED:

1. Drainage Board Meeting Minutes – January 5, 2017

The Chair put the Motion.

Motion Carried

4. ORDER OF BUSINESS

4.1 Drainage Board – Continuing Education

Shane McVitty, Drainage Superintendent & Engineering Coordinator, informed the Board Members of the annual Rural Municipal Drainage Courses, hosted by OMAFRA, on April 5 & 6, 2017 in Leamington. Mr. McVitty advised that the April 6th course, which deals with the calculation of Drainage Act Assessments, would be beneficial to the Board Members, given that the Board attended the first part of the course last year. Mr. McVitty added that he will be following up with Board Members in the near future to confirm their attendance.

5. CONSIDERATION OF ENGINEER'S REPORT

5.1 New Residential Access Culvert over the South 7th Concession Drain for Jon Marwood Parks

Lou Zarlenga, P.Eng of RC Spencer Associates Inc. provided the Board with an overview of the drainage report for the New Residential Access Culvert over the South 7th Concession Drain for Jon Marwood Parks. Mr. Zarlenga indicated that his report makes recommendations for the installation of a new 16.0 metre long, CSP culvert, complete with sloped stone erosion protection. The new bridge will provide a 9.40 metre driveway top width and will access Mr.Parks lot severance. The total cost of the project, including incidentals, has been estimated at \$28,270.00. Mr. Zarlenga added that all of the costs associated with this project have been assessed to Mr. Parks. Future maintenance costs are to be split between Mr. Parks and the lands and roads within the drain watershed lying upstream of the new bridge on a 60/40 basis and according to the Schedule of Assessment for Future Maintenance included as part of the drainage report. Mr. Zarlenga noted that, pursuant to current ADIP policies, the cost of this project will

not be eligible for agricultural grants from OMAFRA as the land being served by the new access culvert is residential

The Chair asked if anyone in the gallery had any questions.

The Board heard from the following:

- Mr. Jon Parks expressed his concern over the length of time by which the report was completed. He indicated that his request for the work was submitted to the Town in March of 2016 and suggested that a year is far too long of a time period to lapse before for a report of this nature is considered. He added that he was told by Mr. Zarlenga that the work would only take a month and has planned the construction of his new home accordingly.
- Mr. Zarlenga explained that there were unknown factors, including dealing with environmental authorities, as well as the determination of the extents of the watershed, that caused delays to the project.
- Mr. McVitty indicated that a year's time to produce an engineering report is not unusual, and added that the drainage engineers working in this region are faced with a tremendous workload due to the over-abundance of projects and the shortage of drainage engineers.
- Mr. Parks questioned the timing of the new bridge installation. He further added his concern that delays may affect the finalization of his lot severance with the Planning Department.
- Mr. McVitty indicated that the installation of the bridge is dependent on the weather conditions and restrictions imposed by the DFO regarding the fish spawning season. Mr. McVitty added that the "no in-water work" restrictions fall between March 15 and June 30, though exemptions can be made during dry weather conditions with approval from the DFO and the ERCA.
- Mr. McVitty indicated that the process could be expedited if Mr. Parks was willing to sign a letter to waive his right of appeal to the Court of Revision and the Drainage Tribunal. If this were to be the case, the Town could immediately begin the process of procuring a contractor and possibly take advantage of favourable weather conditions before March 15.
- Mr. McVitty indicated that he would personally speak with the Planning Department to assist with the finalization of the severance.
- Mr. Parks questioned how the engineering fees were determined.

- Mr. Zarlenga indicated that his fees were a flat rate, determined and submitted to the Town prior to project commencement.

The Chair asked if the Board Members had any questions.

The Board heard from the following:

- Bob Pillon inquired about any other ways that the bridge installation could be pushed forward. Ron Sutherland asked if Mr. McVitty would look into the acceleration of the severance completion process.
- Mr. McVitty indicated that he will speak with the Planning Department with regards to the severance, and will prepare a waiver letter for Mr. Parks to sign. He added that he will submit an application to ERCA for permit immediately, and will begin the process of procuring a contractor as soon as the waiver document has been signed by Mr. Parks.

All Major moved, Bob Pillon seconded:

That:

- 1. The engineer's report, prepared by RC Spencer Associates Inc. on December 19, 2016, for a New Residential Access Culvert over the South 7th Concession Drain for Jon Marwood Parks the BE RECEIVED;**
- 2. The PROVISIONAL ADOPTION of By-law 2017-13 of the engineer's report for a New Residential Access Culvert over the South 7th Concession Drain for Jon Marwood Parks BE BROUGHT to the next Regular Council meeting for Council's consideration; and,**
- 3. Administration BE DIRECTED to schedule the Court of Revision for a New Residential Access Culvert over the South 7th Concession Drain for Jon Marwood Parks.**

The Chair put the Motion.

Motion Carried

4. NEXT MEETING DATE

Tuesday, March 7, 2017 @ 6:00 p.m.

7. ADJOURNMENT

Al Major moved, Bob Pillon seconded:

That the Board rise and adjourn at 6:31 p.m.

The Chair put the Motion.

Motion Carried

Chair – Ron Sutherland

Staff Liaison – Shane McVitty

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2017 - 13

By-law to provide for the New Residential Access Culvert over the South 7th Concession Drain for Jon Marwood Parks (Roll No. 570-0440 (Part2) – Part of Lot 83, Concession 7 based on the Drainage Report by RC Spencer Associates Inc.

WHEREAS as request for repair and improvement of the South 7th Concession Drain was received under section 78 of the Drainage Act;

WHEREAS Council of the Corporation of the Town of Amherstburg felt it necessary to appoint an engineer for the purpose of preparation of an engineer's report for the repair and improvement under section 78 of the Drainage Act;

WHEREAS Council of the Corporation of the Town of Amherstburg has authorized Lou Zarlenga, P. Eng., RC Spencer Associates Inc. to prepare a report and said engineer's report dated December 19, 2016, can be referenced as Schedule A, located in the Clerk's Department agreement file # 2017-13.

WHEREAS \$28,270.00 is the amount to be contributed by the Town of Amherstburg for the drainage works;

AND WHEREAS the report was considered and adopted by Amherstburg Drainage Board at the meeting held on Tuesday, February 7th, 2017.

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

1. AUTHORIZATION

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report

2. BORROWING

The Corporation of the Town of Amherstburg may borrow on the credit of the Corporation the amount of \$28,270.00 being the amount necessary for the improvements of the drainage works.

This project being the New Residential Access Culvert over the South 7th Concession Drain for Jon Marwood Parks (Roll No. 570-0440 (Part2) – Part of Lot 83, Concession 7.

3. DEBENTURE(S)

The Corporation may issue debenture(s) for the amount borrowed less the total amount of:

- (a) Grants received under section 85 of the Drainage Act;
- (b) Monies paid as allowances;
- (c) Commuted payments made in respect of lands and roads assessed with the municipality;
- (d) Money paid under subsection 61(3) of the Drainage Act; and
- (e) Money assessed in and payable by another municipality.

4. PAYMENT

Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) shall bear interest at a rate not higher than 1% more than the municipal lending rates as posted by The Town of Amherstburg's Bank's Prime Lending Rate on the date of sale of such debenture(s).

- (1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this by-law.
- (2) For paying the amount \$0.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Town of Amherstburg in each year for 5 years after the passing of this by-law to be collected in the same manner and at the same time as other taxes collected.
- (3) All assessments of \$1000.00 or less are payable in the first year in which the assessments are imposed.

5. SCHEDULE OF ASSESSMENTS OF LANDS AND ROADS

Property Description				Estimated Assessment as per Report	Estimated Grants 33 1/3%	Equal Bi-Annual Rate to be Imposed
Lot or Part Lot No.	Concession	Geographic Township	Parcel Roll No.			
Part Lot 83	7	Malden	570-04400 (Part 2)	\$28,270.00	\$0.00	\$6,294.40
Total				\$28,270.00	\$0.00	\$6,294.00

Read a first and second time and provisionally adopted this 13th day of February, 2017.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

Read a third time and finally passed this ___ day of _____, 2017.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

CAO Office - Open Council Motions

UFB Item	Assigned to	Assigned date	Due Date	Councillors	MOTION	Dept Comments/Status
20160222-81	John Miceli	22-Feb-16		Pouget/Fryer	<p>That Council direct Administration to prepare and present a by-law to designate, under the Ontario Heritage Act, the entire remaining public municipal lands of the King's Navy Yard Park, as described in a report of the Chief Administrative presented at a Regular Council meeting on September 14, 2015, and as recommended by the Heritage Committee on September 17, 2015, and acknowledged by Council on November 23, 2015; and further,</p> <p>That the by-law include the following roll numbers:</p> <ul style="list-style-type: none"> • 372924 00000 8500 • 372924 00000 8100 • 379911 00000 1900 • 372911 00000 1500 • 372911 00000 1600 • 372911 00000 1400 • 372911 00000 1300 	Administration compiling information for report

Engineering and Public Works - Open Council Motions

UFB Item	Assigned to	Assigned date	Due Date	Councillors	MOTION	Dept Comments/Status
EPW 12	Antonietta Giofu	16-Nov-15		Deputy Mayor DiPasquale/Pouget	Direct Administration to investigate a grant policy to address special benefits such as asphalt and concrete driveways retroactive to January 1, 2015	Administration compiling information for report
20160509-211	Antonietta Giofu	09-May-16		Pouget/Meloche	That Administration BE DIRECTED to bring back a report outlining the intended use of "multi-use" sidewalks and further to provide Council with clarification regarding bike regulations on sidewalks.	Administration compiling information for report

Parks, Facilities, Recreation and Culture - Open Council Motions

UFB Item	Assigned to	Assigned date	Due date	Councillors	MOTION	Dept Comments/Status
20160425-156	Rick Daly & Annette Zahaluk	25-Apr-16		Fryer/Pouget	That Administration BE DIRECTED to bring back a report outlining options regarding brick donations.	Administration compiling information for report
20160425-178	Rebecca Belanger & Annette Zahaluk	25-Apr-16		Fryer/Pouget	That Administration BE DIRECTED to provide clarification and information to residents regarding the number of trees ERCA is going to provide to residential homeowners for the 50 Million Trees program, and further to look into the possibility of adding present day green spaces.	Administration compiling information for report - Awaiting completion of the Parks Master Plan
20160509-212	Anne Rota	09-May-16		Pouget/Fryer	That the Town fund and erect a plaque in the honour of the late Senator Eugene Whelan and his wife, Mrs. Elizabeth Whelan for their role in entertaining the former Soviet Ambassador Aleksander Yakovlev and Mikhail Gorbachev while visiting our historic Town, marking the location of the "Walk that Changed the World" for consideration and voting at the May 9th, 2016, Regular Council Meeting.	Administration compiling information for report - Update report went to Council September 12, 2016.

Planning, Development and Legislative Services - Open Council Motions

UFB Item	Assigned to	Assigned date	Due date	Councillors	MOTION	Dept Comments/Status
ECDEV 2	Tony DeThomasis	10-Dec-14			That Council direct Administration to bring a report on the discrepancy between Marsh Drive and Marsh Court, and the process to change the street name.	Policy under development.
20160321-127	Mark Galvin	21-Mar-16		Fryer/Lavigne	That Administration BE DIRECTED to expedite the process of bringing the Sign By-law to Council to be updated and in the interim for the present by-law to be enforced and further that Council gives the Park's Advisory Committee the opportunity to review and offer advice on this new by-law.	Report in progress.
20160425-178	Rebecca Belanger & Annette Zahaluk	25-Apr-16		Fryer/Pouget	That Administration BE DIRECTED to provide clarification and information to residents regarding the number of trees ERCA is going to provide to residential homeowners for the 50 Million Trees program, and further to look into the possibly of adding present day green spaces.	In progress - Awaiting completion of the Parks Master Plan

Unfinished Business Lists - eScribe as at February 13, 2017

Meeting Type	Meeting Site	Department	Agenda Item	Assigned To	Due Date	Category	Status	Comments	Priority	Description
Regular Council Meeting	Regular Council Meeting Aug 08, 2016	Corporate Services	Big Creek Wetland Signage	Dawn Morencie, Justin Rousseau		None	Incomplete	Resolution # 20160808-333. As at January 27th, Administration was awaiting consultation with Greg Nemeth on design and concept.	Normal	Motion: That Council approve the purchase of Big Creek Wetland Signage and contact the County of Essex about erecting signs in the right of way. Designs of the sign are to be brought back to Council for approval. Resident Greg Nemeth would like to see a list of species on the sign.
Regular Council Meeting	Regular Council Meeting Sep 12, 2016	-	DELEGATIONS	Dawn Morencie, Justin Rousseau, Rick Daly		Report Back	Incomplete	Resolution # 20160912-346	High	Direct Administration to bring back a report outlining reduced rental rates for the indoor turf at the Libro Centre and how the reduced rates will effect the overall 2017 budget.
Special Council Meeting	Special Council Meeting Sep 19, 2016	Planning, Development & Legislative Services	Removal of Holding Zone for 7809 Howard Ave	Rebecca Belanger, Dawn Morencie, Mark Galvin		None	Incomplete	Resolution # 20160919-372The Emergency Response Plan has not yet been received.	High	Provide the Emergency Plan and ECA to the residents surrounding 7809 Howard Ave.
Regular Council Meeting	Regular Council Meeting Oct 11, 2016	Final	Temperature Control in Community Room at the Libro Centre - Fern Elliott, Golden Age Club	John Miceli, Dawn Morencie		Report Back	Incomplete	Resolution # 20161011-396	High	That: 1. The delegation BE RECEIVED; 2. The Chief Administrative Officer BE DIRECTED to negotiate with the Golden Age Club to extend their lease agreement for another 5 years; 3. Administration BE DIRECTED to bring a report back to Council as to why the dressing rooms are hot and the Community Room is cold at the Libro Centre; and, 4. A heating device BE ADDED to the Community Room that is controlled by the user with an upset limit of \$25,000.
Regular Council Meeting	Regular Council Meeting Nov 14, 2016	CAO	Accessibility Renovation to Municipal Buildings/Infrastructure	Dawne Bondy	11/17/2016	Report Back	Incomplete		Normal	follow up policy development as per resolution.
Special Council Meeting	Special Council Meeting Nov 29, 2016	-	2017 BUDGET DELIBERATIONS	John Miceli, Dawn Morencie		Report Back	Incomplete		High	From Budget deliberations on Jan. 10, 2017. Resolution # 20170110-526 That Administration BE DIRECTED to bring back a report to make a donation towards the \$700,000 trail from our Municipality Note: Councillor Fryer reiterated that it would be ERCF (Foundation) that would be able to provide financial information and not ERCA.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2017 - 14

**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 February 13th, 2017, meeting of Council, are hereby adopted and confirmed, as if the same were expressly contained in this By-law;
2. THAT the Mayor and proper officials of the Corporation of the Town of Amherstburg are hereby authorized and directed to do all things necessary to give effect to the action(s) of the Council of the Corporation of the Town of Amherstburg during the said meetings referred to in paragraph 1 of this By-law;
3. THAT the Mayor and Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Town of Amherstburg to all documents referred to in said paragraph 1.

Read a first, second and third time and finally passed this 13th day of February, 2017.

MAYOR – Aldo DiCarlo

CLERK – Paula Parker