



**TOWN OF AMHERSTBURG
COUNCIL MEETING
AGENDA**

Monday, February 27, 2017

6:00 PM

Council Chambers

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

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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 Council Meeting Minutes - 2017 Budget - January 9 & 10, 2017 8

5. DELEGATIONS

- 5.1 Allan Parks - A-Team Robotics 32

That the delegation **BE RECEIVED**.

6. PRESENTATIONS

- 6.1 Essex Powerlines Corporation Update & Youth in Community Fund
Cheque Presentation - Joe Barile, General Manager, Essex Powerlines
Corporation 40

That the presentation **BE RECEIVED**.

- 6.2 SWIFT Initiative - Dan Circelli & Bob Campbell - Connecting Windsor-
Essex 58

That the presentation **BE RECEIVED**.

7. REPORTS – POLICE SERVICES

There are no reports.

8. REPORTS – CORPORATE SERVICES

There are no reports.

9. REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

There are no reports.

10. REPORTS – ENGINEERING AND PUBLIC WORKS

There are no reports.

11. REPORT – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

11.1 Request for the Deferral of Development Charges – 182 Pickering Inc. 70

It is recommended that:

1. The report from the Manager of Planning Services dated January 20, 2017, regarding the request for the application for the deferral of development charges from 182 Pickering Inc. **BE RECEIVED**;
2. The request from 182 Pickering Inc. to defer development charges to assist in the development of the lands at 182 Pickering as an affordable apartment building for the Town **BE APPROVED**; and,
3. **By-law 2017-11** being a by-law to authorize the signing of an agreement to defer development charges be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign the same.

11.2 Development Agreement for 182 Pickering Dr. - 182 89
Pickering Inc. File# SPC-1-17

It is recommended that:

1. The report from the Manager of Planning Services dated February, 2, 2017, regarding the Development Agreement for 182 Pickering Dr. **BE RECEIVED**;
2. The site plan and development agreement for 182 Pickering Dr. for the affordable apartment building **BE APPROVED**; and,
3. **By-law 2017-09** being a by-law to authorize the signing of a development agreement be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign the same.

12. REPORTS - CAO's OFFICE

12.1 Employee Code of Conduct / Committee Structure 133

It is recommended that:

1. The report from the Municipal Clerk dated February 8, 2017 regarding Employee Code of Conduct/Committee Structure **BE RECEIVED**; and,
2. Option 1 **BE APPROVED** as written in the body of the report; OR,
3. Option 2 **BE APPROVED** as written in the body of the report.

12.2 Committee Appointments – Economic Development Advisory Committee 139

It is recommended that:

1. The report from the Deputy Clerk dated February 14th, 2017, regarding Committee Appointments – Economic Development Advisory Committee **BE RECEIVED**;
2. _____ **BE APPOINTED** as the lay member to fill the vacancy on the Economic Development Advisory Committee; and,
3. _____ **BE APPOINTED** as the Amherstburg Chamber of Commerce representative for the Economic Development Advisory Committee, as nominated by the Amherstburg Chamber of Commerce.

13. INFORMATION REPORTS

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

13.1 2016 Economic Development Committee Accomplishments 165

13.2 Monthly Activity Report – APSB Meeting of December 6, 2016 169

13.3 2016 Annual Audit Planning Report 192

13.4 February 9, 2017 – February 21, 2017 Accounts Payable 224

14. CONSENT CORRESPONDENCE

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

14.1	Marijuana Controls under Bill 178 - Windsor-Essex County Health Unit	248
14.2	Opioid Addiction and Overdose - Windsor-Essex County Health Unit	250
14.3	Creating an Invasive Plant Management Strategy - Ontario Invasive Plant Council & ERCA Workshop	251
14.4	Carbon Tax Credits for Municipalities	252
14.5	Request to Establish Guidelines for Ward Boundary Reviews - Fred Eisenberger, Mayor of Hamilton	254
14.6	Bill C-274 Update, Taxation on Family Business Transfers - Guy Caron, MP	255

15. CORRESPONDENCE

That the correspondence **BE RECEIVED**:

15.1	Purple Day for Epilepsy Awareness - March 26, 2017	256
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It is recommended that:

1. The correspondence regarding Purple Day for Epilepsy Awareness **BE RECEIVED**; and,
2. March 26, 2017, **BE PROCLAIMED** as Purple Day in the Town of Amherstburg.

15.2	Human Values Day - April 24, 2017	257
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It is recommended that:

1. The correspondence regarding Human Values Day **BE RECEIVED**; and,
2. April 24, 2017, **BE PROCLAIMED** as Human Values Day in the Town of Amherstburg.

16. CONSENT OTHER MINUTES

That the following minutes BE RECEIVED:

16.1	Co-An Park Meeting Minutes - November 9, 2016	263
16.2	Co-An Park Meeting Minutes - November 29, 2016	268
16.3	Co-An Park Meeting Minutes - January 12, 2017	270
16.4	Heritage Committee Meeting Minutes - November 24, 2016	284
16.5	Economic Development Advisory Committee Meeting Minutes - December 6, 2016	288
16.6	Committee of Adjustment Meeting Minutes - December 13, 2016	292

17. UNFINISHED BUSINESS

17.1	Unfinished Business List as of February 27, 2017	296
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18. NEW BUSINESS

19. REPORT OUT FROM IN CAMERA SESSION

20. NOTICE OF MOTION

There are no Notices of Motion.

21. BY-LAWS

21.1	2017-18 - Confirmatory By-law	302
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It is recommended that:

That **By-law 2017-18** being a by-law to confirm all resolutions of the Municipal Council Meeting held February 27th, 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
SPECIAL COUNCIL MEETING – 2017 BUDGET
Monday, January 9, 2017 – Day # 1

5:00 PM

Council Chambers, 271 Sandwich Street South, Amherstburg

MINUTES

PRESENT

Mayor Aldo DiCarlo
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

ABSENT

Deputy Mayor Bart DiPasquale
Councillor Joan Courtney

CALL TO ORDER

The Mayor called the meeting to order at 5:02 p.m.

MOMENT OF SILENT REFLECTION

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Councillor Fryer declared an indirect pecuniary interest with respect to the Recreation budget, more specifically the programming line item. He advised that his daughter teaches gymnastics for a 3rd party contract at the Libro Centre.

PRESENTATIONS – 2017 BUDGET

3.1 Audit and Finance Advisory Committee Report and Presentation- John Purdie, Chair

Mr. Purdie presented the Audit and Finance Advisory report and answered Council questions.

Resolution # 20170109-496

Moved by Councillor Fryer

Seconded by Councillor Meloche

That the presentation BE RECEIVED.

The Mayor put the Motion.

Motion Carried

3.2 Amherstburg Community Services – Grant Request – Kathy DiBartolomeo, Executive Director

Ms. DiBartolomeo provided Council with an overview of her grant request for Amherstburg Community Services and answered Council questions.

3.3 Amherstburg Food and Fellowship Mission – Grant Request – Tim McAllister

Mr. McAllister provided Council with an overview of his grant request for the Amherstburg Food and Fellowship Mission and answered Council questions.

3.4 House of Shalom – Grant Request – Rebecca Vander Vaart, Events Co-ordinator

Ms. Vander Vaart provided Council with an overview of her grant request for the House of Shalom and answered Council questions.

3.5 Amherstburg Freedom Museum – Grant Request - Mary-Katherine Whelan, Curator/Administrator

Ms. Whelan and Monty Logan, Board President, Amherstburg Freedom Museum, provided Council with an overview of their grant request for the Amherstburg Freedom Museum and answered Council questions.

3.6 Amherstburg Historic Sites Association – Grant Request – Stephanie Pouget-Papak, Curator, Administrator

Ms. Pouget-Papak provided Council with an overview of her grant request for the Amherstburg Historic Sites Association and answered Council questions.

3.7 Cat Assistance Team – Grant Request - Carla Leardi

Ms. Leardi and Renee St. Pierre, President/Treasurer, Cat Assistance Team, provided Council with an overview of their request for the Cat Assistance Team and answered Council questions.

3.8 Christ Church Anglican – Grant Request – Reverend Bill Strang

Reverend Strang was not present to address Council.

Resolution # 20170109-497

Moved by Councillor Lavigne
Seconded by Councillor Fryer

That the presentations listed as items 3.2 – 3.8 BE RECEIVED.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Fryer
Seconded by Councillor Lavigne

That Council recess at 6:32 p.m. for a 15 minute break.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Lavigne
Seconded by Councillor Meloche

That Council resume budget deliberations at 7:04 p.m.

The Mayor put the Motion.

Motion Carried

4. REPORTS - 2017 BUDGET

4.1 Audit and Finance Advisory Committee 2017 Budget Review

Resolution # 20170109-498

Moved by Councillor Pouget
Seconded by Councillor Fryer

That the report from the Audit and Finance Advisory Committee dated November 22, 2016, regarding Audit and Finance Advisory Committee 2017 Budget Review BE RECEIVED.

The Mayor put the Motion.

Motion Carried

4.2 2017 Grants to Community Groups and Organizations

Resolution # 20170109-499

Council approved each of the 2017 Grants to Community Groups and Organizations individually to be funded from the 2017 Global Operating Budget.

Moved by Councillor Fryer
Seconded by Councillor Pouget

That Amherstburg Community Services receive \$5000 as requested.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Meloche
Seconded by Councillor Pouget

That the Amherstburg Food and Fellowship Mission receive \$1500 as requested.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Fryer
Seconded by Councillor Pouget

That the House of Shalom Youth Center receive \$7000 of their \$8000 request.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Fryer
Seconded by Councillor Pouget

That the Amherstburg Freedom Museum receive \$6500 as requested.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Fryer
Seconded by Councillor Pouget

That the Amherstburg Historic Sites Association receive \$8500 as requested.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Fryer
Seconded by Councillor Lavigne

That the Cat Assistance Team receive \$5000 of their \$7500 request.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Fryer
Seconded by Councillor Pouget

That Christ Church receive \$750 as requested.

The Mayor put the Motion.

Motion Carried

4.3 Libro Centre Financial Update

Resolution # 20170109-500

Moved by Councillor Fryer
Seconded by Councillor Pouget

That the report from the CAO, Manager of Facilities and Manager of Recreation Services dated November 15, 2016, regarding Libro Centre Financial Update BE DEFERRED until additional details, including what is not running properly at the Libro Centre, can be brought back in a report to Council.

The Mayor put the Motion.

Motion Carried

4.4 Sidewalk Winter Control Program

Resolution # 20170109-501

Moved by Councillor Pouget
Seconded by Councillor Lavigne

That:

- 1. The report from the Manager of Public Works dated December 21, 2016 regarding Sidewalk Winter Control Program BE RECEIVED;**
- 2. The moratorium placed on enforcement of Bylaw 2005-04 being a by-law respecting the removal of snow and ice from the sidewalks on the highways in front of, alongside or at the rear of occupied or unoccupied premises BE WAIVED;**
- 3. The Manager of Public Works BE AUTHORIZED to implement the proposed pilot program for enhanced winter sidewalk maintenance for 2016/2017.**

4. **The Manager of Public Works BE DIRECTED to bring back a report to Council after the 2016/17 Winter Control season with costing and findings of the 2016/17 season.**

The Mayor put the Motion.

Motion Carried

5. **2017 BUDGET DELIBERATIONS**

COUNCIL SERVICES BUDGET

Resolution # 20170109-502

Moved By Councillor Lavigne
Seconded By Councillor Fryer

That Council APPROVE an open-ended limit for the Mayor's public receptions budget as per the Council Travel and Compensation Policy.

The Mayor put the Motion.

Motion Carried

Resolution # 20170109-503

Moved By Councillor Fryer
Seconded By Councillor Meloche

That Administration bring back known amounts for all benefits at the time of the final budget approval.

The Mayor put the Motion.

Motion Carried

Resolution # 20170109-504

Moved By Councillor Meloche
Seconded By Councillor Pouget

That the Council budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

CAO BUDGET

Resolution # 20170109-505

Moved By Councillor Meloche
Seconded By Councillor Fryer

That the CAO budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

CLERK'S DEPARTMENT BUDGET

Resolution # 20170109-506

Moved By Councillor Fryer
Seconded By Councillor Pouget

That the report from the Municipal Clerk dated October 12, 2016, regarding Part Time Committee Coordinator BE RECEIVED and Council NOT CONSIDER the position at this time.

The Mayor put the Motion.

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

Motion Carried

Resolution # 20170109-507

Moved By Councillor Fryer
Seconded By Councillor Pouget

That the remainder of the Clerk’s budget BE APPROVED in principle.

The Mayor put the Motion.

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

Motion Carried

CROSSING GUARD BUDGET

Resolution # 20170109-508

Moved By Councillor Pouget
Seconded By Councillor Fryer

That the Crossing Guard budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

HUMAN RESOURCES BUDGET

Resolution # 20170109-509

Moved By Councillor Meloche
Seconded By Councillor Lavigne

That the Human Resources budget, including the 1 year Contract Extension for the Health and Safety Officer, BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

POLICE SERVICE BUDGET

Resolution # 20170109-510

Moved By Councillor Meloche
Seconded By Councillor Pouget

That the Police Services budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

FIRE DEPARTMENT BUDGET

Resolution # 20170109-511

Moved By Councillor Meloche
Seconded By Councillor Lavigne

That the Fire Department budget, with the Full Time Training Officer and the Full Time Fire Clerk positions, BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Fryer
Seconded by Councillor Meloche

That Council recess from budget deliberations at 9:12 p.m. and resume on January 10, 2017 at 5:00 p.m.

The Mayor put the Motion.

Motion Carried

SPECIAL IN-CAMERA MEETING

Moved by Councillor Fryer

Seconded by Councillor Lavigne

That Council move into an In-Camera Meeting of Council at 9:14 p.m., pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:

ITEM A – Employment Contract - Fire Department - Section 239(2)(b) - Personal matters about an identifiable individual, including municipal or local board employees; and, Section 239(2)(d) - Labour relations or employee negotiations.

ITEM B – Property Acquisition Update - 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

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

SPECIAL COUNCIL MEETING – 2017 BUDGET

Tuesday, January 10, 2017 – Day # 2

5:00 PM

PRESENT

Mayor Aldo DiCarlo
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

ABSENT

Deputy Mayor Bart DiPasquale
Councillor Joan Courtney

Moved By Councillor Meloche
Seconded By Councillor Lavigne

That Council resume budget deliberations at 5:07 p.m.

The Mayor put the Motion.

Motion Carried

FINANCIAL SERVICES BUDGET

Resolution # 20170110-512

Moved By Councillor Meloche
Seconded By Councillor Fryer

That the Financial Services budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

IT BUDGET

Resolution # 20170110-513

Moved By Councillor Fryer
Seconded By Councillor Meloche

That the IT budget, with the Full Time IT Service and Support Technologist position, BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

LICENSING AND ENFORCEMENT BUDGET

Resolution # 20170110-514

Moved By Councillor Meloche
Seconded By Councillor Pouget

That the Licensing and Enforcement budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Lavigne
Seconded by Councillor Meloche

That Council recess at 5:28 p.m. for a 5 minute break.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Lavigne
Seconded by Councillor Fryer

That Council resume budget deliberations at 5:34 p.m.

The Mayor put the Motion.

Motion Carried

SPECIAL IN-CAMERA MEETING CALLED

Resolution # 20170110-515

Moved by Councillor Fryer
Seconded by Councillor Pouget

That Council move into an In-Camera Meeting of Council at 5:34 p.m., pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reason:

ITEM A – Personnel Matter - Section 239(2)(b) - Personal matters about an identifiable individual, including municipal or local board employees; and, Section 239(2)(d) - Labour relations or employee negotiations.

The Mayor put the Motion.

Motion Carried

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

ADJOURNMENT OF IN-CAMERA MEETING @ 6:02 PM

RESUMPTION OF SPECIAL COUNCIL MEETING – 2017 BUDGET

Moved By Councillor Fryer
Seconded By Councillor Lavigne

That Council resume Special session at 6:06 p.m.

The Mayor put the Motion.

Motion Carried

PLANNING DEPARTMENT BUDGET

Resolution # 20170110-516

Moved By Councillor Fryer
Seconded By Councillor Pouget

That the Planning Department budget, with the Part Time Planner position, BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

BUILDING DEPARTMENT BUDGET

Resolution # 20170110-517

Moved By Councillor Fryer
Seconded By Councillor Meloche

That the Building Department budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

LIBRO CENTRE BUDGET

Resolution # 20170110-518

Councillor Fryer moved the report with an amendment to refer the Director position back to the Chief Administrative Officer restructuring.

Moved By Councillor Fryer
Seconded By Councillor Pouget

That:

- 1. The report from the Chief Administrative Officer dated October 21, 2016, regarding the additional Municipal position of Director of Parks, Facilities, Recreation and Culture BE RECEIVED; and,**
- 2. The position BE REFERRED back to the CAO for restructuring of the department and a report brought back to Council.**

The Mayor put the Motion.

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

Motion Carried

Councillor Fryer removed himself from discussion and voting with respect to the Libro Centre budget due to his declared pecuniary interest.

Resolution # 20170110-519

Moved By Councillor Pouget

Seconded By Councillor Lavigne

That the Libro Centre budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Fryer

Seconded by Councillor Lavigne

That Council recess at 6:45 p.m for a break.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Lavigne

Seconded by Councillor Meloche

That Council resume budget deliberations at 7:18 p.m.

The Mayor put the Motion.

Motion Carried

FACILITIES BUDGET

Resolution # 20170110-520

Moved By Councillor Meloche
Seconded By Councillor Fryer

That the Facilities budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

PARKS DEPARTMENT BUDGET

Resolution # 20170110-521

Moved By Councillor Meloche
Seconded By Councillor Pouget

That the Parks Department budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

RECREATION BUDGET

Councillor Fryer removed himself from discussion and voting with respect to the Recreation budget due to his declared pecuniary interest.

Resolution # 20170110-522

Moved By Councillor Meloche
Seconded By Councillor Lavigne

That the Recreation budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

TOURISM AND CULTURE BUDGET

Resolution # 20170110-523

Moved By Councillor Meloche
Seconded By Councillor Fryer

That the Tourism and Culture budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

PUBLIC WORKS BUDGET

Resolution # 20170110-524

Moved By Councillor Meloche
Seconded By Councillor Lavigne

That the Public Works budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

ENVIRONMENTAL SERVICES BUDGET

Resolution # 20170110-525

Moved By Councillor Fryer
Seconded By Councillor Meloche

That the Environmental Services budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

GLOBAL BUDGET

Resolution # 20170110-526

Moved By Councillor Fryer
Seconded By Councillor Pouget

That Administration BE DIRECTED to bring back a report to make a donation towards the \$700,000 trail from our municipality.

The Mayor put the Motion.

Motion Carried

Resolution # 20170110-527

Moved By Councillor Meloche
Seconded By Councillor Pouget

That the Global budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

RETIREE BUDGET

Resolution # 20170110-528

Moved By Councillor Meloche
Seconded By Councillor Pouget

That the Retiree budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

LONG TERM DEBT PAYMENTS BUDGET

Resolution # 20170110-529

Moved By Councillor Meloche
Seconded By Councillor Pouget

That the Long Term Debt Payments budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Fryer
Seconded by Councillor Meloche

That Council recess at 8:03 p.m for a 5 minute break.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Meloche
Seconded by Councillor Lavigne

That Council resume budget deliberations at 8:15 p.m.

The Mayor put the Motion.

Motion Carried

CAPITAL BUDGET

Resolution # 20170110-530

Moved By Councillor Meloche
Seconded By Councillor Pouget

That the only the Roads Projects within the Capital budget BE APPROVED in principle.

The Mayor put the Motion.

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

Motion Carried

Resolution # 20170110-531

Moved By Councillor Fryer
Seconded By Councillor Meloche

That the Sidewalks/Pathways within the Capital budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

Resolution # 20170110-532

Moved By Councillor Meloche
Seconded By Councillor Lavigne

That the Streetlight Installation and Upgrades within the Capital budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

Resolution # 20170110-533

Moved By Councillor Pouget
Seconded By Councillor Lavigne

That the Culverts and Bridges within the Capital budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

Resolution # 20170110-534

Moved By Councillor Meloche
Seconded By Councillor Lavigne

That the Municipal Drains within the Capital budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

Resolution # 20170110-535

Moved By Councillor Fryer
Seconded By Councillor Meloche

That the Public Works Department Programs and Engineering within the Capital budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

Resolution # 20170110-536

Moved By Councillor Pouget
Seconded By Councillor Fryer

That the Vehicles and Equipment within the Capital budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

Resolution # 20170110-537

Moved By Councillor Meloche
Seconded By Councillor Pouget

That the Parks Department Capital budget BE APPROVED in principle with an additional \$5000 added for bleachers and roof at Co-An Park.

The Mayor put the Motion.

Motion Carried

Resolution # 20170110-538

Moved By Councillor Pouget
Seconded By Councillor Meloche

That the Facilities Capital budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

Resolution # 20170110-539

Moved By Councillor Fryer
Seconded By Councillor Meloche

That all items listed as Other in the Capital budget BE APPROVED in principle with the exception of the Belle View line items.

The Mayor put the Motion.

Motion Carried

Councillors Lavigne and Pouget declared a conflict of interest with respect to Belle Vue. Councillor Lavigne advised that his parents have property located adjacent to the Belle Vue property. Councillor Pouget advised that her residence is close to the Belle Vue property.

Councillor Lavigne and Pouget removed themselves from discussion and voting with respect to the Belle Vue line items.

Resolution # 20170110-540

Moved By Councillor Fryer
Seconded By Councillor Meloche

That the Belle Vue line items within Other Capital budget BE APPROVED in principle.

The Mayor put the Motion.

Motion Carried

ADJOURNMENT

Moved By Councillor Meloche
Seconded By Councillor Pouget

That Council rise and adjourn the 2017 Budget Deliberations at 9:38 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: 2017 Feb 27

Name of Delegate(s): Allan Parks

Address: _____

Phone: _____ Email: _____

Attending as an Individual

Representing a Group/Organization A-Team Robotics
(Name of Group/Organization/Business)

Will have 8 to 9 Youth present to help with presentations.

Have you contacted Administration regarding this matter? Yes No

If yes, who? Tammy Fowkes

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 #.

The purpose of this meeting is to inform council about our group and what we are about. The hope is that we will gain moral support from council, leading to increased community awareness and support.

(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:

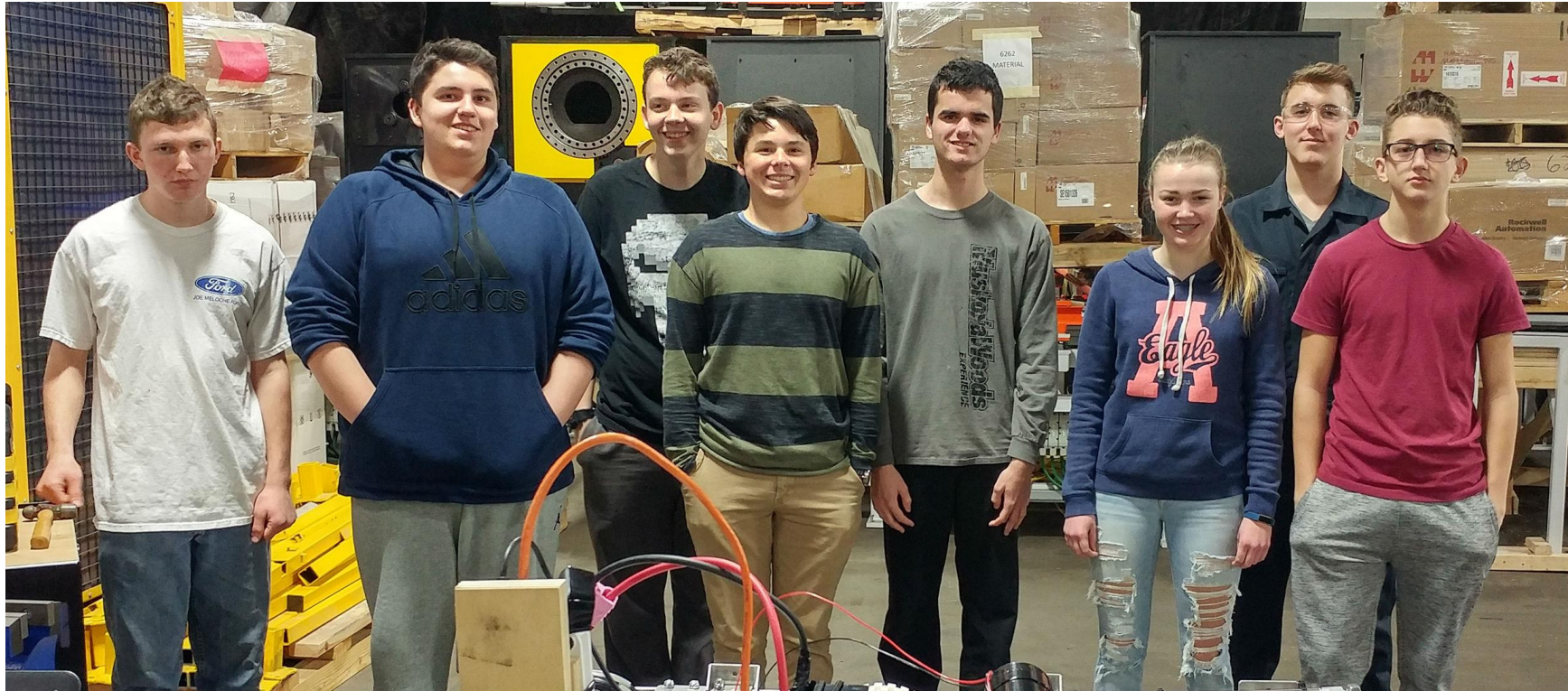
Date request received: Feb. 3, 2017 Request Received by (initials): TF

Request relates to: Group Presentation

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

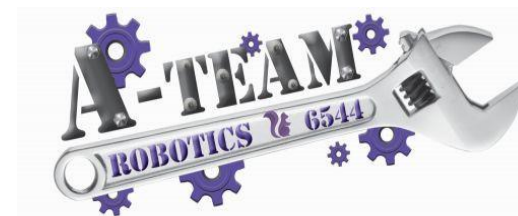
Personal information contained on this form is authorized under Section 5 of the Town of Amherstburg's Procedure By-law, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Council or an Advisory Committee of Council. The Delegation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

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



A-Team Robotics

Amherstburg Community Robotics Team



A-Team Robotics AND FIRST

For Inspiration & Recognition of Science & Technology



www.firstinspires.org

- A-Team Robotics competes in the First Robotics Competition (FRC)
- First Robotics is an organization that is made up of 460K students from around the world that compete in robotics competitions and learn all the skills it takes to build a robot.
- With FRC, students can challenge and develop the skills they will use in the future
- The value of friendship and cooperation is huge in First and at our robotics competitions

Our Team

- ▶ Our robotics team was started in November 2016 by Allan Parks
- ▶ Our mentors believe that we are all competing for the jobs of tomorrow
- ▶ It has been a long robotics season working hard to put everything together
- ▶ Today our robot is complete and ready to compete

What we are trying to accomplish

ENCOURAGE AND DEVELOP STUDENTS THAT WILL SUCCEED IN THE WORKFORCE

- ▶ raise awareness about benefits in joining robotics
- ▶ demonstrate real world applications of Science, Technology, Engineering and Math (STEM)

HELP MAKE A BETTER AND SMARTER WORLD FOR THE FUTURE



460K+

students participating
in 2016-2017

230K+

Mentors, Coaches, Judges
& Volunteers in 85+
countries

17M+

Volunteer hours served
in 2016-2017

\$30M+

scholarship opportunities
from nearly 200 providers

>2,600

official events worldwide

65K+

participants at annual
FIRST® Championship

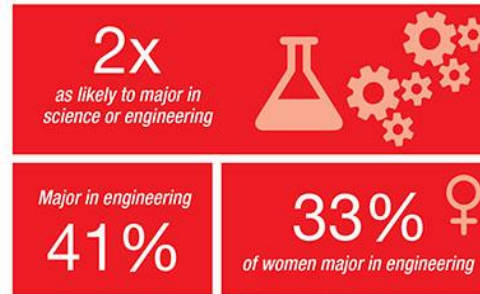
Accomplishments

First Inspires

FIRST® IMPACT

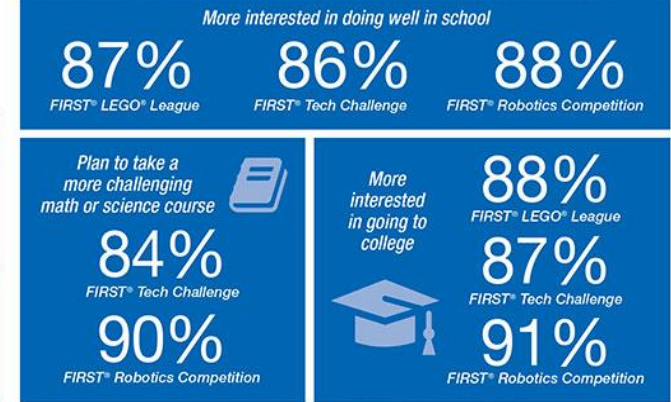
10 years of evaluation data indicates that with participation in FIRST®, team members are:

STEM MAJOR CITED BY FIRST PARTICIPANTS



Source: Brandeis University, 2005 Evaluation of FIRST® Robotics Competition Alumni

SCHOOL ENGAGEMENT INCREASES FOR FIRST PARTICIPANTS



Source: Brandeis University, 2011 FIRST® Tech Challenge – FIRST® Robotics Competition Evaluation and 2013 FIRST® LEGO® League Evaluation

21ST CENTURY WORK-LIFE SKILLS GAINED BY FIRST PARTICIPANTS



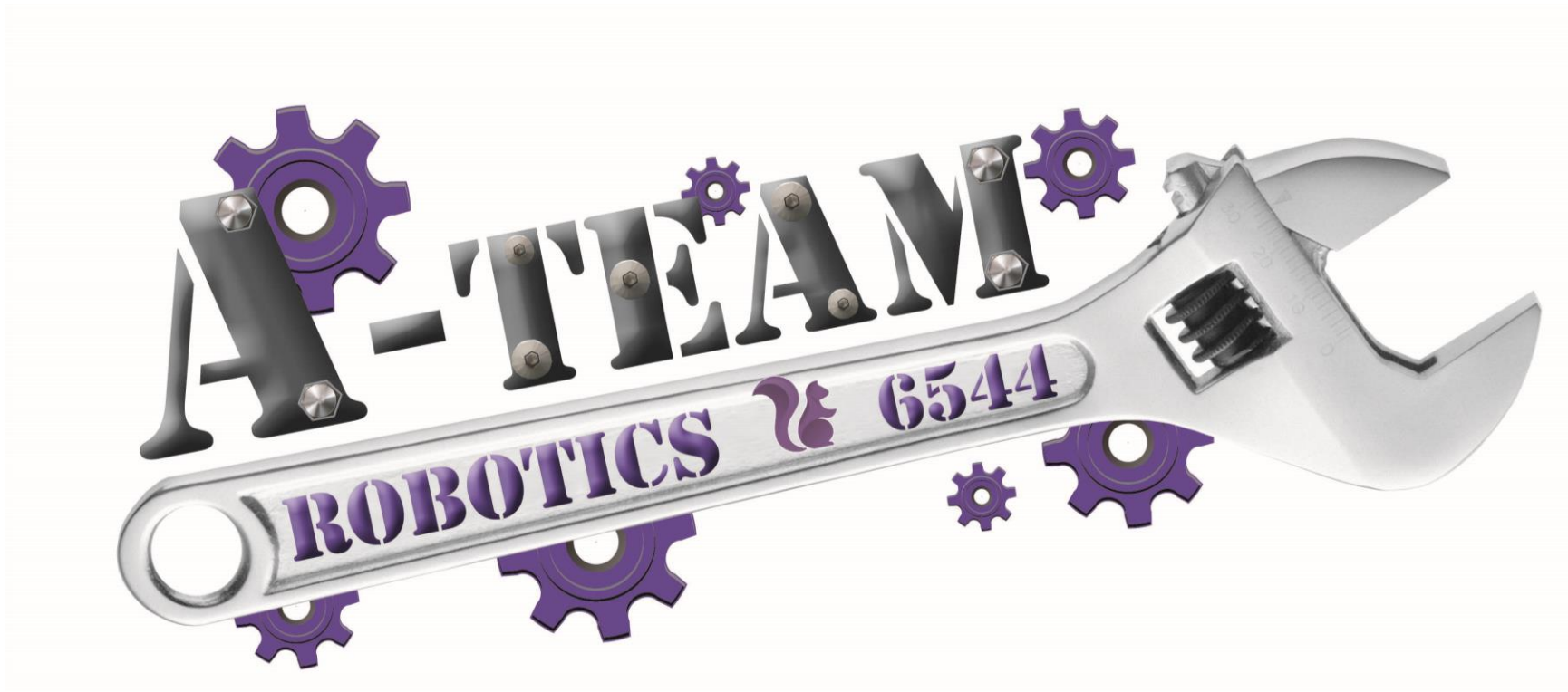
REV 1/17

Source: Brandeis University, 2011 FIRST® Tech Challenge – FIRST® Robotics Competition Evaluation and 2013 FIRST® LEGO® League Evaluation

FIRST ALUMNI IN STEM CAREERS



Source: FIRST, 2015 FIRST Alumni Survey



Thank You For Listening

We hope you learned something and enjoyed our presentations

Essex Power Corporation YOUR COMMUNITY PARTNER

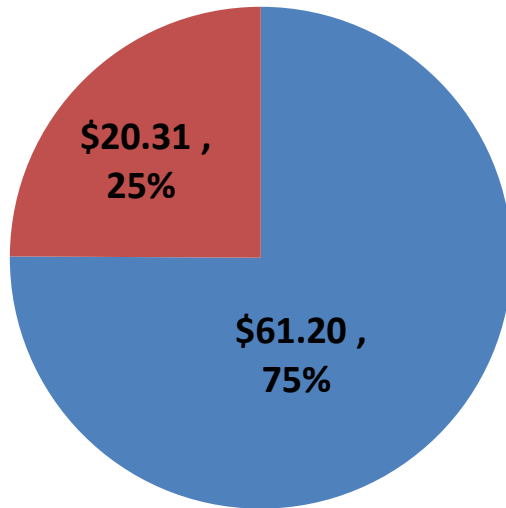
February, 2017



What portion of the overall bill does EPL represent?

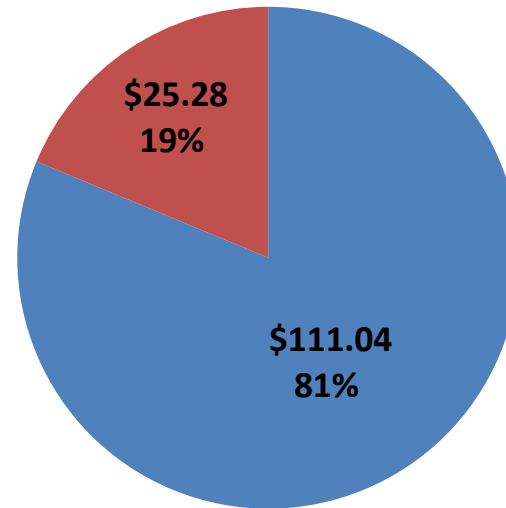
Electricity Bill Breakdown - 2005

■ Provincially Controlled ■ Essex Power Controlled



Electricity Bill Breakdown - 2016

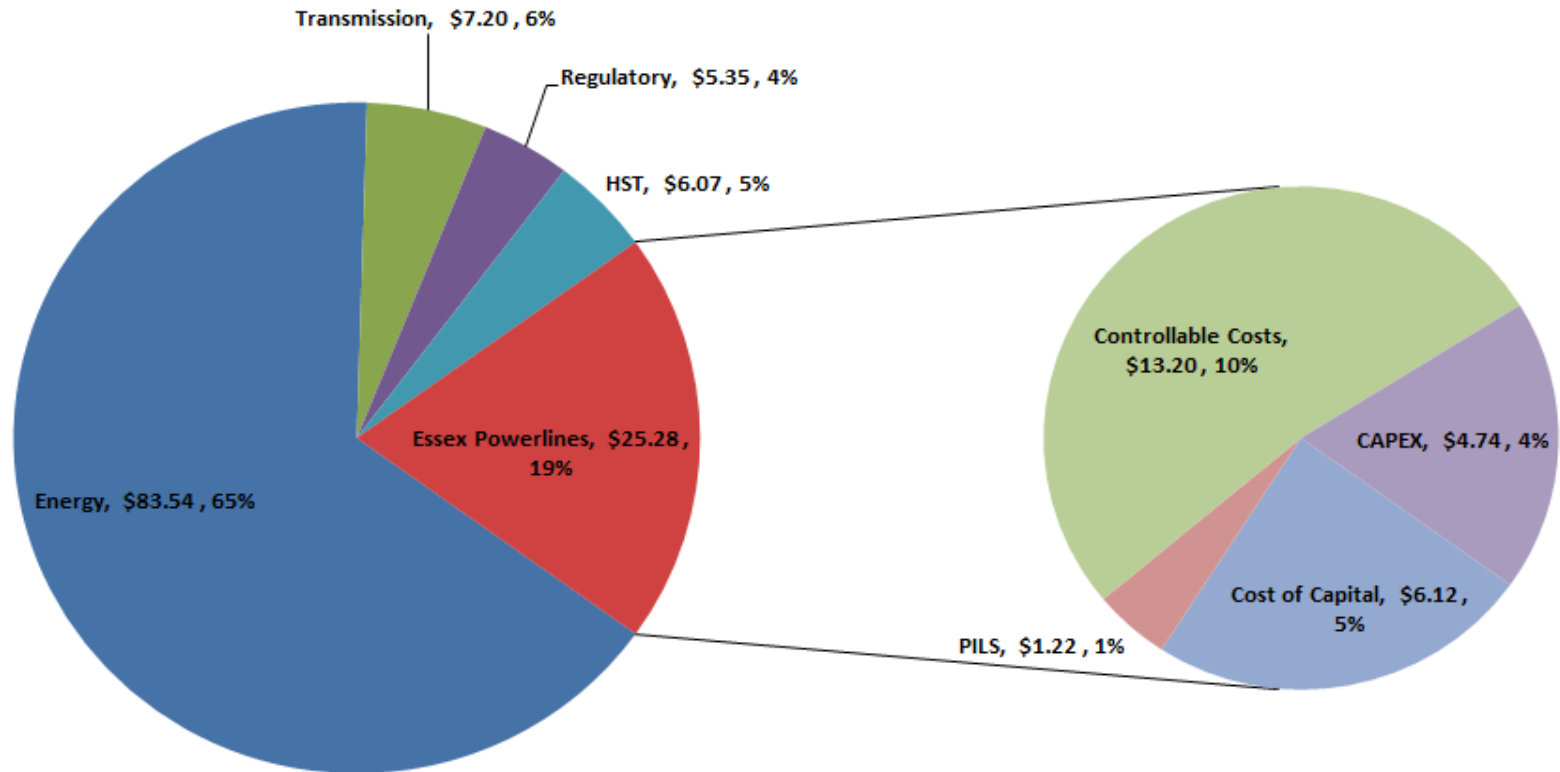
■ Provincially Controlled ■ Essex Power Controlled



- For a typical Essex Powerlines residential electricity bill (800kWh/month), EPL's portion of the bill increased \$5.29 while the provincial portion increased \$49.84 over the last 11 years.

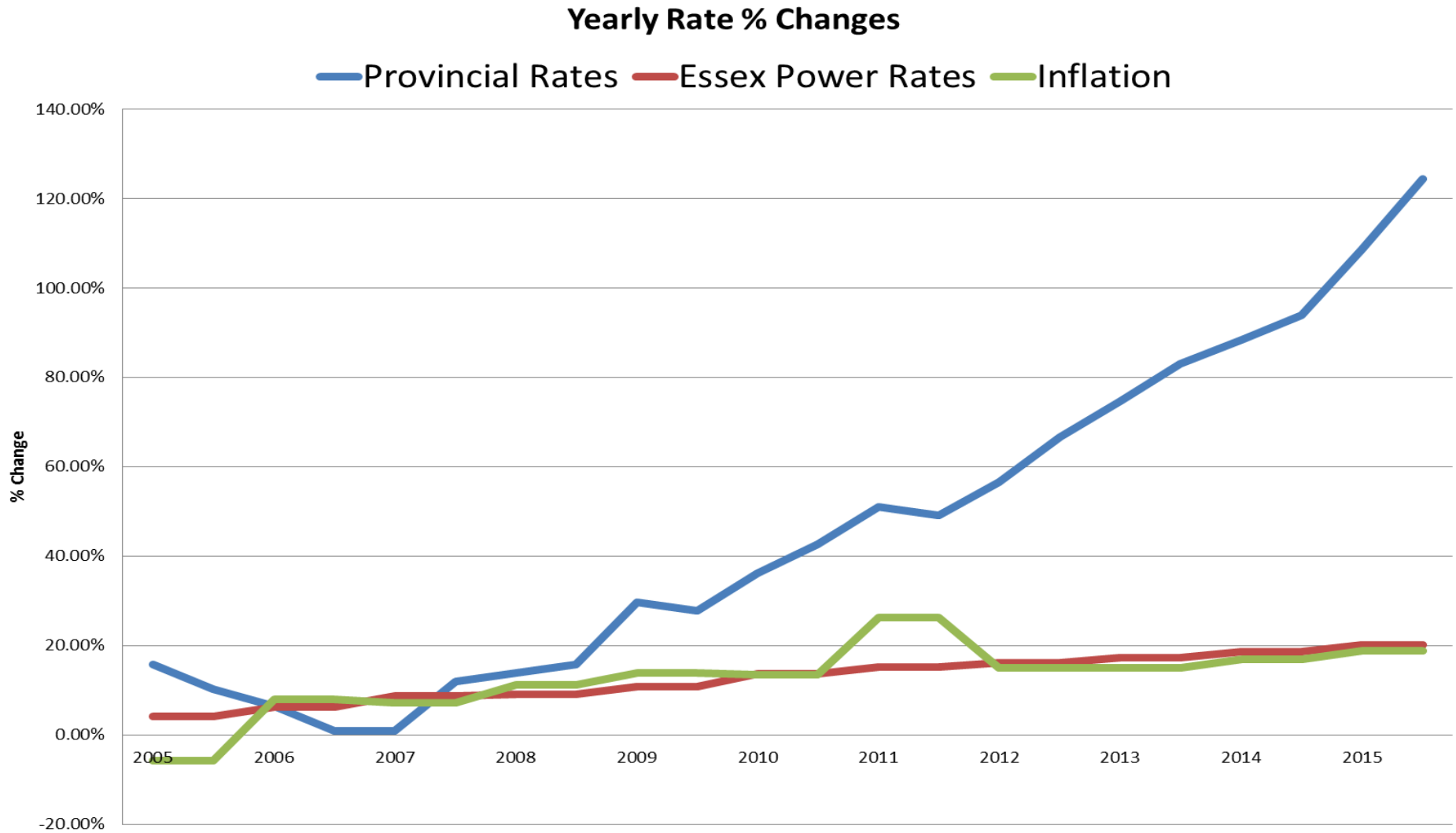
What makes up EPL's portion of the bill

Essex Powerlines Corporation Average Monthly Bill: Residential - 750 kWh



Total Bill - \$127.44

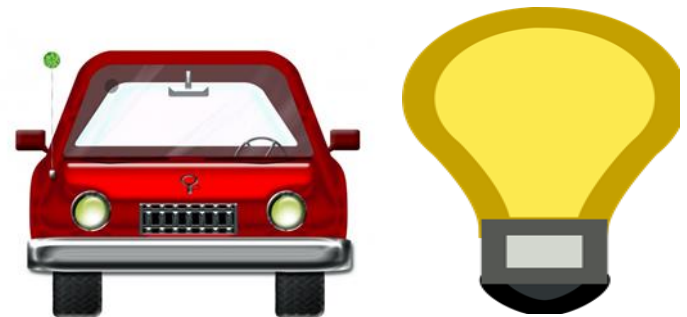
Provincial Electricity Costs are a pivotal concern for our Customers



Conservation and Demand Management

Location	Municipality	Total \$ Incentive	kWh Saved
Diageo	Amherstburg	\$ 20,952.00	419,035 kWh
Centreline	LaSalle	\$ 14,163.00	179,950 kWh
Highbury Canco	Leamington	\$ 23,458.00	234,576 kWh
Bonduelle	Tecumseh	\$ 32,882.00	328,822 kWh

These retrofit projects alone will remove
1,170 cars off the road or shut off
11,907 lightbulbs for a year!



Conservation and Demand Management



Essex Powerlines was one of 32 LDCs (out of 76) to accomplish their 2011-2014 targets;



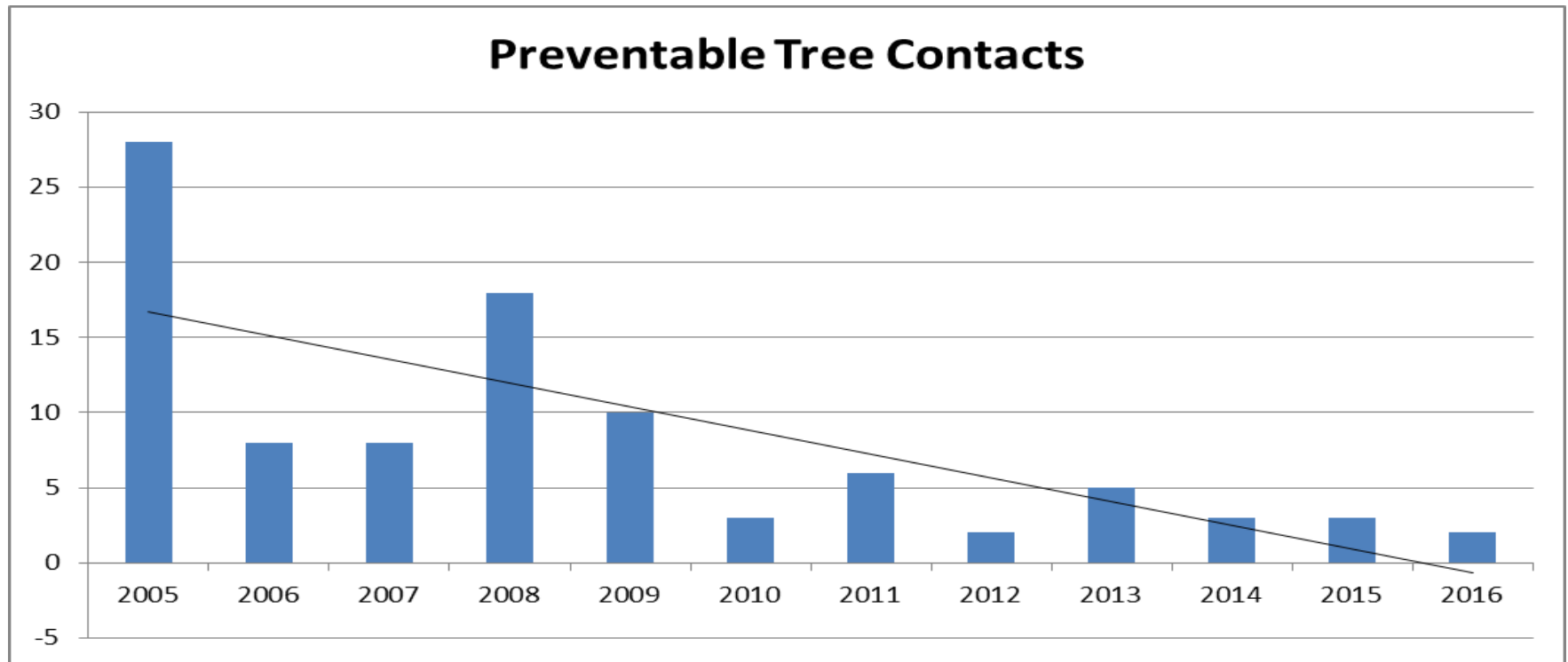
Essex Powerlines is on pace to meet its conservation targets for the 2015-2020 framework;



Essex Powerlines on track to spend **\$8.4M** between 2015-2020 to help its customers conserve energy and lower their electricity bills;

Preventative Maintenance Results

- EPL Preventative Maintenance Program has been successful in dramatically reducing outage frequency
- Infrared, ultrasonic, NDE, and visual
- Data is databased or geographical



Smart Grid – The 21st Utility

- Essex Power continues to CREATE and INVEST and new Smart Grid technologies
- Essex Powerlines has interactive “real time” modelling of it’s entire right up to the each customer’s meter
- This will allow us to immediately diagnose any system problem, improve restoration times or even prevent outages before they occur in the future

Smart Grid – The 21st Utility

The screenshot displays the SmartMAP software interface, which is used for managing utility networks. The interface is divided into several sections:

- Dashboard:** Contains menu options for File, Editing, Analysis, Reporting, and Outage Management.
- File Control:** Includes icons for New, Open, Close, Save, Save As, Real Time, and Open in New Instance.
- System Settings:** Includes icons for Import Data, System Properties, System Settings, View All, and Set View.
- View:** Includes icons for Page Setup, Print Preview, Print, Save Map to File, and Export as Multispeak 3.
- Layers:** A list of layers is shown on the left, categorized into Electrical Layers and Background Layers. The Electrical Layers include 208V, 600V, 240V, 480V, 4.16 kV, 8.32 kV, and 27.6 kV. The Background Layers include Node Types such as DessNode:lsOutage=True, DessNode:[Meter:Pending=T], DessNode:[Source], DessNode:[MotorGenerator], DessNode:Description contain, DessNode:Description contain, DessNode:Description contain, DessNode:Name contains el, DessNode:[Switch], DessNode:[PowerTransforme], DessNode:[DistributionTrans], DessNode:[Meter], DessNode:[LineMonitor], DessNode:[BoundaryMeter], DessNode:[Protection], DessNode:[Reclosure], and DessNode.
- Main Map:** A detailed map of a utility network is shown, with various nodes and lines representing the grid. The map is labeled with street names such as Alma Street, Fort Street, Rankin Avenue, Murray Street, Gore Street, Victoria Street South, Victoria Street North, Ventnor Avenue, L Charles Place, Montezom Avenue, Parkin Court, Pickering Drive, Viewpoint Crescent, McCurdy Drive, and Pike Road. The map also shows a river and a lake.
- Zoom Level:** The zoom level is set to 15, as indicated in the bottom right corner.

OEB OM&A Provincial Ranking

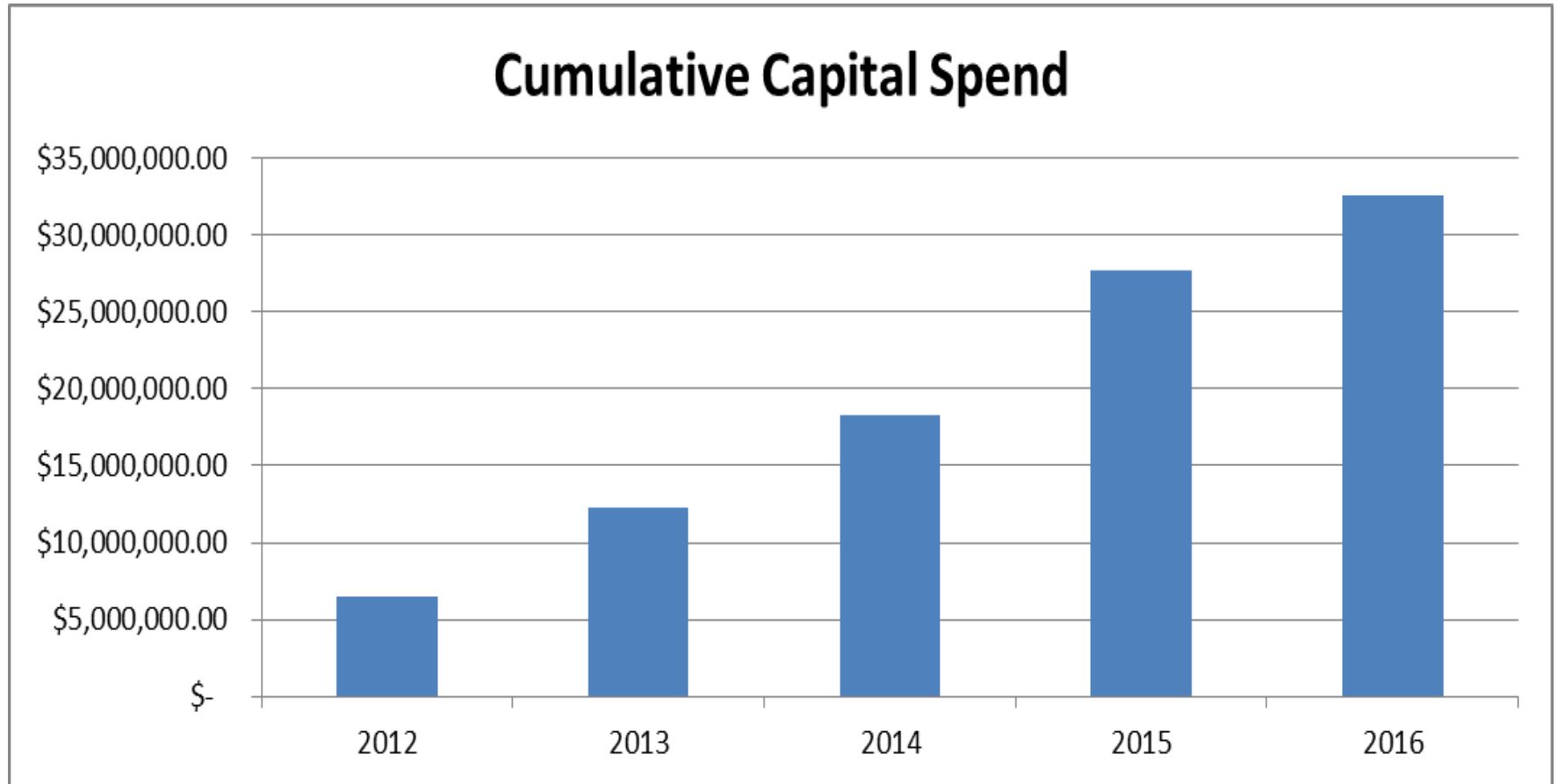
Top Performers

	LDC Name	OM&A per Customer	Customer Count
1	Hydro Hawkesbury Inc.	\$ 174.13	5,510
2	Kitchener-Wilmot Hydro Inc.	\$ 178.78	92,404
3	Hydro One Brampton Networks Inc.	\$ 180.72	154,105
4	Oshawa PUC Networks Inc.	\$ 211.45	55,949
5	Newmarket-Tay Power Distribution Ltd.	\$ 214.43	35,171
6	Wasaga Distribution Inc.	\$ 217.42	13,172
7	Veridian Connections Inc.	\$ 223.01	118,481
8	E.L.K. Energy Inc.	\$ 223.38	11,704
9	Lakefront Utilities Inc.	\$ 224.29	10,125
10	London Hydro Inc.	\$ 225.29	153,947
11	Westario Power Inc.	\$ 229.18	22,954
12	Peterborough Distribution Incorporated	\$ 231.48	36,317
13	Entegrus Powerlines Inc.	\$ 232.16	40,659
14	St. Thomas Energy Inc.	\$ 232.60	17,072
15	Brantford Power Inc.	\$ 232.85	39,127
16	Essex Powerlines Corporation	\$ 235.45	28,892
17	Waterloo North Hydro Inc.	\$ 239.32	55,416
18	Hydro Ottawa Limited	\$ 248.05	323,919
19	Ottawa River Power Corporation	\$ 255.33	10,892
20	PowerStream Inc.	\$ 257.77	358,772

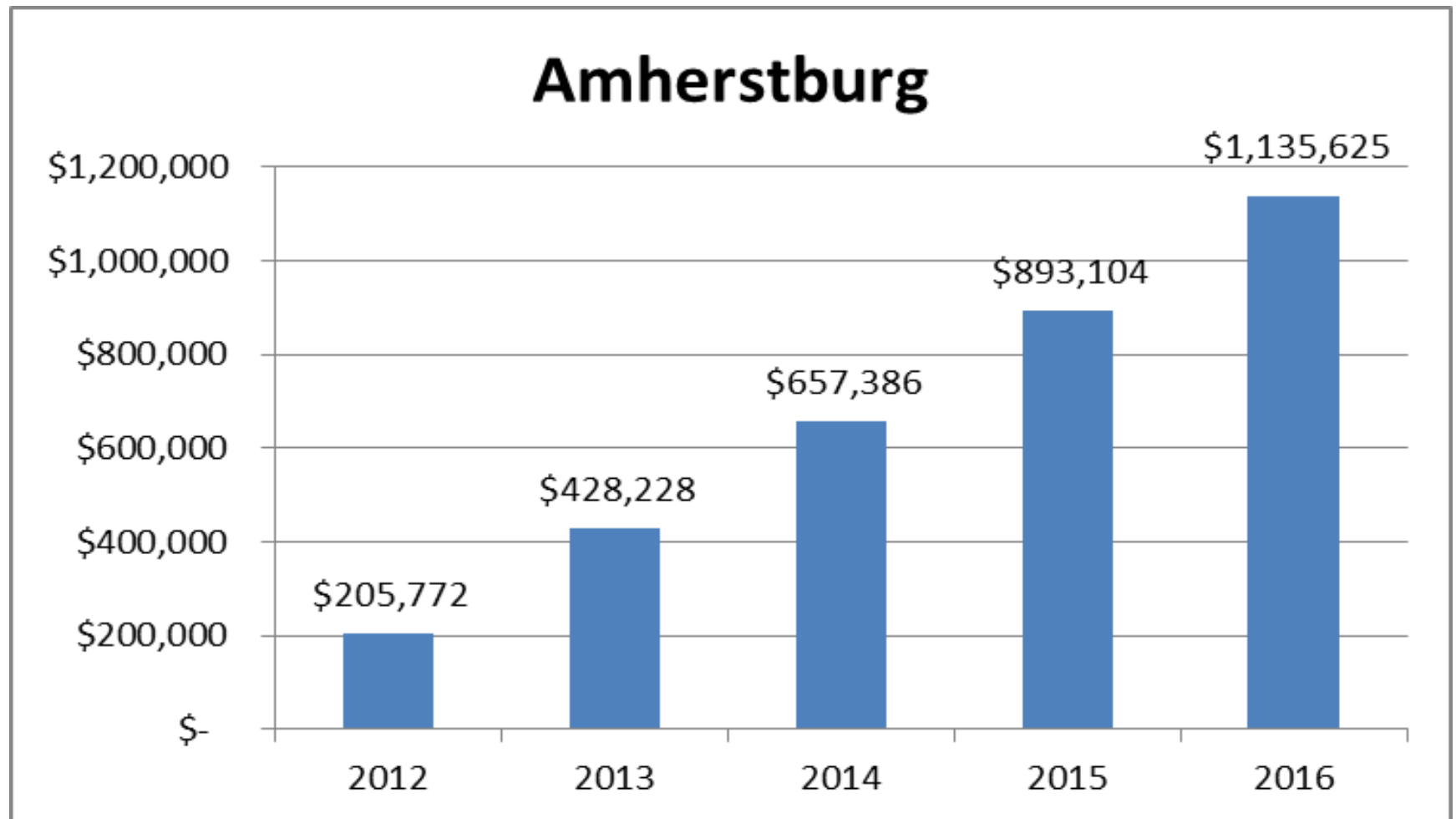
Worst Performers

	LDC Name	OM&A per Customer	Customer Count
60	Northern Ontario Wires Inc.	\$ 393.99	6,075
61	Espanola Regional Hydro Distribution Corpora	\$ 417.08	3,289
62	Kenora Hydro Electric Corporation Ltd.	\$ 418.11	5,569
63	Fort Frances Power Corporation	\$ 435.39	3,729
64	Wellington North Power Inc.	\$ 447.52	3,725
65	Hearst Power Distribution Company Limited	\$ 449.86	2,703
66	Hydro One Networks Inc.	\$ 451.85	1,257,016
67	West Coast Huron Energy Inc.	\$ 462.32	3,812
68	Sioux Lookout Hydro Inc.	\$ 511.72	2,780
69	Chapleau Public Utilities Corporation	\$ 599.82	1,229
70	Atikokan Hydro Inc.	\$ 622.59	1,653
71	Algoma Power Inc.	\$ 1,023.78	11,678

Re-Investing In Our Infrastructure



5 Year Cumulative Dividend Payment



Youth in Community Fund



- Essex Power continues to invest in the where we donate **\$40,000** annually, divided equally amongst each municipality. **To date \$160,000** has been given to the youth initiatives throughout EPL's distribution area. Some of the Youth events and organizations the fund helped are
- Essex Power Energy Zone
 - Amherstburg Wildcats Gymnastics Program
 - Jingle Bell Rock Youth Dance
 - Free Youth swims and skates
 - And the



Essex Power Helping Others in Our Communities



- Essex Power and staff have donated over \$5000 to the Amherstburg Food and Fellowship Mission, along with other food banks in our service area.



- Essex Power has been a proud sponsor of Amherstburg's Community Festivals such as the annual Rib Fest, Harvest Fest and more



Recent Events – The Electricity Bill

- *Protecting Vulnerable Energy Consumers Act, 2017*
 - Prevents Distributors from disconnection or load limiters during the winter months
- *Ontario Rebate for Electricity Consumers Act, 2016*
 - Grants an 8% rebate (provincial portion of the HST)
- *Amendments to O. Reg. 442/01*
 - Increased the amount of RRRP rate protection eligible to rural Ontarians

Thank You. Questions?





CONNECTING
WINDSOR - ESSEX

Introducing CW-E

February 2017

Amherstburg Town Council Meeting

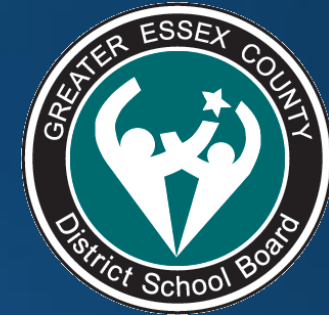
About Connecting Windsor-Essex



- **What is CW-E**
 - A not-for-profit organization
 - Established in 1994 to implement a vast Fibre Optical Network through-out the Region
- **Results:**
 - **Over 200 locations with High-Speed Fibre Connectivity**
 - Every Public school, Catholic school, French Catholic school, St. Clair College and the University
 - City of Windsor, County of Essex, Essex Library
 - Key Participant in the “Intelligent Community” initiative helping Windsor-Essex to be recognized as one of the top 7 Intelligent Communities in the World in 2011



Stakeholders & Board of Directors



Member	Role	Organization
Patti France	Chairperson	President – St. Clair College
Harry Turnbull	Vice-Chairperson	CIO – City of Windsor
Brian Gregg	Treasurer	CAO – County of Essex
Robin Greenall	Secretary	CEO – Essex County Library
John Howitt		Public Board Superintendent
Michael Siu		University of Windsor Vice-President
John Ulicny		Catholic School Board Superintendent
Andrew Ward		VON Executive Director

Partners & Initiatives



- **Partner**
 - EPI@centre – The Entrepreneurship, Practice and Innovation Centre on the University of Windsor Campus
- **New Location – 500 Ouellette**
 - Move and consolidate PoPs from the HK and WPL
- **2020 Expiration of Cogeco Contract**
 - Focus on improving service and competitiveness of rates
- **Internet Exchange Point**
 - Peering networks and is a vital component for building a Canadian Internet
- **SWIFT Initiative**
 - Collaborative effort to provide and improve broadband coverage

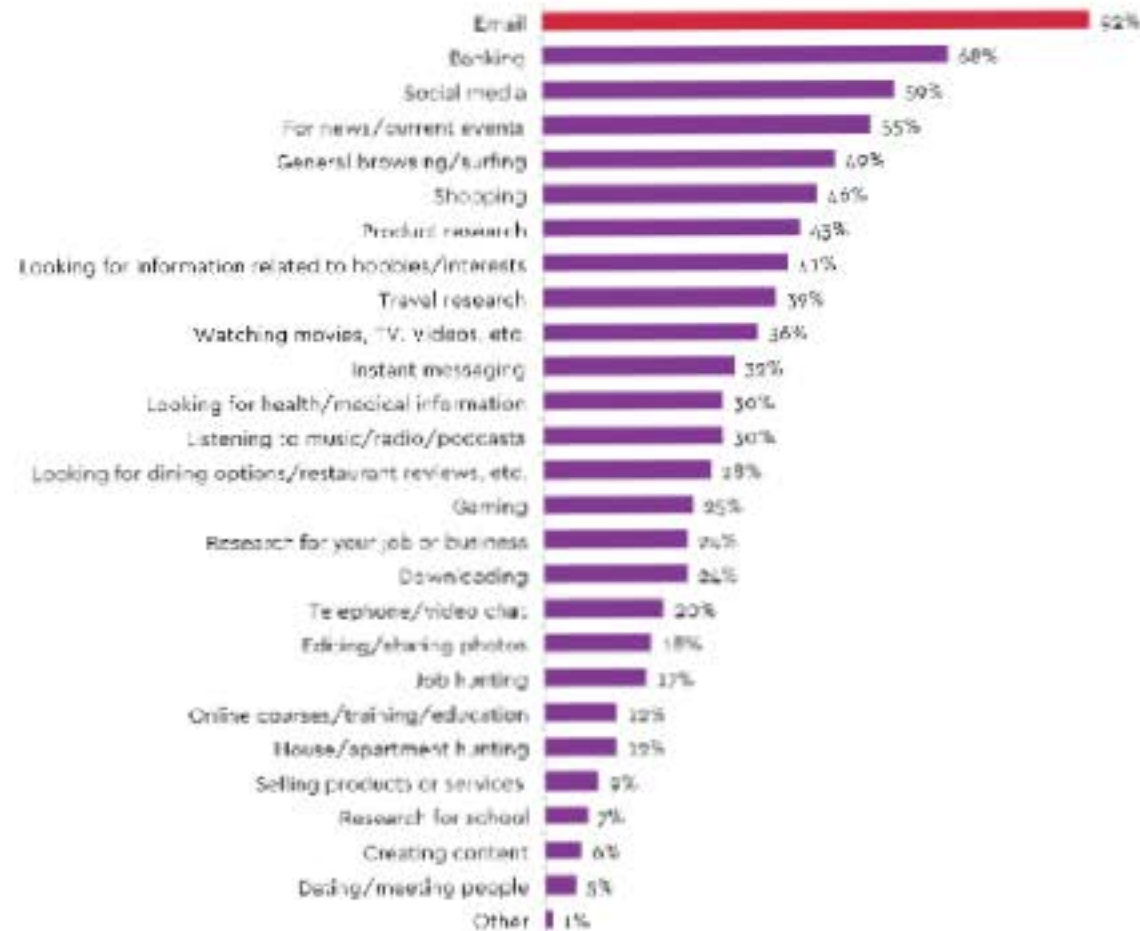
Why an Internet Exchange Point?

- What is an IXP?
 - Physical piece of equipment providing the ability for networks to “Peer”
 - Peered networks improve Internet Speed
 - Reduce Transit Costs
 - Improve Security
 - [Short Video](#)
- Sponsored by Canadian Internet Registration Authority
 - Mandate – Improve the Internet for all Canadians
- Of the following uses, which do you believe has the highest online activity for Canadians?
 - A. Online Banking
 - B. Email
 - C. Social Media (facebook, twitter, instagram)
 - D. Watching Video (Netflix, You Tube)
 - E. Shopping



Email continues to be the number one online activity for Canadians.

Percentage of Canadians undertaking online activities



Source: CIRA tracking research 2016



SEND

SWIFT – 1 of 3

- Southwestern Integrated Fibre Technology
- Created by the Western Ontario Wardens Caucus (WOWC), it aims to deliver high-speed fibre broadband across southwestern Ontario
- Windsor-Essex region is represented on the Advisory Board for SWIFT by Bob Campbell – CEO of Connecting Windsor-Essex



SWIFT – 2 of 3 – Three Phases



Phase 1 – RFPO

- Complete by June 30th, 2017

Phase 2 - RFP

- Complete by late Q3 or early Q4 of 2017

Phase 3 – Begin Build

- Early 2018

SWIFT – 3 of 3 – Fast Facts



- Up to 1 Gbps access for under \$100/month (target)
- Internet transit to major Internet Exchange Points in Toronto, St. Catharines, and Windsor for faster and affordable Internet
- Fibre optic connectivity accessible to 3.5 million people across 41,286 km²

Economic Benefits of Broadband



- Just ask the following:
 - Olds, Alberta – population 8,500
 - [The Walrus - Alberta town become unlikely Internet Innovator](#)
 - [CBC - Olds Alberta gets 1000Mbs Internet](#)
 - Stratford, Ontario – population 31,000
 - [Autonomous Vehicle Testing in Stratford](#)
 - [University of Waterloo Campus in Stratford](#)
 - [How Stratford Ontario of luring global startup with its smart city plan](#)
 - Chattanooga TN, - population 177,000
 - [The Tennessean - Gigabit Internet Revived the City](#) - June 2016
 - [Times Free Press: EPB Fibre gives Chattanooga a Boost](#) - September 2015
 - **New business investment:** Faster telecom attracted or helped grow more business, projected to add from \$198.2 million to \$461.2 million in new investments
 - **Increased jobs:** Increased business activity supports 2,800 to 5,200 new jobs, both from new and expanding businesses.

Summary – CW-E is Engaged



- RAN – powerful network – technology and people
- CIRA – provided IXP, a vital component to building a Canadian Internet
- SWIFT – member of Advisory Committee



CONNECTING
WINDSOR -
ESSEX

leverage technology □ foster collaboration □ further innovation

www.cw-e.com



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: Rebecca Belanger	Report Date: January 20, 2017
Author's Phone: 519 736-5408 ext. 2124	Date to Council: February 27, 2017
Author's E-mail: rbelanger@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Request for the Deferral of Development Charges – 182 Pickering Inc.

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Planning Services dated January 20, 2017, regarding the request for the application for the deferral of development charges from 182 Pickering Inc. **BE RECEIVED**;
2. The request from 182 Pickering Inc. to defer development charges to assist in the development of the lands at 182 Pickering as an affordable apartment building for the Town **BE APPROVED**; and,
3. **By-law 2017-11** being a by-law to authorize the signing of an agreement to defer development charges be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign the same.

2. **BACKGROUND:**

Council passed Development Charges By-law 2014-101 for the imposition of Development Charges for residential, commercial and industrial developments in October of 2014 with an approved phase-in period at that time. Council has passed in 2007 and annually approved, a policy allowing for the deferral of development charges

through a by-law for residential developments that apply to Council for this consideration.

An email has been received from the developers of 182 Pickering Inc. (Steve Newman and John Lajoy) requesting consideration for the deferral of development charges for an affordable apartment building proposed for construction in the near future. The apartment building will be located on Pickering Street near Sandwich Street South.

In January 2017, 182 Pickering Inc. was approved by the Ministry of Housing for funding under their IAH initiative, Social Housing Infrastructure Fund – Rental Housing Component. The project will consist of 32 apartments geared toward seniors.

3. DISCUSSION:

In January 2017, 182 Pickering Incorporated (John Lajoy and Steve Newman) confirmed that they had been formally approved by the Ministry of Housing as the successful proponents in this round of funding under the IAH initiative, Social Infrastructure Fund, Rental Housing Component. They are contractually obligated to providing 31 residential units including 7 units which are fully accessible.

The owners have committed to providing a 32nd unit at their sole cost with no additional IAH funding, as a result of the ability to locate one additional parking space on the property as required by the Zoning By-law. An email received from Steve Newman on January 12, 2017 which has been attached to this report formally requested the waiving of the development charges. The Town's current Development Charges By-law 2014-101 was reviewed in the context of the request to either waive the development charges or provide a deferral, and it was found that the current by-law does not allow for the waiving of development charges. The Town's consultant that was retained to prepare the most recent Development Charges Study and By-law from Watson and Associates was consulted for advice and he advised that *"in our opinion an ad-hoc DC exemption to one company is bonusing."*

Section 27 of the *Development Charges Act* states *"(1) A municipality may enter into an agreement with a person who is required to pay a development charge providing for all or any part of a development charge to be paid before or after it would otherwise be payable. 1997, c. 27, s. 27 (1)"*. Development charges are payable prior to and at the time of the issuance of the building permit unless the Council authorizes a late payment by entering into an agreement with the individual. The town receives occasional requests for the deferral of development charges typically for townhouse type of developments and enters into the agreement with the developer.

The Development Charge Deferral Policy applies to all forms of residential development only. The development charges (DC's) are deferred from the date of building permit issuance to the closing date of the purchase of the property or 18 months, whichever is first.

According to Section 7.3.3 of the Development Charges Background Report, Application to Re-Development of Land (Demolition and Conversion) *"If the development involves the demolition of and replacement of a building or structure on*

the same site, or the conversion from one principal use to another, the developer shall be allowed a credit equivalent to: 1) the number of dwelling units demolished/converted multiplied by the applicable residential development charge in place at the time the development charge is payable.” Due to the existing home on the property, the developer will receive credit under the re-development component of the by-law for the existing single detached home in the value of \$12,505.00.

The Town’s standard deferral of development charges template agreement has been prepared and By-law 2017-11 has been attached to authorize the signing of the agreement between the Town and 182 Pickering Inc. to defer development charges, attached for Council’s consideration. To date, development charges which have been deferred have been collected for all projects since the inception of this initiative. The deferral of development charges policy initiative began in 2007 and is renewed by the Town on an annual basis.

4. RISK ANALYSIS:

The recommendation presents no risk to the municipality.

5. FINANCIAL MATTERS:

Development Charges Payable for 182 Pickering				
Unit Type	Total No. of Units	Development Charge Effective Jan 1, 2017		
1 Bedroom	27	\$5,562	\$150,174	
2 Bedroom	5	\$7,277	\$36,385	
			\$186,559 minus credit for the existing residential unit \$12,505	Final payable value of development charges \$174,054

The request for the deferral of development charges will result in the delay of payment of development fees for up to 18 months for the value of \$174,054.

6. CONSULTATIONS:

Dan Wilson, Senior Consultant with Watson and Associates was contacted regarding the Town’s Development Charges Background Study dated 2014 and By-law 2014-101 regarding the Town’s ability to waive or defer development charges for this initiative.

7. **CONCLUSION:**

Administration is recommending that the request conforms with the policy as adopted by Council regarding the deferral of development charges and that the By-law be authorized and agreement signed between the Town and 182 Pickering Inc. to defer the development charges in the amount of \$174,054 for a maximum delayed period of 18 months.



Rebecca Belanger
Manager of Planning Services

af

DEPARTMENTS/OTHERS CONSULTED:

Name: Dan Wilson, Watson & Associates Economists Ltd

Phone #: 519 905 272-3600 ext. 233

Report Approval Details

Document Title:	Deferral of Development Charges - 182 Pickering Inc.docx
Attachments:	- Deferral of Development Charges - 182 Pickering Inc - ATTACHMENTS.pdf
Final Approval Date:	Feb 21, 2017

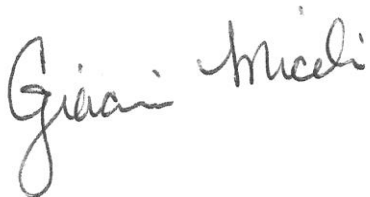
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Feb 16, 2017 - 1:01 PM



Justin Rousseau - Feb 17, 2017 - 10:33 AM



John Miceli - Feb 17, 2017 - 1:28 PM



Paula Parker - Feb 21, 2017 - 1:23 PM

**CORPORATION OF THE TOWN AMHERSTBURG
BY-LAW NO. 2017-11**

**A BY-LAW TO AUTHORIZE THE SIGNING OF AN AGREEMENT
TO DEFER DEVELOPMENT CHARGES**

WHEREAS By-law Number 2014-101, the Town of Amherstburg Development Charges By-law and Section 27 of the Development Charges Act, allows Council from time to time to defer the payment of Development Charges for a period of time defined in an agreement with the municipality;

AND WHEREAS the Council of the Town of Amherstburg and Owners of the said property have agreed to the terms and conditions of the agreement to defer Development Charges in the form annexed hereto;

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

1. That the Mayor and Clerk are and they are hereby authorized to execute the original and copies of an agreement to defer development charges in the form annexed hereto and affix the Corporate Seal thereto.
2. This By-law shall come into force and effect on the date of final passage hereof.

Read a first, second and third time and finally passed this 27th day of February, 2017.

MAYOR- ALDO DICARLO

CLERK- PAULA PARKER

Certified to be a true copy of
By-law 2017-11 passed by
Amherstburg Municipal Council
on February 27th, 2017.

THIS AGREEMENT made in quadruplicate, as of the 27th day of February, 2017.

BETWEEN: **182 PICKERING INCORPORATED**
(hereinafter may be referred to as the "Applicant")

-and-

CORPORATION OF THE TOWN OF AMHERSTBURG
(hereinafter may be referred to as the "Town")

WHEREAS the Development Charges Act, 1997, S.O.1997, Chapter 27 (hereinafter may be referred to as the "Act") authorizes municipalities to pass a by-law for the imposition of development charges against land to pay for increased capital costs required because of increased needs for services arising from development of the area to which the by-law applies.

AND WHEREAS the Council of the Town of Amherstburg, pursuant to the Act, passed By-Law #2014-101, which imposes development charges and also provides for the payment of development charges;

AND WHEREAS a municipality may, as authorized by section 27 of the Act, permit, on such terms as its Council may require, an Applicant to pay the applicable development charge at a date later than it would otherwise be payable, upon and in accordance with the terms of an agreement entered to by the Applicant with the municipality;

AND WHEREAS, pursuant to By-law #2014-101, the Town of Amherstburg may enter into an agreement that provides for payment of the development charges at any time that Council decides appropriate, payment of development charges may be deferred over a maximum period of 18 months or upon the sale of any of all or any portion of the residential property from the date of the payment deferral agreement, whichever comes first;

AND WHEREAS the Applicant is the registered owner of the property known municipally, as of the date of this Agreement, as 182 Pickering St., Amherstburg, in the Town of Amherstburg. The said property is described in Schedule "A" attached to this Agreement (hereinafter such property may be referred to as the "Property"), upon which property the Applicant's proposed development is called or includes a 32 unit apartment building (hereinafter may be referred to as the "Development");

AND WHEREAS the Applicant, by application number D.C. Deferral 1-2017 and dated February 10, 2017 (to be referred to in this Agreement as the "Application"), has applied to the Town for approval to defer the payment of the Development Charges to the Town in respect of the said development over a maximum period of 18 months or upon the sale of any of all or any portion of the residential property from the date of the payment deferral agreement, whichever comes first;

AND WHEREAS the Town's Department of Development Services (hereinafter may be referred to as the "Manager") on February 27th, 2017, as authorized by Council, approved such Application subject to and upon the terms of this Agreement;

NOW THEREFORE, in consideration of the matters referred to, the parties agree as follows:

1. PAYMENT

The Applicant covenants to pay to the Town, in respect of the development, a total development charge in the amount of One Hundred Seventy Four Thousand fifty four (\$174,054), (hereinafter may be referred to as the "Development Charge").

Such payment, due and payable in accordance with paragraph 2 of this Agreement, shall be made to the Town, in full, NO LATER THAN **AUGUST 27th, 2018**, except where, pursuant to the terms of this Agreement, the said payment is required at the date of the purchase of the property.

The Applicant shall submit the development charge payment, payable to the Town, to be received by the Treasury Department of the Town of Amherstburg.

2. TERM

This Agreement commences as of February 27th, 2017 which, for the purpose of this Agreement, is the date of the Agreement, and the payment deferral continues until the earlier of the expiry of the term of this deferral Agreement on August 27th, 2018 or, at the date of the purchase of the property.

3. THE DEVELOPMENT CHARGE

The Applicant acknowledges and agrees:

- (i) that the said amounts of the deferred Development Charges are the correct amounts calculated and applied to the Applicant's current Building Permit application with the Town for a development upon the Property.
- (ii) that the Applicant has not and will not file a complaint pursuant to the Act with the municipality or in any other forum, with respect to the determination and application of the Development Charge By-laws, including the quantum of the charges;
- (iii) that the deferred Development Charges referred to herein for payment by the Applicant to the Town may not be all of the Development Charges that may become applicable in respect of the Property as there may be further Development Charges applicable in respect of other development permitted on the Property.
- (iv) that in the event the deferred Development Charges become payable and remain unpaid, in whole or in part, or, on their due date remain unpaid, then in addition to any other remedy available to the municipality at law, the amount of unpaid Development Charges may be added to the tax roll(s) (or tax rolls within which the Property is comprised) and collected as realty taxes.
- (v) that the Property is recorded under the following tax roll number(s). The municipality has the right to add any arrears to the following tax roll(s) and to any other tax roll, which the municipality may determine, is also included within the Property.

Tax Roll Number(s): 3729.09.00000.7100
3729.09.00000.7102

- (vi) that it is the Applicant's responsibility to obtain all necessary approvals and all necessary zoning for purposes of the development and use of the Property and that by entering into this Agreement the municipality is making no representation regarding same and the Applicant acknowledges that nothing herein limits the municipality's discretion regarding same.

4. INDEMNIFICATION

The Applicant will and herein does indemnify, save, defend and keep harmless from time to time and at all times, the Town of, from and against all actions, causes of action, interest, claims, demands, cost, charges, damages, expenses and loss

which the municipality may at any time bear, incur, be liable for, sustain or be put into for any reason or on account of or by reason of or in consequence of entering into this Agreement.

5. EFFECTIVE DATE OF AGREEMENT

This Agreement shall take effect once it is fully executed, FIRSTLY, by the Applicant; and SECONDLY, by the Town.

6. REGISTRATION OF AGREEMENT

The Applicant shall register IMMEDIATELY this Agreement on title to the Property at its own expense and provide the Town with evidence of its registration within ONE (1) MONTH of the commencement of this Agreement or of the registration of this Agreement in the Land Registry Office at Windsor, whichever date is earlier, together with the Applicant's lawyer's Certificate satisfactory to and in favour of the municipality that this Agreement has been entered into by the registered owner in fee simple of the Property and that the legal description of the Property attached hereto as Schedule A is a complete and registerable legal description of all of the land which comprises the Development.

The Applicant also agrees to re-register the Agreement IMMEDIATELY or take, as soon as is practicable under the circumstances, such other steps as are necessary to ensure the continued registration of this Agreement on title to the Property in the event the legal description of the Property changes.

7. TIME IS OF THE ESSENCE

The Applicant agrees that time shall be of the essence and any dates or deadlines set out in this Agreement are to be strictly adhered to.

8. EVENTS OF TERMINATION

- (1) Notwithstanding any provision in this Agreement contrary the Applicant agrees that this Agreement terminates and the deferred Development Charges become due and payable in full in the event of any default or breach of this Agreement by the Applicant. In the event of such default or breach by the Applicant, the Development Charge, shall become due and payable IMMEDIATELY, and payment shall be made to the Town, with or without notice to the Applicant from the Town.
- (2) For the purposes of this Agreement, default under or a breach of this Agreement by the Applicant shall be deemed to include, but not limited to the following:
 - (a) the deferred Development Charges applicable to the residential Property shall immediately become due and payable prior to the sale of all or any portion of the residential Property to a purchaser; or,
 - (b) where the Property is sold or otherwise transferred by the Applicant; or
 - (c) where a mortgage, charge, lien, execution or other encumbrance affecting the Property becomes enforceable against the Property; or
 - (d) where the Applicant becomes bankrupt, whether voluntary or involuntary, or becomes insolvent or a receiver/manager is appointed with respect to the Property.

9. OUTSTANDING OBLIGATIONS

Upon the expiry or termination of this deferral Agreement, any obligation of the Applicant under this Agreement that remains unsatisfied, in whole or in part, shall, nevertheless, continue until so satisfied.

10. AGREEMENT NOT WAIVER

This Agreement is made entirely for the convenience and benefit of the Applicant and is in no way to be construed as a waiver or surrender of any rights or remedies that the Town may have to recover its development charge by any lawful means from present and future owners of the Property or as taxes upon the Property.

11. OBLIGATIONS JOINT AND SEVERAL

The obligations and liabilities of the Applicants, if more than one, under this Agreement shall be both joint and several.

12. RIGHTS AND REMEDIES

All rights and remedies given to the Town by this Agreement are distinct, separate and cumulative and may be jointly or separately exercised by the Town and shall not be deemed to be in exclusion of any other rights or remedies available to the Town under this Agreement or otherwise at common law or by statute. No delay or omission by the Town in exercising any such right or remedy shall operate as a waiver of them or any other right or remedy, and no single or partial exercise of a right or remedy shall preclude any other or further exercise of them or the exercise of any other right or remedy.

13. ASSIGNMENT

Neither this Agreement nor any part of it may be assigned by the Applicant without the prior written approval of the Town. Any attempt by the Applicant to assign this Agreement without such approval of the Town is void.

14. NOTICE

(a) Any notice under this Agreement shall be deemed to have been given if delivered personally or mailed by registered mail to:

(i) Town of Amherstburg
271 Sandwich Street West
AMHERSTBURG, Ontario
N9V 2A5 Attention: Town Clerk

(ii) to the Applicant:

182 Pickering Inc.
3595 Bathurst Street
Toronto, Ontario M6A 2E2

(iii) or to such other address which the parties to be notified shall have given written notice to the other parties.

(b) For the purpose of this Agreement, written notice from the Manager shall be deemed to be written notice from the Town. Further, written notice by or to one of the Applicants shall be deemed to be written notice by or to all of the Applicants, as the case may be.

(c) Any notice given or delivered pursuant to this paragraph shall be deemed to

have been given at the time it was delivered or three (3) days following the date of mailing, as the case may be.

15. ENTIRE AGREEMENT

This Agreement contains the entire and only understanding between the parties relating to the subject matter of this Agreement and supersedes all prior agreements, arrangements, promises, representations or other understandings, whether written or oral, between them. This Agreement shall not be amended, in any way, except in writing executed by all parties with the same formalities, including all necessary prior approvals, as this Agreement.

16. SEVERABILITY

If any of the provisions of this Agreement or their application to any person or circumstance are to any extent illegal, invalid or unenforceable, the remainder of this Agreement shall be construed as if such illegal, invalid or unenforceable provision had never been contained in it.

17. GOVERNING LAW

This Agreement shall be governed by the laws of the Province of Ontario and the laws of Canada.

18. COVENANTS TO RUN WITH PROPERTY

All covenants and conditions contained in this Agreement shall be deemed to be covenants running with the Property and shall be binding on the Applicant and the Applicant's heirs, executors, administrators, successors and assigns and upon all future owners and occupants of the Property.

19. INDEPENDENT LEGAL ADVICE

The Applicant acknowledges having obtained independent legal advice from its own lawyer with respect to the terms of this Agreement prior to execution, and further acknowledges that it understands the terms and conditions, and its obligations and liabilities, under this Agreement.

20. GENDER AND NUMBER

This Agreement shall be read with such changes of gender or number or corporate status as the context may require.

21. HEADINGS

Any note appearing as a heading in this Agreement has been so inserted for convenience and reference only and of itself cannot define, limit or expand the scope or meaning of this Agreement or any of its provisions.

22. DISCHARGE and PARTIAL DISCHARGES

A discharge or partial discharge of this Agreement shall be deemed sufficiently and fully executed where it is executed by the municipality. A discharge (or a partial discharge for individual lots/units) may be permitted under this Agreement, on payment of the development charges, pertaining to Property or to the specific lot(s)/unit(s), as the case may be, provided,

- (a) there are no arrears owing under this Agreement; and
- (b) the Applicant's lawyer prepares, at the Applicant's expense,

- (i) the Discharge or Partial discharge in a form satisfactory to the municipality incorporating a current legal description of the applicable land;
- (ii) a lawyer's certificate to the municipality in a form satisfactory to the Town's Corporate Counsel that the Discharge or Partial discharge has been prepared as required by the municipality and registered at the Applicant's expense and a duplicate registered copy thereof.

IN WITNESS WHEREOF the Parties hereto have duly executed this Agreement.

SIGNED, SEALED & DELIVERED **February 27th, 2017** in the presence of:

**THE CORPORATION OF THE
TOWN OF AMHERSTBURG**

Aldo DiCarlo, Mayor

Paula Parker, Town Clerk

182 PICKERING INC.

President

Secretary

I/We have authority to bind the corporation

Witness: (where applicable)

Signature of witness

Print name and address

SCHEDULE "A"

(Applicant is required to attach a proper legal description before the Applicant returns the executed agreement for execution by the Town.)

Part of Lot 3, Concession 1, Malden designated as Parts 1, 2 & 3, 12R-26450, S/T
Easement over Part 3, 12R-26450 as in R1329391,
Town of Amherstburg, County of Essex



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

MISSION STATEMENT:

Author's Name: Rebecca Belanger	Report Date: May 2, 2016
Author's Phone: 519 736-5408 ext. 2124	Date to Council: May 24, 2016
Author's E-mail: rbelanger@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Development Charges Deferral Policy Extension

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Planning Services dated May 2, 2016, regarding the Development Charges Deferral Policy Extension **BE RECEIVED**; and,
2. Administration **BE DIRECTED** to extend the Development Charges Deferral Policy for a period of one year from May 12, 2016 to May 24, 2017.

2. **BACKGROUND:**

On July 23, 2007, Council approved a policy to process requests for the deferral of residential development charges. This policy was initiated following a Council working session where it was acknowledged that there had been a downward turn in residential building starts. This policy was approved for a 12 month period in 2007, and has been adopted annually by Council since that time.

The Development Charge Deferral Policy applies to all forms of residential developments only. The Development Charges (DC's) are deferred from the date of building permit issuance to the closing date of the purchase of the property or 18 months, whichever occurs first.

3. **DISCUSSION:**

All residential dwelling types are eligible to apply for the deferral of development charges. The development charges deferral process includes:

- 1) The receipt of an application with the full payment for the cost of DC's;

- 2) Preparation of a report to Council; and
- 3) Preparation of the deferral of development charges agreement.
- 4) Council reviews and approves requests for deferral of development charges on a case by case basis and authorizes Building Division administration to finalize the required agreement.
- 5) Once the agreement is registered on the title of the subject property at the owner's expense, their DC payment is remitted.

The deferral of development charges agreements include provisions regarding:

- the method of payment,
- the term of deferral,
- a description of the development charge including a statement that unpaid development charges may be added to the tax rolls and collected as taxes,
- the registration of the agreement within one month of commencement of the agreement and method of discharge or partial discharge of the agreement on payment of the development charge.

The Finance Department and Building Clerk have tracked agreements for deferred development charges since the program's inception in 2007. In review of the deferral of DC's spreadsheet it is noted that the majority of development charges are paid within six months to one year of the deferral, although the By-law allows for re-payment of up to an eighteen month limit.

The Development Charges Act (Section 27) permits, *"on such terms as Council may require, an applicant to pay the applicable development charge at a date later than it would otherwise be payable, upon and in accordance with the terms of an agreement entered into by the applicant and the municipality"*. The Town's Development Charges Background Study and By-law 2014-101, provides the same allowance.

4. RISK ANALYSIS:

The Town requires deferral of development charges agreements to be registered on the title of the subject lands, thereby protecting the municipality from risk. The agreements identify that unpaid development charges will be added to the tax rolls and collected as taxes. To date, the program has functioned successfully with no financial challenges and encourages residential development and increases revenue through tax assessment.

5. FINANCIAL MATTERS:

Between 2007 and up until 2012, housing starts in the Town had slowed from previous periods. This incentive is geared to the development industry encouraging builders to construct new units and minimizing outlay of cash for DC while maintaining sufficient cash flow to fund projects. Several residential areas in Town had been stagnant for years, and have now experienced significant residential construction due to the introduction of this policy including Big Creek Subdivision, north of County Road 20 S, and Golfview Subdivision townhomes.

There are no financial implications as the DC payments are required within minimum time frame as the sale of the home or a maximum period of 18 months from the date of the issuance of the building permit.

6. CONSULTATIONS:

The Director of Finance has been consulted on the preparation of this report.

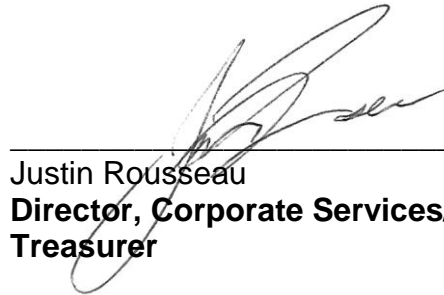
The Building Clerk has been consulted on the preparation of this report to confirm the process for the deferral of development charges.

7. CONCLUSION:

The policy established in 2007 has provided an incentive to builders at no cost to the municipality. The deferral of DC's program has proven successful since that time, and several municipalities in Essex County have now initiated similar programs based on the success that Amherstburg has experienced with this initiative.



Rebecca Belanger
Manager of Planning Services



Justin Rousseau
**Director, Corporate Services/
Treasurer**



Mark Galvin
Acting Chief Administrative Officer

RLB/jm

APPENDICES:

Appendix "A"- Deferral of Development Charges Policy, 2007

DEPARTMENTS/OTHERS CONSULTED:

**Name: Office of Financial Services
Phone #: 519-736-0012 ext. 2259
Name: Office of Building Services
Phone #: 519-736-5408 ext. 2127**



PRESENTED TO COUNCIL
MUN. OFFICERS
ITEM REPORT # 6
DATE JUL 23 2007

Council Report

Report To: Mayor Hurst & Members of Council
Date of Meeting: July 23, 2007
Submitted By: Frank Pizzuto, Chief Administrative Officer
Prepared By: George Balango, RPP, Manager Development Services
Date of Report: July 14, 2007
File No.:
Subject: Development Charges Deferral Policy

RECOMMENDATION:

It is recommended that the Town of Amherstburg implement Development Charge deferral for a 12 month period effective August 1, 2007.

That staff be authorized to prepare Development Charges deferral agreements.

That the Town Solicitor be requested to review the Development Charges Deferral agreement.

BACKGROUND:

At Council's July 3, 2007 working session, the Chief Administrative Officer presented a report from the Development Services Department regarding deferral of Development Charges and collection at closing of a transaction within 18 months of deferral.

This report follows Council's direction to develop a procedure in connection with deferral of Development Charges and collection at closing or within 18 months of deferral.

REPORT:

Scope

All residential developments are eligible for deferral of Development Charges.

These fees can be deferred from the building permit issuance date to the date of closing a transaction or 18 months from the date of permit issuance whichever is first.

Once a transaction has occurred, or the 18 month period has passed the deferred fees will be due.

The fees must be paid before a final inspection can be made and a Certificate of Occupancy issued. The development charge will be collected on the closing date of the purchase of a property or 18 months whichever comes first.

How to Defer Development Charges

To defer Development Charges an applicant must take the following steps:

1. Complete the Town's application and agreement forms.
2. Have signature on the agreement notarized.
3. The agreement must be presented to the Development Services Department for signature by the Manager. Fourteen working days would be required to process the request for deferral.
4. The agreement must be registered on title at the owner's expense.
5. Upon approval by the Development Services Department a letter will be issued to the applicant confirming their ability to defer the fees. This letter should be presented to the Development Services Department at the time the building permit fees are paid and the permit issued.

Agreement

The attached deferral agreement includes provisions regarding:

- method of payment;
- the term of the deferral;
- a description of the development charge, including a statement that unpaid charges may be added to the tax rolls and collected a realty taxes;
- registration of the agreement within one month of the commencement of the agreement;
- method of discharge or partial discharge of the agreement on payment of the development charge.

Development Charge Agreement Application Form

The application form will contain information related to the terms of the agreement. Dates, owners, mailing addresses, contact person, and a description of the property.

Effect on the Capital Budget

A review of the wastewater service capital budget and water service capital budget forecast (from Wastewater and Water rate studies) shows Development Charges as one of a number of financing sources for servicing. Development Charges as a source of financing are dependent on development activity. Currently residential development activity is lower than experienced in the recent past. The deferral strategy is intended to stimulate residential development. The Development Charges will be collected in accordance with the terms set out in the agreement.

Conclusion

This report describes the scope of deferrals, how to defer Development Charges, presents a Development Charges agreement, describes the contents of a Development Charges application form and a statement on the effects on the capital budget.



George Balango, RPP, MCIE
Manager of Development Services



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: Rebecca Belanger	Report Date: February 2, 2017
Author's Phone: 519 736-5408 ext. 2124	Date to Council: February 27, 2017
Author's E-mail: rbelanger@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Development Agreement for 182 Pickering Dr. -
182 Pickering Inc. File# SPC-1-17

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Planning Services dated February, 2, 2017, regarding the Development Agreement for 182 Pickering Dr. **BE RECEIVED**;
2. The site plan and development agreement for 182 Pickering Dr. for the affordable apartment building **BE APPROVED**; and,
3. **By-law 2017-09** being a by-law to authorize the signing of a development agreement be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign the same.

2. **BACKGROUND:**

The Town is in receipt of an application for site plan control in accordance with Section 41 of the *Planning Act*, from 182 Pickering Inc. The subject lands are legally described as Part of Lot 3, Concession 1, Malden (now Amherstburg) designated as Parts 1 and 2 on Plan 12R 14329 S/T R13293 and Part 1 on Plan 12R 12572, and municipally described as 182 Pickering Dr. The applicant is proposing the demolition of the existing

dwelling at 182 Pickering Dr. for the construction of a 5-storey, 32-unit apartment building and a parking lot to the east of the proposed building.

On January 31st, 2017, the Committee of Adjustment granted one metre (3.3 feet) of relief to the north lot line setback in order to provide for one additional parking space in the parking lot and the necessary area for vehicles back-up and maneuver. Further, relief was granted of 1.9 metres into the required setback of 6 metres for the possible future encroachment of a generator. The generator would only operate for the building in the event of a power failure.

3. DISCUSSION:

The property is designated Low Density Residential in the Official Plan and zoned Residential Multiple Second Density (RM2) Zone in By-law 1999-52, as amended. The Town of Amherstburg Official Plan provides policy criteria to support multi-residential in the Low Density designation in those instances where criteria can be satisfied including proximity to commercial development, such as the land to the north and proximity to other apartments including the adjacent Westview Seniors Apartment Building. The proposed use satisfies a number of other policy criteria for the increased density of the lands. Further the Provincial Policy Statement (PPS) strongly encourages land use development which supports affordable housing and projects targeting the older segment of the population.

Section IV of the Provincial Policy Statement (PPS) states: *“Efficient development patterns optimize the use of land, resources and public investment in infrastructure and public service facilities. These land use patterns promote a mix of housing, including affordable housing, employment, recreation, parks and open spaces, and transportation choices that increase the use of active transportation and transit before other modes of travel. They also support the financial well-being of the Province and municipalities over the long term, and minimize the undesirable effects of development, including impacts on air, water and other resources. Strong, liveable and healthy communities promote and enhance human health and social well-being, are economically and environmentally sound, and are resilient to climate change.”*

Section 1.1.1 of the PPS states that healthy, liveable and safe communities are sustained by accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons) and other uses to meet long-term needs.

Administration has reviewed the site plan and offers the following comments regarding its compliance with the Zoning-By-law. The building has been located within the required site setbacks of the RM2 Zone and positioned as close to the west lot line as possible, which is the adjacent apartment building as opposed to the single detached residential on the east King St. The number of parking spaces provided is in conformity with the parking regulations in Section 3 of the Town’s Zoning Bylaw.

The Development Agreement deals with the normal site servicing issues, required approvals from the various Ministries and Agencies and provisions during and post construction.

The following are highlights of the Development Agreement:

- (i) Sections 1 to 6 set out the Schedules and required approvals from the various Ministries and Agencies.
- (ii) Sections 7 to 15 address parking and loading areas, minimum number of parking spaces, walkways, damage to curbs and sidewalks, garbage and refuse storage, snow removal and stormwater management.
- (iii) Sections 16 to 43 address lighting, landscaping, legal obligations for completion of the work and inspections, alterations to the plans, interpretation and application of the agreement.
- (iv) Section 32 addresses the requirement for Development Charges and the provision regarding the potential agreement for the deferral of the development charges and an agreement addressing the same with the municipality.
- (v) Section 33 acknowledges the requirement for cash in lieu of parkland based on the requirements in the *Planning Act*.

The proposed development conforms to the Town's planning documents and the Development Agreement addresses site servicing matters in accordance with the requirements of the *Planning Act*.

4. RISK ANALYSIS:

The proposed site plan provides an affordable apartment building geared toward seniors as supported by the policies in the Town's Official Plan and the Provincial Policy Statement. The Site Plan Control process regulated by Section 41 of the *Planning Act* serves to protect the municipality's interest as the agreement will be registered on the title of the property. Section 41 of the *Planning Act* is applicable law to the Ontario Building Code and the final building permit cannot be issued until the agreement has been registered.

5. FINANCIAL MATTERS:

All costs associated with the application are the responsibility of the applicant. A report will also be considered by Council on the same evening from the developer requesting consideration for the deferral of development charges for this project. The developers will be given a development charge credit for the single detached dwelling currently existing on the property which will be demolished in the near future. The value of the credit is \$12,505.00 at the 2017 development charges rate. The development charges for a one bedroom apartment unit is \$5,562.00 and for a two bedroom apartment unit is \$7,277.00. The development charges due for this project are \$174,054.00. If approved, the deferral would result in a delay of the payment of the development charges for up to a maximum of 18 months.

6. CONSULTATIONS:

The Fire Department has been consulted regarding the proposed site plan and has no objections.

The Essex Region Conservation Authority was circulated the site plan and provided correspondence which stated that the site is not located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the *Conservation Authorities Act*). As a result, a permit is not required from ERCA for issues related to Section 28 of the *Conservation Authorities Act*, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the *Conservations Authorities Act*, (Ontario Regulation No. 158/06).

In regards to water resources management, it is recommended the release rate for this development is controlled to the capacity available in the existing storm sewers/drains. In addition, that stormwater quality and stormwater quantity are addressed up to and including the 1:100 year storm event and be in accordance with the guidance provided by the Stormwater Management Planning and Guidance Manual, prepared by the Ministry of the Environment (MOE, March 2003) and any other Municipal requirements (e.g., Development Standards Manual).

The Essex Region Conservation Authority further recommends that the stormwater management analysis be completed to the satisfaction of the Municipality. Further consultation on this file with respect to stormwater management is not required. There are no concerns relating to stormwater management. There is no objection to this application with respect to natural heritage policies.

The Engineering and Public Works Department provided comments which are attached to this report identifying comments relating to sidewalk width, watermain and sanitary servicing.

The Town of Amherstburg Accessibility Committee had two questions which were answered by the Town's Chief Building Official. The Accessibility Committee also identified recognition from the developers in their commitment to provide a high number of accessible units in the apartment building.

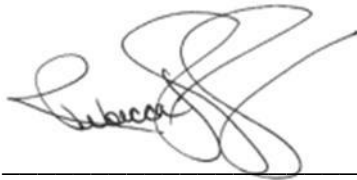
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7. CONCLUSION:

It is recommended that the Development Agreement be approved and By-law 2017-09 be adopted as recommended.

The provision regarding the development charges has been drafted allowing Council the flexibility to enter into a development charges deferral agreement based on a policy which presently exists, and Section 27 of the *Development Charges Act*. Section 27, of the Act permits on such terms as Council may require an Applicant to pay the applicable development charges at a date later than it would otherwise be payable, upon and in accordance with the terms of an agreement entered into by the Applicant with the municipality.

The agreement will then be sent for registration.



Rebecca Belanger
Manager of Planning Services

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DEPARTMENTS/OTHERS CONSULTED:

Name: Engineering and Public Works

Phone #: 519 730-2126 ext. 2313

Name: Building Services

Phone #: 519 736-5408 ext. 2136

Name: Fire Services

Phone #: 519 736-6500

Name: Essex Region Conservation Authority

Phone #: 519-776-5209

Report Approval Details

Document Title:	Development Agreement for 182 Pickering Dr - 182 Pickering Inc.docx
Attachments:	- Development Agreement for 182 Pickering Dr - ATTACHMENTS.pdf
Final Approval Date:	Feb 21, 2017

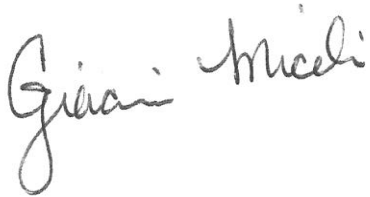
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Feb 16, 2017 - 12:57 PM



Justin Rousseau - Feb 17, 2017 - 9:59 AM



John Miceli - Feb 17, 2017 - 1:11 PM



Paula Parker - Feb 21, 2017 - 1:18 PM



Town of Amherstburg
SPC-1-17 - 182 Pickering Dr



365

366

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182

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379

382

383

198

387

PICKERING DR

KING ST

SANDWICH ST S

401

197

400

397



**THE CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2017-09**

**By-law to authorize the execution of a Development Agreement
between 182 Pickering Inc. and
the Corporation of the Town of Amherstburg
182 Pickering Dr, Amherstburg**

WHEREAS under Section 8 of the Municipal Act 2001, S.O., 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

AND WHEREAS under Section 9. (1) (a) and (b) of the Municipal Act 2001, S.O., 2001, c. 25, as amended, Section 8 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS the Corporation of the Town of Amherstburg and the Owner have agreed to the site plan, site servicing drawings and elevations in the Development Agreement;

AND WHEREAS the Corporation of the Town of Amherstburg and owners of said property have agreed to the terms and conditions of a Development Agreement in the form annexed hereto;

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

1. THAT the Mayor and Clerk be hereby authorized to enter into a Development Agreement between 182 Pickering Inc. and the Corporation of the Town of Amherstburg for the redevelopment of 182 Pickering Drive for an apartment building development, said agreement affixed hereto;
2. THAT this By-law shall come into force and take effect immediately upon the final passing thereof at which time all by-laws that are inconsistent with the provisions of this by-law and the same are hereby amended insofar as it is necessary to give effect to the provisions of this by-law.

Read a first, second and third time and finally passed this 27th day of February, 2017.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

DEVELOPMENT AGREEMENT

THIS AGREEMENT made in quadruplicate this 27th day of February, 2017.

BETWEEN: **182 PICKERING INC.**
A corporation incorporated pursuant to and subsisting under the laws of the Province of Ontario

(Hereinafter collectively called "**Owner**")

OF THE FIRST PART;

- and -

THE CORPORATION OF THE TOWN OF AMHERSTBURG

(hereinafter called the "**Corporation**")

OF THE SECOND PART;

Hereinafter collectively referred to as the "**Parties**"

WHEREAS the lands affected by this Agreement are described in Schedule "A" attached hereto, and are hereinafter referred to as the "**Development Lands**";

AND WHEREAS 182 Pickering Inc. warrants they are the registered owner of the Lands outlined in Schedule "A";

AND WHEREAS, in this Agreement the "**Owner**" includes an individual, an association, a partnership or corporation and, wherever the singular is used therein, it shall be construed as including the plural;

AND WHEREAS the Official Plan in effect in Amherstburg designated parts of the area covered by the Official Plan, including the Lands, as a Site Plan Control area;

AND WHEREAS the Owner intends to develop Parts 1,2 and 3 on Plan 12R-26450 of the said lands for a multiple residential dwelling apartment building in accordance with the Site Plan attached hereto as Schedule "B", and hereinafter referred to as the "Site Plan";

AND WHEREAS the Corporation as a condition of development or redevelopment of the said lands requires the Owner to enter into a Development Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, along with the sum of FIVE (\$5.00) DOLLARS of lawful money of Canada, now paid by each of the Parties hereto to each of the other parties hereto, the receipt and sufficiency of which are hereby acknowledged, the Owner hereby covenants and agrees with the Corporation as follows:

1. The following Schedules attached hereto, are hereby made a part of this Agreement, as fully and to all intents and purposes as though recited in full herein:

Schedule "A" - Legal description of the Development Lands

Schedule "B"- Site Plan (A101) including without the generality thereof:

- (a) The proposed location of the building including all setbacks;
- (b) The location and provision of parking facilities and access driveway, including the route for emergency vehicles;

- (c) Walkways and all other means of pedestrian access;
- (d) The location and provision for the collection and storage of garbage and other waste materials.
- (e) The location of grass and landscaped areas.
- (f) The location of the proposed loading space.
- (g) The travel distance of the fire hydrant to the main entrance.

Schedule "C" –	Plan of Survey
Schedule "D" –	Floor Plans (A201)
Schedule "E" –	Code Compliance Plans (A002)
Schedule "F" –	Exterior Elevations (A401)
Schedule "G" –	Demolition Plans (A102)
Schedule "H" –	Site Servicing, Grading, & Pavement Plan (C100)
Schedule "I" –	Landscape Plan & Details (LA-1)
Schedule "J" –	Stormwater Management Report

2. The Owner shall be responsible for consulting with and obtaining any necessary approvals from Essex Power regarding any matters that relate to services for the Development Lands to be provided by Essex Power. In addition, the Owner shall be responsible for any costs associated with the reconstruction, relocation or changes to the hydro system resulting from this development.
3. The Owner shall be responsible for consulting with and obtaining any necessary approvals from Union Gas and Bell Canada regarding any matters that relate to services to be provided by Union Gas and Bell Canada. In addition, the Owner shall be responsible for any costs associated with the reconstruction, relocation or changes to these services resulting from this development.
4. If any proposed upgrades to the existing utilities within the municipal right-of-way are required, the Owner must provide copies of the plans on any utility work to the Corporation.
5. The Owner shall be responsible for consulting with and obtaining any necessary approval or permits from the Ministry of the Environment and Climate Change, the County of Essex and/or the Essex Region Conservation Authority (E.R.C.A.).
6. All of the exterior walls of the building shall be as per the elevation drawings as shown on Schedules "F" hereto.
7. All parking or loading areas and lanes and driveways shall be paved with concrete, asphalt or other material capable of permitting accessibility under all climatic conditions, as shown on Schedules "B" and together with crushed stone or gravel, having a combined depth of at least 15.2 cm and with provisions for drainage facilities.
8. The Owner shall maintain a minimum of parking spaces, as designated on Schedules "B".
9. All walkways on the said lands, where so designated on Schedule "B", shall be constructed of concrete, asphalt or other material capable of permitting accessibility under all climatic conditions by the Owner to the satisfaction of the Corporation. To ensure that this development is accessible to persons with

disabilities, the Owner acknowledges that all sidewalks, walkways and islands within this development shall be constructed in such a manner as to safely accommodate persons with special mobility needs. All sidewalk replacement must be 1.5m wide (minimum) as per the Accessibility for Ontarians with Disabilities Act (AODA) even if the current width is 1.2m.

10. If any curbs, sidewalks, boulevards or highway surfaces of the Corporation are damaged during the development by the Owner, such damage shall be repaired or replaced by the Owner.
11. Snow removal from the parking or loading areas and lanes, driveways and walkways shall be the responsibility of the Owner.
12. The Owner shall install, maintain and direct a system for the disposal of storm and surface water as indicated on the Schedules to the satisfaction of the Corporation, so that no such water will flow along the surface from the said lands onto any adjoining lands. The Owner shall finalize the stormwater management plan as necessary to the satisfaction of the criteria of the Corporation to ensure that the release rate for this development is controlled to the capacity available in the existing storm sewers/drains. In addition, that stormwater quality and quantity are addressed up to and including the 1:100 year storm event and in accordance with the guidance provided by the Stormwater Management Planning and Guidance Manual, from the MOECC (March 2003) and Municipal requirements.
13. The Owner shall, at their own expense, install and implement any and all stormwater quality and quantity management measures so identified in the said servicing plans which measures must be implemented or installed to the satisfaction of the Corporation.
14. The Owners shall, at their own expense, prepare a site grading plan and site drainage plan for this development, which plan shall be filed with the Corporation. The final elevations of all buildings and the final site grades relating thereto shall conform to the site grading and site drainage plan as filed. A Consulting Engineer, an Ontario Land Surveyor or a Certified Engineering Technologist shall certify or declare, upon completion of the construction of the building, if applicable, that the said site grading and site drainage plan has been complied with, and until such time as the said certification or declaration has been received by the Corporation, occupancy of the building on the subject lands shall not be granted.
15. Any garbage or refuse that is stored outside shall be stored in a non-combustible container and maintained so that the garbage or refuse does not blow or fall out of the container.
16. Any and all lighting shall be installed and maintained in accordance with the standards set out in the Town's Development Manual, and, so as to not, in the opinion of the Corporation, interfere with the use or enjoyment of adjacent properties or with the safe flow of traffic on abutting or adjacent streets.
17. The Owner shall landscape and maintain the ground cover acceptable to the Corporation those lands so indicated on Schedule "I". The Owner agrees that the site will be inspected on an annual basis and any deficiencies will require immediate correction in accordance with the approved site plan.
18. The Owner shall provide a lot grading plan for the development detailing the finished grade elevation of the Lands as well as all drainage services, works and facilities required for the proper development of the Lands.

19. The Owner agrees that any Municipal property, including without limiting the generality of the foregoing, curbs, gutters, pavements, sidewalks, or landscaped areas on the public highway and any property belonging to a third party, which are damaged during construction or otherwise, shall be restored to the satisfaction of the Town. The Owner shall keep the subject lands in a state of good repair (including the cutting of weeds) and upon written notice from the Town shall correct deficiencies in the state of repair within ten (10) days thereof.
20. All driveways for emergency vehicles shall:
 - 1) Be connected with a public thoroughfare;
 - 2) Be designed and constructed to support expected loads imposed by firefighting equipment;
 - 3) Be surfaced with concrete, asphalt or other material capable of permitting accessibility under all climatic conditions;
 - 4) Have a clear width of 3 metres at all times;
 - 5) Be located not less than 3 metres and not more than 15.2 metres measured horizontally and at right angles from the face of the building;
 - 6) Have an overhead clearance not less than 4.5 metres;
 - 7) Have a change in gradient of not more than 1 in 12.5 over a minimum distance of 15.2 metres; and
 - 8) Have approved signs displayed to indicate the emergency route.
21. If the Ontario Building Code requires that an architect or professional engineer or both shall be responsible for the field review of any new building or re-development provided for in this Agreement, the Owner shall not occupy or use or permit to be occupied or used any said new building or extension until after an architect or professional engineer has given to the Corporation a letter addressed to the Corporation and signed by him certifying that all services on or in the said lands, required for this development or redevelopment, newly installed by the Owner in connection with this development or redevelopment and not contained within a building, have been installed and completed in a manner satisfactory to the architect or professional engineer.
22. The Corporation through its servants, officers and agents including its building inspector, plumbing inspector, fire chief and Director of Engineering and Public Works may from time to time and at any time enter on the Lands to inspect:
 - 1) The progress of development;
 - 2) The state of maintenance as provided for in this Agreement.
23. In the event of any servant, officer or agent of the Corporation determining upon inspection that the development is not proceeding in strict accord with the plans and specifications filed with the Corporation, such servant, officer or agent shall forthwith place a notice requiring all work to be stopped upon the Lands, and shall forward a copy by registered mail to the Owner at his last address as shown by the revised assessment rolls, and the Owner shall forthwith correct the deficiency or deviation.
24. In the event of any servant, officer or agent of the Corporation upon inspection being of the opinion that the state of maintenance is not satisfactory, such servant, officer or agent shall forthwith forward notice of such opinion to the Owner by registered mail at his last address as shown from the revised assessment rolls, and the Owner shall forthwith correct the deficiency or appeal to Council of the Corporation as hereinafter provided.

25. In the event that an Owner should disagree with the opinion of the servant, officer or agent of the Corporation as to the progress of the development or as to the state of maintenance, such Owner shall appear before Council of the Corporation, which after hearing the Owner, shall be permitted to express its position as to whether such progress or maintenance is satisfactory, following which Council of the Corporation shall make a decision, by resolution, as to whether to lift or sustain the prior decision of the Corporation's servant, officer or agent, which shall constitute a final determination of the matter.
26. In the event that an Owner should fail to obey a stop work order issued under Section 23 hereof, the Owner recognizes the right of the Corporation to apply to the Courts for a restraining order.
27. In the event that an Owner should fail to correct a deviation or deficiency after notice pursuant to Sections 24 or 25 or after notice of an opinion, which Council of the Corporation determines is correct under Section 27, the Council of the Corporation may by law direct or default of the matter or thing being done by the Owner, after two (2) weeks notice to it by registered mail at the last shown address of the Owner pursuant to the revised assessment rolls of passage of such by-law, that such matter or thing be done by the Corporation at the expense of the Owner, which expense may be recovered by action or like manner as municipal taxes.
28. In the event of an Owner wishing to change at any time any of the buildings, structures or facilities described in the plans annexed or referred to in Section 1 hereof, it shall make application to Council of the Corporation for approval and shall not proceed with such change until approval is given by such Council, or in default by the Ontario Municipal Board, under the procedure set out in Section 41 of the Planning Act, R.S.O. 1990 herebefore referred to.
29. This Agreement and the provisions thereof do not give to the Owner or any person acquiring any interest in the said lands any rights against the Corporation with respect to the failure of the Owner to perform or fully perform any of its obligations under this Agreement or any negligence of the Owner in its performance of the said obligations.
30. In the event that no construction on the Lands has commenced on or before the expiry of one (1) year from the date of registration of this Agreement, the Corporation may subsequently, at its option, on one month's written notice to the Owner, terminate this Agreement, whereupon the Owner acknowledges that agrees that it will not be able to undertake any development construction on the Lands (or any further development or construction) on the Lands.
31. All facilities and matters required by this Agreement shall be provided and maintained by the Owner at its sole risk and expense to the satisfaction of the Corporation and in accordance with the standards determined by the Corporation and in default thereof and without limiting other remedies available to the Corporation, the provisions of Section 446 of the Municipal Act shall apply.
32. The Owner acknowledges that the said lands are subject to By-law 2014-101 passed October 3, 2014 which established development charges for residential, commercial, and industrial development in the Town, and provided a development charge of \$5,562.00 (one bedroom) and \$7,277.00 (two bedroom) as currently indexed on January 1st, 2017 for each residential unit to be constructed. The Corporation agrees that based on By-law 2014-101, there will be allocation for the building that existed on the site which included one single detached dwelling on the site to be demolished. The Owner further acknowledges that the By-law provides for an annual inflationary adjustment in accordance with Section 3(4)a of the Development Charges Act, and that the above noted figure may change annually. The said development charge shall be paid prior to the

issuance of a building permit unless the Owner obtains Council approval and enters into a service agreement in accordance with Section 27 of the Development Charges Act and the approved Town policy for the temporary deferral of the development charges and will be paid in accordance with the deferral of development charges agreement authorized through municipal by-law.

33. The Corporation acknowledges that the requirement of the Planning Act is that the Owner convey up to 5% of the land included in the plan for park purposes, or cash-in-lieu thereof.
34. A financial guarantee (certified cheque or irrevocable letter of credit – self renewing without burden of proof) for FIFTY PERCENT (50%) of the value of on-site improvements of this development, exclusive of buildings and structures, is required to be paid and/or posted with the Corporation, in addition to further financial security in the amount of ONE HUNDRED PERCENT (100%) for all off-site works required as part of this development.

The Owner's engineer is required to provide a certified estimate of the cost of the on-site and off-site work for consideration by the Town's Director of Engineering and Infrastructure for his/her approval, with any decision by the Town's Director of Engineering and Infrastructure in this regard to be final and binding upon the Owner. Once the Town has inspected and approved the construction of the on-site and off-site works, the Owner will be required to provide security for a ONE (1) year maintenance period in the amount of FIFTEEN PERCENT (15%) of the cost of on-site and off-site improvements.

35. This Agreement shall be registered against the land to which it applies, at the expense of the Owner, and the Corporation shall be entitled, subject to the provisions of the Registry Act and the Land Titles Act, to enforce its provisions against the Owner named herein and any and all subsequent owners of the lands.
36. This Agreement shall ensure to the benefit of and be binding upon the Parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.
37. This Agreement shall be governed by, and interpreted according to, the laws of the Province of Ontario and the laws of Canada applicable therein, and shall be treated in all respects as an Ontario Contract.
38. If any provision or part thereof of this Agreement be illegal or unenforceable, it or they shall be considered separate and severable from the Agreement, and the remaining provisions of the Agreement shall remain in force and effect and shall be binding upon the Parties hereto as though the said provision or part thereof had never been including in this Agreement.
39. The division of this Agreement into Articles, sections and subsections and the insertion of headings are for convenience of reference only and shall not effect the construction or interpretation hereof.
40. This Agreement may be executed in several counterparts, each of which when so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument and shall be effective as of the date set out above.
41. Words importing the singular number include the plural and vice versa; words importing the masculine gender include the feminine and neutral genders.

42. Schedules and other documents attached or referred to in this Agreement are an integral part of this Agreement, and are hereby incorporated into this Agreement by reference.
43. This Agreement constitutes the entire agreement among the Parties and except as herein stated and in the instruments and documents to be executed and delivered pursuant hereto, contains all of the representations and warranties of the respective Parties. There are no oral representations or warranties among the Parties of any kind. This Agreement may not be amended or modified in any respect except by written instrument signed by both Parties.

IN WITNESS WHEREOF the Owner and the Corporation (the latter under the hands and seals of its officers duly authorized in this regard), have executed this Agreement as of the date first above written.

OWNER: 182 PICKERING INC.

Per _____
John Lajoy

182 PICKERING INC.

Per _____
Steve Newman

We have authority to bind the Corporation

**THE CORPORATION OF THE
TOWN OF AMHERSTBURG**

Per _____
Aldo DiCarlo, Mayor

Per _____
Paula Parker, Clerk

We have authority to bind the Corporation

Authorized and approved by By-law No. 2017-09 enacted the 27th day of February, 2017.

SCHEDULE "A"

LEGAL DESCRIPTION

The following is a description of the land to which this instrument applies.

Part of Lot 3, Concession 1, designated as Parts 1,2 and 3, 12R-26450;
S/T Easement over Part 3, 12R-26450 as in R1329391;
Town of Amherstburg, Province of Ontario

SITE DATA		ZONING DATA	REQUIRED	PROVIDED
BUILDING INFORMATION				
BUILDING CLASSIFICATION		MINIMUM LOT AREA	840 m ²	2210.1 m ²
FACING STREET(S)	PICKERING DR.	MINIMUM LOT FRONTAGE	32 m	45 m
PRINCIPAL ENTRY	SEE PLAN	MINIMUM LOT DEPTH	N/A	N/A
PRIMARY FIREFIGHTER'S ENTRY	SEE PLAN	SETBACKS		
BARRIER FREE ENTRY	SEE PLAN	FRONT YARD	7.5 m	7.5 m
		INTERIOR SIDE YARD - W	6.0 m (COA)	6.0 m
BUILDING INFORMATION		INTERIOR SIDE YARD - E	6.0 m	22.6 m
FIRST FLOOR FOOTPRINT	6,670 sq ft / 563.9 m ²	REAR YARD	7.5 m	7.5 m
TOTAL BUILDING	30,350 sq ft / 2,819.5 m ²			
NUMBER OF UNITS	32	MAX. LOT COVERAGE	40%	25.5%
		LANDSCAPE OPEN SPACE	30%	39.3%
SITE INFORMATION				
CURRENT ZONING	RM2	MAX. BUILDING HEIGHT	22 m	16.3 m
PROPOSED USE	APARTMENT BUILDING			

LEGEND

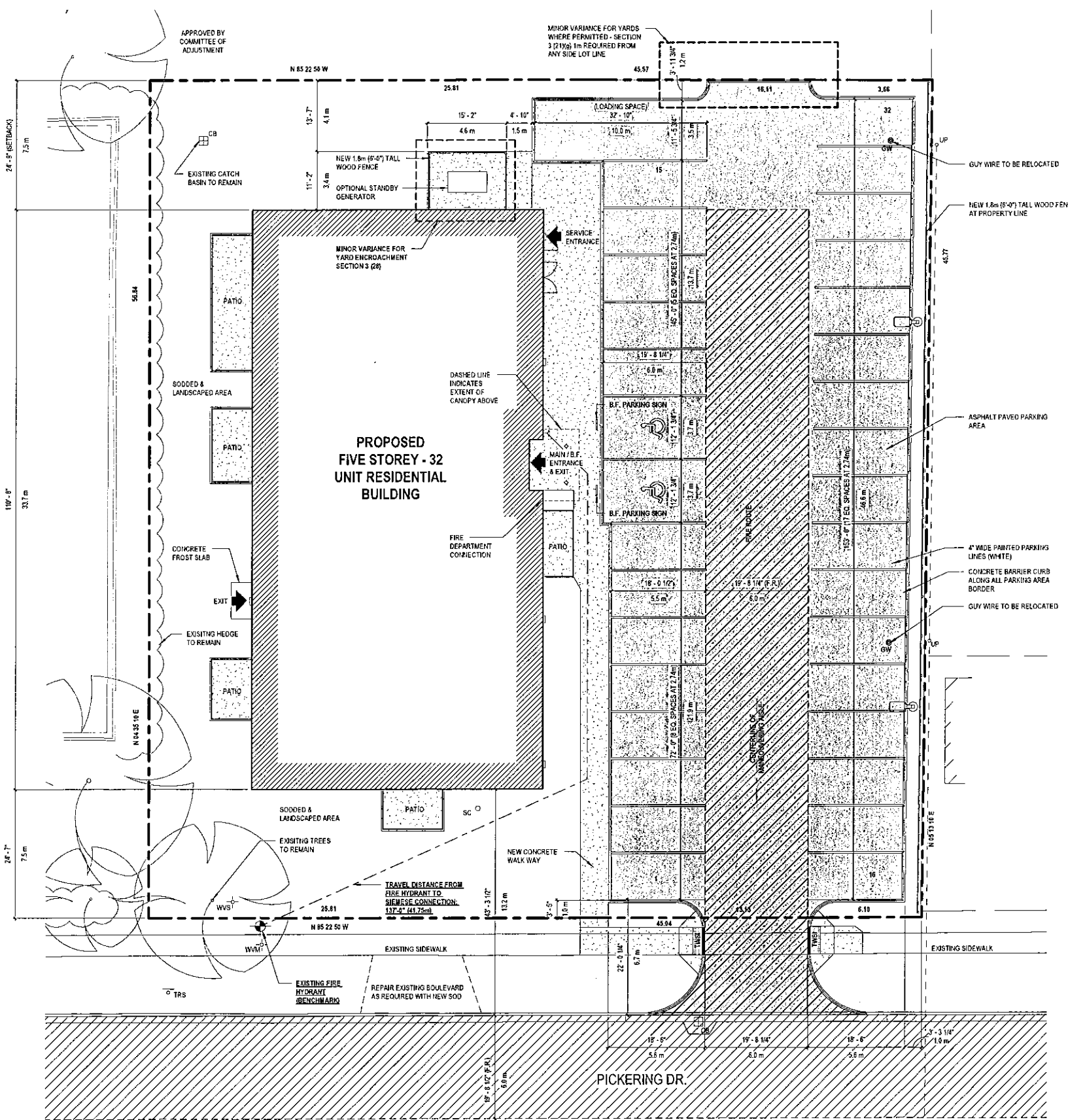
- ASPHALT SURFACE
- CONCRETE SURFACE
- BUILDING COVERAGE

NOTES:

1. REFER TO CIVIL DRAWINGS FOR ALL PAVEMENT MATERIAL PROFILES AND BASE MATERIALS
2. REFER TO LANDSCAPE PLAN FOR LANDSCAPE INFORMATION.
3. REFER TO CIVIL DRAWINGS FOR ALL PROPOSED GRADES.
4. ALL CONCRETE APRONS AT EXTERIOR DOOR OPENINGS TO MEET FLUSH (BARRIER FREE).
5. PROVIDE BARRIER FREE CURB DROPS WHERE SIDEWALKS MEET ASPHALT PAVEMENT.

B.F. - "BARRIER FREE PARKING" SIGN
F.R. - "FIRE-ROUTE - NO PARKING" SIGN

REFER TO PLAN FOR LOCATION OF ALL SIGNAGE (REVIEW W/ ARCHITECT PRIOR TO FINAL PLACEMENT)



SCHEDULE "B" TO BY-LAW 2017-09

182 PICKERING INC.

John Lajoy or Steve Newman

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker



Issued For: (1/19/2020)
SMA
CONSULTATION
COA
2017-01-13
Site Plan Control
2017-01-13
2017-02-23
Revised

No.	Description	Date

SITE PLAN

182 PICKERING INC.
Amherstburg Residential Dev.
182 PICKERING DR., AMHERSTBURG, ON

Drawn By: _____
Checked By: _____

Project No:
1529

Sheet No:
A101

C:\Users\designer07\Desktop\Local Files\1529\mainfile_m\m\herford\A1.m

THIS INFORMATION IS PROVIDED AS IS. THE ARCHITECT ASSUMES NO LIABILITY FOR THE ACCURACY OF THE INFORMATION SHOWN ON THIS DRAWING. THE ARCHITECT IS NOT TO BE HELD RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT AS SHOWN ON THIS DRAWING. THIS DRAWING IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT. THE ARCHITECT'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT AS SHOWN ON THIS DRAWING. THIS DRAWING IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.

182 PICKERING INC.

John Lajoy or Steve Newman

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker



PARTS SCHEDULE			
PART	LOT	CON/PLAN	AREA m ²
1		ALL OF 70565-0203	1259.1
2	PART OF LOT 3	CONCESSION 1	728.6
3		PART OF 70565-0202	222.8

THIS PLAN COMPRISES ALL OF P.I.N.'S 70565-0202 AND 70565-0203. PART 3 IS SUBJECT TO EASEMENT AS IN INST. No. R1329391.

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE _____

ANDREW S. MANHA
ONTARIO LAND SURVEYOR

PLAN 12R-
RECEIVED AND DEPOSITED

DATE _____

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)

PLAN OF SURVEY
OF
**PART OF LOT 3,
CONCESSION 1**
GEOGRAPHIC TOWNSHIP OF MALDEN
NOW IN THE
TOWN OF AMHERSTBURG
COUNTY OF ESSEX, ONTARIO
VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC.

SCALE = 1:250

LEGEND AND NOTES
BEARINGS ARE UTM GPS DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.
DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99995078

- SB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
- SSB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
- IB DENOTES 16mm X 16mm X 0.61m IRON BAR
- IB # DENOTES 19mm diameter X 0.61m ROUND IRON BAR
- CC DENOTES CUT-CROSS
- CP DENOTES 5mm X 50mm STEEL PIN
- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT SET AND MARKED 1744
- wt. DENOTES WITNESS
- (S) DENOTES SET (M) DENOTES MEASURED (D) DENOTES DEED
- GRP DENOTES OBSERVED REFERENCE POINT
- SSB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.
- (S/P) DENOTES SET PROPORTIONALLY (O/U) DENOTES ORIGIN UNKNOWN
- (P) DENOTES PLAN 12R-10000 (P1) DENOTES PLAN 12R-12477
- (P2) DENOTES PLAN 12R-12572 (P3) DENOTES PLAN 12R-14329
- (1744) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
- (1341) DENOTES RICHARD W. MURRAY, O.L.S.
- (1201) DENOTES CLARKE SURVEYORS INC., O.L.S.
- (1154) DENOTES JOHN B. SMEETHON INC., O.L.S.

- LEGEND**
- MH DENOTES HYDRO MANHOLE
 - SHS DENOTES SEWER MANHOLE
 - MHT DENOTES TELEPHONE MANHOLE
 - MTR DENOTES TRAFFIC MANHOLE
 - MWM DENOTES WATER MANHOLE
 - CB DENOTES CATCH BASIN
 - DBB DENOTES DOUBLE CATCH BASIN
 - LSL DENOTES LIGHT STANDARD CONCRETE
 - LSs DENOTES LIGHT STANDARD STEEL
 - LSw DENOTES LIGHT STANDARD WOOD
 - UPC DENOTES UTILITY POLE CONCRETE
 - UPs DENOTES UTILITY POLE STEEL
 - UPw DENOTES UTILITY POLE WOOD
 - GP DENOTES GUY POLE
 - GW DENOTES GUY WIRE
 - OB DENOTES BOLLARD
 - PM DENOTES PARKING METER
 - TC DENOTES TOP OF CURB
 - BC DENOTES BOTTOM OF CURB
 - FF DENOTES FIRE HYDRANT
 - WU DENOTES WATER METER
 - WVS DENOTES WATER VALVE (Service)
 - WVM DENOTES WATER VALVE (Main)
 - GM DENOTES GAS METER
 - GV DENOTES GAS VALVE
 - HM DENOTES HYDRO METER
 - PdTV DENOTES TELEPHONE PEDESTAL
 - PdSTV DENOTES CABLE TV PEDESTAL
 - TSs DENOTES TRAFFIC SIGN
 - TSw DENOTES TRAFFIC SIGNAL
 - TSB DENOTES TRAFFIC SIGNAL BOX
 - TH DENOTES TESTHOLE
 - BM DENOTES BENCH MARK
 - HCP DENOTES HORIZONTAL CONTROL POINT
 - VCP DENOTES VERTICAL CONTROL POINT
 - SH DENOTES SHRUB
 - SC DENOTES SEWER CLEANOUT
 - IV DENOTES INVERT

DECIDUOUS AND CONIFEROUS TREES ARE DENOTED BY AND CT RESPECTIVELY. A PREFIX TO THE DESCRIPTION DESIGNATES THE NUMBER OF TREE TRUNKS WHEN TREES ARE CLUMPED TOGETHER AND A SUFFIX INDICATES THE TREE DIAMETER OR (NTS) NOT TO SCALE.

UNDERGROUND CABLE, HYDRO OR TELEPHONE LINES ARE PREFIXED WITH THE LETTER "U" (CABLE = UC HYDRO = UH TELEPHONE = UT)

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 9th DAY OF JUNE, 2015

DATE JUNE 18, 2015

Andrew S. Manha
ANDREW S. MANHA
ONTARIO LAND SURVEYOR
for VERHAEGEN • STUBBERFIELD • HARTLEY
BREWER • BEZAIRE INC.

WINDSOR 475 Devonshire Road, Suite 200 NSV 2L5 Ph: (519)258-1772 Fax: (519)258-1791

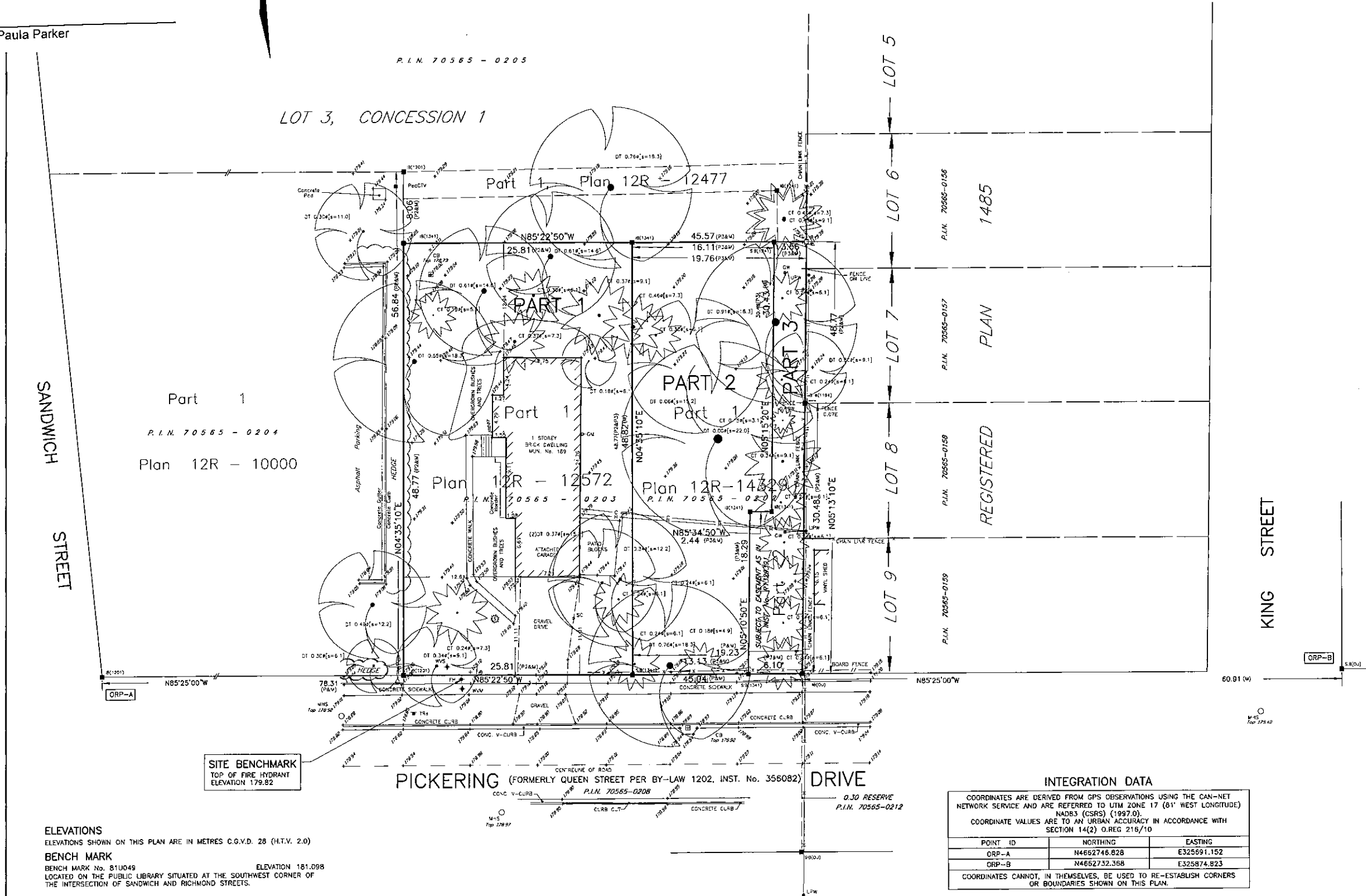
VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC.

LEAMINGTON 187 Talbot Street East N8H 1L8 Ph: (519)322-2375 Fax: (519)322-2675

ONTARIO LAND SURVEYORS www.vshbbsurveys.com

DRAWN BY: NMG CAD Date: June 19, 2015 3:12 PM
CHECKED BY: A.S.M. CAD File: 42735500.dwg

WORK ORDER: 4-27355 FILE NO.: E-MALDEN-1-3 PLAN FILE NO.: C-4108



INTEGRATION DATA

COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (1997.0).

COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10

POINT ID	NORTHING	EASTING
ORP-A	N4662746.828	E325691.152
ORP-B	N4662732.368	E325874.823

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

"METRIC" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

ELEVATIONS
ELEVATIONS SHOWN ON THIS PLAN ARE IN METRES C.G.V.D. 28 (H.T.V. 2.0)

BENCH MARK
BENCH MARK No. 81U049 ELEVATION 181.098
LOCATED ON THE PUBLIC LIBRARY SITUATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF SANDWICH AND RICHMOND STREETS.

SITE BENCH MARK
SHOWN ON FACE PLAN

AREA
X.XXX ACRES

The drawings and the architect's responsibility are not to be construed as being assigned by the Project Architect.

Issued For: 07/14/2011
 SPA: 2016.12.16
 CONSULTATION: 2017.01.13
 Site Plan Control: 2017.01.13

No.	Revisions	Schreibweise	Datum

OVERALL FLOOR PLANS

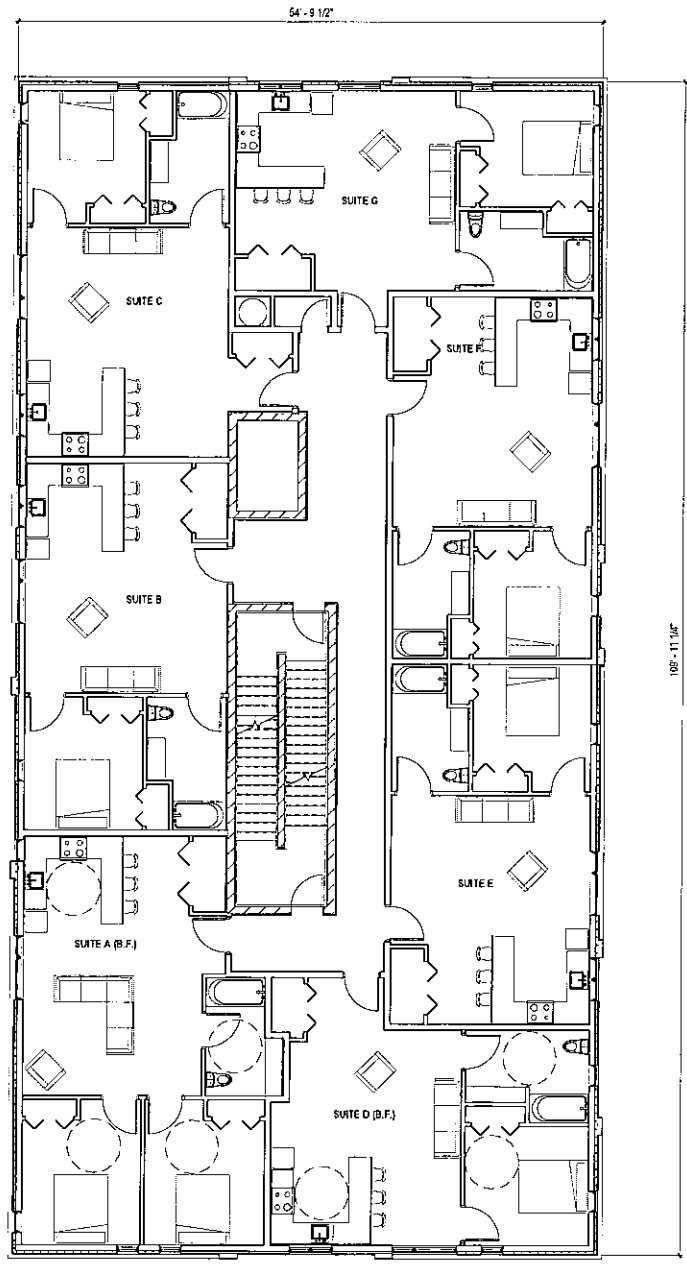
182 PICKERING INC.
Amherstburg Residential Development
 182 PICKERING DR., AMHERSTBURG, ON

Drawn By: Checked By:

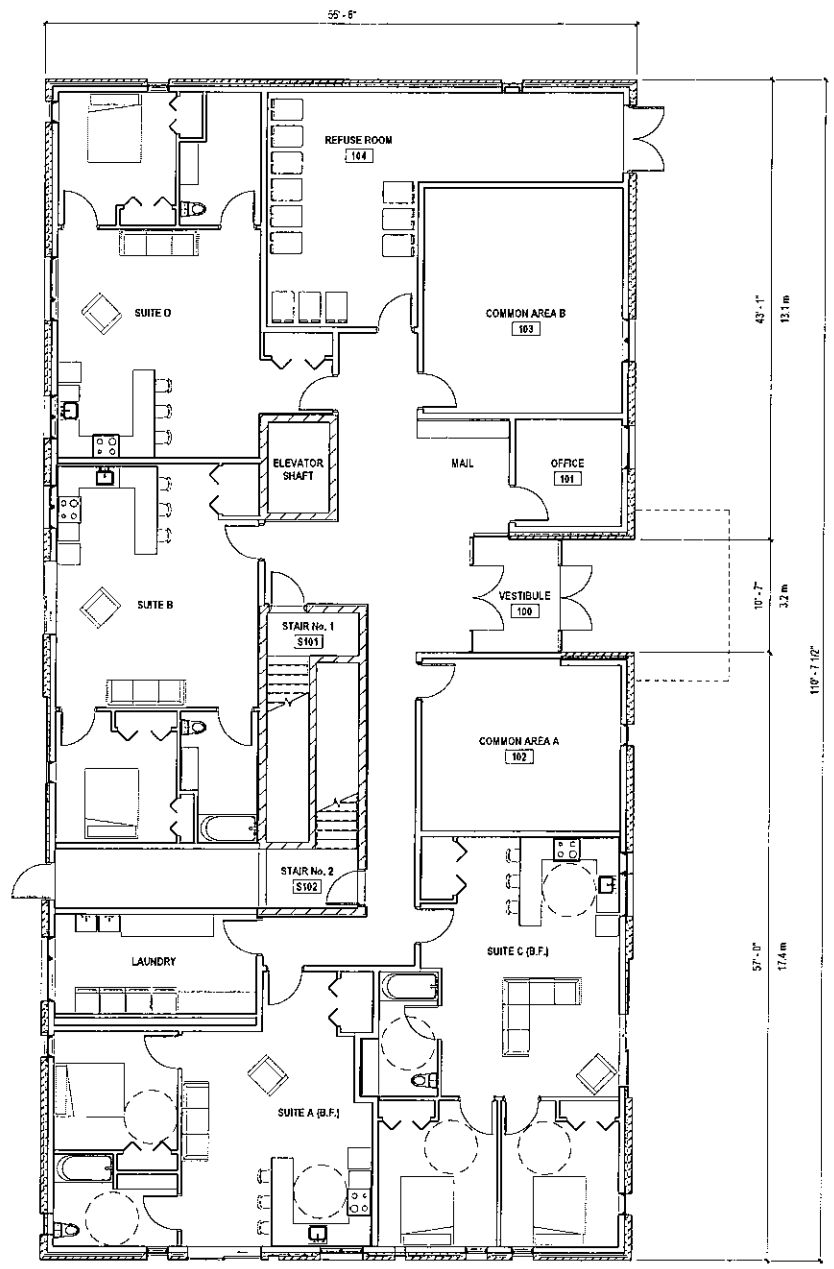
Project No:
1529

Sheet No:

A201



TYPICAL FLOORS 2 - 5 PLAN
 SCALE: 1/8" = 1'-0"



FIRST FLOOR PLAN
 SCALE: 1/8" = 1'-0"

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SCHEDULE "D" TO BY-LAW 2017-09
182 PICKERING INC.

 John Lajoy or Steve Newman
TOWN OF AMHERSTBURG

 Mayor- Aldo DiCarlo

 Clerk- Paula Parker

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Firm Name: Architettura Inc. Architects
Certificate of Practice Number: 3267
 180 Eugene St. W.
 Windsor, ON N9X 2Y6
 The Certificate of Practice Number of the holder is the holder's BCIDN.
Name of Project:
 Amherstburg Residential Development
Location:
 182 Pickering Dr. Amherstburg, ON

Item	Ontario Building Code Data Matrix Parts 3 & 9																														
1	Project Description <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration																														
2	Major Occupancy (s) Group C																														
3	Building Area 565.9m ² (6,122.2 ft ²)																														
4	Gross Area 2,837.3m ² (30,540 ft ²)																														
5	Number of Storeys Above Grade = 5 Below Grade = 0																														
6	Number of Streets/Firefighter Access 2																														
7	Building Classification 3.2.2.43 - Group C, Up to 6 Storeys, Sprinklered, Noncombustible Construction																														
8	Sprinkler System Proposed <input type="checkbox"/> entire building <input type="checkbox"/> basement only <input type="checkbox"/> in lieu of roof rating <input type="checkbox"/> not required																														
9	Staircase required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																														
10	Fire Alarm required <input type="checkbox"/> Yes <input type="checkbox"/> No																														
11	Water Service/Supply is Adequate <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																														
12	High Building <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																														
13	Permitted Construction <input type="checkbox"/> Combustible <input checked="" type="checkbox"/> Non-combustible <input type="checkbox"/> Both Actual Construction <input type="checkbox"/> Combustible <input checked="" type="checkbox"/> Non-combustible <input type="checkbox"/> Both																														
14	Mezzanine (s) Area m ² N/A																														
15	Occupant load based on 2 Persons per sleeping room Occupancy Group C Load 74 persons																														
16	Barrier-free Design <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Explain)																														
17	Hazardous Substances <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																														
18	Required Fire Resistance Rating (FRR) <table border="1"> <thead> <tr> <th>Horizontal Assemblies</th> <th>FRR (Hours)</th> <th>Listed Design No. or Description (SS-2)</th> </tr> </thead> <tbody> <tr> <td>Floors</td> <td>1 HOUR</td> <td></td> </tr> <tr> <td>Roof</td> <td>N/A</td> <td></td> </tr> <tr> <td>Mezzanine</td> <td>N/A</td> <td></td> </tr> <tr> <th>FRR of Supporting Members</th> <th>Listed Design No. or Description (SS-2)</th> <td></td> </tr> <tr> <td>Floors</td> <td>1 HOUR</td> <td></td> </tr> <tr> <td>Roof</td> <td>N/A</td> <td></td> </tr> <tr> <td>Mezzanine</td> <td>N/A</td> <td></td> </tr> </tbody> </table>	Horizontal Assemblies	FRR (Hours)	Listed Design No. or Description (SS-2)	Floors	1 HOUR		Roof	N/A		Mezzanine	N/A		FRR of Supporting Members	Listed Design No. or Description (SS-2)		Floors	1 HOUR		Roof	N/A		Mezzanine	N/A							
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19	Spatial Separation - Construction of exterior Walls <table border="1"> <thead> <tr> <th>Wall</th> <th>Area of EBF (m²)</th> <th>L.D. (m)</th> <th>LH</th> <th>Permitted Max. % of Openings</th> <th>Proposed % of Openings</th> </tr> </thead> <tbody> <tr> <td>North</td> <td>265.5 m²</td> <td>7.5 m</td> <td>N/A</td> <td>66%</td> <td>13.9%</td> </tr> <tr> <td>South</td> <td colspan="5">LIMITING DISTANCE OVER 9M</td> </tr> <tr> <td>East</td> <td colspan="5">LIMITING DISTANCE OVER 9M</td> </tr> <tr> <td>West</td> <td>533.5 m²</td> <td>6.1 m</td> <td>N/A</td> <td>52%</td> <td>19.2%</td> </tr> </tbody> </table>	Wall	Area of EBF (m ²)	L.D. (m)	LH	Permitted Max. % of Openings	Proposed % of Openings	North	265.5 m ²	7.5 m	N/A	66%	13.9%	South	LIMITING DISTANCE OVER 9M					East	LIMITING DISTANCE OVER 9M					West	533.5 m ²	6.1 m	N/A	52%	19.2%
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ARCHITECTURAL ABBREVIATIONS

AF	ABOVE FINISH FLOOR	IM	INSULATED METAL
ACC	AIR CONDITIONING CONDENSING UNIT	N.I.C.	NOT IN CONTRACT
ACT-1	ACOUSTIC CEILING TILE	ND	SANITARY NAPKIN DISPOSAL
ADO	AUTOMATIC DOOR OPERATOR	NV	SANITARY NAPKIN VENDOR
AWP-1	ACOUSTIC WALL PANEL	OP	OPPOSITE
ACP	ALUMINUM COMPOSITE PANELS	P.L.M.	PLASTIC LAMINATE
ARS	ASSISTANCE REQUIRED SIGNAL	PT	PAINT
AVS	AUDIBLE VISUAL SIGNAL	PTD	PAPER TOWEL DISPENSER/ DISPOSAL
CBK-1	CONCRETE BLOCK	RA	ROOF ANCHOR
CG	CORNER GUARD	RB	RESILIENT BASE
CH	COAT HOOK	RD	ROOF DRAIN
CJ	CONTROL JOINT	RWL	RAIN WATER LEADER
CONC	CONCRETE	S.S.	STAINLESS STEEL
CPI-1	CARPET TILE, INTERFACE, 500mm X 500mm	SD	SOAP DISPENSER
CR	CARD READER	SHWR	SHOWER
CT	PORCELAIN TILE, 300mm X 600mm	SLR	CONCRETE SEALER
CW	CURTAIN WALL	SR	SERVER PACK
CUH	CABINET UNIT HEATER	SM	SIMILAR
CV	CONNECTOR	T.O.	TOP OF
DS	DOWNSPOUT	TP	TOILET PAPER HOLDER
EBP	EMERGENCY PUSH BUTTON	TB	TACK BOARD
EP	ELECTRICAL PANEL	TWSI	TACTILE WALKING SURFACE INDICATOR
ES	EMERGENCY SIGN	U.N.D.	UNLESS NOTED OTHERWISE
FB	FLOOR BOX	US	UNDERSIDE
FD	FLOOR DRAIN	V.I.F.	VERIFY IN FIELD
FE	FIRE EXTINGUISHER	VFL	VINYL FLOOR
FHC	FIRE HOSE CABINET	VCT	VINYL COMPOSITE TILE
GL	GLASS	WB	WHITE BOARD
GYP BD	GYP/PLUM BOARD	WD	WOOD
HM	HOLLOW METAL	WP	WATERPROOFING
INS	INSULATION		

ARCHITECTURAL LEGEND

Room name	ROOM NUMBER	HP	ROOF HIGH POINT
101	DOOR NUMBER	CG	CORNER GUARD
101	WINDOW TYPE	CL	CENTERLINE
101	WALL TYPE	XXX	SPOT ELEVATION
ACT-1	CEILING TYPE	RD	ROOF DRAIN
19'-0"	CEILING HEIGHT	FD	FLOOR DRAIN
101	EXTERIOR WINDOW NUMBER		

No SHEET No	EXTERIOR BUILDING ELEVATION INDICATOR	No SHEET No	INTERIOR BUILDING ELEVATION INDICATOR
No SHEET	MILLWORK ELEVATION INDICATOR	No SHEET	SECTION INDICATOR

CODE COMPLIANCE LEGEND

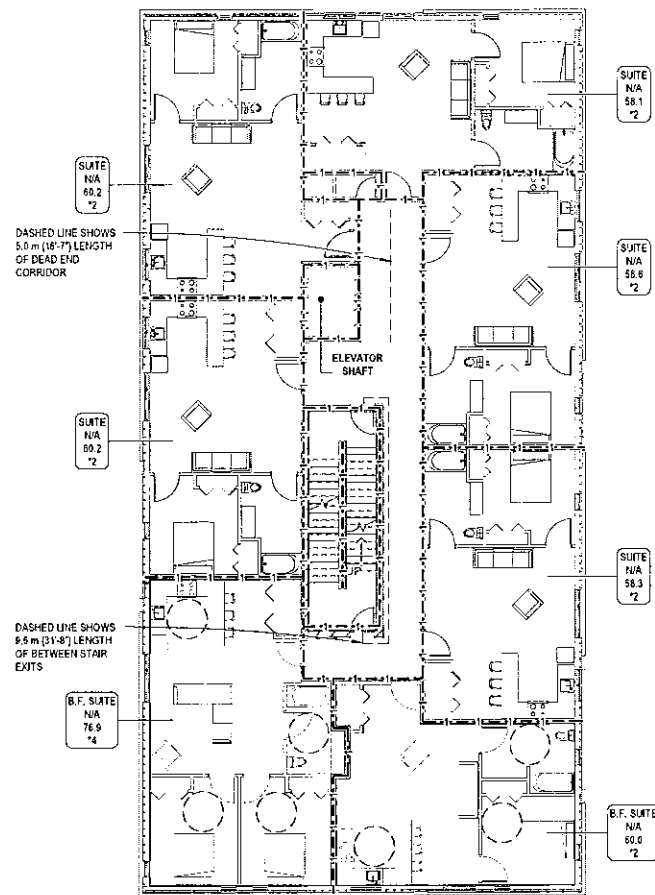
EXAMPLE: OCCUPANCY CALCULATION
 OFFICE
 ROOM DESCRIPTION
 OCCUPANT LOAD (m² / PERSON) OBC 3.1.17.1
 AREA OF ROOM (m²)
 OCCUPANTS (*) INDICATES BY AREA DESIGN 3.1.17.1.(1,4,1)

EXAMPLE: EXIT CALCULATION
 STAIR
 EXIT DESIGNATION
 PROVIDED DOOR WIDTH (mm)
 REQUIRED DOOR WIDTH (mm)
 PROVIDED OCCUPANCY EXIT CAPACITY (PERSONS)

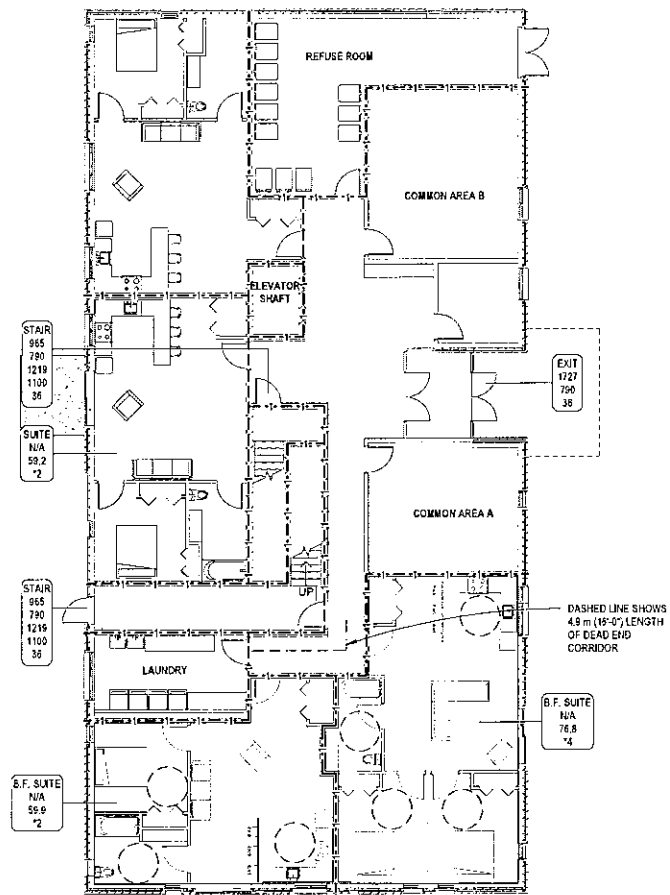
3/4 FIRE SEPARATIONS - NUMBER INDICATES FIRE-RESISTANCE RATING IN HOURS

/// FIRE PROTECTION AT THE UNDERSIDE OF FLOOR/LANDINGS

BARRIER FREE ACCESSIBLE SUITE CALCULATION 3.2.8.1.(5)
 15% OF ALL SUITES REQUIRED 5 PROVIDED 10



CODE COMPLIANCE PLAN - TYPICAL FLOORS 2 - 5
 SCALE: 3/32" = 1'-0"



CODE COMPLIANCE PLAN - FIRST FLOOR
 SCALE: 3/32" = 1'-0"

SCHEDULE "E" TO BY-LAW 2017-09

182 PICKERING INC.

John Lajo or Steve Newman

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker



Issued For: SPA CONSULTATION
 Date: 2016/12/18
 Site Plan Code: 2017/01/13

Revision Schedule
 Description
 No. Date

CODE COMPLIANCE PLANS

182 PICKERING INC.
 Amherstburg Residential Development
 182 PICKERING DR., AMHERSTBURG, ON

Drawn By: Checked By:

Project No: 1529

Sheet No:

A002

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MATERIAL LEGEND	
	AMJ-16 - ARCHITECTURAL BLOCK
	EF S - 1
	EF S - 2
	ACP - 1
	ALUMINUM FRAME WINDOWS / CURTAIN WALL
	PRE-FINISHED METAL COPING / FLASHING
	SIGNAGE - REFER TO DETAILS



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Issued For: (www20)
 SPA: 2016 12 16
 CONSULTATION: 2017 01 13
 Sign/Plan Control: 2017 01 13

No.	Description	Date

EXTERIOR ELEVATIONS

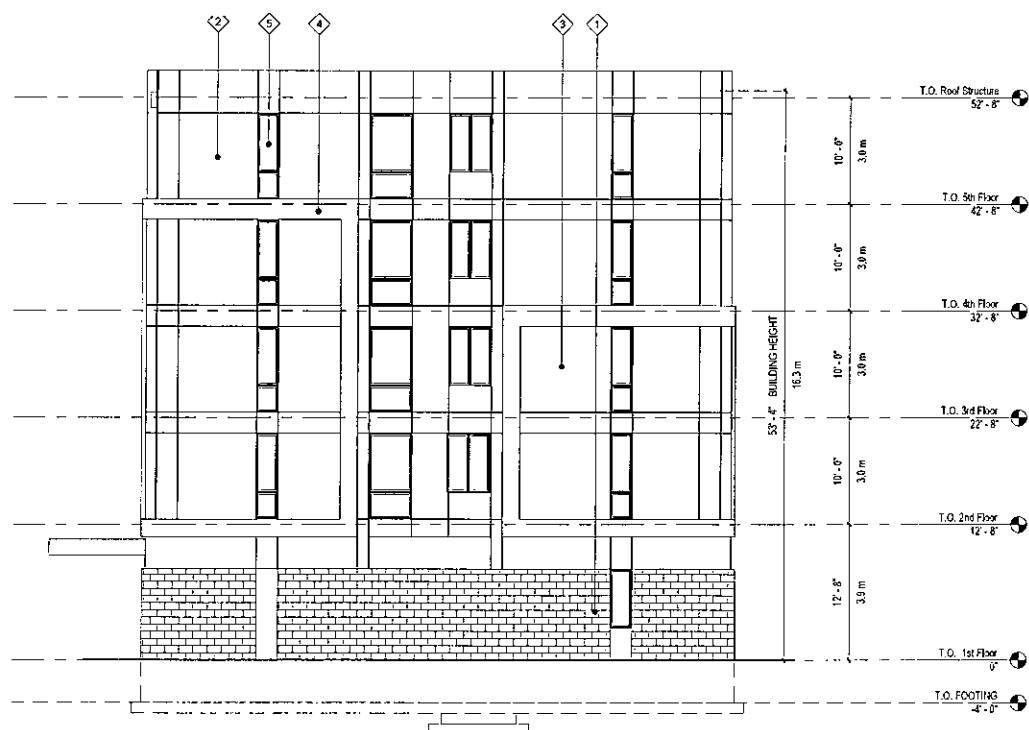
182 PICKERING INC.
 Amherstburg Residential Development
 182 PICKERING DR., AMHERSTBURG, ON

Drawn By: _____ Checked By: _____

Project No: 1529

Sheet No: A401

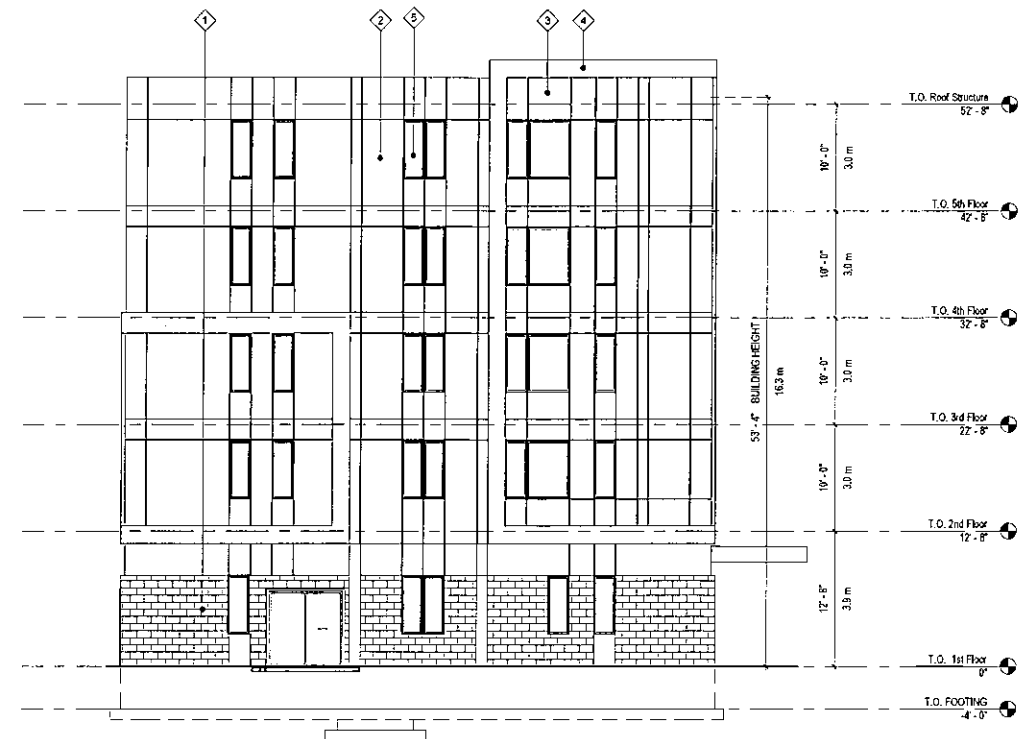
A401



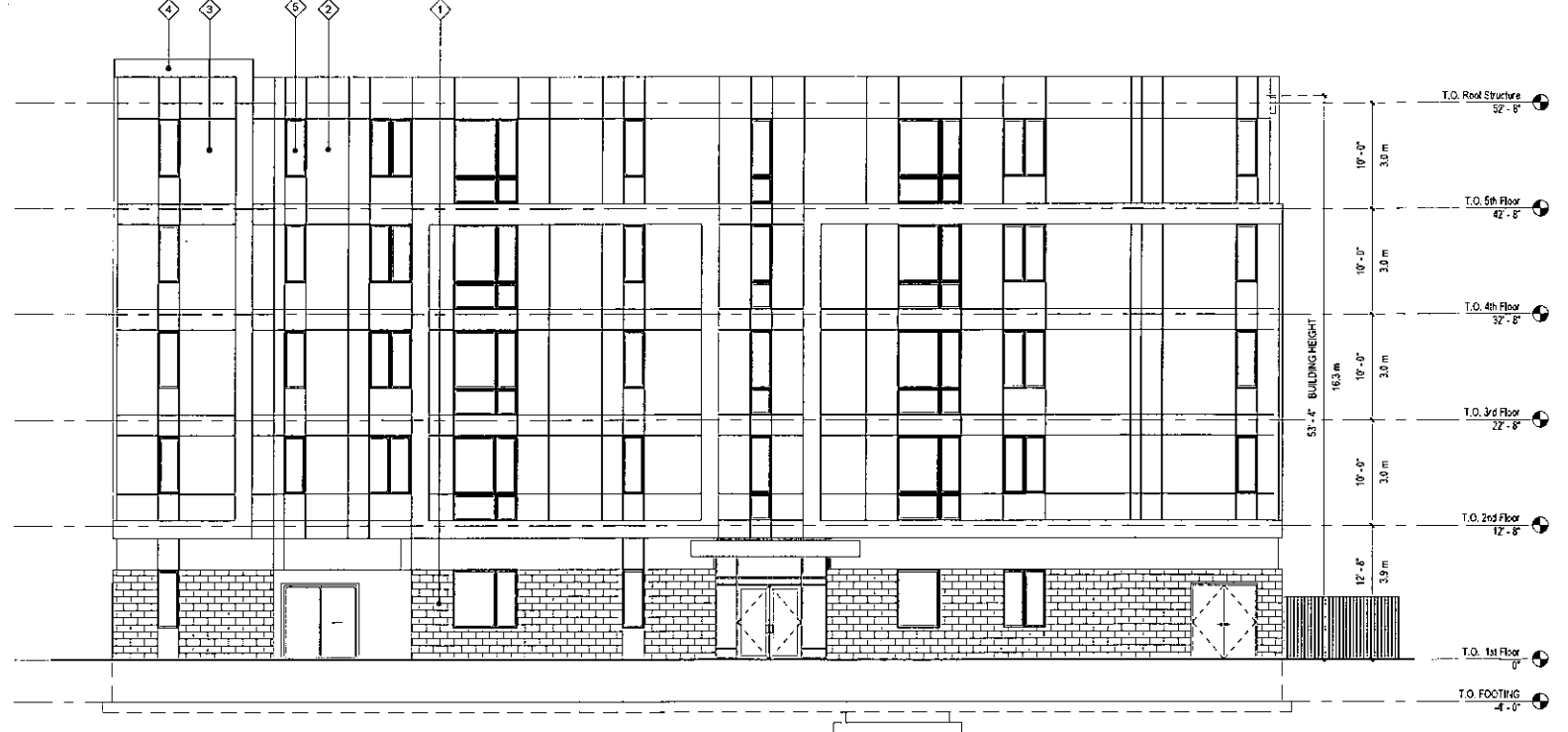
4 NORTH ELEVATION
 SCALE: 1/8" = 1'-0"



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



2 SOUTH ELEVATION
 SCALE: 1/8" = 1'-0"



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

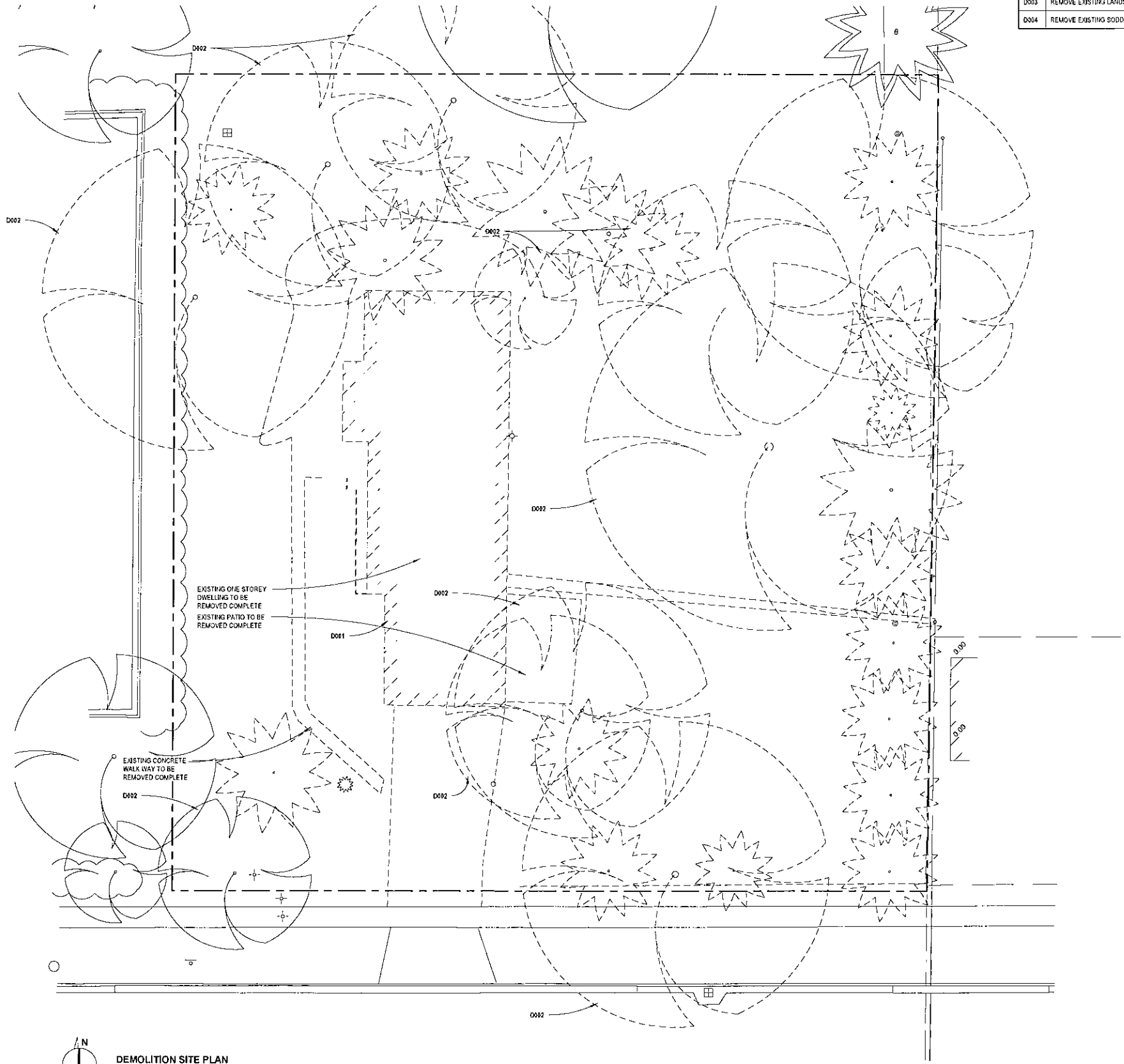
1/13/2017 11:12:12 AM C:\Users\designer07\Desktop\Local Files\1529mainfile_mouherford\A401

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SCHEDULE "G" TO BY-LAW 2017-09
182 PICKERING INC.
John Lajoy or Steve Newman
TOWN OF AMHERSTBURG
Mayor- Aldo DiCarlo
Clerk- Paula Parker



DEMOLITION NOTES	
D001	EXISTING FOUNDATIONS BELOW SURFACE TO BE REMOVED COMPLETE.
D002	REMOVE EXISTING NOTED TREES COMPLETE.
D003	REMOVE EXISTING LANDSCAPE & MULCH COMPLETE.
D004	REMOVE EXISTING SOOD / TOP SOIL & STOCK PILE SOIL FOR FUTURE USE.



Issued For: 1529/2017
SPA: 2016.12.16
CONSULTATION: 2017.01.13
S/N: Per Contd: 2017.01.13

No.	Description	Date

DEMOLITION SITE PLAN

182 PICKERING INC.
Amherstburg Residential Development
182 PICKERING DR., AMHERSTBURG, ON

Drawn By: _____ Checked By: _____

Project No: 1529
Sheet No: _____

A102

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SITE SERVICING GENERAL NOTES:

- 1. ALL WORK SHALL CONFORM TO THE CORPORATION OF THE TOWN OF AMHERSTBURG AND OPS STANDARDS AS APPLICABLE.
2. PRIOR TO COMMENCEMENT OF CONSTRUCTION, THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS, ELEVATIONS AND FIELD CONDITIONS. IN THE EVENT THAT DIMENSIONS, ELEVATIONS OR FIELD CONDITIONS VARY FROM DESIGN DRAWINGS, THE ENGINEER SHALL BE NOTIFIED.
3. PRIOR TO COMMENCEMENT OF CONSTRUCTION, THE CONTRACTOR SHALL FIELD VERIFY HORIZONTAL AND VERTICAL LOCATIONS OF ALL EXISTING SEWERS AND UTILITIES TO BE CONNECTED TO PRIOR TO CONSTRUCTION STAKING. IF NEED BE, THE ENGINEER SHALL BE NOTIFIED AND THE PLANS SHALL BE ADJUSTED ACCORDINGLY.
4. PRIOR TO COMMENCEMENT OF CONSTRUCTION, THE CONTRACTOR SHALL REVIEW AND COORDINATE ALL PROPOSED GRADES, SEWER PIPE INVERTS, AND STORM AND SANITARY STRUCTURE RIM ELEVATIONS. IN THE EVENT OF ANY DISCREPANCIES THE ENGINEER SHALL BE NOTIFIED AND THE PLANS SHALL BE ADJUSTED ACCORDINGLY.
5. THE CONTRACTOR SHALL COORDINATE THE EXTERIOR BUILDING SERVICE CONNECTIONS WITH THE MECHANICAL DRAWINGS FOR PIPE SIZE, INVERT AND LOCATION PRIOR TO CONSTRUCTION. NOTIFY THE ENGINEER IF DISCREPANCIES EXIST.
6. THE CONTRACTOR AND HIS WORKERS SHALL UNDERTAKE ALL WORK ON THIS PROJECT IN COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS FOR CONSTRUCTION PROJECTS, ONTARIO REGULATION 213/91 AS AMENDED.
7. THE LOCATIONS OF EXISTING UTILITIES ARE APPROXIMATE ONLY. THE CONTRACTOR IS RESPONSIBLE FOR ACCURATELY LOCATING UTILITIES PRIOR TO CONSTRUCTION AND FOR ADEQUATELY PROTECTING EXISTING UTILITIES DURING CONSTRUCTION. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
8. EXCAVATE TO THE DEPTH OF THE FINAL SUBGRADE ELEVATION TO ALLOW FOR GRADE CHANGES AND THE PLACEMENT OF THE RECOMMENDED PAVEMENT SYSTEM.
9. TRENCH BACKFILL UNDER THE PAVEMENT AREAS AND WITHIN 3 FEET OF PAVEMENT AREAS SHALL BE GRANULAR 'B' TYPE 1 MATERIAL COMPACTED TO 98% S.P.M.D. ALL GRANULAR 'A' BASE TO BE COMPACTED TO 100% S.P.M.D. ALL NATIVE MATERIAL COMPACTED TO 95% S.P.M.D.
10. REMOVE ROOTS, SOFT SOIL, AND REPLACE WITH GRANULAR 'B' TYPE 1 MATERIAL COMPACTED TO 95% S.P.M.D.
11. ALL EXISTING GRASS AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED WITH A MINIMUM OF 4" OF CLEAN TOPSOIL, GRASS SEED AND HYDRO MULCH.
12. ALL PVC STORM AND SANITARY SEWER PIPE SHALL CONFORM TO ASTM D-3034.
13. WATERMAIN PIPE SHALL BE PVC TO CSA B137.3, CLASS 150 IN ACCORDANCE WITH A.W.W.A. C900-905. DEFLECTIONS IN THE HORIZONTAL OR VERTICAL, SHALL BE WITHIN MANUFACTURERS SPECIFICATIONS AND SHALL FOLLOW MANUFACTURERS RECOMMENDATIONS AS TO PROCEDURE.
14. ALL LOCATIONS WHERE BENDS HAVE BEEN DETAILLED AND ARE REQUIRED SHALL BE INSTALLED AS PER THE PUBLIC UTILITIES COMMISSION STANDARDS.
15. STORM AND SANITARY SEWERS LOCATED PARALLEL TO WATERMANS SHALL BE CONSTRUCTED IN SEPARATE TRENCHES MAINTAINING A MINIMUM CLEARANCE SEPARATION OF 8'-3".
16. PROVIDE A MINIMUM OF 24" VERTICAL SEPARATION BETWEEN STORM AND SANITARY SEWERS PASSING OVER WATERMANS. THE LENGTH OF THE WATER PIPE SHALL BE CENTERED AT THE POINT OF CROSSING SO THAT THE JOINTS WILL BE FAR AWAY FROM THE SEWER. PROVIDE ADEQUATE STRUCTURAL SUPPORT FOR THE SEWER TO PREVENT EXCESSIVE DEFLECTION OF JOINTS AND SETTLING.
17. 2400X STANDARD PRECAST CATCH BASINS SHALL HAVE 24" DEEP SUMP AND TEE TRAPS.
18. SUBSOLARS FOR CATCH BASINS SHALL BE 4" DIA. BLDG. W/ WRAPPED WITH FILTER SOCK X 4 FEET LONG AT 1.0% EMBEDDED IN 3/4" CLEAR STONE ON TWO OPPOSING SIDES OF CATCH BASIN.
19. ALL MANHOLES SHOWN SHALL BE 42" DIAMETER U.N.O.
20. ALL MANHOLES SHALL HAVE A MINIMUM OF TWO(2) CONCRETE RINGS TO ADJUST THE RIM ELEVATION TO THE FINAL GRADE. MANHOLE RIMS SHALL BE SET AT AN ELEVATION RELATIVE TO FINISHED PAVEMENT ELEVATION.
21. ALL STORM MANHOLES SHALL HAVE A 24" DEEP SUMP AND TEE TRAPS.
22. ALL SANITARY MANHOLES SHALL HAVE CONCRETE BENCHING.
23. CATCH-BASIN MANHOLES SHALL HAVE CATCH-BASIN GRATES AND FRAME TYP.
24. CATCH-BASIN LEADS SHALL BE 4" DIA. PVC DR28 AT 1.0% SLOPE MIN. U.N.O.
25. THE LENGTH OF SEWER LINES IS THE DISTANCE BETWEEN FROM INSIDE FACE TO INSIDE FACE OF MANHOLES AND/OR CATCH-BASINS. THE DISTANCES INDICATED ON THE PLANS AREA APPROXIMATE AND CAN VARY DUE TO ALIGNMENT.
26. ALL DIMENSIONS SHOWN ARE TO EDGE OF ASPHALT. ALL ELEVATIONS INDICATED ARE AT THE EDGE OF ASPHALT, U.N.O.

EROSION AND SEDIMENT CONTROL MEASURES:

- 1. PROTECT ALL EXPOSED SURFACES AND CONTROL RUNOFF DURING CONSTRUCTION.
2. ALL EROSION CONTROL MEASURES ARE TO BE IN PLACE BEFORE STARTING CONSTRUCTION AND REMAIN IN PLACE UNTIL RESTORATION IS COMPLETE.
3. MAINTAIN EROSION CONTROL MEASURES DURING CONSTRUCTION.
4. ALL COLLECTED SEDIMENT MUST BE DISPOSED OFF AT AN APPROVED LOCATION.
5. MINIMIZE THE AREA DISTURBED DURING CONSTRUCTION.
6. ALL DEWATERING MUST BE DISPOSED OF IN AN APPROVED SEDIMENTATION BASIN.
7. PROTECT ALL CATCH BASINS, MAINTENANCE HOLES AND PIPES FROM SEDIMENT INTRUSION WITH GEOTEXTILE (TERRAFLEX 270R OR EQUAL).
8. KEEP ALL SUMPS CLEAN DURING CONSTRUCTION.
9. PREVENT WIND-BLOWN DUST.
10. OBTAIN APPROVAL FROM LOCAL CONSERVATION AUTHORITY PRIOR TO CONSTRUCTION FOR WORKS WHICH ARE IN, OR ADJACENT TO FLOODPLAINS, FILL LINES AND HAZARDOUS SITES.
11. INSTALL SILT FENCING AROUND THE CONSTRUCTION BOUNDARY.
12. DETAILS ARE AT THE MINIMUM AND CONSTRUCTED IN ACCORDANCE WITH THE MINISTRY OF NATURAL RESOURCES GUIDELINES ON EROSION AND SEDIMENT CONTROL FOR URBAN CONSTRUCTION SITES.
13. ALL OF THE ABOVE NOTES AND ANY SEDIMENT AND EROSION CONTROL MEASURES ARE AT THE MINIMUM TO BE IN ACCORDANCE WITH THE MINISTRY OF NATURAL RESOURCES GUIDELINES ON EROSION AND SEDIMENT CONTROL FOR URBAN CONSTRUCTION SITES.

OPS FOR STORM & SANITARY STRUCTURES:

- 1. CATCH-BASINS SHALL BE PRECAST CONCRETE AND SHALL CONFORM TO OPSD 705.01 U.N.O.
2. CATCH-BASIN FRAMES AND GRATES SHALL CONFORM TO OPSD 400.03.
3. MANHOLES SHALL BE PRECAST CONCRETE AND SHALL CONFORM TO OPSD 701.01 & 701.03.
4. MANHOLE FRAMES AND COVERS SHALL CONFORM TO OPSD 401.01.

SIDEWALK JOINT NOTES:

- 1. SIDEWALKS SHALL HAVE BAYS SPACING EQUAL TO ITS WIDTH AND EXPANSION JOINTS EVERY FOURTH BAY.
2. BAY JOINTS SHALL BE SAWN CUT. THE DEPTH OF THE JOINT SHALL BE 1/2" AND THE WIDTH SHALL BE 1/4".
3. EXPANSION JOINTS SHALL BE 1/2" THICK FULL DEPTH FOAM JOINT FILLER.
4. INSTALL 1/2" THICK FOAM JOINT FILLER BETWEEN SIDEWALK AND CONCRETE CURB.
5. ALL SIDEWALK EDGES INCLUDING TOELED AND EXPANSION JOINTS SHALL BE FINISHED WITH A 1/4" RADIUS.

PAVEMENT LEGEND:

IMPORTANT NOTE: THE CONTRACTOR SHALL PROVIDE GEOTECHNICAL ELEVATIONS FOR THE PREPARED SUB-GRADE AT ALL NEW ASPHALT AND CONCRETE PAVED AREAS TO THE CONSULTANT TEAM AND GET APPROVAL BEFORE ANY GRANULAR FILL IS PLACED. SEE BACKFILL SPECIFICATIONS.
NEW ASPHALT PAVEMENT FOR PARKING LOT: 4" STRIP ALL TOPSOIL AS REQUIRED.
CONCRETE SIDEWALKS: 4" CONCRETE (30 MPa W/ 6 TO 8% AIR ENTRAINMENT) W/ 6"x6" - 99 W/M AT MID-DEPTH OF SLAB ON COMPACTED GRANULAR 'A' BASE (8" MIN.) COMPACTED TO 100% SP/VD ON APPROVED, UNDISTURBED AND COMPACT SUB-GRADE.
MUNICIPAL CONCRETE SIDEWALKS: 6" THICK CONCRETE SIDEWALK (30 MPa W/ 6 TO 8% AIR ENTRAINMENT) ON 6" MIN. GRANULAR 'A' BASE COMPACTED TO 100% SP/VD ON APPROVED, UNDISTURBED AND COMPACT SUB-GRADE.
FROST SLAB: 6" CONCRETE (30 MPa W/ 6 TO 8% AIR ENTRAINMENT) ON 1" - 1 1/2" LAYERS OF STROPPED INSULATION ON COMPACTED GRANULAR 'A' BASE (8" MIN.) ON APPROVED, UNDISTURBED AND COMPACT SUB-GRADE.
RE-GRADE EXISTING GRASS AREA AS PER LOT GRADING PLAN DWG. MAINTAIN A MIN. OF 4" OF CLEAN AND SCREENED TOPSOIL. INSTALL NEW SOD WHERE SPECIFIED AND WHERE REQUIRED FOR REPAIR IN AREAS OF CONSTRUCTION ACTIVITY.

SERVICING LEGEND:

SANITARY: PROPOSED SANITARY SEWER, EXISTING SANITARY SEWER, PROPOSED MANHOLE, EXISTING MANHOLE, PLUG, PROPOSED STORM SEWER, EXISTING STORM SEWER, PROPOSED MAN-HOLE, EXISTING MANHOLE, PROPOSED CATCH-BASIN, EXISTING CATCH-BASIN, PROPOSED CATCH-BASIN MAN-HOLE, EXISTING CATCH-BASIN MANHOLE, PROPOSED CLEAN OUT, EXISTING CLEAN OUT, PROPOSED WATERMAIN, EXISTING WATERMAIN, PROPOSED WATER VALVE, EXISTING WATER VALVE, NEW HYDRANT, EXISTING HYDRANT, PROPERTY LINE, PROPOSED BARRIER CURB OPSD 600.11, EXISTING CONC. CURB, TOP OF CURB, INDICATED EXISTING ELEVATION (FEET), INDICATED PROPOSED ELEVATION (FEET), PROPOSED DOOR.

SCHEDULE "H" TO BY-LAW 2017-09

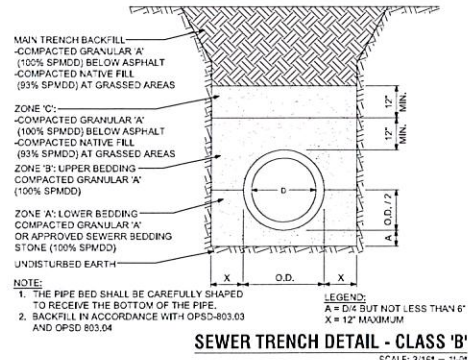
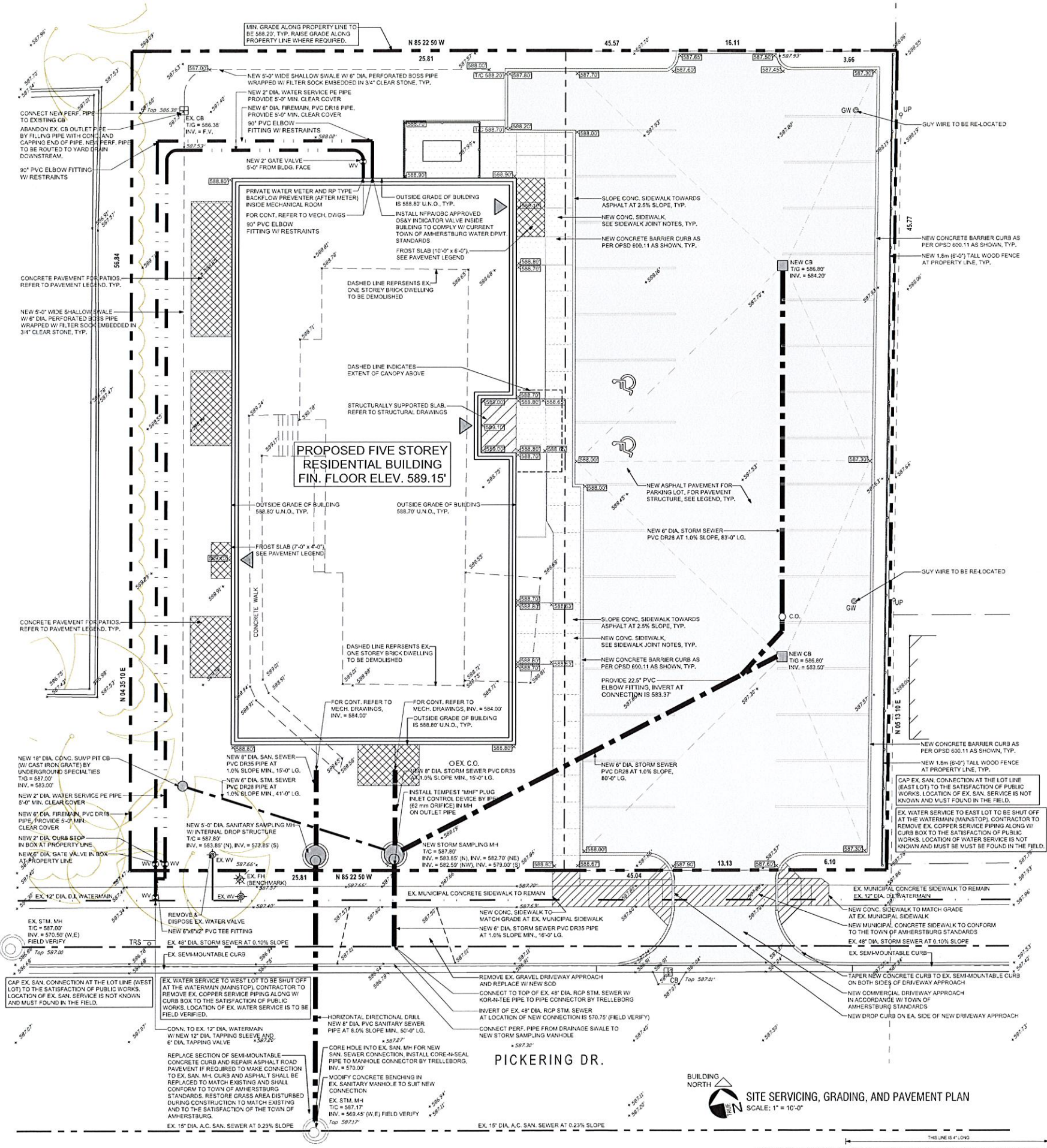
182 PICKERING INC.

John Lajoy or Steve Newman

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker



ALEO ASSOCIATES INC. CONSULTING ENGINEERS. Registered Professional Engineer. 2017.02.23. P. A. A.P.O. 100141866. PROVINCE OF ONTARIO.

Issued For: (M/M) SPC 2017.01.13 SPC 2017.02.23.

Revision Schedule table with columns for No., Description, and Date.

SITE SERVICING, GRADING, & PAVEMENT PLAN

182 PICKERING INC. AMHERSTBURG RESIDENTIAL DEVELOPMENT 182 PICKERING DRIVE, AMHERSTBURG, ON. Drawn: JPA, PAA. Date: JANUARY 2017. Project No: 6230. Sheet No: C100.

THIS DRAWING SHEET IS WORK IN PROGRESS. IT IS RECOMMENDED THAT ANY REPRODUCTION, ELECTRONIC OR OTHERWISE, BE TO THE SAME SHEET SIZE TO ENSURE THE ACCURACY OF DRAWING SCALES SPECIFIED ON THIS SHEET. THIS DRAWING IS NOT TO BE SCALED - USE FIELD DIMENSIONS ONLY.







John Lajoy or Steve Newman

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

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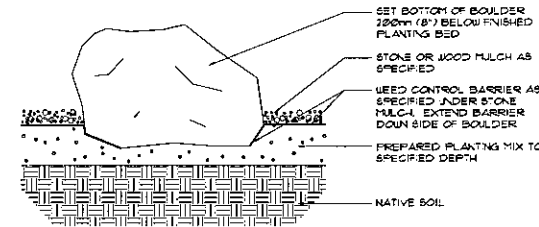
Legend

-  EXISTING TREE TO REMAIN
-  PROPOSED TREE
-  QUANTITY OF PLANTS
KEY TO BOTANICAL NAME
-  QUANTITY OF BOULDERS
TYPE OF BOULDER
-  FINE GRADE AND SOD
-  FINE GRADE AND SEED

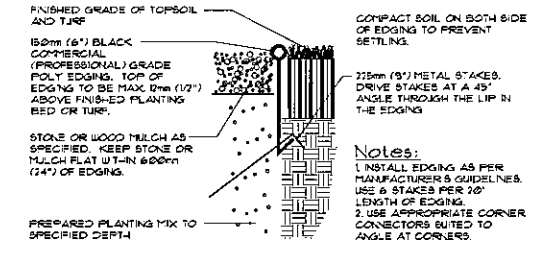
Plant List

KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	QUAN
DECIDUOUS TREES					
ATJ	ACER FREEMANNI 'JEFFERSON'	ALUMN BLAZE MAPLE	70 cm	UB	2
APD	ACER PLATANOIDES 'DEBORAH'	DEBORAH MAPLE	70 cm	UB	2
CoP	CAMPANUS BETULUS 'FASTIGIATA'	PYRAMIDAL EUROPEAN HORNBEAM	70 cm	UB	1
PaB	PLATANUS ACERIFOLIA 'BLOODGOOD'	BLOODGOOD LONDON PLANETREE	70 cm	UB	1
PeR	PYRUS GALLERIANA 'REDPINK'	REDPINK FLOWERING PEAR	60 cm	UB	2
SiB	SYRINGA RETICULATA 'IVORY SILK'	IVORY SILK TREE LILAC	60 cm	UB	3
TAR	TILIA AMERICANA 'REDWOOD'	REDWOOD LINDEN	76 cm	UB	3
CONIFEROUS TREES					
PaB	PICEA GLAUCA	WHITE SPRUCE	260 cm	UB	3
DECIDUOUS SHRUBS					
BiC	BERBERIS THUNBERGI 'CONCORD'	CONCORD BARBERY	30 cm	POT	5
ReG	REHUS AROMATICA 'SNOU-LOW'	GOLD-LOU BUTAC	40 cm	POT	5
BoG	SPHRAEA BIFIDA 'GOLDPLATE'	GOLDPLATE SPHRAEA	40 cm	POT	5
ShP	SYRINGA MEYERI 'PALIBIN'	PALIBIN DWARF LILAC	50 cm	POT	4
WV	WEIGELA FLORIDA 'VAREGATA'	VAREGATED WEIGELA	60 cm	POT	11
EVERGREENS					
EGV	BUXUS GREEN VELVET	GREEN VELVET BOXWOOD	40 cm	POT	5
TaD	TAXUS MEDIA 'DENSIFORMIS'	DENSE YEW	50 cm	POT	11
CoN	THUJA OCCIDENTALIS 'NIGRA'	BLACK CEDAR	125 cm	POT	6
PERENNIALS & ORNAMENTAL GRASS					
CaK	CALAMAGROSTIS AUSTROFLORA 'KARL FOERSTER'	KARL FOERSTER FEATHER REED GRASS	2 gal	POT	22
HC	HEUCHERA 'CRIMSON'	CRIMSON CORAL BELLS	2 gal	POT	23
HCF	HEPEROCALLIS 'CHILDREN'S FESTIVAL'	CHILDREN'S FESTIVAL DAYLILY	2 gal	POT	50
HDC	HEPEROCALLIS 'DOUBLE CUTIE'	DOUBLE CUTIE DAYLILY	2 gal	POT	26
BOULDERS					
LUL	WATERBORN LIMESTONE BOULDER		2000 lbs.		1

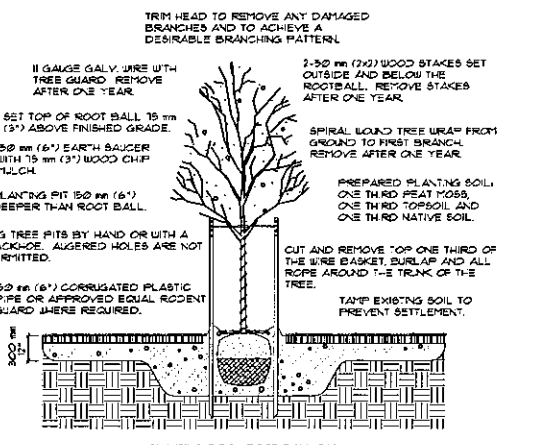
THE CONTRACTOR IS RESPONSIBLE FOR THE COUNT OF THE PLANTS. REPORT ANY DISCREPANCY TO THE LANDSCAPE ARCHITECT. IN THE CASE OF A DISCREPANCY, THE QUANTITY OF PLANTS ON THE LANDSCAPE PLAN SUPERSEDES THE QUANTITY SHOWN IN THE PLANT LIST.



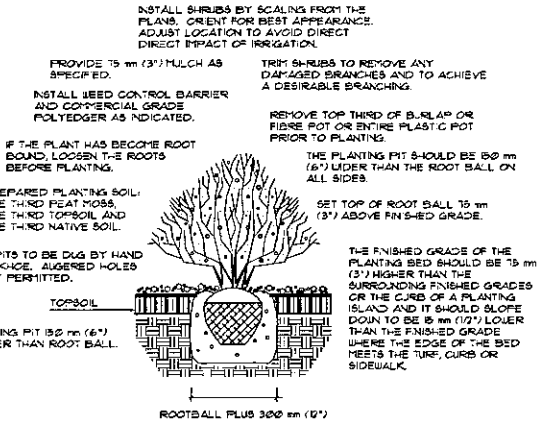
Boulder Installation NTS



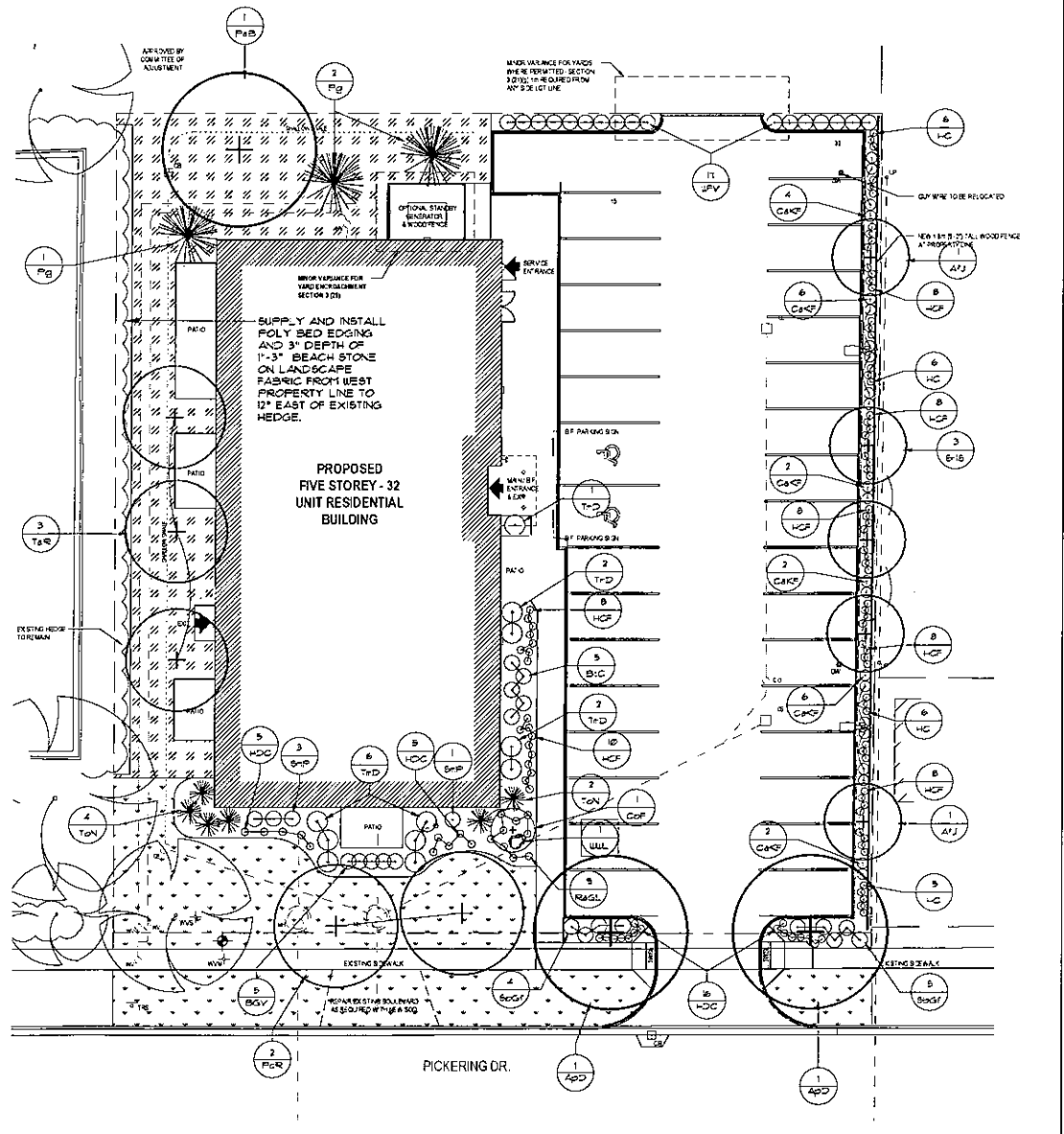
Poly Edging Installation NTS



Deciduous Tree Planting NTS



Shrub Planting NTS



LANDSCAPE PLAN SCALE 1" = 16' - 0" North

General Landscape Notes

FINE GRADE ALL AREAS DESIGNATED FOR SEED OR SOD, REMOVING ALL EXISTING VEGETATION, DEBRIS, AND STONES WHETHER IMPORTED OR NATIVE TO THE SITE. SEED OR SOD ALL SITE AREAS AS INDICATED ON THE LANDSCAPE PLAN EXCEPT THOSE WHERE PLANTING BEDS, PAVEMENT, OR BUILDINGS ARE INDICATED. EXTEND SOD TO PROPERTY LINES FOR INTERIOR LOT LINES AND TO THE CURB FOR STREET FRONTAGE. APPLY A ROOTING FERTILIZER PRIOR TO INSTALLING SOD OR SEED. RESTORE ANY AREAS OF THIS SITE OR ADJACENT PROPERTIES RESULTING FROM CONSTRUCTION OF THIS PROJECT.

SOD/SEED ESTABLISHMENT AND PLANTING BED MAINTENANCE: PROVIDE CARE AND PROTECTION TO ENSURE PROPER AND FULL ESTABLISHMENT OF ALL TURF AREAS. REPAIR ALL BARE AREAS. CARE OF SOD AREAS WILL EXTEND FROM THE TIME OF INSTALLATION TO THE FIRST CUT BY THE CONTRACTOR. AT TIME OF FIRST CUT, REMOVE LEEDS THAT HAVE COME THROUGH THE SOD FROM THE SOIL AND REMOVE ANY WEEDS IN THE PLANTING BEDS (USED BEDS 30 DAYS AFTER INSTALLATION IF NO SOD HAS BEEN INSTALLED).

SPREAD EXISTING TOPSOIL OVER SMOOTH SUBGRADE IN ORDER TO ACHIEVE A 4" MINIMUM DEPTH FOR ALL TURF AREAS. PROVIDE ADDITIONAL TOPSOIL AS REQUIRED.

ADVISE THE LANDSCAPE ARCHITECT OR PROJECT MANAGER OF THE LOCATION OF THE STOCKPILE AND ALLOW ADEQUATE TIME FOR TESTING PRIOR TO IMPORTING SOIL.

REMOVE ALL DEBRIS FROM AND ENSURE THERE IS FRIABLE TOPSOIL TO A DEPTH OF 18" IN ALL PLANTING BEDS. SUPPLY ADDITIONAL TOPSOIL AS REQUIRED.

INSTALL 3" DEPTH SMALL BEACH PEBBLE IN ALL PLANTING BEDS AND CANADA RED MULCH IN THE ROOT SAUCERS OF TREES. MULCH SHOULD BE 1/2" BELOW THE ADJACENT SURFACE WITHIN 24" OF THE EDGE OF THE BED. INSTALL A WEED CONTROL BARRIER CONSISTING OF LANDSCAPE FABRIC BENEATH THE BEACH PEBBLE.

FOR ALL EXISTING TREES WITHIN THE PROJECT AREA, REMOVE EXISTING TURF IN A CIRCLE AROUND THE BASE OF THE TREE (OR CREATE NEW IF NEW TURF IS BEING ESTABLISHED) AND INSTALL 3" DEPTH OF CANADA RED MULCH. USE THE FOLLOWING GUIDELINES TO DETERMINE THE DIAMETER OF THE TURF TO BE REMOVED AND MULCHED AROUND EXISTING TREES:

TREE DIAMETER	DIAMETER OF CIRCLE TO BE MULCHED
LESS THAN 12"	48"
GREATER THAN 12"	DIAMETER OF TREE PLUS 4'-0"

SUPPLY AND INSTALL COMMERCIAL GRADE POLYEDGER WHERE PLANTING BEDS ARE ADJACENT TO TURF. SECURE EACH 20' LENGTH OF POLYEDGER WITH 6 STEEL PEGS AND JOIN WITH A PLASTIC CONNECTOR.

WHERE EAVES TROUGH DISCHARGE INTO PLANTING BEDS, SUPPLY AND INSTALL CONCRETE SPLASH BLOCKS. ADJUST PLANTING AS REQUIRED TO ENSURE THAT THE PLANTS WILL NOT BE IN LINE WITH THE WATER DISCHARGED FROM THE DOWN SPOUTS.

GUARANTEE ALL PLANT MATERIAL FOR A PERIOD OF ONE YEAR FROM ACCEPTANCE. REPLACE ALL DEAD OR WEAK PLANT MATERIAL PROMPTLY WHEN DIRECTED BY THE OWNER OR PROJECT MANAGER. GUARANTEE REPLACEMENT PLANT MATERIAL FOR A PERIOD OF ONE YEAR FROM PLANTING. PLANTS DAMAGED DUE TO VANDALISM ARE NOT GUARANTEED.

VERIFY QUANTITIES OF PLANTS INDICATED IN THE PLANT KEYS AND PLANT LIST WITH THOSE SHOWN ON THE PLAN. NOTIFY THE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES PRIOR TO TENDERING.

ALL WORK TO BE PERFORMED IN COMPLIANCE WITH THE HEALTH AND SAFETY ACT 1980, ONTARIO Reg. 213/81, 114/81 AND LATEST REVISIONS.

DETERMINE AND VERIFY THE LOCATION AND EXISTENCE OF ALL UNDERGROUND UTILITIES PRIOR TO COMMENCING CONSTRUCTION.

ADVISE THE LANDSCAPE ARCHITECT OF ANY CONFLICT BETWEEN THE PROPOSED WORK AND EXISTING UTILITIES. REPAIR ANY AND ALL DAMAGE DONE TO THIS SITE OR ADJACENT SITES RESULTING FROM CONSTRUCTION OF THIS PROJECT.

VERIFY THAT ALL EXISTING SITE CONDITIONS ARE AS SHOWN ON THIS PLAN.

BW Bezaire & White
Planners
Landscape Architects
Creating Environments

3514 Walker Rd., Unit 1A
Windsor, ON N9W 3S4
p. 519 966 6844
f. 519 966 4088

bwland@bwland.ca
www.bwland.ca

ISSUED:

REVISIONS:

PROJECT:

AMHERSTBURG RESIDENTIAL DEVELOPMENT
182 PICKERING DR.
AMHERSTBURG, ONTAR O

DRAWING TITLE:

LANDSCAPE PLAN AND DETAILS

SCALE:

As Noted

DRAWN BY:

GDB

CHECKED BY:

FLB

APPROVED BY:

DATE: Date

DRAWING NO:

LA-1

CAD FILE: 1228 lnds R2



ALEO ASSOCIATES INC.
CONSULTING ENGINEERS

**STORMWATER MANAGEMENT REPORT
FOR THE PROPOSED RESIDENTIAL DEVELOPMENT
LOCATED AT 182 PICKERING DRIVE,
AMHERSTBURG, ONTARIO**

FOR:

**ARCHITECTURA INC.
180 Eugenie St. W.
Windsor, Ontario
N8X 2X6**

BY:

**ALEO ASSOCIATES INC.
804 Erie Street East, Suite 100
Windsor, Ontario
N9A 3Y4**



SCHEDULE "J" TO BY-LAW 2017-09

182 PICKERING INC.

John Lajoy or Steve Newman

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker

DATE: JANUARY 13, 2017

PROJECT No.: 6230



ALEO ASSOCIATES INC.
CONSULTING ENGINEERS

6230_SWM.docx

January 13, 2017

Corporation of the Town of Amherstburg
Engineering and Public Works Department
271 Sandwich Street South
Amherstburg, Ontario, N9V 2A5

ATT: ANTONIETTA GIOFU, P.ENG.

**RE: STORMWATER MANAGEMENT REPORT FOR THE PROPOSED RESIDENTIAL DEVELOPMENT
LOCATED AT 182 PICKERING DRIVE, AMHERSTBURG, ONTARIO**

Dear Mrs. Antonietta Giofu,

We are pleased to submit our stormwater management report for the proposed residential development located at 182 Pickering Drive in the Town of Amherstburg.

The proposed drainage area is 0.55 acres. The site drainage discharges to the existing 48" diameter municipal concrete storm sewer, which is located south of the site. The developed runoff coefficient for the stormwater management boundary area is 0.70.

We have carried out storm detention design for a 1:5 year and 1:100 year frequency storm event. The pre-development runoff coefficient was determined to be 0.30. The new development flow will be restricted to the pre-development flow by a Tempest MHF (Medium to High Flow Rate) Flow Inlet Control Device by Ipex. The inlet control device plug will be installed on the 8" dia. outlet pipe inside the storm sampling manhole. See product submittal package attached. Storage has been provided above the catchbasins on the surface of the asphalt parking lot, and within the storm sewer pipe and structures. Please see the attached calculations and drawings showing the storage in the parking area for both the 1:5 year and 1:100 year frequency storm events. The 1:5 year and 1:100 year storage elevations are 587.30' and 587.80', respectively.

If you have any questions or concerns please contact me.

Yours Very Truly,

Piero A. Aleo, P.Eng.

ALEO ASSOCIATES INC.

ALEO ASSOCIATES INC., CONSULTING ENGINEERS

804 ERIE STREET EAST, SUITE 100, WINDSOR, ONTARIO, CANADA, N9A 3Y4

PROJECT NAME: Amherstburg Residential Development
PROJECT No.: 6230
PREPARED BY: J.P.A.
CHECKED BY: P.A.A.
DATE: January 13, 2017
FILE NAME: 6230_1-5yr_Det_2017.01.11.xlsx

AMHERSTBURG RESIDENTIAL DEVELOPMENT 182 PICKERING DRIVE, AMHERSTBURG, ONTARIO STORM WATER MANAGEMENT CALCULATIONS FOR 1:5 YEAR FREQUENCY STORM

A. PRE-DEVELOPED SITE CONDITIONS:

Total Proposed Drainage Area =	23,817 sq.ft	0.55 acres	Cund
Total Existing Building Roof Area =	2,340 sq.ft	0.05 acres	C = 0.95
Total Existing Concrete Pavement =	246 sq.ft	0.01 acres	C = 0.90
Total Existing Gravel Pavement =	1,000 sq.ft	0.02 acres	C = 0.70
Total Existing Grass Area =	20,231 sq.ft	0.46 acres	C = 0.20

B. PROPOSED SITE CONDITIONS:

Total Proposed Drainage Area =	23,817 sq.ft	0.55 acres	Cdev
Total Proposed Building Roof Area =	6,070 sq.ft	0.14 acres	C = 0.95
Total Proposed Asphalt Area =	8,987 sq.ft	0.21 acres	C = 0.90
Total Proposed Concrete Area =	1,436 sq.ft	0.03 acres	C = 0.90
Total Proposed Grassed Area =	7,324 sq.ft	0.17 acres	C = 0.20

C. RUNOFF COEFFICIENTS:

EXISTING(allowable):
$$Cund = \frac{(2,340 \text{ ft}^2 \times 0.95) + (246 \text{ ft}^2 \times 0.90) + (1,000 \text{ ft}^2 \times 0.70) + (20,231 \text{ ft}^2 \times 0.20)}{23,817 \text{ sq.ft.}}$$

Cund = 0.30

PROPOSED:
$$Cdev = \frac{(6,070 \text{ ft}^2 \times 0.95) + (8,987 \text{ ft}^2 \times 0.90) + (1,436 \text{ ft}^2 \times 0.90) + (7,324 \text{ ft}^2 \times 0.20)}{23,817 \text{ sq.ft.}}$$

Cdev = 0.70

D. PRE-DEVELOPED (ALLOWABLE) DISCHARGE FOR 1:5 YEAR FREQUENCY STORM:

Average Runoff Coefficient, Cund =	0.30
Tc =	20 minutes
Intensity, i =	67.55 mm/hr
Intensity, i =	2.66 in/hr

Where Intensity, $i = 31.0 * (T/60)^{-0.709}$,
for CITY OF WINDSOR 1:5 year frequency storm

$$\begin{aligned} Qund &= Cund * i * A \\ &= 0.30 * i * 0.55 \\ &= 0.165 * i \\ &= 0.44 \quad \text{cfs} \end{aligned}$$

ALEO ASSOCIATES INC., CONSULTING ENGINEERS

804 ERIE STREET EAST, SUITE 100, WINDSOR, ONTARIO, N9A 3Y4, TEL.: (519)254-7926, FAX: (519)254-0895

E. POST-DEVELOPMENT DISCHARGE FOR 1:5 YEAR FREQUENCY STORM:

Average Runoff Coefficient, C_{dev} = 0.70
 T_c = 20 minutes
 Intensity, i = 67.55 mm/hr
 Intensity, i = 2.66 in/hr

Where Intensity, $i = 31.0 * (T/60)^{-0.709}$,
 for CITY OF WINDSOR 1:5 year frequency storm

$$\begin{aligned} Q_{dev} &= C_{dev} * i * A \\ &= 0.70 * i * 0.55 \\ &= 0.385 * i \\ &= 1.02 \quad \text{cfs} \end{aligned}$$

F. STORM VOLUME CALCULATIONS:

Duration (min.) t	Intensity* (in/hr) i	$Q_d=C_iA$ $Q_d=0.385*i$ (cfs)	Storm Volume (cu.ft.) $V_1=Q_{dev} t 60$	Relief Volume** (cu.ft.) $V_2 = Q_{und} t 60$	Storage (cu.ft.) $V_1 - V_2$	Max ***
5	7.11	2.74	821	132	689	
10	4.35	1.67	1,004	263	741	***
15	3.26	1.26	1,130	395	735	
20	2.66	1.02	1,229	527	702	
25	2.27	0.87	1,311	658	653	
30	2.00	0.77	1,383	790	593	
35	1.79	0.69	1,446	922	524	
40	1.63	0.63	1,503	1,053	450	
45	1.50	0.58	1,556	1,185	371	

* Where Intensity, $i = 31.0 * (T/60)^{-0.709}$, for AES (2014) 1:5 year frequency storm

** $Q_{und} = 0.44$ cfs

*** Maximum volume to be stored = 741 cu.ft.

G. STORAGE CALCULATIONS:

Maximum 1:5 year (storage) water surface elev. = 587.30'

Top of lowest catch basin grate = 586.80'

Depth above lowest catch basin = 0.50' (6")

Storage is accommodated on the asphalt surface above the cb's.

Storage above cb's:

Total storage above the cb's to elevation 587.30' is 675 cu.ft. (See Sketch)

Storage in storm sewer pipe:

Pipe dia.	Length (ft)	Volume (cu.ft.)
6"	204	40
6" perf.	200	39
10"	15	8

Total storage in storm sewer pipe is 87 cu.ft.

ALEO ASSOCIATES INC., CONSULTING ENGINEERS

804 ERIE STREET EAST, SUITE 100, WINDSOR, ONTARIO, N9A 3Y4, TEL.: (519)254-7926, FAX: (519)254-0895

Storage in storm structures:

1 - 4'-0" dia. storm manholes with a depth of 7.3'

Volume of storage in manholes = $1 \times 12.56 \text{ ft}^2 \times 7.3' = 92 \text{ cu.ft.}$

2 - catch basins with an average depth of 3.0'

Volume = $2 \times 2' \times 2' \times 3.0' = 24 \text{ cu.ft.}$

Total storage in storm structures is 116 cu.ft.

The minimum volume of storage provided is 878 cu.ft. > max. volume to be stored is 741 cu.ft.

H. FLOW RESTRICTOR

Allowable discharge (Q_{und}) = 0.44 cfs

1:5 year (storage) water surface elev. = 587.30'

Invert of 8" dia. storm sewer at sampling manhole = 579.00'

Elevation at centre of orifice = $579.00' + 0.167' = 579.167'$ (Assumed 4" dia. orifice)

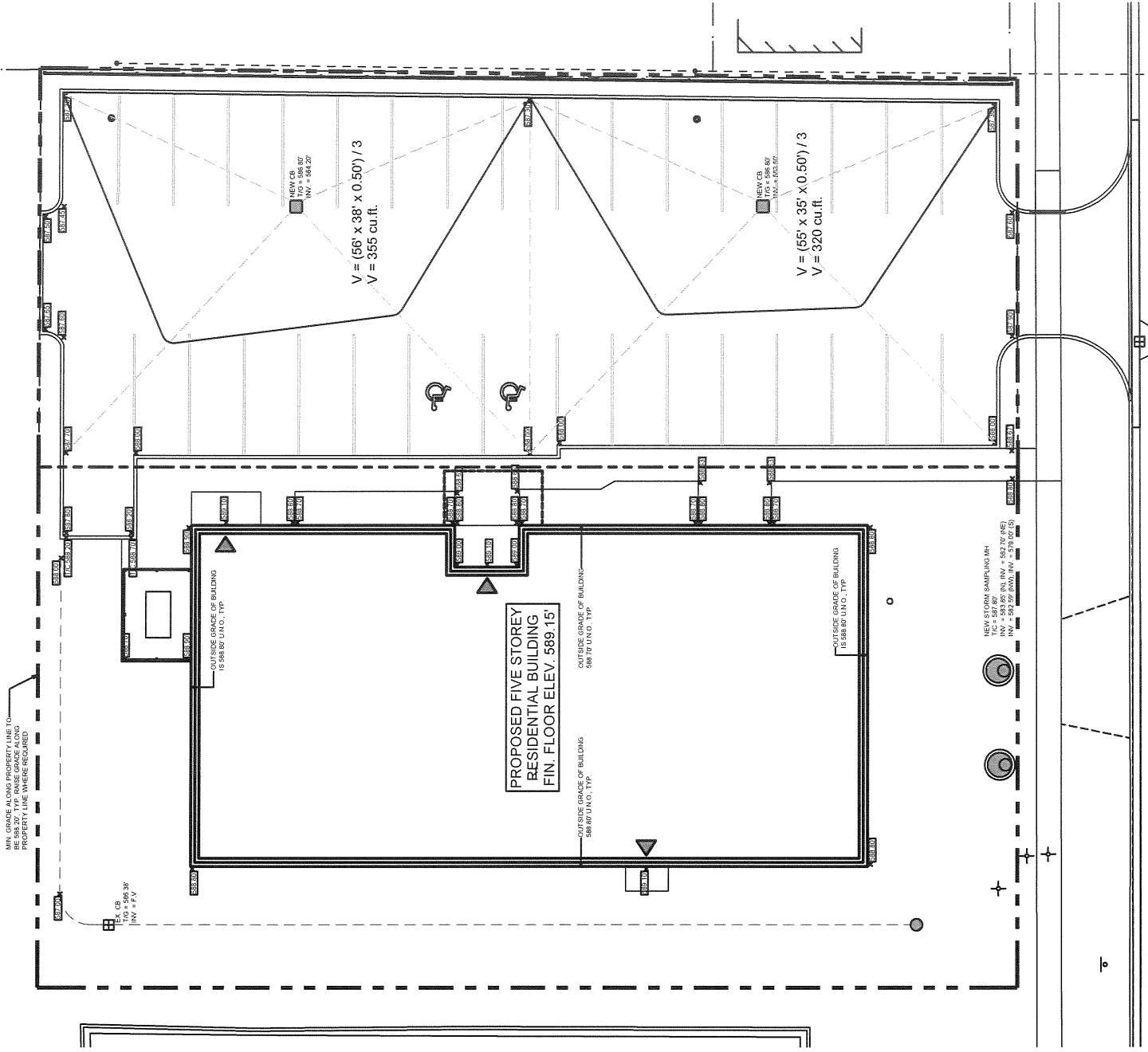
Head (H) = $587.30' - 579.167' = 8.13'$

$Q = 0.60 \cdot A \cdot \sqrt{2 \cdot g \cdot H}$

$A = Q / (0.60 \cdot \sqrt{2 \cdot g \cdot H}) = 0.44 \text{ cfs} / (0.60 \cdot \sqrt{2 \cdot 32.2 \text{ ft/s}^2 \cdot 8.13'}) = 0.03205 \text{ ft}^2$

Dia. of orifice = $\sqrt{(4 \cdot A) / 3.1416} = 0.202'$ (2.4")

Therefore, a 2.4" dia. orifice is required to restrict the flow for a 1:5 year frequency storm event.



1.5 YEAR STORM STORAGE - ELEVATION 587.30'
STORAGE ON ASPHALT SURFACE = 675 cu. ft. (min.)

ALEO ASSOCIATES INC., CONSULTING ENGINEERS

804 ERIE STREET EAST, SUITE 100, WINDSOR, ONTARIO, CANADA, N9A 3Y4

PROJECT NAME: Amherstburg Residential Development
PROJECT No.: 6230
PREPARED BY: J.P.A.
CHECKED BY: P.A.A.
DATE: January 13, 2017
FILE NAME: 6230_1-100yr_Det_2017.01.11.xlsx

AMHERSTBURG RESIDENTIAL DEVELOPMENT 182 PICKERING DRIVE, AMHERSTBURG, ONTARIO STORM WATER MANAGEMENT CALCULATIONS FOR 1:100 YEAR FREQUENCY STORM

A. PRE-DEVELOPED SITE CONDITIONS:

Total Proposed Drainage Area =	23,817 sq.ft	0.55 acres	Cund	
Total Existing Building Roof Area =	2,340 sq.ft	0.05 acres	C =	0.95
Total Existing Concrete Pavement =	246 sq.ft	0.01 acres	C =	0.90
Total Existing Gravel Pavement =	1,000 sq.ft	0.02 acres	C =	0.60
Total Existing Grass Area =	20,231 sq.ft	0.46 acres	C =	0.20

B. PROPOSED SITE CONDITIONS:

Total Proposed Drainage Area =	23,817 sq.ft	0.55 acres	Cdev	
Total Proposed Building Roof Area =	6,070 sq.ft	0.14 acres	C =	0.95
Total Proposed Asphalt Area =	8,987 sq.ft	0.21 acres	C =	0.90
Total Proposed Concrete Area =	1,436 sq.ft	0.03 acres	C =	0.90
Total Proposed Grassed Area =	7,324 sq.ft	0.17 acres	C =	0.20

C. RUNOFF COEFFICIENTS:

EXISTING(allowable):
$$C_{und} = \frac{(2,340 \text{ ft}^2 \times 0.95) + (246 \text{ ft}^2 \times 0.90) + (1,000 \text{ ft}^2 \times 0.70) + (20,231 \text{ ft}^2 \times 0.20)}{23,817 \text{ sq.ft.}}$$

$C_{und} = 0.30$

PROPOSED:
$$C_{dev} = \frac{(6,070 \text{ ft}^2 \times 0.95) + (8,987 \text{ ft}^2 \times 0.90) + (1,436 \text{ ft}^2 \times 0.90) + (7,324 \text{ ft}^2 \times 0.20)}{23,817 \text{ sq.ft.}}$$

$C_{dev} = 0.70$

D. PRE-DEVELOPED (ALLOWABLE) DISCHARGE FOR 1:5 YEAR FREQUENCY STORM:

Average Runoff Coefficient, Cund =	0.30
Tc =	20 minutes
Intensity, i =	67.55 mm/hr
Intensity, i =	2.66 in/hr

Where Intensity, $i = 31.0 * (T/60)^{-0.709}$,

for CITY OF WINDSOR 1:5 year frequency storm

$$\begin{aligned} Q_{und} &= C_{und} * i * A \\ &= 0.30 * i * 0.55 \\ &= 0.165 * i \\ &= 0.44 \quad \text{L/s} \end{aligned}$$

ALEO ASSOCIATES INC., CONSULTING ENGINEERS

804 ERIE STREET EAST, SUITE 100, WINDSOR, ONTARIO, N9A 3Y4, TEL.: (519)254-7926, FAX: (519)254-0895

E. POST-DEVELOPMENT DISCHARGE FOR 1:100 YEAR FREQUENCY STORM:

Average Runoff Coefficient, C_{dev} = 0.70
 T_c = 20 minutes
 Intensity, i = 109.47 mm/hr
 Intensity, i = 4.31 in/hr

Where Intensity, $i = 50.4 * (T/60)^{-0.706}$,

for CITY OF WINDSOR 1:100 year frequency storm

$$\begin{aligned} Q_{dev} &= C_{dev} * i * A \\ &= 0.70 * i * 0.55 \\ &= 0.385 * i \\ &= 1.66 \text{ L/s} \end{aligned}$$

F. STORM VOLUME CALCULATIONS:

Duration (min.) t	Intensity* (in/hr) i	$Q_d=C_iA$ $Q_d=0.385*i$ (cfs)	Storm Volume (cu.ft.) $V_1=Q_{dev} t 60$	Relief Volume** (cu.ft.) $V_2 = Q_{und} t 60$	Storage (cu.ft.) $V_1 - V_2$	Max ***
5	11.47	4.42	1,325	132	1,193	
10	7.03	2.71	1,624	263	1,361	
15	5.28	2.03	1,830	395	1,435	
20	4.31	1.66	1,991	527	1,464	
25	3.68	1.42	2,126	658	1,468	***
30	3.24	1.25	2,243	790	1,453	
35	2.90	1.12	2,347	922	1,426	
40	2.64	1.02	2,441	1,053	1,388	
45	2.43	0.94	2,527	1,185	1,342	
50	2.26	0.87	2,607	1,316	1,290	
55	2.11	0.81	2,681	1,448	1,233	
60	1.98	0.76	2,750	1,580	1,170	

* Where Intensity, $i = 50.4 * (T/60)^{-0.706}$, for AES (2014) 1:100 year frequency storm

** $Q_{und} = 0.44 \text{ L/s}$

*** **Maximum volume to be stored = 1,468 cu.ft.**

G. STORAGE CALCULATIONS:

Maximum 1:100 year (storage) water surface elev. = 587.80'

Top of lowest catch basin grate = 586.80'

Depth above lowest catch basin = 1.0' (12")

Storage is accommodated on the asphalt surface above cb's.

Storage above cb's:

Total storage above the cb's to elevation 587.80' is 2,425 cu.ft. (See Sketch)

Storage in storm sewer pipe:

Pipe dia.	Length (ft)	Volume (cu.ft.)
6"	204	40
6" perf.	200	39
10"	15	8

Total storage in storm sewer pipe is 87 cu.ft.

ALEO ASSOCIATES INC., CONSULTING ENGINEERS

804 ERIE STREET EAST, SUITE 100, WINDSOR, ONTARIO, N9A 3Y4, TEL.: (519)254-7926, FAX: (519)254-0895

Storage in storm structures:

1 - 4'-0" dia. storm manholes with a depth of 7.3'

Volume of storage in manholes = $1 \times 12.56 \text{ ft}^2 \times 7.3' = 92 \text{ cu.ft.}$

2 - catch basins with an average depth of 3.0'

Volume = $2 \times 2' \times 2' \times 3.0' = 24 \text{ cu.ft.}$

Total storage in storm structures is 116 cu.ft.

The minimum volume of storage provided is 2,628 cu.ft. > max. volume to be stored is 1,468 cu.ft.

H. FLOW RESTRICTOR

Allowable discharge (Q_{und}) = 0.44 cfs

1:100 year (storage) water surface elev. = 587.80'

Invert of 8" dia. storm sewer at sampling manhole = 579.00'

Elevation at centre of orifice = 579.00' + 0.167' = 579.167' (Assumed 4" dia. orifice)

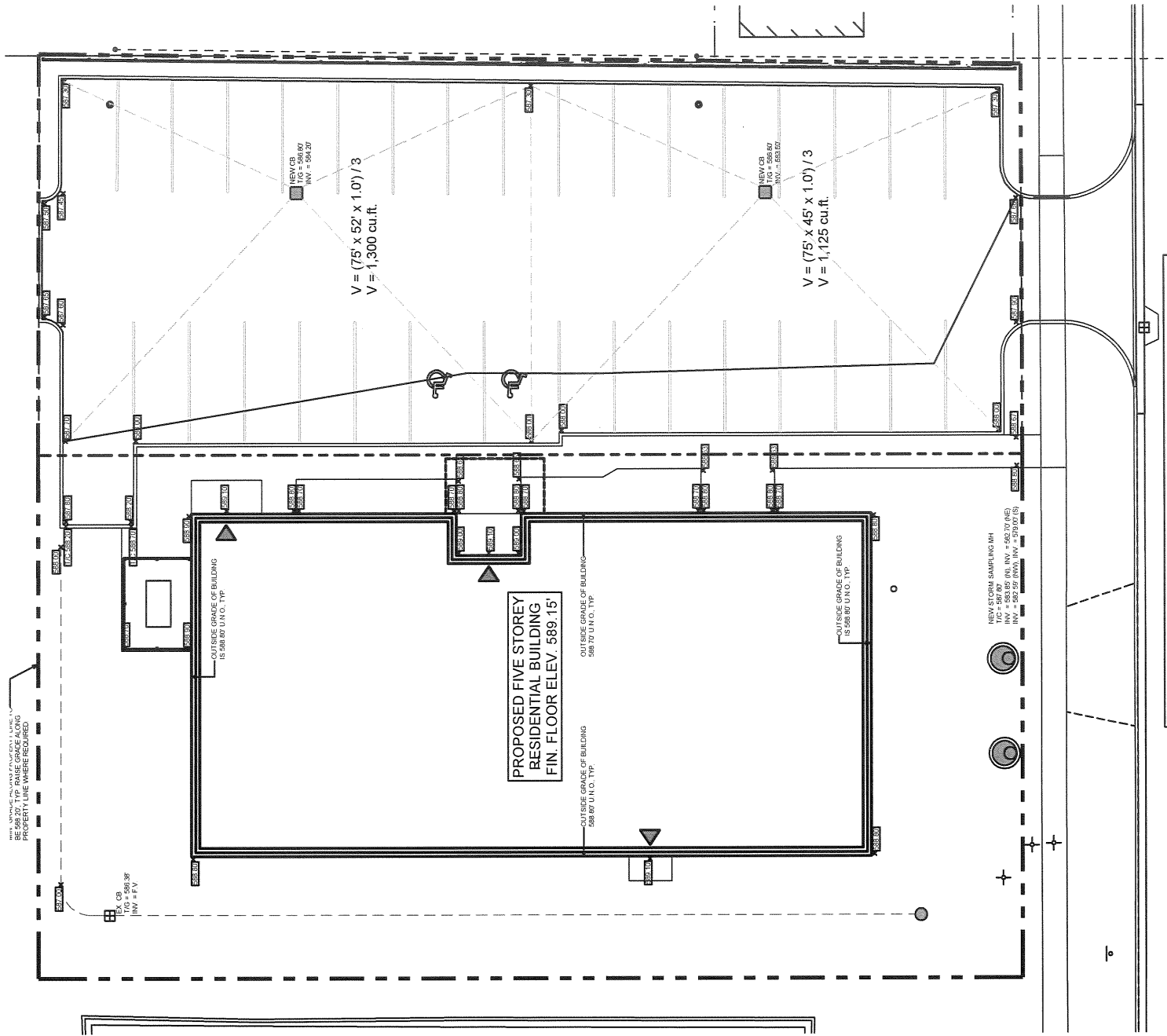
Head (H) = 587.80' - 579.167' = 8.63'

$Q = 0.60 \cdot A \cdot \sqrt{2 \cdot g \cdot H}$

$A = Q / (0.60 \cdot \sqrt{2 \cdot g \cdot H}) = 0.44 \text{ cfs} / (0.60 \cdot \sqrt{2 \cdot 32.2 \text{ ft/s}^2 \cdot 8.63'}) = 0.0311 \text{ ft}^2$

Dia. of orifice = $\sqrt{(4 \cdot A) / 3.1416} = 0.20' (2.4")$

Therefore, a 2.4" dia. orifice is required to restrict the flow for a 1:100 year frequency storm event.



1:100 YEAR STORM STORAGE - ELEVATION 587.80'
 STORAGE ON ASPHALT SURFACE = 2,425 cu.ft. (min.)

TEMPEST Product Submittal Package



Date: January 16, 2017

Customer: Aleo Associates Inc.

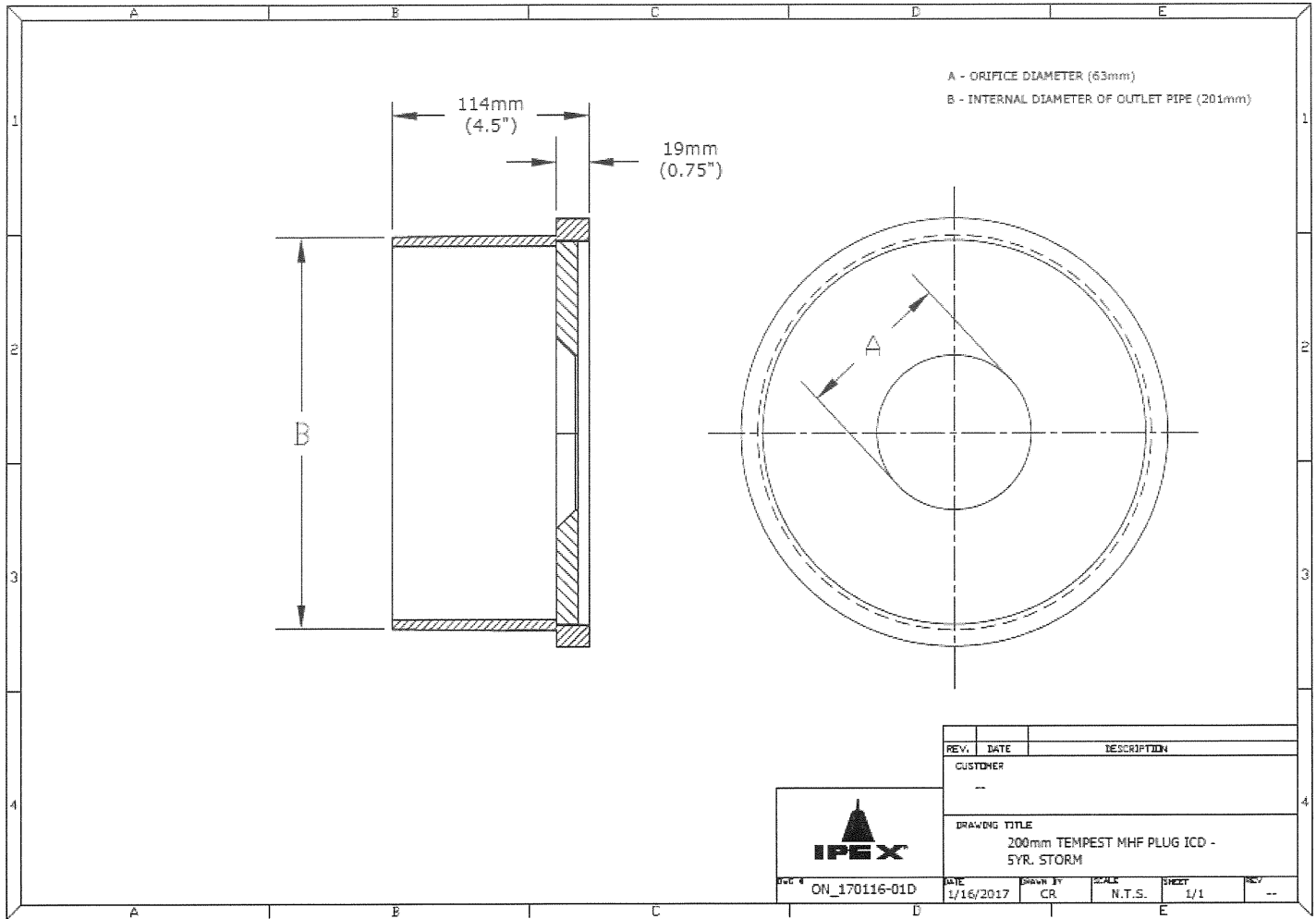
Contact: Jean-Paul Aleo

Location: Amherstburg

Project Name: Residential Development



Tempest MHF Plug ICD Shop Drawing – 5yr. storm



REV.	DATE	DESCRIPTION
CUSTOMER		

DRAWING TITLE		
200mm TEMPEST MHF PLUG ICD - 5YR. STORM		

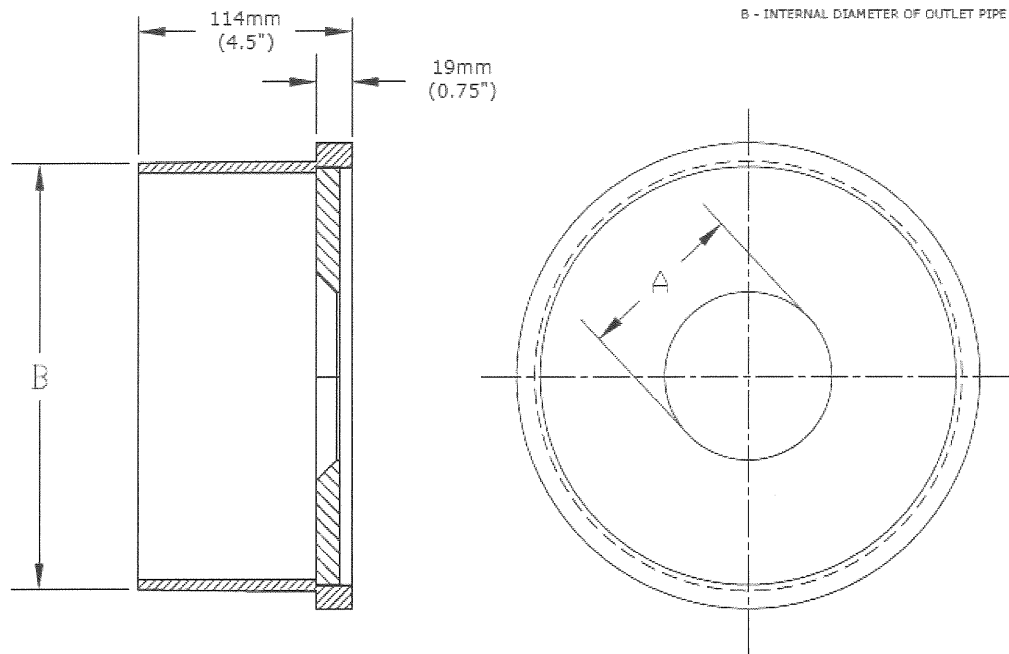


FIG. #	ON_170116-01D	DATE	1/16/2017	DRAWN BY	CR	SCALE	N.T.S.	SHEET	1/1	REV	--
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Tempest MHF Plug ICD Shop Drawing – 100yr. storm

A - ORIFICE DIAMETER (62mm)
 B - INTERNAL DIAMETER OF OUTLET PIPE (201mm)



REV.	DATE	DESCRIPTION
		CUSTOMER
		--
DRAWING TITLE		
200mm TEMPEST MHF PLUG ICD -		
100YR. STORM		

ON_170116-02D	DATE	1/16/2017	DRAWN BY	CR	SCALE	N.T.S.	SHEET	1/1	REV	--
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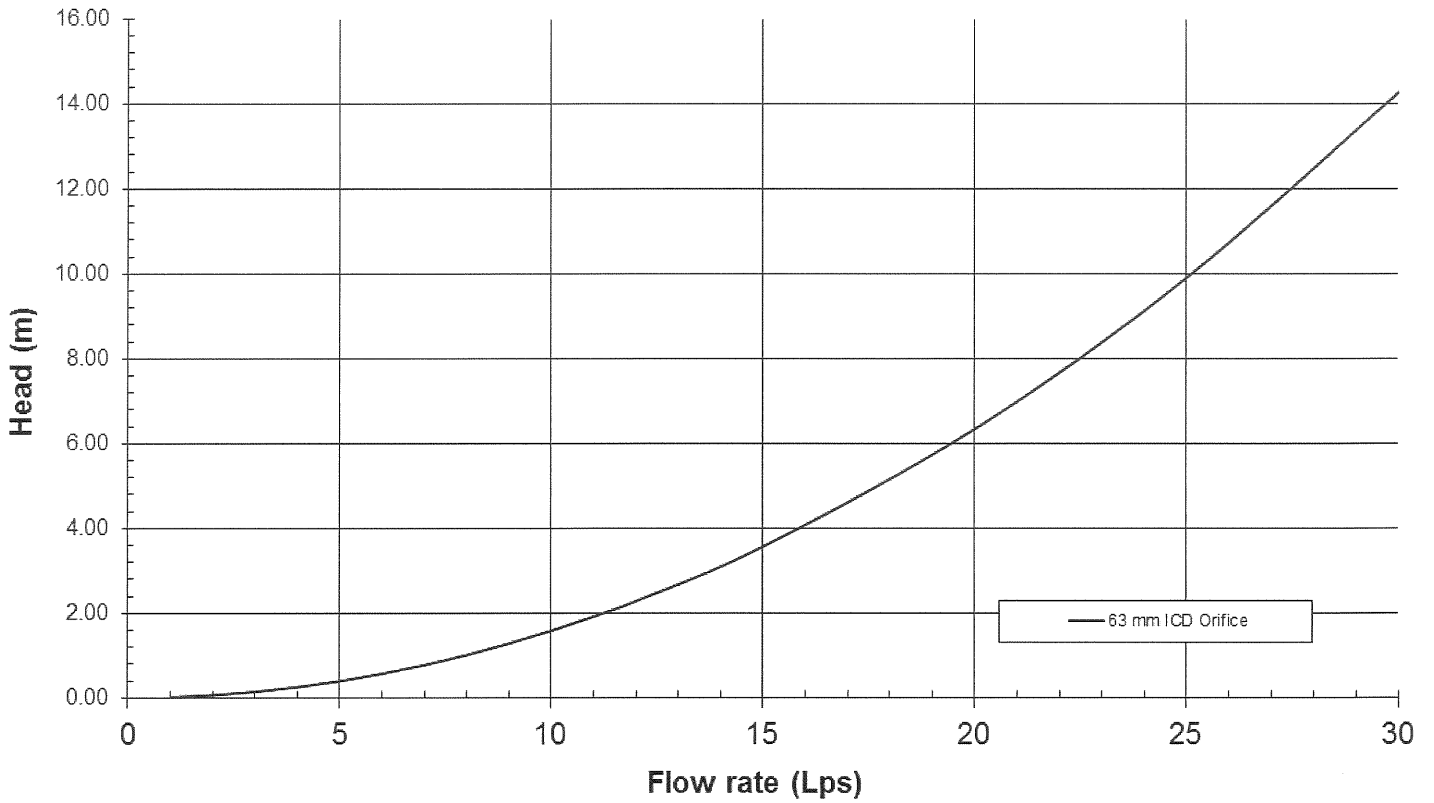


MHF Plug ICD Flow Curve – 5yr. storm

Flow: 12.5 L/s
Head: 2.47 m

TEMPEST HF, HF Sump & MHF flow curve
(For flow rates <30 Lps)

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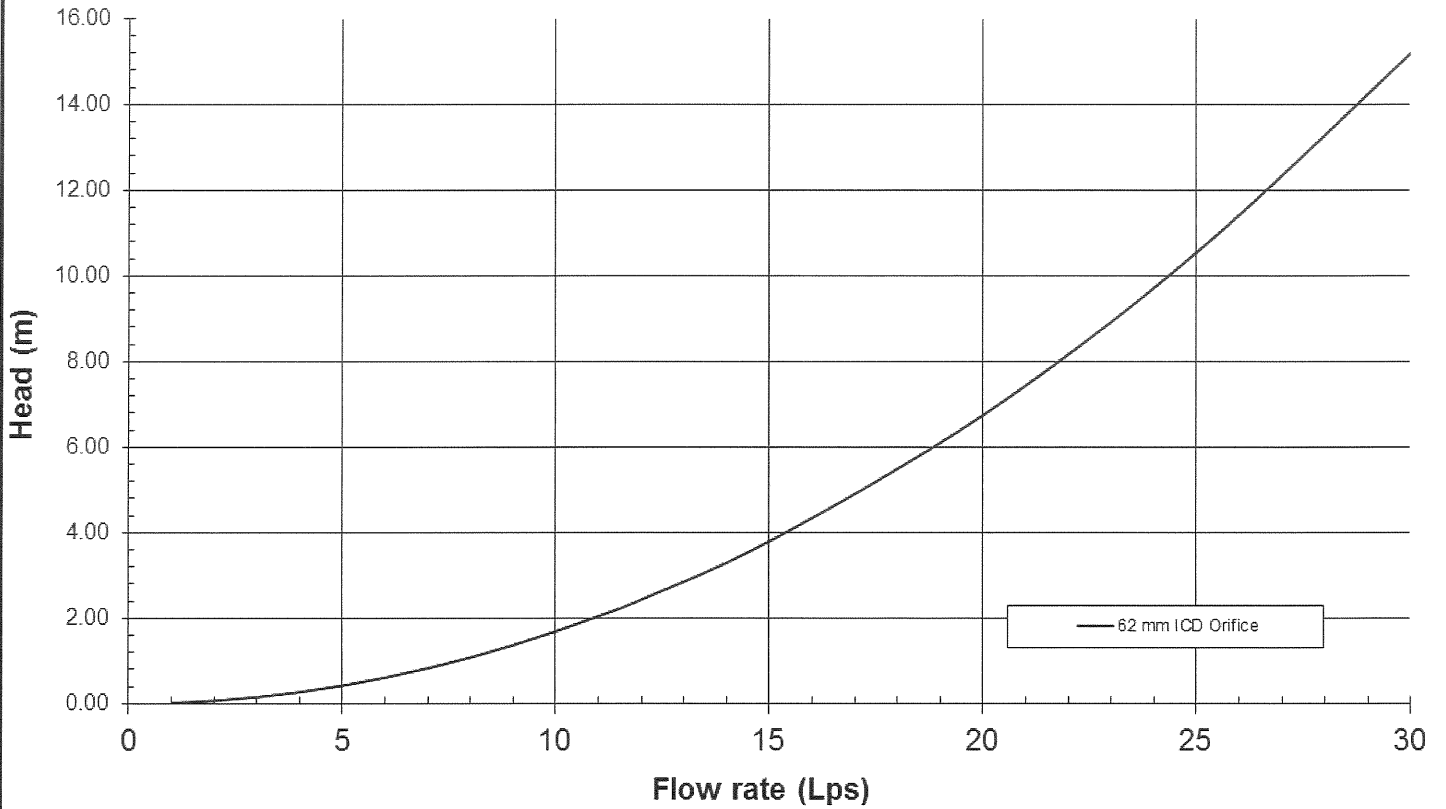
MHF Plug ICD Flow Curve – 100yr. storm

Flow: 12.5 L/s

Head: 2.63 m

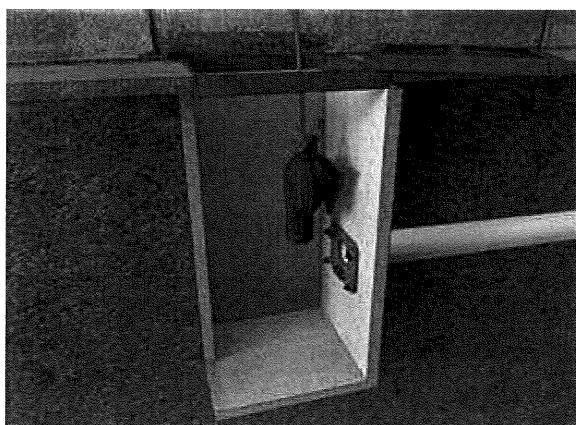
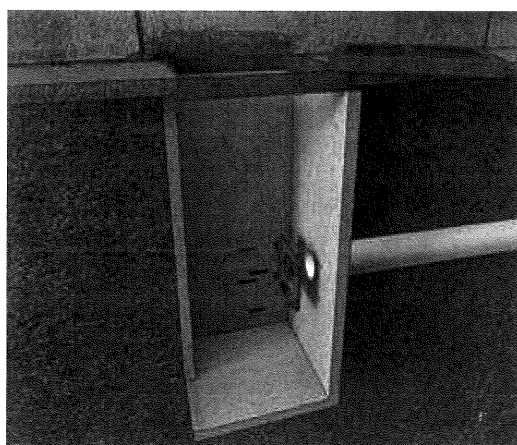
TEMPEST HF, HF Sump & MHF flow curve (For flow rates <30 Lps)

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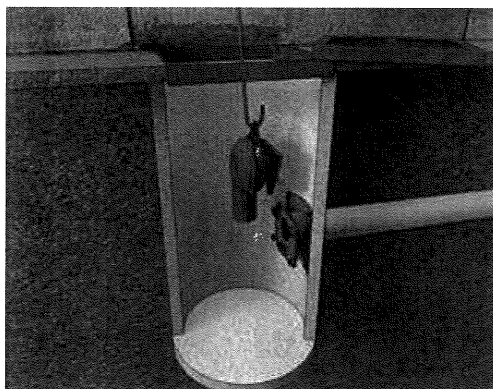
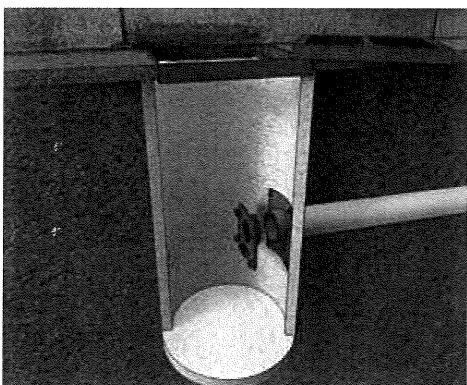
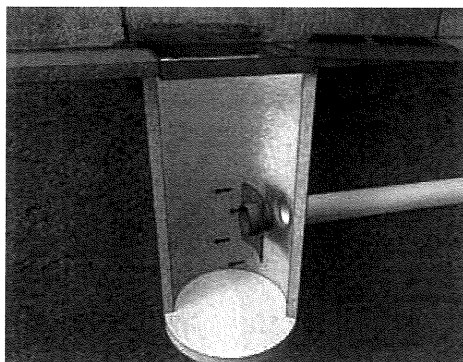
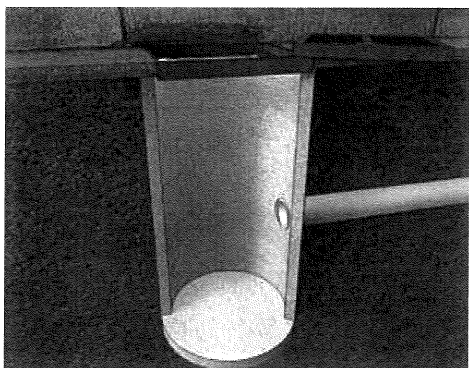
Square CB Installation Notes:

1. Materials and tooling verification:
 - Tooling: impact drill, 3/8'' concrete bit, torque wrench for 9/16'' nut, hand hammer, level, and marker.
 - Material: (4) concrete anchor 3/8x3-1/2, (4) washers, (4) nuts
2. Use the mounting wall plate to locate and mark the hole (4) pattern on the catch basin wall. You should use a level to ensure that the plate is at the horizontal.
3. Use an impact drill with a 3/8'' concrete bit to make the four holes at a minimum of 1-1/2'' depth up to 2-1/2''. Clean the concrete dust from the holes.
4. Install the anchors (4) in the holes by using a hammer. Put the nuts on the top of the anchors to protect the threads when you will hit the anchors with the hammer. Remove the nuts on the ends of the anchors
5. Install the wall mounting plate on the anchors and screw the nut in place with a maximum torque of 40 N.m (30 lbf-ft). There should be no gap between the wall mounting plate and the catch basin wall.
6. From ground above using a reach bar, lower the device by hooking the end of the reach bar to the handle of the LMF device. Align the triangular plate portion into the mounting wall plate. Push down the device to be sure it has centered in to the wall mounting plate and has created a seal.



Round CB Installation Notes: (Refer to square install notes above for steps 1 , 3, & 4)

2. Use spigot catch basin wall plate to locate and mark the hole (4) pattern on the catch basin wall. You should use a level to ensure that the plate is at the horizontal.
5. Install the CB spigot wall plate on the anchors and screw the 4 nuts in place with a maximum torque of 40 N.m (30 lb-ft). There should be no gap between the CB spigot wall plate and the catch basin wall.
6. Apply solvent cement on the hub of the universal mounting plate and the spigot of the spigot CB wall plate. Slide the hub over the spigot. Make sure the universal mounting plate is at the horizontal and its hub is completely inserted onto the spigot. Normally, the corners of the universal mounting plate hub adapter should touch the catch basin wall.
7. From ground above using a reach bar, lower the ICD device by hooking the end of the reach bar to the handle of the ICD device. Align the triangular plate portion into the mounting wall plate. Push down the device to be sure it has centered into the mounting plate and has created a seal.



CAUTION/WARNING/DISCLAIM:

- Verify that the inlet(s) pipe(s) is not protruding into the catch basin. If it is, cut it back so that the inlet pipe is flush with the catch basin wall.
- Any required cement in the installation must be approved for PVC.
- The solvent cement should not be used below 0°C (32°F) or in a high humidity environment. Please refer to the IPEX solvent cement guide to confirm required curing times or attend the IPEX **Online Solvent Cement Training Course**.
- Call your IPEX representative for more information or if you have any questions about our products.

IPEX TEMPEST Inlet Control Devices Technical Specification

General

Inlet control devices (ICD's) are designed to provide flow control at a specified rate for a given water head level and also provide odour and floatable control where specified. All ICD's will be IPEX Tempest or approved equal.

All devices shall be removable from a universal mounting plate. An operator from street level using only a T-bar with a hook will be able to retrieve the device while leaving the universal mounting plate secured to the catch basin wall face. The removal of the TEMPEST devices listed above must not require any unbolting or special manipulation or any special tools.

High Flow (HF) Sump devices will consist of a removable threaded cap which can be accessible from street level with out entry into the catchbasin (CB). The removal of the threaded cap shall not require any special tools other than the operator's hand.

ICD's must have no moving parts.

Materials

ICD's are to be manufactured from Polyvinyl Chloride (PVC) or Polyurethane material, designed to be durable enough to withstand multiple freeze-thaw cycles and exposure to harsh elements.

The inner ring seal will be manufactured using a Buna or Nitrile material with hardness between Duro 50 and Duro 70.

The wall seal is to be comprised of a 3/8" thick Neoprene Closed Cell Sponge gasket which is attached to the back of the wall plate.

All hardware will be made from 304 stainless steel.

Dimensioning

The Low Medium Flow (LMF), High Flow (HF) and the High Flow (HF) Sump shall allow for a minimum outlet pipe diameter of 200mm with a 600mm deep Catch Basin sump.

Installation

Contractor shall be responsible for securing, supporting and connecting the ICD's to the existing influent pipe and catchbasin/manhole structure as specified and designed by the Engineer.





The Corporation of the
Town of Amherstburg
ENGINEERING & PUBLIC WORKS

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N9V 3R2

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Fax: (519) 736-7080

www.amherstburg.ca

MEMO

To: Rebecca Belanger
From: Todd Hewitt
Date: January 30, 2017
File No.: D11-2017-001
Subject: Mojojo Apartments – Site Plan Review

Rebecca,

EPW has completed a review of the site plan drawings submitted last week.

Sheet C-100

- All sidewalk replacement must be 1.5m wide (minimum) as per the Accessibility for Ontarians with Disabilities Act (AODA) even if the current width is 1.2m
- Existing water service to be shut off at the watermain (mainstop). Contractor to remove existing copper service piping along with curb box to the satisfaction of Public Works.
- Cap existing sanitary connection at the lot line to the satisfaction of Public Works. Location of existing service is unknown.

The Town is planning to replace the watermain on Pickering Drive in 2017. This replacement will also involve resurfacing the roadway. The timing for these works will need to be coordinated between Public Works and 182 Pickering Inc. The Town will require that the sanitary connection across Pickering is completed prior to the repaving. The Town will include this work in the tender for the Pickering watermain in case it is not completed prior to resurfacing. If it is completed as part of the watermain project it will be at the cost of the owner and billed back to the owner of 182 Pickering.

The Town will include the new 150mm building service on the new watermain. If the new watermain is installed prior to the construction of the apartment building a 150mm connection will be installed to the property line including required valving. This connection will be included separately in the tender and will be installed at the cost of the building owner. This would be the preferred method if timing allows.

If the new building connection is required prior to the installation of the new watermain it will proceed as per the submitted drawings. The connection from the new watermain to the new service would then be installed at the cost of the Town.

We have not completed the review of the stormwater management report, we will contact the engineer directly as needed.

If the proponent has any questions regarding these conditions please contact me.

Sincerely,

Todd Hewitt
Manager of Engineering



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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

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

To: Mayor and Members of Town Council
Subject: Employee Code of Conduct / Committee Structure

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Municipal Clerk dated February 8, 2017 regarding Employee Code of Conduct/Committee Structure BE RECEIVED; and,
2. Option 1 BE APPROVED as written in the body of the report; OR,
3. Option 2 BE APPROVED as written in the body of the report.

2. BACKGROUND:

Council, at its December 12, 2016 meeting, passed the following motion (Resolution # 20161212-485):

That:

.....Josh Mailloux BE APPOINTED as a member of the Drainage Board from December 12th, 2016 until on November 30th, 2018;.....”

After notifying the successful candidate of his appointment to the Drainage Board, it was brought the attention of the Clerk’s department that Mr. Mailloux is a Volunteer

Firefighter for the Amherstburg Fire Department. As such, Mr. Mailloux falls into the definition of a part time employee because he is paid and on call for his volunteer status with the Town and must follow Policy C00-00 Code of Conduct for Staff/Employees.

Section 7.0 states:

'No full-time or part-time permanent Municipal employee shall be appointed to serve on a Municipal Board, Commission or Committee unless appointed as an Administrative Representative.....'

Prior to be appointed to the Drainage Board, Mr. Mailloux served for 7 years on the Committee of Adjustment and has been a Volunteer Firefighter for 8 years.

Administration is unable to locate any previous history that would have waived Policy C00-00 in the past for his appointment to the Committee of Adjustment. Policy C00-00 was enacted on December 10, 2007.

3. DISCUSSION:

After learning of the clause in Policy C00-00 Code of Conduct for Staff/Employees, administration realized that there are 2 other Committees with cause for concern. The Traffic Committee, as indicated in the Council approved Committee Terms of Reference, is comprised of 1 Council member and 5 staff members, all of which have a vote.

The current function of the Traffic Committee, as per the Committee Terms of Reference, is as follows:

"enhance the Town by coordinating, supporting and facilitating goals and objectives related to traffic related concerns within the Town. This committee reviews concerns at the direction of Council with the purpose of reporting back to Council and providing recommendations. They also review concerns submitted by the public with the purpose of reporting Council and providing recommendations for remedy."

The Committee meets monthly to discuss matters and brings recommendations to Council through the minutes of its meetings. Each member votes on each matter and is therefore considered an active member not an *"Administrative Representative."* As each staff member serves on the Committee due to their expertise, this could result in a situation where a member is advising the Committee as a whole, and then voting on a resolution of the Committee.

The other committee at issue is the Emergency Management Program Committee which is mandated by O. Reg. 380/04 under the *Emergency Management and Civil Protection Act* to consist of employees appointed by Council. Each member will be entitled to a vote.

Part II, Municipal Standards, section 11(1),(2) and (3) indicate the following:

11. (1) *Every municipality shall have an emergency management program committee.*

O. Reg. 380/04, s. 11 (1).

(2) *The committee shall be composed of,*

(a) the municipality's emergency management program co-ordinator;

(b) a senior municipal official appointed by the council;

(c) such members of the council, as may be appointed by the council;

(d) such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and

(e) such other persons as may be appointed by the council. O. Reg. 380/04, s. 11 (2).

(3) *The persons appointed under clause (2) (e) may only be,*

(a) officials or employees of any level of government who are involved in emergency management;

(b) representatives of organizations outside government who are involved in emergency management; or

(c) persons representing industries that may be involved in emergency management

With respect to the latter, this matter is not as much of a concern as the Traffic Committee or the Drainage Board appointment, because it is a legislated requirement. Provincial legislation supersedes any Town of Amherstburg policy or by-law. The concern comes from public perception and possible confusion for future staff and administrators if the matter is not addressed appropriately. The Emergency Management Program Committee has not yet been appointed by Council and will be brought back at a later date for consideration.

In light of the above concerns caused by Policy C00-00 Code of Conduct for Staff/Employees, administration recommends that Council address the matter in one of two ways.

Option 1

Allow Mr. Mailloux to represent as a lay member on the Drainage Board as appointed on December 12, 2016 and pass a resolution waiving the requirement of section 7.0 of Policy C00-00.

Allow the Traffic Committee to continue to operate as a committee of Council with 1 voting Council member and 5 voting staff members and pass a resolution waiving the requirement of section 7.0 of Policy C00-00.

Once the Emergency Management Program Committee is established by Council, although it is not necessary as it is a legislated requirement, pass a resolution waiving the requirement of section 7.0 of Policy C00-00.

Option 2

Reconsider the appointment to the Drainage Board made on December 12, 2016 based on the requirements of section 7.0 of Policy C00-00 and appoint another applicant to the Board.

Dissolve the Traffic Committee based on the requirements of section 7.0 of Policy C00-00 and allow traffic requests and complaints to filter through one administrative member, who will in turn consult with all necessary departments and provide a recommendation to Council by way of report.

Once the Emergency Management Program Committee is established by Council administration will bring a by-law to appoint the members to enact Town legislation which will coincide with provincial legislation, more specifically O. Reg. 380/04.

Council may also wish to have administration update Policy C00-00 to ensure the most accurate and up to date policy is available for staff/employees to reference with respect to their conduct while employed with the Town of Amherstburg.

4. RISK ANALYSIS:

Options 1 and 2 both provide consistency in which to deal with the concerns of section 7.0 of Policy C00-00 Code of Conduct for Staff/Employees.

Option 1 provides for the waiving of the Code of Conduct for Staff/Employees and this may come with some public criticism. The Code of Conduct for Staff/Employees “*is designed to describe the manner in which employees should treat one another, Elected Officials and the general public they come into contact with in representing the Town of Amherstburg.*” If Council is perceived to be waiving the employee code of conduct, regardless of the reason, it may come with some criticism.

Option 2 provides consistency by maintaining the requirement of Policy C00-00, Section 7.0 and ensures that Council upholds the requirements of the Code of Conduct for Staff/Employees.

5. FINANCIAL MATTERS:

There are no financial implications associated with this report.

6. CONSULTATIONS:

The Manager of Human Resources was consulted on this report.

7. **CONCLUSION:**

After learning of the clause in Policy C00-00 Code of Conduct for Staff/Employees, which indicates that “*no full-time or part-time employee shall be appointed to serve on a Municipal Board, Commission or Committee unless appointed as an Administrative Representative,*” there are 3 Committees for Council to address, the Drainage Board, Traffic Committee and the soon to consider, Emergency Management Program Committee.



Paula Parker
Municipal Clerk

pp

Report Approval Details

Document Title:	Employee Code of Conduct - Committee Structure.docx
Attachments:	N/A
Final Approval Date:	Feb 17, 2017

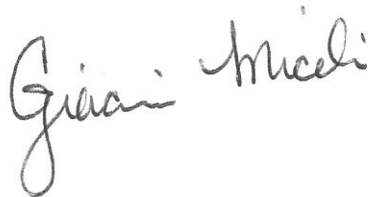
This report and all of its attachments were approved and signed as outlined below:



Justin Rousseau - Feb 15, 2017 - 10:38 AM



Mark Galvin - Feb 16, 2017 - 12:48 PM



John Miceli - Feb 17, 2017 - 10:46 AM



Paula Parker - Feb 17, 2017 - 12:29 PM



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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

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

To: Mayor and Members of Town Council
Subject: Committee Appointments – Economic Development Advisory Committee

1. RECOMMENDATION:

It is recommended that:

- 1. The report from the Deputy Clerk dated February 14th, 2017, regarding Committee Appointments – Economic Development Advisory Committee BE RECEIVED;
2. _____ BE APPOINTED as the lay member to fill the vacancy on the Economic Development Advisory Committee; and,
3. _____ BE APPOINTED as the Amherstburg Chamber of Commerce representative for the Economic Development Advisory Committee, as nominated by the Amherstburg Chamber of Commerce.

2. BACKGROUND:

At its meeting of January 23rd, 2017, Council received a report regarding a committee vacancy for the Economic Development Advisory Committee. Administration recommended that, in order to fulfil the committee's composition requirement of 5 lay members as set out in the Local Boards/Committees – Terms of Reference, the

vacancy was required to be filled. Council also received a Private & Confidential Memo with the applications/resumes of the short listed applicants.

Council passed the following motion to re-advertise the vacancy:

“That administration BE DIRECTED to re-advertise the vacancy to give others the opportunity to apply.”

3. DISCUSSION:

The advertisement was placed on the Town’s website from February 1st – 13th, 2017, and in the River Town Times in the February 1st & 8th, 2017, editions. All applications/resumes were to be submitted to the Clerk by February 13th, 2017, at 4:30 p.m.

The Clerk’s Department received 4 applications. Together with the 5 short-listed applicants, there are a total of 9 applicants vying to fill the vacancy. The applications/resumes have been provided to Council in a Private & Confidential Memo.

On Monday, February 13th, 2017, Dr. Allan Halowski, the Amherstburg Chamber of Commerce appointed representative for the Economic Development Advisory Committee, submitted his resignation to the Chamber of Commerce and as such can no longer serve as the Chamber appointed representative. Dr. Halowski wishes to continue serving the community as a lay member of the Economic Development Advisory Committee and has subsequently resubmitted his application to serve on the committee.

At their meeting on Wednesday, February 22nd, 2017, the Amherstburg Chamber of Commerce nominated **(name is forthcoming)** as their newly appointed Chamber representative for the Economic Development Advisory Committee in accordance with the Local Boards/Committees – Terms of Reference.

The term of the newly appointed members will be from February 27th, 2017, until December 2018.

4. RISK ANALYSIS:

Filling the vacancies ensures appropriate representation on each Committee/Board as set out in the Local Boards/Committees –Terms of Reference.

5. FINANCIAL MATTERS:

There are no financial implications with respect to filling both vacancies.

6. **CONSULTATIONS:**

The Municipal Clerk was consulted on this report and concurs with the recommendations.

7. **CONCLUSION:**

Administration recommends filling the lay member vacancy and appointing the Amherstburg Chamber of Commerce nominated representative.



Tammy Fowkes
Deputy Clerk



Paula Parker
Municipal Clerk

TF

Report Approval Details

Document Title:	Committee Appointments - Economic Development Advisory Committee .docx
Attachments:	- All Encompassing Committee Terms of Reference.docx - Dr. Allan Halowski - Ec Dev - Chamber Rep.pdf
Final Approval Date:	Feb 17, 2017

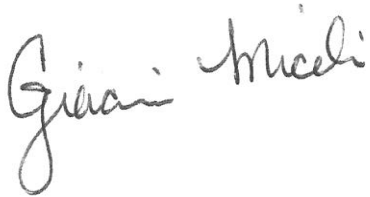
This report and all of its attachments were approved and signed as outlined below:



Justin Rousseau - Feb 14, 2017 - 4:08 PM



Mark Galvin - Feb 16, 2017 - 12:54 PM



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***Local Boards/Committees ~
Terms of Reference***



2015

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Town of Amherstburg

Local Boards/Committees – Terms of Reference

Purpose:

The Corporation of the Town of Amherstburg (the “Town”) is committed to community engagement through participation of volunteers and appointees to boards and committees. This terms of reference document is intended to act as a guide for committee and board volunteers during their term.

Definitions:

Local Board - a board that is generally established by legislation and members are appointed by Council. They have authority to address their responsibilities as determined under the relevant legislation. Examples include:

- Amherstburg Police Services Board
- Essex Region Conservation Authority Board of Directors

Statutory Committee - a committee that is permitted or required by Provincial legislation and perform functions as specified in the relevant legislation. Examples include:

- Committee of Adjustment
- Property Standards Committee
- Accessibility Advisory Committee

Advisory Committee - a committee that provides advice and recommendations to Council as requested on areas within their mandate with no authority for decision making or independent actions. Members are appointed by Council and membership typically includes one member of Council as liaison. Examples include:

- Recreation and Culture Committee
- Parks Advisory Committee
- Traffic Committee

Ad-Hoc Committees - created to perform a specific task and are dissolved when the task is completed. The Committee has no authority for decision making or independent actions. Members are appointed by Council and membership typically includes one member of Council as liaison. Examples include:

- Communities In Bloom Committee

Composition

No committee appointed by Council shall exceed eight (8) members, including Council appointed liaisons. Where activity levels warrant, Council may authorize an Ad-hoc committee.

Committee members shall:

- be a tenant or owner of land in the Town of Amherstburg, or the spouse of such owner or tenant
- 18 years of age or older
- have a demonstrated expertise, interest, and involvement in the sector(s) of the specified committee
- fairly represent the sector(s) of the specified committee
- commit the time required to work on the Committee

Exceptions:

The Traffic Committee is made up of Council and Administration.

The Essex County Library Board members must not be an employee of the Essex County Library Board or the County of Essex.

The Amherstburg Accessibility Advisory Committee must be made up of 50% or more of members affected by a disability, as per AODA.

First Meeting – Commencement of Term

The term of appointment commences after the Inaugural Meeting of the new Council and generally ends at the conclusion of Council's term.

At the first meeting of the term of the newly appointed board/committee, and at the first meeting of each year thereafter, the following must occur:

1. Elect Chair and Vice-Chair.
2. Establish regular meeting schedule by motion.

The Secretary calls for nominations of the Chair. A member of the Committee can make a nomination which must be seconded by another member of the Committee. When all nominations have been received the Secretary closes nominations. Votes are then cast by ballot. If there is a tie vote, ballots continue to be cast for the tied nominees until such time as a nominee receives the majority of the votes. Once the Chair has been elected the same process applies for the election of the Vice-Chair.

The Secretary shall advise the Town Clerk of the regular meeting schedule established at the first meeting. The meeting schedule will be posted on the Town's website.

Responsibilities and Protocol

Conduct of Board and Committee Members

Board and Committee members shall:

- Perform their duties in a manner that maintains and enhances public confidence in the integrity, objectivity and impartiality of the Town;
- Not engage in any business or transaction, or have a financial or other personal interest that is incompatible with the discharge of the members official duties.
- Not circumvent the guidelines of the Procurement Policy at any time.
- Not be under an obligation to any person who might benefit from special consideration or favour from the employee or who might seek, in any way, preferential treatment.
- Not give, in the performance of official duties, preferential treatment to relatives or friends or to organizations in which relatives or friends have an interest, financial or otherwise.
- Not deal with an application to the Municipality for a loan, grant, award, or other benefit which involves themselves or immediate relatives.
- Not be in a position where the member could derive any direct or indirect benefit or interest from any contracts about which the employee can influence decisions
- Not benefit from the use of information acquired during the course of official duties that is not generally available to the public.
- Be professional and courteous with other members, Council, administration and the general public
- Be respectful of Elected Officials, administration and other members and in doing so will not publicly criticize Elected Officials, administration or other members.
- Not engage in any form of harassment, including either sexual or personal harassment, whether it involves administration, Elected Officials, or members of the public.
- Not benefit, either directly or indirectly, from the use of information acquired during the course of official duties that is not generally available to the public.
- Ensure personal information controlled by the Town is used or disclosed in compliance with the MFIPPA.
- Understand the board/committee's relationship to Council;
- Strive to attend all scheduled meetings and advise in advance when unable to attend (to determine if there is going to be a quorum);
- Prepare for meetings by reading agendas and any background information supplied;
- Actively participate in the discussion and decision making process;
- Undertake any work assigned, including special projects and research, between meetings;
- Operate under Procedural By-law of Council, as well as other Town operating policies and procedures, such as the Procurement Policy, Media Relations, and other policies adopted by Council, where applicable;
- Be open-minded and allow for a variety of opinions to be heard;
- Focus on the issues listed on the agenda;
- Maintain a high degree of professionalism;

- Ask questions and seek clarification through the staff liaison, Council liaison or Chair;
- Respect the role of and responsibility of the Chair and Vice-Chair;
- Respect that actions taken and/or recommendations shall reflect the majority view of the board/committee;
- Respect the decisions of Council;
- Clearly identify any items of pecuniary interest before they are discussed and refrain from discussing and voting on same;
- Maintain confidentiality when necessary (for example, matters discussed in a closed meeting);
- Allow fellow committee members to speak without interruption;
- Direct all comments and questions through the Chair.

Responsibilities of Chair and Vice-Chair

The Chair and/or Vice-Chair hold the following responsibilities:

- Operate under the Town's Procedural By-law;
- Facilitate the meeting by identifying the order of proceedings and speakers according to the published agenda;
- Ensure active participation by all members;
- Maintain decorum and ensure fairness and accountability;
- Generally refrain from participation in the discussion until all members have had an opportunity to speak to the matter;
- Refrain from making decisions. The Chair can only run a meeting in a fair and efficient manner when the will of the majority prevails after the minority has had a fair chance to present its point of view;
- Assist staff liaison when possible or when requested;
- Represent the views of the board/committee and not personal views;
- Ensure the board/committee elects or re-elects the Chair and Vice-Chair on an annual basis.

Responsibilities of Council Member Appointee(s)

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

In addition, the Council member is also responsible for:

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

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

Responsibilities of Staff Liaison

A departmental staff liaison is assigned to a board/committee by the Chief Administrative Officer.

As a non-voting member, the responsibilities of the staff liaison are to:

- Provide guidance and advice with respect to appropriate, up-to-date, legislation and/or Town finances;
- Prepare an annual report to Council at the beginning of each year outlining committee accomplishments over the previous year;
- Prepare any necessary reports for Council's consideration;
- Remain impartial during discussions of board/committee matters with all members;
- Ensure that any recommendations proposed by the board/committee do not contradict the Town's budget, by-laws or policies and procedures;
- Attempt to reconcile conflicts;
- Report any resignations of the board/committee members to the Town Clerk;
- Report any irregularities to the Town Clerk;
- Post meeting dates/times under "Committee Meetings" on the website and amend as necessary
- Book the meeting venue (ie: Town Hall Boardroom)
- Ensure meeting date/times in entered into the "common" calendar which is submitted to the River Town Times.

Responsibility of Recording Secretary

(In some instances, the recording secretary and staff liaison are one in the same)

The responsibilities of the recording secretary are to:

- Prepare the agenda for each meeting;
- Distribute the agenda to the committee members as outlined in the Town's Procedural By-law;
- Post agendas and minutes to the Town's website as outlined in Town's Procedural By-law;
- Record the minutes of the meeting including resolutions, decisions and other proceedings at the meeting, without note or comment;
- Submit the minutes of each committee meeting to the agenda software within one week of the meeting for inclusion on the Regular Council agenda for Council's consideration;
- Save a PDF version of the agenda, and signed minutes once adopted by the Committee, to the common drive.

When it is necessary to cancel a meeting (due to inclement weather or prior knowledge of lack of quorum), if time permits, the members should be contacted to advise of the cancellation.

Attendance

Boards/committees generally meet once a quarter as per the Town's Procedural By-law. Nonetheless, if more frequent meetings are required to move the activities of the board/committee forward, a more frequent meeting schedule may be authorized by the Town Clerk.

If a member is unable to attend a meeting, he/she should inform the staff liaison or Chair.

If a member is absent from four (4) consecutive, regularly scheduled meetings, the member shall be removed from the board/committee.

In the event a member finds it necessary to resign, he/she shall notify the Town Clerk in writing.

Communications

Communications emanating from a board/committee shall be consistent with the communication policies and by-laws of the Town and must reflect the Town's graphic standard and comply with accessible document principles.

Letters of appreciation or recognition or correspondence related to the board/committee's mandate do not require Council's approval.

Communications to Council or Administration are generally through the staff liaison or Chair.

Written communications, including media releases, advisories, flyers, posters and other printed materials must be vetted by the Town Clerk in advance of starting a project and assistance shall be provided in the areas of planning, preparing, implementing and distributing written materials.

Committees and committee members are not authorized to design and launch websites or social media accounts. Responsibility for managing and monitoring corporate websites and social media sites is centralized through the Manager of Special Projects. Any Town policies relating to social media shall apply.

If a staff liaison is uncomfortable with a proposed communication from the board/committee, he/she should direct it to his/her department head, Town Clerk or Chief Administrative Officer for guidance.

Only authorized spokespersons may speak on behalf of a board/committee. The Town's Media Relations Policy shall apply to boards and committees.

Effective Meeting Management

The business of the board/committee is conducted at its meetings. Conducting effective meetings ensures the agenda items are dealt with in an organized fashion, having regard for the rules of procedure and ensuring those who wish to speak on the matter are heard.

What is a Meeting

A meeting is any regular, special or other meeting of Council, of a local board, or of a committee of either of them. For a formal meeting to take place, notice must be given, an agenda must be prepared and the general process regarding location and procedures must have been followed in accordance with the Procedural By-law of Council.

Open and Closed Meetings

The Municipal Act, 2001, as amended, (“Municipal Act”) requires local government in Ontario to be open, transparent and accountable.

All meetings of boards and committees must be open to the public unless an exception, as provided under Section 239 of the Municipal Act, applies.

Boards and committees are permitted to go into a Closed Meeting if the subject matter relates to:

1. The security of the property of the municipality or local board - Section 239(2)(a)
2. Personal matters about an identifiable individual, including municipal or local board employees -Section 239(2)(b)
3. A proposed or pending acquisition or disposition of land by the municipality or local board - Section 239(2)(c)
4. Labour relations or employee negotiations - Section 239(2)(d)
5. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board - Section 239(2)(e)
6. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose -Section 239(2)(f)
7. A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act - Section 239(2)(g)
8. The consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) if the council, board, commission or other body is the head of an institution for the purposes of that Act - Section 239(3)
9. Education and training of the members and at the meeting no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, board or committee - Section 239(3.1)

All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.

If a matter requires a Confidential Report or Memo, it must be included with the closed

meeting agenda. Closed meeting agendas shall not be published. Separate minutes shall be taken and submitted to the Clerk.

Discussions and outcomes from a closed meeting shall not be discussed in public.

Resolution to Move into Closed Session

Prior to moving into closed session a resolution must first be passed in open session indicating that the board/committee is, or will be, moving into closed session and stating the general nature of the meeting. It is also recommended that the appropriate section of the Act be included on the agenda, or in the motion, where applicable.

The members should avoid moving into closed session without public notice. Therefore, the agenda should include the item in as much detail as possible, including the section of the Act.

Voting and Rising from Closed Session

Voting is not permitted on any matter in closed session except on a procedural matter, to receive information or to provide direction or instructions to the staff liaison of the board/committee or persons retained under contract by the board/committee. Action on the matter must be taken in open session in the form of a resolution.

A motion is required to move back into open session.

Only the item(s) listed in the motion to move into closed session shall be discussed and no other topics shall be added. The Chair is responsible to ensure no new topics are introduced in a closed meeting.

Closed Meeting Investigator

Effective January 1, 2008, any person has the right to request an investigation into whether a local board or committee subject to the Municipal Act has complied with all of the closed meeting rules established by the Province and the Procedural By-law of the municipality or board/committee.

The Investigator for the Town of Amherstburg is the Ontario Ombudsman. The Office of the Ombudsman receives requests, investigates, makes a determination and reports publicly on compliance.

Notice of Meetings

Public notice of all regular and special meetings is mandatory for all boards and committees.

The agenda is sufficient notice as long as it is posted on the Town's website. It should also be provided to the members of the board/committee.

The notice (agenda) must contain the date, time and place of the meeting and shall be provided to the committee/board members and be posted no later than 48 hours before the hour appointed for the holding of such meeting, in accordance with the Town's

Procedural By-law.

Agendas

Each board and committee secretary is responsible for the preparation and distribution of the meeting agenda. The board/committee secretary will determine the method for delivery of the agenda to members.

The posting of the agenda on the Town's website will be the responsibility of the staff liaison.

Members may add items to the agenda through the secretary. A deadline must be established for submission of agenda items to coincide with the Procedural By-law notice requirements. Agenda items should be relevant to the business of the board/committee and should only include items that require the attention or action of the board/committee. Agenda items should not include Administrative matters, which are handled at the staff liaison or secretary level.

Agendas shall follow a prescribed order of business.

The agenda should contain the following:

1. Call to Order
2. Disclosures of Pecuniary Interest or General Nature Thereof
3. Adoption of Published Agenda
4. Adoption of Minutes
5. Presentations
6. Order of Business
7. Correspondence
8. Unfinished Business
9. New Business
10. Adjournment

Conflict of Interest

The Municipal Conflict of Interest Act applies to Members of Council as well as boards and committees. A member must declare, generally at the outset of the meeting, any direct or indirect pecuniary (financial) interests that he or she may have in any matter before the board/committee at that meeting, whether open or closed. A pecuniary interest also applies to the member if his/her spouse, child or parent is affected by the matter before the meeting.

If missed at the beginning of the meeting, the member must declare a conflict when the matter comes up for consideration.

The member shall identify the matter to which he/she has a conflict and state the reason why. The conflict shall be recorded in the minutes. The member may remove him/herself from the meeting while the matter is under consideration. The member

must abstain from discussing and/or voting on the matter. If the matter is under consideration in a closed meeting, the member shall take leave of the meeting until the matter has been concluded.

In the event a member discovers after the meeting that he/she actually had a direct or indirect pecuniary interest in the matter, he/she shall declare the interest at the next available meeting and it shall be recorded in the minutes.

The onus is on the member to determine whether he/she has a conflict of interest. If uncertain, the member is advised to seek legal advice.

If a member fails to declare a pecuniary interest, any elector may bring an Application before the Ontario Superior Court.

A copy of the Municipal Conflict of Interest Act is available at http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m50_e.htm or from the Town Clerk.

Minutes

The Town Clerk (or designate) provides training and/or advice in the recording of minutes at the beginning of each term.

Minutes of meetings represent a clear and accurate account of the business conducted by the board/committee. Minutes provide a permanent and official record of all proceedings, policy and budgetary decisions. Minutes should only reflect actions and not discussions.

The secretary of the board/committee is responsible for recording, without note or comment, all proceedings and decisions of the meeting, whether open or closed. The secretary shall distribute the meeting's minutes to the Chair/Vice-Chair and staff liaison to ensure the minutes are an accurate representation of the proceedings. The secretary shall submit the minutes in an acceptable and accessible format to the Town Clerk within one week of the meeting and shall include the minutes with the next board/committee meeting agenda package. The minutes will be included in the next available Council Agenda.

Any actions to be taken by the committee/board shall be made by resolution. Resolutions that require Council approval shall not be acted upon until the minutes have been approved by Council.

Quorum

A quorum is a majority of the members constituting the board/committee as set out in the resolution establishing the board/committee.

If there is no quorum present within 15 minutes of the appointed hour of the meeting, the board/committee shall adjourn until the date and time of the next regular or special meeting. The names of those members present shall be recorded in the minutes. If a meeting starts with a quorum and members of the board/committee leave during the meeting, the meeting shall continue as long as two members of the board/committee

remain. However, no voting shall take place without quorum.

The Mayor is ex-officio, a member of all committees, sub-committees and ad-hoc committees of Council, and is entitled to vote, make motions and amendments. An ex-officio is not counted in determining the number required for a quorum or whether a quorum is present at a meeting.

Delegations

From time to time, delegations may wish to appear and speak to a matter. Delegations must register with the staff liaison or secretary prior to the meeting, as per the Town's current procedural by-law.

Rules of Procedure

The Procedural By-law shall apply to all boards/committees; a copy of which shall be provided to all members by the Town Clerk.

Where the by-law is silent, the Town Clerk is available to assist boards/committees with the interpretation of the rules.

The Town Clerk, or designate, will perform regular audits of committee meetings or minutes to ensure their adherence to the Procedural By-law.

Conduct

All members shall conduct themselves in a professional manner and with proper decorum. Appropriate courtesy and respect will be shown to all delegations, to each other as members, and to all those who appear before or with the board/committee.

Members shall recognize that there are legitimate differences in opinions. Comments and language shall be courteous and non-derogatory, ensuring that neither offence nor embarrassment is caused.

Members shall remain on topic when discussing agenda items.

Members shall review the Code of Conduct for Committee/Board Members within this Terms of Reference with the Clerk at the beginning of each term and review annually as a committee. The Code of Conduct applies to board/committee volunteers and will be strictly enforced. Two copies will be provided by the Town Clerk, one for each member to sign, affirming their understanding and willingness to abide by the code of conduct, which will stay on file with the Town Clerk, the second copy is theirs for reference.

Budget and Expenses

Boards and committees that incur expenses must prepare and submit an annual budget to the Town Clerk for approval by Council. The budget will generally include expenses such as:

- Remuneration to board/committee members to attend meetings where such members are paid board/committee members (for example Committee of Adjustment, Amherstburg Accessibility Advisory Committee);
- Mileage for board/committee members where a board/committee member is travelling to attend workshops, conferences or other training relevant to that committee;
- Meals for board/committee members while travelling to attend workshops, conferences or other training relevant to that committee;
- Costs for committee members, excluding the staff liaison, to attend workshops, conferences and other training;
- Other costs that may be specific to the legislative mandate of the committee.

Budgets shall not include projects, supplies or work that will be carried out by Town of Amherstburg's departments or contractors and other vendors, as these costs will be included in the appropriate budget. Any projects or work deemed necessary by a board or committee will be recommended to Council by way of a motion and such motion will be included in the board/committee minutes.

Budgets shall be prepared annually in the format provided above and shall be submitted to the Town Clerk no later than the first working day in October. Questions regarding the preparation of budgets should be directed to the Town Clerk and/or Treasurer.

Boards and committees will not apply for grant funding without the prior approval of the Chief Administrative Officer or Treasurer. The Chief Administrative Officer or Treasurer will determine if Council approval is required.

Expenses incurred by a board/committee against an approved budget shall be detailed in the agenda of the board/committee meeting and will be ratified as part of the meeting business.

In the event a board/committee has been approved a budget to carry out the mandate of the board/committee, a staff liaison shall be appointed by the Town as Treasurer for that board/committee. A person so appointed by the Town, shall oversee the finances of the board/committee and ensure that all purchases by the board/committee are in accordance with the Town's Procurement Policy.

Insurance Coverage

Appointees to the Town's boards and committees and their activities are covered under the Town's insurance policies.

All persons appointed to a board/committee by Town Council are covered by the Town's insurance provider. The insurance policy includes coverage against general liability claims made by another person resulting from activities as a board/committee member.

Board/committee members and the people volunteering their time to the board/committee are required to follow Town policies. The board/committee must ensure that volunteers are: aware of and abide by applicable Town policies; that they understand who they report to; that they are provided with proper tools; that they are

given proper instructions as to their duties and responsibilities; and that they are provided with all required health and safety instructions and training.
All events must be approved by the Town.

Any board/committee sponsored event must be supervised by board/committee member(s).

Where there is an incident or accident at any of these events, where a person or property is (potentially) injured or harmed, the board/committee member or representative must report it to the Town Clerk immediately.

Role of Clerk's Department

The Town Clerk is responsible for carrying out the direction of Council with respect to the recruitment of board/committee members and the filling of vacancies.

The Town Clerk is available to answer questions, provide guidance and advice with respect to appropriate legislation.

The Town Clerk is responsible for preparing relevant documentation, information and notifying the boards/committees of any legislative changes impacting each Board/Committee.

The Town Clerk is responsible for ensuring the Board/Committee minutes and agendas are prepared in accordance with the policies outlined in this terms of reference, that minutes are being submitted for inclusion on the Council agenda in the prescribed time period and ensuring agendas and minutes are posted, by the staff liaison, to the Town website.

Pursuant to the Municipal Act, the Town Clerk is responsible for records and information management. Under the Act, any person has the right to inspect the records of the municipality subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Appendix “A” - Boards/Committees Mandates

Local Boards:

Amherstburg Police Services Board (APSB)

The Police Services Act requires a municipality to appoint a Police Services Board. Amherstburg Council established that a Board be appointed for the Town comprised of:

- two (2) members of Council appointed by resolution
- one (1) person appointed by resolution of Council who is neither a member of Council nor an employee of the Town; and
- two (2) persons appointed by the Lieutenant Governor in Council.

The responsibilities of the Police Services Board are set out in the Police Services Act. A separate Terms of Reference has been adopted by the Amherstburg Police Services Board, as per the Police Services Act and takes precedence over this Terms of Reference.

Statutory Committees:

Accessibility Advisory Committee

The Ontarians with Disabilities Act provides that municipalities must establish an Accessibility Advisory Committee. The Committee shall advise Council about the preparation, implementation and effectiveness of the municipality’s Accessibility Plan for all municipal properties, facilities and services as the regulations prescribe. The Committee is also responsible for carrying out all obligations of an Accessibility Advisory Committee as established by the Ontarians with Disabilities Act.

Currently the Committee is comprised of 1 member of Council and 5 appointed lay members from the community and 1 shareholder member. The Ontarians with Disabilities Act requires that not less than 50 percent of this Committee’s members be persons with disabilities or such members as Council deems appropriate.

Committee of Adjustment

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

Currently the Committee is comprised of 5 appointed lay members from the community.

Property Standards Committee

This Committee is legislated by the Ontario Building Code. The Property Standards By-law provides for a Property Standards Committee comprised of 5 appointed lay members. The Property Standards Committee considers appeals from orders issued by the Property Standards Officer.

Election Compliance Audit Committee

In accordance with the Municipal Elections Act, 1996, Council must establish an Election Compliance Audit Committee. The Committee must be comprised of persons with accounting and audit, academic or legal backgrounds and/or other individuals with knowledge of election campaign finances.

Members should have a demonstrated knowledge and understanding of municipal election campaign finances; proven analytical and decision-making skills; experience working on a committee, task force or similar setting; and good oral and written communication skills.

The Committee shall perform the duties related to the compliance audit application process as outlined in the Act, including:

- considering a compliance audit application received by an elector and deciding whether the application should be granted or rejected;
- appointing an Auditor if the application is granted;
- receiving the Auditor's report;
- reviewing the Auditor's report and deciding whether legal proceedings should be commenced; and
- determining whether to recover the costs of conducting the compliance audit from the applicant, if the Auditor's report indicates there were no apparent contraventions and, if there were no reasonable grounds for the application.

The Election Compliance Audit Committee is comprised of 3 lay members from the community. Employees of the Town of Amherstburg, Council members and any candidates in the most recent municipal election or in any by-election during the term of Council are ineligible to be appointed as a member of this Committee.

Fence Viewer Committee

The Council of every local municipality shall by by-law appoint such number of fence-viewers as are required to carry out the provisions of the Line Fences Act.

The Fence Viewer Committee is comprised of 3 lay members from the community.

Livestock Evaluator Committee

Where a dog/wildlife kills or injures livestock or poultry, the local municipality in which the killing or injury occurred is liable to the owner of the livestock or poultry for the amount of damages that is determined by a valuer. The amount shall be paid to the owner within 30 days of the determination. Council shall appoint one or more persons as valuers of livestock and poultry for the purposes of this Act.

The Livestock Evaluator Committee is comprised of 3 lay members from the community.

Essex County Library Board

The Essex County Library Board members act as a conduit with the community to exchange information and value. Board members are to provide guidance & leadership to assist librarian and staff.

Council shall appoint 1 nominee to be submitted to the Essex County Striking Committee to serve as a representative on the Essex County Library Board.

If the appointee is the Deputy Mayor or Mayor, the Town must submit a second layperson nominee. A layperson can be a member of the general public or a Councillor.

The Essex County Striking Committee reviews the nominees received and makes recommendations to County Council for approval.

Essex Region Conservation Authority

ERCA determines policy decisions and approval, final budget, major projects such as land acquisitions, major capital equipment purchases, conservation area development, floodplain studies, shoreline protection, etc., as set out in the current budget, as well as the hiring/dismissal of the General Manager/Secretary-Treasurer.

Council may appoint 2 Council members or one Councillor and one layperson.

Essex Power Board of Directors

Pursuant to an agreement among the municipalities of Leamington, LaSalle, Amherstburg and Tecumseh, the Essex Power Corporation was formed to provide hydro-electric services to those communities.

Each municipality shall appoint 1 Council member.

Court of Revision

The Court hears complaints against proposed assessment for municipal drainage as per the Drainage Act.

The Court of Revision is comprised of 3 Council members and 1 alternate Council member.

Advisory Committees:

Heritage Committee

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

Currently the Heritage Committee is comprised of 1 Council member and 7 appointed members from the community.

Co-An Park Committee

The Co-An Park Committee was established pre-amalgamation by the former Township of Colchester North (now Town of Essex) and the former Township of Anderdon (now Town of Amherstburg). The Committee oversees the operation, maintenance and management of the park and its personnel.

Co-An Park is comprised of one (1) Council member and three (3) appointed members from the public for each municipality.

Parks Advisory Committee

This committee advises Council on matters relating to the beautification, horticulture, forestry and landscaping initiatives of the Town's green space and parks.

The Parks Advisory Committee is comprised of 2 Council members and 4 lay members of the community.

Recreation and Culture Advisory Committee

This committee assists in enabling the community to participate more directly in the decision-making process to ensure that adequate leisure opportunities exist for all residents and to encourage active lifestyles.

The Recreation and Culture Advisory Committee is comprised of 2 Council members and 5 lay members from the community.

Audit and Finance Advisory Committee

This committee advises Council on matters related to the audited financial statements and financial reporting to Council. The purpose of the Committee is to consider matters related to the Town of Amherstburg financial affairs and to report its findings, opinions and recommendations to Council through the Director of Financial Services.

The following are the specific purposes and functions of the Committee:

- Financial and other reporting, internal control and compliance with laws, by-laws, regulations, policies and procedures.
- To guide the development and implementation of a financial strategic plan for the Town of Amherstburg through the recommendation of financial goals, priorities and targets;
- To make recommendations to Council on opportunities, tools, policies and by-laws to support existing financial practices and how to improve upon them.
- To make recommendations to Council regarding the financial statements of the Town of Amherstburg.
- To increase professional communication between council, external auditors, administration and the community-at-large regarding business, investment, and financial strength development;
- Review policies relating to compliance with by-laws and regulations, ethics, conflict of interest and the investigation of misconduct and fraud;
- Review current/pending legislation, litigation or regulatory proceedings bearing on corporate governance;

- Review cases of employee conflict of interest, misconduct or fraud;
- Review and assess the adequacy and effectiveness of the Town’s internal control structure;
- Obtain an understanding of the Town’s key financial reporting risk areas and the internal control structure therein and monitor the control process through the results audits;
- Oversee the external audit coverage including:
 - ✓ Engagement letters
 - ✓ Estimated fees
 - ✓ Timing of external auditor visits
 - ✓ Coordination with internal audit
 - ✓ Monitor audit results
 - ✓ Review of auditor performance
 - ✓ Review accounting policies and policy decisions
 - ✓ Review financial statements, auditors opinions and management letters
 - ✓ Performance Measurement issues
 - ✓ Any additional matters referred to the Committee by Council.

The Audit and Finance Advisory Committee is comprised of 2 Council members, 4 lay members from the community and 1 member of the Amherstburg Chamber of Commerce.

Economic Development Advisory Committee

This Committee advises Council on matters related to the Town’s socio-economic development through the Director of Economic and Community Development. The following are specific functions of the committee:

- To guide the development of a statement or strategic plan for the Town of Amherstburg socio-economic goals, priorities and targets;
- To make recommendations on opportunities, tools, policies and bylaws to support existing business retention and expansion and new business investment and attraction;
- To make recommendations to Council regarding the funding opportunities from both Federal and Provincial levels of government to be used for programs and projects to support tourism and other economic and community initiatives.
- To increase communication between various business, commerce, and marketing organizations in Amherstburg and with the community-at-large regarding business, investment, and community development;
- To consider and recommend marketing strategies to promote Amherstburg as a growing, vibrant and diverse community; and
- Any additional matters referred to it by Council.

The Economic Development Advisory Committee is comprised of 2 Council members, 4 lay members from the community and 1 member of the Amherstburg Chamber of Commerce.

Traffic Committee

This committee enhances the Town by coordinating, supporting and facilitating goals and objectives related to traffic related concerns within the Town. This committee reviews concerns at the direction of Council with the purpose of reporting back to Council and providing recommendations. They also review concerns submitted by the public with the purpose of reporting Council and providing recommendations for remedy.

The Traffic Committee is comprised of 1 Council member and 5 staff members.

Ad-Hoc Committees:

Communities In Bloom Committee

This committee will guide the development of the application process for the Communities In Bloom provincial award, make recommendations on the submission of the 8 criteria points of the CIB evaluation form. The categories are TIDINESS, ENVIRONMENTAL ACTION, HERITAGE CONSERVATION, URBAN FORESTRY, LANDSCAPE, TURF & GROUNDCOVERS, FLORAL DISPLAYS and COMMUNITY INVOLVEMENT, and make recommendations to Council regarding the hosting of the judges in regards to venues, scheduling, cost and itineraries for the purpose of the evaluation.

The Communities In Bloom Committee is comprised of 1 Council member, 2 representatives of the Amherstburg Fort Malden Horticultural Society, 2 representatives of the Amherstburg Parks Committee and 3 members of administration that will act as a resource.

New Committees:

Prior to establishment, any new committee must have a clear written mandate that must be approved by motion of Council.

From: Allan Halowski [<mailto:drallanhalowski@icloud.com>]

Sent: Monday, February 13, 2017 6:40 PM

To: Paula Parker

Subject: Resignation as Chamber Representative to Economic Development

Hi Paula;

This is to confirm that I have tendered my resignation as the chambers representative to the Economic Development Committee.

Dr. Al



THE CORPORATION OF THE TOWN OF AMHERSTBURG
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

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: February 6, 2017
Author's Phone: 519 736-0012 ext. 2251	Date to Council: February 27, 2017
Author's E-mail: nrubli@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: 2016 Economic Development Committee Accomplishments

1. RECOMMENDATION:

It is recommended that:

1. The report from the Staff Liaison of the Economic Development Committee dated February 6, 2017 regarding 2016 Economic Development Committee Accomplishments **BE RECEIVED for information.**

2. BACKGROUND:

The Economic Development Committee was formed in 2015. The Committee's mandate is to advise Council on matters related to the Town's socio-economic development. The following are specific functions of the committee:

- To guide the development of a statement or strategic plan for the Town of Amherstburg socio-economic goals, priorities and targets;
- To make recommendations on opportunities, tools, policies and bylaws to support existing business retention and expansion and new business investment and attraction;
- To make recommendations to Council regarding the funding opportunities from both Federal and Provincial levels of government to be used for programs and projects to support tourism and other economic and community initiatives;
- To increase communication between various business, commerce, and marketing organizations in Amherstburg and with the community-at-large regarding

- business, investment, and community development;
- To consider and recommend marketing strategies to promote Amherstburg as a growing, vibrant and diverse community; and
- Any additional matters referred to it by Council.

The Economic Development Advisory Committee is comprised of 2 Council members, 4 lay members from the community and 1 member of the Amherstburg Chamber of Commerce.

As per the Town's Committee Terms of Reference it is the responsibility of each staff liaison to prepare an annual report to Council at the beginning of each year outlining committee accomplishments over the previous year.

3. DISCUSSION:

The Economic Development Committee set out to increase communication with local realtors to receive information and feedback on the community's development. On January 21st, 2016, the Economic Development Advisory Committee hosted a Mayor's Breakfast with Realtors. The intent of the meeting with the Realtors was to have open dialogue on the challenges and successes they have when bringing potential buyers to Town. The overall message expressed at the meeting was that the Town needs to develop a plan to address negative media/press the Town is receiving. The group concluded that positive messaging will benefit the Town and showcase how great of a place Amherstburg is to live, which will pay dividends and attract investment resulting in additional tax dollars to the community.

The Committee reviewed and supported the Strategic Plan with its emphasis on the four priorities. The Economic Development Committee recommended that the Strategic Plan's priority 2, Economic Development pillar, use the cultural, natural, and built heritage assets of the town as the platform for economic development as supported through public consultation. The Committee also recommended that Priority 3 of the Plan, Investment in Infrastructure include technological infrastructure focused on improving Internet access for all residents.

In October 2016, and in line with Local Government Week, the Committee held its first Essay/Multimedia Contest. The contest was developed to engage the Town's youth in a dialogue on their possible future in our community and yield materials and viewpoints of use in further shaping development for the Town. It was determined that the essay/multimedia contest would be an excellent means of directly obtaining their input. With the generosity of local businesses and residents, prizes were awarded to the top three entries at the December 12, 2016 Council meeting.

The Committee remains committed to exploring opportunities to support existing business retention and expansion and new business investment. The Committee has also put focus for 2017 on investigating opportunities and bringing recommendations to Council to improve internet access for all residents and businesses.

4. **RISK ANALYSIS:**

There are no risks associated with this report.

5. **FINANCIAL MATTERS:**

\$1,500 was included in the 2016 operating budget for the Economic Development Advisory Committee. The 2016 Committee accomplishments totalled approximately \$200 in expenses. Total expenses for the Committee for 2016 was approximately \$1,181.

6. **CONSULTATIONS:**

The Economic Development Committee members were consulted on the report.

7. **CONCLUSION:**

To Council for information.



Nicole Rubli
Staff Liaison

NR

Report Approval Details

Document Title:	2016 Economic Development Committee Accomplishments.docx
Attachments:	N/A
Final Approval Date:	Feb 17, 2017

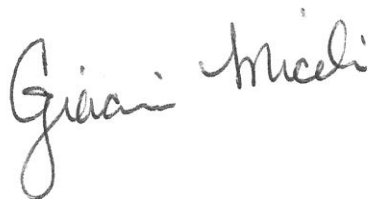
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Feb 10, 2017 - 1:57 PM



Justin Rousseau - Feb 14, 2017 - 3:51 PM



John Miceli - Feb 15, 2017 - 1:48 PM



Paula Parker - Feb 17, 2017 - 11:39 AM



THE CORPORATION OF THE TOWN OF AMHERSTBURG

POLICE SERVICES

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

Author's Name: Tim Berthiaume	Report Date: January 18, 2017
Author's Phone: 519 736-8559 ext. 223	Date to Council: February 27, 2017
Author's E-mail: tberthiaume@amherstburgpolice.ca	Resolution #: 20160411-145

To: Mayor and Members of Town Council

Subject: Monthly Activity Report – APSB Meeting of December 6, 2016

1. **RECOMMENDATION:**

It is recommended that:

1. The report of the Chief of Police dated January 18, 2017, regarding the Monthly Activity Report – APSB Meeting of December 6, 2016 **BE RECEIVED for information.**

2. **BACKGROUND:**

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

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

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

3. DISCUSSION:

Provided for Council's information, as Appendices 'A' and 'B', are the minutes, agenda and attachments from the Amherstburg Police Services Board public meeting of December 6, 2016.

4. RISK ANALYSIS:

N/A

5. FINANCIAL MATTERS:

N/A

6. CONSULTATIONS:

N/A

7. CONCLUSION:

For Council's Information.



Tim Berthiaume
Chief of Police

NL

Report Approval Details

Document Title:	Monthly Report - APSB Meeting of December 6, 2016.docx
Attachments:	- PUBLIC Minutes December 5, 2016.pdf
Final Approval Date:	Feb 6, 2017

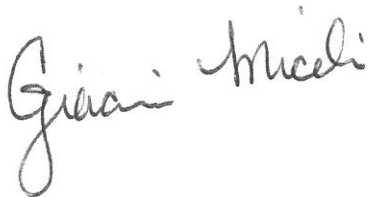
This report and all of its attachments were approved and signed as outlined below:



Justin Rousseau - Jan 26, 2017 - 2:40 PM



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



John Miceli - Feb 2, 2017 - 8:08 AM



Paula Parker - Feb 6, 2017 - 8:47 AM

**MINUTES OF THE
PUBLIC MEETING OF THE
AMHERSTBURG POLICE SERVICES BOARD HELD
Tuesday, December 5, 2016 at 4:30 o'clock p.m.
Amherstburg Police Service, Community Room,
532 Sandwich Street South, Amherstburg, Ontario**

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

CALL TO ORDER

The Vice-Chair calls the meeting to order at 5:10 o'clock p.m. and the Board considers the agenda, being Schedule "A" attached hereto as follows:

SECTION 1

1.1 Adoption of Agenda

Moved by Mr. Rozankovic, seconded by Ms. Gemmell,
That the agenda for the meeting of the Amherstburg Police Services Board held
December 5, 2016 **BE ADOPTED** as amended to include the following additional item:

8.1 Reading Information/Misc.

8.1 Motion from the Midland Police Services Board regarding the
Central Bargaining Model

Carried.

1.2 Declarations of Conflict of Interest

No conflicts of interest are declared.

1.3 Adoption of Minutes

Moved by Ms. Gemmell, seconded by Mayor DiCarlo,
That the minutes of the meeting of the Amherstburg Police Services Board held November 15,
2016 **BE ADOPTED** as presented.
Carried.

1.4 Business Arising from the Minutes of November 15, 2016

No business arising from the minutes.

SECTION 2

2.1 Petitions and Delegations

No petitions or delegations

SECTION 3

3.1 Chief Berthiaume's Reports

3.1a **Dispatching Stats** from LaSalle Police Service: November, 2016

3.1b **APS Monthly Stats** for October, 2016

3.1c **Media Release(s):** *n/a*

3.1d **Chief Berthiaume – Topics for Discussion**

i. **Budget Surplus**

Moved by Mr. Rozankovic, seconded by Ms. Gemmell,
That the Director, Financial Services, Town of Amherstburg **BE DIRECTED** to place the 2016 Amherstburg Police Service budget surplus into the 2017 Operating Reserve Account.
Carried.

ii. **Salary Calculations**

Moved by Mr. Rozankovic, seconded by Mayor DiCarlo,
That the Chief of Police **BE DIRECTED** to run a deficit in the 2016 operating budget (Salaries) and proceed with the hiring of the most appropriate candidate to fill the vacant position for a police constable.
Carried.

iii. **C8 Colt Carbine Rifles**

The Deputy advises that the Service has received seven shot guns from the Windsor Police Service at no cost. These firearms have been upgraded at minimal cost.

Through a grant from the Department of National Defense, the Service also received an additional five rifles. These rifles have been upgraded to be “less lethal” (bean bags vs bullets).

This makes the Amherstburg Police Service the first force in Ontario to have body-worn cameras and less lethal rifles. These less lethal rifles provide officers with additional opportunities to avoid the use of lethal force.

Mr. Rozankovic leaves the meeting at 5:47 o'clock p.m.

iv. **Dispatching RFQ**

Moved by Ms. Gemmell, seconded by Mayor DiCarlo,
That the Chief of Police **BE AUTHORIZED** to advertise, in the appropriate forums, (Ontario Association of Chiefs of Police and Ontario Association of Police Services Boards) for a Request for Proposals to provide the Amherstburg Police Service with Dispatch Communications.
Carried.

Moved by Ms. Gemmell, seconded by Mayor DiCarlo,
That the following report of the Chief of Police under Section 3.1d **BE RECEIVED** for information, Items 3.1d i., ii., and iv., having been dealt with by separate motions:

- iii. C8 Colt Carbine Rifles
 - v. Vacant Constable Position v 1000 Officers Grant
- Carried.

SECTION 4

4.1 Policies, Agreements, and By-laws

No report.

SECTION 5

5.1 Financial Reports/Board Account

5.1a Outstanding Accounts

Move by Mayor DiCarlo, seconded by Ms. Gemmell,
That the outstanding accounts payable for the period of November 10 to 29, 2016 **BE ACCEPTED AND PAID** as submitted.
Carried.

SECTION 6

6.1 Personnel Matters/Multi-Cultural/Recruitment

No reports.

6.2 Legal Matters

No reports.

6.3 Board Matters

No reports.

SECTION 7

7.1 Building/Equipment/Physical Resources

No reports.

SECTION 8

8.1 Reading Information/Misc.

8.1a Motion - Midland Police Services Board regarding the Central Bargaining Model

Moved by Mayor DiCarlo, seconded by Ms. Gemmell,
That the resolution from the Midland Police Services Board regarding Voluntary Central
Bargaining **BE NOTED AND FILED.**
Carried.

**8.2 Ministry of the Solicitor General, Ministry of Community Safety & Correctional
Services/And Other Government Matters**

8.2a MCS&CS

No correspondence.

8.3 O.A.P.S.B./C.A.P.G. Communication/Board Matters

8.3a O.A.P.S.B

No correspondence.

8.3b CAPG

- i. Invitation to Participate in CAPG Committees – *noted.***

8.4 Upcoming Meetings/Conferences

8.4a Public Meeting

The next meeting of the Amherstburg Police Services Board is Tuesday, January 17, 2017 at **4:30 o'clock p.m.**, Community Room, Police Service Building, 532 Sandwich Street South.

8.5 New Business

No new business.

8.6 Pending Matters

No pending matters.

8.7 Adjournment

Moved by Mayor DiCarlo, seconded by Ms. Gemmell,
That the Board RISE OUT of the public portion of the meeting.
Carried.

Moved by Mayor DiCarlo, seconded by Ms. Gemmell,
There being no further business, the Amherstburg Police Services Board ADJOURNS at
5:58 o'clock p.m.
Carried.

Certified Correct: January 17, 2017

Original signed by Patricia Simone

Patricia Simone, Vice-Chair

Original signed by Nancy Leavoy

Nancy Leavoy, Secretary

**AGENDA
and Schedule "A"
to the Minutes of the
Public Meeting of the
AMHERSTBURG POLICE SERVICES BOARD HELD
Tuesday, December 6, 2016 at 4:00 o'clock p.m.
Amherstburg Police Service, Community Room,
532 Sandwich Street South, Amherstburg, Ontario**

SECTION 1

1.1 Adoption of the Agenda

1.2 Declarations of Conflict of Interest

1.3 Adoption of Minutes

Adoption of the minutes of the meeting of the Amherstburg Police Services Board held November 15, 2016 – *under separate cover*

1.4 Business Arising from the Minutes of November 15, 2016

SECTION 2

2.1 Petitions and Delegations

SECTION 3

3.1 Chief Berthiaume's Reports

3.1a Dispatching Stats from LaSalle Police Service: November, 2016 – *to be distributed*

3.1b APS Monthly Stats for October, 2016 – *attached*

3.1c Media Release(s): *n/a*

3.1d Chief Berthiaume – Topics for Discussion

i. Budget Surplus – *attached*

ii. Salary Calculations – *attached*

iii. C8 Colt Carbine Rifles – *verbal*

iv. Dispatching RFQ – *verbal*

v. Vacant Constable Position v 1000 Officers Grant - *attached*

SECTION 4

4.1 Policies, Agreements, and By-laws

SECTION 5

5.1 Financial Reports/Board Account

5.1a Outstanding Accounts for the period of November 10 to 29, 2016 – *attached*

SECTION 6

6.1 Personnel Matters/Multi-Cultural/Recruitment

6.2 Legal Matters

6.3 Board Matters

SECTION 7

7.1 Building/Equipment/Physical Resources

SECTION 8

8.1 Reading Information/Misc.

8.2 Ministry of the Solicitor General, Ministry of Community Safety & Correctional Services/And Other Government Matters

8.2a MCS&CS

8.3 O.A.P.S.B./C.A.P.G. Communication/Board Matters

8.3a O.A.P.S.B

8.3b CAPG

i. Invitation to Participate in CAPG Committees – *attached*

8.4 Upcoming Meetings/Conferences

8.4a Public Meeting

The next meeting of the Amherstburg Police Services Board is Tuesday, January 16, 2017 at **4:30 o'clock p.m.**, Community Room, Police Service Building, 532 Sandwich Street South.

8.5 New Business

8.6 Pending Matters

8.7 Adjournment

TO POLICE SERVICES BOARD

MEMORANDUM

From: Chief Timothy Berthiaume
Date: November 30, 2016
Subject: **MONTHLY STATS REPORT October 2016**

Chair and Board Members:

STATISTICAL REPORT – October 2016

	2016	2016	2015	2015
	October	YTD	October	YTD
Assault (all)	2	49	11	69
Break & Enter	1	41	4	34
Thefts (all)	17	288	10	135
Mischief	10	65	6	61
Drug Offences	2	26	4	28
Impaired Driving	0	10	0	5
Traffic Charges	242	2890	209	2057
Other Provincial	2	16	1	31
Parking Tickets	2	58	2	87

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

Chief Timothy Berthiaume

TO POLICE SERVICES BOARD

MEMORANDUM
Open Session

From: Chief Tim Berthiaume
Date: November 30, 2016
Subject: Re: 2016 Budget Surplus

Chair Lavigne & Board Members

I am anticipating a budget surplus this year. I would recommend we place the surplus in a reserve account. I will speak to the matter at the meeting.

Sincerely



Tim Berthiaume – Chief of Police

TO POLICE SERVICES BOARD

MEMORANDUM

Open Session

From: Chief Tim Berthiaume

Date: November 30, 2016

Subject: Re: 2017 Salary Calculations

Chair Lavigne and Board Members

I have detected a deficiency in the 2017 salary calculations. I am working on the issue with Treasurer Rousseau.

Sincerely

Tim Berthiaume – Chief of Police

TO POLICE SERVICES BOARD

MEMORANDUM
Open Session

From: Chief Tim Berthiaume
Date: November 30, 2016
Subject: Re: Vacant Constable Position vs. 1000 Officer Grant

Chair Lavigne & Board Members

During the Board's April 18, 2016 meeting a motion was passed to fill a vacant constable position. As you are aware, the Service has been attempting to fill that position for some time now.

Background on Hiring Process: The Service ran a competition throughout the summer months and a suitable candidate was identified. An offer of employment was made but was subsequently turned down. This has forced us to restart the process again resulting in a significant delay in finding a replacement. As of the date of this Memo we have not identified a successful replacement but I am hopeful one will be identified in this current pool.

1000 Officer Grant: On November 30, 2016 I communicated the above information to a representative from the Ministry of Community Safety & Correctional Services as I was concerned about our 1000 Officer Grant. We receive this grant, \$35,000.00 per annum, because, years ago, we expanded our sworn manpower to 31 sworn officers from 30.

We recently completed our interim report to the Ministry, as we normally do, by filling out the form advising them we have 31 sworn officers. Because we have an unfilled position we actually have 30. In my opinion, this interim report will have to be corrected. I have communicated this to the advisor and he will get back to me with the proper procedure.

I also expect the advisor will outline what the impact of the vacancy will be on the 1000 Officer Grant.

I hope to have the Ministry's response in time for the next meeting.

Sincerely

A handwritten signature in cursive script that reads "Tim Berthiaume". The signature is written in black ink and is positioned above a horizontal line.

Tim Berthiaume – Chief of Police

November 29, 2016

TO THE CHAIRPERSON AND MEMBERS OF THE AMHERSTBURG POLICE BOARD.

I HAVE EXAMINED THE FOLLOWING ACCOUNTS AND WOULD RECOMMEND THEM FOR PAYMENT.

Niza Fadel

NIZA FADEL, SUPERVISOR OF ACCOUNTING

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



AP5130 Page : 1
 Date : Nov 29, 2016 Time : 4:02 pm

Vendor : A1C740 To ZUL180
 Batch : All
 Department : 2020000 To 2020000

Cheque Print Date : 10-Nov-2016 To 29-Nov-2016
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
ADA001	ADAIR FRED				
2016 GYM	2016 GYM MEMBERSHIP	1203	23-Nov-2016	23-Nov-2016	
10-5-2020000-0212	BENEFITS - EMPLOYEE MEMBERSHIPS				350.00
ADT615	ADT SECURITY SERVICES CANADA				
67746118	ALARM MONITORING QUARTERLY SERVICES;NOV 2016-JAN 2017	1164	01-Nov-2016	01-Nov-2016	
10-5-2020000-0317	BUILDING MAINTENANCE				146.92
AGR835	AGRIS CO-OPERATIVE LTD				
600035971	GASOLINE REGULAR ETHANOL	1164	01-Nov-2016	01-Nov-2016	
10-5-2020000-0401	GASOLINE				1,460.29
600036147	GASOLINE	1174	08-Nov-2016	08-Nov-2016	
10-5-2020000-0401	GASOLINE				1,214.92
600036333	GASOLINE	1203	15-Nov-2016	15-Nov-2016	
10-5-2020000-0401	GASOLINE				1,366.99
AMH41	AMHERSTBURG POLICE PETTY CASH				
NOV 2 2016	PETTY CASH NOV 2016	1164	02-Nov-2016	02-Nov-2016	
10-5-2020000-0254	POLICE TRAINING				45.00
10-5-2020000-0260	BOARD EXPENSES				11.64
10-5-2020000-0301	OFFICE SUPPLIES				84.58
10-5-2020000-0360	MISCELLANEOUS EXPENSES				75.31
10-5-2020000-0370	COMMUNITY SERVICES				108.46
10-5-2020000-0401	GASOLINE				10.00
BER04	BERTHIAUME TIM				
NOV 16, 2016	CLOTHING ALLOWANCE	1174	16-Nov-2016	16-Nov-2016	
10-5-2020000-0252	UNIFORMS				1,000.00
BLO909	BLONDIE CLEANERS LTD.				
NOV 01 2016	DRY CLEANING OCT 2016	1164	01-Nov-2016	01-Nov-2016	
10-5-2020000-0253	CLEANING				59.68
CAR645	CARRIER CENTERS				
04P413756	OIL FILTERS FOR CRUISERS	1161	31-Oct-2016	31-Oct-2016	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				12.15
04P413757	OIL FILTERS FOR CRUISERS	1161	31-Oct-2016	31-Oct-2016	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				12.85
04P414020	OIL FILTERS FOR CRUISERS	1174	04-Nov-2016	04-Nov-2016	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				20.92
04P414021	BACK ORDERED OIL FILTER FOR CRUISERS	1174	08-Nov-2016	08-Nov-2016	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				6.97
4P413935	OIL FILTERS FOR CRUSIERS	1164	03-Nov-2016	03-Nov-2016	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				15.28
CHA26	CHAMBERS AARON				
NOV 2016	VEST BUCKLES	1174	17-Nov-2016	17-Nov-2016	
10-5-2020000-0252	UNIFORMS				35.12
CHA46	CHAPPELL IAN				
NOV 16, 2016	CLOTHING ALLOWANCE	1174	16-Nov-2016	16-Nov-2016	
10-5-2020000-0252	UNIFORMS				750.00
NOV 20 2016	ARMOUR VEST CLIPS	1203	20-Nov-2016	20-Nov-2016	
10-5-2020000-0252	UNIFORMS				155.37
CHI02	CHIKAZ GENE				

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



AP5130 Page : 2
 Date : Nov 29, 2016 Time : 4:02 pm

Vendor : A1C740 To ZUL180
 Batch : All
 Department : 2020000 To 2020000

Cheque Print Date : 10-Nov-2016 To 29-Nov-2016
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
NOV 18 2016	GUARD DUTY	1203	18-Nov-2016	18-Nov-2016	
10-5-2020000-0371	PRISONER EXPENSES				60.00
COM120 THE COMMISSIONER ROYAL CANADIAN MOUNTED POLICE					
1800002382	FINGERPRINTS OCT 2016	1203	03-Nov-2016	03-Nov-2016	
10-5-2020000-0252	UNIFORMS				100.00
COM18 COMMISSIONAIRES OTTAWA					
343463	GUARD	1174	29-Oct-2016	29-Oct-2016	
10-5-2020000-0371	PRISONER EXPENSES				105.14
D&D656 D & D ENTERPRISE					
100	BASEBALL HATS	1203	16-Nov-2016	16-Nov-2016	
10-5-2020000-0252	UNIFORMS				745.80
DIR572 DIRECTDIAL.COM					
IN545966	PHOTOCOPIES	1164	04-Nov-2016	04-Nov-2016	
10-5-2020000-0308	PHOTOCOPIER SUPPLIES				78.83
FOR16 FORD TIMOTHY					
38270A	EYE GLASS REPLACEMENT	1203	21-Nov-2016	21-Nov-2016	
10-5-2020000-0252	UNIFORMS				611.00
GRE330 GREAT LAKES SAFETY PRODUCTS					
285484	FLARES FOR VEHICLES	1164	04-Nov-2016	04-Nov-2016	
10-5-2020000-0252	UNIFORMS				545.27
HER247 HERITAGE TIRE SALES INC.					
48082	TIRES #305	1164	07-Nov-2016	07-Nov-2016	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				169.50
48094	TIRES #301	1164	07-Nov-2016	07-Nov-2016	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				152.55
48104	TIRES #306	1164	08-Nov-2016	08-Nov-2016	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				152.55
48112	TIRES #303	1164	08-Nov-2016	08-Nov-2016	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				169.50
48125	TIRES - 302	1174	09-Nov-2016	09-Nov-2016	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				175.15
48147	TIRES 313	1174	10-Nov-2016	10-Nov-2016	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				152.55
INV187 INVITRO SCIENCES INC					
118165	GLASS EVIDENCE JARS	1174	10-Nov-2016	10-Nov-2016	
10-5-2020000-0320	FORENSIC IDENTIFICATION EXPENSE				42.26
118208	BIO-HAZARD LABELS	1174	08-Nov-2016	08-Nov-2016	
10-5-2020000-0252	UNIFORMS				29.95
KEL198 KELCOM RADIO DIVISION					
80006519	RADIO MAINTENANCE	1174	16-Nov-2016	16-Nov-2016	
10-5-2020000-0319	RADIO MAINTENANCE				571.78
80006520	RADIO MAINTENANCE	1174	16-Nov-2016	16-Nov-2016	
10-5-2020000-0319	RADIO MAINTENANCE				197.75
KEL363 KEL COMMUNICATIONS LTD					
RC00003666	RADIO MAINT NOV 2016	1203	01-Nov-2016	01-Nov-2016	
10-5-2020000-0319	RADIO MAINTENANCE				418.51

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



AP5130 Page : 3
 Date : Nov 29, 2016 Time : 4:02 pm

Vendor : A1C740 To ZUL180
 Batch : All
 Department : 2020000 To 2020000

Cheque Print Date : 10-Nov-2016 To 29-Nov-2016
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Invc Date	Invc Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
LUC289	LUCAS WORKS! (WINDSOR) INC.				
112839	BOARD SCERETARY W/E 10/30/16	1164	03-Nov-2016	03-Nov-2016	
10-5-2020000-0327	PROFESSIONAL FEES				77.80
MAL256	MALDEN AUTOMOTIVE				
138856	HEADLIGHT BULB #308	1161	25-Oct-2016	25-Oct-2016	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				16.98
139140	OIL FILTER FOR PAVIS FORD FUSION	1161	31-Oct-2016	31-Oct-2016	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				7.37
139267	TAIL LIGHT BULB FOR #309	1164	02-Nov-2016	02-Nov-2016	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				5.58
MIC097	MICHAEL CHARBONNEAU GRAPHICS & DESIGN				
2016-3011	DECALS ON BOAT & COMM SERVICES VEHICLES	1164	05-Nov-2016	05-Nov-2016	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				262.72
MIN25	MINISTER OF FINANCE PAYMENT PROCESSING CENTRE				
17281016001	THIRD QUARTER OPTIC BILLING	1161	28-Oct-2016	28-Oct-2016	
10-5-2020000-0329	OPTIC MAINTENANCE				7,163.23
MON183	MONARCH OFFICE SUPPLY LTD				
488911/M	OCT 2016 OFFICE SUPPLIES	1174	28-Oct-2016	28-Oct-2016	
10-5-2020000-0301	OFFICE SUPPLIES				25.97
MOR26	MORNEAU SHEPELL LTD.				
NOV 2016	EMPLOYEE ASSISTANCE PROGRAM NOV 2016	1164	01-Nov-2016	01-Nov-2016	
10-5-2020000-0207	BENEFITS - LIFE & DISABIL				265.99
OFF01	OFFSHORE - DIV OF 1137153 ONT LTD.				
1007	WINTERIZE POLICE BOAT	1164	04-Nov-2016	04-Nov-2016	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				327.70
ONT107	ONTARIO POLICE COLLEGE				
78304	POLICE TRAINING	1161	14-Jun-2016	31-Oct-2016	
10-5-2020000-0254	POLICE TRAINING				35.00
79041	POLICE TRAINING	1161	19-Oct-2016	19-Oct-2016	
10-5-2020000-0254	POLICE TRAINING				1,260.00
ONT177	ONTARIO ASSOCIATION OF POLICE SERVICES BOARD				
NOV 2016	MEMBERSHIP DUES 2017 CONFIRMATION NO. 2J47PK	1174	16-Nov-2016	16-Nov-2016	
10-5-2020000-0260	BOARD EXPENSES				1,510.81
OWE06	OWEN STEVE				
OCT 30/31, 20	RADIO CLUB EXPENSE REPORT OCT 30 & 31, 2016	1174	31-Oct-2016	31-Oct-2016	
10-5-2020000-0370	COMMUNITY SERVICES				264.08
PEL02	ROCCO PELACCIA				
2016 GYM	GYM MEMBERSHIP 2016	1203	23-Nov-2016	23-Nov-2016	
10-5-2020000-0212	BENEFITS - EMPLOYEE MEMBERSHIPS				350.00
PRE058	PRECISION JEWELLERS				
3131215	AWARDS FOR BANQUET	1164	08-Nov-2016	08-Nov-2016	
10-5-2020000-0370	COMMUNITY SERVICES				632.80
PUR700	PUROLATOR INC.				
432714112	COURIER - RADIO REPAIRS	1174	21-Oct-2016	21-Oct-2016	
10-5-2020000-0306	COURIER & EXPRESS				4.43
432858683	RETURN PANTS, RETURN HOLSTER	1174	04-Nov-2016	04-Nov-2016	

Council/Board Report By Dept-(Computer)



Vendor : A1C740 To ZUL180
 Batch : All
 Department : 2020000 To 2020000

Cheque Print Date : 10-Nov-2016 To 29-Nov-2016
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Invc Date	Invc Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000	POLICE DEPARTMENT				
10-5-2020000-0306	COURIER & EXPRESS				23.84
ROS08 ROSS STEVE					
NOV 17, 2016 EYE CARE - ROSS		1174	17-Nov-2016	17-Nov-2016	
10-5-2020000-0205	BENEFITS - GREENSHIELD				50.00
ROY281 ROYAL CANADIAN LEGION BRANCH 157					
NOV07/16 LARGE WREATH FOR REMBRANCE CEREMONIES		1161	31-Oct-2016	31-Oct-2016	
10-5-2020000-0370	COMMUNITY SERVICES				75.00
SHO301 THE SHOE NETWORK INC.					
15982 BOOTS - ADAIR		1174	10-Nov-2016	10-Nov-2016	
10-5-2020000-0252	UNIFORMS				99.33
STA444 STAPLES ADVANTAGE (MIS C/O T04446C)					
42865554 OFFICE SUPPLIES		1174	10-Nov-2016	10-Nov-2016	
10-5-2020000-0301	OFFICE SUPPLIES				20.86
42919671 OFFICE SUPPLIES		1203	17-Nov-2016	17-Nov-2016	
10-5-2020000-0301	OFFICE SUPPLIES				97.75
THI235 THINKI WIRELESS SOLUTIONS INC.					
7957 POLICE GPS NOV 2016		1164	01-Nov-2016	01-Nov-2016	
10-5-2020000-0406	GPS COMMUNICATION				135.60
THO199 THOMSON REUTERS CANADA					
8109285 CDN EMERG MGMT & RESP MANUAL		1203	16-Nov-2016	16-Nov-2016	
10-5-2020000-0313	LAW BOOKS				303.66
TRO104 TROY LIFE & FIRE SAFETY LTD.					
1566292 ANNUAL INSPECTOR OF BUILDING/VEHICLES		1174	10-Nov-2016	10-Nov-2016	
10-5-2020000-0317	BUILDING MAINTENANCE				401.15
TUR070 TURRIS SITES DEVELOPMENT CORP.					
TSDC-1962 RADIO FEES NOV 2016		1164	01-Nov-2016	01-Nov-2016	
10-5-2020000-0319	RADIO MAINTENANCE				570.65
WAA544 W.A. ATKINSON PLUMBING CO. INC.					
20052 REPAIRS		1174	01-Nov-2016	01-Nov-2016	
10-5-2020000-0317	BUILDING MAINTENANCE				73.45
Department Totals :					25,482.29

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



AP5130

Date : Nov 29, 2016

Page : 5

Time : 4:02pm

Vendor : A1C740 To ZUL180
 Batch : All
 Department : 2020000 To 2020000

EFT Paid Date : 10-Nov-2016 To 29-Nov-2016
 Bank : 1 To 99
 Class : All

Vendor Code	Vendor Name					Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description								
G.L. Account	CC1	CC2	CC3	GL Account Name					
DEPARTMENT 2020000		POLICE DEPARTMENT							
BEL01	BELL CANADA								
NOV 2016	NOV 2016 MONTHLY CHARGES					1187	01-Nov-2016	01-Nov-2016	
10-5-2020000-0315				TELEPHONE				485.66	
BEL03	BELL MOBILITY INC.								
NOV 2016	SERVICES TO DEC 2016					1205	06-Nov-2016	06-Nov-2016	
10-5-2020000-0315				TELEPHONE				502.73	
10-5-2020000-0332				INTERNET ACCESS				34.36	
10-5-2020000-0406				GPS COMMUNICATION				103.38	
COG02	COGECO PAYMENT CENTRE								
NOV 2016	NOV 2016 INTERNET					1125	04-Oct-2016	01-Nov-2016	
10-5-2020000-0332				INTERNET ACCESS				152.49	
ESS46	ESSEX POWERLINES CORPORATION								
OCT 2016	ELECTRICITY, WATER & SEWAGE OCT 2016					1186	31-Oct-2016	31-Oct-2016	
10-5-2020000-0316				UTILITIES - POLICE DEPT				2,033.43	
TEL02	TELUS								
OCT 2016	OCT-NOV 2016 MONTHLY CHARGES					1184	25-Oct-2016	25-Oct-2016	
10-5-2020000-0315				TELEPHONE				542.74	
UNI01	UNION GAS LTD								
OCT 2016	OCT 2016 UNION GAS USAGE					1149	31-Oct-2016	31-Oct-2016	
10-5-2020000-0316				UTILITIES - POLICE DEPT				33.36	
Department Totals :								3,888.15	

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	25,482.29
Total EFT Paid for Approval :	3,888.15
Grand Total ITEMS for Approval :	29,370.44

Hello CAPG Member,

I would like to graciously invite you to participate in one of CAPG's Committees for the 2016-2017 year. CAPG committees are a great way to get involved with and support our dynamic organization, as well as an opportunity to network with colleagues outside our Annual Conference.

The CAPG values the diverse contributions from our Committee members. Effective committee participation brings together member viewpoints which might not otherwise be heard. As a committee member, you can help the Board create value for our members and achieve the CAPG's strategic goals and directions in a tangible and measurable way.

Benefits of being a CAPG Committee member:

- Exchange information and ideas with your peers.
- Develop professional relationships and strengthen your ties in the police governance sector.
- Establish contact with leading government and sector decision-makers.
- Build your knowledge of the sector through contributing to the work of the committee.
- Gain expertise in new areas or gather new ideas for your current area.
- Contribute to the success and visibility of the CAPG.

Currently, the CAPG is in urgent need of members for the **Governance Committee**. The purpose of the Governance Committee is to provide a focus on governance that will enhance the organization's performance. The Committee assesses and makes recommendations regarding Board effectiveness and ongoing Board Member development, and leads the process for recommending Board Member election/appointment criteria for consideration when electing Members. You can view the [Governance Committee Terms of Reference on our website](#).

I encourage you to engage with a national group of peers, build your network, develop your skills and contribute to the CAPG's mandate. Please take a moment and fill out the CAPG Committee form here:

<https://www.surveymonkey.com/r/QFVTXWD>

On behalf of the CAPG Board of Directors, I would like to thank you for your continuing commitment and engagement with the Association.

Sincerely,



Rob Stephanson, FCPA, FCGA, President
Canadian Association of Police Governance



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: February 8, 2017
Author's Phone: 519 736-0012 ext. 2259	Date to Council: February 27, 2017
Author's E-mail: jrousseau@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: 2016 Annual Audit Planning Report

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Director of Corporate Services/Treasurer dated February 8, 2017, regarding the 2016 Annual Audit Planning Report **BE RECEIVED for information.**

2. **BACKGROUND:**

On August 11, 2014, the Town of Amherstburg awarded the firm of KPMG LLP the audit services from 2014-2016, as per By-law 2014-90.

Per Section 296 (1) of the *Municipal Act*, "A municipality shall appoint an auditor...responsible for, (a) annually auditing the accounts and transactions of the municipality..." and Section 296 (3) of the *Municipal Act* states, "An auditor of a municipality shall not be appointed for a term exceeding five years."

3. **DISCUSSION:**

The process of a financial statement audit and subsequent reporting can take months to complete. One of the most important steps in the process is the pre-planning of the Audit process. The attached report outlines the Audit Planning Process for the 2016 Audit of the Town. It should also be noted that audit field work will begin on March 13th,

2017. It is anticipated that the field work and file review will be complete by KPMG in short order and the audited financial statements will be presented to Council and the public in June 2017.

4. RISK ANALYSIS:

Risk exists if Council is not made aware of financial or audit issues, as they become known. This report is provided to keep Council informed on the audit process.

5. FINANCIAL MATTERS:

The audit fee from KPMG for 2017 is estimated at \$30,100. This amount is subject to change based on:

- Significant changes in the nature or size of the operations of the corporation beyond those contemplated in the planning processes;
- Changes in professional standards or requirements arising as a result of changes in professional standards or the interpretation thereof;
- Changes in the time of KPMG's work.

6. CONSULTATIONS:

The external audit team of KPMG LLP prepared the planning report.

7. CONCLUSION:

The report is provide to the Mayor and Members of Town Council to advise of the 2016 Audit plan that will be undertaken by KPMG and to should be received for information.



Justin Rousseau

Director of Corporate Services/Treasurer

JR

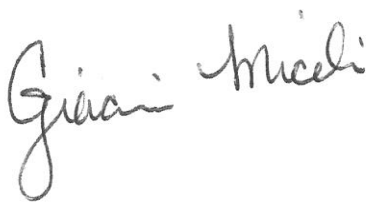
Report Approval Details

Document Title:	Audit Planning Report.docx
Attachments:	- Town of Aburg_2016 APR.pdf
Final Approval Date:	Feb 17, 2017

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



Mark Galvin - Feb 16, 2017 - 12:52 PM



John Miceli - Feb 17, 2017 - 10:52 AM



Paula Parker - Feb 17, 2017 - 12:33 PM



The Corporation of the Town of Amherstburg

Audit Planning Report
For the year ended December 31, 2016

KPMG LLP

Licensed Public Accountants

January 2017

kpmg.ca/audit



The contacts at KPMG in connection with this report are:

Cynthia Swift

Lead Audit Engagement Partner

Tel: 519-251-3520
caswift@kpmg.ca

Table of contents

Executive summary	3
Audit approach	4
Data & analytics in the audit	7
Materiality	8
Highly talented and experienced team	9
Value for fees	10
Audit cycle and timetable	12
Appendices	13

At KPMG, we are **passionate** about earning your **trust**. We take deep **personal accountability**, individually and as a team, to deliver **exceptional service and value** in all our dealings with you.

At the end of the day, we measure our success from the **only perspective that matters – yours**.

Executive summary

Audit and business risk

Our audit is risk-focused. In planning our audit we have taken into account key areas of focus for financial reporting.

See page 4

KPMG team

The KPMG team will be led by Cynthia Swift

See page 9

Effective communication

We are committed to transparent and thorough reporting of issues to Administration and Council.

See page 12 and Appendix 3

Audit Materiality

Materiality has been determined based on total assets. We have determined materiality to be \$1.1M for the year ending December 31, 2016.

See page 8

Value for fees

While the primary objective of our engagement is the completion of an audit of the financial statements in accordance with professional standards, we also believe that our role as external auditor of The Corporation of the Town of Amherstburg (the "Town") access to information and people in conjunction with our audit procedures, places us in a position to provide other forms of value.

See page 10

Independence

We are independent and have extensive quality control and conflict checking processes in place. We provide complete transparency on all services and follow Town Council approved protocols.

oach

Inherent risk is the susceptibility of a balance or assertion to misstatement which could be material, individually or when aggregated with other misstatements, assuming that there are no related controls.

Our assessment of inherent risk is based on various factors, including the size of the balance, its inherent complexity, the level of uncertainty in measurements, as well as significant external market factors or those particular to the internal environment of the entity.

Significant financial reporting risks	Why	Our audit approach
We have not identified any financial reporting risks during our audit planning that we consider to be significant.	Not applicable.	Not applicable.

Audit approach (continued)

Professional standards presume the risk of fraudulent revenue recognition and the risk of management override of controls exist in all companies.

The risk of fraudulent recognition can be rebutted, but the risk of management override of control cannot, since management is typically in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.

CAS requirements	Why	
Fraud risk from revenue recognition	This is a presumed fraud risk. There are generally pressures or incentives on management to commit fraudulent financial reporting through inappropriate revenue recognition when performance is measured in terms of year-over-year revenue growth or profit.	We have rebutted this fraud risk as it is not appropriate when considering the manner in which performance is measured by the Town.
Fraud risk from management override of controls	This is a presumed fraud risk. We have not identified any specific additional risks of management override relating to this audit.	As the risk is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include testing of journal entries and other adjustments, performing a retrospective review of estimates and evaluating the business rationale of significant unusual transactions.

Audit approach (continued)

Other areas of focus include the following:

Other areas of focus	Why	Our audit approach
Estimates	Estimates carry increased risk of fraud and error due to the fact that they require subjective inputs from Administration.	<ul style="list-style-type: none"> – Identify key estimates made by Administration – Assess reasonableness of inputs/assumptions – Assess historical accuracy of estimates
Reserves/reserve fund balances	Significant of the account balances. Large volume of activity and key decision points regarding the identification of reserve transactions	<ul style="list-style-type: none"> – Understand Administration’s approach to establishing and funding reserves/reserve fund balances – Substantively audit transfers to/from reserves/reserve funds and obtain evidence of approvals

Data & analytics in the audit

We will be integrating Data & Analytics (D&A) procedures into our planned audit approach.

Use of innovative D&A allows us to analyze greater quantities of data, dig deeper and deliver more value from our audit.

We believe that D&A will improve both the quality and effectiveness of our audit by allowing us to analyze large volumes of financial information quickly, enhancing our understanding of your business as well as enabling us to design procedures that better target risks.

Area(s) of focus	Planned D&A routines
Journal entry testing	<ul style="list-style-type: none"> <li data-bbox="905 444 1934 509">– Utilizing KPMG application software (IDEA) to evaluate the completeness of the journal entry population through a roll-forward of all accounts <li data-bbox="905 537 1976 602">– Utilizing computer-assisted audit techniques (CAATs) to analyze journal entries and apply certain criteria to identify potential high-risk journal entries for further testing

Detailed results and summary insights gained from D&A will be shared with Administration and presented in our Audit Findings

Materiality

Professional standards require us to re-assess materiality at the completion of our audit based on period-end results or new information in order to confirm whether the amount determined for planning purposes remains appropriate.

Our assessment of misstatements, if any, in amounts or disclosures at the completion of our audit will include the consideration of both quantitative and qualitative factors.

The first step is the determination of the amounts used for planning purposes as follows.

The determination of materiality requires professional judgment and is based on a combination of quantitative and qualitative assessments including the nature of account balances and financial statement disclosures.

Materiality determination	Comments	Amount
Metrics	Relevant metrics include expenses and revenues.	
Benchmark	Based on an estimate of revenue for the year. This benchmark is consistent with the prior year.	\$37,000,000
% of Benchmark		3%
Materiality	Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements (2015 - \$990,000).	\$1.1 million
Performance materiality	Used 75% of materiality, and used primarily to determine the nature, timing and extent of audit procedures (2015 - \$743,000).	\$825,000
Audit Misstatement Posting Threshold (AMPT)	Threshold used to accumulate misstatements identified during the audit (2015 - \$50,000, \$100,000 for reclassification).	\$55,000 \$110,000 for reclassification

Highly talented and experienced team

Team member	Background / experience	Discussion of role
<p>Cynthia Swift Lead Audit Engagement Partner caswift@kpmg.ca 519-251-3520</p>	<ul style="list-style-type: none"> - Cynthia is an Audit Partner in our Windsor office with over 26 years of experience. Cynthia is involved in the audits of a number of small to large clients NPO and public sector clients. Cynthia has been on the Town’s audit since 2014. 	<ul style="list-style-type: none"> - Cynthia will lead our audit of the Town and will be responsible for the overall deliverables to Town Council. - She will do a high level review of the audit and will always be available and accessible to you.
<p>Jill Mackie Audit Senior jillmackie@kpmg.ca 519-251-3500</p>	<ul style="list-style-type: none"> - Jill has over 3 years of experience in public accounting, with various clients in the not-for-profit, private, and public sector. Jill has been involved in the Town’s audit since 2014. 	<ul style="list-style-type: none"> - Jill will be onsite throughout the course of our fieldwork and will lead the audit team as they are in the field.

Value for fees

The value of our audit services

We recognize that the primary objective of our engagement is the completion of an audit of the financial statements in accordance with professional standards. We also believe that our role as external auditor of The Corporation of the Town of Amherstburg and the access to information and people in conjunction with our audit procedures, place us in a position to provide other forms of value. We know that you expect this of us.

We want to ensure we understand your expectations. To facilitate a discussion (either in the upcoming meeting or in separate discussions), we have outlined some of the attributes of our team and our processes that we believe enhance the value of our audit service. We recognize that certain of these items are necessary components of a rigorous audit. We welcome your feedback.

- Extensive industry experience on our audit team – as outlined in our team summary, the senior members of our team have extensive experience in audits of companies in your industry. This experience ensures that we are well positioned to identify and discuss observations and insights that are important to you;

- Current development update sessions – we will organize and deliver a tailored information session on current developments in financial reporting and other matters that are likely to be significant to the Town and your team. These sessions will assist the Town in proactively responding to financial reporting and regulatory changes;
- Involvement of KPMG specialists – Our audit team is supported by specialists in income and other taxes, information risk management, valuations, derivatives. We expect each of the specialists to provide insights and observations resulting from their audit support processes;

Value for fees

In determining the fees for our services, we have considered the nature, extent and timing of our planned audit procedures as described above. Our fee analysis has been reviewed with and agreed upon by management.

Our fees are estimated as follows:

	Current period (budget)	Prior period (actual)
Audit of the annual financial statements	\$30,100	\$29,500

Matters that could impact our fee

The proposed fees outlined above are based on the assumptions described in the engagement letter.

The critical assumptions, and factors that cause a change in our fees, include:

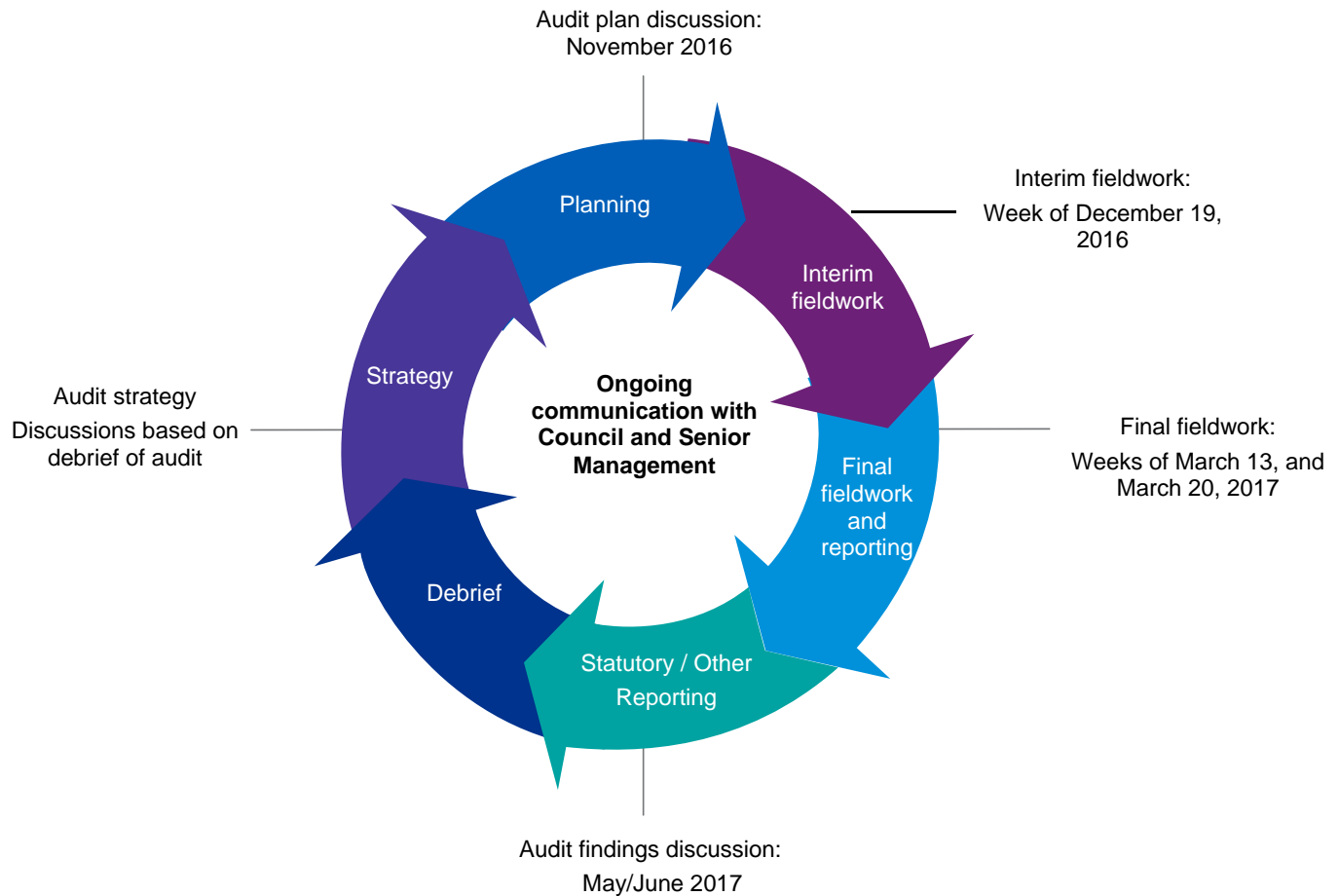
- Significant changes in the nature or size of the operations of the Town beyond those contemplated in our planning processes;
- Changes in professional standards or requirements arising as a result of changes in professional standards or the interpretation thereof;
- Changes in the time of our work.

Audit cycle and timetable

Our key activities during the year are designed to achieve our one principal objective:

To provide a robust audit, efficiently delivered by a high quality team focused on key issues.

Our timeline is in line with prior year.



Appendices

Appendix 1: Audit quality and risk management

Appendix 2: KPMG's audit approach and methodology

Appendix 3: Required communications

Appendix 4: Data & analytics in audit

Appendix 5: Expanded Auditor Reporting

Appendix 6: Current developments

Appendix 1: Audit quality and risk management

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarises the six key elements of our quality control systems.

Visit our [Audit Quality Resources](#) page for more information including access to our audit quality report, [Audit quality: Our hands-on process](#).

- Other controls include:
 - Before the firm issues its audit report, Engagement Quality Control Reviewer reviews the appropriateness of key elements of publicly listed client audits.
 - Technical department and specialist resources provide real-time support to audit teams in the field.
- We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.
- We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality.



- All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.
- We do not offer services that would impair our independence.
- The processes we employ to help retain and develop people include:
 - Assignment based on skills and experience;
 - Rotation of partners;
 - Performance evaluation;
 - Development and training; and
 - Appropriate supervision and coaching.
- We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.
- Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

Appendix 2: KPMG's audit approach and methodology

Technology-enabled audit workflow (eAudit)

Engagement Setup

- Tailor the eAudit workflow to your circumstances
- Access global knowledge specific to your industry
- Team selection and timetable

Completion

- Tailor the eAudit workflow to your circumstances
- Update risk assessment
- Perform completion procedures and overall evaluation of results and financial statements
- Form and issue audit opinion on financial statements
- Obtain written representation from management
- Required Audit Committee communications
- Debrief audit process



Risk Assessment

- Tailor the eAudit workflow to your circumstances
- Understand your business and financial processes
- Identify significant risks
- Plan the use of KPMG specialists and others including auditor's external experts, management experts, internal auditors, service organizations auditors and component auditors
- Determine audit approach
- Evaluate design and implementation of internal controls (as required or considered necessary)

Testing

- Tailor the eAudit workflow to your circumstances
- Perform tests of operating effectiveness of internal controls (as required or considered necessary)
- Perform substantive tests

Appendix 3: Required communications

In accordance with professional standards, there are a number of communications that are required during the course of our audit. These include:

- **Engagement letter** – the objectives of the audit, our responsibilities in carrying out our audit, as well as management’s responsibilities, are set out in the engagement letter dated October 2, 2014.
- **Audit planning report** – as attached
- **Required inquiries** – professional standards require that during the planning of our audit we obtain your views on risk of fraud and other matters. We make similar inquiries to management as part of our planning process; responses to these will assist us in planning our overall audit strategy and audit approach accordingly
- **Management representation letter** – we will obtain from management certain representations at the completion of the annual audit. In accordance with professional standards, copies of the representation letter will be provided to Town Council
- **Audit findings report** – at the completion of our audit, we will provide a report to Town Council

Appendix 4: Data & analytics in audit

Turning data into value

KPMG continues to make significant investments in our Data & Analytics (D&A) capabilities to help enhance audit quality and provide actionable insight to our clients by unlocking the rich information that businesses hold.

When D&A is applied to the audit, it enables us to test complete data populations and understand the business reasons behind outliers and anomalies. Advancements in D&A tools allow us to analyze data at more granular levels, focusing on higher risk areas of the audit and developing insights you can then leverage to improve compliance, potentially uncover fraud, manage risk and more.

KPMG is enhancing the audit

The combination of our proven industry experience, technical know-how and external data allows us to focus our audit on the key business risks, while providing relevant insights of value to you.

For the audit

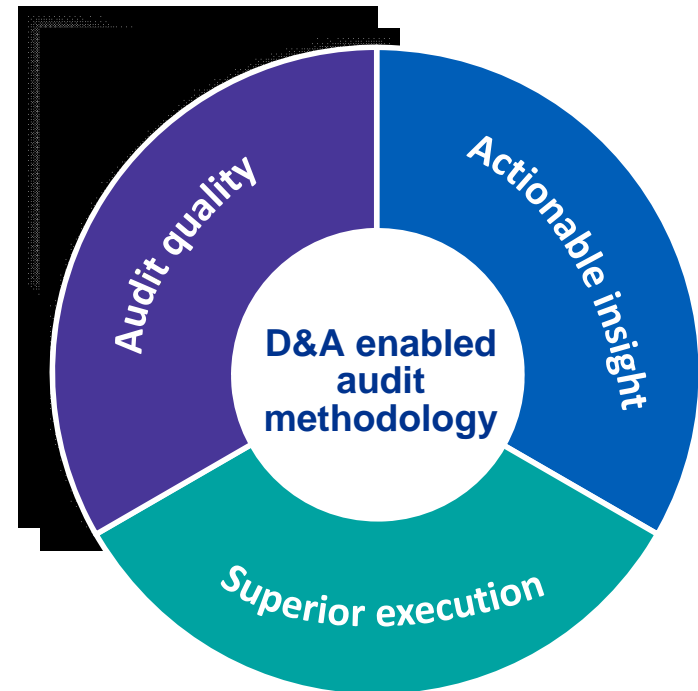
Audit quality

- Automated testing of 100% of the population
- Focuses manual audit effort on key exceptions and identified risk areas

For your business

Actionable insight

- Helping you see your business from a different perspective
- How effectively is your organization using your systems?



Appendix 5: Expanded Auditor Reporting

In response to investors demanding more than a binary pass/fail opinion from the auditors' report, the new and revised auditor reporting standards have introduced significant changes to the traditional report we provide.

What's new?

The new standards are intended to provide greater insight and transparency for users of financial statements.

The most significant changes to the audit report impacting listed entities include:

- description of key audit matters; and
- disclosure of the name of the engagement partner.

Other changes impacting listed and non-listed entities include moving the audit opinion to the first section of the report and expanding descriptions of the auditors' and management's responsibilities with respect to the audited financial statements.

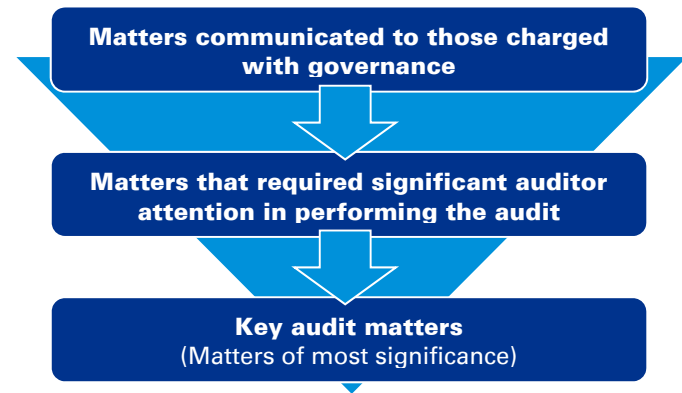
When are the new requirements effective?

While the new standards have already been issued by the International Auditing and Assurance Standards Board, effective for 2016 calendar year-end, they have yet to be adopted as Canadian Auditing Standards (CASs).

The Auditing and Assurance Standards Board in Canada continues to deliberate the new standards including possible effective dates and whether to allow for early application. It is expected, however, that the new auditor reporting standards will be approved in late 2016/early 2017 with an effective date of 2018 calendar year-end audits with possible staggered implementation for certain types of entities.

Key audit matters are those matters that, in our professional judgment, were of most significance in the audit of the financial statements of the current period.

We will be required to include in our auditors' report why the key audit matter is of most significance and what procedures we performed to address the matter.



Appendix 6: Current developments

Current Developments, created by the KPMG Public Sector and Not-for-Profit Practice, summarizes regulatory and governance matters impacting charities and not-for-profit organizations today, or expected to impact over the next few years. We provide this information to help not-for-profit organizations understand upcoming changes and challenges they may face in their industry. We attach this summary to every audit plan and audit findings report that we provide to our public sector and not-for-profit clients. Some of these developments may not impact your organization directly but we believe it is important for audit committee members of charities and not-for-profit organizations to understand what is happening in the sector.

Annual Accounting, Tax and Risk Update for Not-for-Profit Organizations

KPMG will be holding its Annual Accounting, Tax & Risk Update for Not-for-Profit Organizations in early April 2017 at the KPMG office in downtown Ottawa. The seminar will cover current accounting, tax, technology and risk issues, including those discussed below, in greater detail to provide not-for-profit organizations and charities with guidance on new standards, regulations and best practices.

In prior years, this event has consistently attracted over 100 executives, financial officers and Board members from the Ottawa and area not-for-profit and charity community. Invitations and additional details will be provided to management in the near future. We are looking forward to a great event.

Audit Committee members are also invited to attend this session. If you wish to have your name included on the invite list, please e-mail Chelsey Croteau at ccroteau@kpmg.ca

Tax-Exempt Status of Not-for-Profit Organizations

Over the past few years, the income tax-exempt status of not-for-profit organizations and the activities that should be eligible for this exemption have been the subject of significant political and public debate.

This debate intensified with the CRA's Non-Profit Organization Risk Identification Project (the "NPORIP") looking at entities claiming the exemption from income tax under Paragraph 149(1)(l) of the Income Tax Act of Canada, and the release of their report in 2014. The report emphasized three main risk areas which in the eyes of CRA would disqualify a not-for-profit organization from claiming the income tax exemption:

- having individual activities not related to their not-for-profit objectives; or earning non-incidental profits from individual activities
- using income to provide personal benefits to members
- maintaining excessive accumulated reserves, surpluses or net assets

In 2014, the Government announced its intention to hold public consultations with not-for-profit organizations on these issues, led by the Department of Finance. It was anticipated that this public consultation process would ultimately result in changes to the Income Tax Act and other legislation and regulations governing the activities of not-for-profit organizations, most likely in the 2017 Federal Budget.

The election of a new Government in fall 2015 appears to have delayed progress on this issue. While the official mandate letter of the new Minister of Finance includes providing clarity on the activities of not-for-profit organizations and charities, the Department of Finance has provided no indication as to when, or if, it expects to begin public consultations with the not-for-profit community on the issues surrounding the tax-exempt status of not-for-profit organizations. However, in fall 2016, the Government did announce the formation of Consultation Panels on two related issues in the charity/NPO sector: Political Activities of Registered Charities; and Social Enterprise/Social Impact Financing. As such, the general expectation is that any significant changes in income tax legislation impacting the operations of not-for-profit organizations, will not be introduced until Budget 2018 at the earliest.

In the interim, CRA has not performed specific audits of the income tax-exemption status of not-for-profit organizations to our knowledge. However, CRA continues to perform regular HST and payroll compliance audits of not-for-profit organizations and charities. As part of these audits, CRA has included questions relating to the accumulated surplus/net assets/reserves of the audited organization, and is seeking documented evidence of purpose, future plans and governance oversight related to these balances.

KPMG encourages the Boards and management of not-for-profit organizations, and of charities, to continue to prepare their organizations for the anticipated changes to tax legislation and regulations. Organizations should review and consider their not-for-profit or charitable objectives, strategic plans, risk assessments, financial results and operational practices in the context of the aforementioned risk areas identified by CRA. In particular, organizations should develop a written, approved Board policy relating to their net assets, accumulated surpluses and/or reserves explicitly documenting the reasons for maintaining these balances, how the amounts were calculated and quantified, and how the amounts will ultimately be used. Boards should also demonstrate and document their oversight of this policy on an annual basis.

KPMG continues to monitor this situation closely and will continue to update you and all of our audit clients.

The COSO Framework: Demonstrating Sound Management Practices and Internal Controls

Charities and not-for-profit organizations are facing increasing pressures and challenges from various internal and external stakeholders, who are demanding greater transparency and accountability. Chief among these is a heightened level of scrutiny and higher expectations on charities and NPOs to demonstrate sound stewardship, accountability, and achievement of results. This includes being able to demonstrate that resources are managed in a cost-effective manner and that funding received is used to maximize the achievement of the organization's mandate.

A charity's or not-for-profit organization's ability to clearly demonstrate sound management and use of funding and the achievement of objectives are of direct interest to donors, funders, partners, stakeholders and beneficiaries, and increasingly to the Canadian general public. This, combined with a general increase in competition for scarce resources, can compound the challenges experienced by charities and not-for-profit organizations.

In this environment, your organization will be asked to demonstrate that it is using and managing funds in an economical and efficient way and that it maintains a solid control environment supporting management decisions made by the organization. National charities and not-for-profit organizations are beginning to formally adopt the “COSO Framework” of management practices and internal controls to respond to their stakeholder demands. The COSO Framework is an internationally recognized framework for the assessment of management practices and internal controls in all types of entities.

The main reason that the COSO Framework is gaining acceptance in the charity and not-for-profit sector is that it considers internal controls from the perspective of achieving organizational objectives categorized into three areas:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations

In the current environment of transparency and accountability, charities and not-for-profit organizations must not only achieve, but also explicitly demonstrate, their performance in these three areas. COSO provides a methodology to develop and maintain an effective system of internal control that reduces, to an acceptable level, the risk of not achieving these objectives.

The COSO Framework identifies five core components (Control Environment, Risk Assessment, Control Activities, Information & Communication, and Monitoring Activities) and seventeen key principles within these five components that are required for an effective system of internal control. The Framework is fully scalable to an organization’s size, structure, funding sources, or mandate.

The Framework provides a recognized baseline against which existing management practices can be documented and assessed to confirm existing sound practices and identify areas for improvement to strengthen an organization’s internal control structure and prioritize efforts and resources to the areas of most significance. As a recognized management control framework, an assessment of internal controls against COSO will also serve to provide both internal and external stakeholders with additional confidence in the stewardship, accountability and overall control environment of the organization.

Fraud Risk in Charities and Not-for-Profit Organizations

You only have to read the local and national news to understand the significant, adverse impact that a fraudulent or illegal act can have on an entity’s financial position, on-going operations and public reputation. For charities and not-for-profit organizations, a fraudulent or illegal act can be absolutely devastating not only because of their reliance on public financial support but also their need to maintain public confidence and trust in their activities. With social media, and the 24-hour continuous news cycle, the financial, operational and reputational risk of a fraud on a charity or not-for-profit organization has never been higher.

Therefore, fraud risk management is now a very important element of an organization's overall governance and risk management. To protect against the risk of fraud, Boards and management need to have a heightened awareness of fraud including an understanding of the profile of a fraudster and what may drive otherwise good people to do bad things. As a result, Boards and management of charities and not-for-profit organizations are beginning to incorporate fraud awareness in their training programs to increase their personal

individual fraud awareness, and to develop a greater understanding of the key organizational elements of a robust anti-fraud program, designed to address the core objectives of prevention, detection and response.

Cyber Security - It's more than just Technology

Organizations are subject to increasing amounts of legislative and public pressures to show they are managing and protecting their information appropriately. Simultaneously, the threats from cyber criminals and hacktivists are growing in scale and sophistication. Organizations are also increasingly vulnerable as a result of technological advances and changing working practices including remote access, cloud computing, mobile technology and services on demand. The financial and reputational costs of not being prepared against a cyber-attack could be significant.

Cyber Security is not solely about Information Technology; it is fundamentally an operational and governance issue. Not-for-profit organizations should develop an operations-wide understanding of their threats, safeguards, and responses. Preparing this summary diagnostic will require the involvement of individuals in all areas of the organization, including those involved in hiring, procurement, customer relations and management. Key elements to consider include:

- Assessing the likelihood and intensity of a cyber-attack, based on the value of your information and your public profile
- Assessing your vulnerabilities to a cyber-attack
- Preparing your people, processes, infrastructure and technology to resist a cyber-attack, and to minimize its impact
- Detecting a cyber-attack and initiating your response
- Containing and investigating the cyber-attack
- Recovering from a cyber-attack and resuming business operations
- Reporting on and improving security

Not-for-profit organizations are at particular risk due to the information they maintain, including research data, member or student data, and health information. The reputational risk of this information not being adequately protected can often outweigh the financial consequences of a breach.

Not-for-profit organizations need to review their operations and consider cyber risks, then assess the organization's cyber maturity in addressing those risks. Structured models for completing this exercise exist for organizations of all sizes, as no one is immune to the risk of a cyber-attack.

KPMG in Canada, in collaboration with Imagine Canada, presented a webinar called "Cyber Security: The new threat for Not-for-Profit Organizations". We encourage you to view this webinar on Imagine Canada's website at: <http://sectorsource.ca/resource/video/cyber-security-not-profit-organizations-presented-kpmg>

Commodity Tax Considerations

The GST/HST is constantly evolving. The kinds and pace of the changes affecting your organization will depend on your status and activities, and may result from new legislative and regulatory rules, court cases, and changes in the CRA's administrative policies. In addition, major organization changes, such as reorganizations, cessation of activities, major capital projects, new relationships (e.g., shared service arrangements), and new revenue generating activities may have significant GST/HST implications.

The Canada Revenue Agency (CRA) continues to increase its focus on public service bodies (e.g., municipalities, universities, colleges, hospitals, schools, associations, charities, non-profits etc.) for purposes of conducting GST/HST audits. These audits may be undertaken by GST/HST audit teams dedicated to the public sector or by auditors attached to the CRA's GST/HST Refund Integrity Unit. Many organizations have undergone audits over the past couple of years. Based on our work with audited organization, we offer the following general observations on the impact of the CRA's ongoing focus on the public sector:

- The CRA has been focusing on documentation, cost sharing and buying group arrangements, grants and sponsorships, as well as the allocation of inputs between taxable and exempt activities for input tax credit purposes (e.g. the filing of a Section 211 election and claiming of input tax credits on the use of real property).
- The CRA has not consistently been applying audit offsets (e.g., allowing unclaimed input tax credits or rebates) that would help minimize the impact of any assessments.
- Proposed assessments based on sampling and alternative valuation or allocation methodologies conducted by CRA auditors should be reviewed as fair and reasonable alternatives may be available that could significantly reduce an GST/HST assessment.
- The CRA is required to communicate the amount and basis for a proposed to the registrant, and should allow the registrant a reasonable amount of time to review and respond to the assessment (i.e., generally 30-days). It is entirely appropriate to carefully review and question a proposed assessment. Our experience is that proposed assessments can often be significantly reduced at the audit stage. If a Notice of Assessment is issued, you will have 90 days to file a Notice of Objection with the CRA.
- It is important that you have a plan in place for a GST/HST audit, including having a fixed point of contact for the auditor. Planning and managing the audit is as important as having the appropriate policies and procedures.
- Organizations that have undergone significant changes in operations are more likely to be selected for an audit. Many of these organizations are completing compliance reviews by indirect tax professionals in advance of a potential GST/HST audit to verify that the GST/HST is being appropriately handled.

Our experience with GST/HST auditors has varied from audit to audit. However, in each case, the taxpayer has the burden of proof. The best approach is to be prepared in advance of receiving that audit notification from CRA.

Income Tax Considerations

The funding landscape for charities and not-for-profit organizations has changed dramatically over the last number of years. Gone are the days when government or public funding agencies had the ability to fully support public purpose organizations that were established legally as either Registered Charities (Charities) or Not-for-Profit Organizations (NPO's) for tax purposes. This includes not only specific public purpose organizations, but those organizations that are recognized as Public Institutions for tax purposes, such as Universities and Hospitals.

In order to fill the funding gap that has been created by reduced public financial support, many of these organizations have looked to non-traditional means of operating and capital funding to make up the shortfall. In many cases this involves the use of certain of the assets and resources that are available to the organizations to raise funds that has the look and feel of operating a business. Charities and NPOs have very specific (and different) guidelines that are spelled out in various pieces of governing legislation, including but not limited to, on a Federal basis the Income Tax Act and the Excise Tax Act. The expansion of the activities to raise funds by these organizations has in some cases begun to stretch the limits of what was contemplated by either a standalone Charity or NPO. As a result, certain unique planning structures have been utilized in an attempt to protect the allowable activities of either a Charity or NPO, yet manage on a tax efficient basis certain potentially non-allowable activities that are being operated by the organization.

This change in landscape has also attracted the attention of the Canada Revenue Agency which has established audit teams focused on auditing specifically within the charity and not-for-profit sectors. This includes auditing for GST/HST, payroll taxes as well as Income Tax to determine if compliance within the various pieces of legislation is being adhered to. Many Charities and Not-for-Profit Organizations have completed comprehensive tax reviews designed to assess whether the ongoing operations of the organization are organized to maximize tax savings opportunities and minimize compliance risk, while continue to support the goals and objectives of the organization.

Charity Tax Returns

The Federal Court of Appeal (FCA) recently upheld CRA's proposals to revoke the status of two registered charities. The decisions in *Jaamiah Al Uloom Al Islamiyyah Ontario v. Minister of National Revenue* (2016 FCA 49) and *Opportunities for the Disabled Foundation v. Minister of National Revenue* (2016 FCA 94), both written by Justice Michael Ryer, may lead to troubling results for registered charities who make errors when filing their information returns.

In *Opportunities*, the FCA concluded that the CRA can issue a notice of intention to revoke a registered charity's status, in certain circumstances, if there are inaccuracies in the charity's T3010 Registered Charity Information Return. In *Jaamiah*, the CRA argued that it may issue a notice of intention to revoke a registered charity's status where the charity has not prepared T4 and T4A statements of remuneration paid. Although the FCA upheld the notice to revoke on other grounds, this case gives insight into the CRA's possible position on what constitutes grounds for revocation. Both cases are available to read online.

Legislative background

The CRA may issue a notice of intention to revoke a registered charity's status under subsection 168(1) of the Act if a registered charity:

- Applies to the CRA in writing for revocation of its registration (paragraph 168(1)(a))
- Ceases to comply with the requirements of the Act for its registration (paragraph 168(1)(b))
- In the case of a registered charity or registered Canadian amateur athletic association, fails to file an information return as and when required (paragraph 168(1)(c))
- Issues a receipt for a gift that does not comply with the rules (paragraph 168(1)(d))
- Fails to comply with or contravenes any of sections 230 to 231.5 (paragraph 168(1)(e)), or
- In the case of a registered Canadian amateur athletic association, accepts a gift the granting of which was expressly or implicitly conditional on the association making a gift to another person, club, society or association (paragraph 168(1) (f)).

With respect to the condition in paragraph 168(1)(e) for failing to comply with sections 230 to 231.5, subsection 230(2) of the Act requires that a registered charity keep records and books of account containing:

- Information in such form as will enable the CRA to determine whether there are any grounds for revoking its registration under the Act
- A duplicate of each receipt containing prescribed information for a donation received by it, and
- Other information in such form as will enable the CRA to verify the donations to it for which a deduction or tax credit is available under the Act.

KPMG's observations

The FCA's decision in *Opportunities* is troubling since it states that inaccuracies in a T3010 return can, in certain circumstances, justify revoking a charity's status under paragraph 168(1)(c). This may result in situations where a disagreement between a charity and the CRA auditor about a filing position could lead to revocation (as a filing position that is different than the auditor's position could result in numerous "inaccuracies").

The CRA position that an incomplete T3010 return was grounds for revocation is interesting given that subsection 188.2(2.1) (added by the 2012 federal budget) provides that a charity that files an incomplete T3010 return can have its receipting privileges suspended. Since *Opportunities* dealt with a T3010 return filed for a 2010 taxation year, it is unclear whether a case with similar facts, post 2012 federal budget, would have yielded a temporary suspension of receipting privileges instead of a revocation.

The troubling aspect of *Jaamiah* was not the decision of the FCA itself, but rather the insight into the CRA's asserted grounds for revocation. Many practitioners understood that the revocation provision in paragraph 168(1) (c) would only apply where a charity failed to file a T3010 return. The CRA's grounds for revocation here, however, included the "failure to file an information return as and when required" by not preparing and issuing proper T4 and T4A statements.

The Act has separate penalties relating to T4 and T4A filings that are applicable to employers (including charities). These filings arguably have nothing to do with a charity's compliance with the requirements in subsection 168(1) and should therefore not be grounds for revocation. Unfortunately, the FCA did not offer any guidance in this regard, with the result that charities may face increasing risks with respect to general compliance requirements that are not specific to charities.

As a result of these decisions, charities and their advisors should be very cautious when preparing their T3010 and other information returns.

Public Sector Accounting Board: Accounting Standards for Government Not-for-Profit Organizations

The Public Sector Accounting Board of Canada is responsible for setting the accounting standards that your organization is required to apply in preparing the general purpose financial statements. **The following new or revised accounting standards approved by the Board may have an impact on your financial statements over the next two years as described below.** We encourage Management to review these standards and determine whether the impact, if any, on your organization's financial statements.

In addition, we provide a summary of the status of the Board's deliberations on the future of accounting standards for government not-for-profit organizations. KPMG will continue to update you as these deliberations progress.

Summary of New and Revised Accounting Standards

Assets

PSAB issued Section PS3210 Assets which provides a definition of assets. Assets are defined as follows:

- Assets embody future economic benefits that involve a capacity, singly or in combination with other assets, to provide goods and services, to provide future cash inflows, or to reduce cash outflows.
- The public sector entity can control the economic resource and access to the future economic benefits.
- The transaction or event giving rise to the public sector entity's control has already occurred.

The standard also includes disclosure requirements related to economic resources that are not recorded as assets to provide the user with better information about the types of resources available to the public section entity. This standard is effective for fiscal periods beginning on or after April 1, 2017.

Contingent Assets

PSAB issued Section PS3320 Contingent Assets which defines and establishes disclosure standards for contingent assets. Contingent assets have two basis characteristics:

- An existing condition or situation that is unresolved at the financial statement date.
- An expected future event that will resolve the uncertainty as to whether an asset exists.

The standard also has specific disclosure requirements for contingent assets when the occurrence of the confirming event is likely. This standard is effective for fiscal periods beginning on or after April 1, 2017.

Contractual Rights

PSAB issued Section PS3380 Contractual Rights which defines contractual rights to future assets and revenue and establishes disclosure requirements. Information about a public sector entity's contractual rights should be disclosed in notes or schedules to the financial statements and should include descriptions about their nature and extent and the expected timing. The standard also indicates that the exercise of professional judgment would be required when determining contractual rights that would be disclosed.

Factors to consider include, but are not limited to:

- (a) contractual rights to revenue that are abnormal in relation to the financial position or usual business operations; and
- (b) contractual rights that will govern the level of certain type of revenue for a considerable period into the future.

This standard is effective for fiscal periods beginning on or after April 1, 2017.

Related Party Transactions

PSAB issued Section PS2200 Related Party Transactions which defines related party and provides disclosures requirements. Related parties could be either an entity or an individual. Related parties exist when one party has the ability to control or has shared control over another party. Individuals that are key management personnel or close family members may also be related parties.

Disclosure is only required when the transactions or events between related parties occur at a value different from what would have been recorded if they were not related and the transactions could have a material financial impact on the financial statements. Material financial impact would be based on an assessment of the terms and conditions underlying the transaction, the financial materiality of the transaction, the relevance of the information and the need for the information to enable the users to understand the financial statements.

This standard also specifies the information required to be disclosed including the type of transactions, amounts classified by financial statement category, the basis of measurement, and the amounts of any outstanding items, any contractual obligations and any contingent liabilities. The standard also requires disclosure of related party transactions that have occurred where no amounts has been recognized.

This standard is effective for fiscal periods beginning on or after April 1, 2017. In conjunction with the approval of this standard, PSAB approved the withdrawal of Section PS 4260, Disclosure of Related Party Transactions by Not-for-Profit Organizations, effective for fiscal periods beginning on or after April 1, 2018. Government not-for-profit organizations currently applying Section PS 4260, will therefore only be required to adopt the new standard in their fiscal period beginning on or after April 1, 2018.

Inter-entity Transactions

PSAB issued Section PS3420 Inter-entity Transactions that specifies how to account for transactions between public sector entities within the government reporting entity. This standard relates to the measurement of related party transactions for both the provider and the recipient and includes a decision tree to support the standard. Transactions are recorded a carrying amounts with the exception of the following:

- Transactions in the normal course of business are recorded at exchange amount
- Transactions with fair value consideration are recorded at exchange amount
- Transfer of an asset or liability at nominal or no consideration is recorded by the provider at carrying amount and the recipient has the choice of either carrying amount or fair value.
- Cost allocations are reported using the exchange amount and revenues and expenses are reported on a gross basis.
- Unallocated costs for the provision of goods or services may be recorded by the provider at cost, fair value or another amount dictated by policy, accountability structure or budget practice

This standard is effective for fiscal periods beginning on or after April 1, 2017. In conjunction with the approval of this standard, PSAB approved the withdrawal of *Section PS 4260, Disclosure of Related Party Transactions by Not-for-Profit Organizations*, effective for fiscal periods beginning on or after April 1, 2018. Government not-for-profit organizations currently applying Section PS 4260 will therefore only be required to adopt the new standard in their fiscal period beginning on or after April 1, 2018.

Deliberations on the Future of Accounting Standards for Not-for-Profit Organizations

In April 2013, the Accounting Standards Board (“AcSB”) and the Public Sector Accounting Board (“PSAB”) jointly issued a Statement of Principles (“SOP”) that proposed to revise Part III of the CPA Canada Handbook and the CPA Public Sector Accounting Handbook to streamline and improve the existing standards for financial reporting by not-for-profit organizations and Government not-for-profit organizations. The SOP garnered much interest from the Not-for-Profit community and, based on the feedback the Boards received, the proposals did not proceed further through the accounting standards development process. In March 2015, citing different financial reporting challenges, user needs and differing priorities faced by PSAB and the AcSB, the Boards announced that they would independently pursue improvements to not-for-profit accounting standards, but collaborate on common issues.

Based on the responses from the SOP, the Public Sector Accounting Board decided that making substantive changes to the Accounting Standards for Government Not-for-Profit Organizations was not a priority at this time. The Board’s long-term strategy is to better align the accounting standards used by not-for-profit organizations (as provided in the Section 4200 series in the Accounting Handbook) with those used by other government entities, where practical.

kpmg.ca/audit



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

To: Mayor and Members of Town Council

Subject: February 9, 2017 – February 21, 2017 Accounts Payable

1. RECOMMENDATION:

It is recommended that:

1. The report from the Director of Corporate Services/Treasurer dated February 13, 2017, regarding February 9, 2017 – February 21, 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:	February 9, 2017 – February 21, 2017 Accounts Payable.docx
Attachments:	Accounts Payable Listing
Final Approval Date:	Feb 17, 2017

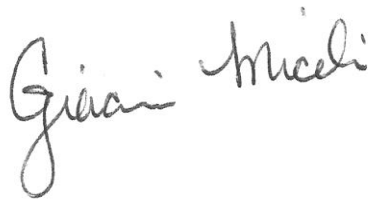
This report and all of its attachments were approved and signed as outlined below:



Justin Rousseau - Feb 14, 2017 - 3:42 PM



Mark Galvin - Feb 16, 2017 - 12:55 PM



John Miceli - Feb 17, 2017 - 11:09 AM



Paula Parker - Feb 17, 2017 - 12:46 PM



Vendor : A1C740 To ZUL180

Batch : All

Department : All

Cheque Print Date : 09-Feb-2017 To 21-Feb-2017

Bank : 1 To 99

Class : All

Vendor Invoice	Vendor Name Description				GL Account Name	Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3					
DEPARTMENT 0000000 DEPARTMENT EXPENDITURES								
CAN380 CANADIAN TIRE STORE #281								
JAN 2017	JAN 2017 PURCHASES					147 31-Jan-2017	31-Jan-2017	
80-5-0000000-0331					GENERAL MAINTENANCE			92.64
80-5-0000000-0420					EQUIPMENT MAINTENANCE			146.89
80-5-0000000-0420					EQUIPMENT MAINTENANCE			25.40
EVA338 EVANS UTILITY & MUNICIPAL SUPPLY								
150787	CREDIT - VIALS					144 21-Jul-2016	21-Jul-2016	
80-5-0000000-0420					EQUIPMENT MAINTENANCE			-110.74
152117	CHLORINE TEST MATERIALS					144 03-Feb-2017	03-Feb-2017	
80-5-0000000-0810					WATER - MAIN MAINTENANCE			407.31
GRE05 GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD								
JAN 2017	JAN 2017 PUB SCHOOL BRD DEV CHARGE					132 31-Jan-2017	31-Jan-2017	
10-2-0000000-0112					A/P - PUB SCH BRD. DEV CHARGE			305.00
HEA693 HEATON SANITATION								
29430	CURB BOX REPAIRS					143 23-Jan-2017	23-Jan-2017	
80-5-0000000-0755					WATER SERVICE MAINTENANCE			1,921.00
MAL256 MALDEN AUTOMOTIVE								
5294-143450	DAYTIME RUNNING LIGHT BULBS #WM-05					143 31-Jan-2017	31-Jan-2017	
80-5-0000000-0402					VEHICLE & EQUIPMENT MTCE.			8.90
MEA01 THE MEARIE GROUP								
26480	FEBRUARY BENEFITS					144 01-Feb-2017	01-Feb-2017	
80-5-0000000-0211					BENEFITS - ESSEX POWER - WATER DEPARTMEN			923.59
ONT001 ONTARIO CLEAN WATER AGENCY								
92073	SUBSTATION MAINT					143 20-Jan-2017	20-Jan-2017	
80-5-0000000-0612					GENERAL MAINTENANCE - AWWTP			4,375.68
ONT104 ONTARIO ONE CALL LTD								
201774934	LOCATES					143 31-Jan-2017	31-Jan-2017	
80-5-0000000-0810					WATER - MAIN MAINTENANCE			205.72
PRE148 PREVIEW INSPECTIONS AND CONSULTING								
117	JAN 2017 BILLING (PROGRAM)					144 08-Feb-2017	08-Feb-2017	
80-5-0000000-0815					BACKFLOW - PREVENTION			2,147.00
REN408 RENAUD MICHAEL								
R# 190458	INDEMNITY DEPOSIT 4085 CONCESSION 4 N - 2015-212					162 02-Feb-2017	02-Feb-2017	
10-2-0000000-2140					INDEMNITY FEES			500.00
ROS13 ROSATI CONSTRUCTION INC.								
R# 206364	INDEMNITY DEPOSIT 310 THOMAS RD - 2017-001					162 09-Feb-2017	09-Feb-2017	
10-2-0000000-2140					INDEMNITY FEES			1,000.00
TRA689 TRACTION WINDSOR								
396252908	HYDRAULIC HOSE & FITTINGS FOR #WM-09					144 07-Feb-2017	07-Feb-2017	
80-5-0000000-0402					VEHICLE & EQUIPMENT MTCE.			247.72
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE								
104045	GALVANIZED GAPS					144 02-Feb-2017	02-Feb-2017	
80-5-0000000-0755					WATER SERVICE MAINTENANCE			3.14
104062	DRILL BIT					144 03-Feb-2017	03-Feb-2017	
80-5-0000000-0420					EQUIPMENT MAINTENANCE			18.06
104204	CURB BOX EXTENSIONS					144 09-Feb-2017	09-Feb-2017	
80-5-0000000-0755					WATER SERVICE MAINTENANCE			232.35
WIN270 WINDSOR DISPOSAL SERVICES LTD								



Vendor : A1C740 To ZUL180

Batch : All

Department : All

Cheque Print Date : 09-Feb-2017 To 21-Feb-2017

Bank : 1 To 99

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 000000 DEPARTMENT EXPENDITURES							
823845	GARBAGE COLLECTION				162 01-Feb-2017	01-Feb-2017	
10-1-0000000-2066				A/R - CLEARING			302.56
WOL533 WOLSELEY CANADA INC							
5138006	COMPRESSION NUTS				143 23-Jan-2017	23-Jan-2017	
80-5-0000000-0755				WATER SERVICE MAINTENANCE			101.70
Department Totals :							12,853.92

DEPARTMENT 1001010 COUNCIL							
ROY805 THE ROYAL CANADIAN LEGION - PROJECT OFFICE							
JAN 30, 2017					162 30-Jan-2017	30-Jan-2017	
10-5-1001010-0340				PUBLIC RECEPTIONS, ETC... - COUNCIL			695.00
Department Totals :							695.00

DEPARTMENT 1001020 ADMINISTRATION							
AMH179 AMHERSTBURG COMMUNITY SERVICES							
FEB 2017	2017 COMMUNITY GRANT PROGRAM				162 01-Feb-2017	01-Feb-2017	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			5,000.00
AMH214 AMHERSTBURG HISTORIC SITES ASSOCIATION							
FEB 2017	2017 COMMUNITY GRANT PROGRAM				162 01-Feb-2017	01-Feb-2017	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			8,500.00
AMH277 AMHERSTBURG FREEDOM MUSEUM							
FEB 2017	2017 COMMUNITY GRANT PROGRAM				162 01-Feb-2017	01-Feb-2017	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			6,500.00
AMH298 AMHERSTBURG FOOD & FELLOWSHIP MISSION							
FEB 2017	2017 COMMUNITY GRANT PROGRAM				162 01-Feb-2017	01-Feb-2017	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			1,500.00
CAN380 CANADIAN TIRE STORE #281							
JAN 2017	JAN 2017 PURCHASES				147 31-Jan-2017	31-Jan-2017	
10-5-1001020-0317				BUILDING MAINT. - TOWN HALL P&F DEPT			39.52
CAT229 CAT ASSISTANCE TEAM							
FEB 2017	2017 COMMUNITY ASSISTANCE PROGRAM				162 01-Feb-2017	01-Feb-2017	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			5,000.00
CHR317 CHRIST ANGLICAN CHURCH							
FEB 2017	2017 COMMUNITY GRANT PROGRAM				162 01-Feb-2017	01-Feb-2017	
10-5-1001020-0353				GRANTS TO ORGANIZATIONS			750.00
CLA508 CLAIMSPRO INC.							
33620-580985	INVOICE				132 24-Jan-2017	24-Jan-2017	
10-5-1001020-0507				CLAIMS COSTS			1,207.50
COU360 COUNTY OF ESSEX							
12364	911 SERVICES JAN 1 - JUN 30, 2017				162 06-Feb-2017	06-Feb-2017	
10-5-1001020-0337				911 SERVICE			6,048.12
DPO150 DPOC - NEOPOST CANADA LTD.							
232920170131					162 01-Feb-2017	01-Feb-2017	
10-5-1001020-0304				POSTAGE & COURIER			2,586.41
FIR350 FIRST STOP SERVICES							
2457					162 01-Feb-2017	01-Feb-2017	
10-5-1001020-0301				OFFICE SUPPLIES			113.00



Vendor : A1C740 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 09-Feb-2017 To 21-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 1001020 ADMINISTRATION

GRA550 GRAND & TOY

K657832	PAPER	147	27-Jan-2017	27-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				76.16
K658937	PAPER	147	27-Jan-2017	27-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				76.16

HOU247 HOUSE OF SHALOM INC

FEB 2017	2017 COMMUNITY GRANT PROGRAM	162	01-Feb-2017	01-Feb-2017	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				7,000.00

MCT455 MCTAGUE LAW FIRM

140308	LEGAL FEES FILE NO: 67080	132	19-Jan-2017	19-Jan-2017	
10-5-1001020-0325	LEGAL FEES				7,800.50
140309	LEGAL FEES FILE NO: 67238	132	19-Jan-2017	19-Jan-2017	
10-5-1001020-0325	LEGAL FEES				324.36

MON183 MONARCH OFFICE SUPPLY LTD

5373/M	JAN 2017 OFFICE SUPPLIES	147	30-Jan-2017	30-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				229.14

PAR09 PARRLINE ELECTRICAL WHOLESALE

65022		147	05-Jan-2017	05-Jan-2017	
10-5-1001020-0317	BUILDING MAINT. - TOWN HALL P&F DEPT				572.20
65252	SUPPLIES	160	18-Jan-2017	18-Jan-2017	
10-5-1001020-0317	BUILDING MAINT. - TOWN HALL P&F DEPT				59.09
65756	LIGHT BULBS	160	31-Jan-2017	31-Jan-2017	
10-5-1001020-0317	BUILDING MAINT. - TOWN HALL P&F DEPT				98.99

PUR663 PURE WATER BRAND

JAN 31, 2017	JAN 2017 WATER	132	31-Jan-2017	31-Jan-2017	
10-5-1001020-0301	OFFICE SUPPLIES				100.58

PUR700 PUROLATOR INC.

433730559		162	03-Feb-2017	03-Feb-2017	
10-5-1001020-0304	POSTAGE & COURIER				10.06

RTT067 RIVER TOWN TIMES

90972	ADVERTISING	162	01-Feb-2017	01-Feb-2017	
10-5-1001020-0307	ADVERTISING				83.90
10-5-1001020-0307	ADVERTISING				83.90
10-5-1001020-0307	ADVERTISING				83.90
10-5-1001020-0307	ADVERTISING				135.61
10-5-1001020-0307	ADVERTISING				167.81
10-5-1001020-0307	ADVERTISING				83.90
10-5-1001020-0307	ADVERTISING				83.90

STA444 STAPLES ADVANTAGE (MIS C/O T04446C

43559079		162	03-Feb-2017	03-Feb-2017	
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Vendor : A1C740 To ZUL180

Batch : All

Department : All

Cheque Print Date : 09-Feb-2017 To 21-Feb-2017

Bank : 1 To 99

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 1001020 ADMINISTRATION							
10-5-1001020-0301				OFFICE SUPPLIES			18.10
TRI249 TRI GRAPHICS							
5046				BUSINESS CARDS	132 24-Jan-2017	24-Jan-2017	
10-5-1001020-0301				OFFICE SUPPLIES			58.76
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE							
104145					162 07-Feb-2017	07-Feb-2017	
40-7-1001020-0005				BELLEVUE PROPERTY			28.24
104166					162 08-Feb-2017	08-Feb-2017	
10-5-1001020-0317				BUILDING MAINT. - TOWN HALL P&F DEPT			19.20
WIN365 WINDSOR STAR							
4005489WIN				JOB ADVERTISING	132 31-Jan-2017	31-Jan-2017	
10-5-1001020-0307				ADVERTISING			554.02
Department Totals :							1,001,615.68

DEPARTMENT 1001022 CLERKS							
SOB083 SOBEYS AMHERSTBURG							
JAN 2017				JAN 2017 PURCHASES	147 31-Jan-2017	31-Jan-2017	
10-5-1001022-0342				MEETINGS			12.42
Department Totals :							12.42

DEPARTMENT 1001023 C.A.O.							
GAL575 GALLAGHER MCDOWALL ASSOCIATES							
6901					147 31-Jan-2017	31-Jan-2017	
10-5-1001023-0327				PROFESSIONAL FEES			4,327.28
OMA02 OMAA- ONTARIO MUNICIPAL ADMINISTRATORS							
2017-83					147 08-Jan-2017	08-Jan-2017	
10-5-1001023-0350				MEMBERSHIPS - C.A.O.			435.05
Department Totals :							4,762.33

DEPARTMENT 1001024 HUMAN RESOURCES							
LIN002 LINDSAY SANDY							
1				POLICE CLEARANCE	162 07-Feb-2017	07-Feb-2017	
10-5-1001024-0250				HEALTH AND SAFETY - HUMAN RESOURCES			45.00
Department Totals :							45.00

DEPARTMENT 1001025 INFORMATION TECHNOLOGY							
ADV329 ADVANCE BUSINESS SYSTEMS							
586848				NEOPOST MACHINE MAINT	132 19-Jan-2017	19-Jan-2017	
10-5-1001025-0310				COMPUTER MAINTENANCE			141.25
586980				NEOPOST MACHINE INK & LABELS	132 18-Jan-2017	18-Jan-2017	
10-5-1001025-0308				PHOTOCOPIES			311.04
COU360 COUNTY OF ESSEX							
12277				ESRI SOFTWARE LICENSE	132 18-Jan-2017	18-Jan-2017	
10-5-1001025-0310				COMPUTER MAINTENANCE			16,540.43
12287				BURNSIDE SOFTWARE MAINTENANCE	132 18-Jan-2017	18-Jan-2017	
10-5-1001025-0310				COMPUTER MAINTENANCE			4,897.00
DIR572 DIRECTDIAL.COM							



Vendor : A1C740 To ZUL180

Batch : All

Department : All

Bank : 1 To 99

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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					
IN554502	LAPTOP DOCKING STATION	132	17-Jan-2017	17-Jan-2017	
40-7-1001025-0002	COMPUTER HARDWARE				1,299.50
IN554622	REPLACEMENT HARD DRIVES - SERVER	132	18-Jan-2017	18-Jan-2017	
40-7-1001025-0002	COMPUTER HARDWARE				3,724.20
IN555617	TONER	132	25-Jan-2017	25-Jan-2017	
10-5-1001025-0310	COMPUTER MAINTENANCE				559.35
THI235 THINK! WIRELESS SOLUTIONS INC.					
8453	PWD VEHICLE GPS MONTHLY	162	01-Feb-2017	01-Feb-2017	
10-5-1001025-0406	GPS				766.42
THI740 THINKTEL COMMUNICATIONS - A DIVISION OF DISTRIBUTE					
1132926	MONTHLY PHONE LINE CHARGES	162	06-Feb-2017	06-Feb-2017	
10-5-1001025-0315	TELEPHONE				333.58
TOT060 TOTALLYONE CORPORATE OFFICE					
C3000IN15186	REPLACEMENT CELL PHONE	162	01-Feb-2017	01-Feb-2017	
10-5-1001025-0345	CELL PHONE				459.88
Department Totals :					29,032.65
<hr/>					
DEPARTMENT 1008030 UNFINANCED DRAINS					
DIL426 DILLON CONSULTING					
163070	ENGINEERING	132	10-Jan-2017	10-Jan-2017	
10-1-1008030-9011	DUFOR DRAIN IMPROVEMENTS				2,114.34
HIC441 HICKS ELECTRIC					
8887	SERVICE CALLS	162	04-Feb-2017	04-Feb-2017	
10-1-1008030-8555	LEO BEAUDOIN PUMP				1,082.54
8888	REPLACE OVERLOAD BLOCK	162	04-Feb-2017	04-Feb-2017	
10-1-1008030-8515	LAKWOOD PUMP #2				517.01
ROO009 ROOD ENGINEERING INC.					
REI-2017017	ENGINEERING	132	23-Jan-2017	23-Jan-2017	
10-1-1008030-9015	8TH CONC RD DRAIN S;QUESNEL IMPROVEMENTS				4,773.12
Department Totals :					8,487.01
<hr/>					
DEPARTMENT 2010000 FIRE DEPARTMENT					
ACK297 ACKLANDS-GRAINGER INC					
9336276556	VELCRO	132	20-Jan-2017	20-Jan-2017	
10-5-2010000-0420	EQUIPMENT				108.80
CAN380 CANADIAN TIRE STORE #281					
JAN 2017	JAN 2017 PURCHASES	147	31-Jan-2017	31-Jan-2017	
10-5-2010000-0420	EQUIPMENT				12.61
10-5-2010000-0420	EQUIPMENT				225.86
10-5-2010000-0420	EQUIPMENT				60.76
10-5-2010000-0251	FIRE PREVENTION & TRAININ				79.08
CHA260 CHAMPION PRODUCTS CORP.					
1038763	JANITORIAL SUPPLIES	132	06-Oct-2016	06-Oct-2016	
10-5-2010000-0318	JANITORIAL				121.56



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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				
FCF160	FCFP				
INV092694	ANNUAL INSPECTION	132	31-Jan-2017	31-Jan-2017	
10-5-2010000-0317	BUILDING MAINTENANCE - FIRE P&F DEPT				534.32
FIR100	FIRE MARSHALL'S PUBLIC FIRE SAFETY COUNCIL				
IN004172	ANNUAL MEMBERSHIP RENEWAL	147	26-Jan-2017	26-Jan-2017	
10-5-2010000-0350	MEMBERSHIPS				100.00
HAI240	HAIDY MARTIN				
17-001	SCBA TRAINING	162	01-Feb-2017	01-Feb-2017	
10-5-2010000-0254	FIRE FIGHTER TRAINING				186.45
MDC153	M.D.CHARLTON CO. LTD				
45621	UNIFORM	132	26-Jan-2017	26-Jan-2017	
10-5-2010000-0252	UNIFORMS				360.92
MLS149	M&L SUPPLY FIRE & SAFETY - 3635112				
144939	FIREFIGHTER BOOTS	132	23-Jan-2017	23-Jan-2017	
10-5-2010000-0420	EQUIPMENT				199.86
145111	HELMETS	162	07-Feb-2017	07-Feb-2017	
10-5-2010000-0420	EQUIPMENT				2,603.11
MON183	MONARCH OFFICE SUPPLY LTD				
5373/M	JAN 2017 OFFICE SUPPLIES	147	30-Jan-2017	30-Jan-2017	
10-5-2010000-0301	OFFICE SUPPLIES				15.00
PAR09	PARRLINE ELECTRICAL WHOLESALE				
65205	MAINTENANCE MATERIALS	147	17-Jan-2017	17-Jan-2017	
10-5-2010000-0317	BUILDING MAINTENANCE - FIRE P&F DEPT				36.14
65252	SUPPLIES	160	18-Jan-2017	18-Jan-2017	
10-5-2010000-0317	BUILDING MAINTENANCE - FIRE P&F DEPT				59.09
SUN293	SUNSET ENTERPRIZE & WELDING				
318047	ACCOUNTIBILITY BOARDS	162	07-Feb-2017	07-Feb-2017	
10-5-2010000-0420	EQUIPMENT				1,017.00
THR251	THRASHER SALES & LEASING LTD				
216178	EMISSIONS TEST	132	02-Dec-2016	02-Dec-2016	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				33.90
WIG035	WIGLE HOME HARDWARE BUILDING CENTRE				
104007	PAINT STATION 2	162	01-Feb-2017	01-Feb-2017	
10-5-2010000-0318	JANITORIAL				231.48
WIN210	WINDSOR FACTORY SUPPLY LTD				
4439321	VELCRO	132	27-Jan-2017	27-Jan-2017	
10-5-2010000-0420	EQUIPMENT				85.68
WOR415	WORK AUTHORITY				
366391	WORK BOOTS	147	29-Jan-2017	29-Jan-2017	
10-5-2010000-0420	EQUIPMENT				300.00
Department Totals :					11,702.92

DEPARTMENT 2020000 POLICE DEPARTMENT

AAR531 AARWAY COMMUNICATIONS LTD

8311 MIC/DVR COMPATIBILITY CONSULT

132 27-Jan-2017 27-Jan-2017

10-5-2020000-0310

COMPUTER MAINTENANCE

79.10

ADT615 ADT SECURITY SERVICES CANADA



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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000	POLICE DEPARTMENT				
68576122	ALARM	162	01-Feb-2017	01-Feb-2017	
10-5-2020000-0317	BUILDING MAINTENANCE				146.92
AGR835 AGRIS CO-OPERATIVE LTD					
600037647	GASOLINE	132	24-Jan-2017	24-Jan-2017	
10-5-2020000-0401	GASOLINE				1,546.88
600037782	GASOLINE	162	03-Feb-2017	03-Feb-2017	
10-5-2020000-0401	GASOLINE				1,730.03
CAN380 CANADIAN TIRE STORE #281					
JAN 2017	JAN 2017 PURCHASES	147	31-Jan-2017	31-Jan-2017	
10-5-2020000-0317	BUILDING MAINTENANCE				9.02
10-5-2020000-0317	BUILDING MAINTENANCE				59.18
10-5-2020000-0317	BUILDING MAINTENANCE				13.75
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				56.39
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				83.51
10-5-2020000-0301	OFFICE SUPPLIES				28.18
CIT350 CITY OF WINDSOR					
166617	2016 FIREARMS TRAINING	147	31-Dec-2016	31-Dec-2016	
10-5-2020000-0254	POLICE TRAINING				4,904.20
COM18 COMMISSIONAIRES OTTAWA					
348872	PRISONER GUARDS	132	21-Jan-2017	21-Jan-2017	
10-5-2020000-0371	PRISONER EXPENSES				535.67
D&D656 D & D ENTERPRISE					
JAN 31, 2017	NAME TAGS	147	31-Jan-2017	31-Jan-2017	
10-5-2020000-0252	UNIFORMS				246.34
DIR572 DIRECTDIAL.COM					
IN555861	PHOTOCOPIES	132	26-Jan-2017	26-Jan-2017	
10-5-2020000-0308	PHOTOCOPIER SUPPLIES				54.75
EDG04 THE BILYK GROUP A/O EDGE SAFETY TRAINING SOLUTIONS					
41860	POLICE TRAINING	162	02-Feb-2017	02-Feb-2017	
10-5-2020000-0254	POLICE TRAINING				2,306.33
EMC530 EMCO CORPORATION					
37526767-00	PLUMBING/ELECTRICAL SUPPLIES	160	13-Jan-2017	13-Jan-2017	
10-5-2020000-0317	BUILDING MAINTENANCE				170.45
EXP407 407 EXPRESS TOLL ROUTE					
JAN 21, 2017	TOLL CHARGES	132	21-Jan-2017	21-Jan-2017	
10-5-2020000-0360	MISCELLANEOUS EXPENSES				83.17
FRO400 FRONTLINE OUTFITTERS					
29663	OFFICER ADAIR	162	02-Feb-2017	02-Feb-2017	
10-5-2020000-0252	UNIFORMS				841.96
GAZ01 GAZDIG SEAN					
JAN 30 - FEB 2	C8 ARMOURER COURSE	162	02-Feb-2017	02-Feb-2017	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				6.20
10-5-2020000-0254	POLICE TRAINING				50.00
10-5-2020000-0254	POLICE TRAINING				423.75
10-5-2020000-0401	GASOLINE				20.00
JOE055 JOE MELOCHE FORD SALES LTD					
IJ00718	CAR WASH	132	31-Jan-2017	31-Jan-2017	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				105.00
RJ03456	REPAIRS #302	132	25-Jan-2017	25-Jan-2017	



Vendor : A1C740 To ZUL180

Batch : All

Department : All

Cheque Print Date : 09-Feb-2017 To 21-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 2020000	POLICE DEPARTMENT				
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				520.52
KEL363 KEL COMMUNICATIONS LTD					
RC00003729 RADIO TOWERS		162	01-Feb-2017	01-Feb-2017	
10-5-2020000-0319	RADIO MAINTENANCE				425.49
LAT225 LATENT FORENSIC SERIVCES					
2017-0332 EVIDENCE BAGS		147	18-Jan-2017	18-Jan-2017	
10-5-2020000-0320	FORENSIC IDENTIFICATION EXPENSE				169.50
LUC289 LUCAS WORKS! (WINDSOR) INC.					
113354 BOARD SECRETARY		162	02-Feb-2017	02-Feb-2017	
10-5-2020000-0327	PROFESSIONAL FEES				819.85
113379 BOARD SECRETARY		162	09-Feb-2017	09-Feb-2017	
10-5-2020000-0327	PROFESSIONAL FEES				136.15
MAL256 MALDEN AUTOMOTIVE					
5294-142994 REAR BRAKES #308		132	21-Jan-2017	21-Jan-2017	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				279.79
5294-143368 SPARK PLUGS #305		147	30-Jan-2017	30-Jan-2017	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				79.55
5294-143378 SPARK PLUGS #313		147	30-Jan-2017	30-Jan-2017	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				80.89
MCC01 MCCURDY SHAWN					
JAN 31 - FEB 2 STATCAN UCR WORKSHOP		162	02-Feb-2017	02-Feb-2017	
10-5-2020000-0254	POLICE TRAINING				500.66
10-5-2020000-0254	POLICE TRAINING				390.99
MDC153 M.D.CHARLTON CO. LTD					
45865 BELT KEEPERS		132	31-Jan-2017	31-Jan-2017	
10-5-2020000-0252	UNIFORMS				60.35
45971 AMMUNITION		162	01-Feb-2017	01-Feb-2017	
10-5-2020000-0252	UNIFORMS				467.28
46027 CARTRIDGES		162	01-Feb-2017	01-Feb-2017	
10-5-2020000-0254	POLICE TRAINING				2,825.59
46106 TAZER BATTERIES		162	02-Feb-2017	02-Feb-2017	
10-5-2020000-0252	UNIFORMS				526.31
46337 HANDCUFF POUCHES		162	08-Feb-2017	08-Feb-2017	
10-5-2020000-0252	UNIFORMS				98.45
MSJ355 MSJ AUTOMOTIVE SERVICE LTD					
93555 EXPEDITION UPGRADES		162	13-Feb-2017	13-Feb-2017	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				3,088.66
93573 301 REPAIRS		162	13-Feb-2017	13-Feb-2017	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				69.75
93590 305 REPAIRS		162	13-Feb-2017	13-Feb-2017	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				78.34
93607 306 REPAIRS		162	14-Feb-2017	14-Feb-2017	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				280.32
ONT267 1603933 ONTARIO INC. O/A E. BERYL MACMILLAN					
61772 HEARING		162	03-Feb-2017	03-Feb-2017	
10-5-2020000-0327	PROFESSIONAL FEES				264.76
PAR09 PARRLINE ELECTRICAL WHOLESALE					
65412 MAINTENANCE MATERIAL		160	24-Jan-2017	24-Jan-2017	
10-5-2020000-0317	BUILDING MAINTENANCE				112.60



Vendor : A1C740 To ZUL180

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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
65757	LIGHT BULBS	160	31-Jan-2017	31-Jan-2017	
10-5-2020000-0317	BUILDING MAINTENANCE				98.99
PUR700 PUROLATOR INC.					
433765081		162	10-Feb-2017	10-Feb-2017	
10-5-2020000-0306	COURIER & EXPRESS				14.74
RTT067 RIVER TOWN TIMES					
91049	AUXILIARIES AD	162	08-Feb-2017	08-Feb-2017	
10-5-2020000-0307	ADVERTISING				111.87
THI235 THINK! WIRELESS SOLUTIONS INC.					
8452	GPS	162	01-Feb-2017	01-Feb-2017	
10-5-2020000-0406	GPS COMMUNICATION				135.60
TRI249 TRI GRAPHICS					
5050	BUSINESS CARDS	132	31-Jan-2017	31-Jan-2017	
10-5-2020000-0301	OFFICE SUPPLIES				110.74
Department Totals :					25,248.52
<hr/>					
DEPARTMENT 2043010 BUILDING DEPARTMENT					
ATT075 ATTWOOD DAVE					
2017-01	INSPECTION & PLAN REVIEW SERVICES JANUARY 2017	147	31-Jan-2017	31-Jan-2017	
10-5-2043010-0327	PROFESSIONAL FEES				5,762.44
Department Totals :					5,762.44
<hr/>					
DEPARTMENT 2043015 LICENSING AND ENFORCEMENT					
WIL11 WILDER B.J.					
FEB 2017	HEARING	162	09-Feb-2017	09-Feb-2017	
10-5-2043015-0352	TRAVEL & MILEAGE				40.00
Department Totals :					40.00
<hr/>					
DEPARTMENT 3010000 PUBLIC WORKS					
CAN380 CANADIAN TIRE STORE #281					
JAN 2017	JAN 2017 PURCHASES	147	31-Jan-2017	31-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				25.91
10-5-3010000-0301	OFFICE SUPPLIES				14.52
10-5-3010000-0301	OFFICE SUPPLIES				67.79
10-5-3010000-0420	EQUIPMENT				50.84
10-5-3010000-0420	EQUIPMENT				16.94
10-5-3010000-0420	EQUIPMENT				28.24
CAR645 CARRIER CENTERS					
04P417267	POWER STEERING HOSES #206	132	23-Jan-2017	23-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				224.55
04P417589	TURN SIGNAL SWITCH #306	132	24-Jan-2017	24-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				186.96
EMC530 EMCO CORPORATION					
37526953-00	MAINTENANCE MATERIAL	160	16-Jan-2017	16-Jan-2017	
10-5-3010000-0318	PWD JANITORIAL/MAINTENANCE				66.38
MAL256 MALDEN AUTOMOTIVE					
5294-142912	WARRANTY CREDIT FOR BATTERIES #103	132	19-Jan-2017	19-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				-297.34

Council/Board Report By Dept-(Computer)



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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 3010000	PUBLIC WORKS				
5294-142968	HEATER HOSE SHOP SUPPLY	132	20-Jan-2017	20-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				8.36
5294-143156	HEADLIGHT BULBS SHOP SUPPLY	132	25-Jan-2017	25-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				31.59
5294-143241	BRAKE LUBE SHOP SUPPLY	132	26-Jan-2017	26-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				21.46
5294-143261	DRIVE BELTS #801	147	27-Jan-2017	27-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				75.04
5294-143262	DRIVE BELT #801	147	27-Jan-2017	27-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				21.18
5294-143397	OIL FILTER #M-2	147	30-Jan-2017	30-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				8.10
5294-143399	WRONG OIL FILTER #M-2	147	30-Jan-2017	30-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				-5.01
MIC240 MICELI VINCE					
FEB 2017	BATHROOM FIXTURE	162	02-Feb-2017	02-Feb-2017	
10-5-3010000-0318	PWD JANITORIAL/MAINTENANCE				157.07
MON183 MONARCH OFFICE SUPPLY LTD					
5373/M	JAN 2017 OFFICE SUPPLIES	147	30-Jan-2017	30-Jan-2017	
10-5-3010000-0301	OFFICE SUPPLIES				296.86
PAR09 PARRLINE ELECTRICAL WHOLESALE					
65185	MAINTENANCE MATERIALS	147	16-Jan-2017	16-Jan-2017	
10-5-3010000-0318	PWD JANITORIAL/MAINTENANCE				95.59
65194	MAINTENANCE MATERIALS	147	16-Jan-2017	16-Jan-2017	
10-5-3010000-0318	PWD JANITORIAL/MAINTENANCE				90.21
65236	MAINTENANCE MATERIALS	147	20-Jan-2017	20-Jan-2017	
10-5-3010000-0318	PWD JANITORIAL/MAINTENANCE				13.56
65252	SUPPLIES	160	18-Jan-2017	18-Jan-2017	
10-5-3010000-0318	PWD JANITORIAL/MAINTENANCE				59.09
65413	MAINTENANCE MATERIAL	160	25-Jan-2017	25-Jan-2017	
10-5-3010000-0318	PWD JANITORIAL/MAINTENANCE				24.25
PUR700 PUROLATOR INC.					
433592492	MAILING REGISTRATION	132	20-Jan-2017	20-Jan-2017	
10-5-3010000-0351	CONVENTIONS & SEMINARS				8.86
RAC462 RACICOT CHRYSLER					
CCCS236005	TRANSFER CASE #M-2	147	27-Jan-2017	27-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				4,179.51
RCH120 R. CHITTLE WOOD PRODUCTS & SERVICES					
674	WOOD STAKES	132	25-Jan-2017	25-Jan-2017	
10-5-3010000-0420	EQUIPMENT				237.65
SAF01 SAFETY-KLEEN CANADA INC					
72644251	ENGINE OIL SHOP SUPPLY	147	24-Jan-2017	24-Jan-2017	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				2,276.81
STA444 STAPLES ADVANTAGE (MIS C/O T04446C)					
43408890	EPW OFFICE	132	18-Jan-2017	18-Jan-2017	
10-5-3010000-0301	OFFICE SUPPLIES				49.28
STE366 STERLING FUELS					
48006	FUEL FOR VEHICLES	132	18-Jan-2017	18-Jan-2017	



Vendor : A1C740 To ZUL180

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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 3010000 PUBLIC WORKS					
10-5-3010000-0401					
	GASOLINE				2,190.26
48012	FUEL FOR EQUIPMENT	132	18-Jan-2017	18-Jan-2017	
10-5-3010000-0401					
	GASOLINE				285.02
48013	FUEL FOR TRUCKS	132	18-Jan-2017	18-Jan-2017	
10-5-3010000-0401					
	GASOLINE				745.27
48017	FUEL FOR TRUCKS	132	18-Jan-2017	18-Jan-2017	
10-5-3010000-0401					
	GASOLINE				1,456.04
48018	FUEL FOR EQUIPMENT	132	18-Jan-2017	18-Jan-2017	
10-5-3010000-0401					
	GASOLINE				498.53
THR251 THRASHER SALES & LEASING LTD					
216288	REPAIRED FUEL INJECTION #115	132	15-Dec-2016	15-Dec-2016	
10-5-3010000-0402					
	VEHICLE & EQUIPMENT MTCE.				806.24
TRA689 TRACTION WINDSOR					
396252008	BACK UP ALARMS SHOP SUPPLY	132	25-Jan-2017	25-Jan-2017	
10-5-3010000-0402					
	VEHICLE & EQUIPMENT MTCE.				55.62
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
104123		162	06-Feb-2017	06-Feb-2017	
10-5-3010000-0316					
	UTILITIES - PWD				48.41
WOL533 WOLSELEY CANADA INC					
5142605	SHOVELS & PAINT	147	24-Jan-2017	24-Jan-2017	
10-5-3010000-0420					
	EQUIPMENT				302.45
Department Totals :					14,422.09
<hr/>					
DEPARTMENT 3015010 MECHANIC					
MAL256 MALDEN AUTOMOTIVE					
5294-142991	OIL PUMP SHOP USE	132	21-Jan-2017	21-Jan-2017	
10-5-3015010-0420					
	MECHANIC EQUIPMENT				58.75
Department Totals :					58.75
<hr/>					
DEPARTMENT 3020000 ROADS					
SOU100 SOUTHWESTERN SALES CORP					
IN186530	COLD PATCH FOR POT HOLES	147	23-Jan-2017	23-Jan-2017	
10-5-3020000-0725					
	STREET REPAIRS & MAINT.				936.66
SUN293 SUNSET ENTERPRIZE & WELDING					
318045	SIGN BRACKETS	147	30-Jan-2017	30-Jan-2017	
10-5-3020000-0740					
	TRAFFIC SIGNS				3,186.60
WAL101 WALKER AGGREGATES					
266810	STONE FOR ROADS	132	14-Jan-2017	14-Jan-2017	
10-5-3020000-0715					
	STONE				2,738.71
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
103732	POSTS	132	23-Jan-2017	23-Jan-2017	
10-5-3020000-0740					
	TRAFFIC SIGNS				26.49
103885	POST	147	27-Jan-2017	27-Jan-2017	
10-5-3020000-0740					
	TRAFFIC SIGNS				250.75
Department Totals :					7,139.21
<hr/>					
DEPARTMENT 3030000 WINTER CONTROL					
BLU409 BLUELINE RENTAL INC.					



Vendor : A1C740 To ZUL180

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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 3030000 WINTER CONTROL					
261306-0003	BACKHOE RENTAL	147	28-Jan-2017	28-Jan-2017	
10-5-3030000-0710	WINTER CONTROL				4,298.05
JEF296 JEFF SHEPLEY EXCAVATING LTD					
10086	SALT DELIVERY	132	16-Jan-2017	16-Jan-2017	
10-5-3030000-0710	WINTER CONTROL				635.71
10099	SALT DELIVERY	147	31-Jan-2017	31-Jan-2017	
10-5-3030000-0710	WINTER CONTROL				782.42
KSW113 K&S WINDSOR SALT LTD.					
5300277594	SALT	147	16-Dec-2016	16-Dec-2016	
10-5-3030000-0710	WINTER CONTROL				5,668.94
5300291830	SALT	147	25-Jan-2017	25-Jan-2017	
10-5-3030000-0710	WINTER CONTROL				6,085.68
5300294165	SALT	147	31-Jan-2017	31-Jan-2017	
10-5-3030000-0710	WINTER CONTROL				1,642.64
5300294166	SALT	147	31-Jan-2017	31-Jan-2017	
10-5-3030000-0710	WINTER CONTROL				1,615.06
ONT283 1786715 ONTARIO LTD. O/A FORT MALDEN INDUSTRIAL					
B1913	SALT SHED RENTAL	132	27-Jan-2017	27-Jan-2017	
10-5-3030000-0710	WINTER CONTROL				2,373.00
WOR055 WORK EQUIPMENT LTD.					
41651	RENTAL SIDEWALK MACHINE	162	01-Feb-2017	01-Feb-2017	
10-5-3030000-0710	WINTER CONTROL				3,503.00
Department Totals :					26,604.50

DEPARTMENT 4017740 AMHERSTBURG SEWERS					
HEA693 HEATON SANITATION					
29433	FLUSHING	141	27-Jan-2017	27-Jan-2017	
10-5-4017740-0750	SEWER FLUSHING				1,808.00
ONT001 ONTARIO CLEAN WATER AGENCY					
92072	HOIST REPAIRS	141	20-Jan-2017	20-Jan-2017	
10-5-4017740-0612	OCWA MAINTENANCE ITEMS				5,164.34
Department Totals :					6,972.34

DEPARTMENT 4057710 GARBAGE COLLECTION					
WIN270 WINDSOR DISPOSAL SERVICES LTD					
823845	GARBAGE COLLECTION	162	01-Feb-2017	01-Feb-2017	
10-5-4057710-0602	GARBAGE COLLECTION				36,835.15
823856	BOBLO	162	01-Feb-2017	01-Feb-2017	
10-5-4057710-0602	GARBAGE COLLECTION				160.14
823857	WTP	162	01-Feb-2017	01-Feb-2017	
10-5-4057710-0602	GARBAGE COLLECTION				487.99
Department Totals :					37,483.28

DEPARTMENT 4067715 GARBAGE DISPOSAL					
ALL180 ALLEGRA PRINT & IMAGING					
105504	COLLECTION CALENDAR	147	30-Jan-2017	30-Jan-2017	
10-5-4067715-0307	COLLECTION CALENDAR EXPENSES				282.50
CAN270 CANADA POST CORPORATION					



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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 4067715 GARBAGE DISPOSAL							
9612296093				POSTAGE FOR CALENDARS	147	30-Jan-2017	30-Jan-2017
10-5-4067715-0307				COLLECTION CALENDAR EXPENSES			1,758.84
MUN276 MUNICIPAL MEDIA INC.							
5198				CALENDAR EXPENSE	132	09-Jan-2017	09-Jan-2017
10-5-4067715-0307				COLLECTION CALENDAR EXPENSES			548.05
WIN270 WINDSOR DISPOSAL SERVICES LTD							
823845				GARBAGE COLLECTION	162	01-Feb-2017	01-Feb-2017
10-5-4067715-0603				YARD WASTE - HAULING TO LANDFILL			9,284.25
Department Totals :							11,873.64
<hr/>							
DEPARTMENT 7010000 PARKS AND RECREATION PROGRAMMING							
CAN116 CANADIAN SPORT TOURISM ALLIANCE							
2017-5235				ANNUAL MEMBERSHIP	132	02-Jan-2017	02-Jan-2017
10-5-7010000-0350				MEMBERSHIPS			339.00
CTC329 CTC PRO SHOP #281							
1703				UNIFORMS	162	02-Feb-2017	02-Feb-2017
10-5-7010000-0349				MARKETING			1,052.15
NAP110 NAPLES PIZZA							
120				BIRTHDAY PARTY EXP	132	28-Jan-2017	28-Jan-2017
10-5-7010000-0420				RECREATION EQUIPMENT			33.00
121				BIRTHDAY PARTY EXP	132	28-Jan-2017	28-Jan-2017
10-5-7010000-0420				RECREATION EQUIPMENT			33.00
122				BDAY PARTY EXP	162	04-Feb-2017	04-Feb-2017
10-5-7010000-0420				RECREATION EQUIPMENT			33.00
123				BDAY PARTY EXP	162	04-Feb-2017	04-Feb-2017
10-5-7010000-0420				RECREATION EQUIPMENT			33.00
124				BDAY PARTY EXP	162	04-Feb-2017	04-Feb-2017
10-5-7010000-0420				RECREATION EQUIPMENT			33.00
125				BDAY PARTY EXP	162	05-Feb-2017	05-Feb-2017
10-5-7010000-0420				RECREATION EQUIPMENT			33.00
PAR560 PARLETTE JAKE							
JAN 14, 2016				WOMENS HOCKEY LEAGUE EXPENSE	132	14-Jan-2017	14-Jan-2017
10-5-7010000-0420				RECREATION EQUIPMENT			150.00
SOB083 SOBEYS AMHERSTBURG							
JAN 2017				JAN 2017 PURCHASES	147	31-Jan-2017	31-Jan-2017
10-5-7010000-0420				RECREATION EQUIPMENT			58.00
10-5-7010000-0420				RECREATION EQUIPMENT			39.96
10-5-7010000-0420				RECREATION EQUIPMENT			63.80
10-5-7010000-0420				RECREATION EQUIPMENT			35.34
SOU142 SOUTH WEST AREA RECREATION GUILD							
JAN 31, 2017				MEMBERSHIP	147	31-Jan-2017	31-Jan-2017
10-5-7010000-0350				MEMBERSHIPS			1,000.00
STA444 STAPLES ADVANTAGE (MIS C/O T04446C)							
43409646				OFFICE SUPPLIES	132	18-Jan-2017	18-Jan-2017
10-5-7010000-0301				OFFICE SUPPLIES			340.01
Department Totals :							3,276.26

DEPARTMENT 7012016 CAPITAL



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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 7012016 CAPITAL					
WSP01 WSP CANADA INC.					
622320	ENGINEERING	147	25-Jan-2017	25-Jan-2017	
40-7-7012016-0003	REMOVAL OF UNDERGROUND GAS TANKS				2,938.00
Department Totals :					2,938.00

DEPARTMENT 7012017 CAPITAL					
IND181 INDOOR ENVIRONMENTAL SPECIALIST					
C2750	DEMOLITION SITE TOUR	162	05-Feb-2017	05-Feb-2017	
40-7-7012017-0001	ARENA DEMOLITION				587.60
Department Totals :					587.60

DEPARTMENT 7017000 PARKS MAINTENANCE					
CAN380 CANADIAN TIRE STORE #281					
JAN 2017	JAN 2017 PURCHASES	147	31-Jan-2017	31-Jan-2017	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				105.43
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				70.04
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				61.00
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				33.89
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				125.41
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				64.24
COL286 COLBRO EQUIPMENT RENTAL					
91656-0	TOOLS & EQUIP	162	08-Feb-2017	08-Feb-2017	
10-5-7017000-0420	PARKS MAINTENANCE EQUIPMENT				580.99
MAL256 MALDEN AUTOMOTIVE					
5294-143072	REPLACED STARTED #314	132	23-Jan-2017	23-Jan-2017	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				79.05
5294-143163	CORE CREDIT #314	147	25-Jan-2017	25-Jan-2017	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				-19.21
MON183 MONARCH OFFICE SUPPLY LTD					
5373/M	JAN 2017 OFFICE SUPPLIES	147	30-Jan-2017	30-Jan-2017	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				61.64
SPE261 SPEEDY (WINDSOR)					
8603-387561	REAR WINDOW #PG-1	147	27-Jan-2017	27-Jan-2017	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				401.27
TSC401 TSC STORES LTD					
8609	CUST #4904	162	02-Feb-2017	02-Feb-2017	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				152.53
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
104014	COVERALLS	162	01-Feb-2017	01-Feb-2017	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				11.29
104036	SUPPLIES	162	02-Feb-2017	02-Feb-2017	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				44.05
104209	SUPPLIES	162	09-Feb-2017	09-Feb-2017	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				94.84
104334	SUPPLIES	162	13-Feb-2017	13-Feb-2017	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				107.09
WOR415 WORK AUTHORITY					
362913		132	15-Jan-2017	15-Jan-2017	



Vendor : A1C740 To ZUL180

Batch : All

Department : All

Cheque Print Date : 09-Feb-2017 To 21-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 7017000	PARKS MAINTENANCE				
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				192.09
367147	BOOT ALLOWANCE		162 05-Feb-2017	05-Feb-2017	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				327.68
Department Totals :					2,493.32

DEPARTMENT 7017010	KING'S NAVY YARD PARK				
PAR09	PARRLINE ELECTRICAL WHOLESALE				
65252	SUPPLIES		160 18-Jan-2017	18-Jan-2017	
10-5-7017010-0317	PARKS BUILDING MAINTENANCE P&F				59.09
Department Totals :					59.09

DEPARTMENT 7017300	LIBRO				
AAB547	AABCO PROPANE				
3502911	CYLINDER RENTAL		132 30-Jan-2017	30-Jan-2017	
10-5-7017300-0401	GASOLINE / PROPANE				27.12
96819	PROPANE		132 25-Jan-2017	25-Jan-2017	
10-5-7017300-0401	GASOLINE / PROPANE				206.74
ATH554	ATHLETICA SPORT SYSTEMS				
306810	ARENA DASHER BOARD GATE REPAIRS		132 24-Jan-2017	24-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				873.49
BRE497	BRENNER PACKERS LTD.				
38690	CONCESSION PURCHASE		132 13-Jan-2017	13-Jan-2017	
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				250.00
38890	CONCESSION PURCHASE		132 27-Jan-2017	27-Jan-2017	
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				250.00
39151	CONCESSION PURCHASE		162 03-Feb-2017	03-Feb-2017	
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				250.00
CAN380	CANADIAN TIRE STORE #281				
JAN 2017	JAN 2017 PURCHASES		147 31-Jan-2017	31-Jan-2017	
10-5-7017300-0351	CONVENTIONS & SEMINARS				61.96
10-5-7017300-0317	BUILDING MAINTENANCE				39.99
10-5-7017300-0317	BUILDING MAINTENANCE				63.22
10-5-7017300-0317	BUILDING MAINTENANCE				37.27
10-5-7017300-0317	BUILDING MAINTENANCE				27.11
10-5-7017300-0317	BUILDING MAINTENANCE				169.18

CIN177	CINTAS CANADA LIMITED				
847271468			147 27-Jan-2017	27-Jan-2017	
10-5-7017300-0336	CONTRACTED SERVICES				69.73
847272457			162 03-Feb-2017	03-Feb-2017	
10-5-7017300-0336	CONTRACTED SERVICES				69.73
847273492			162 10-Feb-2017	10-Feb-2017	
10-5-7017300-0336	CONTRACTED SERVICES				69.73

CIT350	CITY OF WINDSOR				
166615	H & S TRAINING		132 23-Jan-2017	23-Jan-2017	
10-5-7017300-0250	HEALTH AND SAFETY				347.60

COL128	COLONIAL COFFEE CO. LTD.				
A732721	CONCESSION PURCHASE		132 10-Jan-2017	10-Jan-2017	
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				148.65
A733586	CONCESSION PURCHASE		132 20-Jan-2017	20-Jan-2017	



Vendor : A1C740 To ZUL180

Batch : All

Department : All

Cheque Print Date : 09-Feb-2017 To 21-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 7017300 LIBRO					
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				78.00
A734100 CONCESSION PURCHASE		162	02-Feb-2017	02-Feb-2017	
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				147.30
A734544 CONCESSION PURCHASE		162	09-Feb-2017	09-Feb-2017	
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				86.00
DBLPAY DOUBLE PAYMENT OF INV# A730131		132	18-Jan-2017	18-Jan-2017	
10-5-7017300-0384	CANTEEN PURCHASES Bus&Dev				-78.00
COM433 COMPLETE TURF EQUIPMENT					
1000005870 REPAIRS TO CLUB CAR		132	20-Jan-2017	20-Jan-2017	
10-5-7017300-0402	VEHICLE & EQUIPMENT MTCE.				932.25
CUL391 CULLIGAN WATER					
6159840 WATER COOLERS		132	31-Jan-2017	31-Jan-2017	
10-5-7017300-0336	CONTRACTED SERVICES				81.24
ELE290 ELECTROZAD SUPPLY CO LTD					
S3115438.001 TOOL LIBRO		132	27-Jan-2017	27-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				149.42
EMC530 EMCO CORPORATION					
123675-00 MAINTENANCE MATERIALS		147	17-Jan-2017	17-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				-343.90
123706-00 MAINTENANCE MATERIALS		147	18-Jan-2017	18-Jan-2017	
10-5-7017300-0331	REFRIGERATION MAINTENANCE				-78.03
37526144-00 MAINTENANCE MATERIAL		147	05-Jan-2017	05-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				247.36
37526165-00 MAINTENANCE MATERIAL		147	06-Jan-2017	06-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				87.19
37526192-00 MAINTENANCE MATERIAL		147	05-Jan-2017	05-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				58.01
37526215-00 ZAMBONI FILL STATION		160	25-Jan-2017	25-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				395.50
37526268-00 MAINTENANCE MATERIALS		147	06-Jan-2017	06-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				352.94
37526281-00 MAINTENANCE MATERIAL		147	07-Jan-2017	07-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				19.68
37526361-00 MAINTENANCE MATERIAL		147	07-Jan-2017	07-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				514.15
37526427-00 MAINTENANCE MATERIAL		147	09-Jan-2017	09-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				53.09
37526632-00 MAINTENANCE MATERIALS		147	11-Jan-2017	11-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				101.80
37526735-00 WATER BOTTLE FILL STATION		160	19-Jan-2017	19-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				1,812.52
37526924-00 MAINTENANCE MATERIAL		160	16-Jan-2017	16-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				32.72
37527227-00 MAINTENANCE MATERIAL		160	19-Jan-2017	19-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				5.73
37527369-00 MAINTENANCE MATERIAL		160	20-Jan-2017	20-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				86.95
37527432-00 MAINTENANCE MATERIAL		160	25-Jan-2017	25-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				419.26



Vendor : A1C740 To ZUL180

Batch : All

Department : All

Cheque Print Date : 09-Feb-2017 To 21-Feb-2017

Bank : 1 To 99

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 7017300		LIBRO					
LOWES		PLUMBING SUPPLIES			162 21-Jan-2017	21-Jan-2017	
10-5-7017300-0317				BUILDING MAINTENANCE			5.65
MCM948 M.C.M. SNACK FOODS							
.35811		CONCESSION PURCHASE			132 20-Jan-2017	20-Jan-2017	
10-5-7017300-0384				CANTEEN PURCHASES Bus&Dev			231.06
35830		CONCESSION PURCHASE			162 02-Feb-2017	02-Feb-2017	
10-5-7017300-0384				CANTEEN PURCHASES Bus&Dev			151.00
10-5-7017300-0384				CANTEEN PURCHASES Bus&Dev			144.64
NEL277 NELLA CUTLERY (HAMILTON) INC							
IN2336320		ICE RESURFACING BLADE SHARPENED			132 26-Jan-2017	26-Jan-2017	
10-5-7017300-0336				CONTRACTED SERVICES			28.25
NUC146 NUCCELLI'S FROZEN YOGURT							
11725		CONCESSION PURCHASE			147 23-Jun-2016	23-Jun-2016	
10-5-7017300-0384				CANTEEN PURCHASES Bus&Dev			479.48
PAR09 PARRLINE ELECTRICAL WHOLESALE							
65022					147 05-Jan-2017	05-Jan-2017	
10-5-7017300-0317				BUILDING MAINTENANCE			572.20
65057		MAINTENANCE MATERIALS			147 11-Jan-2017	11-Jan-2017	
10-5-7017300-0317				BUILDING MAINTENANCE			296.67
65092		MAINTENANCE MATERIALS			147 14-Jan-2017	14-Jan-2017	
10-5-7017300-0317				BUILDING MAINTENANCE			211.98
65206		MAINTENANCE MATERIALS			147 17-Jan-2017	17-Jan-2017	
10-5-7017300-0317				BUILDING MAINTENANCE			659.37
65396		MAINTENANCE MATERIALS			147 30-Jan-2017	30-Jan-2017	
10-5-7017300-0317				BUILDING MAINTENANCE			29.95
65437		MAINTENANCE MATERIAL			160 26-Jan-2017	26-Jan-2017	
10-5-7017300-0317				BUILDING MAINTENANCE			204.42
65755		LIGHT BULBS			160 31-Jan-2017	31-Jan-2017	
10-5-7017300-0317				BUILDING MAINTENANCE			98.99
PEL001 PELLERITO MARCO							
FEB 2017		TSSA GASFITTER TECH G2			162 02-Feb-2017	02-Feb-2017	
10-5-7017300-0350				MEMBERSHIPS			100.00
SOB083 SOBEYS AMHERSTBURG							
JAN 2017		JAN 2017 PURCHASES			147 31-Jan-2017	31-Jan-2017	
10-5-7017300-0384				CANTEEN PURCHASES Bus&Dev			83.83
10-5-7017300-0384				CANTEEN PURCHASES Bus&Dev			64.97
10-5-7017300-0384				CANTEEN PURCHASES Bus&Dev			29.75
10-5-7017300-0384				CANTEEN PURCHASES Bus&Dev			99.28
10-5-7017300-0384				CANTEEN PURCHASES Bus&Dev			28.67
10-5-7017300-0384				CANTEEN PURCHASES Bus&Dev			69.25
10-5-7017300-0384				CANTEEN PURCHASES Bus&Dev			97.05
STE531 STERLING MOTOR TECHNOLOGY INC							
11927					162 02-Feb-2017	02-Feb-2017	
10-5-7017300-0336				CONTRACTED SERVICES			1,391.37
11933					162 02-Feb-2017	02-Feb-2017	
10-5-7017300-0336				CONTRACTED SERVICES			1,481.53
VOL382 VOLLMER INC.							
W14793		REFRIGERATION REPAIRS			132 27-Jan-2017	27-Jan-2017	
10-5-7017300-0331				REFRIGERATION MAINTENANCE			5,485.43



Vendor : A1C740 To ZUL180

Batch : All

Department : All

Cheque Print Date : 09-Feb-2017 To 21-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 7017300	LIBRO				
W14809	REFRIGERATION REPAIRS	132	27-Jan-2017	27-Jan-2017	
10-5-7017300-0331	REFRIGERATION MAINTENANCE				1,393.11
W15009	REFRIGERATION REPAIRS	147	31-Jan-2017	31-Jan-2017	
10-5-7017300-0331	REFRIGERATION MAINTENANCE				2,760.14
WIG035	WIGLE HOME HARDWARE BUILDING CENTRE				
103694		132	20-Jan-2017	20-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				26.68
103747		147	23-Jan-2017	23-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				8.23
103883	BOLTS & HARDWARE	147	27-Jan-2017	27-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				47.62
104136	BANNERS	162	07-Feb-2017	07-Feb-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				54.53
WIN210	WINDSOR FACTORY SUPPLY LTD				
4440680	MAINTENANCE SUPPLIES	132	30-Jan-2017	30-Jan-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				155.95
4443351	MAINTENANCE MATERIALS	162	02-Feb-2017	02-Feb-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				169.50
4443901	SAFETY GRIPS	162	02-Feb-2017	02-Feb-2017	
10-5-7017300-0250	HEALTH AND SAFETY				149.74
4444713	TOOLS MAINTENANCE	162	03-Feb-2017	03-Feb-2017	
10-5-7017300-0317	BUILDING MAINTENANCE				39.64
WIN270	WINDSOR DISPOSAL SERVICES LTD				
823877	TOWN OF AMHERSTBURG	162	01-Feb-2017	01-Feb-2017	
10-5-7017300-0336	CONTRACTED SERVICES				58.52
WOL533	WOLSELEY CANADA INC				
5142575	TRANSFER PUMP ANTIFREEZE	132	24-Jan-2017	24-Jan-2017	
10-5-7017300-0331	REFRIGERATION MAINTENANCE				357.32
WOR415	WORK AUTHORITY				
362913		132	15-Jan-2017	15-Jan-2017	
10-5-7017300-0161	CLOTHING				403.38
365624	BOOTS	132	29-Jan-2017	29-Jan-2017	
10-5-7017300-0161	CLOTHING				230.51
Department Totals :					42,582.39

DEPARTMENT 7017730	99 THOMAS ROAD				
FCF160	FCFP				
INV092693	ANNUAL INSPECTION	132	31-Jan-2017	31-Jan-2017	
10-5-7017730-0317	99 THOMAS RD - BUILDING MAIN				824.06
PAR09	PARRLINE ELECTRICAL WHOLESALE				
65395	MAINTENANCE MATERIALS	147	30-Jan-2017	30-Jan-2017	
10-5-7017730-0317	99 THOMAS RD - BUILDING MAIN				237.49
Department Totals :					1,061.55

DEPARTMENT 7037620	GORDON HOUSE				
CAN380	CANADIAN TIRE STORE #281				
JAN 2017	JAN 2017 PURCHASES	147	31-Jan-2017	31-Jan-2017	
10-5-7037620-0317	BUILDING MTCE - GORDON HOUSE P&F				52.41

Council/Board Report By Dept-(Computer)



Vendor : A1C740 To ZUL180

Batch : All

Department : All

Cheque Print Date : 09-Feb-2017 To 22-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 7037620 GORDON HOUSE								
LIN001 LINDSAY ALEXANDER								
FEB 2017				BOXES PURCHASED FOR GORDON HOUSE	162	02-Feb-2017	02-Feb-2017	
10-5-7037620-0317				BUILDING MTCE - GORDON HOUSE P&F				34.37
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE								
104223					162	10-Feb-2017	10-Feb-2017	
10-5-7037620-0317				BUILDING MTCE - GORDON HOUSE P&F				44.79
Department Totals :								131.57

DEPARTMENT 8010000 PLANNING								
CAC190 CANADIAN ASSOCIATION OF CERTIFIED PLANNING								
06151242-2017				2017 ANNUAL DUES	162	02-Feb-2017	02-Feb-2017	
10-5-8010000-0350				MEMBERSHIPS				205.00
ESS53 ESSEX REGION CONSERVATION AUTHORITY								
10082				PLAN REVIEW FEES, 2ND HALF OF 2016	147	31-Dec-2016	31-Dec-2016	
10-5-8010000-0327				PROFESSIONAL FEES				5,110.00
THO199 THOMSON REUTERS CANADA								
8178973					147	21-Dec-2016	21-Dec-2016	
10-5-8010000-0301				OFFICE SUPPLIES				242.53
Department Totals :								5,557.53

DEPARTMENT 8020100 SPECIAL EVENTS & FESTIVALS								
RTT067 RIVER TOWN TIMES								
90972				ADVERTISING	162	01-Feb-2017	01-Feb-2017	
10-4-8020100-1306				EVENT REVENUE				83.90
Department Totals :								83.90

Computer Paid Total : 1,263,582.91

Council/Board Report By Dept-(EFT)



Vendor : A1C740 To ZUL180

Batch : All

Department : All

EFT Paid Date : 09-Feb-2017 To 21-Feb-2017

Bank : 1 To 99

Class : All

Vendor Code Invoice No.	Vendor Name Description				Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name				
DEPARTMENT 0000000 GENERAL								
AMH19 AMHERSTBURG PAYROLL-TOWN OF								
PP06-2017				PP06-2017 PAYROLL TRANSFER	134	09-Feb-2017	09-Feb-2017	
10-1-0000000-0202				PAYROLL A/C 9103910				126,821.70
PP07-2017				PP07-2017 PAY ROLL TRANSFER	165	16-Feb-2017	16-Feb-2017	
10-1-0000000-0202				PAYROLL A/C 9103910				132,248.40
MIN24 MINISTRY OF FINANCE-PAYMENT								
JAN 2017				JAN 2017 EHT	106	30-Jan-2017	15-Feb-2017	
10-2-0000000-1152				A/P - PAYROLL DED. - EHT				17,009.39



Vendor : A1C740 To ZUL180
 Batch : All
 Department : All

EFT Paid Date : 09-Feb-2017 To 21-Feb-2017
 Bank : 1 To 99
 Class : All

Vendor Code	Vendor Name	Description				Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description								
G.L. Account	CC1	CC2	CC3	GL Account Name					
DEPARTMENT 0000000		GENERAL							
REC04		RECEIVER GENERAL							
PP05-2017 FUL PP05-2017 PAYROLL TAXES FULL TIME					113	02-Feb-2017	10-Feb-2017		
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.							6,153.98	
10-2-0000000-1142	A/P - PAYROLL DED. - CPP							16,454.82	
10-2-0000000-1141	A/P - PAYROLL DED. - INC.							34,368.04	
PP05-2017 PAR PP05-2017 PAYROLL TAXES PART TIME					113	02-Feb-2017	10-Feb-2017		
10-2-0000000-1141	A/P - PAYROLL DED. - INC.							4,432.22	
10-2-0000000-1142	A/P - PAYROLL DED. - CPP							1,968.84	
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.							971.95	
PP06-2017 FUL PP06-2017 PAYROLL TAXES FULL TIME					135	09-Feb-2017	17-Feb-2017		
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.							6,039.82	
10-2-0000000-1142	A/P - PAYROLL DED. - CPP							16,137.88	
10-2-0000000-1141	A/P - PAYROLL DED. - INC.							33,868.48	
PP06-2017 PAR PP06-2017 PAYROLL TAXES PART TIME					135	09-Feb-2017	17-Feb-2017		
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.							906.47	
10-2-0000000-1141	A/P - PAYROLL DED. - INC.							5,617.57	
10-2-0000000-1142	A/P - PAYROLL DED. - CPP							1,764.88	
SEN371		SENSUS USA							
EZ17000315	SOFTWARE SUBSCRIPTION				166	20-Jan-2017	20-Jan-2017		
80-5-0000000-0833	WATER METER REPAIRS & MTNCE							2,239.20	
Department Totals :								407,003.64	

EFT Paid Total : 407,003.64

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	1,263,582.91
Total EFT Paid for Approval :	407,003.64
Grand Total ITEMS for Approval :	1,670,586.55

February 3, 2017

The Honourable Dr. Eric Hoskins
Minister of Health and Long-Term Care
Hepburn Block, 10th Floor
80 Grosvenor Street
Toronto, Ontario M7A 2C4

Dear Minister Hoskins:

Marijuana controls under Bill 178, Smoke-Free Ontario Amendment Act, 2016

On January 19, 2017, at a regular meeting of the Board of the Windsor-Essex County Health Unit, Administration brought forward a letter supported by the Simcoe Muskoka District Health Unit regarding the inclusion of Marijuana as a prescribed product or substance under Bill 178, Smoke-Free Ontario Amendment Act, 2016.

The Windsor-Essex County Board of Health supports the position of Simcoe Muskoka District Health Unit recommending the enactment of the Smoke-free Ontario Amendment Act which received Royal Assent on June 9, 2016, as well as their suggestion to include medicinal and recreational marijuana as a prescribed substance within the regulations. By utilizing the strong framework set forth in the Smoke-free Ontario Strategy, the provincial government will take advantage of an established and effective means to address the risks associated with the use of these products using the three pillar approach of prevention, protection, and cessation.

As a result, the risks associated with increased uptake of marijuana will be mitigated through appropriate and consistent regulation, and exposure to smoking behaviour in public spaces will be minimized. Increased access to marijuana poses a significant public health concern with the most notable negative outcomes tied to impaired driving, exacerbation of mental illness and addictions, and potential harms to the children of pregnant or lactating women. First and second-hand marijuana smoke also contains known carcinogens and exposure to either can lead to respiratory or cardiovascular disease.

The Windsor-Essex County Board of Health applauds the efforts of the Ontario Government in the development of the Smoke-free Ontario Amendment Act, and the inclusion of marijuana as a prescribed substance is a practical and feasible means through which to lessen the potentially negative public health impacts of legalization. Should this approach be taken, and the enforcement behaviours fall within the scope of Ontario public health units, it is further recommended that sustainable funding and tailored enforcement training be provided.

Lastly, it is recommended that the above-mentioned protections are expanded into the Electronic Cigarettes Act, where the prohibitions related to use in public spaces have yet to be enacted. The vaping of medicinal and recreational marijuana, in any form, also represents a concern related to exposure to smoking behaviour and the unintended inhalation of second-hand smoke.

Sincerely,



Gary McNamara
Chair, Windsor-Essex County Board of Health



Gary M. Kirk, MPH, MD
CEO & Medical Officer of Health

c: Chief Medical Officer of Health of Ontario
Association of Local Public Health Agency
Ontario Public Health Association
Cheryl Hardcastle, MP Windsor-Tecumseh
Brian Masse, MP Windsor-West
Tracey Ramsey, MP Essex
Dave Van Kesteren, MP Chatham-Kent — Leamington
Percy Hatfield, MPP Windsor-Tecumseh
Lisa Gretzky, MPP Windsor-West
Taras Natyshak, MPP Essex
Municipal Councils in Windsor-Essex – (County Clerks)
Ontario Boards of Health
Windsor-Essex County Board of Health

References: [Simcoe-Muskoka - Letter to Minister Hoskins - Marijuana and Bill 178](#)

February 3, 2017

The Honourable Dr. Eric Hoskins
Minister of Health and Long-Term Care
Hepburn Block, 10th Floor
80 Grosvenor Street
Toronto, Ontario M7A 2C4

Dear Minister Hoskins:

Opioid Addiction and Overdose

On January 19, 2017, at a regular meeting of the Board of the Windsor-Essex County Health Unit, Administration brought forward a letter supported by the Middlesex-London Health Unit regarding improved opioid prescription practices and access to life-saving naloxone.

The Windsor-Essex County Board of Health supported the recommendation from the Middlesex-London Health Unit to better inform Canadians about the risks of opioids, improve prescribing practices, reduce easy access to unnecessary opioids, support better treatment options, and improve the national evidence base. Through collaboration with CPSO, a comprehensive set of guidelines related to counselling, prescribing practices, and naloxone administration would ensure that physicians have the tools needed to address the unnecessary overdose and death associated with the abuse and misuse of these medications.

The Windsor-Essex County Board of Health further commends the Ontario Government on their decision to develop a comprehensive strategy to address opioid misuse and addictions. With increasing rates of opioid prescription and overdose in Ontario, there exists an urgent need to create a comprehensive multi-sectoral approach to prevent the unnecessary deaths caused by the abuse and misuse of opioids. The Windsor-Essex County Board of Health agrees with the stance from Middlesex-London that engagement of physicians through CPSO represents a reasonable starting point to address the issue from the prescription and overdose prevention perspectives. This approach, coupled with improved access to naloxone, will ensure that all opioid users have access to the education and lifesaving medication they need to prevent unnecessary death.

Sincerely,



Gary McNamara
Chair, Windsor-Essex County Board of Health



Gary M. Kirk, MPH, MD
CEO & Medical Officer of Health

c: Chief Medical Officer of Health of Ontario
Ontario Public Health Association
Brian Masse, MP Windsor-West
Dave Van Kesteren, MP Chatham-Kent — Leamington
Lisa Gretzky, MPP Windsor-West
Municipal Councils in Windsor-Essex – (County Clerks)
Windsor-Essex County Board of Health

Association of Local Public Health Agency
Cheryl Hardcastle, MP Windsor-Tecumseh
Tracey Ramsey, MP Essex
Percy Hatfield, MPP Windsor-Tecumseh
Taras Natyshak, MPP Essex
Ontario Boards of Health

Creating an Invasive Plant Management Strategy

Join us for a FREE workshop

Invasive plants are causing significant negative impacts to Ontario's natural environment, economy, and society and municipalities are a key component in the fight against invasive plants.

Join the Ontario Invasive Plant Council (OIPC), in partnership with the Essex Region Conservation Authority, with financial support by the Invasive Species Centre, to learn how to develop an invasive plant management strategy for your municipality, or community, or to strengthen an existing one.

Photo courtesy of Lambton Shore Phragmites Community Group

When: Thursday March 9, 2017

Time: 9:00 am to 2:00 pm (Registration at 8:30)

Location: Essex Centre Sports Complex
60 Fairview Avenue, West, Essex, ON, N8M1Y1

To Register: **Space is limited for this event.** [Click here](#) to register.

Please RSVP no later than March 3, 2017.

For more information, contact

Kellie Sherman, Program Coordinator, Ontario Invasive Plant Council
kellie@oninvasives.ca | 705.748.6324 x. 243

What to expect

- ✓ An overview of how to create an Invasive Plant Management Strategy (Framework developed by the OIPC with funding from the Invasive Species Centre)
- ✓ An overview of the Invasive Species Act and its relevance to municipalities
- ✓ Invasive plant management strategy case study presentations and a round-table discussion

Refreshments and Lunch will be provided!

The Ontario Invasive Plant Council (OIPC) is a coalition of government, non-government, Indigenous groups and academic institutions working together to respond to the growing threat of invasive alien plant species in Ontario.



THE CORPORATION OF THE

Municipality of Neebing

Rosalie Evans,
Solicitor-Clerk
Erika Kromm,
Treasurer, Deputy Clerk

4766 Highway 61
Neebing, Ontario P7L 0B5
TELEPHONE (807) 474-5331
FAX (807) 474-5332
E mail – neebing@neebing.org

Councillors
Erwin Butikofer
Curtis Coulson
Bill Lankinen
Mike McCooye
Roger Shott
Brian Wright
Mayor Ziggy Polkowski

February 7, 2017

The Honourable Kathleen Wynne, and
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

The Honourable Charles Sousa,
Minister of Finance
7 Queen's Park Crescent
7th Floor
Toronto, ON M7A 1Y6

Re: Carbon Tax Credits for Municipalities

Dear Honourable Premier and Minister:

Please be advised that, at its meeting held on February 1, 2017, the Neebing Municipal Council passed the following resolution for your consideration:

Res. No. 2017-01-027

Moved by: Councillor Butikofer
Seconded by: Councillor Shott

WHEREAS there are Provincial programs, including the Conservation Land Tax Incentive Program, and Provincial legislation which exempts some privately owned land parcels from all or some of the otherwise applicable municipal property taxes;

AND WHEREAS Ontario's municipalities bear the costs of these programs by having to provide services to these lands without receiving any revenue to defray the costs of those services;

AND WHEREAS Ontario is in the process of implementing a system of carbon taxes and carbon tax credits;

AND WHEREAS certain lands, such as vacant forested or cleared lands, may be eligible for carbon tax credits;

AND WHEREAS the benefit of a carbon tax credit may, at no expense to the Province, defray some or all of the costs to Ontario's municipalities for servicing tax exempt land;

THEREFORE BE IT RESOLVED THAT The Corporation of the Municipality of Neebing respectfully requests the Premier, the Minister of Finance and the Legislature, when considering the policies associated with carbon taxes and carbon tax credits, to accrue any carbon tax credits applicable to tax-exempt private properties within Ontario municipalities, to the Municipality in which the land is situate, rather than to the property owner;

AND THAT this resolution be sent to the Premier, the Minister of Finance, AMO, NOMA, the Thunder Bay District Municipal League; and all Ontario Municipalities for consideration and support.

Neebing Council respectfully requests a formal, written response.

All of the above is respectfully submitted.

Yours truly,



Rosalie A. Evans
Solicitor-Clerk

cc. Association of Municipalities of Ontario
Attention: Pat Vanini, Executive Director
200 University Avenue, Suite 801
Toronto, ON M5H 3C6

Northwestern Ontario Municipal Association
Attention: Kristen Oliver
P.O. Box 10308
Thunder Bay, ON P7B 6T8

Thunder Bay District Municipal League
c/o Beth Stewart
R.R.#1
Kakabeka Falls, Ontario
P0T 1W0

All Ontario Municipalities (by email only)



OFFICE OF THE MAYOR
CITY OF HAMILTON

February 9, 2017

The Honourable Bill Mauro
Minister of Municipal Affairs
17th Floor
777 Bay Street
Toronto, Ontario M5G 2E5

Subject: Request for Legislation to Establish Updated Guidelines for Ward Boundary Reviews and to Create an Independent Body to Conduct those Reviews

Dear Minister Mauro:

At its meeting of February 8, 2017, Hamilton City Council approved Item 7.5, which reads as follows:

7.5 Guidelines for Ward Boundary Reviews

- (a) That the Mayor correspond with the Minister of Municipal Affairs to request that the Province develop legislation to establish updated guidelines for ward boundary reviews and to create an independent body to conduct the reviews, taking into consideration the principle of effective representation and having sensitivity to the relevant interests of Ontario's rural and urban communities; and,
- (b) That a copy of this motion be circulated to area municipalities and to the Association of Municipalities Ontario for consideration.

We respectfully request your consideration with respect to this matter, and look forward to your timely response.

Sincerely,

A handwritten signature in black ink, appearing to read "Fred Eisenberger", with a long horizontal flourish extending to the right.

Mayor Fred Eisenberger

Copied: Association of Municipalities of Ontario



Chambre des Communes
House of Commons
CANADA

Ottawa

Pièce 718
Édifice de la Confédération
Ottawa (Ontario)
K1A 0A6
Tél. : 613-992-5302

Rimouski

140, rue Saint-Germain
suite 109
Rimouski (Québec)
G5L 4B5
Tél. : 418-725-2562

Dégelis

749, 7e rue Ouest,
Dégelis, (Québec)
G5T 1Y9
Tél: 418-894-6962



**Guy
Caron**

Député / Member of
Parliament
Rimouski-Neigette—
Témiscouata—Les
Basques

Guy.Caron@parl.gc.ca
<http://guycaron.npd.ca>

Ottawa

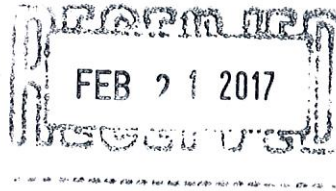
Room 718
Confederation Building
Ottawa, Ontario
K1A 0A6
Tel.: 613-992-5302

Rimouski

140 Saint-Germain Street,
Suite 109
Rimouski, Quebec
G5L 4B5
Tel.: 418-725-2562

Dégelis

749, West St. Dégelis,
(Quebec)
G5T 1Y9
Tel: 418-894-6962



February 14

To Town of Amherstburg

I have been working for over a year on Bill C-274, which intended to put an end unfair taxation on family business transfers.

On February 8, my bill was defeated 157 votes against to 145 in favour. I want to thank the NDP caucus, the Conservative Party, the Bloc, the Green Party and the 10 Liberals who voted in favor of the bill.

I also want to thank you for supporting my bill. Throughout this journey, more than 150 organizations support my bill from across Canada that includes:

- Canadian Federation of Independent Business,
- Canadian Federation of Agriculture,
- Ontario Federation of Agriculture,
- Union of Agricultural Producers of Quebec,
- Federation of Quebec Chambers of Commerce,
- Association of Quebec convenience stores and grocers,
- Chicken Farmers of Canada,
- 28 chambers of commerce,
- 40 accounting firms,
- 67 municipalities.

You can count on me to keep doing everything in my power to ensure that better conditions are in place for our entrepreneurs to solidify and grow their business. The fight is not over.

Again, thank you very much for your support.

Guy Caron
Member of Parliament de Rimouski-Neigette—Témiscouata—Les
Basques



*** Please be inform that our Parliamentary Office have moved and is now located at: office 255, 180, rue Wellington, Ottawa (Ontario) K1A 0A6

Proclamation



The Corporation of the Town of Amherstburg

“Purple Day”

Whereas Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world;

Whereas epilepsy is one of the most common neurological conditions, estimated to affect over 50 million people worldwide and over 3 million people in the United States;

Whereas one in ten persons will have at least one seizure during his or her lifetime;

Whereas the public is often unable to recognize common seizure types, or how to respond with appropriate first aid; and,

Whereas Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma and improve the quality of life for people with epilepsy throughout the country and globally.

Now, therefore, I Mayor Aldo DiCarlo, do hereby proclaim March 26, 2017, “Purple Day”, in the Town of Amherstburg.

Aldo DiCarlo, Mayor

From: Sue Sri [<mailto:sues@normericainc.com>]
Sent: 20-Feb-17 12:54 AM
To: Aldo DiCarlo <adicalro@amherstburg.ca>
Subject: FW: Proclamation Request - Human Values Day - April 24, 2017

Good Morning Mayor Aldo DiCarlo,

On behalf of the Steering Committee and the large number of community volunteers at the Walk for Values, we like to express our deep gratitude to raise awareness to practice Human Values and to building the "Communities of Character". Canada is a great country and we are proud of its multiculturalism and the rich values we hold.

This is the 15th year while we celebrate Canada's 150 years that we again take an important step walking together at the Walk for Values 2017, not for "fund" raising but taking a pledge to transform self and the community by practicing values. The Walk for Values started in 2003 when street violence took place in Malvern area of Toronto. Your support for this Walk and the proclamation of "HUMAN VALUES DAY" on April 24, 2017 will bring greater awareness about human values that shape our lives and the future of our children. Please be rest assured, we will continue to work diligently to spread your message of living in harmony, caring for each other and our environment, in every city in Canada and around the world.

We have attached with this mail the following documents for your records:

- 1) A write up about the Walk for Values and how it is spreading the Values and helping us to be better citizens of this great country
- 2) Prime Minister's message from last year's event
- 3) Ontario Premier's message from last year's event
- 4) City's that issued Proclamations in the past

With your dynamic leadership, you have paved the path to a new wave of thinking, inspiring all of us to act lovingly, to do what's right for the city and the nation.

We look forward to your support in proclaiming April 24, 2017 as the "Human Values Day".

Also if you have any suggestions in bringing the transformation and it will be very much appreciated. Through a separate invitation we will send to you the calendar of the Walk for Values to be held in 9 Cities across Canada.

Kind regards.

Sincerely,

Sue Sri
WALK FOR VALUES



Walk for Values

A Walk for me, my family and my community!



www.walkforvalues.com

Celebrating 15 Years of Walk For Values and Honouring 150 Years of Canada

What is Walk for Values?

This is a walkathon which was started in the town of Malvern, ON., in 2003 by the Parent Council of the Sathya Sai School of Canada, a private elementary school, registered with the Ontario Ministry of Education. The school's thrust is **Education in Human Values**, where the staff, parents, students and volunteers all focus on *integrating human values* into the regular curriculum.

In 2004, this Walk became a national event being conducted annually in the cities of Ottawa, Kingston, Toronto, Saskatoon, Winnipeg, Edmonton, Calgary, and *Coquitlam* where representatives from Vancouver, Surrey, and Abbotsford join together with the City's Teddy Bear Parade. In 2007, it continued at Dundas Square, in downtown Toronto and in 2007, it also became *international* when it was done in Australia in 5 major cities on a national scale. Today it has spread over 4 continents in 30 major cities across the world. This is **the little Walk that grew** from just over 3000 walkers in Malvern in 2003 to over 5000 participants in 2010 at Yonge-Dundas Square, the heart of downtown Toronto, growing by the end of 2014 to an annual **international event** covering 28 major cities in 4 continents and counting! Since 2013, this Walk is being conducted from the prestigious **Nathan Phillips Square**, at Toronto City Hall.

This Walk is aimed at raising awareness of the importance of practicing **positive values** at helping in the eradication of violence, bullying, drugs, crime, disrespect and greed in our society. The uniqueness of the event is that **it is not a fundraiser**. Rather, each participant resolves to make the community richer **by pledging to practice a value of his or her choice**. In this way, it is a **"walk of love"** aimed at making our city, one citizen at a time, richer in our commitment to human values as a first step towards raising our social conscience.

Mission Statement

"Walk for Values" is a walk designed to raise awareness of *Human Values* and to promote individual and collective responsibility for the progress of humanity, one step at a time.

Vision Statement

A non-monetary, non-denominational event, this unique initiative, based on the five basic universal human values of Truth, Right Conduct, Peace, Love and Non-violence, is part of a global drive to seed human consciousness with timeless affirmations such as hope, kindness, patience and honesty, along with other positive values deemed integral to the sustenance and survival of mankind.

It calls for an honest self-examination from all its participants who identify areas for personal growth and pledge to practice associated values not only for self-transformation but also collectively for social, environmental and global reformation.

The Objective of the "Walk for Values"

The objective of the "Walk for Values" is to give members of the community, participating organisations and students a clearer understanding of the importance of a values-based life. Basic Human Values of truth, right conduct, peace, love and non-violence have been on the decline in our communities and our nations. We can see this in the daily reports in the newspapers, radio and TV news broadcasts. Guns, violence and drugs have infiltrated our streets, our communities and our families. By doing nothing we contribute to the increase of this decline. As responsible citizens, we simply must do something about it. This WALK is an opportunity to fulfil that responsibility in a positive way by raising the awareness of human values in our community.



Walk for Values

A Walk for me, my family and my community!



www.walkforvalues.com

Celebrating 15 Years of Walk For Values and Honouring 150 Years of Canada

The Values we walk for are Values to live by

TRUTH - honesty, integrity, optimism, excellence

RIGHT CONDUCT - courtesy, gratitude, fairplay, perseverance, determination, responsibility, sacrifice, initiative, leadership, courage, duty, ethics

PEACE - contentment, discipline, humility, patience, satisfaction, self-control, self-confidence, self-respect, understanding, modesty

LOVE - caring, compassion, reverence, forgiveness, generosity, kindness, enthusiasm, tolerance, dedication, devotion, unity

NON-VIOLENCE - gentleness, consideration, moderation, cooperation, brotherhood, equality, cultural respect, social justice

Current Locations, touching the 4 A-continent of America, Australia, Asia and Africa:

Canada: Ottawa, Kingston, Toronto, Saskatoon, Winnipeg, Edmonton, Calgary Fort McMurray and Coquitlam.

Australia: Sydney, Melbourne, Adelaide, Canberra, Perth and Brisbane. **USA:** New York, Austin, Houston, Dallas, Raleigh, Seattle, Detroit, Ann Arbor, Chicago and Tempe. **India:** Chandigarh, Visakhapatnam New Delhi. **New Zealand:**

Auckland. **Malaysia:** Kampala. **Hong Kong:** The city of Hong Kong. **Africa:** Cape Town and Johannesburg.

Event Highlights focusing on the Tenth Anniversary, 2013

- It's not a fund raiser, but an event to promote Human Values and Character Development.
- The only major public event that supports & promotes excellence in Character in communities
- Collection of non-perishable food items - **with goal of 10 tons** - on a **National** basis for the Food Banks across Canada
- Conducting a **National Blood Donation** drive in partnership with CBS
- Collecting new and re-usable **clothing** to be distributed to the needy
- Donated **108 Children's' beds to charity** through the agency of **'Furniture Bank'**
- Colorful floats, music bands and participation by other local public schools
- Motivational keynote speakers from the various community organizations
- **"Go Green"** was the theme for 2009 and continues as an underlying goal of all events
- Promotion of family values with fun games and prizes for children
- Leaders from the three levels of Government and other community organisations lead the parade
- Ignite Partner of Pan Am Games
- Alliance Partner for Canada 150

Respectfully submitted,

Ron Naidoo (For Walk for Values, Toronto.)

Hosted by the Parent Council - Sathya Sai School, Sathya Sai International Organization, Canada
451 Ellesmere Rd., Toronto, ON., Canada M1R 4E5; T. 416-297-7970; F. 416-297-0945; www.sathyasaischool.ca

Values Without Borders!



Premier of Ontario - Première ministre de l'Ontario

June 19, 2016

A PERSONAL MESSAGE FROM THE PREMIER

On behalf of the Government of Ontario, I am delighted to extend warm greetings to everyone participating in the 14th Walk for Values.

Since its inception, the dedicated organizers of Walk for Values have inspired participants to make a conscious commitment to adopt one or more of the values of love, peace, truth, non-violence and good conduct. This event does much to raise awareness of the importance of tolerance, respect and understanding among citizens, communities and nations.

I commend everyone taking part in today's walk, as well as the organizers, sponsors and volunteers. Your participation demonstrates your commitment to making positive choices, and inspires others — of all ages and from all backgrounds — to do the same.

Please accept my sincere best wishes for a memorable and inspirational walk.

A handwritten signature in black ink that reads "Kathleen Wynne".

Kathleen Wynne
Premier



PRIME MINISTER • PREMIER MINISTRE

June 19, 2016

Dear Friends:

I am delighted to extend my warmest greetings to everyone taking part in the 14th annual Walk for Values in Toronto.

What started as a community initiative in Malvern in 2003 has grown to an annual event in cities across Canada and around the world. Today, Canadians of all ages and from all backgrounds have taken a pledge to practice a basic human value that will enrich their personal lives and help make the world a better place. As they do so, they will have a wonderful opportunity to reflect on our blessings as a nation and on the values we hold dear: peace, freedom, respect, compassion and diversity.

I would like to commend all those walking today for their commitment to promoting unity and harmony, one step at a time. I would also like to thank the organizer, Sathya Sai School of Canada, for working together with community sponsors and volunteers to make this event such a success.

Please accept my best wishes for a memorable experience.

Sincerely,

The Rt. Hon. Justin P.J. Trudeau, P.C., M.P.
Prime Minister of Canada



2015

Walk For Values

A walk for me, my family, and my community!



is proud to celebrate

“Walk For Values Day”

as proclaimed by the Mayors and Members of Council
in the following Canadian municipalities.



City of Edmonton
May 30th, 2015



City of Markham
May 31st, 2015



Town of Oakville
May 31st, 2015



City of Pickering
May 31st, 2015



City of Brampton
June 3rd, 2015



City of Ottawa
June 7th, 2015



City of Toronto
June 11th, 2015



City of Saskatoon
June 15-20th, 2015



City of Oshawa
June 25th, 2015



Town of Ajax
July 9th, 2015



Town of Whitechurch-Stouffville
July 16th, 2015



Cape Breton County
November 23rd, 2015



City of Cornwall
November 23rd, 2015



City of Estevan
November 23rd, 2015



Town of Gananoque
November 23rd, 2015



Town of Goderich
November 23rd, 2015



City of Nanaimo
November 23rd, 2015



Town of Parry Sound
November 23rd, 2015



Municipality of Port Hope
November 23rd, 2015



City of Prince Albert
November 23rd, 2015



City of Quinte West
November 23rd, 2015



Town of Richmond Hill
November 23rd, 2015



City of Stratford
November 23rd, 2015



City of St. Thomas
November 23rd, 2015



City of Thunder Bay
November 23rd, 2015



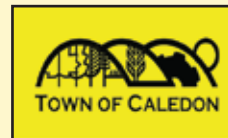
Town of Whitby
November 23rd, 2015



City of Yellowknife
November 23rd, 2015



Town of Aurora
November 26th, 2015



Town of Caledon
November 26th, 2015



City of Orillia
November 26th, 2015

www.walkforvalues.com

Values Without Borders!

Regular Co-An Park Committee – MINUTES

November 9, 2016

A regular meeting of the Co-An Park Committee was held at 5:30 PM on Wednesday, November

9, 2016 at the McGregor Library located at 9571 County Rd 11, McGregor, Ontario.

The chairman, Christine McAgy called the meeting to order and welcome members.

1. Roll Call

Present: Tina McAgy, Chairman (Town of Essex)
Jim Meloche, Vice Chairman (Town of Essex)
Jonathan Little (Town of Essex)
Richard Meloche, Deputy Mayor (Town of Essex)
John McDonald, (Town of Amherstburg)
Leo Meloche, Councilor (Town of Amherstburg)
Chris Drew (Town of Amherstburg)
Joanne Bissonnette, Recording Secretary and Treasurer (Town of Essex)

Regrets :

Murray Sellars (Town of Amherstburg)

2. Meeting Called to Order

Christine McAgy, Chairman of the Co-An Committee called the meeting to order

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest reported

4. Adoption of Published Agenda

a) Wednesday, November 9, 2016 Regular Co-An Park Committee Agenda

Moved by Jonathan Little

Seconded by Chris Drew

(CAP-2016-11-20) That the published agenda for November 9, 2016 Regular Co-An Park meeting

be adopted as presented. "Carried"

5. Minutes

a) August 10, 2016 Co-An Park Committee Regular Meeting

Moved by Jonathan Little

Seconded by Chris Drew

(CAP-2016-11-21) That the minutes of the Regular Meeting for the Co-An Park held August 10,

2016 are adopted as presented. "Carried"

6. Costing Report

a) 2017 Budget was discussed and will be reviewed again next meeting

7. New Business

i) Bleachers – Brought them to get sandblasted and painted – Metal in need of major

repairs and would be cheaper to purchase new ... Quoted \$4300 unassembled to buy new

and could get possibly \$500 each for scrap or selling on Kijiji per Lapain's. Another option is to

fabricate ourselves; inquire with the Town for codes if built with angle iron and wood.

ii) Washrooms as per 2016 Capital projects – Have been completed, floors have been

coated with epoxy; Scarlet Nobles and Alhambra have been sent letters requesting donations

towards the upgrade.

iii) Maintenance Contract – renew for 2017 less WSIB costs; \$25,000 less \$1100: totaling

\$23,900

iv) Office Contract – contract in place until 2018 – rate of pay increase to be discussed:

Joanne Bissonnette left meeting room during discussion at 6:10 pm; Returned at 6:20 pm

Moved by Leo Meloche

Seconded by Jim Meloche

(CAP-2016-11-22) That the office remuneration be increased to \$10,200 subject to an annual

review or as requested. “Carried”

v) Concession Stand – Confirming Tricia Meloche will continue to run Pop Stand in 2017.

Tricia has requested that longer hoses be attached to the grille and deep fryer to enable cleaning.

vi) 5 Year Forecast – Reviewed 2017 capital expense list; item to be brought back to next

meeting for further discussion.

vii) Co-An Meetings – discussion took place; meetings going forward will be changed to

the second Thursday of the month.

Motion by Chris Drew

Seconded by Jonathan Little

(CAP-2016-11-23) Chairman and vice-chairman positions will be a 4 year term coinciding with

Term of Council and current posts will remain for the next two years. “Carried”

viii) Fund Raising – Discussion took place regarding replacing playground equipment

which was dismantled in 2014; active fundraising needs to be put in place. A suggestion was

to incorporate a mandatory \$20 raffle ticket fee to all 2017 user fees; a sub-committee will

meet with all leagues to get their input before any firm decision is put in place; the results will

be brought back to next meeting.

ix) Information Packages for all leagues – It was suggested that information packages be

given to all leagues and they confirm receipt; there was a misunderstanding this season with the

Soccer league, the package was received by original convenors but not to present convenors; at

their awards ceremony they purchased pizza from an outside source rather than going thru the

park which has all food rights; as well this package should outline protocol if problems were to

arise with any area of the Co-An Park including the Concession stand and facility managers

ix) Christmas dinner – Wolf head Restaurant has been suggested; confirming details will

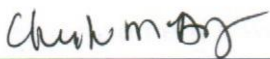
be forwarded

8. Adjournalment

Moved by Leo Meloche

Seconded by Richard Meloche

(CAP-2016-11-24) That the Co-an Park Regular meeting be adjourned. “Carried”



Christine McAgy – Chairman



Joanne Bissonnette - Secretary Treasurer

Sub-Co-An Park Committee – MINUTES

November 29, 2016

A sub – committee meeting of the Co-An Park Committee was held at 5:30 PM on Tuesday,

November 29, 2016 at the home of Christine McAgy located at 516 Arquette Street, McGregor,

Ontario. The chairman, Christine McAgy called the meeting to order and welcome guests.

1. Roll Call

Present: Tina McAgy, Chairman (Town of Essex)
Jim Meloche, Vice Chairman (Town of Essex)
Joanne Bissonnette, Recording Secretary and Treasurer (Town of Essex)

Guests John Alexander – McGregor Minor Baseball
Melicia Beaulieu – McGregor Minor Soccer
Travis Meloche – McGregor Minor Soccer
LeeAnn Shepley- Essex County Co-Ed/ Ladies Baseball

2. Meeting Called to Order

Christine McAgy, Chairman of the Co-An Committee advised meeting was an informal session to get league opinions and to advise of the need to group together to help fundraise for the Co-An Park. The playground has been dismantled since 2014 and we need the Co-An community to come together for fundraising ideas.

Tina advised that the Co-An Committee had put the idea of possibly implementing a mandatory raffle ticket sale added to the user fee; all leagues were not on board; youth leagues say they have many families struggling to pay the nominal fee they charge now. John Alexander suggested the park use to charge an additional \$10 to Non-Residents; Leeann Shepley thought the non-residents which makes up a majority of her leagues invest a lot of revenue to the CO-An park and feels that it would be very unfair to add this fee.

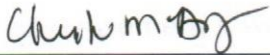
Minor baseball charges 1 child \$50, 2 children \$90 and family of more \$135
Soccer league charges \$5 less if more than one child in family

Ideas that were brought forth;

- 1) Leo Dufour comedy dinner show
- 2) Banner advertisements (\$250) encourage their league sponsors to advertise
- 3) Golf tournaments
- 4) Wheel barrel of booze raffle and /or 50/50 at the Essex Summer Fest; Leeann liked this idea as its not forcing anyone, they contribute on their own discretion
- 5) Knights of Columbus #2844 (McGregor Sunday Breakfast), National Sports, Boston Pizza will give percentage of sales if coordinated in advance
- 6) Sponsored Bingo sessions
- 7) Youth League Movie Nights at the park
- 8) Summer Fun Fest Tournament – last year gave \$3500 to Eire Shores Hospice, the ball team usually keeps \$2-\$3K balance goes to charity that helps with the bar, they need approx. 20 volunteers
- 9) Battle of the Bands
- 10) Challenge cup or Survivor type of event- insurance would be a concern
- 11) Leeann also mentioned Bubba's tournament slated for June 2,3 &4 will not be running under Tom Hebert, too many issues last year; this event could be discussed

Leagues would like a Sponsor letter drafted

Meeting adjourned 6:30 pm



Christine McAgy – Chairman



Joanne Bissonnette - Secretary Treasurer

COMMITTEE OF COUNCIL

Regular Co-An Park Committee – MINUTES

MEETING OF January 12, 2017

The regular meeting of the Co-An Park Committee was held at 5:30 PM on Thursday, January 12,

2017 at the McGregor Library located at 9571 Walker Rd., McGregor, Ontario. The chairman,

Christine McAgy called the meeting to order and welcomed members.

1. **Roll Call**

Present: Tina McAgy, Chairman (Town of Essex)
Jim Meloche, Vice-Chairman (Town of Essex)
Richard Meloche, Deputy Mayor (Town of Essex)
Leo Meloche, Councilor (Town of Amherstburg)
Chris Drew (Town of Amherstburg)
Joanne Bissonnette, Recording Secretary and Treasurer (Town of Essex)

Absent:
Jonathan Little (Town of Essex)
John McDonald (Town of Amherstburg)
Murray Sellars (Town of Amherstburg)

2. **Meeting Called to Order**

Christine McAgy, Chairman of the CO-An Committee called the meeting to order.

3. **Declarations of Conflict of Interest**

Jim Meloche declared a conflict of interest with regards to New Business item (a) Letter submitted by Tricia Meloche

4. **Adoption of Published Agenda**

a) Thursday, January 12, 2017 Regular Co-An Park Committee Agenda

Moved by Chris Drew

Seconded by Jim Meloche

(CAP-2017-01-01) That the published agenda for January 12, 2017 Regular Co-An Park meeting

be adopted as presented. "Carried"

5. Minutes

a) Wednesday, November 9, 2016 Regular Co-An Park Committee Meeting

Moved by Richard Meloche

Seconded by Leo Meloche

(CAP-2017-01-02) That the minutes of the Regular Meeting for the Co-An Park held November 9,

2016 are adopted. "Carried"

6. Costing Report

i) Committee reviewed 2017 Budget – adjustments to be made and to be presented next meeting

ii) Please note User fees will remain at \$11 per player

iii) See 2017 Rate schedule attached – all rates will remain the same

7. Old Business

1) Bleachers – Yes we are allowed to fabricate; need to follow height requirements and can

proceed with pricing if all in agreement, committee wishes to get prices with aluminum 5 tier and get costs to fabricate with angle iron and 2 x 10 lumber – to be reviewed when quotes are received.

2) Washroom Updates –Alhambra has donated \$1,000; cheque was received and deposited December 2016.

3) Office Contract – contract in place until 2018; discussion took place regarding rate of pay;

Joanne was asked to leave meeting where she was asked to return after approximately 20 minutes.

Moved by Leo Meloche

Seconded by Chris Drew

(CAP-2017-01-03) That the rate of pay be increased for the secretarial contract to \$12,600 for

2017; this will include mileage for park business. Additionally a monthly time log must be

submitted to the committee, along with mileage estimate for park duties. “Carried”

4) 5 Year Forecast – to be deferred to next meeting

5) Raffle Tickets/Fund raising Idea - a sub-committee met with Co-An league organizers and all were in agreement, mandatory raffle ticket fees are not something they would entertain, some of their families have hardships already and this would cause stress on all the leagues. Various ideas were put forth and outlined in the minutes of said meeting, copy attached. A request for volunteers will be put on the Co-An Face book page –hopefully an active Fundraising sub-committee of the Co-An Park Committee can be formed to initiate fundraising efforts; leagues and committee members will also receive emails. The Co-An Committee would like to book Leo Dufour for an adult comedy night including a supper. Chris Drew to look into a meal price with a local vendor.

6) League Information Packets attached – Committee reviewed, with noted corrections are

approved for distribution to leagues; this information is meant to share the Co-An committee

expectations and to advise the leagues what they can expect of the Co-An Park.

8. New Business

i) The Essex Steam and Gas Engine Club requested that their weekend be August 11 thru August 13, 2017 and wish to have exclusive use as they are having the Ontario Vintage Tractor

Pullers on site and feel all parking will be needed for their event.

Moved by Richard Meloche

Seconded by Leo Meloche

(CAP-2017-01-04) That the Essex Steam and Gas Engine Club have exclusive use from August 11

thru August 13, 2017; all leagues will be notified of this black out period. "Carried"

ii) Richard Meloche had received a discretionary amount of money from the Town of Essex; he

decided to replace the fridge in the pavilion and went to purchase it at Essex Appliance; generously Essex Appliance has donated a fridge at no charge and the park can pick up in the spring.

iii) A letter was received from Tricia Meloche, the Concession stand manager, regarding her rate of pay; Jim Meloche declared a conflict of interest and excused himself at 6:15 pm and returned at approximately 6:30 pm while the discussion took place.

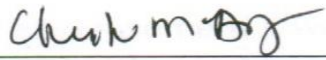
Moved by Leo Meloche

Seconded by Chris Drew

(CAP-2017-01-05) That the rate of pay for Tricia Meloche be increased from \$11.25 to \$12.50 per hour which will include any mileage on behalf of Co-An Park business with the expectation that the mileage be kept tract of and reported monthly. "Carried"

7. **Adjournment**

Meeting adjourned.



Christine McAgy – Chairman



Joanne Bissonnette - Secretary Treasurer

Co-An Park Costing Report - Actual vs Budget
Budget year: 2016 @ December 31, 2016

	2016 Budget	2016 Actual	Variance
REVENUE			
Operating Line			
4030 Operating Grant -Town of Amherstburg	15,000	15,000	-
4020 Operating Grant - Town of Essex	15,000	15,000	-
Fence repair	966	855	(111)
O/S Acct Rec 2015		1,205	1,205
2016 Out standing Accts Receivable		5,640	5,640
	30,966	37,700	6,734
User Fees & Services			
4425 Banner Advertising	450	225	(225)
4450 Donations	250	1,525	1,275
4205 Events -Family Reunions/Organizations	875	2,293	1,418
4201 Events - Heater	-	50	50
Insurance - Town of Essex Rider	900	563	(337)
4200 Events -Jack n Jills	2,700	4,050	1,350
4240 Rubber Base Revenue	150	330	180
4230 Set Up Fees	2,750	2,430	(320)
User Fees - Tennis		-	-
4210 Events - Baseball Tournaments	1,625	2,781	1,156
4040 User Fees / Baseball	7,150	6,708	(442)
4040 User Fees / Soccer	2,200	2,255	55
	19,050	23,210	4,160
Concession Stand			
Appreciation Day	7,409	-	(7,409)
4220 Pop stand	40,050	38,649	(1,401)
	47,459	38,649	(8,810)
Total Revenue - Operating Funds			
	97,475	99,559	2,084

EXPENDITURES

Contracted Services

5720 Park Maintenance wage	25,000	23,900	(1,100)
5784 Office wage	7,200	7,200	-
	32,200	31,100	(1,100)

Materials, Supplies & Services

Advertising	0	0	0
5620 Bank fees	200	155	(45)
5630 Baseball Diamonds - supplies	1,375	7,685	6,310
5625 Building Maintenance - supplies	3,150	1,787	(1,363)
Co-An Appreciation Day	6,000	-	(6,000)
5730 Equipment Vehicle - Fuel & repair	1,200	873	(327)
5890 Waste collection fees	1,000	1,124	124
Grounds, parking lot, landscape	500		(500)
Insurance - Town of Essex Rider	900	563	(337)
5695 Janitorial supplies	1,500	1,575	75
5700 Office supplies	1,900	1,653	(247)
5622 Bad Debt (Fence repair/pop stand theft)	-	1,111	1,111
5781 Sanitation	300	294	(6)
Security deposits reimbursed	850	1,268	418
2015 Exp - Start up costs / Fence repair		2,323	2,323
Soccer field - supplies	350		(350)
Utilites	9,800	10,876	1,076
	29,025	31,287	2,262

Concession Stand -Supplies & wages

Pop Stand - repairs, maintenance	250	1,285	1,035
Pop stand - supplies	23,500	18,268	(5,232)
Pop stand - wages @ July 2/16	12,500	15,556	3,056
	36,250	35,109	(1,141)

Total Operating Expenses **97,475** **97,496** **21**

Expenditures Continued	2016 Budget	2016 Actual	Variance
Capital Projects - thru Operating Line			
Pop Stand - Grille		2,106	(2,106)
Power Washer		451	(451)
Bathroom Flooring - Epoxy		2,147	(2,147)
Pop Stand - Propane Gas Piping		936	(936)
		<u>5,640</u>	<u>(5,640)</u>
Total Operating Expenses	97,475	103,136	(915)

1060 RBC Bank Balance @ Dec 31, 2015 17,998

1060 Net Operating Total - 2016 Revenue less Expenses	14,421
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Break Down of RBC Account

Rubber Base held @ RBC	2,080
Operating Funds blance - Held @ RBC	6,701
O/S Accts Receivable 2016	5,640
Total held at RBC @ January 9, 2017	<u>8,781</u>

Investments & Other Income

Capital Grants	Revenue	Expensed	Carry Forward Balance
Town of Amherstburg - 2016 Reserve	10,000	2,820	(7,180)
Town of Essex - 2016 Reserve	10,000	5,603	(4,397)
Town of Amherstburg - 2017 Reserve	15,000	-	(15,000)
Town of Essex - 2017 Reserve	15,000	-	(15,000)
Total Reserve Funds	<u>50,000</u>	<u>8,423</u>	<u>(41,577)</u>

REVENUE	Proposed			2016
	2017 Budget	2016 Budget	2016 Actual	Variance
Operating Line				
4030 Town of Amherstburg	17,500	15,000	15,000	-
4020 Town of Essex	17,500	15,000	15,000	-
Fence repair		966	855	(111)
2654 Town of Amherstburg 2016 o/s Capital due	2,820			-
2654 Town of Essex /Capital funds due	2,820			-
1060 2015 O/S Accts Rec			1,206	1,206
1060 RBC Balance @ Year End	8,782		17,998	17,998
	49,422	30,966	50,059	19,093

User Fees & Services				
4425 Banner Advertising	225	450	225	(225)
4450 Donations		250	1,525	1,275
4040 User fees / Baseball	6,500	7,150	6,708	(442)
4205 Events -Family Reunions/Organizations	2,200	875	2,293	1,418
4200 Events - Jack n Jills	3,000	2,700	4,050	1,350
4430 Insurance - Town of Essex Rider	550	900	563	(337)
4201 Events - Heater			50	50
4240 Rubber Base Revenue	330	150	330	180
4230 Set Up Fees	2,400	2,750	2,430	(320)
4040 User Fees / Soccer	2,250	2,200	2,255	55
4040 User Fees / Tennis			-	-
4210 Events - Baseball Tournaments	2,780	1,625	2,781	1,156
	20,235	19,050	23,210	4,160

Concession Stand				
4420 Appreciation Day	6,500	7,409	-	(7,409)
4220 Pop stand	37,500	40,050	38,649	(1,401)
	44,000	47,459	38,649	(8,810)

Total Revenue - Operating Funds	113,657	97,475	111,918	14,443
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EXPENDITURES

Contracted Services				
	Proposed			2016
	2017 Budget	2016 Budget	2016 Actual	Variance
5720 Park Maintenance Wage	23,900	25,000	23,900	(1,100)
5784 Office Wage	12,600	7,200	7,200	-
	36,500	32,200	31,100	916

Materials, Supplies & Services	Proposed 2017 Budget	2016 Budget	2016 Actual	2016 Variance
5615 Advertising	-			
5620 Bank fees	200	200	155	(45)
5630 Baseball Diamonds - supplies	5,000	1,375	7,685	6,310
5625 Building Maintenance - supplies	3,000	3,150	1,787	(1,363)
5645 Co-An Appreciation Day	6,000	6,000	-	(6,000)
5730 Equipment Vehicle - Fuel & repair	1,200	1,200	873	(327)
2654 Capital spent thru Operating line	-	-	5,640	5,640
5890 Waste Collection fees	1,200	1,000	1,124	124
5680 Grounds, parking lot, landscape	750	500		(500)
5685 Insurance - Town of Essex Rider	575	900	563	(337)
5695 Janitorial supplies	1,750	1,500	1,575	75
5700 Office supplies	2,000	1,900	1,653	(247)
5622 Bad Debt (Fence repair)	-		1,111	1,111
5781 Sanitation	300	300	294	(6)
Security deposits reimbursed	1,300	850	1,268	418
2015 Exp - Start up costs / Fence repair	-		2,323	2,323
5630 Soccer field - supplies	750	350		(350)
5790 Utilites	11,000	9,800	10,876	1,076
	35,025	29,025	36,927	7,902

Concession Stand -Supplies & wages

5755 Pop Stand - repairs, maintenance	1,250	250	1,285	(1,035)
5750 Pop stand - supplies	20,000	23,500	18,268	5,232
5751 Pop stand - wages @ July 2/16	18,000	12,500	15,556	(3,056)
	39,250	36,250	35,109	1,141

Total Operating Expenses	110,775	97,475	103,136	9,959
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Net Total - Revenue less Expenses	2,882	-	8,782	4,484
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Break Down of RBC Account

Rubber Base held @ RBC	2,080		
Operating Funds balance - Held @ RBC	6,702		
O/S Accts Receivable 2016			5,640
Total held at RBC @ January 9, 2017	8,782		

Investments & Other Income

Capital Grants	Revenue	Expensed	Carry Forward Balance
Town of Amherstburg - 2016 Reserve	10,000	2,820	7,180
Town of Essex - 2016 Reserve	10,000	5,603	4,397
Town of Amherstburg - 2017 Reserve	15,000		15,000
Town of Essex - 2017 Reserve	15,000		15,000
Total Reserve Funds	50,000	8,423	41,577

2017 RATES

FAMILY EVENTS

\$125 \$25 Non-refundable deposit required due with signed contract
Balance of payment due 30 days prior to event
Baseball may be scheduled during event
Extra \$75 to rent cooler
Extra \$100 to rent outdoor heaters incl propane, plus \$100 security deposit
PAL Insurance/LCBO permit requi Extra \$50 to have pig roasts
Includes \$25 refundable security deposit if no damage & clean
\$5M Liability insurance required naming;
Co-AN Park, Corp Town of Essex & Corp Town of Amherstburg as additional insured

JACK N JILLS

\$450 \$25 Non-refundable deposit required due with signed contract
Balance of payment due 30 days prior to event
LCBO permit required/PAL Insurance required
\$5M Liability insurance required naming;
Co-AN Park, Corp Town of Essex & Corp Town of Amherstburg as additional insured
Includes Walk in cooler
Baseball may be scheduled during event
Extra \$100 to rent outdoor heaters incl propan Use of pavilion one baseball diamond
Includes \$100 refundable security deposit if no damage & clean
No games with broken glass, no staples, no firepits, no camping

BASEBALL TOURNAMENTS

\$125 per day \$100 Non-refundable deposit required due with signed contract
Balance of payment due 30 days prior to event
\$5M Liability insurance required naming;
Co-AN Park, Corp Town of Essex & Corp Town of Amherstburg as additional insured
LCBO permit required
Co-An park have all food rights
Extra \$75 use of Walk in Cooler
Extra \$10 per diamond to set up, chalk bases /
Extra \$50 use of park bases
Extra \$100 to rent outdoor heaters incl propane, plus \$100 security deposit
Includes \$100 refundable security deposit if no damage & clean

School functions & Alhambra - park rental will continue to be no charge

Essex Gas & Steam Engine/Country Music Jambore-park rental fee \$100 to be charged

User Fees - \$11 per player per league
Chalking \$5 per diamond per game
Base set Up \$5 per diamond per game

Co-An Park League Information Packet 2017 Season

We, the Co-An Park Committee are volunteers and have been appointed by the Town of Essex and the Town of Amherstburg and serve a four (4) year term corresponding to term of council and strive to make everyone's experience at the Co-An Park enjoyable, safe and informed. We continually try to upgrade where possible and can only maintain this wonderful community facility with everyone's joint effort. In 2015 we started a Face Book page with updates on rain outs and various Co-An Park news; it has been met with great reviews, a great way to get the word out fast, we encourage you to contact the park secretary if you would like any information posted. Please review this information package, it is meant to share our expectations and to advise you of what you can expect from the Co-An Park and what we expect of you. If there are any questions or comments please forward to the park secretary: jbissonnette428@hotmail.com

1.0 SCOPE

- 1.1 "Co-An Park Seasonal Leagues" shall have access to the Co-An Park on specified days as per the schedules arranged with the office secretary for the season beginning **April 1, 2017** and ending **October 1, 2017**.
- 1.2 "Co-An Park Seasonal Leagues" shall comply with rules set out by the Co-An Park Committee and may direct inquiries and take direction from the Co-An Park Secretary and/or the Co-An Committee.

2.0 RESPONSIBILITIES AND DUTIES

- 2.1 User fees will be \$11 per player; payment payable by June 1st for Baseball and July 20 for Soccer
- 2.2 Leagues must forward copies of schedules to Park Secretary 2 weeks prior to league play or sooner if available; Make up games (other than on your night & within your schedule) must be scheduled with Park Secretary
- 2.2 League insurance –Each League must obtain liability insurance; Co-An Park/Town of Essex/Town of Amherstburg should be listed as an additional insured and carry liability coverage of no less than \$5 Million; a copy must be forwarded to the Co-An committee prior to league play; Insurance may be available thru the Co-An Park/Town of Essex if certain criteria is met: contact park secretary to confirm requirements and rates (Youth rates Soccer /Baseball very reasonable)

- 2.3 Daily updates will be recorded on Co-An answering machine by 4:30 p.m. as to the status of the Co-An park (i.e.) in-climate weather etc. (519) 726-5434. If there is specific information pertinent to the day's cancellation that you require mentioned, please contact the Park Secretary 519.726.6749 / 519.818.0879 Cell
- 2.4 Co-An Committee along with Park Maintenance will have the final say for **rain outs**; league convenors may also contact the Co-An secretary if they wish to cancel.
- 2.5 Leagues must advise Co-An committee of any changes to league requirements as to allow scheduling management of diamonds; all league playing time must be considered when requesting additional diamonds. Leagues will be informed of black out dates by March 1 your compliance is appreciated
- 2.6 The Park maintenance employee will have diamonds groomed and ready for play by 4:00 p.m. each day; grass and facility will be in shape for play; weather may be a factor in some cases and grooming/grass cutting may be limited
- 2.7 Washroom facilities will be available at all times; no portajohns will be brought in unless paid by leagues
- 2.8 First Aid kit/ice and phone for emergency use is available when the Concession stand is open; if closed please have someone designated on your league to have first aid kit and emergency phone accessible. Municipal Address: 11071 11th Concession, McGregor
- 2.9 Accident reports where applicable will be filled out and a copy forwarded to the Co-An Park; forms are available at the concession stand and one attached to this contract
- 2.10 Baseball Leagues are responsible to supply, set up their own bases (bases should meet quality standard) & chalk, unless otherwise pre-arranged with the Co-An Park; chalk for baseball will be supplied by Co-An Park;
- 2.11 Paint will be supplied by Co-An Park for soccer fields; presently a small paint machine is available for soccer convenor's use;

- 2.12 Leagues are to adhere to the law and observe No Drinking Alcohol on park grounds without the proper LCBO permits; no abusive language
- 2.13 Leagues are to adhere to the law regarding No Smoking under the pavilion or any enclosed area (washrooms) No Smoking signs have been posted
- 2.14 Leagues should encourage players to keep the park clean and use garbage & recycle containers supplied
- 2.15 Use of Lights on Dia 3 – advance notice should be given, unless on league schedules; contact Park Secretary to make arrangements, Park Manager will be available to engage lights with advance notice
- 2.16 Co-An Committee meets on regular monthly bases; please feel free to contact the Park Secretary to be put on the agenda, or contact us for any immediate concerns
- 2.17 No un-authorized barbecuing on Co-An Park property
- 2.18 Co-An Park has all Food Rights – No outside food to be brought in for League events (Season End/Award ceremonies etc.) : unless pre-approved by the Co-An Park Committee at least two weeks prior to event
- 2.19 Co-An Park will supply and maintain soccer posts and fields; nets will be supplied and installed by league
- 2.20 Parking/driving should be restricted to the stoned area and use of Handicap lot by permit only; caution should be stressed to your leagues to watch out for children and to drive responsibly
- 2.21 Co-An Concession stand will be open nightly during season play and will try to maintain affordable prices; this service is meant as a convenience and must maintain its self, so if leagues do not use it they may find it not opening on their league night. We encourage everyone to help keep it running nightly.
- 2.22 Black Out dates for the 2017 season are as follows:
July 7-8-9, 2017 & August 11-12-13, 2017

3. OPTIONAL FEES

- 3.1 Use of Co-An Bases will be an initial fee of \$300 per league; if fee was remitted prior to Jan 2017, this fee is waived until further notice; must use park employee to set up diamonds and remit set up fees as specified in 3.2 & 3.3
- 3.2 Chalking & setting up of diamonds by Park Maintenance will be an additional \$10 per diamond per day
- 3.3 Base set up with no chalking by Co-An employee will be an additional fee of \$5.00 per diamond per day
- 3.4 Painting Soccer lines by Park Maintenance will be an additional \$10 per field per coverage (Within a 6 week span – 2-3x required we will borrow an industrial painter from town)

Please email Joanne Bissonnette (Park Secretary) to confirm receipt of this packet and also include contact information of league executives. (Email addresses and phone #s if possible would be appreciated. Thank you

**MINUTES OF HERITAGE COMMITTEE
NOVEMBER 24, 2016
5:30 PM – LIBRO CENTER**

1.0 PRESENT: Dante Pagliaroli, Robert honor, Simon Chamely, Shirley Curson Prue, Leo Meloche,

Also present: Tammy Fowkes, Deputy Clerk
Rebecca Belanger, Planner
Steve Brown, Staff Liason
Michelle Lavin, Recording Secretary

2.0 APPROVAL OF THE AGENDA

D. Pagliaroli/L. Meloche

That the agenda be approved as printed with amendments of additions Items 5.1, 6.3, 6.5, 6.6, 6.7. Carried

3.0 REVIEW OF MINUTES

D. Pagliaroli/L. Meloche

That the minutes of June 16, 2016 be approved as printed. Carried

D. Pagliaroli/L. Meloche

That the minutes of September 15, 2016 be approved as printed. Carried

4.0 REVIEW OF NEW CORRESPONDENCE

4.1 Reflections Newsletter – Fall 2016

The committee reviewed the Reflections Newsletter of Fall 2016.

4.2 CHO News – Summer 2016

The committee reviewed CHO News – Summer 2016

L. Meloche / S. Prue

That we receive, note and file correspondence items 4.1, 4.2. Carried.

5.0 REVIEW OF NEW BUSINESS

5.1 New Members

Discussion took place regarding the interest from Meg Reiner, a former member of the Heritage Committee who is requesting to be reinstated. At this time she is being engaged by the Town to research and develop the background information required to have the Navy Yard Park designation completed, so it would be a conflict of interest as a volunteer on the committee at the same time as she is working for the Town conducting heritage related projects.

S. Brown stated that we have advertised for 1 vacancy position for the committee. S. Brown and T Fowkes confirmed that we can have a maximum of 8 but minimum must be 5 under the Heritage Act. The deadline to apply is December 5 and by December 12th, and then it will go forth to council.

6.0 REVIEW OF OUTSTANDING BUSINESS

6.1 Verbal discussion on background work completed regarding a "Heritage District"

Rebecca Belanger, Planner for the Town, spoke to the committee. She stated that the Community Strategic plan was approved by Council and that they want to move forward with it. The strategic plan indicated that the community prefers urban design guidelines, for the downtown core. As a result of much public consultation the demand is for urban design guidelines, with a heritage theme. She stated that Bill 51 gives the ability to control architectural features to control urban design.

S. Chamely wished to have further explanation as why it came about and that Paul Hertel brought up several times asking for status on Heritage District Study, due to the fact that the heritage district had been on the "slate" for previous and existing Council. There were multiple approvals, disapprovals, etc. So what do we do about the heritage district study? Do we ignore and it will go away or is it something that we think should be a viable thing that the town should be pursuing? Shirley had difficulty making sense of the final heritage district perimeter as it seemed to have been repeatedly modified and so addressed none of the issues brought forward during the lengthy consultation all the documentation that had come forward. Rebecca further explained pros and cons of both.

Robert Honor, gave explanation that when he started on the Heritage Committee. The Lassaline report was in the process of being started, we had public meetings, but we were at the point that it was supposed to go to Council. The CAO's of the Town kept changing and then they had meeting with the CAO of the day, and after that point everything stopped. The committee has been waiting ever since.

Simon further stated that it would seem that we should abandon the heritage district and focus on the urban design guidelines. Rebecca suggests letting the process go forward with the urban design guidelines which will focus on a heritage theme. S. Prue, inquired as to the timeframe for completion, 4-6 months? L. Meloche stated that he thinks that the urban design guidelines is the way to go.

L. Meloche, it may encourage other building owners to give them an incentive to want to improve their buildings.

L. Meloche/S. Curson-Prue

That the committee suspend the heritage district as it is proposed, and that it be replaced with the new upcoming urban design guidelines with a heritage theme. Carried.

Shirley stated that if there is any consultation needed by the committee that we hold extra meetings as required.

Rebecca ensured that there will be much public and committee consultation during the process.

6.2 Updated List of preferred properties to be provided with plaques

S. Brown suggests that Bellevue, Christ Church and First Baptist church at 232 Gore be considered for a plaque.

Dante/Robert

That the committee approve plaques for the Bellevue, Christ Church, First Baptist Church under the 2017 budget. Carried

6.3 Doris Gaspar – Phase 2 – Addition to registry

S. Brown suggests that this be added to work to be done by a consultant. The registry needs to be looked at and to update put to council to add Doris Gaspar's work to those properties of interest lists.

6.4 Official Plan existing and new

S. Chamely inquired as to what will be in the new Official Plan and will the committee have input as far as heritage? R. Belanger stated that our current O.P. is in line with the Provincial Policy Statement. The new one will include any new policies from the Provincial Policy Statement. We have to look at all the 2014 Provincial Policy Statements and we have to be in line with those policies. Can you provide heritage content from the Official Plan and provide it to the committee. It can it be listed on the next agenda.

6.5 Navy Yard Park

S. Brown stated that the committee will need to determine the attributes once the consultant gathers the information.

6.6 Guest speaker – Heritage Week

Organize a subcommittee to host an event for Heritage Week February 9, 2017. S. brown suggested that the information session focus on Bellevue. Meet and greet night and a guest speaker could be invited. A powerpoint presentation, displays of photographs,

6.7 Bellevue

There was some discussion on the acquisition of Bellevue, as well as comments and questions on the future use of the building.

7.0 NEXT MEETING DATES

The committee agreed to the following upcoming meeting schedule for 2017:

February 9, April 20, June 15, September 21, November 16

L. Meloche/D. Pagliaroli

That the meeting calendar be approved for 2017. Carried.

D. Pagliaroli / S. Curson-Prue

That the meeting adjourn. Carried


SIMON CHAMELY, CHAIRPERSON


MICHELLE LAVIN-FAUCHER



Amherstburg Economic Development Advisory Committee

December 6, 2016 at 5:30p.m.

Town Hall – Board Room

MINUTES

PRESENT

Bob Rozankovic
Allan Halowski
Joe Varacalli

John McDonald
Councillor Leo Meloche
Staff Liaison Nicole Rubli

ABSENT WITH NOTICE

Deputy Mayor Bart DiPasquale
Marc Pillon

CALL TO ORDER

The Chair called the meeting to order at **5:56 p.m.**

DISCLOSURE OF PECUNIARY INTEREST

None

ACCEPTANCE OF AGENDA

Moved by: John McDonald
Seconded by: Joe Varacalli

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: Leo Meloche
Seconded by: Joe Varacalli

That the minutes of the meeting of the AEDAC held on November 1, 2016 at 5:30p.m. be adopted as amended.

The Chair put the Motion

Motion Carried

ORDER OF BUSINESS

1. Strategic Plan Review as it relates to Proposed New Development and Property Acquisitions

Moved by: John McDonald
Seconded by: Leo Meloche

That the Economic Development Advisory Committee DEFER this item.

The Chair put the Motion

Motion Carried

2. Think Smarter: Economic Development Forum Report – John McDonald

Moved by: Leo Meloche
Seconded by: John McDonald

That the Economic Development Committee RECEIVE the report from John McDonald.

The Chair put the Motion

Motion Carried

3. High School Essay/Multimedia Contest Results and Wrap Up

Moved by: Leo Meloche
Seconded by: Joe Varacalli

That the Economic Development Committee RECEIVE the report from the Subcommittee and present the winning entries to Council at the December 12th meeting.

The Chair put the Motion

Motion Carried

4. SWIFT Initiative Update

Moved by: John McDonald
Seconded by: Joe Varacalli

That Economic Development Committee RECEIVE the update on the SWIFT initiative; and,

The Economic Development Committee DIRECT the staff liaison to request Bob Campbell and Dave Carpenter attend the next scheduled committee meeting.

The Chair put the Motion

Motion Carried

UNFINISHED BUSINESS

1. That the Committee explore the opportunity to host guest speakers to speak in Amherstburg to assist the Committee in developing the Town's Strategic Plan. (July 9, 2015 Meeting)
 - Bob to speak to CAO Miceli about having Eddie Francis and Rakesh Naidu present at a Council meeting.
 - This initiative is tabled to September 2016.
 - This initiative will be tabled to 2017

2. Discussion on having an essay contest for local high school students.
 - Staff liaison to contact winners and honourable mention
 - The 1st place entry will be read at the Council meeting Dec. 12/16.
 - Lessons learned on the contest will be discussed at the March 7th meeting.

NEW BUSINESS

1. January Meeting Schedule

Moved by: John McDonald
Seconded by: Joe Varacalli

That the Economic Development Committee meeting schedule for January 2017 be ALTERED to January 24th, 2017 and that the February 7th, 2017 meeting be CANCELLED.

The Chair put the Motion

Motion Carried

2. Marc Pillon Resignation

Moved by: Leo Meloche
Seconded by: John McDonald

That the Economic Development Committee RECEIVE Marc Pillon's resignation.

The Chair put the Motion

Motion Carried

NEXT MEETING DATE

January 24, 2017 at 5:30p.m., Town Hall Board Room.

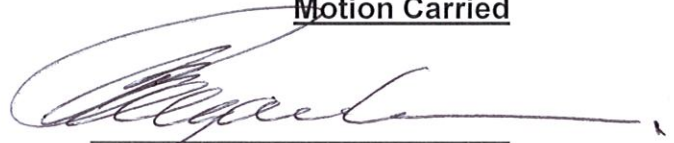
ADJOURNMENT

Moved by: John McDonald
Seconded By: Leo Meloche

That the meeting adjourn at 6:40 p.m.

The Chair put the Motion

Motion Carried



Chair – Bob Rozankovic



Secretary – Nicole Rubli

AMHERSTBURG COMMITTEE OF ADJUSTMENT

Minutes of a meeting of the Amherstburg Committee of Adjustment held Tuesday, December 13, 2016 at 7:30 a.m. in the Council Chambers.

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

Also Present: R. Belanger, Secretary/Planner

Introductions of the Committee members and administration.

DISCLOSURE OF INTEREST

M. Prue declares a conflict of interest regarding application A/26/16 as his principal address is directly across the street from 373-381 Crystal Bay Drive.

ADOPTION OF MINUTES

Moved by A. Smith

Seconded by S. Ducedre

That the Committee move approval of the minutes as amended held November 29, 2016.

-Carried-

APPLICATIONS

(1) **A/26/16** West Industries c/o Daniel Caster
373-381 Crystal Bay Drive
3729-640-000-21500

Public in Attendance: Daniel Caster

The applicant is proposing a 24 ft x 65.25 ft detached accessory structure with a total building footprint of 1566 sq ft. The applicant is requesting relief from Section 3(1)(c) which requires that the height of all accessory buildings or structures shall not exceed 5.5 m (18 ft) in any Residential Zone. The proposed detached garage will have a height of 6.7 m (22 ft). Therefore the amount of relief that is requested is 1.2 m (4 ft).

The subject property is designated Recreational Development and zoned Resort Residential/Resort Commercial Zone in By-law 1999-52, as amended.

The following correspondence was received from the various agencies circulated:

- (i) Letter dated November 30, 2016 from the Essex Region Conservation Authority- The above noted lands are **not** located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the *Conservation Authorities Act*). As a result, a permit is not required from ERCA for issues related to Section 28 of the *Conservation Authorities Act*, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the *Conservations Authorities Act*, (Ontario Regulation No. 158/06). There are no concerns relating to stormwater management and no objections to the application with respect to natural heritage policies.
- (ii) Email dated December 2, 2016 from the Drainage Superintendent / Engineering Coordinator – No concerns from the Public Works Department

(iii) Planning Report dated December 6, 2016 from Rebecca Belanger.

Committee Discussion:

Mr. Caster addressed the Committee and stated that the owners want to build a garage in the Nantucket style identical to the peak of their residence running front to back. Mr. Caster identifies that the garage has a basement and that all buildings will be in the same style as 373 Crystal Bay Drive.

After a discussion the following resolution was put forth:

Moved by S. Ducesne
Seconded by A. Smith

That Application A/26/16 be approved.

- Carried-

Reasons of Committee – The Committee having considered the evidence presented, and having reviewed the plans and correspondence on file, is satisfied that the variance request is minor in nature, will not impact the character of the neighbourhood, and is in keeping with the intent of the Official Plan and Zoning By-law. The Committee did not receive written or oral submissions pertaining to the minor variance application.

(2) A/25/16 Brian & Lynne Feltam
3623 Concession 3 N
3729-450-000-02600

Public in Attendance: Brian Feltham

The applicant is proposing the construction of an accessory structure. The applicant is requesting relief from Zoning By-law 1999-52, as amended from Section 26(3)(j)(vi) which requires a minimum interior side yard width for an accessory structure on an undersized lot of 3.0 m (9.84 ft) in an Agricultural (A) Zone. The proposed interior side yard width of the structure is 1.37 m (4.5 ft). Therefore the amount of relief requested is 1.63 m (5.35 ft).

* Please note that on October 6th, 2015 the Committee of Adjustment approved minor variance file A/24/15 granting relief in the amount of 2.6 m (8.6 ft) in interior side yard width in order to build an addition to the home including a great room and two car garage.

The subject property is designated Agricultural in the Official Plan and zoned Agricultural (A) in By-law 1999-52, as amended.

The following correspondence was received from the various agencies circulated:

- (i) Letter dated November 30, 2016 from the Essex Region Conservation Authority- The above noted lands are **not** located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the *Conservation Authorities Act*). As a result, a permit is not required from ERCA for issues related to Section 28 of the *Conservation Authorities Act*, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the *Conservations Authorities Act*, (Ontario Regulation No. 158/06). There are no concerns relating to stormwater management and no objections to the application with respect to natural heritage policies.
- (ii) Email dated December 2, 2016 from the Drainage Superintendent / Engineering Coordinator – No concerns from the Public Works Department

(iii) Planning Report dated December 6, 2016 from Rebecca Belanger.

Committee Discussion:

Brian Feltham addressed the Committee and stated that he obtained a minor variance last year which he believed was good for anything in the side yard and apparently it was not. He stated that he does not want to shift the garage over as required by the provisions in the by-law and wants to keep in clean in that area with no junk. Member Prue stated that the building will be close to the neighbour's pool. Mr. Feltham stated that there have been substantial improvements and that the property used to have a hoarder there. Chairmain Cozens questioned the overhead door and access through the property and Mr. Feltham responded that the access would be through the garage. Member Shaw questioned what type of material would be moving through the garage and the applicant stated that it would be steel.

After a discussion the following resolution was put forth:

Moved by D. Shaw
Seconded by S. Ducedre

That Application A/25/16 be approved.

- Carried-

Reasons of Committee – The Committee having considered the evidence presented, and having reviewed the plans and correspondence on file, is satisfied that the variance request is minor in nature, will not impact the character of the neighbourhood, and is in keeping with the intent of the Official Plan and Zoning By-law. The Committee did not receive written or oral submissions pertaining to the minor variance application.

(3) B/30/16 Ross & Lauren Drouillard
V/L Concession 8
3729-380-000-07900

Public in Attendance: Ross Drouillard, Rob Donison

The applicant is proposing to sever a parcel of land being 22 ft frontage and 270 ft depth (L-shaped) and an area of 0.55 ± acres (23,816 sq ft) for the purpose of a lot addition which will merge with 9824 Walker Rd. The remaining retained agricultural parcel has 277 ft frontage and 4435 ft irregular depth and an area of 48.01± acres.

The subject property is designated Agricultural in the Official Plan and zoned Agricultural (A) Zone in By-law 1999-52, as amended.

The following correspondence was received from the various agencies circulated:

- (i) Letter dated November 30, 2016 from the Essex Region Conservation Authority- The above noted lands are **not** located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the *Conservation Authorities Act*). As a result, a permit is not required from ERCA for issues related to Section 28 of the *Conservation Authorities Act*, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the *Conservations Authorities Act*, (Ontario Regulation No. 158/06). There are no concerns relating to stormwater management and no objections to the application with respect to natural heritage policies.
- (ii) Email dated December 2, 2016 from the Drainage Superintendent / Engineering Coordinator – A drainage apportionment is required.

(iii) Planning Report dated December 6, 2016 from Rebecca Belanger.

Committee Discussion:

Ross Drouillard addressed the Committee and advised on the purpose of the application. He states that the property owner Mr. Donison can't turn around well in the back and the lot addition would assist with that as well as provide land area for the construction of a barn for the storage of snowmobiles. Member Prue stated that the Province has made it clear that they do not want agricultural land taken out of production. Mr. Donison was questioned as to whether he was running a rural home occupation and he stated that he does not run a rural home occupation from the property. Chairman Cozens questioned whether Mr. Donison could live with a reduction to the 22' or the 82'. Member Prue stated that he cannot support the application as it is not preserving agricultural land, further it is not minor. Member Prue moves for a dismissal with no support. The Planner advises that a rural home occupation could only be permitted if it was based in accordance with the policies in the Town's Official Plan and Zoning By-law. Member Shaw recommends a review of the site plan for the size of all buildings to confirm lot coverage.

After a discussion the following resolution was put forth:

That Application B/30/16 be deferred.

Moved by D. Shaw
Seconded by M. Prue

-Carried-

Reasons of Committee - The Committee, having considered the evidence presented and having reviewed the plans and correspondence on file is deferring the application pending further consultation with the Town of Amherstburg Planning Department. The Committee did not receive written or oral submissions pertaining to the consent application.

NEXT MEETING

The next meeting is scheduled for Tuesday, January 31, 2017 at 7:30 a.m.

ADJOURNMENT

The meeting adjourned at 8:30 am.


Chairman- Dave Cozens


Secretary- Rebecca Belanger

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. Heritage Committee presentation scheduled for the April 10th Council meeting.

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

Finance Department - Open Council Motions

UFB Item	Assigned to	Assigned date	Due date	Councillors	MOTION	Dept Comments/Status
20160627-295	Justin Rousseau	27-Jun-16		Fryer/Pouget	That Administration BE DIRECTED to bring a report regarding internet speeds provided throughout the Town	Administration compiling information

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 possibility of adding present day green spaces.	In progress - Awaiting completion of the Parks Master Plan

Unfinished Business Lists - eScribe as at February 27, 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 # 20160919-372 The Emergency Response Plan was requested from the Jones Group and 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 limitof \$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.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2017 - 18

**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 27th, 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 27th day of February, 2017.

MAYOR – Aldo DiCarlo

CLERK – Paula Parker