



**TOWN OF AMHERSTBURG
COUNCIL MEETING
AGENDA**

Monday, June 11, 2018

6:00 PM

Council Chambers

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

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

Information will be gathered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). All comments and communications received will become part of the public record unless you expressly request the Town to remove it. If you want to learn more about why and how the Town collects your information, write to the Town Clerk's Office, 271 Sandwich Street South, Amherstburg, ON N9V 2A5 or call 519-736-0012.

Pages

- 1. CALL TO ORDER**

- 2. NATIONAL ANTHEM**

- 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	Regular Council Meeting Minutes - May 14, 2018	11
4.2	Special In-Camera Council Meeting Minutes - May 14, 2018	
4.3	Special Council Meeting Minutes - Planning - May 28, 2018	31
4.4	Regular Council Meeting Minutes - May 28, 2018	35
4.5	Special In-Camera Council Meeting Minutes - May 28, 2018	

5. DELEGATIONS

5.1	Input into the Use of Former Duffy's Property in the Parks Master Plan - Brian Beattie and Kevin Sprague, AMA Sportsmen Association	48
-----	---	----

It is recommended that:

The delegation **BE RECEIVED**.

5.2	Centennial Park Baseball Diamond Relocation Process - Mary Lippert and Greg Leal, Amherstburg Minor Baseball	50
-----	--	----

It is recommended that:

The delegation **BE RECEIVED**.

6. PRESENTATIONS

- 6.1 **Audit Findings Report for the year ended December 31, 2017 - Cynthia Swift and Alison Piccolo , KPMG LLP** 52

It is recommended that:

The presentation **BE RECEIVED**.

- 6.2 **Amherstburg Parks Master Plan - Steve Langlois, Principal Planner, Monteith Brown Planning Consultants** 80

It is recommended that:

The presentation **BE RECEIVED**.

7. REPORTS – POLICE SERVICES

There are no reports.

8. REPORTS – CORPORATE SERVICES

- 8.1 **Audited Consolidated Financial Statements for the year ended December 31, 2017** 106

It is recommended that:

1. The report from the Supervisor of Accounting dated May 23, 2018 regarding Audited Consolidated Financial Statements for the year ended December 31, 2017 **BE RECEIVED**;
2. The Audited Consolidated Financial Statements for the year ended December 31, 2017 **BE APPROVED**;
3. The Audit Findings Report of KPMG for the year ended December 31, 2017 **BE ACCEPTED**; and,
4. Administration **BE AUTHORIZED** to post the 2017 Consolidated Financial Statements on the Town's Website.

9. REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

There are no reports.

10. REPORTS – ENGINEERING AND PUBLIC WORKS

There are no reports.

11. REPORTS – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

11.1 Heritage Rebate Applications for the 2017 Calendar Year

145

It is recommended that:

1. The report from the Chief Building Official dated May 28, 2018, regarding the Heritage Rebate Applications for the 2017 Calendar Year **BE RECEIVED**; and,
2. The application for Heritage Tax Rebate for the properties listed below **BE APPROVED** for the 2017 tax year:
 - 459 Dalhousie Street (New asphalt shingles and window replacement at the rear of the building)

11.2 Amending By-law to Update the Site Plan Control Requirements for the Town of Amherstburg

149

It is recommended that:

1. The report from the Manager of Planning Services dated May 17, 2018, regarding an Amending By-law to Update the Site Plan Control Requirements for the Town of Amherstburg, **BE RECEIVED**; and,
2. **By-law 2018-51** being a by-law to Designate a Site Plan Control area for the Town of Amherstburg be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

11.3 Development Agreement for 33 Concession 3 N

162

It is recommended that:

1. The report from the Manager of Planning Services dated May 28, 2018, regarding the Development Agreement for 33 Concession 3 N **BE RECEIVED**;
2. The Site Plan and Development Agreement for 33 Concession 3 N **BE APPROVED**; and,
3. **By-law 2018-64** 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.

11.4 Development Agreement for 7525 Howard Avenue

183

It is recommended that:

1. The report from the Manager of Planning Services dated May 24, 2018, regarding the Development Agreement for 7525 Howard Avenue **BE RECEIVED**;
2. The Site Plan and Development Agreement for 7525 Howard Avenue **BE APPROVED**; and,
3. **By-law 2018-46** 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.

11.5 Zoning By-law Amendment for 191 Concession 3 N

200

It is recommended that:

1. The report from the Manager of Planning Services dated May 29, 2018, regarding the proposed Zoning By-law Amendment for 191 Concession 3 N, **BE RECEIVED**; and,
2. **By-law 2018-59** being a by-law to Amend Zoning By-law No. 1999-52, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

11.6 Zoning By-law Amendment for 4365 Concession 4 N

211

It is recommended that:

1. The report from the Manager of Planning Services dated May 29, 2018, regarding the proposed Zoning By-law Amendment for 4365 Concession 4 N, **BE RECEIVED**; and,
2. **By-law 2018-54** being a by-law to Amend Zoning By-law No. 1999-52, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

11.7 Draft Parks Master Plan

221

It is recommended that:

1. The report from the Chief Administrative Officer and the Manager of Planning Services dated May 24, 2018 regarding the Draft Parks Master Plan **BE RECEIVED**;
2. The Draft Parks Master Plan **BE PRESENTED** for information and consideration; and,
3. The Parks Master Plan **BE CONSIDERED** by Council for approval at the August 13, 2018 Council meeting.

12. REPORTS - CAO's OFFICE

12.1 Committee Member Reappointment – Parks and Recreation Advisory Committee

358

It is recommended that:

1. The report from the Deputy Clerk dated May 28, 2018, regarding Committee Member Reappointment – Parks and Recreation Advisory Committee **BE RECEIVED**; and,
2. Rosa White, **BE REAPPOINTED** as a Committee member on the Parks and Recreation Advisory Committee for the remainder of the 2014-2018 Term of Committees ending on November 30, 2018.

It is recommended that:

1. The report from the Municipal Clerk dated May 15, 2018 regarding Lame Duck Provisions **BE RECEIVED**;
2. Authority **BE DELEGATED** to the Chief Administrative Officer or delegate for the 2018 period during which a “lame duck” Council is in effect, pursuant to section 275 of the Municipal Act, 2001, S.O. 2001, c.25, to address matters as follows:
 - The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and,
 - Making any unbudgeted expenditures or incurring any other liability which exceeds \$50,000.
3. The Chief Administrative Officer or delegate consult with the Town Solicitor and, where appropriate, the Director of Corporate Services or designate prior to exercising that delegated authority;
4. The Chief Administrative Officer or delegate **BE DIRECTED TO ADVISE** Council in writing prior to exercising the delegated authority; and,
5. **By-law 2018-67** being a by-law to authorize the delegated authority for restricted acts during “lame duck” period be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

13. **INFORMATION REPORTS**

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

13.1	2017 Year- End Financial Ratios and Indicators	369
13.2	Accounts Payable for the Month of May 2018	377
13.3	Monthly Activity Report – APSB Meeting of April 17, 2018	417

14. CONSENT CORRESPONDENCE

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

- | | | |
|-------------|--|------------|
| 14.1 | Traffic Volumes on Highway 3 - Letter to Tom Bain from the Ministry of Transportation | 443 |
| 14.2 | Cannabis Grace Period Request - City of Quinte West Resolution | 446 |
| 14.3 | Strays on Streetcorners Fundraiser - Windsor Essex County Humane Society | 447 |

15. CORRESPONDENCE

- | | | |
|-------------|--|------------|
| 15.1 | Emancipation Day - August 1, 2018 | 449 |
|-------------|--|------------|

It is recommended that:

1. The correspondence dated May 16, 2018 from the Amherstburg Freedom Museum regarding Emancipation Day **BE RECEIVED**; and,
2. August 1, 2018 **BE PROCLAIMED** as Emancipation Day in the Town of Amherstburg.

16. CONSENT OTHER MINUTES

That the following minutes **BE RECEIVED**:

- | | | |
|-------------|---|------------|
| 16.1 | Parks and Recreation Advisory Committee Minutes - March 21, 2018 | 451 |
| 16.2 | Parks and Recreation Advisory Committee Minutes - May 9, 2018 | 455 |

17. OTHER MINUTES

17.1 Parks and Recreation Advisory Committee Minutes - May 23, 2018 457

It is recommended that:

1. The Parks and Recreation Advisory Committee (Draft) Meeting Minutes of May 23, 2018 **BE RECEIVED**;
2. Table #6 on page 35 of the Draft Parks Master Plan, dated May 2018, **BE AMENDED** to show the 5.04 hectares identified as parkland remaining at Centennial Park; and,
3. Recommendation #45 on page 64 of the Draft Parks Master Plan, dated May 2018, **BE RE-WORDED** to develop 4 new tennis courts on the remaining parkland at Centennial Park.

17.2 Drainage Board Meeting Minutes - June 5, 2018 460

It is recommended that:

1. The Drainage Board Meeting Minutes of June 5, 2018 **BE RECEIVED**;
2. The appointment of the firm Rood Engineering Inc. for the repair and improvement to the Sam Paquette Drain, as recommended by the Drainage Board **BE APPROVED**; and,
3. The appointment of the firm Rood Engineering Inc. for the repair and improvement to the Langlois Drain, as recommended by the Drainage Board **BE APPROVED**.

18. UNFINISHED BUSINESS

18.1 Unfinished Business Lists as at June 11, 2018 475

19. NEW BUSINESS

20. REPORT OUT FROM IN CAMERA SESSION

21. NOTICE OF MOTION

There are no Notices of Motion.

22. BY-LAWS

22.1 By-law 2018-68 - Confirmatory By-law

481

It is recommended that:

By-law 2018-68 being a by-law to confirm all resolutions of the Municipal Council Meetings held June 11th, 2018, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

23. ADJOURNMENT

That Council rise and adjourn at p.m.



**TOWN OF AMHERSTBURG
COUNCIL MEETING
MINUTES**

**Monday, May 14, 2018
6:00 P.M.**

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

PRESENT

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

Paula Parker, Municipal Clerk
Giovanni (John) Miceli, CAO

CALL TO ORDER

The Mayor called the meeting to order at 4:36 pm.

SPECIAL IN-CAMERA COUNCIL MEETING

Resolution # 20180514-139

Moved By Councillor Fryer
Seconded By Councillor Meloche

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

ITEM A - Question Regarding the Law of Defamation - Section 239(2)(f) - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

ITEM B - Bill 148 Implications - Section 239(3.1) - Educational Session.

ITEM C - Recreational Facility Opportunities - 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 THEROF
(In-Camera Council Meeting Agenda Items)

There were no disclosures of pecuniary interest noted.

NATIONAL ANTHEM

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF
(Public Council Meeting Agenda Items)

Councillor Pouget declared a pecuniary interest with respect to item # 12.3, Development Agreement for 110 St. Arnaud Street. She indicated that her husband collects a pension from the business at this address.

MINUTES OF PREVIOUS MEETING

Resolution # 20180514-140

Moved By Councillor Fryer
Seconded By Councillor Meloche

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

- 6.1 Special In-Camera Council Meeting Minutes - April 23, 2018**
- 6.2 Special Council Meeting Minutes - Planning - April 23, 2018**
- 6.3 Regular Council Meeting Minutes - April 23, 2018**

The Mayor put the Motion.

Motion Carried

DELEGATIONS

- 7.1 Request to Waive Rental Fees for the Annual Bob Meloche Kid's Fishing Derby - Luc Tremblay and Brian Beattie, AMA Sportsmen Association**

Resolution # 20180514 -141

Moved By Deputy Mayor DiPasquale
Seconded By Councillor Fryer

That the delegation BE RECEIVED.

The Mayor put the Motion.

Motion Carried

- 7.2 Portable Signage Request - Luigi DiPierdomenico and Ryan Culver, Lime Telenet**

Resolution # 20180514-142

Moved By Deputy Mayor DiPasquale
Seconded By Councillor Lavigne

1. That the delegation BE RECEIVED; and,

2. The sign request as presented by Lime Telenet BE APPROVED.

The Mayor put the Motion.

Motion Carried

REPORTS – POLICE SERVICES

There are no reports.

REPORTS – CORPORATE SERVICES

9.1 By-law 2018-52 to Amend Final 2018 Tax Levy By-law 2018-34

Resolution # 20180514-143

Moved By Councillor Meloche
Seconded By Councillor Fryer

That:

- 1. The report from the Supervisor of Revenue, dated April 26, 2018, BE RECEIVED; and,**
- 2. By-law 2018-52 a by-law to amend By-law 2018-34 being a By-law to levy and collect taxes for the year 2018 be taken as having been read three times, and finally passed, and that the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

Motion Carried

9.2 2017 Year End Budget to Actual Summaries and Transfers

Resolution # 20180514-144

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

- 1. The report from the Treasurer and Financial Planning Administrator dated April 23, 2018 regarding the 2017 Year End Budget to Actual**

Summaries and Transfers for taxation, water and wastewater rate funded budget centres BE RECEIVED;

- 2. The Treasurer BE AUTHORIZED to transfer \$59,796.90 to the Working Capital Reserve for consulting fees in the CAO budget centre;**
- 3. The Treasurer BE AUTHORIZED to transfer \$112,015 to the General Reserve Fund for the proceeds of sale of the building lots at the old water tower site per Policy ECDEV-RP-POL01 Disposition of Surplus Town Property;**
- 4. The Treasurer BE AUTHORIZED to transfer \$21,871 to the Working Capital Reserve from the Essex County Library Surplus received in 2017 and not spent under the Non-Departmental Budget Centre;**
- 5. The Treasurer BE AUTHORIZED to transfer \$30,833 from the Police Reserve to offset the cost of the Joint Police Advisory Committee (JPAC);**
- 6. The Treasurer BE AUTHORIZED to transfer \$100,000 from the Libro Centre Reserve to offset additional unexpected expenditures in refrigeration and mechanical expenses in the Libro Budget Centre;**
- 7. The Treasurer BE AUTHORIZED to transfer from \$59,434 from the Tax Stabilization Reserve to fund the 2017 taxation funded deficit;**
- 8. The water deficit of \$17,368 BE APPLIED as a transfer of \$17,368 from the water surplus reserve; and,**
- 9. The wastewater fund surplus of \$201,210 BE APPLIED to the wastewater surplus reserve.**

The Mayor put the Motion.

Motion Carried

9.3 2018 Water and Wastewater Operating and Capital Budgets

Resolution # 20180514-145

Moved By Councillor Fryer

Seconded By Deputy Mayor DiPasquale

That:

1. **The report from the Treasurer dated April 25, 2018, regarding 2018 Water and Wastewater Operating and Capital Budgets BE RECEIVED; and,**
2. **The 2018 Water and Wastewater Operating and Capital Budgets BE TABLED for final consideration at the May 28, 2018, Regular Council Meeting.**

The Mayor put the Motion.

Motion Carried

REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

10.1 Grass Cutting Operations - Wyandotte Cemetery Memorandum of Understanding (MOU)

Resolution # 20180514-146

Moved By Councillor Courtney
Seconded By Councillor Pouget

That:

1. **The report from the Manager of Parks & Naturalized Areas dated April 3, 2018, regarding Memorandum of Understanding – Grass Cutting Operations Wyandotte Cemetery BE RECEIVED; and,**
2. **By-law 2018-40 being a by-law authorizing the execution of a Memorandum of Understanding between the Corporation of the Town of Amherstburg and the Indigenous and Northern Affairs Canada – Ontario Region regarding maintenance of Wyandotte Cemetery be read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

Motion Carried

10.2 Amherstburg Branding Strategy – RFP Results

Resolution # 20180514-147

Moved By Councillor Meloche
Seconded By Councillor Lavigne

That:

1. **The report from the Manager of Tourism and Culture dated May 3, 2018, regarding the Amherstburg Branding Strategy – RFP Results BE RECEIVED; and,**
2. **An agreement with Cinnamon Toast New Media Inc. to complete the Amherstburg Branding Strategy BE AUTHORIZED at a cost not to exceed \$75,000.00 plus H.S.T. and the Mayor and Clerk BE AUTHORIZED to execute all documentation in relation to Cinnamon Toast New Media Inc. Agreement.**

The Mayor put the Motion.

Motion Carried

REPORTS – ENGINEERING AND PUBLIC WORKS

11.1 Sandwich Street Bike Lane Review

Resolution # 20180514-148

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

1. **The report from the Manager of Engineering dated April 12, 2018, regarding the Sandwich Street Bike Lane Review BE RECEIVED;**
2. **Administration BE DIRECTED to proceed with the request to re-designate Sandwich Street between Lowes Sideroad and Pickering Drive from signed route to bike lane in the County Wide Active Transportation System; and,**
3. **Administration BE DIRECTED to include \$16,000 (60%) in the 2019 Capital budget and request the remaining (\$14,000) 40% from the County of Essex through the CWATS program.**

The Mayor put the Motion.

Motion Carried

11.2 South Riverview Road Crossing Culvert Failure

Resolution # 20180514-149

Moved By Councillor Meloche

Seconded By Councillor Fryer

That:

1. **The report from the Drainage Superintendent and Engineering Coordinator dated April 12, 2018, regarding the South Riverview Road Crossing Culvert Failure BE RECEIVED;**
2. **The unbudgeted replacement of the South Riverview Road Crossing of \$113,578.00 BE APPROVED; and,**
3. **The Treasurer BE AUTHORIZED to transfer \$113,578.00 from the Capital Replacement Reserve to fund the South Riverview Road Crossing.**

The Mayor put the Motion.

Motion Carried

REPORT – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

12.1 Road Dedication of Block 48, 12M-345

Resolution # 20180514-150

Moved By Councillor Meloche

Seconded By Councillor Lavigne

That:

1. **The report from the Manager of Planning Services regarding the Road Dedication of Block 48, 12M-345 as a Public Highway BE RECEIVED;**
2. **The dedication of Block 48, 12M-345 as a Public Highway BE APPROVED; and,**
3. **By-law 2018-47 being a by-law to dedicate Block 48, 12M-345 as a public highway be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

Motion Carried

12.2 Request for Removal of Part Lot Control- Kingsbridge Subdivision Phase 8B-1

Resolution # 20180514-151

Moved By Councillor Meloche
Seconded By Councillor Fryer

That:

1. **The report from the Manager of Planning Services dated April 19, 2018 regarding the Request for Removal of Part Lot Control- Kingsbridge Subdivision Phase 8B-1, BE RECEIVED;**
2. **The application for removal of Part Lot Control for Lots 29, 30, 31 and 32, Block 56 and Dunn Street, Registered Plan 12M-632 BE APPROVED; and,**
3. **By-law 2018-50 being a by-law to remove certain lands from Part Lot Control (12M-632) be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

Motion Carried

12.3 Development Agreement for 110 St. Arnaud Street

Councillor Pouget removed herself from discussion and voting on the matter due to her declared pecuniary interest.

Resolution # 20180514-152

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

1. **The report from the Manager of Planning Services dated April 27, 2018, regarding the Development Agreement for 110 St. Arnaud Street BE RECEIVED;**

2. **The site plan and development agreement for 110 St. Arnaud Street BE APPROVED; and,**
3. **By-law 2018-53 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.**

The Mayor put the Motion.

Motion Carried

12.4 2018 Special Events Approval

Resolution # 20180514-153

Moved By Councillor Fryer
Seconded By Councillor Pouget

That Council WAIVE rules of order and allow Carl Gibb to address Council regarding the Rotary Ribfest.

The Mayor put the Motion.

Motion Carried

Resolution # 20180514-154

Moved By Councillor Meloche
Seconded By Councillor Fryer

That:

1. **The report from the Public Events Committee (PEC) dated April 26, 2018, regarding 2018 Special Events Approval BE RECEIVED;**
2. **That the events BE APPROVED as listed:**
 - **Music Off the Back Porch – (*Date change only*) from 2nd Friday of every month from May 11, 2018 through to October 12, 2018 change to 1st Friday of every month from June 1, 2018 through to October 5, 2018**
 - **Ride for Dad – May 27, 2018**
 - **33rd Annual Garden Tour – June 9 & 10, 2018**
 - **2018 Seniors Expo – June 11 & 12, 2018**

- South Coast Adventure Race – June 16, 2018
 - Annual Bob Meloche Kids Father’s Day Fishing Derby – June 17, 2018
 - Canada D’Eh Run – July 1, 2018
 - Canada Day Treat ‘N’ Eats (Formerly Amherstburg Ice Cream Festival) – July 1, 2018
 - Amherstburg Rotary Ribfest –July 6, 7 & 8, 2018
 - Church Service & Picnic – August 19, 2018
 - Super Santa Run – November 17 ,2018
 - The Amherstburg Santa Claus Parade – November 24, 2018
3. An exemption from table number 3-1-2 of Noise By-law 2001-43 with respect to the operation of any electronic device or group of connected electronic devices incorporating one or more loud speakers to allow for live music **BE GRANTED** for the events listed:
- Amherstburg Rotary Ribfest –July 6, 7 & 8, 2018
4. The following events **BE EXEMPT** and **PERMITTED** for road closure to begin prior to 5pm;
- Ride for Dad – May 27, 2018
 - Canada D’Eh Run – July 1, 2018
 - Super Santa Run – November 17 ,2018
 - The Amherstburg Santa Claus Parade – November 24, 2018
5. An exemption **BE GRANTED** to Section 3 and 4b of the Kings Navy Yard Park By-law #2004-89 to allow for a public function and fishing outside of the designated fishing area for the event listed:
- Annual Bob Meloche Kids Father’s Day Fishing Derby – June 17, 2018
6. An exemption **BE GRANTED** to Section 5 of the Parks By-law 2002-72 to allow for a religious ceremony and picnic for the event listed at Toddy Jones Park, and,
- Church Service and Picnic – August 19, 2018
7. The Public Events Committee **BE DIRECTED** to confirm the requirements identified by the Committee are met prior to the event.

The Mayor put the Motion.

Motion Carried

Resolution # 20180514-155

Moved By Councillor Fryer
Seconded By Councillor Lavigne

That Council WAIVE fees for the Rotary Ribfest and APPROVE the request for 28 days for 10 signs in the same locations identified in 2017.

The Mayor put the Motion.

Motion Carried

12.5 Sign Variance Request – Brad Bondy, Re/Max Preferred Realty Ltd.

Resolution # 20180514-156

Moved By Councillor Lavigne
Seconded By Councillor Meloche

That the report BE DEFERRED until further clarification from Mr. Bondy can be arranged on the location and/or reduction of size.

The Mayor put the Motion.

Motion Carried

12.6 County File 37-T-18001, 1078217 Ontario Limited Kingsbridge Subdivision, Part of Lots 13 and 14, Concession 1 (Anderdon)

Resolution # 20180514-157

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

- 1. The report from the Manager of Planning Services dated April 18, 2018 regarding Draft Plan of Subdivision BE RECEIVED; and,**
- 2. By-law 2018-31 being a by-law to authorize the signing of a subdivision agreement be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign the same.**

The Mayor put the Motion.

Motion Carried

12.7 Official Plan Amendment No. 8 and Zoning By-law Amendment for 83 Sandwich Street South

Resolution # 20180514-158

Moved By Councillor Fryer
Seconded By Councillor Pouget

That Council WAIVE rules of order and allow Rennie Rota an opportunity to address Council regarding item 12.7.

The Mayor put the Motion.

Motion Carried

Resolution # 20180514-159

Moved By Councillor Fryer
Seconded By Councillor Courtney

That Mr. Rota's delegation BE RECEIVED.

The Mayor put the Motion.

Motion Carried

Resolution # 20180514-160

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

- 1. The report from the Manager of Planning Services dated May 11, 2018, regarding Official Plan Amendment No. 8 and Zoning By-law Amendment for 83 Sandwich Street South BE RECEIVED;**
- 2. By-law 2018-43 being a by-law to adopt amendment No. 8 to the Official Plan for the Town of Amherstburg, be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same; and,**

3. **By-law 2018-44 being a by-law to amend Zoning By-law No. 1999-52, be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

Motion Carried

REPORTS - CAO's OFFICE

There were no reports.

INFORMATION REPORTS

Resolution # 20180514-161

Moved By Councillor Fryer

Seconded By Councillor Pouget

That the following information reports BE RECEIVED:

- 14.1 **Monthly Activity Report – APSB Meeting of March 20, 2018**
- 14.2 **Committee Resignation – Accessibility Advisory Committee**
- 14.3 **Accounts Payable for the Month of April 2018**
- 14.4 **Information Update – Former General Chemical Property**

The Mayor put the Motion.

Motion Carried

CONSENT CORRESPONDENCE

Resolution # 20180514-162

Moved By Councillor Meloche

Seconded By Councillor Fryer

That the following consent correspondence BE RECEIVED:

- 15.1 Ministry Approval of Interprofessional Primary Care Teams in the Town of Amherstburg - Letter from Essex County Nurse Practitioner-Led Clinic
- 15.2 Request for Cancellation or Bill C-71, Amend Certain Acts and Regulations in Relation to Firearms - Township of Baldwin
- 15.3 Larviciding - Notice of Action Letter to Municipalities Under Ontario Regulation 199/03 - Windsor-Essex County Health Unit
- 15.4 62nd Annual Training & Education Symposium - OMFPOA, Chapter 8 Windsor, Essex County, Chatham-Kent Region Fire Prevention Division
- 15.5 Graduation from AMCTO's Executive Diploma in Municipal Management, Paula Parker - Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)
- 15.6 Renovation and/or Demolition of All Buildings Containing Hazardous Materials - Town of Lakeshore Resolution
- 15.7 Integrated Bilateral Agreement (IBA) for Provincial Funding for Infrastructure Projects - Ministry of Infrastructure
- 15.8 2018-2020 Call for Nominations - AMO Board of Directors
- 15.9 Wildlife Trapping - Municipality of East Ferris Resolution
- 15.10 Champion of Diversity Award - Ministry of Citizenship and Immigration
- 15.11 2018 Premier's Award for the Agri-Food Innovation Excellence - Ministry of Agriculture, Food and Rural Affairs
- 15.12 Fire Safety Technical Table established in January 2017 - Ministry of Community Safety and Correctional Services

The Mayor put the Motion.

Motion Carried

Resolution # 20180514-163

Moved By Councillor Meloche

Seconded By Councillor Lavigne

(Item 15.4) - That Council **APPROVE** an advertisement for the OMFPOA for **2018**.

The Mayor put the Motion.

Motion Carried

CORRESPONDENCE

16.1 Seniors' Month - June 2018

Resolution # 20180514-164

Moved By Councillor Fryer

Seconded By Deputy Mayor DiPasquale

That:

- 1. The correspondence dated May 4, 2018 from the Minister of Seniors Affairs BE RECEIVED; and,**
- 2. June 2018 BE PROCLAIMED as Seniors Month in the Town of Amherstburg.**

The Mayor put the Motion.

Motion Carried

CONSENT OTHER MINUTES

Resolution # 20180514-165

Moved By Councillor Meloche

Seconded By Councillor Lavigne

That the following minutes BE RECEIVED:

17.1 Committee of Adjustment Meeting Minutes - February 27, 2018

The Mayor put the Motion.

Motion Carried

OTHER MINUTES

18.1 Drainage Board Meeting Minutes - May 1, 2018

Resolution # 20180514-166

Moved By Councillor Meloche
Seconded By Councillor Lavigne

That:

1. **The Drainage Board Meeting Minutes of May 1, 2018, BE RECEIVED;**
2. **The appointment of the firm R. Dobbin Engineering Inc. for the repair and improvement to the Renaud Drain, as recommended by the Drainage Board, BE APPROVED;**
3. **The appointment of the firm R. Dobbin Engineering Inc. for the repair and improvement to the John Parks Drain No. 1, as recommended by the Drainage Board, BE APPROVED; and,**
4. **The appointment of the firm Dillon Consulting Ltd. for the repair and improvement of the Lemay-Cookson Drain, as recommended by the Drainage Board, BE APPROVED.**

The Mayor put the Motion.

Motion Carried

UNFINISHED BUSINESS

There were no Unfinished Business Items discussed at this meeting.

NEW BUSINESS

1. Councillor Fryer moved the following motion:

Resolution # 20180514-167

Moved By Councillor Fryer
Seconded By Councillor Pouget

That Administration BE DIRECTED to review funding possibilities for South Riverview Road.

The Mayor put the Motion.

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

Motion Carried

REPORT OUT FROM IN CAMERA SESSION

There was nothing to report out at this time.

NOTICE OF MOTION

There were no Notices of Motion.

BY-LAWS

23.1 By-law 2018-60 - Confirmatory By-law

Resolution # 20180514-168

Moved By Councillor Fryer

Seconded By Councillor Meloche

That By-law 2018-60 being a by-law to confirm all resolutions of the Municipal Council Meetings held May 10th and 14th, 2018, be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

The Mayor put the Motion.

Motion Carried

SPECIAL IN-CAMERA COUNCIL MEETING

Resolution # 20180514-169

Moved By Councillor Fryer

Seconded By Deputy Mayor DiPasquale

That Council move into an In-Camera Meeting of Council at 8:31 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:

ITEM C - Recreational Facility Opportunities - 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

ADJOURNMENT OF IN-CAMERA COUNCIL MEETING @ 9:24 p.m.

RESUMPTION OF REGULAR COUNCIL MEETING

Moved By Deputy Mayor DiPasquale

Seconded By Councillor Meloche

That Council resume Regular session at 9:26 pm.

The Mayor put the Motion.

Motion Carried

REPORT OUT FROM IN-CAMERA SESSION

Council met on May 14, 2018 at 4:30 p.m. and 8:31 p.m. and discussed (3) items as provided for under section 239 of the Municipal Act:

ITEM A - Question Regarding the Law of Defamation heard under Section 239(2)(f) of the Act. There is nothing further to report on this matter.

ITEM B - Bill 148 Implications heard under Section 239(3.1) of the Act. There is nothing further to report in this matter.

ITEM C - Recreational Facility Opportunities heard under Section 239(2)(c) of the Act. There is nothing further to report on this matter.

ADJOURNMENT

Moved By Deputy Mayor DiPasquale

Seconded By Councillor Meloche

That Council rise and adjourn at 9:28 p.m.

The Mayor put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

MUNICIPAL CLERK – PAULA PARKER



TOWN OF AMHERSTBURG
SPECIAL COUNCIL MEETING - PLANNING

Monday, May 28, 2018
5:00 PM

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

MINUTES

PRESENT

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

Giovanni (John) Miceli, CAO
Paula Parker, Municipal Clerk

ABSENT

Councillor Joan Courtney

CALL TO ORDER

The Mayor called the meeting to order at 5:03 p.m.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

SPECIAL PLANNING REPORTS

3.1 Statutory Public Meeting for a Zoning By-law Amendment at 4365 Concession 4 N, Part of Lot 5, Concession 4

The Manager of Planning Services provided Council with an overview of the proposed Zoning By-law Amendment at 4365 Concession 4 N, Part of Lot 5 and answered Council questions.

The public was invited to provide comment. No comments were heard.

Resolution # 20180528-170

Moved By Councillor Fryer
Seconded By Councillor Pouget

That:

- 1. The report from the Manager of Planning Services dated May 14, 2018, regarding the Statutory Public Meeting for a Zoning By-law Amendment at 4365 Concession 4 N, Part of Lot 5, Concession 4 BE RECEIVED; and,**
- 2. Pending Council consideration of written and oral comments received at this public meeting, Zoning By-law 2018-54 BE CONSIDERED at a future Regular Council Meeting.**

The Mayor put the Motion.

Motion Carried

3.2 Statutory Public Meeting for a Zoning By-law Amendment at 191 Concession 3 N, Part of Lots 1 and 2, Concession 3

The Manager of Planning Services provided Council with an overview of the proposed Zoning By-law Amendment at 191 Concession 3 N, Part of Lots 1 and 2, and answered Council questions.

The public was invited to provide comment. No comments were heard.

Resolution # 20180528-171

Moved By Councillor Meloche
Seconded By Councillor Fryer

That:

- 1. The report from the Manager of Planning Services dated May 14, 2018, regarding the Statutory Public Meeting for a Zoning By-law Amendment**

at 191 Concession 3 N, Part of Lots 1 and 2, Concession 3 BE RECEIVED; and,

2. Pending Council consideration of written and oral comments received at this public meeting, Zoning By-law 2018-59 BE CONSIDERED at a future Regular Council Meeting.

The Mayor put the Motion.

Motion Carried

3.3 Statutory Public Meeting for a Temporary Use Zoning By-law Amendment at 2376 Front Road N

The Manager of Planning Services provided Council with an overview of the proposed Temporary Use Zoning By-law Amendment at 2376 Front Road N and answered Council questions.

The public was invited to comment. The following was heard:

- Sean Hadrian - Property Owner, 2376 Front Road N

Resolution # 20180528-172

Moved By Councillor Fryer

Seconded By Councillor Pouget

Councillor Fryer moved the motion with an amendment to concur with ERCA's assessment and to concur with the owners 3 year proposal to demolish the temporary residence 3 years from the day the permit is issued.

That:

1. **The report from the Manager of Planning and Development Services dated May 14, 2018 regarding a Temporary Use Zoning By-law Amendment for 2376 Front Rd N, Amherstburg BE RECEIVED;**
2. **Council CONCUR with ERCA's recommendations and with the 3 years proposed by the owner to demolish the temporary residence of the second dwelling from the day the permit is issued; and,**
3. **Pending Council consideration of written and oral comments received at this public meeting, Zoning By-law 2018-55, being a by-law to permit the temporary use of the property located at 2376 Front Road N for the construction and temporary residency of a second dwelling BE CONSIDERED at a future Regular Council Meeting.**

The Mayor put the Motion.

Motion Carried

ADJOURNMENT

Moved By Councillor Meloche
Seconded By Councillor Fryer

That Council rise and adjourn at 5:31 p.m.

The Mayor put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

MUNICIPAL CLERK – PAULA PARKER



**TOWN OF AMHERSTBURG
REGULAR COUNCIL MEETING**

**Monday, May 28, 2018
6:00 PM**

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

MINUTES

PRESENT

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

Giovanni (John) Miceli, CAO
Paula Parker, Municipal Clerk
Tammy Fowkes, Deputy Clerk

CALL TO ORDER

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

NATIONAL ANTHEM

Moved By Councillor Fryer
Seconded By Deputy Mayor DiPasquale

That the Rules of Order BE WAIVED to allow Angstrom Crescent residents in attendance to address Council after item # 5.2 regarding the condition of their road.

The Mayor put the Motion.

Motion Carried

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF
(Public Council Meeting Agenda Items)

There were no disclosures of pecuniary interest noted.

MINUTES OF PREVIOUS MEETING

Resolution # 20180528-173

Moved By Councillor Fryer
Seconded By Councillor Pouget

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 - Planning - May 10, 2018

The Mayor put the Motion.

Motion Carried

Item # 10.2 was moved forward.

REPORTS – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

10.2 Signage Requests in the Context of Urban Design Guidelines

Resolution # 20180528-174

Moved By Councillor Fryer
Seconded By Councillor Meloche

That item # 10.2 BE DEFFERED until after the delegations are heard.

The Mayor put the Motion.

Motion Carried

DELEGATIONS

5.1 Clarification Regarding Signage Variance Request - Brad Bondy & Amy Bailey, Remax Preferred Realty

Resolution # 20180528-175

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

- 1. The delegation BE RECEIVED;**
- 2. Exemptions to Sections 4.1(b), 9.3(1) and 9.3(2) of Sign By-law 2006-26 BE APPROVED to allow for a ground sign at 103 Sandwich Street South; and,**
- 3. The proposed sign BE SENT to the Heritage Committee for review and to work on Urban Design Guidelines.**

The Mayor put the Motion.

Motion Carried

5.2 Request for Relief from Sign By-law 2006-26 - Mark Pittao, Owner, Pittao`s AutoCare Inc.

Resolution # 20180528-176

Moved By Councillor Fryer
Seconded By Councillor Meloche

That the delegation BE RECEIVED.

The Mayor put the Motion.

Motion Carried

5.3 Request for Angstrom Crescent Road Replacement – Zayne Handysides, Angstrom Crescent Resident

Resolution # 20180528-177

Moved By Councillor Fryer
Seconded By Councillor Lavigne

That:

- 1. The delegation BE RECEIVED; and,**
- 2. Administration BE DIRECTED to investigate the matter on Angstrom Crescent with respect to the road condition and the Roads Needs Study and prepare a report to be brought back to Council.**

The Mayor put the Motion.

Motion Carried

REPORTS – POLICE SERVICES

There were no reports.

REPORTS – CORPORATE SERVICES

7.1 2018 Water and Wastewater Operating and Capital Budgets

Councillor Meloche moved the motion with the Clerk's addition of recommendation #'s 3 & 4.

Resolution # 20180528-178

Moved By Councillor Meloche
Seconded By Councillor Fryer

That:

- 1. The report from the Treasurer dated April 25, 2018, regarding 2018 Water and Wastewater Operating and Capital Budgets BE RECEIVED;**
- 2. The 2018 Water and Wastewater Operating and Capital Budgets BE APPROVED IN PRINCIPLE;**
- 3. The March 1, 2018 request to Infrastructure Ontario to amend the CWWF Grant Agreement (amh-Tn 37025-AMH-001) to replace the**

Amherstburg Water Treatment Plant Reservoir Upgrade and Redundancy Project with the Edgewater Sewage Diversion Project – Forcemain Construction and Pump Station Upgrades BE AFFIRMED; and,

- 4. The Edgewater Sewage Diversion Project – Forcemain Construction and Pump Station Upgrades Project BE CONSIDERED for approval in the 2018 Wastewater Budget.**

The Mayor put the Motion.

Motion Carried

7.2 Ontario Main Street Revitalization Initiative

Resolution # 20180528-179

Moved By Councillor Fryer

Seconded By Councillor Meloche

That:

- 1. The report from the Treasurer dated May 17, 2017, regarding Ontario Main Street Revitalization Initiative BE RECEIVED;**
- 2. The Municipal Funding Agreement for Ontario Main Street Revitalization Initiative between the Town of Amherstburg and the Association of Municipalities of Ontario for a funding allocation of \$57,051 BE APPROVED and the Mayor and Clerk BE AUTHORIZED to execute the Agreement; and,**
- 3. Administration BE DIRECTED to apply the funding toward eligible costs for strategic municipal physical infrastructure, Signage - wayfinding/directional and or gateway, as outlined in the report from the Chief Administrative Officer dated May 22, 2018, titled Gateway Signage.**

The Mayor put the Motion.

Motion Carried

Item # 11.1 was moved forward.

REPORTS - CAO's OFFICE

11.1 Gateway Signage

Resolution # 20180528-180

Moved By Councillor Meloche
Seconded By Councillor Fryer

That:

1. **The report from the CAO dated May 22, 2018, regarding Gateway Signage BE RECEIVED;**
2. **Administration BE AUTHORIZED to construct programmable Gateway Signage at the north and south gateways to the Town of Amherstburg;**
3. **Administration BE DIRECTED to report back with a schedule of fees for Council approval for advertisement on the Gateway Signage; and,**
4. **A transfer from the Capital Reserve account BE APPROVED not to exceed \$128,200 to fund the Gateway Signage.**

The Mayor put the Motion.

Motion Carried

REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

8.1 Proclaiming June as Recreation and Parks Month

Resolution# 20180528-181

Moved By Councillor Meloche
Seconded By Deputy Mayor DiPasquale

That:

1. **The report from the Manager of Recreation Services dated May 14, 2018 regarding Proclaiming June as Recreation & Parks Month BE RECEIVED; and,**
2. **June BE PROCLAIMED as Recreation & Parks Month in the Town of Amherstburg.**

The Mayor put the Motion.

Motion Carried

REPORTS – ENGINEERING AND PUBLIC WORKS

9.1 Amendments to Right of Way Permit By-law 2017-81

Resolution # 20180528-182

Moved By Councillor Meloche
Seconded By Councillor Fryer

That:

1. **The report from the Manager of Engineering & Manager of Licensing and Enforcement dated May 11, 2018 regarding Amendments to Right of Way Permit By-law 2017-81 BE RECEIVED; and,**
2. **By-law 2018-61 being a By-law to Amend By-law 2017-81 be taken as having been read 3 times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

Motion Carried

REPORTS – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

10.1 Road Dedication of Parts 2, 6 and 7, 12R27349

Resolution # 20180528-183

Moved By Councillor Fryer
Seconded By Councillor Lavigne

That:

1. **The report from the Manager of Planning Services regarding the Road Dedication of Parts 2, 6 and 7, 12R27349 as a Public Highway BE RECEIVED;**
2. **The dedication of Parts 2, 6 and 7, 12R27349 as a Public Highway BE APPROVED; and,**
3. **By-law 2018-57 being a by-law to dedicate Parts 2, 6 and 7, 12R27349 as a public highway be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

Motion Carried

10.2 Signage Requests in the Context of Urban Design Guidelines

Resolution # 20180528-184

Moved By Councillor Pouget

Seconded By Deputy Mayor DiPasquale

That:

1. **The report from the Manager of Planning Services and the Chief Administrative Officer dated May 15, 2018 regarding Signage Requests in the Context of Urban Design Guidelines BE RECEIVED; and,**
2. **A MORATORIUM BE PLACED on all signage requests (including portable signs) for the areas bound by Texas Road to Lowes Side Road and from Meloche Road to the Water's Edge until the Urban Design Guidelines for Signage has been approved.**

The Mayor put the Motion.

Motion Carried

REPORTS - CAO's OFFICE

11.1 Gateway Signage

As dealt with above.

INFORMATION REPORTS

Resolution # 20180528-185

Moved By Councillor Fryer

Seconded By Councillor Pouget

That the following information reports BE RECEIVED:

12.1 Update - Regulatory Changes to the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4

12.2 Monthly Fire Department Activity Report – April 2018

The Mayor put the Motion.

Motion Carried

CONSENT CORRESPONDENCE

Resolution # 20180528-186

Moved By Councillor Lavigne
Seconded By Councillor Meloche

That the following consent correspondence BE RECEIVED:

- 13.1 2018 Fire Safety Award to Rotary Club Amherstburg - Fire Marshal's Public Fire Safety Council**
- 13.2 McGregor News Public Heritage Event - Essex Municipal Heritage Committee in Collaboration with the Marsh Collection Society**
- 13.3 Franco-Ontarian Flag Day - September 25, 2018**
- 13.4 Preferred Autonomous Vehicles Test Corridor - Ontario Good Roads Association (OGRA)**

The Mayor put the Motion.

Motion Carried

Resolution # 20180528-187

Moved By Councillor Pouget
Seconded By Councillor Fryer

Item # 13.1 - That Administration BE DIRECTED to send a letter to the Rotary Club Amherstburg congratulating them on being the recipient of the 2018 Fire Safety Award from the Fire Marshal's Public Fire Safety Council.

The Mayor put the Motion.

Motion Carried

Resolution # 20180528-188

Moved By Councillor Fryer
Seconded By Councillor Pouget

Item # 13.4 - That the Town of Amherstburg participate in OGRA's Autonomous Vehicle Initiative and that this matter BE REFERRED to staff to develop a list of preferred routes with the municipality.

The Mayor put the Motion.

Motion Carried

CORRESPONDENCE

14.1 National Health & Fitness Day - June 2, 2018

Resolution # 20180528-189

Moved By Councillor Fryer

Seconded By Deputy Mayor DiPasquale

That:

- 1. The correspondence from the Office of Senator Nancy Greene Raine regarding National Health & Fitness Day BE RECEIVED; and,**
- 2. June 2, 2018 BE PROCLAIMED as National Health & Fitness Day in the Town of Amherstburg.**

The Mayor put the Motion.

Motion Carried

CONSENT OTHER MINUTES

Resolution # 20180528-190

Moved By Councillor Meloche

Seconded By Councillor Courtney

That the following minutes BE RECEIVED:

- 15.1 Parks and Recreation Advisory Committee Meeting Minutes - January 10, 2018**
- 15.2 Committee of Adjustment Meeting Minutes - March 20, 2018**

The Mayor put the Motion.

Motion Carried

UNFINISHED BUSINESS

- 1. Councillor Fryer asked about a stripper/liner for the fields at the Libro Centre.**

The Chief Administrative Officer advised Council that they are hoping to schedule an equipment demonstration in June.

2. Councillor Pouget asked for an update with respect to unfinished business item # 20171010-920 (*That Administration BE DIRECTED to bring back a report to Council to set forth requirements to charge any new homeowner or developer a fee for the Town to plant a tree of 3" in caliper in front of any new home on Town property that is not part of a subdivision agreement*).

The Director of Planning and Legislative Services advised Council that he would check into the status of the unfinished business item and provide Council with an update.

3. Councillor Fryer asked for an update with respect to the LED Program.

The Manager of Engineering and Operations advised Council that Administration is currently in consultation with the engineer to ensure appropriate lighting levels and he is anticipating that the tender will be advertised within the next 6-8 weeks.

NEW BUSINESS

1. Councillor Fryer sought clarification on new home construction, regarding splash to ground or water runoff tied into the storm sewer.

The Director of Engineering and Public Works advised Council that the new home connections are a discussion between Public Works and the Building Department. She advised that a report will be coming to Council regarding the I&I Program and the initiatives that Public Works is hoping to bring forward as a result of the Basement Flooding Subsidy Program and the mandatory down spout disconnections.

REPORT OUT FROM IN CAMERA SESSION

There was nothing to report out.

NOTICE OF MOTION

There were no Notices of Motion.

BY-LAWS

20.1 By-law 2018-63 - Confirmatory By-law

Resolution #20180528-191

Moved By Councillor Meloche
Seconded By Councillor Fryer

That By-law 2018-63 being a by-law to confirm all resolutions of the Municipal Council Meeting held May 28th, 2018, be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

The Mayor put the Motion.

Motion Carried

SPECIAL IN-CAMERA COUNCIL MEETING

Resolution # 20180528-192

Moved By Councillor Meloche
Seconded By Councillor Fryer

That Council move into an In-Camera Meeting of Council at 7:38 p.m. Regular session pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reason:

ITEM A - Ombudsman Preliminary Report - Section 239(3)(b) - An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1).

The Mayor put the Motion.

Motion Carried

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF (In-Camera Council Meeting Agenda Items)

There were no disclosures of pecuniary interest noted.

ADJOURNMENT

Moved By Councillor Meloche
Seconded By Councillor Fryer

That Council rise and adjourn at 8:12 p.m.

The Mayor put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

MUNICIPAL CLERK – PAULA PARKER



Town of Amherstburg Delegation Request Form

I wish to appear before:

Council

Advisory Committee of Council Specify: _____

Date of Meeting: JUNE 11TH, 2018

Name of Delegate(s): BRIAN BLATTIE + KEVIN SPRAGUE

Address: [REDACTED]

Phone: [REDACTED] Email: [REDACTED]

Attending as an Individual

Representing a Group/Organization AMA SPORTSMEN
(Name of Group/Organization/Business)

Have you contacted Administration regarding this matter? Yes No

If yes, who? Mayor + Council - emails

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 #.

GIVE INPUT TO USE OF DUFFY'S
PROPERTY AS A SPORTSMEN GROUP

(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:

THIS MASTER PLAN FOR PARKS

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

Additional documentation attached? Petition For the same 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: June 6/18 Request Received by (initials): RP

Request relates to: Parks Master Plan.

Staff Report: Draft Parks Master Plan. Staff Name: Rebecca Belanger
John Miceli

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.



Town of Amherstburg Delegation Request Form

I wish to appear before:

Council

Advisory Committee of Council Specify: _____

Date of Meeting: June 11 / 18

Name of Delegate(s): Mary Lippert / Greg Lead

Address: _____

Phone: _____ Email: _____

Attending as an Individual

Representing a Group/Organization Amherstburg Minor Baseball
(Name of Group/Organization/Business)

Have you contacted Administration regarding this matter? Yes No

If yes, who? Kick Daly

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 #.

Centennial Park relocation
↳ request to have input into the process of
the relocation of our (4) current
diamonds.

(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: June 6/18 Request Received by (initials): JK

Request relates to: Process for Baseball diamond relocation

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.

AUDIT



The Corporation of the Town of Amherstburg

**Audit Findings Report
For the year ended December 31, 2017**

KPMG LLP

Chartered Professional Accountants,
Licensed Public Accountants

Prepared on May 25, 2018 for presentation on June 11, 2018
kpmg.ca



The contacts at KPMG in connection with this report are:

Cynthia Swift, CPA, CA
Lead Audit Engagement
Partner

Tel: 519-251-3520
caswift@kpmg.ca

Alison Piccolo, CPA, CA
Audit Senior Manager

Tel: 519-251-3560
apiccolo@kpmg.ca

Table of Contents

Executive summary	3
Audit risks and results	5
Critical accounting estimates	6
Financial statement presentation and disclosure	8
Adjustments and differences	9
Data & Analytics in the audit	10
Control observations	11
Appendices	12

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

Purpose of this report *

The purpose of this Audit Findings Report is to assist you, as a member of the Town Council, in your review of the results of our audit of the consolidated financial statements of The Corporation of the Town of Amherstburg (the "Corporation") as at and for the year ended December 31, 2017.

We appreciate the assistance of management and staff in conducting our audit. We hope this audit findings report is of assistance to you for the purpose above, and we look forward to discussing our findings and answering your questions.

Audit risks and results

Based on our audit procedures, including discussions with management, we have not identified any significant financial reporting risks that would impact the Corporation's financial reporting.

See page 5 for a description of our response and results of testing within other areas of focus during the audit.

Adjustments and differences

We did not identify differences that were corrected and have identified one adjustment that remains uncorrected.

Finalizing the audit

As of the date of this report, we have completed the audit of the consolidated financial statements, with the exception of certain remaining procedures, which include amongst others:

- Completing any required communications with Members of Council;
- Obtaining evidence of the Council's approval of the consolidated financial statements.
- Receipt of all outstanding legal letters;
- Obtaining the signed management representation letter.

We will update you on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

The conclusion of our audit is set out in our draft auditors' report attached to the draft consolidated financial statements. Our auditors' report will be dated upon the completion of any remaining procedures.

* This Audit Findings Report should not be used for any other purpose or by anyone other than Members of Council. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Executive summary

Audit Materiality

We determined materiality by using total estimated revenues for the year as a benchmark and applying 3%, resulting in a materiality of \$1,300,000. The audit misstatement posting threshold was set at \$65,000.

Using year-end actual total revenues would not have resulted in a significant change to the materiality level determined above.

Fraud risks and results

See Page 7.

We discussed with you some considerations over fraud risks as required by professional standards.

Control and other observations

As a result of our audit procedures, we have not identified any significant matters relating to weaknesses

in the Corporation's system of internal controls or financial reporting processes.

Critical accounting estimates

Overall, we are satisfied with the reasonability of the accounting estimates taken.

See page 6 for a summary of significant estimates tested.

Accounting estimates are disclosed in Note 1 to the financial statements.

Significant accounting policies and practices

There have been no initial selections of, or changes to, significant accounting policies and practices to bring to your attention. The significant accounting policies selected by the Corporation are presented in the notes

to the consolidated financial statements. The Corporation has applied these policies consistently throughout the year ended December 31, 2017.

Financial statement presentation and disclosure

The presentation and disclosure of the consolidated financial statements are in accordance with the Corporation's financial reporting framework, which is Canadian public sector accounting standards.

Audit risks and results

Other areas of focus are as follows:

Significant financial reporting risks	Why	Our response and significant findings
Reserves/Reserve Fund Balances	Significant account balances, volume of activity and approvals of significant movements.	<ul style="list-style-type: none">• KPMG has substantively audited transfers to/from reserves/reserve funds and has obtained evidence of approvals where necessary.• No issues or significant findings to report.

Critical accounting estimates

We have summarized our assessment of the subjective areas:

Asset / liability	Balance (\$'000s)	KPMG comment
Taxes, trade and other receivables - Allowance for doubtful accounts (AFDA)	\$6,724	<ul style="list-style-type: none"> • Consistent with the prior years, the Corporation has not recorded an allowance for doubtful accounts on accounts receivable. • On all significant tax receivables (with the exception of one property – see summary of audit differences), property values are considered sufficient to recover any non-payment of taxes. • A significant portion of other receivables have been collected subsequent to year end.
Employee future benefits	\$19,132	<ul style="list-style-type: none"> • The most recent valuation by the Corporation's actuary was performed as at December 31, 2017. The next required valuation will be completed as of December 31, 2020. • KPMG evaluated the reasonableness of the discount rate used in the current year calculation. The discount rate used by the Corporation was 3.30% at both December 31, 2017 and 3.25% at December 31, 2016. • KPMG assessed the reasonableness of the other assumptions used in the calculation and gained an understanding of the nature and scope of the work performed by the actuaries. • KPMG assessed the qualifications of AON Hewitt, the Actuary firm utilized, to ensure they have the expertise to perform the estimated calculations. • KPMG performed audit procedures on the underlying data that was used as the basis for calculating the accrued benefit obligation. • No exceptions were identified that are required to be reported to Council.
Tangible capital assets	\$249,341	<ul style="list-style-type: none"> • When capitalizing tangible capital assets, the Corporation is required to make estimates regarding the identification of components of capital assets as well as the respective useful lives of the assets. • KPMG performed substantive tests of details over additions to capital assets, significant disposals, as well as substantive analytical procedures over the amortization of capital assets. • No exceptions were identified that are required to be reported to Council.

Fraud risks and results

Significant findings from the audit regarding fraud risks are as follows:

Other areas of focus	Why	Our response and significant findings
Fraud risk from revenue recognition	This is a presumed fraud risk.	KPMG reviewed of the facts and circumstances that may indicate fraud risk (pressures from sources outside or inside and/or incentives on management to achieve an expected revenue), and completed the test of journal entries and other adjustments, the trend analysis over revenue, and reviewed subsequent events after the close date, and some specific transactions. No exceptions were identified.
Fraud risk from management override of controls	This is a presumed fraud risk.	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, as well as other procedures as considered appropriate by us.

Financial statement presentation and disclosure

The presentation and disclosure of the consolidated financial statements are, in all material respects, in accordance with the Corporation's relevant financial reporting framework. Misstatements, including omissions, if any, related to disclosure or presentation items are in the management representation letter included in the Appendices. We also highlight the following:

Form, arrangement, and content of the financial statements	The form, arrangement and content of the consolidated financial statements has been reviewed as part of our audit procedures as is considered to be adequate. The consolidated financial statements contain note disclosure, including continuity information, for significant financial statement items.
Application of accounting pronouncements issued but not yet effective	No concerns are identified at this time regarding future implementation of accounting pronouncements.

Adjustments and differences

Adjustments and differences identified during the audit have been categorized as “Corrected adjustments” or “Uncorrected differences”. These include disclosure adjustments and differences. Professional standards require that we request of management that all identified differences be corrected. We have already made this request of management.

Corrected adjustments

No adjustments were made to the internal financial records of the Corporation as a result of our audit procedures.

Uncorrected differences

Based on the results of our audit procedures, we have identified one uncorrected difference considered to be other than clearly trivial. See draft representation letter in the appendices for more details.

Data & Analytics in the audit

We have utilized Data & Analytics (D&A) in order to enhance the quality and effectiveness of the audit.

We have summarized areas of the audit where D&A tools and routines were used.

Area(s) of focus	D&A tools and routines	Our results
Journal entry testing	<ul style="list-style-type: none"> Utilizing KPMG application software (IDEA) to evaluate the completeness of the journal entry population through a roll-forward of all accounts. Utilizing computer-assisted audit techniques (CAATs) to analyze journal entries and apply certain criteria to identify potential high-risk journal entries for further testing. 	<ul style="list-style-type: none"> This procedure allowed us to conclude over potential discrepancies in the completeness of the journal entry populations provided to us, and also enabled us to filter journal entries for high risk criteria, thereby making our procedures over the risk of management override of controls more targeted and effective. There are no significant findings to report as a result of our routines.

Control observations

In accordance with professional standards, we are required to communicate to Council any control deficiencies that we identified during the audit and have determined to be significant deficiencies in internal control over financial reporting.

Based on the results of our audit procedures, we have not identified any significant weakness in the Corporation's system of internal controls and financial reporting processes.

Appendices

Appendix 1: Required communications

Appendix 2: Audit Quality and Risk Management

Appendix 3: Background and professional standards

Appendix 4: Data & Analytics in the Audit

Appendix 5: Lean in Audit

Appendix 6: New Auditor Reporting

Appendix 7: KPMG Cyber Security Protocol

Appendix 8: Fraud in the NPO Sector

Appendix 1: Required communications

In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:

Auditors' report – the conclusion of our audit is set out in our draft auditors' report (attached to the draft consolidated financial statements)

Management representation letter –In accordance with professional standards, copies of the management representation letter are provided to the Council.

CPAB Big Four Firm Public Report (November 2017) – Please refer to

<http://www.cpab-ccrc.ca/Documents/News%20and%20Publications/2017%20Big%20Four%20Report%20EN.pdf>

THE CORPORATION OF THE TOWN OF AMHERSTBURG
271 SANDWICH STREET SOUTH
AMHERSTBURG, ONTARIO N9V 2A5

KPMG LLP
618 Greenwood Centre
3200 Deziel Drive
Windsor, Ontario N8W 5K8
Canada

Date of Approval

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of The Corporation of the Town of Amherstburg ("the Entity") as at and for the period ended December 31, 2017.

GENERAL:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

RESPONSIBILITIES:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated October 2, 2014, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements, such as all financial records and documentation and other matters, including (i) the names of all related parties and information regarding all relationships and transactions with related parties; and (ii) the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements, and providing you with access to such relevant information. All significant board and committee actions are included in the summaries.
 - c) providing you with additional information that you may request from us for the purpose of the engagement.
 - d) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
 - e) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
 - f) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.

- g) providing you with written representations that you are required to obtain under your professional standards and written representations that you determined are necessary.
- h) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that management, and others within the entity, did not intervene in the work the internal auditors performed for you.

INTERNAL CONTROL OVER FINANCIAL REPORTING:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud
 - b) all information in relation to fraud or suspected fraud that we are aware of and that affects the financial statements and involves: management, employees who have significant roles in internal control over financial reporting, or others, where the fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

SUBSEQUENT EVENTS:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

RELATED PARTIES:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

ESTIMATES:

- 8) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

GOING CONCERN:

- 9) We have provided you with all relevant information relevant to the use of the going concern assumption in the financial statements.

MISSTATEMENTS:

- 10) The effects of the uncorrected misstatements described in Attachment II are immaterial, both individually and in the aggregate, to the financial statements as a whole.

NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:

- 11) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002). We also confirm that the financial statements of the Entity will not be included in the consolidated financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Yours very truly,

By: John Miceli, Chief Administrative Officer

By: Justin Rousseau, Treasurer

By: Niza Fadel, Supervisor of Accounting

By: Cheryl Horrobin, Director of Corporate Services

Attachment I – Definitions

MATERIALITY

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

FRAUD & ERROR

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

RELATED PARTIES

In accordance with Public Sector Accounting Standards *related party* is defined as:

- Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management and immediate family members.

In accordance with Public Sector Accounting Standards a *related party transaction* is defined as:

- A transfer of economic resources or obligations between related parties, or the provision of service by one party to a related party, regardless of whether any consideration is exchanged. The parties to the transaction are related prior to the transaction. When the relationship arises as a result of the transaction, the transaction is not one between related parties.



The Corporation of the Town of Amherstburg
Summary of Corrected Audit Misstatements
For Year Ended December 31, 2017

Appendix II

ID	Description of misstatement	Type of misstatement	Identified During	Indicative of Fraud	Impact on Nature, Timing, Extent of Procedures?	Rationale if no Control Deficiency or reference to the control deficiency in the Summary of Control Deficiencies Work Paper	Accounts	Debit	(Credit)	Income Statement Effect - Debit (Credit)	Balance Sheet Effect - Debit (Credit)					Cash Flow Effect - Increase (Decrease)		
										Income Statement Debit (Credit)	Equity	Current Assets	Noncurrent Assets	Current Liabilities	Noncurrent Liabilities	Operating Activities	Investing Activities	Financing Activities
Corrected misstatements - Final																		
	<i>Estimate of uncollectable amount related to a tax receivable balance outstanding at year-end.</i>	Judgmental	Final	No	No	Not linked to controls		99,600	(99,600)	99,600		(99,600)						

Appendix 2: 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, the 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 3: Background and professional standards

Internal control over financial reporting

As your auditors, we are required to obtain an understanding of internal control over financial reporting (ICFR) relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on internal control. Accordingly, we do not express an opinion on the effectiveness of internal control.

Our understanding of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies and other control deficiencies have been identified. Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors.

The control deficiencies communicated to you are limited to those control deficiencies that we identified during the audit.

Documents containing or referring to the audited financial statements

We are required by our professional standards to read only documents containing or referring to audited financial statements and our related auditors' report that are available through to the date of our auditors' report. The objective of reading these documents through to the date of our auditors' report is to identify material inconsistencies, if any, between the audited financial statements and the other information. We also have certain responsibilities, if on reading the other information for the purpose of identifying material inconsistencies, we become aware of an apparent material misstatement of fact.

We are also required by our professional standards when the financial statements are translated into another language to consider whether each version, available through to the date of our auditors' report, contains the same information and carries the same meaning.

Appendix 4: Data & Analytics in Audit

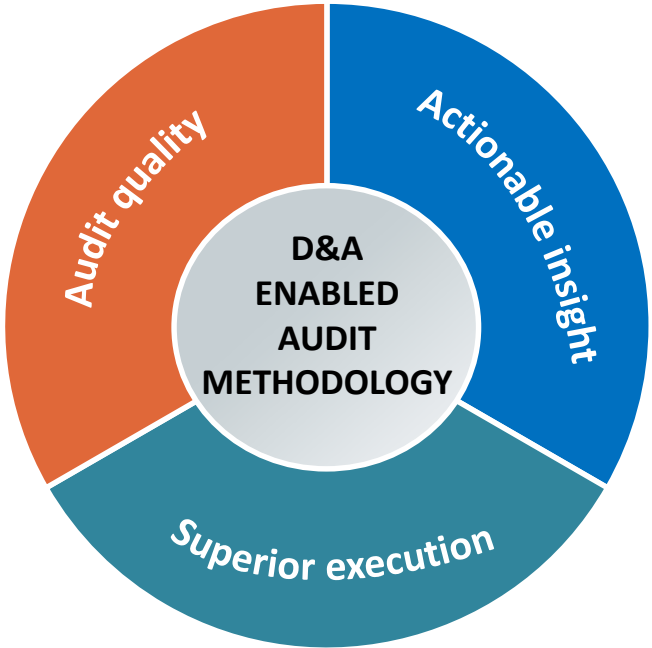
Turning data into value

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: Lean in Audit™

An innovative approach leading to enhanced value and quality

Our new innovative audit approach, Lean in Audit, further improves audit value and productivity to help deliver real insight to you. Lean in Audit is process-oriented, directly engaging organizational stakeholders and employing hands-on tools, such as walkthroughs and flowcharts of actual financial processes.

By embedding Lean techniques into our core audit delivery process, our teams are able to enhance their understanding of the business processes and control environment within your organization – allowing us to provide actionable quality and productivity improvement observations.

Any insights gathered through the course of the audit will be available to both engagement teams and yourselves. For example, we may identify control gaps and potential process improvement areas, while companies have the opportunity to apply such insights to streamline processes, inform business decisions, improve compliance, lower costs, increase productivity, strengthen customer service and satisfaction and drive overall performance.

How it works

1. Lean training

- Provide basic Lean training and equip our teams with a new Lean mind-set to improve quality, value and productivity.

2. Interactive workshops

- Perform interactive workshops to conduct walkthroughs of selected financial processes providing end to end transparency and understanding of process and control quality and effectiveness.

3. Insight reporting

- Quick and pragmatic insight report including your teams immediate quick win actions and prioritized opportunities to realize benefit.

Appendix 6: New 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 auditors' report we provide.

In April 2017, the Auditing and Assurance Standards Board (AASB) in Canada approved the new and revised auditor reporting standards as Canadian Auditing Standards (CASs).

What's new?

Highlights of the new auditors' report include:

Change	Applicability
Re-ordering of the auditors' report including moving opinion to the first section	Listed and non-listed entities
Expanded descriptions of management's, those charged with governance and auditors' responsibilities	Listed and non-listed entities
Disclosure of name of the engagement partner	Listed entities
Description of key audit matters (KAMs)	Applicable only when required by law or regulation or when the auditors is engaged to do so

When are the new requirements effective?

The new and revised standards in Canada will be effective for audits of financial statements for periods ending on or after December 15, 2018 with early application permitted.

U.S. developments

In June 2017, the Public Company Accounting Oversight Board (PCAOB) adopted their enhanced auditor reporting standards which includes, among other requirements, discussion of critical audit matters (CAMs) (similar to KAMs) and tenure of the auditor. Highlights and effective dates of the new U.S. standards are:

- New auditors' report format, tenure and other information: audits for fiscal years ending on or after December 15, 2017
- Communication of CAMs for audits of large accelerated filers: audits for fiscal years ending on or after June 30, 2019
- Communication of CAMs for audits of all other companies: audits for fiscal years ending on or after December 15, 2020.

Impact to Foreign Private Issuers in Canada

Auditors of foreign private issuers ("FPIs") will still be able to issue a "combined" report (which many FPIs in Canada issue today) that meets both the CAS and enhanced PCAOB standards for 2017 year-end engagements.

Discussions are still underway whether a "combined report" for 2018 year-end engagements will be allowable.

The way forward in Canada

The AASB, working alongside the regulatory bodies, continue to deliberate how the disclosure of KAMs will be required to listed entities in Canada given the recent developments in the U.S.

Appendix 7: KPMG's Cyber Security Protocol

This summary is intended to provide management and other reviewers with some insight into KPMG's strategies and procedures regarding our cyber defence.

KPMG Global

KPMG Global provides managed security services for member firms which includes 24x7 monitoring and alerting services to identify potential attacks on our environment. We use a series of centrally managed firewalls among our network of member firms to identify and address potential attacks to member firms and to prevent attacks from spreading between member firms. This approach was in place during the Wanna Cry outbreak and was a critical element in our successful defence against that incident.

KPMG Global has also implemented enhanced email protection to address malware and attacks through email and we have implemented automated vulnerability detection services. This service scans equipment that is exposed to the Internet and identifies known vulnerabilities on a real-time basis. "Good housekeeping" is a central tenet of our approach and we continue to focus on known vulnerabilities and patching.

KPMG Global believes the cloud represents a secure environment when appropriately configured and monitored as a platform to deliver services. Our approach to secure the cloud includes deploying full-time, dedicated security and privacy resources, integrating the cloud platform into our managed security services to promote "good housekeeping," and deploying a continuous monitoring plan for each of the cloud platforms that we deploy to member firms and to our clients.

KPMG Global has invested heavily in enhancing the security of our environment, evidenced by the introduction of our Global Security Operations Centre, managed services and other enhancements to our cyber defence.

Appendix 8: Fraud in the NPO Sector

Boards Beware and Be Prepared! *Fraud in the Not-for-Profit Sector*

By Karen Grogan, Partner, Veronica Chapman, Senior Manager and Maria Shevkoplyas, Technician, KPMG Forensic Services, KPMG in Canada

It is difficult to swallow when a volunteer takes cash donations away from those in need for their personal use but it is appalling when an employee or Executive Director (ED) defrauds the organization they are entrusted to protect.

According to the Association of Certified Fraud Examiners (ACFE) 2016 Report to the Nations on Occupational Fraud and Abuse, the median financial loss to the NFPs reviewed was \$100,000¹

The Opportunity

NFPs face unique and significant challenges which put them at greater risk of suffering from fraudulent schemes relative to for-profit organizations. In efforts to minimize administrative costs, many NFPs are understaffed and a lot of unilateral power is given to the executive director (ED) with insufficient or no internal controls in place and very limited Board of Directors (Board) oversight. This can lead to many issues, including fraud and improper spending.

An aware and diligent Board, acting as independent governance oversight, can be the last or often the only line of defense.

Common Schemes of Misuse

Based on our experience, the most common ways employees defraud NFPs include:

- Claiming for reimbursement of personal items including travel and clothing via expense reports or directly charging the NFP's credit cards
- Using the NFP's service providers to obtain services personally such as landscaping or maintenance and processing the invoices for payment directly by the NFP
- Writing unauthorized cheques or electronically transferring funds to themselves or family members

- Taking cash donations or other cash inflows for personal use
- Approving funds to individuals/organizations that are outside of the NFP's purpose
- Employing family and friends and paying excessive wages
- Awarding vendor contracts to relatives or friends and paying prices that exceed fair market value



Characteristics of a Fraudster

Over the years, we have identified patterns of behavior commonly demonstrated by fraudsters that may help alert you to potential impropriety.

Employees who have defrauded NFP's are often long-term employees (who may have been there since inception) in a position of trust. The fraudster may exhibit some of the following characteristics:

- They treat the NFP as their own and spend funds in any manner they wish
- Their actions often appear to be in a grey area of what would be considered unethical
- They treat other employees poorly and in a "bully" type fashion
- They make exceptions to the rules – for example providing funds to inappropriate individuals or projects that conflict with the NFP's mandate
- They control who serves as members of the Board of Directors, and may enlist friends and family to join the Board as well as those they consider "weak" in order to influence or otherwise control the Board's decision making
- They do not obtain approvals from the Board for expenses even when required to do so by internal policy
- They direct more junior staff members to submit their expenses so they can approve their own expenses without escalation to the Board

Preventative Measures

Board oversight is very important in the fight against fraud at NFPs. Setting the right tone at the top and providing clear ethical guidance can be achieved through implementing written policies and procedures including a code of conduct policy that describes what behaviours/actions are unacceptable. Although a written policy will not in itself prevent fraudulent behavior, it can help define expectations and can act as justification for dismissal when a breach is identified. It can also provide stronger evidence for wrongful dismissal suits, civil litigation or criminal charges. To reduce the risk of fraudulent activities, Boards should consider the following:

- Written policies and procedures – including conflict of interest, and guidance addressing personal versus business expenses and travel reimbursement policies
- Implementing strong internal controls over disbursements, including:
 - Segregation of duties (ordering, receiving, invoice approval, and payment)
 - Proper authorization of transactions (including escalation and review of adequate supporting documentation)
 - Control over the NFP's credit cards to ensure all credit card statements are submitted with accompanying itemized receipts for review and approval even if the expenses are incurred by the ED or other high ranking employees of the NFP
 - Ensure expense reports of the highest ranking employee (ED) are submitted to the Board for approval
 - Ensure expenses are submitted for approval by the most senior person involved in the expenditure (i.e. group meals) so the ED is not approving their own expenses
 - Control electronic fund transfers (EFTs) so that two electronic approvals are required²

- Implementing strong internal controls over fund receipts (donations or other sources), including:
 - Segregate duties between those recording receipts, depositing funds, and reconciling the bank accounts
 - Issue donations on pre-numbered receipts and ensuring the continuity of the receipt number sequence in the collection records
 - Ensure supervision of cash collections and maintenance of detailed supporting records including sign-off by each person involved

Recovery Measures

The expense of civil litigation in an attempt to recover losses from the fraudster may be costly, lengthy and take time away from the mandate of the NFP. Therefore even if an NFP has controls in place to prevent and/or detect fraudulent activity, it would still be prudent to purchase fidelity insurance that may cover not only the loss from the fraud but the forensic accounting fees required to investigate and quantify the loss. The resulting forensic report can be used for both civil and criminal purposes. In some criminal proceedings the court may also order restitution be made to the NFP.

The implications of fraudulent acts at NFP's reach far beyond the financial losses. They can result in damage to the reputation of the NFP, a loss of trust among donors, and they disrupt the NFP's business operations and ability to perform its mission. As a Board of an NFP you must be aware of the risks and be prepared to recognize weaknesses and take action to prevent, detect and respond to fraud.

[Karen Grogan](#)
Partner
KPMG Forensic Services
KPMG in Canada
T: 519-747-8223
E: KGrogan@kpmg.ca

[Veronica Chapman](#)
Senior Manager
KPMG Forensic Services
KPMG in Canada
T: 519-747-8257
E: VChapman@kpmg.ca

[Maria Shevkoplyas](#)
Technician
KPMG Forensic Services
KPMG in Canada
T: 519-747-8901
E: Mshevkoplyas@kpmg.ca



KPMG LLP, an Audit, Tax and Advisory firm (kpmg.ca) and a Canadian limited liability partnership established under the laws of Ontario, is the Canadian member firm of KPMG International Cooperative ("KPMG International"). KPMG member firms around the world have 162,000 professionals, in 155 countries.

The independent member firms of the KPMG network are affiliated with KPMG International, a Swiss entity. Each KPMG firm is a legally distinct and separate entity, and describes itself as such.

© 2016 KPMG LLP, a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. All rights reserved.

The KPMG name, logo and "cutting through complexity" are registered trademarks or trademarks of KPMG International.



Town of Amherstburg Parks Master Plan

Council Presentation
June 11, 2018



Parks Master Plan – Purpose

To develop a vision and guideline for improvements, uses, and planning of parks projects in the Town of Amherstburg.



**This is the
Town's
first Parks
Master
Plan.**



Key Objectives

- Provide a framework for identifying and evaluating future park projects, including new opportunities and the redevelopment of existing assets.
- Guide capital improvements to the parks system for the next ten or more years.
- Lay the groundwork for future planning, policy development and grant securement.

Project Scope

- Public parks (active and passive)
- Outdoor recreation amenities
- Use of trails and open space
- Waterfront access



Building Blocks

- Public and stakeholder input
- Trends and usage data
- Demographics and growth
- Existing policies and guidelines
- Park distribution
- Facility inventories and asset management



Community Profile (Section 2)

- 2016 Census population of **21,936**
- Amherstburg's **median age** is increasing:
 - 36.6 years in 2001
 - 38.6 years in 2006
 - 42.2 years in 2011
 - 44.5 years in 2016

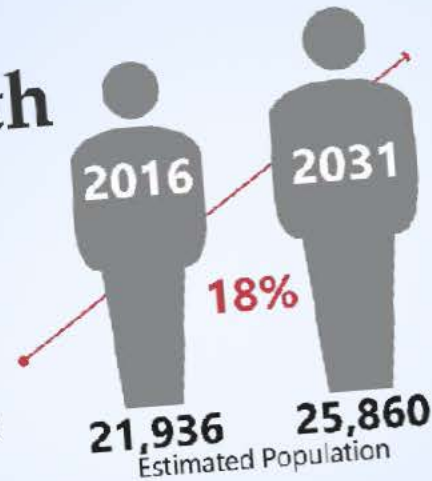


The average family size in Amherstburg is 2.9 persons

Planning for Growth

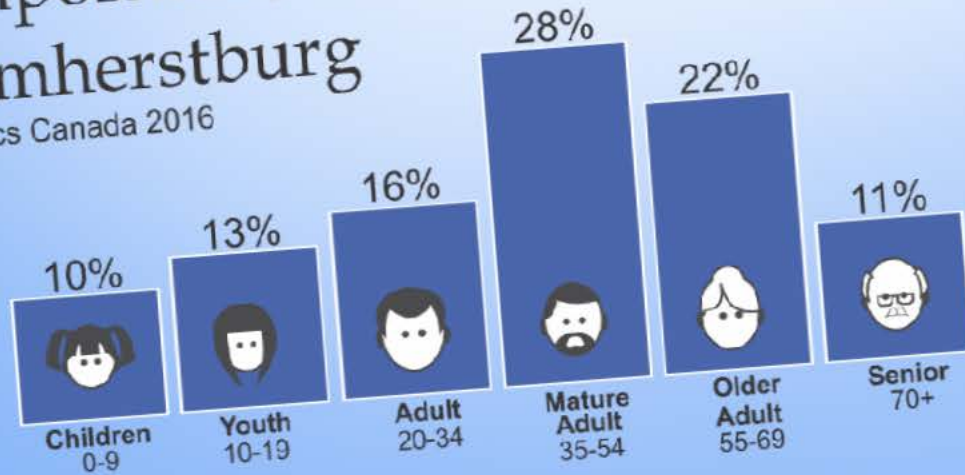
Amherstburg's **population** is expected to reach **25,860** by the year **2031**.

(Source: Town of Amherstburg Growth Forecast, 2014)



Age Composition, Town of Amherstburg

Source: Statistics Canada 2016

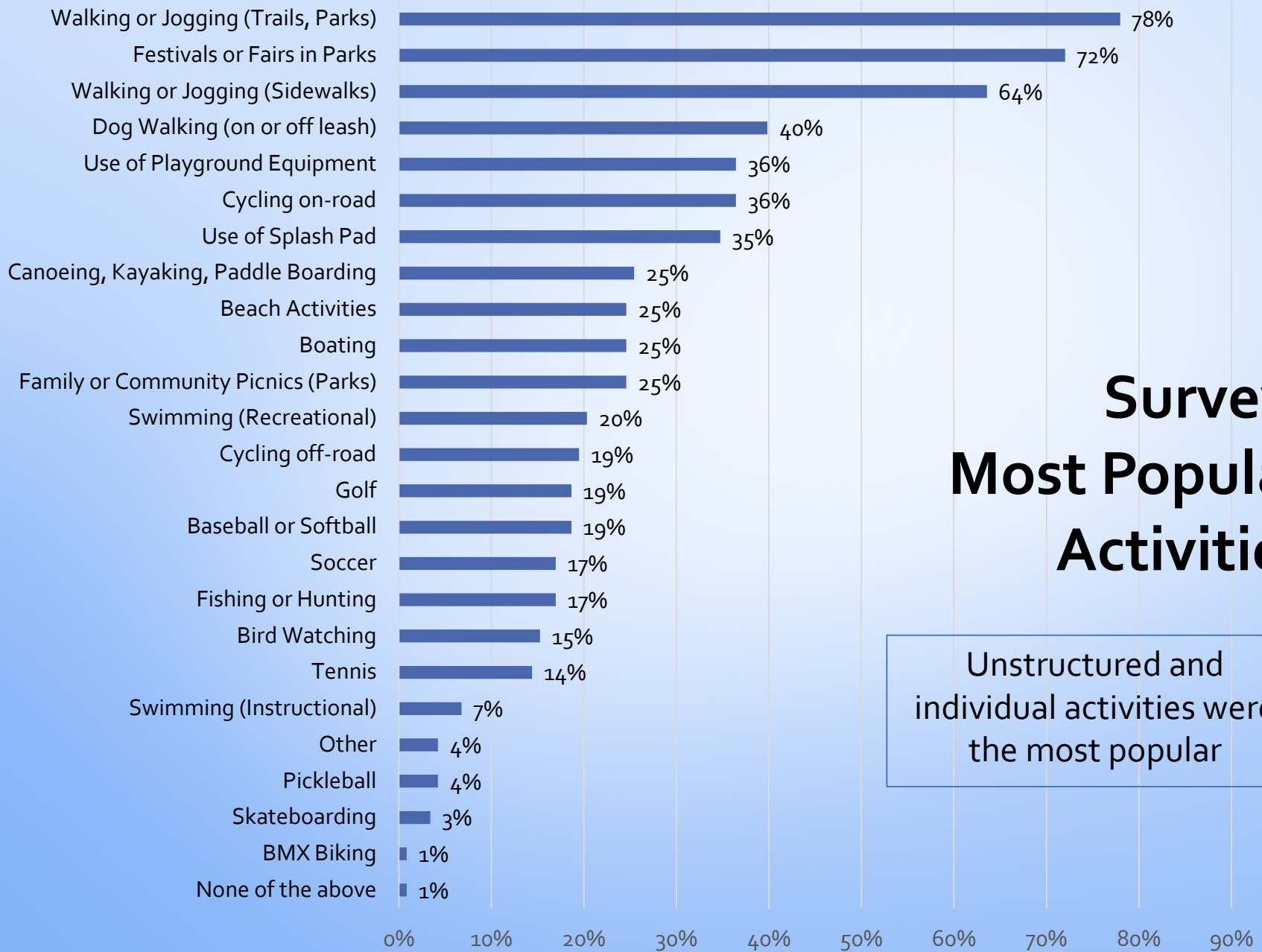


Key Trends (Section 3)

- Emerging & Growing Activities
- Unstructured Use of Parks
- Accessibility & Inclusion
- Aging Infrastructure & Changing Design Standards
- High Quality Amenities
- Beautification & Naturalization
- Park Activation & Programming
- Multi-Use, Multi-Generational & Multi-Season Parks
- Comfort & Safety
- Active Transportation & Walkable Communities

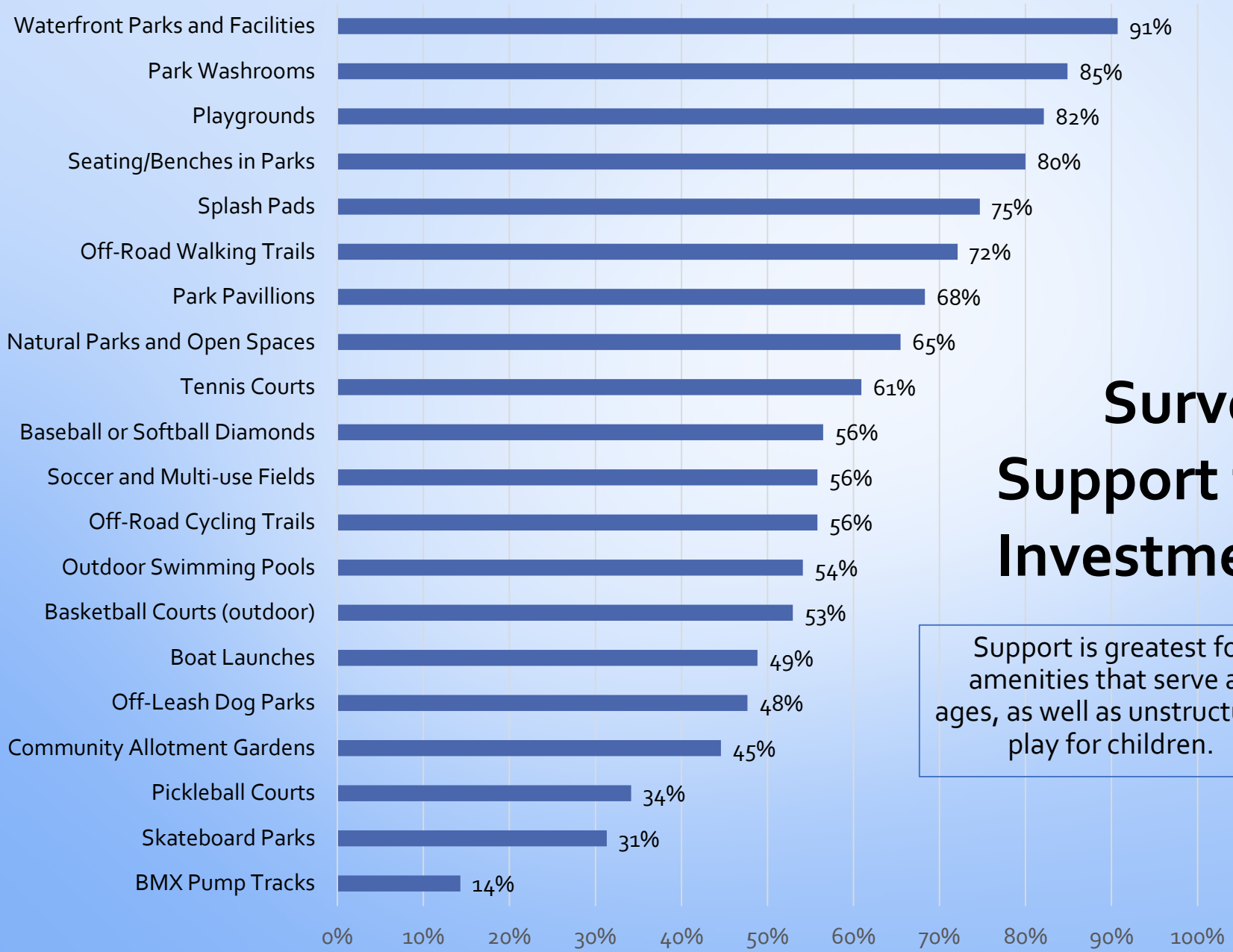
Public Input (Section 4)

- **Online Community Survey** – 118 responses
- **Talk the Burg** – online engagement platform
- **Public Open Houses (3)** – October 2017 (2) and May 2018
- **Stakeholder Interviews** – 16 organizations
- **Council and Staff Consultation**



Survey: Most Popular Activities

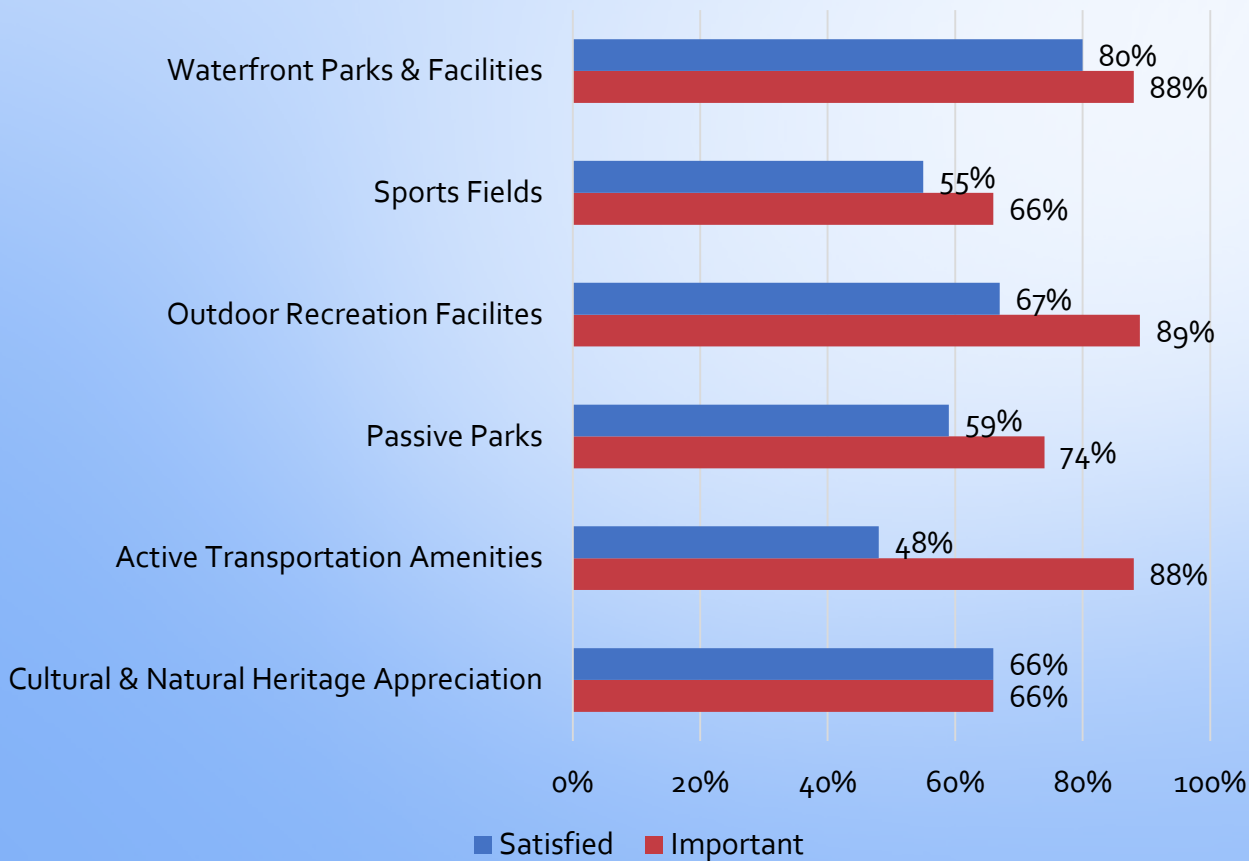
Unstructured and individual activities were the most popular



Survey: Support for Investment

Support is greatest for amenities that serve all ages, as well as unstructured play for children.

Survey: Importance & Satisfaction



Satisfaction levels were generally lower than importance levels, indicating gaps in expectations, particularly for active transportation.

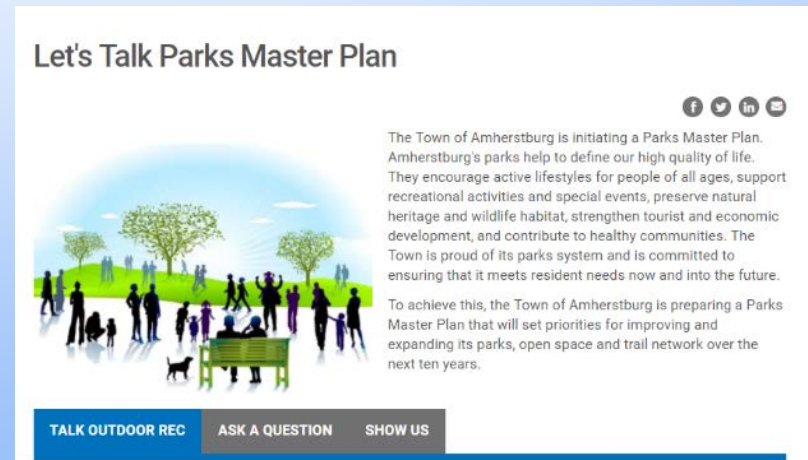
Public Consultation

Talk the Burg

- **Parks Master Plan**
 - Centennial Park
 - Neighbourhood Parks
 - Dog Park
 - Trails & Pathways
- **Waterfront Property Project**
 - High levels of support
 - Maintain waterfront views
 - Tourism focus
 - Tall ships & docking
 - Conflicting views on public boat launch

Stakeholders

- Waterfront
- Heritage, Culture, and Ecological Tourism & Education
- Destination Parks & Activities
- Sport Facilities & Sport Tourism



Let's Talk Parks Master Plan

The Town of Amherstburg is initiating a Parks Master Plan. Amherstburg's parks help to define our high quality of life. They encourage active lifestyles for people of all ages, support recreational activities and special events, preserve natural heritage and wildlife habitat, strengthen tourist and economic development, and contribute to healthy communities. The Town is proud of its parks system and is committed to ensuring that it meets resident needs now and into the future.

To achieve this, the Town of Amherstburg is preparing a Parks Master Plan that will set priorities for improving and expanding its parks, open space and trail network over the next ten years.

TALK OUTDOOR REC ASK A QUESTION SHOW US

Strategic Framework (Section 5)

To guide the development and implementation of this Parks Master Plan:

Vision

“Amherstburg’s parks are a defining feature of our town and vital to our quality of life. They are vibrant spaces that support a wide range of experiences for urban and rural residents and visitors of all ages.”

To achieve our vision and maximize social, health, environmental and economic benefits, Amherstburg’s parks system should:

Principles

1. Foster Accessibility and Inclusivity
2. Activate Our Waterfront
3. Encourage Participation
4. Celebrate our Heritage and Culture
5. Support Tourism
6. Engage the Community
7. Sustain Active Transportation
8. Connect People with Nature
9. Promote Innovative Design & Management
10. Invest Responsibly

To translate the principles into action items, the Plan contains **77 recommendations:**

Recommendations

Park Policy, Supply & Management
34 recommendations

Outdoor Recreation Facility Analysis
31 recommendations

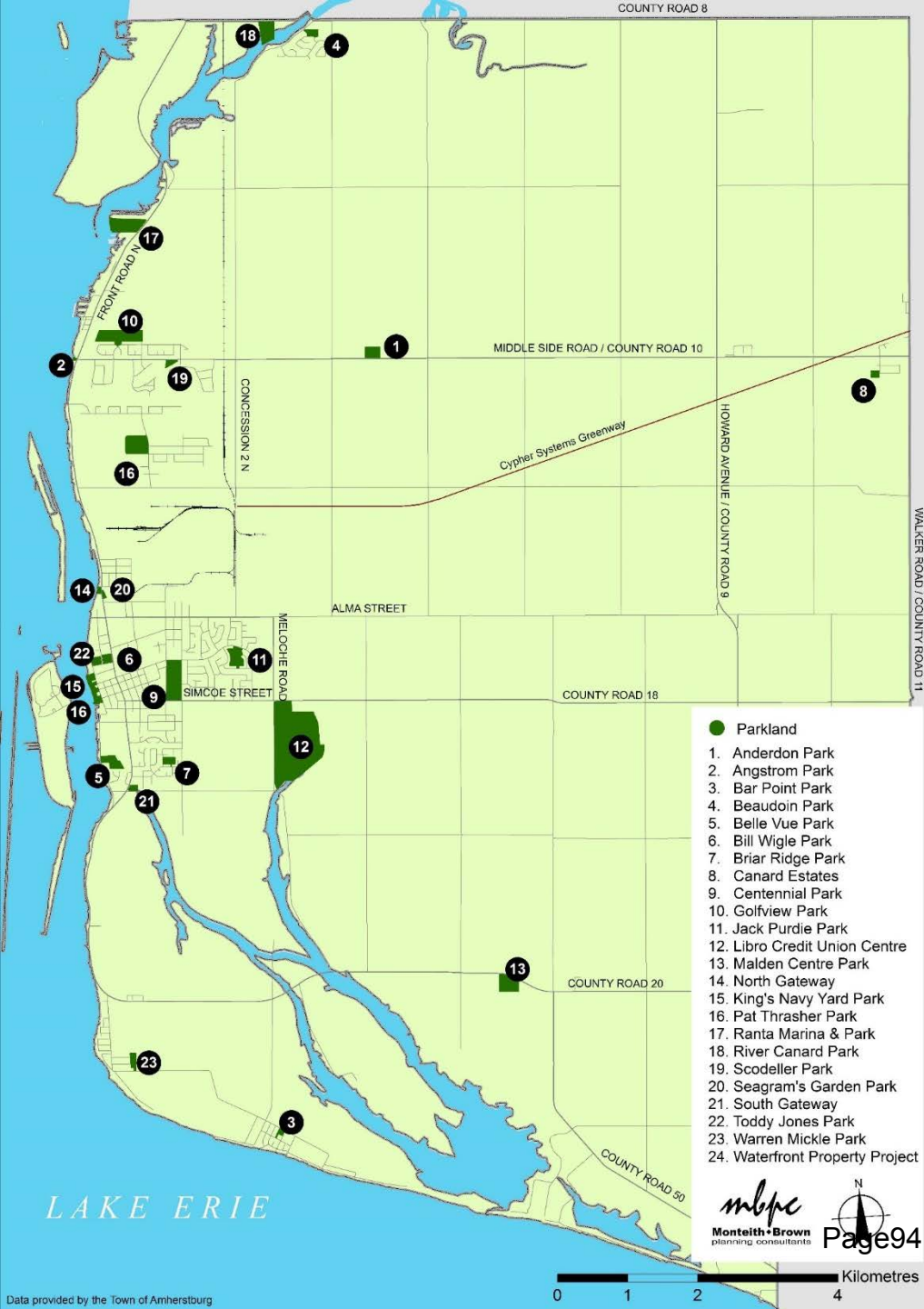
Park-specific Renewal, Redevelopment & Expansion Projects
9 recommendations

Implementation
3 recommendations

Parks Inventory (Section 6)

Recommended Park Classifications

- Destination
- Athletic
- Leisure
- Heritage
- Civic
- Linear
- Natural



Parkland Supply & Policies

Key Recommendations

Current Supply	112.6 ha
Current Provision Rate	5.1 ha / 1,000 persons
Current Needs	87.7 ha (4.0ha/1000)
Current Surplus	24.9 ha
Future Surplus (2031)	9.2 ha

2. The current supply of active parkland is adequate. **Additional parkland** should only be acquired in [selected cases – see recommendation].
3. Evaluate all potentially viable opportunities to **strengthen public access to the waterfront...**
4. Establish criteria and a process for identifying, evaluating and disposing **surplus park properties** that are no longer required to meet current or long-term community needs.
6. In areas where the supply of parkland is adequate, **prioritize the use of cash-in-lieu for parkland improvements**, ideally in the vicinity of the development that generated the contribution.

Parkland Operations & Service Delivery

Key Recommendations

11. Emphasize the provision of amenities such as **washrooms, shade (e.g., tree planting in new parks), and benches/seating areas** in parks and along trails in recognition of the Town's aging population.
16. Establish **consistent and high quality signage** at all municipal parks, gateways and along trail heads to enhance branding and wayfinding
21. Through the Town's asset management plan and long-term capital plan, identify and plan for **park renewal and redevelopment projects** that address aging infrastructure and capital improvements.
30. Work with ERCA, conservation organizations and naturalist groups on joint planning and management initiatives that assist in the continued **conservation of Town-owned natural areas**.

Outdoor Recreation Facilities (Section 7)

Key Recommendations

35. Relocate the **four (4) ball diamonds** to be decommissioned at Centennial Park to the Libro Credit Union Centre.
38. Work with local users to fund and construct a **shelter** to serve the Larry Bauer Soccer Complex.
40. Provide **playgrounds** within 500 metres of residents within urban areas, where feasible.
42. Repair and upgrade **playground surfacing** at end of life to meet current accessibility standards (i.e., remove pea gravel and sand bases and monitor condition of rubber surfacing).
45. Replace the **four (4) tennis courts** in Urban Amherstburg. Options for locating them on the remaining portion of Centennial Park should be explored.

Outdoor Recreation Facilities

Key Recommendations

50. Relocate existing **skate park components** to a new site in Urban Amherstburg once Centennial Skate Park is decommissioned. Undertake a site evaluation exercise to determine a preferred location.
51. Undertake further study into usage and demand for public deep-water **outdoor swimming facilities**, including community consultation.
53. Investigate viability of a public access **canoe/kayak launch site** (similar to River Canard Park) at Ranta Marina Park.



Trails, Gardens & Other Amenities

Key Recommendations

55. Monitor the demand for an **off-leash park**. Should there be sufficient demand, use the recommended guidelines for evaluating potential sites, identify an organization to act as stewards of the park, and create a dog park on a trial basis.
57. Strive to develop a **linked recreational trails system** (with connections and loops) through the development process, landowner agreements, and purchase of lands as they become available.
60. Develop a **community cycling and pedestrian plan** that builds upon this Parks Master Plan by assessing policies, standards, education/awareness initiatives, and current and future infrastructure requirements.



Trails, Gardens & Other Amenities

Key Recommendations

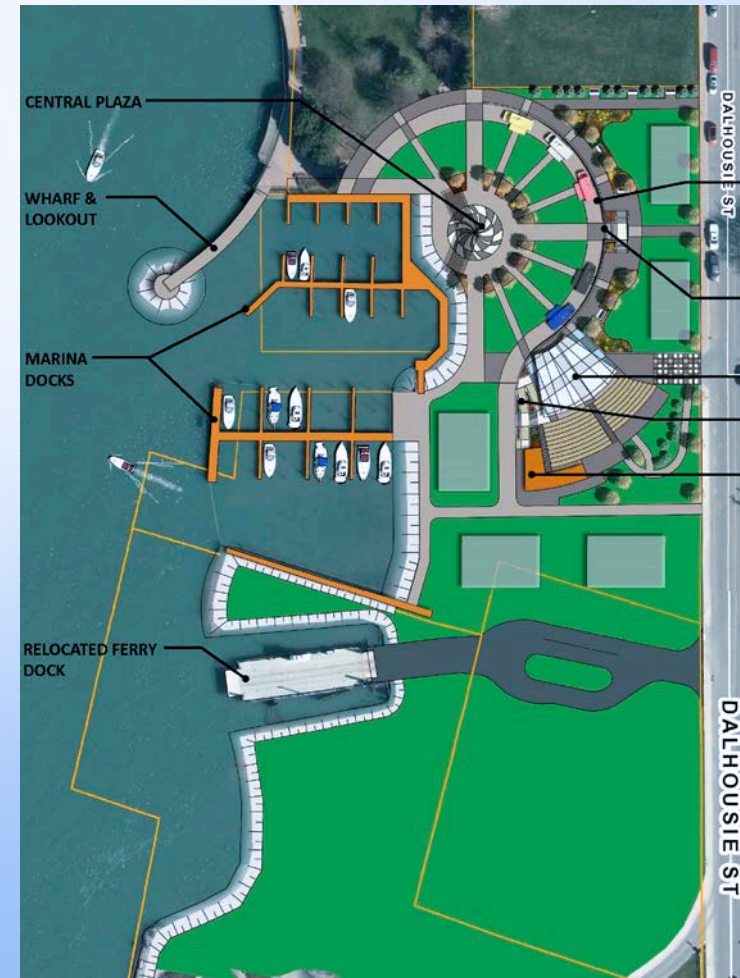
62. Explore opportunities to expand the **parks floral program** into neighbourhood parks with unused open space (e.g., Belle Vue, Briar Ridge Park, Jack Purdie Park, Warren Mickle Park, etc.).
63. Replacement of the Centennial Park **outdoor running track** is not recommended.
64. Consider installation of an **outdoor ice surface** for public skating as part of a future civic plaza or park location near the downtown core. A multi-use design should be encouraged to promote all-season use.



Park-Specific Projects (Section 8)

Key Recommendations

66. Examine options for the remaining portion of **Centennial Park**, including community consultation.
67. Develop the **Waterfront Property Project** as an active space for festivals and events. Continue with ongoing environmental assessment and develop an events plan to guide subsequent detailed design of the site.
68. Continue to support ongoing fundraising efforts and work towards revitalization of the historic **Belle Vue property**. Future development of the site should be preceded by confirmation of the preferred site plan and preparation of a feasibility/programming study and business plan.



Park-Specific Projects

Key Recommendations

69. Initiate a park renewal project for **Beaudoin Park**. This would require removal of most or all existing park amenities and re-visioning of the space. Consultation with neighbouring residents and stakeholders is recommended to help establish the revised park concept.
70. Improve known site issues at **Malden Centre Park** through moderate investments in the **short-term** (e.g., shade screening on diamonds, protective netting for playground equipment, renovations/repairs to existing structures and amenities, etc.).
71. Consider a redesign and redevelopment of **Malden Centre Park** in the **long-term** (e.g., re-orientation of all diamonds, relocation of playground equipment, new support building with washrooms and storage, etc.).



Park-Specific Projects

Key Recommendations

72. Consider additional uses for **Ranta Marina Park**. Expansion of public access to the waterfront is supported by both residents and the Official Plan, and this site offers opportunities for community events, adult recreation, and more.
73. Relocate many major outdoor recreation amenities currently housed at Centennial Park to **Libro Credit Union Centre**. This may include: skateboard park, ball diamonds (4), tennis courts, and basketball courts. A **concept plan** should be developed to guide investment.
74. Examine all options relative to the Town's ongoing management and financial commitments to **Co-An Park**. Re-negotiation of the terms and municipal commitment is anticipated.

Implementation (Section 9)

Key Recommendations

75. Implement a system for the regular **implementation, monitoring and review** of the Master Plan.
76. **Reconfirm the direction, priorities and accomplishments** of the Master Plan in 2023.
77. Undertake a **comprehensive review and update** of the Master Plan no later than 2028.



Questions & Comments?



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: Niza Fadel	Report Date: May 23, 2018
Author's Phone: 519 736-0012 ext. 2253	Date to Council: June 11, 2018
Author's E-mail: nfadel@amherstburg.ca	Resolution #: NA

To: Mayor and Members of Town Council

Subject: Audited Consolidated Financial Statements for the year ended December 31, 2017

1. RECOMMENDATION:

It is recommended that:

1. The report from the Supervisor of Accounting dated May 23, 2018 regarding Audited Consolidated Financial Statements for the year ended December 31, 2017 **BE RECEIVED**;
2. The Audited Consolidated Financial Statements for the year ended December 31, 2017 **BE APPROVED**;
3. The Audit Findings Report of KPMG for the year ended December 31, 2017 **BE ACCEPTED**; and,
4. Administration **BE AUTHORIZED** to post the 2017 Consolidated Financial Statements on the Town's Website.

2. BACKGROUND:

Section 296 of the Municipal Act requires that all municipalities undertake an annual audit of their accounts and that the external auditors express an opinion on the consolidated Financial Statements (Statements) based on the audit. The Town's external auditor is the firm of KPMG LLP, Chartered Professional Accountants and their report is attached.

3. DISCUSSION:

The 2017 Financial Statements (see attached) are prepared in accordance with Canadian generally accepted accounting principles for governments as recommended by the Public Sector Accounting Board (PSAB) and are a snapshot of the financial performance that provides important information to financial institutions and the public.

The numbers in these Statements are prepared on an accrual basis of accounting; as such they differ from the figures presented in the cash-based budget for determination of the municipal tax levy. The main reasons they differ include accounting treatment of amortization, inter-company transfers, principal and interest (P&I) payments and capital financing.

Together with management reporting on actual performance against budget (variance reports), these Statements provide a good picture of the financial state of affairs of the Town of Amherstburg.

KPMG's Audit Findings Report (see attached) provides an overview of the 2017 audit process, and assists in the review of the results of the audit of the consolidated Financial Statements of the Town.

4. RISK ANALYSIS:

The Municipal Act requires publication of consolidated Financial Statements for the benefit of users who rely on and or wish to review the Town's financial position and operations, such as rate payers and banks. The risk of publishing a material misstatement, which may affect users of the Statements, is mitigated by the independent external audit and the Town's internal control structure.

5. FINANCIAL MATTERS:

Highlights of the 2017 Consolidated Financial Statements include the following:

i) Overview of the Consolidated Statement of Financial Position:

- Cash has increased compared to 2016. The minimal increase of 2.1% in cash is mainly due to the timing of transactions at yearend. There were no significant changes during the year.
- Taxes receivable decreased by 20.3% compared to 2016. The decrease is a result of an increase in monthly preauthorized payments by residents during the year and the collection of overdue taxes of \$200,000 for one property that was eligible for tax sale in 2017. Administration regularly reviews the tax arrears status of properties.

Effective May 30, 2017, the Modernizing Ontario's Municipal Legislation Act, 2017 provided a municipality with the authority to register a tax arrears certificate

against a property that is two (2) years in arrears; the former legislation stated that a property had to be three (3) years in arrears. This means that a municipality now has the authority to commence tax registration procedures on any property with tax arrears owing from over two years prior by registering a tax arrears certificate against that property and, one year from the date a tax arrears certificate is registered, may advertise the property to be sold for unpaid property tax arrears. Subsequent to the yearend \$158,300 was collected against tax sale registered properties. Administration continues to work with residents to reduce their arrears and to avoid future arrears through registration in the pre-authorized payment program.

- Trade and other receivables increased by 57.3% compared to 2016. The increase was primarily due to completion of two large drainage construction projects being billed out at the end of the year. Subsequent to yearend, outstanding drainage construction invoices that are approved to be financed are added to the property tax rolls, to be paid over five years, and form part of taxes receivable until collected.
- Drainage receivables, which are accrued based on the cost of drainage works in progress, decreased by 44.7% compared to 2016. The decrease in drainage receivables was due to the completion of a number of construction and maintenance drain projects during the year for which the amounts have either been added to tax rolls or billed out to the residents.
- Investment in Government Business Enterprise (GBE), which is Essex Power Corporation, increased in 2017 by \$187,968 to \$5,371,476, which is the Town of Amherstburg's share (14.25%) of the accumulated surplus of Essex Power as at the end of 2017. This increase does not represent any cash collected; it is the increase in the investment in Essex Power. A breakdown of the investment is provided in Note 3 to the consolidated Financial Statements.
- Bank indebtedness decreased by 5.3% in 2017 compared to 2016. The change was due to a combination of payments to the lines of credit, including the line of credit used for the Edgewater project that is still in process, offset by an increased use of the current account overdraft.
- Accounts payable and accrued liabilities have increased by approximately 30.8% in 2017. The increase was primarily due to receipt of invoices for the completion of large capital projects, particularly the Meloche Rd. project, at yearend; for which payment was processed in 2018.
- Accrued interest on long-term debt decreased by 5.3% compared to 2016 due to the timing of the payment dates in relation to the fiscal year end, which affects the number of days accrued.
- Municipal debt decreased in 2017 by \$1,168,090 (3%). The decrease is comprised of the annual loan payments of \$2,668,849 less the increase in debt of \$1,500,759 to fund the 2016 unfinanced capital projects.

- Employee future benefit obligations have increased by \$946,000 compared to 2016 based on an actuarial valuation. The Town contributes to the actuarial liability on a cash basis as actual payments are required. The actuarial valuation/projection takes into account Post-retirement Life Insurance for members of the Hydro Electric group, Post-retirement Health Insurance and Post-retirement Dental Insurance. A breakdown of the various components of the employee future benefit obligations is provided in Note 6 to the consolidated Financial Statements.
- The balance of deferred revenue increased 8.4% to \$7,111,743. These funds are held as obligatory reserve funds, for a prescribed purpose, and consist of the Development Charges Reserve, Gas Tax Reserve and OCIF Reserve. Schedule 2 to the consolidated Financial Statements provides a summary of the transactions during the year. On February 12, 2018, Council received the 2017 Annual Report on Development Charge Reserve Funds, for Information, detailing the 2017 Activity.
- Tangible Capital Assets (TCA) at the end of the year have an amortized value of \$249,341,410, an increase of 0.1%. The Town invested \$11,391,908 in capital assets during the year. The change to the value of TCA was offset by the annual amortization of the capital assets in the amount of \$9,736,923. The amortization represents the proportionate cost of the assets used up as during 2017, based on their useful life. Schedule 1 of the consolidated Financial Statements details the activity during the year.
- Prepaid expenses increased by \$65,000 (10.6%) in 2017 compared to 2016 and are primarily comprised of insurance premiums paid in 2017 for 2018.
- The Accumulated surplus summarizes the Town's consolidated equity which identifies the financial position, including tangible capital assets, and financial resources of the Town. Included in the surplus are a number of expenses mandated by PSAB for financial reporting purposes, for example employee future benefits, accrued interest on long-term debt, TCA amortization and accrued receivables and payables. Schedule 4 of the consolidated Financial Statements details the components of the accumulated surplus, which reflects the Town's assets outweighing the Town's liabilities by \$199,455,567, an increase of 0.3%.
- Reserve and Reserve Funds balances are consolidated within the Accumulated Surplus position. Schedule 3 of the consolidated Financial Statements provides a detail of the balances. Of the \$12.6 million balance shown at year end approximately \$2.43 million is not cash funded.

ii) Review of Statement of Financial Activities:

Revenues:

- Taxation which includes property taxes and user fees decreased by 2.2% in 2017 compared to 2016. The minimal decrease resulted from an increase in property taxes and user fees offset by an increase in tax write-offs. The increase in tax write-offs was due to ARB decisions spanning several years that were finalized and recognized in 2017, including one for a specialized property class resulting from a province-wide appeal.
- Water revenue increased minimally in 2017 compared to 2016. The increase reflects the net impact of 2017 water rates applied to a decreased water usage volume.
- Wastewater revenue increased minimally in 2017 compared to 2016. The increase reflects the net impact of 2017 wastewater rates applied to a decreased flow volume.
- Government transfers and 'Other' revenue saw a combined decrease of \$1.3 million (18%) in 2017 compared to 2016. The change was primarily the result of a decrease in grants received to fund capital projects during the year. Based on PSAB requirements the Financial Statements include funds received for capital projects in revenues, whereas, they are not included in the cash-based operating budget, but are included in the cash-based capital budget as funding sources.
- Income from GBE results from the Town's ownership share in Essex Power Corporation and consists of:
 - Regular Dividends of \$240,851, based on the earnings during the year; and
 - The Town's share of Essex Power Corporation's net income less Special Shares Dividends of \$17,804, based on 7% of the Town's total investment of \$254,346. Government business Enterprise (GBE) of \$187,968 is based on the Town's share of Essex Power Corporation's net income less the dividends received.
- Drainage of (\$574,722) is the change in the drains receivables during the year.

Expenses:

Due to PSAB reporting requirements amortization and all capital expenses are included in the total expenses, therefore the overall differences from 2016 will vary from the cash-based budget variance reports presented to Council for 2017.

- General government expenses increased approximately 27.7% in 2017 compared to 2016. The capital cost to purchase Duffy's Land in 2017 accounts for most of the variance, with minimum changes in the other expenses accounting for the balance.

- Protection to persons & property expenses increased by 6.8% in 2017. This variance is mainly related to increased salary and benefits costs for police and fire and additional legal costs.
- Transportation expenses decreased by 14.4% in 2017 compared to 2016. The capital expenses decreased by 15% from 2016 to 2017. There were minor changes in the overall total of the other expenses.
- Environmental Services expenses increased by 4.7% in 2017 compared to 2016. The increase is due primarily to the change in capital expenses of 4.7% from 2016. There were minimum changes in the other overall expenses.
- Recreational and Cultural services expenses decreased by 9.2% from 2016. The difference was a result of a decrease in the PSAB change in amortization and capital expense by 22% from 2016, which included the demolition of the old arena in 2016, offset by an increase in operating expenses of approximately 12.8%, mainly comprised of maintenance and utilities expenses at the Libro centre.
- Planning and Development expenses increased by 14% from 2016 because of a decrease of 2.6% in PSAB capital changes from 2016 to 2017 and an increase in the other overall expenses of 16.6%. The increase in overall expenses included additional costs for the overlap of the new Chief Building Official and the retiring Chief Building Official, and usage of additional part-time staff in the Planning department and a contract building official due to the busy building season. These additional costs were offset by higher income in Planning & Development, which is included in the Taxation and Other revenue lines.

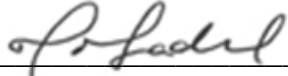
The Annual Surplus of \$648,537 in 2017 (\$3,703,573 in 2016) resulted from the items explained above. This figure includes adjustments based on mandatory PSAB reporting requirements. Adjustments include amortization, adjustments for the Tangible Capital Assets and accruals. As a result of these adjustments, the accrual based annual surplus reported in the Statements is not comparable to the cash-based budget surplus/deficit reported to the Council.

6. CONSULTATIONS:

The Treasurer and Director of Corporate Services and KPMG were consulted on this report.

7. **CONCLUSION:**

That the Audited Consolidated Financial Statements for the year ended December 31, 2017 are provided for Council approval, as supported by KPMG's Audit Findings Report.



Niza Fadel
Supervisor of Accounting

Report Approval Details

Document Title:	Audited Consolidated Financial Statements for the year ended December 31, 2017.docx
Attachments:	- 2017 Consolidated Financial Statements.pdf - 2017 KPMG Audit Findings Report.pdf
Final Approval Date:	Jun 5, 2018

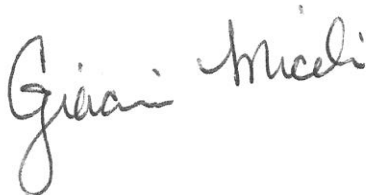
This report and all of its attachments were approved and signed as outlined below:



Cheryl Horrobin - Jun 1, 2018 - 3:09 PM



Mark Galvin - Jun 4, 2018 - 10:08 AM



John Miceli - Jun 5, 2018 - 7:52 AM



Paula Parker - Jun 5, 2018 - 10:58 AM

Consolidated Financial Statements of

**THE CORPORATION OF THE
TOWN OF AMHERSTBURG**

Year ended December 31, 2017

DRAFT

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Financial Statements

Year ended December 31, 2017

Management's Responsibility for the Consolidated Financial Statements	1
Independent Auditor's Report	2 – 3
Consolidated Statement of Financial Position	4
Consolidated Statement of Financial Activities	5
Consolidated Statement of Change in Net Financial Debt	6
Consolidated Statement of Cash Flows	7
Notes to Consolidated Financial Statements	8 – 24
Consolidated Schedule of Tangible Capital Assets	25
Consolidated Schedule of Deferred Revenue	26
Consolidated Schedule of Reserves and Reserve Funds	27
Consolidated Schedule of Accumulated Surplus	28
Consolidated Schedule of Segment Disclosures	29

DRAFT

Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of The Corporation of the Town of Amherstburg (the "Town") are the responsibility of the Town's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Management meets with the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the Town. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.



KPMG LLP
618 Greenwood Centre
3200 Deziel Drive
Windsor ON N8W 5K8
Canada
Telephone (519) 251-3500
Fax (519) 251-3530

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of The Corporation of the Town of Amherstburg

We have audited the accompanying consolidated financial statements of The Corporation of the Town of Amherstburg, which comprise the consolidated statement of financial position as at December 31, 2017 and the consolidated statements of financial activities, change in net financial debt and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal controls relevant to the Entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the Town of Amherstburg as at December 31, 2017, and the results of its financial activities, change in net financial debt and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Canada
Date of Approval

DRAFT

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Statement of Financial Position

December 31, 2017, with comparative information for 2016

	2017	2016
Financial assets		
Cash	\$ 15,812,820	\$ 15,485,116
Taxes receivable	1,852,200	2,324,234
Trade and other receivables	4,872,127	3,097,806
Drainage receivables	711,271	1,285,993
Investment in government business enterprise (note 3)	5,371,476	5,183,508
	<u>\$ 28,619,894</u>	<u>\$ 27,376,657</u>
Financial liabilities		
Bank indebtedness (note 9)	\$ 8,788,095	\$ 9,277,318
Accounts payable and accrued liabilities	5,034,345	3,849,796
Accrued interest on long-term debt	775,679	818,664
Municipal debt (note 5)	38,341,179	39,509,269
Employee future benefit obligations (note 7)	19,132,100	18,186,100
Deferred revenue (Schedule 2)	7,111,743	6,559,432
	<u>79,183,141</u>	<u>78,200,579</u>
Net debt	(50,563,247)	(50,823,922)
Non-financial assets		
Tangible capital assets (Schedule 1)	249,341,410	249,018,630
Prepaid expenses	677,404	612,323
	<u>250,018,814</u>	<u>249,630,953</u>
Commitments and contingencies (notes 12 and 13)		
Accumulated surplus (Schedule 4)	<u>\$ 199,455,567</u>	<u>\$ 198,807,031</u>

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Statement of Financial Activities

Year ended December 31, 2017, with comparative information for 2016

	2017 Actual	2016 Actual
Revenue:		
Taxation	\$ 22,965,625	\$ 23,471,309
Water charges	4,650,139	4,621,637
Wastewater charges	6,204,964	6,139,310
Government transfers	4,957,683	5,931,084
Other	1,049,422	1,394,030
Interest	493,694	435,896
Income from government business enterprise	428,819	436,378
Drainage	(574,722)	3,026
Gain on disposal of tangible capital assets	155,035	58,692
	<u>40,330,659</u>	<u>42,491,362</u>
Expenses:		
General government	7,065,427	5,532,910
Protection to persons and property	8,418,941	7,882,987
Transportation services	7,529,134	8,796,935
Environmental services	10,076,883	9,626,428
Recreation and cultural services	5,202,563	5,730,120
Planning and development	1,389,175	1,218,409
	<u>39,682,123</u>	<u>38,787,789</u>
Annual surplus	648,536	3,703,573
Accumulated surplus, beginning of year	198,807,031	195,103,458
<u>Accumulated surplus, end of year</u>	<u>\$ 199,455,567</u>	<u>\$ 198,807,031</u>

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Statement of Change in Net Financial Debt

Year ended December 31, 2017, with comparative information for 2016

	2017 Actual	2016 Actual
Annual surplus(deficit)	\$ 648,536	\$ 3,703,573
Amortization of tangible capital assets	9,736,923	9,812,754
Net acquisition of tangible capital assets	(10,059,703)	(10,153,973)
Gain on sale of tangible capital assets	(155,035)	(58,692)
Proceeds on sale of tangible capital assets	155,035	58,692
Use of (acquisition) of prepaid expense	(65,081)	(5,555)
Adjustment for GBE accounting standard changes		
Change in net debt	260,675	3,356,799
Net debt, beginning of year	(50,823,922)	(54,180,721)
Net debt, end of year	\$ (50,563,247)	\$ (50,823,922)

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Statement of Cash Flows

Year ended December 31, 2017, with comparative information for 2016

	2017	2016
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 648,536	\$ 3,703,573
Items not involving cash:		
Amortization of tangible capital assets	9,736,923	9,812,754
Gain on sale of tangible capital assets	(155,035)	(58,692)
Increase in employee benefits payable	946,000	954,100
Income from government business enterprise	(428,819)	(436,378)
Change in non-cash operating working capital:		
Taxes receivable	472,034	64,294
Accounts receivable	(1,774,321)	198,874
Drain receivables	574,722	(3,026)
Prepaid expenses	(65,081)	(5,555)
Accounts payable	1,184,549	(1,818,421)
Deferred revenue	552,311	(270,044)
Accrued interest	(42,985)	(43,164)
Net change in cash from operations	11,648,834	12,098,315
Investing:		
Dividends received from government business enterprise	240,851	233,722
Net change in cash from investing	240,851	233,722
Capital:		
Net acquisition of tangible capital assets	(10,059,703)	(10,153,973)
Proceeds on sale of tangible capital assets	155,035	58,692
Net change in cash from capital	(9,904,668)	(10,095,281)
Financing:		
Increase (decrease) in bank indebtedness	(489,223)	3,724,750
Long-term debt issued	1,500,759	1,000,000
Long-term debt repaid	(2,668,849)	(3,121,052)
Net change in cash from financing	(1,657,313)	1,603,698
Increase in cash	327,704	3,840,454
Cash, beginning of year	15,485,116	11,644,662
Cash, end of year	\$ 15,812,820	\$ 15,485,116

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements

Year ended December 31, 2017

The Corporation of the Town of Amherstburg (the "Town") is a municipality in the Province of Ontario incorporated in 1998 and operates under the provisions of the Municipal Act.

1. Significant accounting policies:

(a) Management responsibility:

The consolidated financial statements of the Town are prepared by management in accordance with Canadian generally accepted accounting principles for governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Town are as follows:

(b) Basis of consolidation:

(i) The consolidated financial statements reflect the assets, liabilities, operating revenues and expenses, reserves, reserve funds, and changes in investment in tangible capital assets of the Town.

(ii) Investment in Government Business Enterprises:

Essex Power Corporation ("Essex Power"), a government business enterprise, is accounted for using the modified equity basis of accounting, consistent with Canadian generally accepted accounting principles as recommended by PSAB for investments in Government Business Enterprises. Under this method, Essex Power's accounting policies are not adjusted to conform with those of the Town and inter-organizational transactions and balances are not eliminated. The Town recognizes its equity interest in the annual income or loss of Essex Power in its consolidated statement of financial activities with the corresponding increase or decrease in its investment asset account. Any dividends the Town may receive from Essex Power will be reflected as reductions in the investment account.

(iii) Accounting for County and School Board transactions:

The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards, and the County of Essex are not reflected in the municipal fund balances of these financial statements.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements

Year ended December 31, 2017

1. Significant accounting policies (continued):

(b) Basis of consolidation (continued):

(iv) Trust funds:

There are no trust funds administered by the Town.

(c) Basis of accounting:

- (i) Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods and services and the creation of a legal obligation to pay.

The focus of PSAB financial statements is on the financial position of the Town and changes thereto. The Consolidated Statement of Financial Position reports financial assets and liabilities. Financial assets are available to provide resources to discharge existing liabilities or finance future operations. Net debt represents the financial position of the Town and is the difference between financial assets and liabilities. This information explains the Town's overall future revenue requirements and its ability to finance activities and meet its obligations.

- (ii) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives generally extending beyond the current year, and are not intended for sale in the ordinary course of operations.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements

Year ended December 31, 2017

1. Significant accounting policies (continued):

(c) Basis of accounting (continued):

(ii) Non-financial assets (continued):

(a) Tangible capital assets:

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life
Land	not amortized
Land improvements	5 – 20 years
Buildings and improvements	20 – 40 years
Information technology	5 – 10 years
Vehicles	3 – 15 years
Machinery and equipment	10 – 30 years
Water infrastructure:	
Water mains	100 years
Water valves and hydrants	75 – 100 years
Water treatment plant	15 – 50 years
Water meters	20 years
Wastewater infrastructure:	
Sewer mains	50 years
Sanitary and storm pump stations	20 – 50 years
Wastewater Treatment Plant	20 – 50 years
Sanitary sewage lagoons	30 years
Transportation infrastructure:	
Roads and bridges	5 – 40 years

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

The Town has a capitalization threshold of \$5,000 - \$10,000 depending on the asset, so that individual TCAs of lesser value are expensed, unless they are land, construction in progress, or pooled because, collectively, they have significant value, or for operational reasons. Examples of pools are desktop computers and computer laptops.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements

Year ended December 31, 2017

1. Significant accounting policies (continued):

(c) Basis of accounting (continued):

(ii) Non-financial assets (continued):

(b) Contribution of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

(c) Leases:

Leases are classified as capital or operating leases. Leases which transfer substantially the entire benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(iii) Deferred revenue:

Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes is reported as deferred revenue on the consolidated statement of financial position. The revenue is reported on the consolidated statement of financial activities in the year in which it is used for the specific purpose.

(iv) Employee future benefits and other employee benefit plans:

The Town accounts for its participation in the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer public sector pension fund, as a defined contribution plan. The OMERS plan specifies the retirement benefits to be received by employees based on length of service and pay rates.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):

(c) Basis of accounting (continued):

(iv) Employee future benefits and other employee benefit plans (continued):

Employee benefits include vacation entitlement, sick leave benefits and certain post-employment benefits. Vacation entitlements are accrued as entitlements are earned. Sick leave benefits and other post-employment benefits that accumulate over the period of service provided by the employees are subject to actuarial valuations and are accrued in accordance with the projected benefit method, prorated on service and management's best estimate of salary escalation and retirement ages of employees, inflation rates, investment returns, health care cost trends and discount rates. Actuarial gains and losses are amortized on a straight-line basis over the expected average remaining service life of the employee group.

(v) Use of estimates:

The preparation of consolidated financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant items subject to such estimates and assumptions include the valuation of taxes and other accounts receivable, the carrying value of tangible capital assets, accruals and employee benefits payable. Actual results could differ from management's best estimates as additional information becomes available in the future.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):

(c) Basis of accounting (continued):

(vi) Taxation and related revenues:

Property tax billings are prepared by the Town based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Town Council, incorporating amounts to be raised for local services and amounts the Town is required to collect on behalf of the Province of Ontario in respect to education taxes. A normal part of the assessment process is the issuance of supplementary assessment rolls, which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Town revenues are recorded at the time tax billings are issued. Assessment and the related property taxes are subject to appeal. Tax adjustments as a result of appeals are recorded based upon management's estimate of the outcome taking into consideration historical trends. The Town is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied. Tax revenue is recorded net of reductions, taxes receivable are reported net of an expense for allowance for doubtful accounts.

(vii) Revenue recognition:

- a) Tax levies are recognized as revenue when amounts are levied on the municipality's ratepayers.
- b) Fines and donations are recognized when collected.
- c) Other revenues are recorded upon sale of goods or provision of service when collection is reasonably assured.
- d) Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, and stipulations have been met and reasonable estimates of the amounts can be made.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements

Year ended December 31, 2017

1. Significant accounting policies (continued):

(c) Basis of accounting (continued):

(viii) Liability for Contaminated Sites:

The Municipality recognizes a liability associated with the remediation of contaminated sites when a contamination exceeds an environmental standard, the Municipality has direct or has accepted responsibility for the remediation and a reasonable estimate can be made for the costs to remediate.

2. Operation of School Boards and County of Essex:

The taxation, other revenues and, expenditures of the school boards and the County of Essex are comprised of the following:

	2017	2016
Taxation and user charges		
School Boards	\$ 5,676,946	\$ 5,883,880
County	10,259,125	9,990,111
	\$ 15,936,071	\$ 15,873,991

3. Investment in government business enterprise:

(a) Long-term investments – Essex Power Corporation:

The Town has an investment in Essex Power Corporation (“Essex Power”).

The investment is comprised of the following:

	2017	2016
2,678,179 Class A voting common shares	\$ 2,678,179	\$ 2,678,179
254,346 Special Shares, Class A non-voting	254,346	254,346
Share of accumulated earnings	2,438,951	2,250,983
	\$ 5,371,476	\$ 5,183,508

The Town of Amherstburg is a 14.258% shareholder in Essex Power.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

3. Investment in government business enterprise (continued):

(a) Long-term investments – Essex Power Corporation (continued):

Supplementary information:

The following table provides condensed supplementary information for Essex Power as at December 31:

	(in thousands of dollars)	
	2017	2016
Current assets	\$ 3,477	\$3,359
Accounts receivable	8,966	9,920
Unbilled revenue	5,502	6,631
Other current assets	1,305	1,560
Property, plant and equipment	61,410	58,159
Intangible assets	6,595	6,265
Goodwill	1,623	1,769
Deferred assets	1,157	708
Deferred tax assets	136	1,069
Regulatory balances	40,155	39,824
Total assets and regulatory balances	\$ 130,326	\$ 129,264
Current liabilities	\$ 24,229	\$ 26,440
Long-term liabilities	19,970	18,265
Post-employment benefits	2,838	3,417
Deferred tax liabilities	3,344	2,975
Other non-current liabilities	4,046	3,486
Total liabilities	54,427	54,583
Share capital	19,667	19,667
Retained earnings	16,338	15,609
Accumulated other comprehensive income	1,329	823
Total equity	37,334	36,099
Regulatory balances	38,565	38,582
Total liabilities, equity and regulatory balances	\$ 130,326	\$ 129,264
Total revenues	\$ 87,886	\$ 93,743
Total expenses	(83,485)	(92,802)
Finance costs	(1,013)	(922)
Income tax recovery	(1,110)	(1,159)
Net movement in regulatory balances, net of tax	348	4,325
Other comprehensive income	506	-
Total comprehensive income for the year	\$ 3,132	\$ 3,185

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

4. Tangible capital assets:

(a) Contributed tangible capital assets:

The Town records all tangible capital assets contributed by an external party at fair value on the earlier of the date received or of the transfer of risk and responsibility. Typical examples are roadways and, water and sewer lines installed by a developer as part of a subdivision agreement. The total value of transfers in 2017 were \$nil (2016 - \$152,240).

(b) Tangible capital assets recognized at nominal value:

Where an estimate of fair value could not be made, the tangible capital asset is recognized at a nominal value.

(c) Capitalization of interest:

The Town has a policy of capitalizing borrowing costs incurred when financing the acquisition of a tangible capital asset, for those interest costs incurred up to the date the asset goes into use. Total interest capitalized in 2017 was \$54,259 (2016 - \$36,672).

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements

Year ended December 31, 2017

5. Municipal debt:

- (a) Total long-term debt incurred by the Town and those incurred on behalf of municipal enterprises and benefiting landowners and outstanding at the end of the year amount to:

	2017	2016
Total long-term liabilities incurred by the Town and those incurred on behalf of municipal enterprises and benefiting landowners and outstanding at the end of the year amount to:	\$ 38,341,179	\$ 39,509,269
Amount to be recovered from benefiting landowners and user rates.	26,671,808	27,660,235
	<u>\$ 11,669,371</u>	<u>\$ 11,849,034</u>

- (b) Of the long-term debt reported in (a), the interest rates range from 0% to 7.99%.
- (c) Of the long-term debt reported in (a), the following are the years of repayment:

2018	\$ 2,663,951
2019	2,595,526
2020	2,220,914
2021	2,305,962
2022 and thereafter	28,554,826
	<u>\$38,341,179</u>

- (d) The long-term liabilities in (a) issued in the name of the Town have received approval of the Ontario Municipal Board (or approval by private legislation) for those approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements

Year ended December 31, 2017

5. Municipal debt (continued):

Total charges for the year for net long-term debt are as follows:

	2017	2016
Principal payments	\$ 2,668,849	\$ 3,121,052
Interest	1,561,761	1,680,320
	<u>\$ 4,230,610</u>	<u>\$ 4,801,372</u>

6. Employee future benefits obligations:

The Town pays certain benefits on behalf of its retired employees. The most recent actuarial valuation was prepared as at December 31, 2017. Information about the Town's defined benefit plans is as follows:

	2017	2016
Accrued benefit liability, January 1	\$ 18,186,100	\$ 17,232,000
Expense for the year:		
Current service cost	601,300	590,400
Interest	669,900	641,500
Amortization of actuarial losses	183,500	197,100
Benefits paid	(508,700)	(474,900)
Accrued benefit liability, December 31	19,132,100	18,186,100
Unamortized actuarial losses (gains)	(720,300)	1,768,100
Accrued benefit obligation, December 31	<u>\$ 18,411,800</u>	<u>\$ 19,954,200</u>

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

6. Employee future benefits (continued):

The main actuarial assumptions employed for the valuations are as follows:

	2017	2016
Discount rate	3.30%	3.25%
Dental	4.00%	4.00%
Health care:		
initial	5.10%	5.20%
ultimate reached in 2037	3.80%	3.80%

OMERS:

The Town belongs to the Ontario Municipal Employee Retirement Fund (OMERS) which is a multi-employer plan on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The Town contributed \$1,003,279 (2016 - \$944,680) during the year and this amount is included in the Consolidated Statement of Financial Activities. No pension liability for this type of plan is included in the Town's Consolidated Statement of Financial Position.

7. Segmented Information:

The Town provides a wide range of services to its citizens. On Schedule 5, consolidated revenues and expenses have been presented on a segmented basis. Municipal services have been segmented by grouping activities with similar service objectives. Revenue directly related to each service has been allocated to its respective segment. Municipal taxation revenue has been allocated based on the percentage of total budgeted expenditures. The segments are defined as follows;

General Government

General government consists of governance, corporate management and program support. It includes the offices of Council, Chief Administrative Officer, Information Technology, Financial and Clerk Services.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

7. Segmented Information (continued):

Protection to Persons and Property

Protection to persons and property includes fire and police services.

Transportation

Transportation services refer to the operations of the Public Works Department which is responsible for road maintenance, winter control and street lighting.

Environmental

Environmental services include the distribution and treatment of water, the collection and treatment of waste water and storm water, and the collection and disposal of garbage.

Recreation & Culture

Recreation & culture services refer to the operations of municipally owned recreational facilities, parks, arena and community centres. It also includes the delivery of recreational and cultural programming.

Planning & Development

Planning & development includes planning, building, by-law enforcement and animal control.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

8. Expenses by object:

Total operating expenditures on the consolidated statement of financial activities are as follows:

	2017	2016
Salaries and employee benefits	\$ 15,675,757	\$ 14,420,249
Materials, goods services and utilities	8,100,562	8,505,021
Contracted services	4,568,518	4,312,793
Interest on long-term debt	1,540,829	1,668,007
Rent and financial expenses	25,283	37,465
External transfers	34,250	31,500
Amortization	9,736,923	9,812,754
	\$ 39,682,122	\$ 38,787,789

9. Bank indebtedness:

Demand Operating Line:

The Town has a demand operating line of credit with its banker WFCU. Credit is available to a maximum of \$7,000,000 and bears interest at prime less 0.875%. All amounts under this facility are repayable immediately on demand by WFCU, and this facility may be terminated in whole or in part by WFCU at any time. The balance at year end is \$5,100,659 (2016 - \$4,157,813).

The line is offered on an unsecured basis.

Drainage Line of Credit:

The Town has a drainage line of credit with WFCU to a maximum of \$2,000,000 and bears interest at prime less 0.875%. The balance at year end is \$1,358,909 (2016 - \$1,002,096).

Demand Loan:

The Town has a demand loan to a maximum of \$1,393,662 and bears interest at prime less 0.5%. The balance at year end is \$709,592 (2016 - \$1,096,514).

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements

Year ended December 31, 2017

9. Bank indebtedness (continued):

Demand Loan – Edgewater Project:

The Town has a demand loan to a maximum of \$5,166,000 to be repaid from project funding and bears interest at prime less 0.5%. The balance at year end is \$1,620,701 (2016 - \$3,020,895).

10. Related entity:

The Amherstburg Community Foundation:

The Town has an economic interest in the Amherstburg Community Foundation (the "Foundation"). The Foundation was established in August 2009 for the purpose of fundraising for various projects in the Town.

The Foundation was incorporated under the laws of Ontario without share capital or benefit for its members and is therefore exempt from income taxes. The income generated by the Foundation is distributed to the Town as the funds are requested and approved.

There were \$35,950 in transactions with the Foundation in 2017 (2016 - \$215,000) recorded as revenue. All amounts have been measured at the exchange amount.

The assets, liabilities, results of operations and cash flows for the Foundation are as follows:

	2017	2016
Financial position:		
Total assets	\$ 187,159	\$ 27,002
Total liabilities	\$ 2,910	\$ -
Net assets	\$ 184,249	\$ 27,002

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

10. Related entity (continued):

	2017	2016
Results of operations:		
Total revenue	\$ 212,166	\$ 218,675
Total expenses	54,919	215,232
Net income for the year	\$ 157,247	\$ 3,443
Cash flows:		
Operating	\$ 197,152	\$ 18,675
Distributions	(37,851)	(17,421)
Prepays	(2,656)	-
Accounts payable	2,910	-
	\$ 159,555	\$ 1,254

11. Budgeted figures:

Budgeted figures have been excluded on the consolidated statement of financial activities as they may not be directly comparable to the actual figures due to the requirement to accrue certain expenses in accordance with PSAB reporting requirements. The Town does not, in many cases, include these amounts in the annual budget as they do not require immediate funding. Additionally, budgets relating to tangible capital asset purchases have been excluded on the consolidated statement of financial activities, as they may not be comparable to actual results.

12. Contractual obligation - Ontario Clean Water Agency:

In accordance with a service agreement entered into by the Town with the Ontario Clean Water Agency (the "Agency"), the primary sewage system is operated by the Agency. The Town is obligated to meet all operating costs and repay the long term liabilities related to these projects.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2017

13. Contingent liabilities:

From time to time, the Town is subject to claims and other lawsuits that arise in the ordinary course of business, some of which may seek damages in substantial amounts. Liability for any claims and lawsuits are recorded to the extent that the probability of a loss is likely and it is estimable.

DRAFT

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Schedule of Tangible Capital Assets

Schedule 1

Year ended December 31, 2017

	General							Infrastructure				Totals	
	Land	Land improvements	Buildings and improvements	Information Technology	Vehicles	Machinery and equipment	Water	Wastewater	Storm Sewers	Transportation	Construction in progress	2017	2016
Cost:													
Balance, beginning of year	\$ 5,336,749	\$ 7,231,314	\$ 32,865,488	\$ 845,678	\$ 4,582,483	\$ 1,999,467	\$ 109,185,554	\$ 93,125,995	\$ 53,130,901	\$ 104,021,040	\$ 1,093,132	\$ 413,417,801	\$ 408,817,611
Add: Additions during the year	1,327,165	607,769		421,803	434,257	372,414	526,347	875,553	1,129,669	3,689,134	2,007,797	11,391,908	14,070,283
Less: Disposals during the year	239,072			91,838	106,409	93,835					1,093,133	1,624,287	9,470,093
Balance, end of year	6,424,842	7,839,083	32,865,488	1,175,643	4,910,331	2,278,046	109,711,901	94,001,548	54,260,570	107,710,174	2,007,796	423,185,422	413,417,801
Accumulated amortization:													
Balance, beginning of year	-	3,364,503	8,245,505	355,958	3,541,306	1,248,839	29,630,895	19,595,043	26,835,189	71,581,933	-	164,399,171	160,140,202
Add: amortization during the year	-	380,132	1,450,676	160,028	378,449	140,119	1,246,660	1,662,412	1,050,654	3,267,793		9,736,923	9,812,754
Less: accumulated amortization on disposals	-			91,838	106,409	93,835						292,082	5,553,785
Balance, end of year	-	3,744,635	9,696,181	424,148	3,813,346	1,295,123	30,877,555	21,257,455	27,885,843	74,849,726	-	173,844,012	164,399,171
Tangible capital assets	\$ 6,424,842	\$ 4,094,448	23,169,307	\$ 751,495	\$ 1,096,985	\$ 982,923	\$ 78,834,346	\$ 72,744,093	\$ 26,374,727	\$ 32,860,448	\$ 2,007,796	\$ 249,341,410	\$ 249,018,630

	General governance	Protection to persons and property	Transportation services	Environmental services	Recreation culture	Planning and development	Total 2017
Cost:							
Balance, beginning of year	\$ 5,599,000	\$ 8,146,936	\$ 107,550,211	\$ 256,461,351	\$ 35,598,309	\$ 61,993	\$ 413,417,800
Add: Additions during the year	768,479	376,888	5,049,457	3,655,707	1,510,680	30,697	11,391,908
Less: Disposals during the year	495,250	173,638	478,499	472,869	4,031		1,624,287
Balance, end of year	5,872,229	8,350,186	112,121,169	259,644,189	37,104,958	92,690	423,185,421
Accumulated amortization:							
Balance, beginning of year	378,587	4,833,455	73,825,399	76,428,158	8,885,272	48,299	164,399,170
Add: amortization during the year	193,064	393,733	3,483,886	3,995,478	1,664,308	6,454	9,736,923
Less: accumulated amortization on disposals	11,977	173,638	102,436		4,031		292,082
Balance, end of year	559,674	5,053,550	77,206,849	80,423,636	10,545,549	54,753	173,844,011
Net book value of tangible capital assets	\$ 5,312,555	\$ 3,296,636	\$ 34,914,320	\$ 179,220,553	\$ 26,559,409	\$ 37,937	\$ 249,341,410

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Schedule of Deferred Revenue

Schedule 2

Year ended December 31, 2017

	Balance December 31, 2016	Interest earned	Contributions received	Revenue earned- capital	Balance December 31, 2017
Development charges	\$ 5,137,488	\$ 97,462	1,008,261	(509,184)	\$ 5,734,027
Federal gas tax	340,247	6,610	1,070,889	(641,444)	776,302
Grants	1,081,697	18,215	1,209,205	(1,707,703)	601,414
	\$ 6,559,432	\$ 122,287	\$ 3,288,355	\$ (2,858,331)	\$ 7,111,743

DRAFT

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Schedule of Reserves and Reserve Funds

Schedule 3

Year ended December 31, 2017, with comparative information for 2016

	Balance December 31, 2016	Interest earned	Transfer from/to operations	Transfer to capital	Balance December 31, 2017
Reserve funds:					
General	1,813,544	24,974	918,907	(1,182,662)	1,574,763
Watermain	422,157	8,147			430,304
	2,235,701	33,121	918,907	(1,182,662)	2,005,067
General rated reserves:					
Tax stabilization	1,530,461		(59,434)		1,471,027
Working capital	2,359,951	52,697	61,839	(498,561)	1,975,926
Information technology	192,363		123,000	(47,021)	268,342
Police	521,214		118,797	(343,224)	296,787
Insurance	280,777		45,194		325,971
Building department	100,000				100,000
Libro	100,000		(100,000)		-
Economic Development	15,000				15,000
Elections	51,692		33,346		85,038
	5,151,458	52,697	222,742	(888,806)	4,538,091
Water and wastewater reserves:					
Wastewater capital	2,570,962	37,290	641,100	408,416	3,657,768
Wastewater	589,283		201,210		790,493
Water capital	715,187	10,116	685,757	38,838	1,449,898
Water	182,744		(17,368)		165,376
	4,058,176	47,406	1,510,699	447,254	6,063,535
	9,209,634	100,103	1,733,441	(441,552)	10,601,626
	\$ 11,445,335	\$ 133,224	\$ 2,652,348	\$ (1,624,214)	\$ 12,606,693

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Schedule of Accumulated Surplus

Schedule 4

December 31, 2017, with comparative information for 2016

	2017	2016
Reserve and reserve funds:		
Reserve funds (Schedule 3)	\$ 2,005,067	\$ 2,235,701
Reserves (Schedule 3)	10,601,626	9,209,634
	<u>12,606,693</u>	<u>11,445,335</u>
Surpluses:		
Tangible capital assets	232,487,379	233,434,558
General revenue fund surplus	1,825,465	1,626,874
Benefitting landowners related to special charges and special areas	(26,671,808)	(27,660,236)
Building deficit	(734,830)	(833,420)
Marina deficit	(160,325)	(215,125)
Co-An surplus	10,772	13,809
Unfunded:		
Employee future benefit obligations	(19,132,100)	(18,186,100)
Accrued interest on long-term debt	(775,679)	(818,664)
	<u>186,848,874</u>	<u>187,361,696</u>
Accumulated surplus	\$ 199,455,567	\$ 198,807,031

THE CORPORATION OF THE TOWN OF AMHERSTBURG

Consolidated Schedule of Segment Disclosures

Schedule 5

Year ended December 31, 2017

	General Government	Protection to persons and property	Transportation services	Environmental services	Recreation and cultural services	Planning and development	Consolidated
Revenues:							
Taxation	\$ 21,030,164						\$ 21,030,164
User charges	288,327	209,608	1,224	11,359,297	818,046	48,029	12,724,531
Government transfers	1,313,933	274,895		3,334,855	34,000		4,957,683
Other	1,263,537	24,397	43,943	(574,722)	417,711	443,415	1,618,281
	<u>23,895,961</u>	<u>508,900</u>	<u>45,167</u>	<u>14,119,430</u>	<u>1,269,757</u>	<u>491,444</u>	<u>40,330,659</u>
Expenditures:							
Salaries, wages and employee benefits	3,485,994	6,436,658	1,443,415	793,196	2,318,875	1,197,619	15,675,757
Materials, goods, services, utilities	3,158,560	1,053,903	2,433,203	490,988	954,716	9,192	8,100,562
Contracted services	164,637	532,174	7,202	3,688,595		175,910	4,568,518
Interest on long-term debt	3,639	2,473	161,428	1,108,625	264,664		1,540,829
Rents and financial expenses	25,283						25,283
External transfers	34,250					-	34,250
Amortization	193,064	393,733	3,483,886	3,995,478	1,664,308	6,454	9,736,923
	<u>7,065,427</u>	<u>8,418,941</u>	<u>7,529,134</u>	<u>10,076,882</u>	<u>5,202,563</u>	<u>1,389,175</u>	<u>39,682,122</u>
	<u>\$ 16,830,534</u>	<u>\$ (7,910,041)</u>	<u>\$ (7,483,967)</u>	<u>\$ 4,042,548</u>	<u>\$ (3,932,806)</u>	<u>\$ (897,731)</u>	<u>\$ 648,537</u>

DRAFT



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: Angelo Avolio	Report Date: May 28, 2018
Author's Phone: 519 736-5408 ext. 2136	Date to Council: June 11, 2018
Author's E-mail: aavolio@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Heritage Rebate Applications for the 2017 Calendar Year

1. RECOMMENDATION:

It is recommended that:

1. The report from the Chief Building Official dated May 28, 2018, regarding the Heritage Rebate Applications for the 2017 Calendar Year **BE RECEIVED**; and,
2. The application for Heritage Tax Rebate for the properties listed below **BE APPROVED** for the 2017 tax year:
 - 459 Dalhousie Street
(New asphalt shingles and window replacement at the rear of the building)

2. BACKGROUND:

Applications have been received pursuant to the Amherstburg By-law 2012-122 being a By-law to establish a program to provide tax refunds or reduction of eligible heritage property. The applications have been reviewed by the Chief Building Official (Heritage Committee liaison) and a report was brought to the Heritage Committee on Thursday May 24, 2018.

Applications under the heritage rebate program were received between the first business day of February and the last day of February. The By-law lists eligible work that must be undertaken during the calendar year applied for and requires an inspection by the Chief Building Official to ensure that the properties are in compliance with the property standards By-laws of the Municipality.

3. DISCUSSION:

All applications received were reviewed by the Corporate Services Department – Finance Division and the Chief Building Official for eligibility and completeness. Eligible properties were inspected by the Chief Building Official to ensure compliance and eligible work was complete.

The following eligible property submitted an application for property tax rebate for the 2017 calendar year:

- 459 Dalhousie St.

The improvement for 459 Dalhousie St. was the removal of the existing shingles and replacement with new shingles.

At the aforementioned meeting of the Heritage Committee, the Administration report recommending that the Committee advise Council to approve the above property to receive the Heritage rebate was unanimously carried.

4. RISK ANALYSIS:

Should Council elect not to fund and support the Heritage Rebate Program the historic character of the Amherstburg community may not be preserved, as residents may not maintain the heritage attributes of their properties.

5. FINANCIAL MATTERS:

Based on rebate amount calculated for the 2017 taxation year the final refund amount would be:

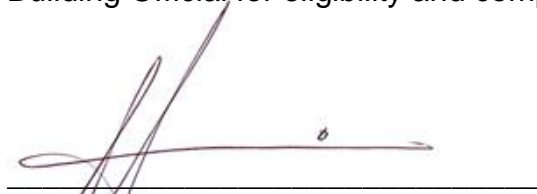
459 Dalhousie St.	3729-050-000-01400	<u>\$1,611.26</u>
Total Refund		\$1,611.26

6. CONSULTATIONS:

The Heritage Committee and the Treasurer were consulted on this report.

7. CONCLUSION:

The applications accepted as complete were found to meet the criteria for a rebate as indicated in Bylaw 2012-22, being a By-law to establish a program to provide tax refunds or reductions of eligible heritage property. All applications received were reviewed by the Corporate Services Department - Finance Division and the Chief Building Official for eligibility and completeness.

A handwritten signature in dark ink, appearing to read 'Angelo Avolio', is written over a horizontal line. The signature is stylized with a large loop at the beginning and a long horizontal stroke extending to the right.

Angelo Avolio
Chief Building Official

Report Approval Details

Document Title:	Heritage Rebate Application for the 2017 Calendar Year.docx
Attachments:	
Final Approval Date:	Jun 4, 2018

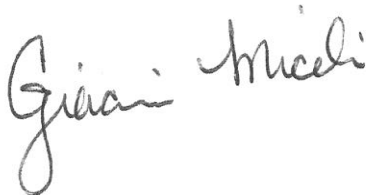
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - May 29, 2018 - 11:38 AM



Cheryl Horrobin - May 31, 2018 - 9:36 AM



John Miceli - May 31, 2018 - 10:11 AM



Paula Parker - Jun 4, 2018 - 8:51 AM



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: May 17, 2018
Author's Phone: 519 736-5408 ext. 2124	Date to Council: June 11, 2018
Author's E-mail: rbelanger@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Amending By-law to Update the Site Plan Control Requirements for the Town of Amherstburg

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Planning Services dated May 17, 2018, regarding an Amending By-law to Update the Site Plan Control Requirements for the Town of Amherstburg, **BE RECEIVED**; and,
2. **By-law 2018-51** being a by-law to designate a Site Plan Control area for the Town of Amherstburg be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. **BACKGROUND:**

As a matter of housekeeping, the By-law to designate a Site Plan Control area for the Town of Amherstburg requires updating to include a number of additional land uses, a description of what is regulated by Site Plan Control, as well as clarification of when amending agreements are required.

3. **DISCUSSION:**

Section 41(2) of the Planning Act authorizes a municipality to pass a by-law to designate a Site Plan Control area where the area is referred to in the municipality's Official Plan. Section 7.5 of the Town's Official Plan sets out the policies and objectives for Site Plan Control areas. Since the passing of the Town's latest Official Plan, the by-

law designating a Site Plan Control area for the Town has been updated once on March 28, 2012.

Site Plan Control is an important planning tool provided to municipalities by the *Planning Act* that enables the Town to approve the design and technical aspects of a proposed development to ensure it is attractive, functional and compatible with the surrounding area or planned context.

Recent updates to the *Planning Act R.S.O 1990* have provided municipalities with more power to control what elements of a development are contained within the Site Plan Control agreement. The update to the Site Plan Control By-law will provide the Town of Amherstburg with the power to place certain agricultural uses into a Site Plan Control agreement, including abattoirs, wineries, kennels, breweries, cideries, and mushroom farms. The update will also give the municipality the power to regulate some of the matters relating to the exterior design of developments, including character, scale, appearance and façade elements of buildings. Section 41(4)(2)(d) of the *Planning Act* states “*matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design, if an official plan and a by-law passed under subsection (2) that both contain provisions relating to such matters are in effect in the municipality*”.

Section 7.5 of the Official Plan, being the Site Plan Control section, is in conformity with the proposed update to the Site Plan Control By-law. Section 7.5(3) states:

(3) The overall objective of Site Plan Control is to improve the efficiency of land use and servicing, to protect adjacent land use and to encourage a more attractive form of development by:

- a) Improving the treatment of site plan details to maintain a consistent municipal standard in the proposed Site Plan Control Area;*
- b) Ensuring the safety and efficiency of vehicular and pedestrian access;*
- c) Minimizing land use incompatibility between new and existing development and ensure any identified mitigation methods required by the Town are maintained;*
- d) Providing functional and attractive on-site facilities such as landscaping and lighting;*
- e) Controlling the placement and provision of required services such as driveways, parking, loading facilities and garbage collection;*
- f) Securing easements to provide for public utilities and site drainage;*
- g) Ensuring that the development proposed is built and maintained as approved by Council.*

The update to the Town’s Official Plan which will be initiated in the near future is intended to provide a greater level of detail with respect to Council’s authority regarding exterior design features of buildings based on the forthcoming Urban Design Guidelines.

The Site Plan Control By-law will outline which Site Plan Control agreements need approval by Council and which agreements may be approved by Administration without a Council meeting.

Several Official Plan Amendments have been approved since the current Site Plan Control By-law was passed. OPA Number 4 added the permitted uses of breweries and cideries to the Official Plan in Agricultural designated areas. These new uses are not currently covered by the Site Plan Control By-law, and will be included in the update to ensure compatible and desirable development.

If approved, By-law 2018-51 will repeal and replace the existing Site Plan Control By-law, By-law 2012-26.

4. RISK ANALYSIS:

The recommendation presents no risk to the municipality. The intention to include specific agricultural land uses in the Site Plan Control process is to ensure a consistent municipal standard for these future developments. This will ensure the future placement of parking areas, buildings, loading areas, and garbage, and that the development is built and maintained as approved by Council. The intention to include a provision to allow the Town to regulate the exterior design will ensure a consistent municipal standard for these future developments in accordance with the provisions of Section 41(4)(2)(d) of the Planning Act.

5. FINANCIAL MATTERS:

N/A

6. CONSULTATIONS:

Site Plan Control by-laws from across the region were referenced to ensure consistency between the Town of Amherstburg's Site Plan Control By-law and other local municipalities' similar by-laws (i.e. the Town of Kingsville, the Town of LaSalle, the City of Windsor, the Town of Essex and the Municipality of Leamington).

7. CONCLUSION:

Administration is recommending that By-law 2018-51 be approved by Council, given three readings and finally passed and the Mayor and Clerk be authorized to sign same.



Rebecca Belanger
Manager of Planning Services

Jm/ss

Report Approval Details

Document Title:	By-law to Designate a Site Plan Control Area.docx
Attachments:	- Report to Council - June 11 - Site Plan Control Area Attachments.pdf
Final Approval Date:	Jun 4, 2018

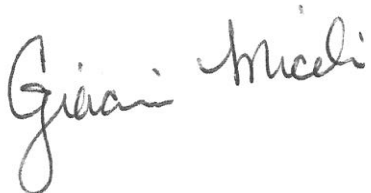
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - May 31, 2018 - 11:00 AM



Cheryl Horrobin - Jun 1, 2018 - 9:17 AM



John Miceli - Jun 1, 2018 - 12:10 PM



Paula Parker - Jun 4, 2018 - 9:34 AM

**CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2018-51**

**Amending By-law to update the requirements for Site Plan Control in the
Town of Amherstburg**

WHEREAS Section 41(2) of The Planning Act, R.S.O. 1990, c. P. 13 as amended authorizes the council of a municipality by by-law to designate the whole or any part of the area covered by the Official Plan as a site plan control area;

AND WHEREAS it is deemed expedient to designate the entire municipality as a “site plan control area”;

AND WHEREAS Council deems it necessary and advisable, as hereinafter provided, that the Owner of land enter into a site plan agreement with the Town with respect to any or all of the items contained within Section 41 of the Planning Act, R.S.O. 1990, as amended (the “Act”);

AND WHEREAS Section 41(13)(a) of the Act authorizes municipalities to define any classes of development that may be undertaken without site plan approval.

AND WHEREAS Section 41(7) and 42 of the Act provide for conditions of approval that the municipality may require.

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

DEFINITIONS

1. In this by-law,

“Development” means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers as defined in subsection 164(4) of the Municipal Act, 2001 or of sites for the location of three or more mobile homes as defined in subsection 46(1) of the Planning Act or of sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46(1) of the Planning Act;

“Facilities and Works” may include but not necessarily be limited to the following: parking, fencing, driveways, signage, sidewalks, lighting, landscaping, all municipal, public and/or private services, storm water management ponds, rate of flow monitor(s), access, truck and fire routes, loading areas, open storage area and surface treatment.

“Minor” in regard to site plan approval or site plan amendment shall mean a change which does not result in an increase in floor area of a main building in excess of 10% and does not result in a need to undertake changes to the approved storm water management system, infrastructure extension(s), service connection upgrades (other than replacement of existing) or other Planning Act approval(s).

“Town” means The Corporation of the Town of Amherstburg.

“Town of Amherstburg” means the geographical area of the municipality.

“Zoning By-law” means the Zoning By-law as amended of the Town, which may be amended from time to time.

DESIGNATION

2. All lands lying within the Town of Amherstburg are designated as a "Site Plan Control Area".

APPROVAL OF PLANS OR DRAWINGS

3. Subject to the provisions of Section 4 herein, no person shall undertake any development in the Town of Amherstburg unless the Council of the Town or Manager of Planning Services or appointed officer(s) delegated by Council or, where a referral has been made under subsection 12 of Section 41 of the Act, the Local Planning Appeal Tribunal has approved both of the following:

- i. Plans showing the location of all buildings and structures, both existing and proposed, and showing the location of all Facilities and Works in conjunction therewith and of all Facilities and Works required under Section 41(7)(a) of the Act, and
- ii. Drawings showing all plan views, and at the discretion of the Manager of Planning Services elevation and cross-section views for each building to be erected, which drawings are sufficient to display,
 - a) the size and conceptual design of the proposed building,
 - b) the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access,
 - c) the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings, and
 - d) matters relating to exterior design, including without limitation, the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design

but which exclude the layout of interior areas, (other than the interior walkways, stairs, elevators and escalators referred to in clause c)) and interior design.

4. Notwithstanding the provisions of Section 3 of this by-law, the following class or classes of Development may be undertaken without the approval of plans and drawings otherwise required under said Section 3:
 - i. single detached dwellings, semi-detached dwellings and duplex dwellings except those within a Heritage Zone;
 - ii. semi-detached dwellings, duplex dwellings and multiple dwellings which are developed within an approved plan of subdivision, (not applicable to infill development in an existing built area);
 - iii. an agricultural use as defined in the Zoning By-law, (excluding abattoirs, greenhouses, wineries, kennels, breweries and cideries and mushroom farms);
 - iv. an addition to enclose a stairway;
 - v. an addition to enclose a loading area or open storage area not exceeding 100 square metres in area;
 - vi. a permanent sign including any alteration to an existing permanent sign on lands with no approved site plan;

- vii. a portable sign located and licensed in accordance with the Town's Portable Sign By-law;
- viii. building features or mechanical elements including but not necessarily limited to a spire, belfry, skylight, cupola, scenery loft, chimney, smokestack, water storage tank, air-conditioning and/or heating equipment, ventilator, mechanical penthouse, fencing for protective or screening purposes, communications equipment, pedestrian bridge, fire escape, building entrance/exit and canopy or awning, provided further that the said building feature or mechanical element is to be constructed separate and apart from any other Development as defined in this by-law which previously obtained site plan approval.

CLASSES OF SITE PLAN APPROVAL

5.

i) Site Plan Approval – Council

- a. All new Development, including parking lots, not excluded by Section 4, with a construction value exceeding \$1,000,000 or located adjacent to or within a residential zone shall be subject to full site plan approval by Council.
- b. All new Development which requires approval of a zoning by-law amendment in combination with site plan approval regardless of the dollar value of construction.

ii) Site Plan Approval – Administrative

All new Development, including parking lots, not excluded by Section 4, with a construction value of less than \$1,000,000 and not located adjacent to or within a residential zone shall be subject to approval by the Manager of Planning Services.

iii) Site Plan Amendment

All amendments to any Development that has existing site plan approval shall be subject to the approval of the Manager of Planning Services, who has the discretion to refer the amendment to Council for approval.

DELEGATION OF SITE PLAN APPROVAL

6. Pursuant to Section 41(13)(b) of the Planning Act, R.S.O., 1990, the powers and authority given to Council of the Town under Section 41 of the Act are hereby delegated to the Manager of Planning Services, or his or her designate, the powers and authority under Section 1 subject to the provisions of Section 5 of this by-law.

GENERAL

7. Notwithstanding Section 4 of this by-law site plan approval may be required if, at the discretion of the Manager of Planning Services, a proposed Development regardless of location, type or dollar value should be subject to site plan control.
8. Notwithstanding any other provisions of this by-law to the contrary, any change made to approved plans or drawings, including applicable items under Section 4 herein, must be reviewed and approved by the Manager of Planning Services and said changes must be attached to the existing approved agreement. In the event the Manager of Planning Services determines in his or her sole discretion that an amending development agreement is required, the cost of the preparation and register of the amending site plan development agreement will be the sole

responsibility of the owner(s), which costs shall be paid to the Town prior to the issuance of any building permit(s).

PENALTY

9.

- i) Every person who contravenes any provision of this By-law and, if the person is a corporation, every director or officer of the corporation who knowingly concurs in the contravention, is guilty of an offence and on conviction is liable,
 - a) on a first conviction to a fine of not more than \$25,000; and
 - b) on a subsequent conviction to a fine of not more than \$10,000 for each day or part thereof upon which the contravention has continued after the day on which the person was first convicted.
- ii) Where a corporation is convicted under subsection i), the maximum penalty that may be imposed is,
 - a) on a first conviction a fine of not more than \$50,000; and
 - b) on a subsequent conviction a fine of not more than \$25,000 for each day or part thereof upon which the contravention has continued after the day on which the corporation was first convicted, and not as provided in subsection i).
- iii) Where a conviction is entered under subsection i), in addition to any other remedy or any penalty provided by law, the court in which the conviction has been entered, and any court or competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.

REPEAL OF BY-LAW 2012-26

10. By-law 2012-26 of The Corporation of the Town of Amherstburg, and all amendments thereto are hereby repealed.

11. This by-law shall come into force and take effect on the final passing thereof.

Read a first, second and third time and finally passed this 11th day of June, 2018.

MAYOR- ALDO DICARLO

CLERK- PAULA PARKER

Site plan control area

41 (1) In this section,

“development” means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers as defined in subsection 164 (4) of the *Municipal Act, 2001* or subsection 3 (1) of the *City of Toronto Act, 2006*, as the case may be, or of sites for the location of three or more mobile homes as defined in subsection 46 (1) of this Act or of sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46 (1) of this Act. R.S.O. 1990, c. P.13, s. 41 (1); 1994, c. 4, s. 14; 2002, c. 17, Sched. B, s. 14 (1); 2006, c. 32, Sched. C, s. 47 (8).

Exception

(1.1) The definition of “development” in subsection (1) does not include the placement of a portable classroom on a school site of a district school board if the school site was in existence on January 1, 2007. 2006, c. 23, s. 16 (1).

Establishment of site plan control area

(2) Where in an official plan an area is shown or described as a proposed site plan control area, the council of the local municipality in which the proposed area is situate may, by by-law, designate the whole or any part of such area as a site plan control area. R.S.O. 1990, c. P.13, s. 41 (2).

Designation of site plan control area

(3) A by-law passed under subsection (2) may designate a site plan control area by reference to one or more land use designations contained in a by-law passed under section 34. R.S.O. 1990, c. P.13, s. 41 (3).

Consultation

(3.1) The council,

- (a) shall permit applicants to consult with the municipality before submitting plans and drawings for approval under subsection (4); and
- (b) may, by by-law, require applicants to consult with the municipality as described in clause (a). 2006, c. 23, s. 16 (2).

Approval of plans or drawings

(4) No person shall undertake any development in an area designated under subsection (2) unless the council of the municipality or, where a referral has been made under subsection (12), the Tribunal has approved one or both, as the council may determine, of the following:

1. Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith and of all facilities and works required under clause (7) (a), including facilities designed to have regard for accessibility for persons with disabilities.
2. Drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing less than twenty-five dwelling units, which drawings are sufficient to display,
 - (a) the massing and conceptual design of the proposed building;
 - (b) the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
 - (c) the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
 - (d) matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design, if an official plan and a by-law passed under subsection (2) that both contain provisions relating to such matters are in effect in the municipality;
- (d.1) matters relating to exterior access to each building that will contain affordable housing units or to any part of such building, but only to the extent that it is a matter of exterior design, if the municipal by-law passed under subsection (2) and the official plan to which the by-law gives effect both include provisions relating to policies described in subsection 16 (4) and both include requirements or standards for exterior access to buildings that will contain affordable housing units;

- (e) the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities, if an official plan and a by-law passed under subsection (2) that both contain provisions relating to such matters are in effect in the municipality; and
- (f) facilities designed to have regard for accessibility for persons with disabilities. R.S.O. 1990, c. P.13, s. 41 (4); 2002, c. 9, s. 56 (1); 2006, c. 23, s. 16 (3, 4); 2009, c. 33, Sched. 21, s. 10 (9); 2016, c. 25, Sched. 4, s. 5; 2017, c. 23, Sched. 5, s. 80.

Exclusions from site plan control

(4.1) The following matters relating to buildings described in paragraph 2 of subsection (4) are not subject to site plan control:

1. Interior design.
2. The layout of interior areas, excluding interior walkways, stairs, elevators and escalators referred to in subparagraph 2 (c) of subsection (4).
3. The manner of construction and standards for construction. 2006, c. 23, s. 16 (5).

Dispute about scope of site plan control

(4.2) The owner of land or the municipality may make a motion for directions to have the Tribunal determine a dispute about whether a matter referred to in paragraph 1 or 2 of subsection (4) is subject to site plan control. 2017, c. 23, Sched. 5, s. 96.

Final determination

(4.3) The Tribunal's determination under subsection (4.2) is not subject to appeal or review. 2006, c. 23, s. 16 (5); 2017, c. 23, Sched. 5, s. 80.

Drawings for residential buildings

(5) Despite the exception provided in paragraph 2 of subsection (4), the council of the municipality may require the drawings mentioned therein for a building to be used for residential purposes containing less than twenty-five dwelling units if the proposed building is to be located in an area specifically designated in the official plan mentioned in subsection (2) as an area wherein such drawings may be required. R.S.O. 1990, c. P.13, s. 41 (5).

Proviso

(6) Nothing in this section shall be deemed to confer on the council of the municipality power to limit the height or density of buildings to be erected on the land. R.S.O. 1990, c. P.13, s. 41 (6).

Conditions to approval of plans

(7) As a condition to the approval of the plans and drawings referred to in subsection (4), a municipality may require the owner of the land to,

- (a) provide to the satisfaction of and at no expense to the municipality any or all of the following:
 1. Subject to the provisions of subsections (8) and (9), widenings of highways that abut on the land.
 2. Subject to the *Public Transportation and Highway Improvement Act*, facilities to provide access to and from the land such as access ramps and curbs and traffic direction signs.
 3. Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways.
 4. Walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access.
- 4.1 Facilities designed to have regard for accessibility for persons with disabilities.
- 5. Facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon.
- 6. Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.
- 7. Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material.

8. Easements conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality or local board thereof on the land.
 9. Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon;
- (b) maintain to the satisfaction of the municipality and at the sole risk and expense of the owner any or all of the facilities or works mentioned in paragraphs 2, 3, 4, 5, 6, 7, 8 and 9 of clause (a), including the removal of snow from access ramps and driveways, parking and loading areas and walkways;
 - (c) enter into one or more agreements with the municipality dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in clause (a) or (d) and the maintenance thereof as mentioned in clause (b) or with the provision and approval of the plans and drawings referred to in subsection (4);
- (c.1) enter into one or more agreements with the municipality ensuring that development proceeds in accordance with the plans and drawings approved under subsection (4);
 - (d) subject to subsection (9.1), convey part of the land to the municipality to the satisfaction of and at no expense to the municipality for a public transit right of way. R.S.O. 1990, c. P.13, s. 41 (7); 1996, c. 4, s. 24 (1, 2); 2006, c. 23, s. 16 (6, 7).

Where area is in upper-tier municipality

(8) If an area designated under subsection (2) is within an upper-tier municipality, plans and drawings in respect of any development proposed to be undertaken in the area shall not be approved until the upper-tier municipality has been advised of the proposed development and afforded a reasonable opportunity to require the owner of the land to,

- (a) provide to the satisfaction of and at no expense to the upper-tier municipality any or all of the following:
 - (i) subject to subsection (9), widenings of highways that are under the jurisdiction of the upper-tier municipality and that abut on the land,
 - (ii) subject to the *Public Transportation and Highway Improvement Act*, where the land abuts a highway under the jurisdiction of the upper-tier municipality, facilities to provide access to and from the land such as access ramps and curbings and traffic direction signs,
 - (iii) where the land abuts a highway under the jurisdiction of the upper-tier municipality, offstreet vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways,
 - (iv) where the land abuts a highway under the jurisdiction of the upper-tier municipality, grading or alteration in elevation or contour of the land in relation to the elevation of the highway and provision for the disposal of storm and surface water from the land,
 - (v) where the land abuts a highway under the jurisdiction of the upper-tier municipality, facilities designed to have regard for accessibility for persons with disabilities;
- (b) enter into one or more agreements with the upper-tier municipality dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in clause (a) or (c) and the maintenance thereof at the sole risk and expense of the owner, including the removal of snow from access ramps and driveways and parking and loading areas;
- (c) subject to subsection (9.1), convey part of the land to the upper-tier municipality to the satisfaction of and at no expense to the municipality for a public transit right of way. 2002, c. 17, Sched. B, s. 14 (2); 2006, c. 23, s. 16 (8).

Widening must be described in official plan

(9) An owner may not be required to provide a highway widening under paragraph 1 of clause (7) (a) or under paragraph 1 of clause (8) (a) unless the highway to be widened is shown on or described in an official plan as a highway to be widened and the extent of the proposed widening is likewise shown or described. R.S.O. 1990, c. P.13, s. 41 (9).

Limitation

(9.1) An owner of land may not be required to convey land under clause (7) (d) or (8) (c) unless the public transit right of way to be provided is shown on or described in an official plan. 1994, c. 23, s. 24 (3); 1996, c. 4, s. 24 (3).

Registration of agreements

(10) Any agreement entered into under clause (7) (c) or (c.1) or under clause (8) (b) may be registered against the land to which it applies and the municipality is entitled to enforce the provisions thereof against the owner and, subject to the

provisions of the *Registry Act* and the *Land Titles Act*, any and all subsequent owners of the land. R.S.O. 1990, c. P.13, s. 41 (10); 2002, c. 17, Sched. B, s. 14 (3); 2006, c. 23, s. 16 (9).

Application of *Municipal Act, 2001* or *City of Toronto Act, 2006*

(11) Section 446 of the *Municipal Act, 2001* or section 386 of the *City of Toronto Act, 2006*, as the case may be, applies to any requirements made under clauses (7) (a) and (b) and to any requirements made under an agreement entered into under clause (7) (c) or (c.1). R.S.O. 1990, c. P.13, s. 41 (11); 2002, c. 17, Sched. B, s. 14 (4); 2006, c. 23, s. 16 (10); 2006, c. 32, Sched. C, s. 47 (9).

Appeal to L.P.A.T. re approval of plans or drawings

(12) If the municipality fails to approve the plans or drawings referred to in subsection (4) within 30 days after they are submitted to the municipality, the owner may appeal the failure to approve the plans or drawings to the Tribunal by filing with the clerk of the local municipality a notice of appeal accompanied by the fee charged under the *Local Planning Appeal Tribunal Act, 2017*. 2017, c. 23, Sched. 3, s. 13 (1).

Appeal to L.P.A.T. re requirement under subs. (7) or (8)

(12.0.1) If the owner of the land is not satisfied with any requirement made by the municipality under subsection (7) or by the upper-tier municipality under subsection (8) or with any part thereof, including the terms of any agreement required, the owner may appeal the unsatisfactory requirements, or parts thereof, including the terms of any agreement required, to the Tribunal by filing with the clerk of the local municipality a notice of appeal accompanied by the fee charged under the *Local Planning Appeal Tribunal Act, 2017*. 2017, c. 23, Sched. 3, s. 13 (1).

Record

(12.0.2) If the clerk receives a notice of appeal under subsection (12) or (12.0.1), the clerk shall ensure that the following are forwarded to the Tribunal within 15 days after the notice is filed:

1. The notice of appeal.
2. The fee.
3. The plans and drawings submitted for approval under subsection (4).
4. In the case of an appeal under subsection (12.0.1), documents that set out the requirements made by the municipality under subsection (7) or by the upper-tier municipality under subsection (8), as the case may be. 2017, c. 23, Sched. 3, s. 13 (1).

Hearing

(12.1) The Tribunal shall hear and determine the matter in issue and determine the details of the plans or drawings and determine the requirements, including the provisions of any agreement required. 2002, c. 17, Sched. B, s. 14 (5); 2017, c. 23, Sched. 3, s. 13 (2).

Classes of development, delegation

(13) Where the council of a municipality has designated a site plan control area under this section, the council may, by by-law,

- (a) define any class or classes of development that may be undertaken without the approval of plans and drawings otherwise required under subsection (4) or (5); and
- (b) delegate to either a committee of the council or to an appointed officer of the municipality identified in the by-law either by name or position occupied, any of the council's powers or authority under this section, except the authority to define any class or classes of development as mentioned in clause (a). R.S.O. 1990, c. P.13, s. 41 (13).

Proviso

(14) Section 35a of *The Planning Act*, being chapter 349 of the Revised Statutes of Ontario, 1970, as it existed on the 21st day of June, 1979, shall be deemed to continue in force in respect of any by-law passed under that section on or before that day. R.S.O. 1990, c. P.13, s. 41 (14).

Certain agreements declared valid and binding

(15) Every agreement entered into by a municipality after the 16th day of December, 1973 and before the 22nd day of June, 1979, to the extent that the agreement deals with facilities and matters mentioned in subsection 35a (2) of *The Planning Act*, being chapter 349 of the Revised Statutes of Ontario, 1970, as it existed on the 21st day of June, 1979, is hereby declared to be valid and binding. R.S.O. 1990, c. P.13, s. 41 (15).

City of Toronto

(16) This section does not apply to the City of Toronto. 2017, c. 23, Sched. 3, s. 13 (3).

Section Amendments with date in force (d/m/y)

1994, c. 4, s. 14 - 23/06/1994; 1994, c. 23, s. 24 (3) - 28/03/1995; 1996, c. 4, s. 24 (1-3) - 22/05/1996

2002, c. 9, s. 56 (1, 2) - 01/07/2005; 2002, c. 17, Sched. B, s. 14 (1-5) - 01/01/2003

2006, c. 23, s. 16 (1-11) - 01/01/2007; 2006, c. 32, Sched. C, s. 47 (8, 9) - 01/01/2007

2009, c. 33, Sched. 21, s. 10 (9) - 15/12/2009

2016, c. 25, Sched. 4, s. 5 - 12/04/2018

2017, c. 23, Sched. 3, s. 13 (1-3) - 03/04/2018; 2017, c. 23, Sched. 5, s. 80, 96 - 03/04/2018

Conveyance of land for park purposes

Definitions

42 (0.1) In this section,

“dwelling unit” means any property that is used or designed for use as a domestic establishment in which one or more persons may sleep and prepare and serve meals; (“logement”)

“effective date” means the day subsection 28 (1) of the *Smart Growth for Our Communities Act, 2015* comes into force. (“date d’effet”) 2015, c. 26, s. 28 (1).

Conveyance

(1) As a condition of development or redevelopment of land, the council of a local municipality may, by by-law applicable to the whole municipality or to any defined area or areas thereof, require that land in an amount not exceeding, in the case of land proposed for development or redevelopment for commercial or industrial purposes, 2 per cent and in all other cases 5 per cent of the land be conveyed to the municipality for park or other public recreational purposes. R.S.O. 1990, c. P.13, s. 42 (1).

(2) REPEALED: 2015, c. 26, s. 28 (2).

Alternative requirement

(3) Subject to subsection (4), as an alternative to requiring the conveyance provided for in subsection (1), in the case of land proposed for development or redevelopment for residential purposes, the by-law may require that land be conveyed to the municipality for park or other public recreational purposes at a rate of one hectare for each 300 dwelling units proposed or at such lesser rate as may be specified in the by-law. R.S.O. 1990, c. P.13, s. 42 (3).

Official plan requirement

(4) The alternative requirement authorized by subsection (3) may not be provided for in a by-law passed under this section unless there is an official plan in effect in the local municipality that contains specific policies dealing with the provision of lands for park or other public recreational purposes and the use of the alternative requirement. R.S.O. 1990, c. P.13, s. 42 (4).

Parks plan

(4.1) Before adopting the official plan policies described in subsection (4), the local municipality shall prepare and make available to the public a parks plan that examines the need for parkland in the municipality. 2015, c. 26, s. 28 (3).

Same

(4.2) In preparing the parks plan, the municipality,

(a) shall consult with every school board that has jurisdiction in the municipality; and

(b) may consult with any other persons or public bodies that the municipality considers appropriate. 2015, c. 26, s. 28 (3).

Same

(4.3) For greater certainty, subsection (4.1) and clause (4.2) (a) do not apply with respect to official plan policies adopted before the effective date. 2015, c. 26, s. 28 (3).

Use and sale of land

(5) Land conveyed to a municipality under this section shall be used for park or other public recreational purposes, but may be sold at any time. R.S.O. 1990, c. P.13, s. 42 (5).



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: May 28, 2018
Author's Phone: 519 736-5408 ext. 2124	Date to Council: June 11, 2018
Author's E-mail: rbelanger@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Development Agreement for 33 Concession 3 N

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Planning Services dated May 28, 2018, regarding the Development Agreement for 33 Concession 3 N **BE RECEIVED**;
2. The Site Plan and Development Agreement for 33 Concession 3 N **BE APPROVED**; and,
3. **By-law 2018-64** 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 Luigi DiPierdomenico, Lumed Management Inc. The property is legally described as Part of Lot 1, Concession 3, municipally known as 33 Concession 3 N. The applicant is proposing a prefabricated steel structure storage unit facility.

3. **DISCUSSION:**

The property is zoned Special Industrial (SI) Zone in Zoning By-law 1999-52, as amended and designated Light Industrial in the Town's Official Plan. The subject lands

located at 33 Concession 3 N have a total area of 3.61 acres. The lands which are the subject of the proposed self-storage rental facility are 0.8 acres. The Light Industrial designation restricts uses in this area to industrial uses which have limited or restricted open storage and may include workshops, warehousing, services shops, processing, manufacturing and assembling operations, offices, medical/dental clinics, laboratories and research facilities, communication facilities and printing and publishing plants. The location of the buildings, pylon sign and development is in keeping with the Zoning By-law regulations and the Town's Sign By-law.

The proposed storage units will each be individual prefabricated steel structures. Any alterations to these structures will be in accordance with all requirements of the Ontario Building Code. Access to the site will be managed through an electronic gate.

The site has municipal water available. The storm water management plan has been designed to the satisfaction of the Town's Engineering and Public Works Department and reviewed by the Essex Region Conservation Authority.

A special provision has been included in the Development Agreement which specifies that the powder coated pre-fabricated steel structures are subject to on-going maintenance in accordance with the Town's Property Standards By-law.

The following are highlights of the Development Agreement:

- (i) Sections 1 to 8 set out the Schedules and required approvals from the various Ministries and Agencies.
- (ii) Sections 9 to 14 address standard provisions relative to repairs to damaged curbs, snow removal, stormwater management/ drainage, garbage and refuse, lighting and noise.
- (iii) Sections 15 to 28 address driveways for emergency vehicles, legal obligations for completion of the work and inspections.
- (iv) Sections 29 to 38 address financial securities and agreement on title, interpretation and application of the agreement.

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

4. RISK ANALYSIS:

The recommendation presents little to no risk to the municipality. The proposed site plan provides for industrial development on the site is supported by the policies in the Town's Official Plan. The Site Plan Control Process, as 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.

5. FINANCIAL MATTERS:

The costs associated with the application and planning processes are the responsibility of the developer. Support of industrial land uses promotes stability in industrial assessment base.

6. CONSULTATIONS:

The Essex Region Conservation Authority was circulated the site plan and provided correspondence which stated that this 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 for the proposed works 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 *Conservation Authorities Act*, (Ontario Regulation No. 158/06). There are no concerns relating to stormwater management and no objection to the application with respect to natural heritage policies.

The Engineering and Public Works Department has been consulted throughout the application process and is satisfied with the provisions of the development agreement.

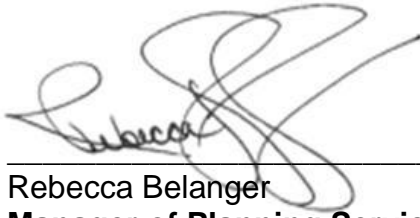
The Building Division has reviewed the drawings and stated that normal Ontario Building Code requirements will apply.

The Fire Department had no objection provided all requirements of the Ontario Building and Fire Codes are satisfied.

This space left blank intentionally.

7. CONCLUSION:

It is recommended that the Development Agreement for 33 Concession 3 N be approved by Council and By-law 2018-64 be adopted by Council as recommended. The agreement will then be sent for registration.



Rebecca Belanger
Manager of Planning Services

jm

DEPARTMENTS/OTHERS CONSULTED:

Name: Essex Region Conservation Authority
Phone #: 519 776-5209

Name: Amherstburg Accessibility Advisory Committee
Phone #: 519 736-0012 ext. 2250

Name: Town of Amherstburg Engineering and Public Works Department
Phone #: 519 736-3664 ext. 2313

Name: Town of Amherstburg Building Department
Phone #: 519 736-5408 ext. 2136

Name: Town of Amherstburg Fire Department
Phone #: 519 736-0012 ext. 2231

Report Approval Details

Document Title:	Development Agreement for 33 Concession 3 N.docx
Attachments:	- Report to Council- June 11- Development Agreement for 33 Concession 3 N- ATTACHMENTS.pdf
Final Approval Date:	Jun 4, 2018

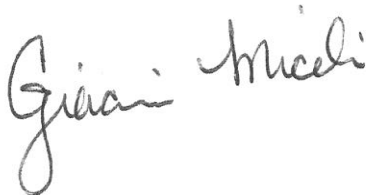
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - May 29, 2018 - 12:36 PM



Cheryl Horrobin - May 31, 2018 - 10:55 AM



John Miceli - May 31, 2018 - 12:28 PM



Paula Parker - Jun 4, 2018 - 9:32 AM



Town of Amherstburg
33 Concession 3 N



48

65

864

11

960

1000

CONCESSION 3 N

ALMA ST

**THE CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2018-64**

**By-law to authorize the execution of a Development Agreement
between Lumed Management Inc. and
the Corporation of the Town of Amherstburg
33 Concession 3 N, 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 and site details 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 Lumed Management Inc. and the Corporation of the Town of Amherstburg for the development of 33 Concession 3 N for a prefabricated steel structure storage unit facility, 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 11th day of June, 2018.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

DEVELOPMENT AGREEMENT

THIS AGREEMENT made in quadruplicate this 11th day of June, 2018.

BETWEEN:

LUMED MANAGEMENT INC.
(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 "**Lands**";

AND WHEREAS Lumed Management Inc. warrants it is 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 the Lands for the purpose of prefabricated steel structure storage unit facility 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 of the Lands requires the Owner to enter into a Development Agreement;

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

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:
2. Schedule "A" hereto describes the Lands.
3. Schedule "B" (the "Site Plan") hereto shows:
 - (a) The location of all buildings and structures;
 - (b) Site Drainage Plan
 - (c) Outlet Control Pipe Detail

4. Schedule "C" hereto shows:
 - (a) Site Details
5. Schedule "D" hereto shows:
 - (a) Storm Water Management Plan
6. 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.
7. 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.
8. 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.).
9. 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.
10. Snow removal from the parking or loading areas and lanes, driveways and walkways shall be the responsibility of the Owner.
11. The Owner shall install and maintain a system for the disposal of storm and surface water as indicated on Schedule "B" so that no such water will flow along the surface from the said lands onto any adjoining lands.
12. 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.
13. 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.
14. The Town will monitor any increased noise resulting from the approval of the elevations and site plan as proposed by this development. The developer shall comply with all provisions of the Town's Noise By-law 2001-43, as amended from time to time. The Town reserves the right to engage the developer to make improvements and modifications to the satisfaction of the Town necessary to relieve noise emissions which are found to be in contravention of MOECC Noise Guidelines and/or the Town's Noise By-law, when measured from the subject lands to neighbouring sensitive land uses. The Town may impose reasonable timelines for the rectification of excessive noise emissions before the remedies contained elsewhere in this Agreement are sought. The Town will work with the developer in the spirit of cooperation to achieve a positive result.
15. 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.

16. 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. The Owner agrees that all prefabricated steel structures will be kept in a good state of maintenance in accordance with the Town's Property Standards By-law. The Town reserves the right to engage the Developer to make improvements and maintenance to the satisfaction of the Town, such that the visual appearance of the steel structures are not peeling or rusting. The Town may impose timelines for the rectification of the appearance of the structures before the remedies contained elsewhere in this Agreement are sought.
17. 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.
18. 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 extension 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.
19. The Corporation through its servants, officers and agents including its building inspector, plumbing inspector, fire chief, public works head and municipal engineer 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.
20. 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 or appeal to Council of the Corporation as hereinafter provided.
21. 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.

22. 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.
23. In the event that an Owner should fail to obey a stop work order issued under Section 21 hereof, in addition to any other remedy, the Owner recognizes the right of the Corporation to apply to the Court for an Order granting injunctive relief, both interlocutory and permanent. The Owner acknowledges and admits that its failure to obey a stop work order constitutes irreparable harm to the Corporation and that the balance of convenience favours granting such injunctive relief without further proof thereof by the Corporation. The Owner shall be liable to the Corporation for all costs in relation to obtaining such an Order, including all legal costs. The costs shall be deemed to be municipal taxes and to be recoverable in accordance with Section 32 of this Agreement.
24. In the event that an Owner should fail to correct a deviation or deficiency after notice pursuant to Sections 21 or 21 or after notice of an opinion, which Council of the Corporation determines is correct under Section 22, 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 and to be recoverable in accordance with Section 31 of this Agreement.
25. 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 3 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.
26. 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 or any act or omission of the Corporation under this Agreement.
27. 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.
28. 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.
29. 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.

30. 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.
31. 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.
32. 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.
33. 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; provided that the severance of the provision or part does not fundamentally impair the rights of the Corporation in which case the Corporation may declare, without the consent of the Owner, this Agreement void, and all development and construction shall cease pending the execution of a new Agreement by the parties.
34. 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.
35. 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.
36. Words importing the singular number include the plural and vice versa; words importing the masculine gender include the feminine and neutral genders.
37. 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.
38. 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: LUMED MANAGEMENT INC.

Per _____
Luigi DiPierdomenico
I have authority to bind the Corporation

**THE CORPORATION OF THE
TOWN OF AMHERSTBURG**

Per _____ Mayor
Aldo DiCarlo,

Per _____ Clerk
Paula Parker,

We have authority to bind the Corporation

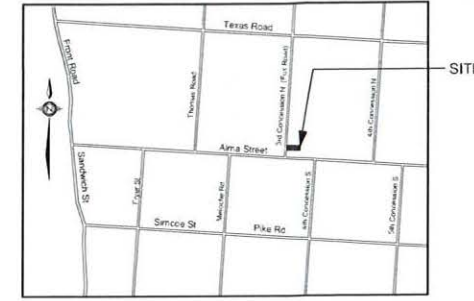
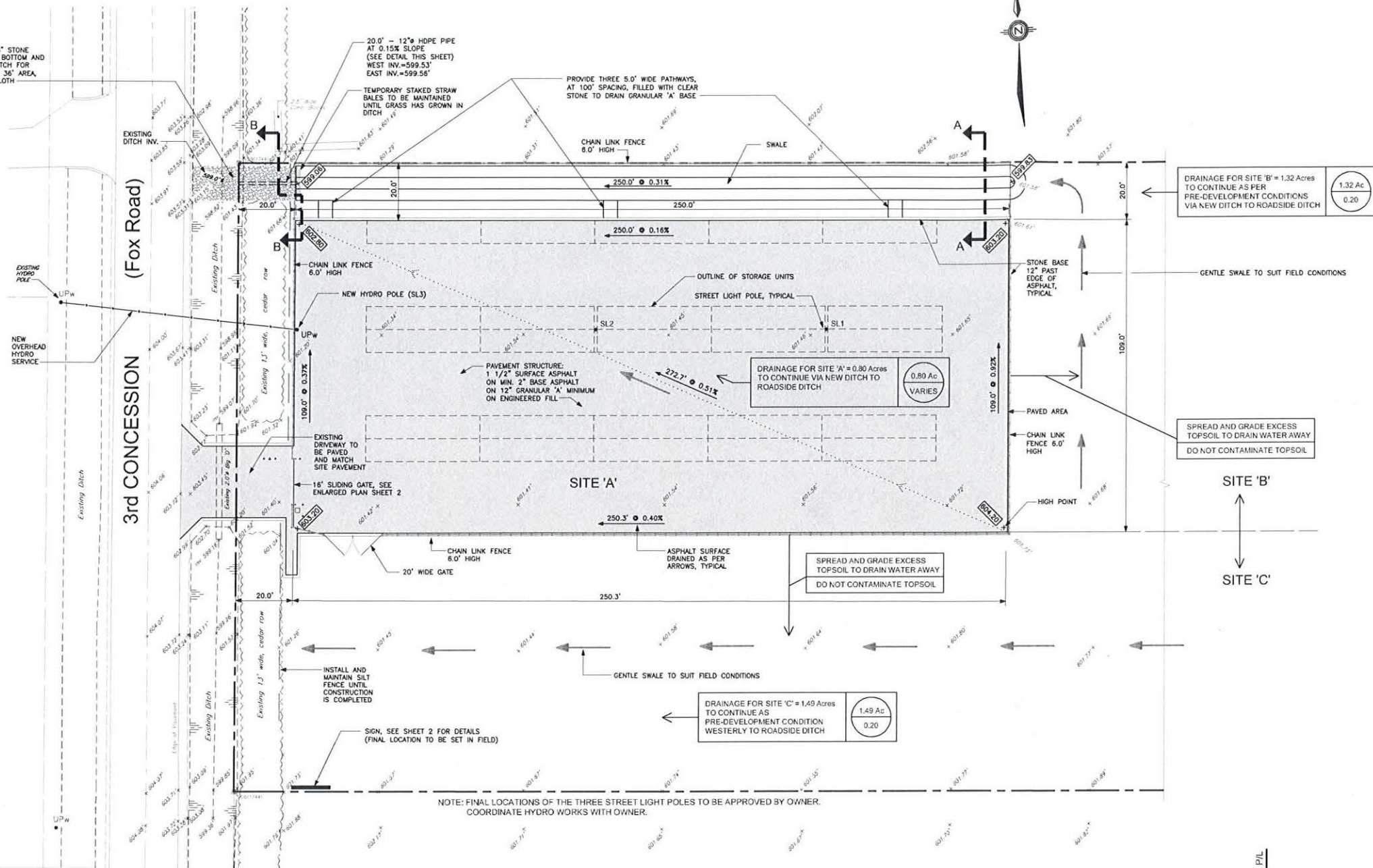
Authorized and approved by By-law No. 2018-64
enacted the 11th day of June, 2018.

SCHEDULE "A"

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

PT SW PT OF LT 1, CON 3, ANDERDON,
PT 3 & 4, 12R-22651; S/T R1545506; T/W R1546082
in the Town of Amherstburg,
County of Essex,
Province of Ontario
(PIN 01543-0605)

PROVIDE 4-8" STONE RIP-RAP ON BOTTOM AND BANKS OF DITCH FOR ABOUT 12' x 36' AREA ON FILTER CLOTH



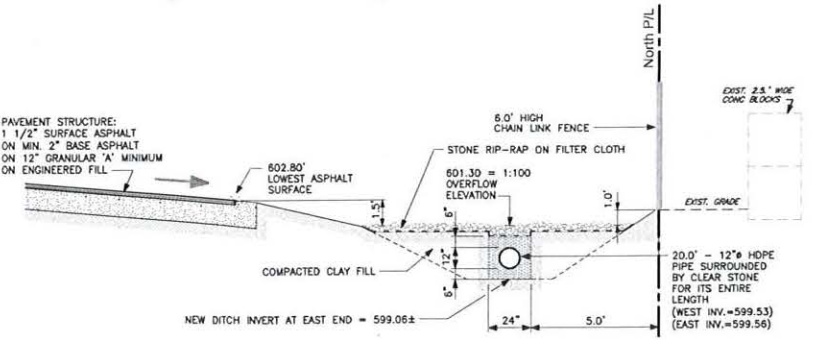
LOCATION MAP
SCALE: N.T.S.

GENERAL NOTES:

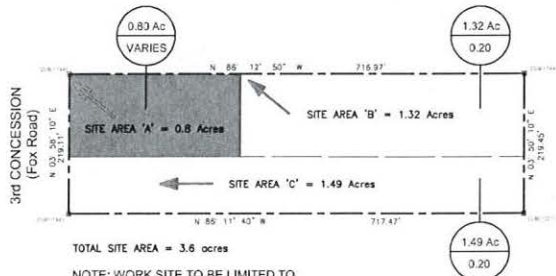
- TOPOGRAPHICAL FEATURES AND EXISTING UTILITIES LOCATIONS ARE APPROXIMATE ONLY. CONTRACTOR TO VERIFY SITE CONDITIONS.
- EXAMINE SITE AND BECOME FAMILIAR WITH ALL EXISTING CONDITIONS AFFECTING WORK.
- PROVIDE ADEQUATE PROTECTION FOR ADJACENT PROPERTY, STREET, UTILITIES, ETC. AND MAKE GOOD WITHOUT EXPENSE TO THE OWNER AND TO THE SATISFACTION OF THE AUTHORITY HAVING JURISDICTION, ANY DAMAGE RESULTING FROM EXECUTION OF THE WORK.
- KEEP SITE AND STREETS FREE OF DIRT AND DEBRIS CAUSED BY CONSTRUCTION ACTIVITY.
- CHECK LOCATIONS OF ALL EXISTING UNDERGROUND SERVICES PRIOR TO EXCAVATING AND DO NOT DAMAGE.
- CONTRACTOR TO CARRY OUT ALL REMOVALS NECESSARY TO COMPLETE THE WORK. REMOVE ALL DELETERIOUS AND EXCESS MATERIALS FROM THE SITE. WHERE REQUIRED, ARRANGE AND PAY FOR MUNICIPALITY OR UTILITY TO DO WORK.
- CARRY OUT ALL WORK IN ACCORDANCE WITH MUNICIPALITIES STANDARDS, PUBLIC UTILITIES COMMISSION SPECIFICATIONS, ONTARIO PLUMBING CODE, ONTARIO BUILDING CODE AND ONTARIO PROVINCIAL STANDARD SPECIFICATIONS AND DRAWINGS.
- ALL WORK TO BE PERFORMED IN COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT, LATEST REVISION AND OWNER'S GUIDELINES AND POLICIES.
- ALL PERMITS BY CONTRACTOR.
- ALL BOULEVARD AND NEW DITCH AREAS, SHALL HAVE SPECIFIED GRADES AND/OR POSITIVE DRAINAGE. REGRADE DISTURBED AREAS AND PLACE 4" (100mm) TOPSOIL AND SEED AS A MINIMUM.
- COORDINATE ALL WORK WITH OWNER.
- REFER TO LANDSCAPING PLANS AND ELECTRICAL DRAWINGS FOR FULL COORDINATION, IF ANY.
- LANDSCAPED AREAS DESIGN TO BE DONE AS SEPARATE DRAWING AND BE TO SATISFACTION OF MUNICIPALITY, IF ANY.
- DRIVEWAYS TO BE SURFACED WITH ASPHALT AND SLOPED FOR POSITIVE DRAINAGE. SAME PAVEMENT STRUCTURE AS SITE.
- CONFIRM AND COORDINATE WITH OWNER FOR PARKING CONTROL SYSTEM AND SIGNAGE.
- LEGAL DESCRIPTION: PART 4, PLAN 12R-22651, BEING PART OF LOT 1 CONCESSION 3 (Geographic Township of Anderdon) Now in the TOWN OF AMHERSTBURG, COUNTY OF ESSEX, ONTARIO
- ILLUMINATION DESIGN BY OTHERS. PROVIDE POLE BASES AND DUCTS UNDER THIS CONTRACT AS PER ELECTRICAL DESIGN, AS AN EXTRA COST. IF AND WHEN REQUESTED BY OWNER.
- EXISTING ELEVATION (APPROXIMATE)
PROPOSED ELEVATION ON FINAL ASPHALT SURFACE
- ALL EXISTING TREES ARE TO REMAIN AND MUST BE PROTECTED DURING CONSTRUCTION. FENCE OFF AT DRIP LINE AND DO NOT PLACE ANY MATERIAL INSIDE FENCE.
- FIELD VERIFY ALL EXISTING ELEVATIONS AND CONDITIONS AND REPORT ANY DISCREPANCIES TO ENGINEER PRIOR TO START OF CONSTRUCTION.
- THE DESIGN OF THE SIGN, INCLUDING FOUNDATIONS AND STRUCTURE, IS TO BE BY THE SIGN SUPPLIER.

DRIVEWAY AND PAVING NOTES:

- ALL ELEVATIONS ARE FINAL SURFACE ASPHALT ELEVATIONS.
- PAVEMENT STRUCTURE TO CONSIST OF 1 1/2" SURFACE ASPHALT ON 2" OF BASE ASPHALT ON 12" OF GRANULAR 'A' MINIMUM.
- ALL SLEEVES TO BE 100mm PVC SDR18 PLACED BELOW SUBGRADE LEVEL, UNLESS OTHERWISE NOTED. CONDUITS AS PER ELECTRICAL PLANS, AS AN EXTRA COST.
- CONTRACTOR TO MAKE FINAL FIELD ADJUSTMENTS TO ELEVATIONS TO ENSURE POSITIVE DRAINAGE EVERYWHERE.
- CONTRACTOR TO RETAIN GEO-TECHNICAL ENGINEER TO INSPECT AND APPROVE IN WRITING ALL SUB-GRADE AREAS BELOW GRANULAR 'A' BASE AND VERIFY ALL COMPCTIONS FOR GRANULAR 'A' AND ASPHALT.
- THE ENGINEERED FILL MAY CONSIST OF CLAY OR RECYCLED MATERIAL OR 0-2" STONE, IN EVERY CASE COMPACTED TO 98%.
- CHAIN LINK FENCE AND GATE AS PER OWNER'S SPECIFICATIONS.



SECTION B-B: OUTLET CONTROL PIPE
SCALE: 1/4" = 1'-0"
(SEE THIS SHEET FOR SECTION LOCATION)



KEY PLAN / DRAINAGE
SCALE: Not to Scale
NOTE: ← = DRAINAGE FLOW

SCHEDULE "B" TO BY-LAW 2018-64

LUMED MANAGEMENT INC.

Luigi DiPierdomenico

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker

PARTIAL SITE PLAN

SCALE: 1"=20'
(SEE SHEET 2 FOR DETAILS)

SITE STATISTICS	
LOT AREA	= 157,240 sq.ft. (3.6 Acres)
AREA OF SITE WORK	= 35,806 sq.ft. (0.8 Acres)
PAVED AREA (INCL. STORAGE UNITS)	= 27,837 sq.ft.
TOTAL LENGTH OF FENCE	= 759 ft.

STORM WATER MANAGEMENT DATA:

- STORAGE VOLUME REQUIRED = 3,230 cu.ft. FOR 1:100 YEAR STORM
- STORAGE VOLUME PROVIDED IN DITCH = 3,716 cu.ft.
- OUTLET CONTROL PIPE SIZED TO DISCHARGE ONLY 1:5 YEAR WINDSOR STORM FLOW RATE (PRE-DEVELOPMENT) FROM SITE 'A' AND SITE 'B'.
- SITE 'C' CONTINUES TO DRAIN UNCHANGED.



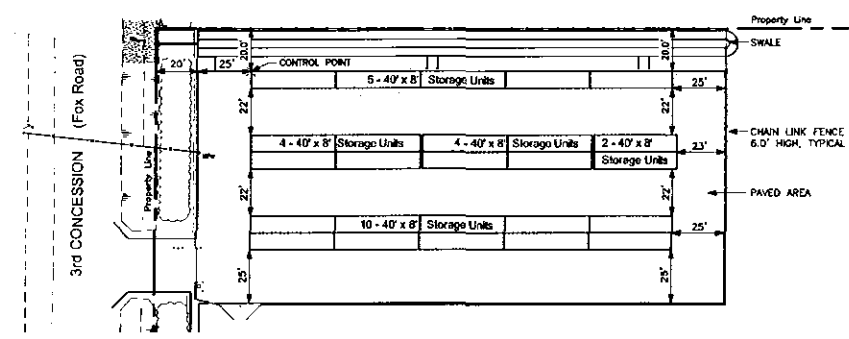
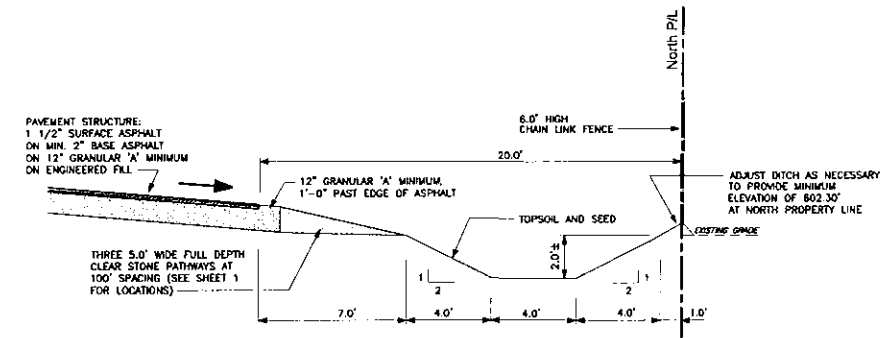
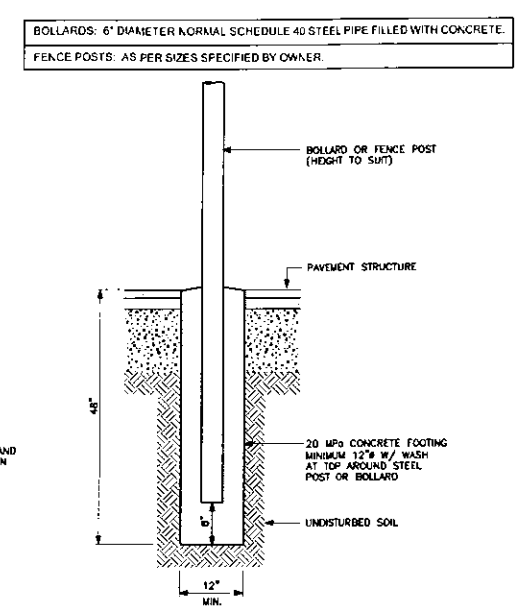
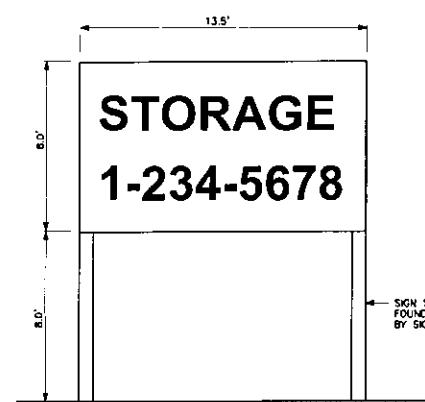
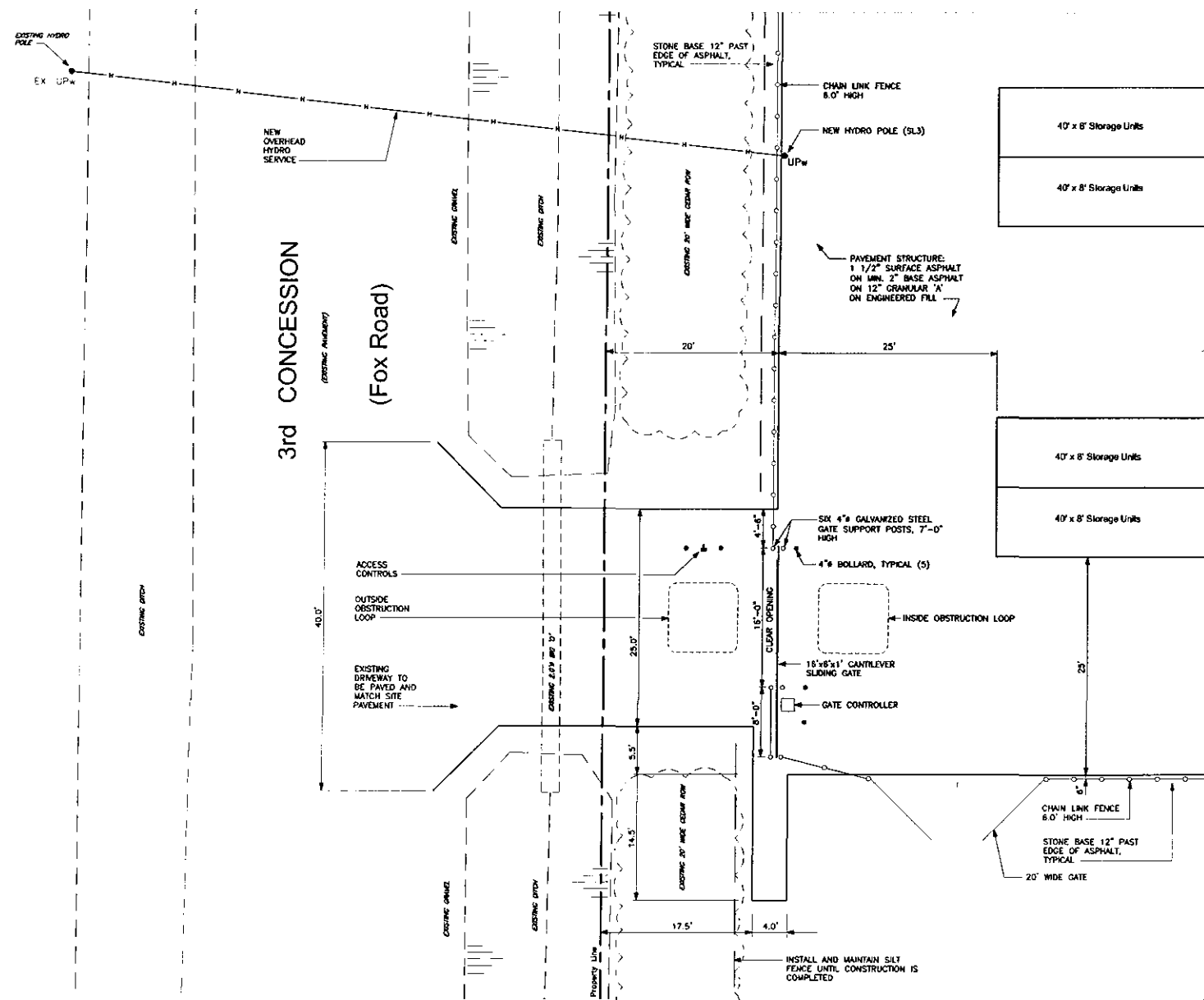
DESIGNED BY:	R.M.
CHECKED BY:	
DRAWN BY:	I.A.Z.
PROJECT NO.:	
DATE:	26 MAR 2018
ISSUED FOR:	PERMIT
DATE:	26 MAR 2018
APPROVED:	
REVISIONS:	
DATE:	03 APR 2018
APPROVED:	

MEO & ASSOCIATES INC.
Architectural & Engineering Consultants
3600 Seven Lakes Drive, Suite 200, LaSalle, Ontario, N9H 0E5, Canada
TEL: (519) 250-8088 FAX: (519) 250-8070
WEB SITE: www.meoengr.com
EMAIL: meo@meoassociates.com

STORAGE UNIT LAYOUT

SITE PLAN

PROJECT: AS NOTED
AUTOCAD REF: 4722-1-1: Site Plan Rev.1
DATE: MARCH 26, 2018
PROJECT NO.: 4722
SHEET NO.: 1
OF



STORAGE UNIT STATISTICS	
TOTAL 40' x 8' STORAGE UNITS =	25
MAY BE PHASED	

SCHEDULE "C" TO BY-LAW 2018-64
LUMED MANAGEMENT INC.
Luigi DiPierdomenico
TOWN OF AMHERSTBURG
Mayor- Aldo DiCarlo
Clerk- Paula Parker

DESIGNED BY: R.M.									
CHECKED BY:									
DRAWN BY: I.A.Z.									
DATE:									
SCALE:									
PROJECT NO.:									
SHEET NO.:									
DATE:									
PROJECT NO.:									
SHEET NO.:									
DATE:									
PROJECT NO.:									
SHEET NO.:									
DATE:									

MEO & ASSOCIATES INC.
Architectural & Engineering Consultants
3600 Seagrave Lakes Drive, Suite 200, LeSalle, Ontario, N6H 0F5, Canada
TEL: (519) 250-8088 FAX: (519) 250-8070
WWW: www.meiengr.com
EMAIL: info@mehassociates.com

STORAGE UNIT LAYOUT
3rd CONCESSION (FOX ROAD), AMHERSTBURG, ONTARIO
SITE DETAILS

PROJECT NO. 4722
SHEET NO. 2
DATE: MAR 26, 2018
PROJECT NO. 4722
SHEET NO. 2

LUMED MANAGEMENT INC.

Luigi DiPierdomenico

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker

MEO & ASSOCIATES INC.
Architectural & Engineering Consultants · Project Managers

3600 Seven Lakes Drive, Suite 200 | LaSalle, ON, Canada N9H 0E5 | tel 519-250-8088 | fax 519-250-8070
web www.meogroup.net | e-mail rmeo@meoassociates.com

**RE: Lumed Storage Facility, Third Concession Road, Amherstburg
STORM WATER MANAGEMENT PLAN**

Todd Hewitt,
Manager of Engineering and Operations
Town of Amherstburg

2018-04-10

4722 Storm Water Mgt Plan

DELIVERED via email only

Todd, we make this submission for your review and record, to satisfy the requirements for storm water management (quantity and quality) for the proposed Lumed Storage Facility on Third Concession Road, Amherstburg.

The subject site is 3.60 in size. We have broken it up in three parts: Site A (0.80 acres) is the one being developed. Site B (1.32 acres) is immediately to the east of Site A; it is not being developed, but its drainage will combine with Site A. Site C (1.49 acres) will remain undeveloped and its drainage patterns unchanged.

This letter deals only with Site A and Site B combined, since they are the only ones affected. Site C will see no changes.

The following are attached and form part of this report:

- Table A – 1:5 Year calculations
- Table B – 1:100 Year calculations
- Sheets 1 and 2, being Site Plan and Site Details respectively

1. PRE-DEVELOPMENT CONDITIONS

The site currently has surface and farm furrows drainage to the municipal ditch on the east side of Third Concession Road. This will continue to be the outlet after development.

The pre-development flow rate for the 1:5 Year storm has been calculated as 37.9 l/s. For the 1:100 Year event, it is 54.4 l/s.

2. POST-DEVELOPMENT CONDITIONS

The proposed development is estimated to increase the 1:5 Year runoff to 79.2 l/s and the 1:100 Year to 113.7 l/s.

3. STORM WATER RUNOFF MANAGEMENT PLAN

The runoff will be directed to a new ditch along the north side of the Site A, which will also serve as a linear retention pond.

The outflow from this ditch to the municipal ditch is restricted by using a 300mm pipe (12") at a slope of 0.15%, having a capacity of 37.5 l/s (which is less than the 1:5 Year pre-development flow rate of 37.9 l/s).

The storage volume required has been calculated based on an allowable discharge rate of 37.9 l/s (the 1:5 Year pre-developed flow rate), which is very conservative. For the 1:5 Year event, the storage volume required is 49.6 cubic metres (1,750 cubic feet) and for the 1:100 Year event it is 91.5 cubic metres (3,230 cubic feet).

The storage volume provided in the new ditch is 105.2 cubic metres (3,716 cubic feet) which exceed the requirement for the 1:100 Year event.

4. OVERFLOW

The maximum water level in the proposed ditch is expected to be 601.30' (183.276m); this is also the 1:100 Year water surface elevation. An rip-rap lined channel is provided at this elevation, to allow for overflows in case a storm in excess of 1:100 Year frequency occurs.

5. QUALITY CONSIDERATIONS

The following will provide assistance with the quality of the runoff:

- a) Before any construction starts, a silt fence will be installed just to the east of the existing row of trees, to intercept sediment from the site before it reaches the existing municipal ditch.
- b) After the new ditch along the north limit of Site A is dug, it will be seeded and grass maintained permanently.
- c) Straw bales will be placed across the new ditch, at its west end, to filter sediment before it reaches the municipal ditch.
- d) The outlet pipe from the new ditch will be installed 6" (150mm) above the bottom of the ditch, to trap the first flush of water and settle sediment out.
- e) The storage facility is paved with asphalt to prevent erosion. Vehicular traffic will be minimal, since patrons are expected to enter the site only sporadically.

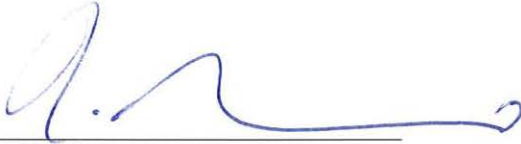
6. CONCLUSIONS AND RECOMMENDATIONS

Based on the above comparison of the pre-development and post-development conditions, and considering the storage available at the location mentioned above, it is our conclusion that storm water management issues have been satisfied.

We recommend that this submission, and the project itself, be approved.

Yours Truly,

MEO & ASSOCIATES INC.



PER: Raffaele Meo, P.Eng., P.E.

Enclosures:

- 4722 – Site Plan
- 4722 – Site Details
- Table A
- Table B

PROJECT NAME: FOX RD. STORAGE FACILITY (LUMED MANAGEMENT), AMHERSTBURG
 PROJECT NO.: 4722 THIRD CONCESSION ROAD, AMHERSTBURG, ONTARIO
 BY: RM
 DATE: April 4, 2018
 FILENAME: 4722 Stormwater Detention Calcs

TABLE 'A'

**BASED ON AFFECTED SITE AREA A IN NORTH-WEST CORNER = 0.80 ACRES) +
 SITE B = 1.32 ACRES FARMLAND TO THE EAST**

WINDSOR 1:5 YEAR ON-SITE STORM WATER DETENTION CALCULATIONS (1:2 AES storm equiv.)

EXISTING (PRE-DEVELOPED) SITE CONDITIONS:

Site Area =	8579.5 m ² =	0.858 Ha =	2.120 Ac	100.0%
Building =	0.0 m ² =	0.000 Ha =	0.000 Ac	0.0%
grass =	8579.5 m ² =	0.858 Ha =	2.120 Ac	100.0%
gravel =	0.0 m ² =	0.000 Ha =	0.000 Ac	0.0%
asphalt/concrete=	0.0 m ² =	0.000 Ha =	0.000 Ac	0.0%

PROPOSED (DEVELOPED) SITE CONDITIONS:

Site Area =	8579.5 m ² =	0.858 Ha =	2.120 Ac	100.0%
Building =	743.2 m ² =	0.074 Ha =	0.184 Ac	8.7%
Landscaping =	5925.3 m ² =	0.593 Ha =	1.464 Ac	69.1%
Gravel=	68.0 m ² =	0.007 Ha =	0.017 Ac	0.8%
Asphalt / Concrete =	1843.0 m ² =	0.184 Ha =	0.455 Ac	21.5%

C. RUNOFF COEFFICIENTS:

PROPOSED:

Roof =	0.95
Asphalt / Concrete =	0.90
Landscaped Area =	0.20
Gravel Area =	0.55

D. ALLOWABLE DISCHARGE:

Average Runoff Coefficient, C = (0.0% * 0.95 + 100.0% * 0.20 + 0.0% * 0.55+0.0%*0.90) / 100%
 C = 0.20

Time of Concentration = 20.0 minutes
 Intensity, i = 79 mm/hr

Where Intensity, i = 125*25.4 / (Tc + 20), for CITY OF WINDSOR 1:5 year frequency storm

Since, Qp = 2.78 C i A
 = 2.78 * 0.20 * 79 * 0.327
 = 0.48 * i

Therefore, Qp = 37.9 L/s

USE THIS 1:5 YR STORM AS ALLOWABLE DISCHARGE FOR 1:100 YR EVENT

E. DEVELOPED DISCHARGE:

Average Runoff Coefficient, C = (8.7% * 0.95 + 69.1% * 0.20 + 0.8%*0.55+21.5% * 0.90) / 100%
 C = 0.42

Time of Concentration = 20.0 minutes
 Intensity, i = 79 mm/hr

Where Intensity, i = 125*25.4 / (Tc + 20), for CITY OF WINDSOR 1:5 year frequency storm

Since, Qd = 2.78 C i A
 = 2.78 * 0.42 * 79 * 0.327
 = 1.00 * i

Therefore, Qd = 79.2 L/s

F. STORM VOLUME CALCULATIONS:

Duration (min) t	Intensity* (mm/hr) i	Qd = 2.78 CiA Qd = 3.29 i (L/s)	Storm Volume (m ³) V1=Qd t 60/1000	Relief Volume** (m ³) V2=Qp t 60/1000	Storage (m ³) V1 - V2
0.0	159	158.3	0.0	0.0	0.0
5.0	127	126.6	38.0	11.4	26.6
10.0	106	105.5	63.3	22.7	40.6
15.0	91	90.5	81.4	34.1	47.3
20.0	79	79.2	95.0	45.4	49.6
25.0	71	70.4	105.5	56.8	48.7
30.0	64	63.3	114.0	68.2	45.8
35.0	58	57.6	120.9	79.5	41.4
40.0	53	52.8	126.6	90.9	35.8
45.0	49	48.7	131.5	102.2	29.3
50.0	45	45.2	135.7	113.6	22.1

* Where Intensity, i = 125*25.4 / (T + 20) for CITY OF WINDSOR 1:5 YEAR FREQUENCY STORM

** Qp = 37.9 L/s

*** Maximum volume to be stored = 49.6 m³ 1,750 Cu. Ft.

Therefore, 49.6 m³ of stormwater storage is required

PROJECT NAME: FOX RD. STORAGE FACILITY (LUMED MANAGEMENT), AMHERSTBURG
 PROJECT NO.: 4722 THIRD CONCESSION ROAD, AMHERSTBURG, ONTARIO
 BY: RM
 DATE: April 4, 2018
 FILENAME: 4722 Stormwater Detention Calcs

TABLE 'B'

BASED ON AFFECTED SITE AREA A IN NORTH-WEST CORNER = 0.80 ACRES +
 SITE B = 1.32 ACRES FARMLAND TO THE EAST

1:00 YEAR ON-SITE STORM WATER DETENTION CALCULATIONS

A. EXISTING (PRE-DEVELOPED) SITE CONDITIONS:

Site Area =	8579.5 m ² =	0.858 Ha =	2.120 Ac	100.0%
building =	0.0 m ² =	0.000 Ha =	0.000 Ac	0.0%
grass =	8579.5 m ² =	0.858 Ha =	2.120 Ac	100.0%
gravel =	0.0 m ² =	0.000 Ha =	0.000 Ac	0.0%
asphalt/concrete =	0.0 m ² =	0.000 Ha =	0.000 Ac	0.0%

B. PROPOSED (DEVELOPED) SITE CONDITIONS:

Site Area =	8579.5 m ² =	0.858 Ha =	2.120 Ac	100.0%
Building =	743.2 m ² =	0.074 Ha =	0.184 Ac	8.7%
Landscaping =	5925.3 m ² =	0.593 Ha =	1.464 Ac	69.1%
Gravel =	68.0 m ² =	0.007 Ha =	0.017 Ac	0.8%
Asphalt / Concrete =	1843.0 m ² =	0.184 Ha =	0.455 Ac	21.5%

C. RUNOFF COEFFICIENTS:

PROPOSED:

Roof =	0.95
Asphalt / Concrete =	0.90
Landscaped Area =	0.20
Gravel Area =	0.55

D. ALLOWABLE DISCHARGE:

Average Runoff Coefficient, C = $(0.0\% * 0.95 + 100.0\% * 0.20 + 0.0\% * 0.55 + 0.0\% * 0.90) / 100\%$
 C = 0.20

Time of Concentration = 20.0 minutes
 Intensity, i = 114 mm/hr

Where Intensity, i = $52.2 \times T(\text{hr})^{-0.711}$, for 1:100 year frequency storm

Since, $Q_p = 2.78 C i A$
 $= 2.78 * 0.20 * 114 * 0.327$
 $= 0.48 * i$

Therefore, $Q_p = 54.4 \text{ L/s}$ for 1:100 yr storm

HOWEVER, USE $Q_p = 37.9 \text{ L/s}$ for 1:5 yr storm PRE-DEVELOPMENT

E. DEVELOPED DISCHARGE:

Average Runoff Coefficient, C = $(8.7\% * 0.95 + 69.1\% * 0.20 + 0.8\% * 0.55 + 21.5\% * 0.90) / 100\%$
 C = 0.42

Time of Concentration = 20.0 minutes
 Intensity, i = 114 mm/hr

Where Intensity, i = $52.2 \times T(\text{hr})^{-0.711}$, for 1:100 year frequency storm

Since, $Q_d = 2.78 C i A$
 $= 2.78 * 0.42 * 114 * 0.327$
 $= 1.00 * i$

Therefore, $Q_d = 113.7 \text{ L/s}$ FOR 1:100 YR STORM

F. STORM VOLUME CALCULATIONS:

Duration (min) t	Intensity* (mm/hr) i	Qd = 2.78 CiA Qd = 3.29 i (L/s)	Storm Volume (m ³) V1=Qd t 60/1000	Relief Volume** (m ³) V2=Qp t 60/1000	Storage (m ³) V1 - V2
0.0		0.0	0.0	0.0	0.0
5.0	305	304.6	91.4	11.4	80.0
10.0	187	186.1	111.7	22.7	88.9
15.0	140	139.5	125.5	34.1	91.5
20.0	114	113.7	136.4	45.4	91.0
25.0	97	97.0	145.5	56.8	88.7
30.0	85	85.2	153.4	68.2	85.2
35.0	77	76.4	160.4	79.5	80.9
40.0	70	69.5	166.7	90.9	75.8
45.0	64	63.9	172.5	102.2	70.2
50.0	59	59.3	177.8	113.6	64.2

Where Intensity, i = $52.2 \times T(\text{hr})^{-0.711}$, for 1:100 year frequency storm

** $Q_p = 37.9 \text{ L/s}$ FOR 1:5 YR STORM PRE-DEVELOPMENT

*** Maximum volume to be stored = 91.5 m³ 3,230 Cu. Ft.

Therefore, 91.5 m³ of stormwater storage is required



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: May 24, 2018
Author's Phone: 519 736-5408 ext. 2124	Date to Council: June 11, 2018
Author's E-mail: rbelanger@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Development Agreement for 7525 Howard Avenue

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Planning Services dated May 24, 2018, regarding the Development Agreement for 7525 Howard Avenue **BE RECEIVED**;
2. The Site Plan and Development Agreement for 7525 Howard Avenue **BE APPROVED**; and,
3. **By-law 2018-46** 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 Larry Sauve, Fox Glen Golf Course Co-operative Inc. The property is legally described as Part of Lot 7 and Part of Lot 8, Concession 7, municipally known as 7525 Howard Avenue. The applicant is proposing a restaurant and banquet facility extension, a covered porch, proposed kitchen and freezer additions, new covered patio, new deck addition and new roof addition to golf cart parking area.

3. DISCUSSION:

The property is zoned Recreation (RE) Zone in Zoning By-law 1999-52, as amended and designated Open Space Special Policy Area 3 in the Town's Official Plan. The subject lands located at 7525 Howard Avenue have a total area of 127.68 acres. The Open Space designation restricts uses in this area to a golf course, driving range and associated restaurants or pro shops. The location of the buildings, parking spaces and re-development is in keeping with the Zoning By-law regulations.

The proposed exterior building façade of the new construction will consist of vinyl siding, brick or similar finished material. The construction technique of this building will be in accordance with all requirements of the Ontario Building Code.

The site has municipal water and a private onsite septic system and has been designed to the satisfaction of the Town's Engineering and Public Works Department.

The following are highlights of the Development Agreement:

- (i) Sections 1 to 9 set out the Schedules and required approvals from the various Ministries and Agencies.
- (ii) Sections 10 to 19 address standard provisions relative to repairs to damaged curbs, snow removal, stormwater management/ drainage, garbage and refuse, lighting and noise.
- (iii) Sections 20 to 33 address driveways for emergency vehicles, legal obligations for completion of the work and inspections.
- (iv) Sections 34 to 43 address financial securities and agreement on title, interpretation and application of the agreement.

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

4. RISK ANALYSIS:

The recommendation presents little to no risk to the municipality. The proposed site plan provides further enhanced recreational use on the site as supported by the policies in the Town's Official Plan. The Site Plan Control Process, as 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.

5. FINANCIAL MATTERS:

The costs associated with the application and planning processes are the responsibility of the developer. Support of recreational land uses promotes stability in commercial recreational assessment base.

6. CONSULTATIONS:

The Essex Region Conservation Authority was circulated the site plan and provided correspondence which stated that this site is 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 required for the proposed works 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 *Conservation Authorities Act*, (Ontario Regulation No. 158/06). There are no concerns relating to stormwater management and no objection to the application with respect to natural heritage policies.

The Engineering and Public Works Department has been consulted throughout the application process and is satisfied with the provisions of the development agreement.

The Building Division has reviewed the drawings and stated that normal Ontario Building Code requirements will apply specifically confirmation of the occupant load and building square footage as it relates to the proposed building addition and onsite sewage system.

The Fire Department had no objection provided all requirements of the Ontario Building and Fire Codes are satisfied.

This space left blank intentionally.

7. **CONCLUSION:**

It is recommended that the Development Agreement for 7525 Howard Avenue be approved by Council and By-law 2018-46 be adopted by Council as recommended. The agreement will then be sent for registration.



Rebecca Belanger
Manager of Planning Services

jm

DEPARTMENTS/OTHERS CONSULTED:

Name: Essex Region Conservation Authority
Phone #: 519 776-5209

Name: Amherstburg Accessibility Advisory Committee
Phone #: 519 736-0012 ext. 2250

Name: Town of Amherstburg Engineering and Public Works Department
Phone #: 519 736-3664 ext. 2313

Name: Town of Amherstburg Building Department
Phone #: 519 736-5408 ext. 2136

Name: Town of Amherstburg Fire Department
Phone #: 519 736-0012 ext. 2231

Report Approval Details

Document Title:	Development Agreement for 7525 Howard Avenue.docx
Attachments:	- Report to Council- June 11- Development Agreement for 7525 Howard Ave- ATTACHMENTS.pdf
Final Approval Date:	Jun 4, 2018

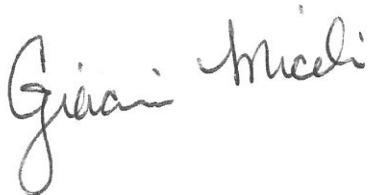
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - May 29, 2018 - 12:20 PM



Cheryl Horrobin - May 31, 2018 - 10:50 AM



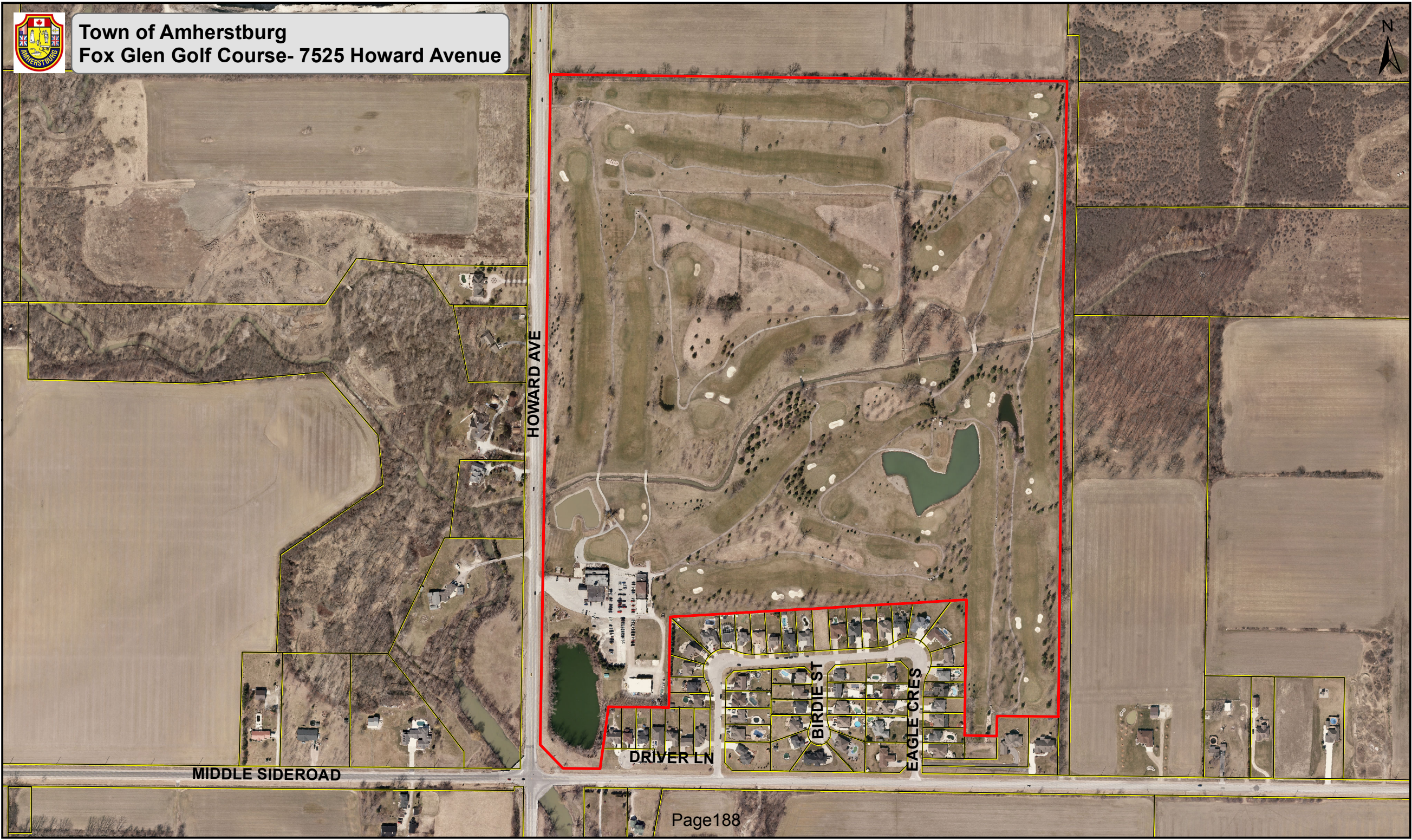
John Miceli - May 31, 2018 - 12:18 PM



Paula Parker - Jun 4, 2018 - 9:30 AM



Town of Amherstburg
Fox Glen Golf Course- 7525 Howard Avenue



**THE CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2018-46**

**By-law to authorize the execution of a Development Agreement
between Fox Glen Golf Course Co-operative Inc. and
the Corporation of the Town of Amherstburg
7525 Howard Avenue, 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 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 By-law 2016-03 is hereby repealed;
2. THAT the Mayor and Clerk be hereby authorized to enter into a Development Agreement between Fox Glen Golf Course Co-operative Inc. and the Corporation of the Town of Amherstburg for the re-development of 7525 Howard Avenue for golf course facilities, said agreement affixed hereto;
3. 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 11th day of June, 2018.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

DEVELOPMENT AGREEMENT

THIS AGREEMENT made in quadruplicate this 11th day of June, 2018.

BETWEEN: FOX GLEN GOLF COURSE CO-OPERATIVE INC.
(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 "**Lands**";

AND WHEREAS Fox Glen Golf Course Co-Operative Inc. warrants it is 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 the Lands for the purpose of a restaurant and banquet facility extension, a covered porch, proposed kitchen and freezer additions, new covered patio, new deck addition and new roof addition to golf cart parking area 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 redevelopment of the Lands requires the Owner to enter into a Development Agreement;

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

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:
2. Schedule "A" hereto describes the Lands.
3. Schedule "B" (the "**Site Plan**") hereto shows:
 - (a) The location of the buildings to be renovated on the subject lands;
 - (b) The location of the building additions on the subject lands;
 - (c) Landscaped areas, curbs and fencing on the subject lands.
4. Schedule "C" Elevations

5. 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.
6. 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.
7. 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.
8. 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.).
9. All of the exterior walls of the building shall be as per elevation drawings as shown on Schedules "C" hereto. All of the exterior walls of the building shall be faced with vinyl siding, brick or similar finished material.
10. 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 Schedule "B" and together with crushed stone or gravel, having a combined depth of at least 15.2 cm and with provisions for drainage facilities.
11. The Owner shall maintain a minimum of parking spaces, as designated on Schedules "B".
12. 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.
13. 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.
14. Snow removal from the parking or loading areas and lanes, driveways and walkways shall be the responsibility of the Owner.
15. Stormwater Management/Drainage Issues

The Owner agrees that prior to final approval:

- (a) the stormwater management analysis and site servicing plan shall be finalized to the satisfaction and approval of the Corporation, and the ERCA;
- (b) install the stormwater management measures as approved by the Corporation and the ERCA as part of the development of the Lands, which measures shall then be carried out to the satisfaction of the Corporation and ERCA;

- (c) obtain the necessary permits and/or clearances from all governmental authorities having jurisdiction prior to construction activities and/or site alterations commencing of the Lands;
16. 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.
 17. 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.
 18. The Owner shall landscape and maintain the ground cover acceptable to the Corporation those lands so indicated on Schedule "B". 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.
 19. The Town will monitor any increased noise resulting from the approval of the elevations and site plan as proposed by this development. The developer shall comply with all provisions of the Town's Noise By-law 2001-43, as amended from time to time. The Town reserves the right to engage the developer to make improvements and modifications to the satisfaction of the Town necessary to relieve noise emissions which are found to be in contravention of MOECC Noise Guidelines and/or the Town's Noise By-law, when measured from the subject lands to neighbouring sensitive land uses. The Town may impose reasonable timelines for the rectification of excessive noise emissions before the remedies contained elsewhere in this Agreement are sought. The Town will work with the developer in the spirit of cooperation to achieve a positive result.
 20. 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.
 21. 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.
 22. 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.
 23. 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 extension 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.

24. The Corporation through its servants, officers and agents including its building inspector, plumbing inspector, fire chief, public works head and municipal engineer 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.
25. 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 or appeal to Council of the Corporation as hereinafter provided.
26. 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.
27. 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.
28. In the event that an Owner should fail to obey a stop work order issued under Section 26 hereof, in addition to any other remedy, the Owner recognizes the right of the Corporation to apply to the Court for an Order granting injunctive relief, both interlocutory and permanent. The Owner acknowledges and admits that its failure to obey a stop work order constitutes irreparable harm to the Corporation and that the balance of convenience favours granting such injunctive relief without further proof thereof by the Corporation. The Owner shall be liable to the Corporation for all costs in relation to obtaining such an Order, including all legal costs. The costs shall be deemed to be municipal taxes and to be recoverable in accordance with Section 37 of this Agreement.
29. In the event that an Owner should fail to correct a deviation or deficiency after notice pursuant to Sections 26 or 27 or after notice of an opinion, which Council of the Corporation determines is correct under Section 28, 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 and to be recoverable in accordance with Section 36 of this Agreement.
30. 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 3 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.

31. 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 or any act or omission of the Corporation under this Agreement.
32. 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.
33. 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.
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; provided that the severance of the provision or part does not fundamentally impair the rights of the Corporation in which case the Corporation may declare, without the consent of the Owner, this

Agreement void, and all development and construction shall cease pending the execution of a new Agreement by the parties.

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: FOX GLEN GOLF COURSE
CO-OPERTAIVE INC.**

Per _____
Larry Sauve

I 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. 2018-46
enacted the 11th day of June, 2018.

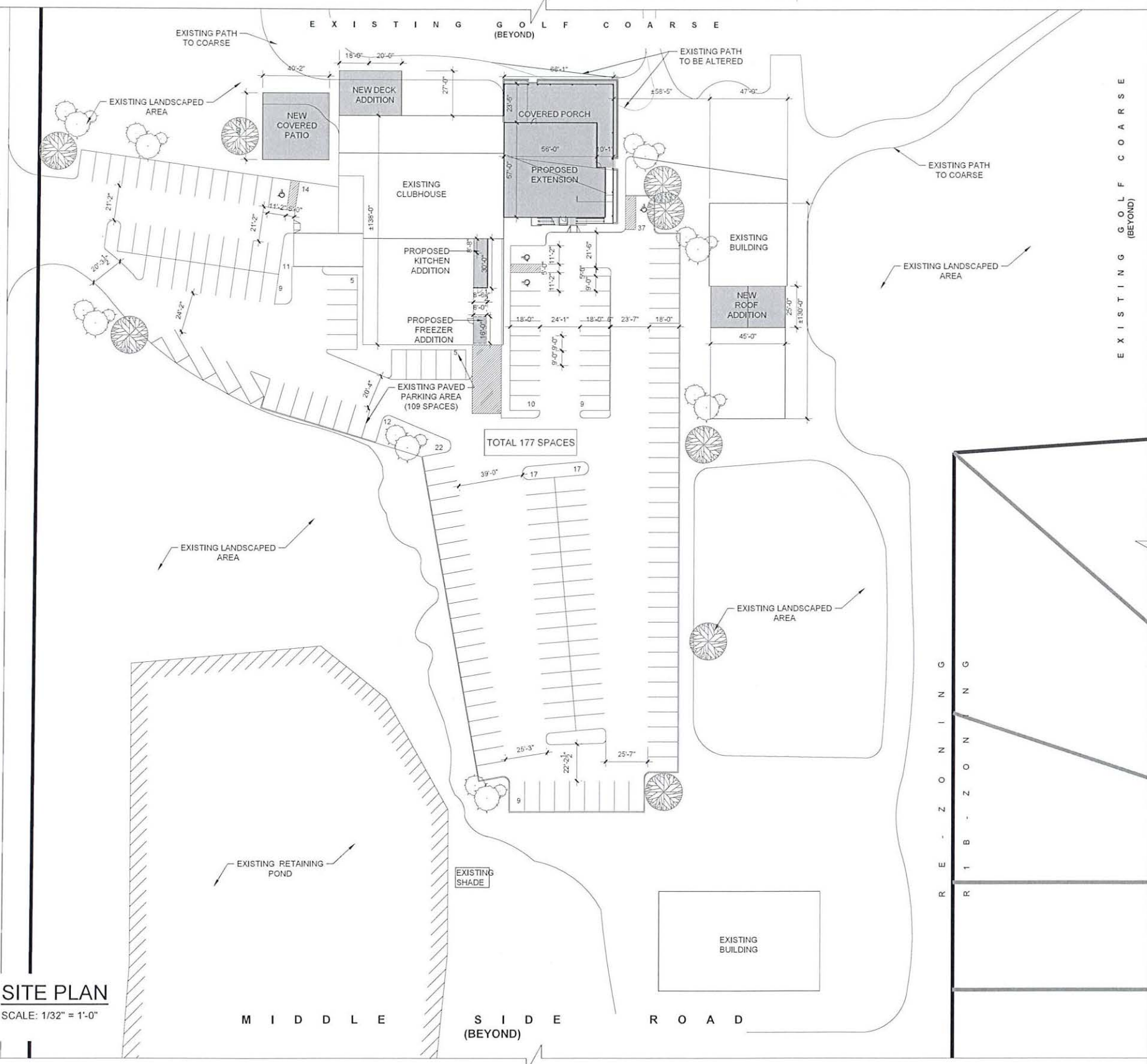
SCHEDULE "A"

DESCRIPTION OF THE LANDS

Part of Lot 7 and Part of Lot 8, Concession 7,
Town of Amherstburg,
County of Essex
and Province of Ontario

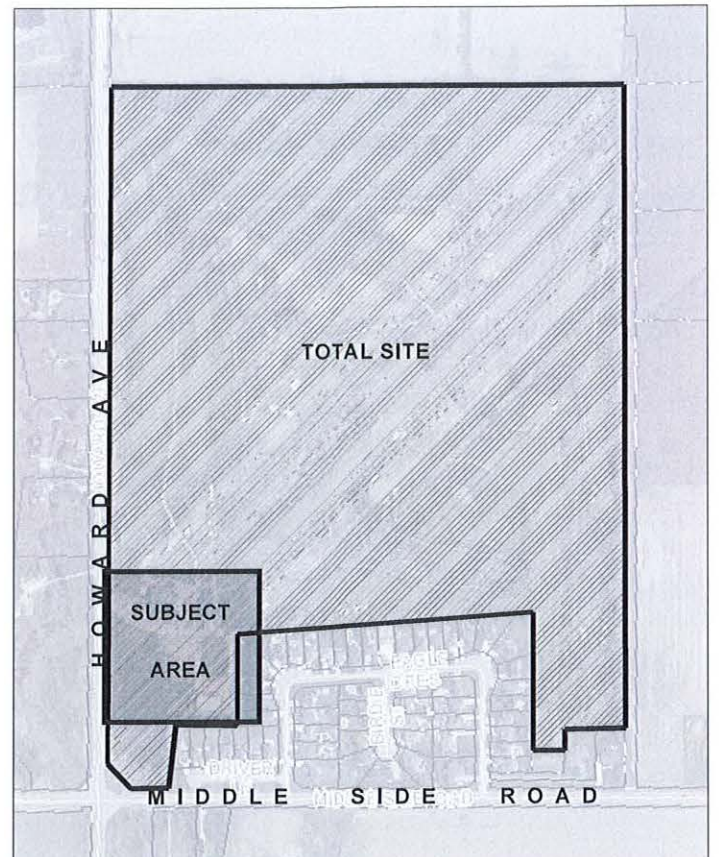
H O W A R D A V E

SITE PLAN
SCALE: 1/32" = 1'-0"
TRUE NORTH



M I D D L E S I D E R O A D (BEYOND)

E X I S T I N G G O L F C O U R S E (BEYOND)



KEY PLAN
TRUE NORTH
N.T.S.

SCHEDULE "B" TO BY-LAW 2018-46
FOX GLEN GOLF COURSE CO-OPERATIVE INC.

Larry Sauve

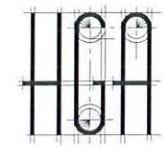
TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker

ALL DRAWINGS, SPECIFICATIONS AND OTHER RELATED DOCUMENTS ARE THE COPYRIGHT PROPERTY OF THE CONSULTANT AND SHALL BE RETURNED UPON REQUEST.
REPRODUCTION OF DRAWINGS AND RELATED DOCUMENTS IN WHOLE OR IN PART, IS FORBIDDEN WITHOUT THE WRITTEN PERMISSION OF THE CONSULTANT.
THE CONTRACTOR SHALL CHECK AND VERIFY ALL PERTINENT DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE CONSULTANT BEFORE PROCEEDING WITH THE WORK.
THIS DRAWING SHALL NOT BE USED FOR CONSTRUCTION UNLESS IT IS COUNTERSIGNED BY THE CONSULTANT.
THIS DRAWING IS NOT TO BE SCALED. USE INDICATED DIMENSIONS ONLY.

ONTARIO ASSOCIATION OF ARCHITECTS
May 15th, 2018
SANDRA KHALAF
LICENSE 10274



HANNA, GHOBRIAL AND ASSOCIATES LTD.
engineering & architecture
3100 Temple Drive
Windsor, ON N8W 5J6
(519) 944-3090 FAX-5836

9		18	
8		17	
7		16	
6		15	
5	MAY. 15.2018	PERMIT	14
4	FEB. 28.2018	SPA	13
3	MARCH.27.17	SPA	12
2	FEB.06.17	ERCA PERMIT	11
1	JAN.25.17	ERCA PERMIT	10
Rev.	Date	Issued For	Rev.

Date: NOVEMBER-2016
Scale: AS SHOWN
Drawn By: K.C.
Checked By: S.K.

Project: EXTENSION TO FOX GLEN GOLF CLUB

ARCHITECTURAL SITE PLAN

Project No.: 16-0328
Drawing No.: A-001



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



EAST ELEVATION
SCALE: 1/4" = 1'-0"

SCHEDULE "C" TO BY-LAW 2018-46
 FOX GLEN GOLF COURSE CO-OPERATIVE INC.
 Larry Sauve
 TOWN OF AMHERSTBURG
 Mayor- Aldo DiCarlo
 Clerk- Paula Parker

ALL DRAWINGS, SPECIFICATIONS AND OTHER RELATED DOCUMENTS ARE THE COPYRIGHT PROPERTY OF THE CONSULTANT AND SHALL BE RETURNED UPON REQUEST.
 REPRODUCTION OF DRAWINGS AND RELATED DOCUMENTS, IN WHOLE OR IN PART, IS FORBIDDEN WITHOUT THE WRITTEN PERMISSION OF THE CONSULTANT.
 THE CONTRACTOR SHALL CHECK AND VERIFY ALL PERTINENT DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE CONSULTANT BEFORE PROCEEDING WITH THE WORK.
 THIS DRAWING SHALL NOT BE USED FOR CONSTRUCTION UNLESS IT IS COUNTERSIGNED BY THE CONSULTANT.
 THIS DRAWING IS NOT TO BE SCALED. USE INDICATED DIMENSIONS ONLY.



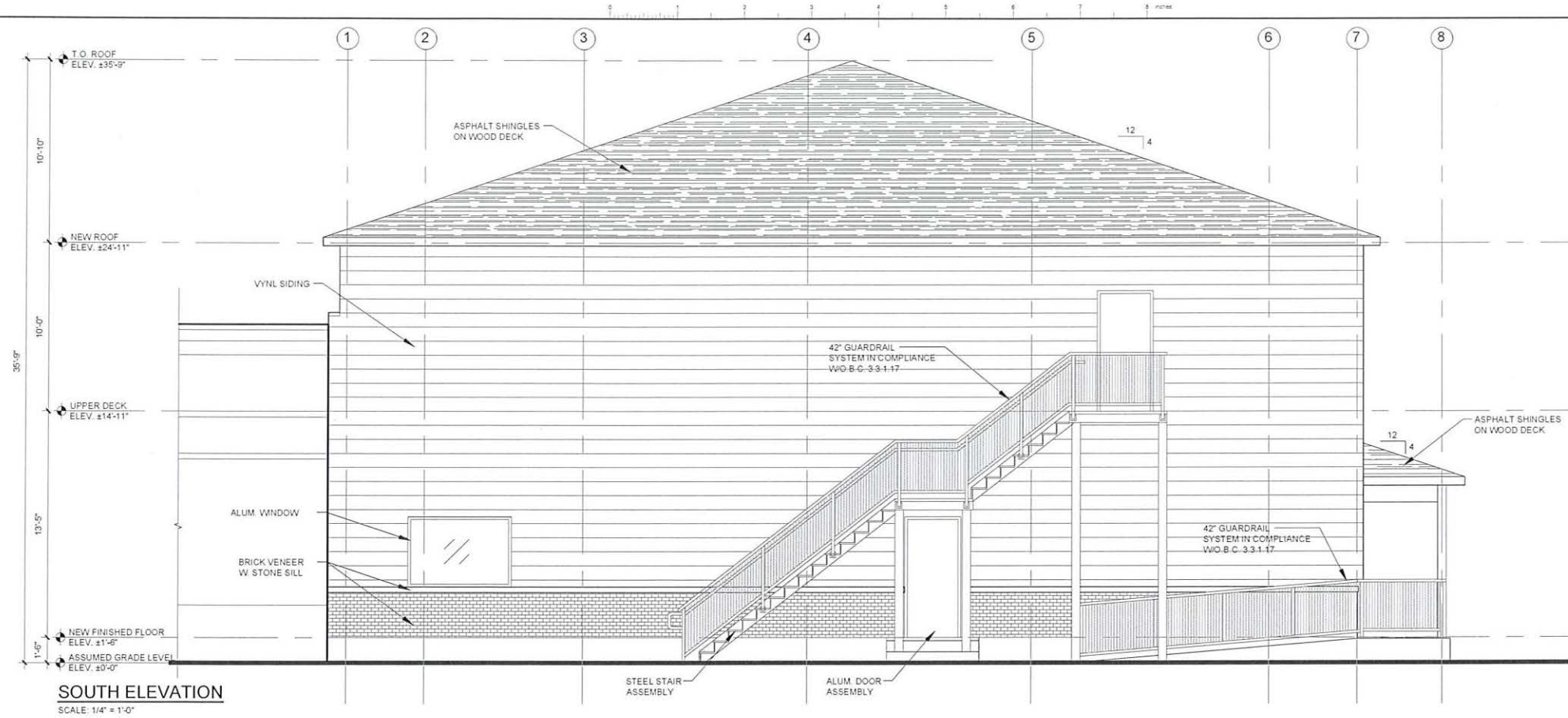
HANNA, GHOBRIAL AND ASSOCIATES LTD.
 engineering & architecture
 3100 Temple Drive
 Windsor, ON N9W 5J6
 (519) 944-3090 FAX-5636

9		18	
8		17	
7		16	
6		15	
5		14	
4		13	
3		12	
2		11	
1	FEB 06 17	10	ERC/A PERMIT
Rev.	Date	Issued For	Rev.

Date: NOVEMBER-2016
 Scale: AS SHOWN
 Drawn By: K.C.
 Checked By: S.K.

Project	EXTENSION TO FOX GLEN GOLF CLUB
ELEVATIONS	

Project No.	16-0328
Drawing No.	A-401



SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

SCHEDULE "C" TO BY-LAW 2018-46 continued
FOX GLEN GOLF COURSE CO-OPERATIVE INC.

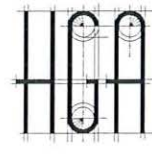
Larry Sauve

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker

ALL DRAWINGS, SPECIFICATIONS AND OTHER RELATED DOCUMENTS ARE THE COPYRIGHT PROPERTY OF THE CONSULTANT AND SHALL BE RETURNED UPON REQUEST.
REPRODUCTION OF DRAWINGS AND RELATED DOCUMENTS IN WHOLE OR IN PART IS FORBIDDEN WITHOUT THE WRITTEN PERMISSION OF THE CONSULTANT.
THE CONTRACTOR SHALL CHECK AND VERIFY ALL PERTINENT DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE CONSULTANT BEFORE PROCEEDING WITH THE WORK.
THIS DRAWING SHALL NOT BE USED FOR CONSTRUCTION UNLESS IT IS COUNTERSIGNED BY THE CONSULTANT.
THIS DRAWING IS NOT TO BE SCALED.
USE FIGURED DIMENSIONS ONLY.



HANNA GHOBRIAL AND ASSOCIATES LTD.
engineering & architecture
3100 Temple Drive
Windsor, ON N8W 5J6
(519) 944-3090 FAX-5636

9		18	
8		17	
7		16	
6		15	
5		14	
4		13	
3		12	
2		11	
1	FEB 06 17	ERCA PERMIT	10
Rev.	Date	Issued For	Rev. Date Issued For

Date: NOVEMBER-2016
Scale: AS SHOWN
Drawn By: K.C.
Checked By: S.K.

Project: EXTENSION TO FOX GLEN GOLF CLUB
ELEVATIONS

Project No.: 16-0328
Drawing No.: A-402



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: May 29, 2018
Author's Phone: 519 736-5408 ext. 2124	Date to Council: June 11, 2018
Author's E-mail: rbelanger@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Zoning By-law Amendment for 191 Concession 3 N

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Planning Services dated May 29, 2018, regarding the proposed Zoning By-law Amendment for 191 Concession 3 N, **BE RECEIVED**; and,
2. **By-law 2018-59** being a by-law to amend Zoning By-law No. 1999-52, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. BACKGROUND:

The Statutory Public Meeting was held at 5:00 p.m., May 28, 2018, to hear public comments on an application for a Zoning By-law Amendment for 191 Concession 3 N. The Zoning By-law Amendment will change the zoning for the subject lands from the "Special Provision Heavy Industrial (HI-2) Zone" to "Special Industrial (SI) Zone". The parcel was the subject of an application for consent (File B/4/18) to sever a parcel of land with an irregular frontage by 2333 ft depth and an area of approximately 11 acres for the purpose of a lot addition (to the lands to the south) is for drainage purposes. The rezoning of the subject property to SI is a condition of the consent decision.

3. DISCUSSION:

The subject lands affected by the proposed amendment are described as Part of Lots 1 and 2, Concession 3, municipally known as 191 Concession 3 N.

The effect of the Zoning By-law Amendment will be to allow for general special industrial use on the subject property. The zone change is required to establish a consistent zoning for the subject parcel which will be severed and legally merged with the lots to the south created along Alma Street to allow for a stormwater outlet to the Darrah Drain for the future development on the lands.

Also, for Council's information, the land is subject of a site plan control agreement and demolition agreement at the time that the Helios solar farm was constructed. A component of the conditions of the consent also requires an amendment to the agreements removing the subject lands from the legal description. The amendment will be brought forward for Council's approval at a later date.

The application is consistent with the Provincial Policy Statement, specifically Section 1.3 which states:

"1.3.1 Planning authorities shall promote economic development and competitiveness by:

a) providing for an appropriate mix and range of employment and institutional uses to meet long-term needs;
b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses."

and

"d) ensuring the necessary infrastructure is provided to support current and projected needs"

4. RISK ANALYSIS:

The recommendation presents little to no risk to the municipality. Should Council not approve the proposed application for Zoning By-law Amendment, the consent which has been approved by the Committee of Adjustment could not be finalized. The subject parcel is required to provide direct storm water drainage to the Darrah Drain for the six industrial lots created along Alma Street.

5. FINANCIAL MATTERS:

All costs associated with the application are the responsibility of the applicant. Support of industrial operations promotes stability in industrial assessment base.

6. CONSULTATIONS:

No members of the public spoke at the Statutory Public Meeting and no comments were provided by the public in regard to the application for the Zoning By-law Amendment for 191 Concession 3 N.

The proposed Zoning By-law Amendment was published and circulated to the required agencies, property owners and municipal departments in accordance with the requirements of the Planning Act, R.S.O. 1990, c.P. 13 and associated regulations.

The Essex Region Conservation Authority (ERCA) provided correspondence which stated that the subject lands are regulated under Section 28 of the Conservation Authorities Act. The subject parcel falls within the regulated area of the Darrah Drain. Please also note that portions of this proposed industrial lot fall within a drainage maintenance corridor and a hazard setback area of the Darrah drain, where no development would be permitted. Development on this lot therefore may be restricted to areas only outside of the setback distance. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by the regulations. ERCA's final recommendation is that they have no objection to the application.


The Engineering and Public Works Department identified no objection to the application.

The Fire Department identified no objection to the application.

This space left blank intentionally.

7. CONCLUSION:

Administration recommends that Zoning By-law 2018-59 be approved by Council, given three readings and finally passed and the Mayor and Clerk be authorized to sign same.



Rebecca Belanger
Manager of Planning Services

jm

DEPARTMENTS/OTHERS CONSULTED:

Name: Office of Engineering and Public Works
Phone #: 519 736-3664 ext. 2313

Name: Building Services
Phone #: 519-736-5408 ext. 2136

Name: Fire Services
Phone #: 519-736-6500

Name: Union Gas
Email: ONTUGLandsINQ@uniongas.com

Name: Ontario Power Generation
Email: Executivevp.lawanddevelopment@opg.com

Name: Essex Region Conservation Authority
Phone #: 519-776-5209

Report Approval Details

Document Title:	Zoning By-law Amendment for 191 Concession 3 N.docx
Attachments:	- Report to Council- June 11- ZBA- 191Conc 3 N- ATTACHMENTS.pdf
Final Approval Date:	Jun 4, 2018

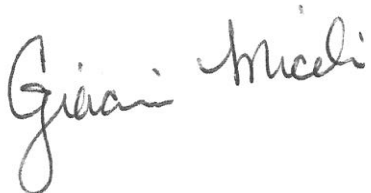
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - May 30, 2018 - 10:18 AM



Cheryl Horrobin - May 31, 2018 - 8:18 AM



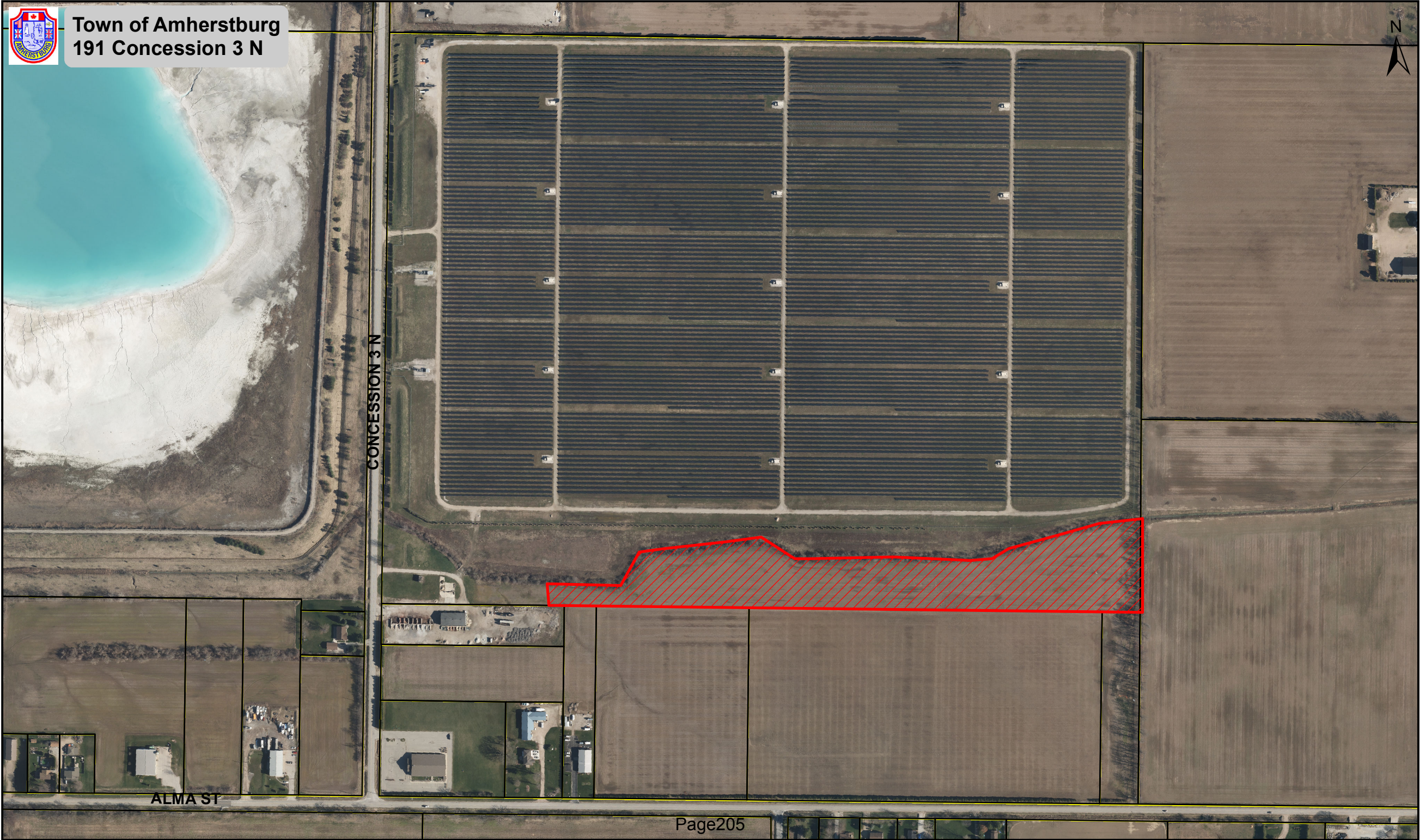
John Miceli - May 31, 2018 - 10:06 AM



Paula Parker - Jun 4, 2018 - 8:47 AM



Town of Amherstburg
191 Concession 3 N



CORPORATION OF THE TOWN OF AMHERSTBURG
NOTICE OF PUBLIC MEETING

TAKE NOTICE that the Council of the Corporation of the Town of Amherstburg will hold a public meeting on **Monday, May 28, 2018 commencing at 5:00 p.m.** in the Town of Amherstburg Council Chambers, 271 Sandwich Street South, Amherstburg, Ontario, to consider a proposed amendment to the Town of Amherstburg Zoning By-law 1999-52 under Section 34 of the Planning Act, RSO 1990 cP.13.

THE SUBJECT LAND affected by the proposed amendment is described as a portion of Part of Lots 1 and 2, Concession 3, municipally known as 191 Concession 3 N. The property has an irregular width and 2333 ft depth with a total area of 11 acres ± (see key map below).

THE PURPOSE OF THE AMENDMENT is to change the zoning of the subject lands noted above from the “**Special Provisions Heavy Industrial (HI-2) Zone**” to “**Special Industrial (SI) Zone**”. The parcel is designated Heavy Industrial in the Town’s Official Plan. The lands described above are subject to an application for consent (File B/4/18) to sever 11 acres for the purpose of a lot addition to the lands to the south for drainage purposes.

THE EFFECT OF THE ZONING BY-LAW AMENDMENT will be to allow for general special industrial use on the subject property. The zone change is required to establish a consistent zoning for the subject parcel which will be severed and legally merged with the lots to the south created along Alma Street to allow for direct storm water drainage to the Darragh Drain.

ANY PERSON may attend the public meeting and/or make written or verbal representation in support of or in opposition to the proposed Zoning By-law Amendment.

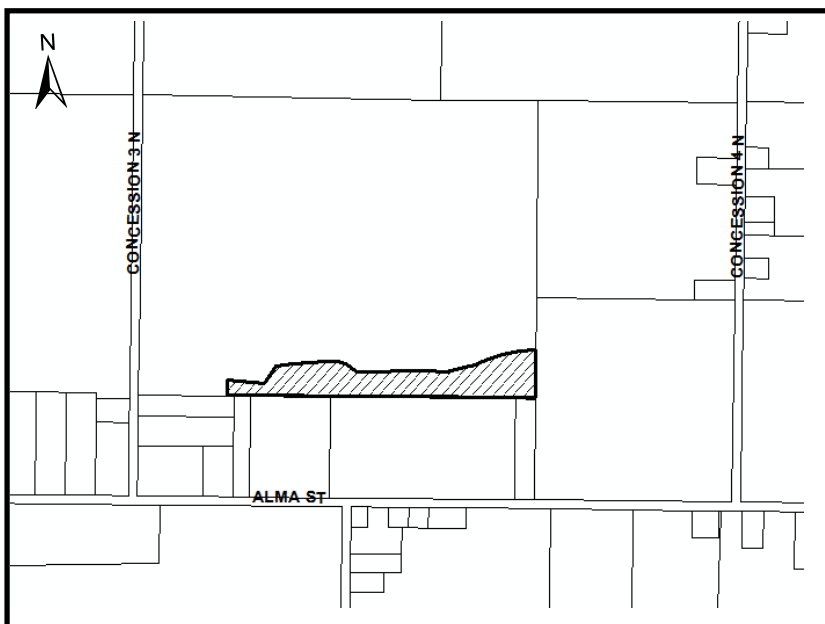
IF A PERSON OR PUBLIC BODY would otherwise have an ability to appeal the decision of the Council for the Corporation of the Town of Amherstburg to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the Town of Amherstburg before the by-law is passed, the person or public body is not entitled to appeal the decision.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting, or make written submissions to the Corporation of the Town of Amherstburg before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there is reasonable grounds to do so.

ADDITIONAL INFORMATION relating to the proposed Zoning By-law Amendment (File No. ZBA/8/18) is available for inspection at the Town of Amherstburg Planning Offices at the Libro Centre, 3295 Meloche Road, during normal office hours, 8:30 a.m. to 4:30 p.m. or at the Town website www.amherstburg.ca. If you wish to be notified of the passage of the proposed by-law you must make a written request to the Town at the address below.

DATED at the Town of Amherstburg this 7th day of May, 2018.

KEY MAP



Rebecca Belanger, MCIP, RPP
Manager of Planning Services
Town of Amherstburg
Libro Centre
3295 Meloche Road
Amherstburg, Ontario N9V 2Y8
Telephone: (519) 736-5408
Fax No. (519) 736-9859
Website: www.amherstburg.ca

Information will be gathered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). All comments and communications received will become part of the public record unless you expressly request the Town to remove it. If you want to learn more about why and how the Town collects your information, write to the Town Clerk's Office, 271 Sandwich Street South, Amherstburg, ON N9V 2A5 or call 519-736-0012.

**CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2018-59**

**By-law to amend Zoning By-law No. 1999-52
191 Concession 3 N, Amherstburg**

WHEREAS By-law 1999-52, as amended, is a land use control by-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Amherstburg;

AND WHEREAS the Council of the Town of Amherstburg deems it appropriate and in the best interest of proper planning to amend By-law 1999-52, as herein provided;

AND WHEREAS this By-law conforms to the Official Plan for the Town of Amherstburg;

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

1. Schedule "A", Map 31 of By-law 1999-52, as amended, is hereby amended by changing the zone symbol on those lands shown as "Zone Change from HI-2 to SI" on Schedule "A" attached hereto and forming part of this By-law from "Special Provision Heavy Industrial (HI-2) Zone" to "Special Industrial (SI) Zone".
2. THIS By-law shall take effect from the date of passage by Council and shall come into force in accordance with Sections 34 of the Planning Act, R.S.O. 1990, c.P. 13.

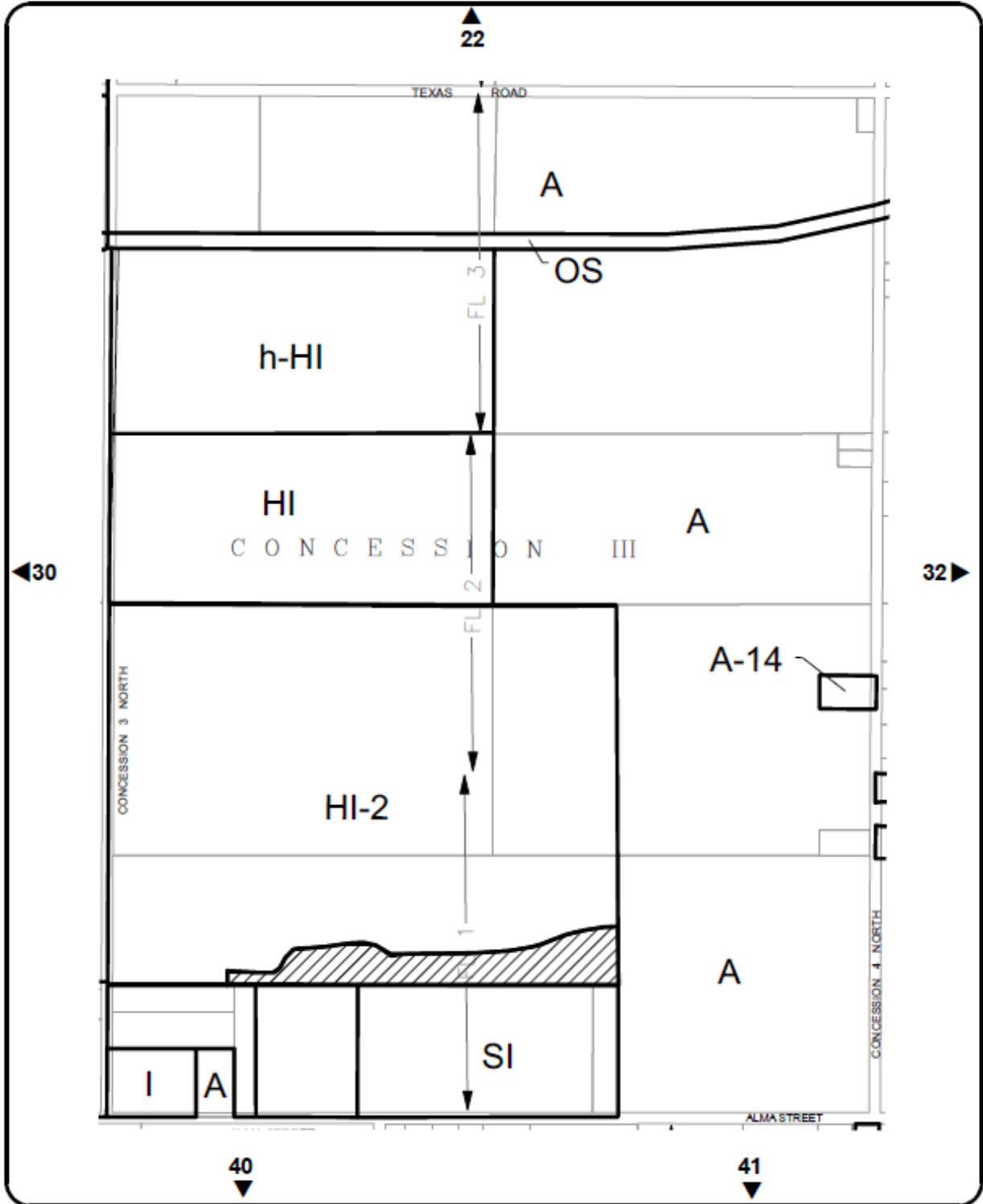
Read a first, second and third time and finally passed this 11th day of June, 2018.

MAYOR- ALDO DICARLO

CLERK- PAULA PARKER


TOWN OF AMHERSTBURG

SCHEDULE "A" TO BY-LAW No. 2018-59
A BY-LAW TO AMEND BY-LAW No. 1999-52



SCHEDULE 'A'
MAP 31

ZONING BY-LAW NO. 1999-52

HI-2 to SI 

MAYOR- ALDO DICARLO

CLERK- PAULA PARKER



regs@erca.org
P.519.776.5209
F.519.776.8688

360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

May 09, 2018

Ms. Rebecca Belanger, Manager of Planning Services
Town of Amherstburg
271 Sandwich St. S.
Amherstburg ON N9A 4L2

Dear Ms. Belanger:

RE: Zoning By-Law Amendment ZBA-8-18
191 CONCESSION 3 N
ARN 372936000002000; PIN: 015430164
Applicant: 1681351 Ontario Inc

The following is provided for your information and consideration as a result of our review of Zoning By-Law Amendment ZBA-8-18. We understand that the purpose of this application is to change the zoning of the subject property from "Special Provisions Heavy Industrial (HI-2)" to "Special Industrial (SI) Zone" as a result of a previous lot addition, Consent Application B-4-18. The lot addition was requested to provide stormwater drainage easements for industrial properties created along Alma Street.

NATURAL HAZARD POLICIES OF THE PPS, 2014

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the *Conservation Authorities Act*, (Ontario Regulation No. 158/06). The subject parcel falls within the regulated area of the Darrah Drain. Please also note that portions of this proposed industrial lot fall within a drainage maintenance corridor and a hazard setback area of the Darrah drain, where no development would be permitted. Development on this lot therefore may be restricted to areas only outside of the setback distance. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by the regulations.

WATER RESOURCES MANAGEMENT

We acknowledge that this application is for the purposes of a zoning amendment only, in which we have no objections. It is our understanding that future development on this merged parcel would be subject to the site plan control process, therefore we would prefer to comment on the site specific nature of any proposed developments through that process when circulated. Pending the location and scale of any future development, we may request the opportunity to review the stormwater management report, and include conditions in the Site Plan Control Agreement.



Ms. Belanger
May 09, 2018

NATURAL HERITAGE POLICIES OF THE PPS 2014

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

FINAL RECOMMENDATION

We have no objections to this Zoning Amendment.

If you have any questions or require any additional information, please contact the undersigned.

Sincerely,



Corinne Chiasson
Resource Planner
/cor





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: May 29, 2018
Author's Phone: 519 736-5408 ext. 2124	Date to Council: June 11, 2018
Author's E-mail: rbelanger@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Zoning By-law Amendment for 4365 Concession 4 N

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Planning Services dated May 29, 2018, regarding the proposed Zoning By-law Amendment for 4365 Concession 4 N, **BE RECEIVED**; and,
2. **By-law 2018-54** being a by-law to amend Zoning By-law No. 1999-52, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. BACKGROUND:

The Statutory Public Meeting was held at 5:00 p.m., May 28, 2018, to hear public comments on an application for a Zoning By-law Amendment for 4365 Concession 4 N. The Zoning By-law Amendment will change the zoning for the subject lands from the "Agricultural (A) Zone" to "Special Provision Agricultural (A-36) Zone". The parcel was the subject of an application for consent (File B/7/18) to sever a dwelling which is surplus to the needs of the farming operation. The rezoning of the subject property to A-36 is a condition of the consent decision.

3. DISCUSSION:

The subject lands affected by the proposed amendment are described as Part of Lot 5, Concession 4; the residence which was the subject of the severance is located at 4365 Concession 4 N is not subject to this rezoning.

The property has 759 ft frontage and an irregular depth with a total area of 58.2 acres. At the conclusion of the severance, the remaining farm parcel (subject of the Zoning By-law Amendment) will have a frontage of 475.6 ft and a total area of 56.7 ± acres.

The effect of the Zoning By-law Amendment will allow for general agricultural uses on the subject property and prohibit any new dwelling units on the land.

The application is consistent with the Provincial Policy Statement, specifically Section 2.3.4.1(c) which provides for lot creation for a residence surplus to a farming operation as a result of farm consolidation provided that new residential dwellings are prohibited on any vacant remnant parcel created by the severance. The application is also in conformity with the Town's Official Plan specifically Section 3.2.2(14) which provides for surplus dwelling severances subject to the remnant parcel being rezoned to ensure no new dwelling units will be permitted. The proposed lot size as well as the intended land use for the subject parcel complies with the zone requirements for the Special Provision Agricultural Zone.

4. RISK ANALYSIS:

The recommendation presents little to no risk to the municipality. Should Council not approve the proposed application for Zoning By-law Amendment, the consent which has been approved by the Committee of Adjustment could not be finalized. The home which is surplus to the needs of the farming operation could then not be severed and transferred.

5. FINANCIAL MATTERS:

All costs associated with the application are the responsibility of the applicant. Support of agricultural operations promotes stability in agricultural assessment base.

6. CONSULTATIONS:

No members of the public spoke at the Statutory Public Meeting and no comments were provided by the public in regard to the application for the Zoning By-law Amendment for 4365 Concession 4 N.

The proposed Zoning By-law Amendment was published and circulated to the required agencies, property owners and municipal departments in accordance with the requirements of the Planning Act, R.S.O. 1990, c.P. 13 and associated regulations.

The Essex Region Conservation Authority (ERCA) provided correspondence which stated that a portion of the subject lands are regulated under section 28 of the

Conservation Authorities Act, and the property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by the regulations. ERCA's final recommendation is that they have no objection to the application.

The Engineering and Public Works Department identified no objection to the application.

The Fire Department identified no objection to the application.

7. CONCLUSION:

Administration recommends that Zoning By-law 2018-54 be approved by Council, given three readings and finally passed and the Mayor and Clerk be authorized to sign same.



Rebecca Belanger
Manager of Planning Services

jm

DEPARTMENTS/OTHERS CONSULTED:

Name: Office of Engineering and Public Works
Phone #: 519 736-3664 ext. 2313

Name: Building Services
Phone #: 519-736-5408 ext. 2136

Name: Fire Services
Phone #: 519-736-6500

Name: Union Gas
Email: ONTUGLandsINQ@uniongas.com

Name: Ontario Power Generation
Email: Executivevp.lawanddevelopment@opg.com

Name: Essex Region Conservation Authority
Phone #: 519-776-5209

Report Approval Details

Document Title:	Zoning By-law Amendment for 4365 Concession 4 N.docx
Attachments:	- Report to Council- June 11- ZBA- 4365 Conc 4 N- ATTACHMENTS.pdf
Final Approval Date:	Jun 4, 2018

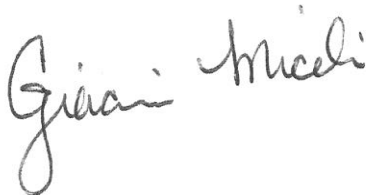
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - May 30, 2018 - 10:54 AM



Cheryl Horrobin - May 31, 2018 - 8:20 AM



John Miceli - May 31, 2018 - 10:10 AM



Paula Parker - Jun 4, 2018 - 8:48 AM



Town of Amherstburg
ZBA/7/18- 4365 Concession 4 N



CONCESSION 4 N

4361

4376

4361

4358

CORPORATION OF THE TOWN OF AMHERSTBURG
NOTICE OF PUBLIC MEETING

TAKE NOTICE that the Council of the Corporation of the Town of Amherstburg will hold a public meeting on **Monday, May 28, 2018 commencing at 5:00 p.m.** in the Town of Amherstburg Council Chambers, 271 Sandwich Street South, Amherstburg, Ontario, to consider a proposed amendment to the Town of Amherstburg Zoning By-law 1999-52 under Section 34 of the Planning Act, RSO 1990 cP.13.

THE SUBJECT LAND affected by the proposed amendment is described as Part of Lot 5, Concession 4, municipally known as 4365 Concession 4 N. The property has 475.6 ft frontage and an irregular depth with a total area of 56.7 acres ± (see key map below).

THE PURPOSE OF THE AMENDMENT is to change the zoning of the subject lands noted above from the “**Agricultural (A) Zone**” to “**Special Provision Agricultural (A-36) Zone**”. The parcel is designated Agricultural in the Town’s Official Plan. The lands described above are subject to an application for consent (File B/7/18) to sever a dwelling which is surplus to the needs of a farming operation.

THE EFFECT OF THE ZONING BY-LAW AMENDMENT will be to allow for general agricultural use on the subject property and prohibit any new dwelling unit on the land. The “Special Provision Agricultural (A-36) Zone” is established as a site specific zone for the retained agricultural parcel created through consent, to prohibit new residential uses on these lands.

ANY PERSON may attend the public meeting and/or make written or verbal representation in support of or in opposition to the proposed Zoning By-law Amendment.

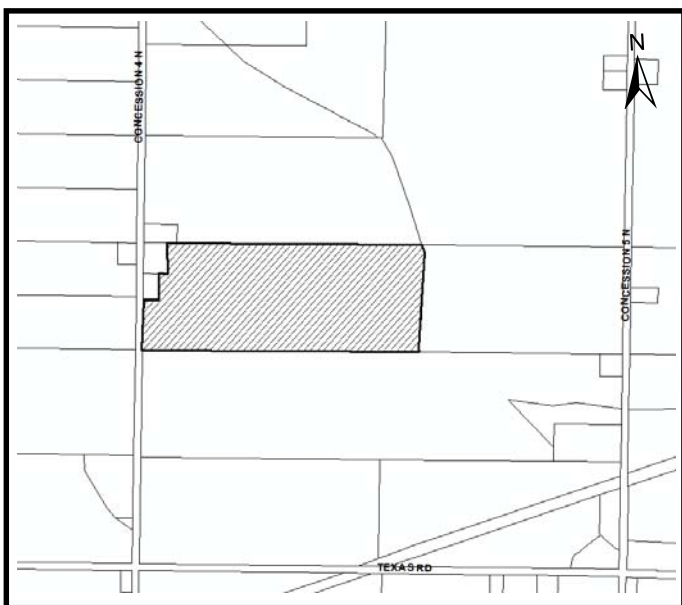
IF A PERSON OR PUBLIC BODY would otherwise have an ability to appeal the decision of the Council for the Corporation of the Town of Amherstburg to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the Town of Amherstburg before the by-law is passed, the person or public body is not entitled to appeal the decision.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting, or make written submissions to the Corporation of the Town of Amherstburg before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there is reasonable grounds to do so.

ADDITIONAL INFORMATION relating to the proposed Zoning By-law Amendment (File No. ZBA/7/18) is available for inspection at the Town of Amherstburg Planning Offices at the Libro Centre, 3295 Meloche Road, during normal office hours, 8:30 a.m. to 4:30 p.m. or at the Town website www.amherstburg.ca. If you wish to be notified of the passage of the proposed by-law you must make a written request to the Town at the address below.

DATED at the Town of Amherstburg this 4th day of May, 2018.

KEY MAP



Rebecca Belanger, MCIP, RPP
Manager of Planning Services
Town of Amherstburg
Libro Centre
3295 Meloche Road
Amherstburg, Ontario N9V 2Y8
Telephone: (519) 736-5408
Fax No. (519) 736-9859
Website: www.amherstburg.ca

Information will be gathered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). All comments and communications received will become part of the public record unless you expressly request the Town to remove it. If you want to learn more about why and how the Town collects your information, write to the Town Clerk's Office, 271 Sandwich Street South, Amherstburg, ON N9V 2A5 or call 519-736-0012.

**CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2018-54**

**By-law to amend Zoning By-law No. 1999-52
4365 Concession 4 N, Amherstburg**

WHEREAS By-law 1999-52, as amended, is a land use control by-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Amherstburg;

AND WHEREAS the Council of the Town of Amherstburg deems it appropriate and in the best interest of proper planning to amend By-law 1999-52, as herein provided;

AND WHEREAS this By-law conforms to the Official Plan for the Town of Amherstburg;

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

1. Schedule "A", Map 23 of By-law 1999-52, as amended, is hereby amended by changing the zone symbol on those lands shown as "Zone Change from A to A-36" on Schedule "A" attached hereto and forming part of this By-law from "Agricultural (A) Zone" to "Special Provision Agricultural (A-36) Zone".
2. THIS By-law shall take effect from the date of passage by Council and shall come into force in accordance with Sections 34 of the Planning Act, R.S.O. 1990, c.P. 13.

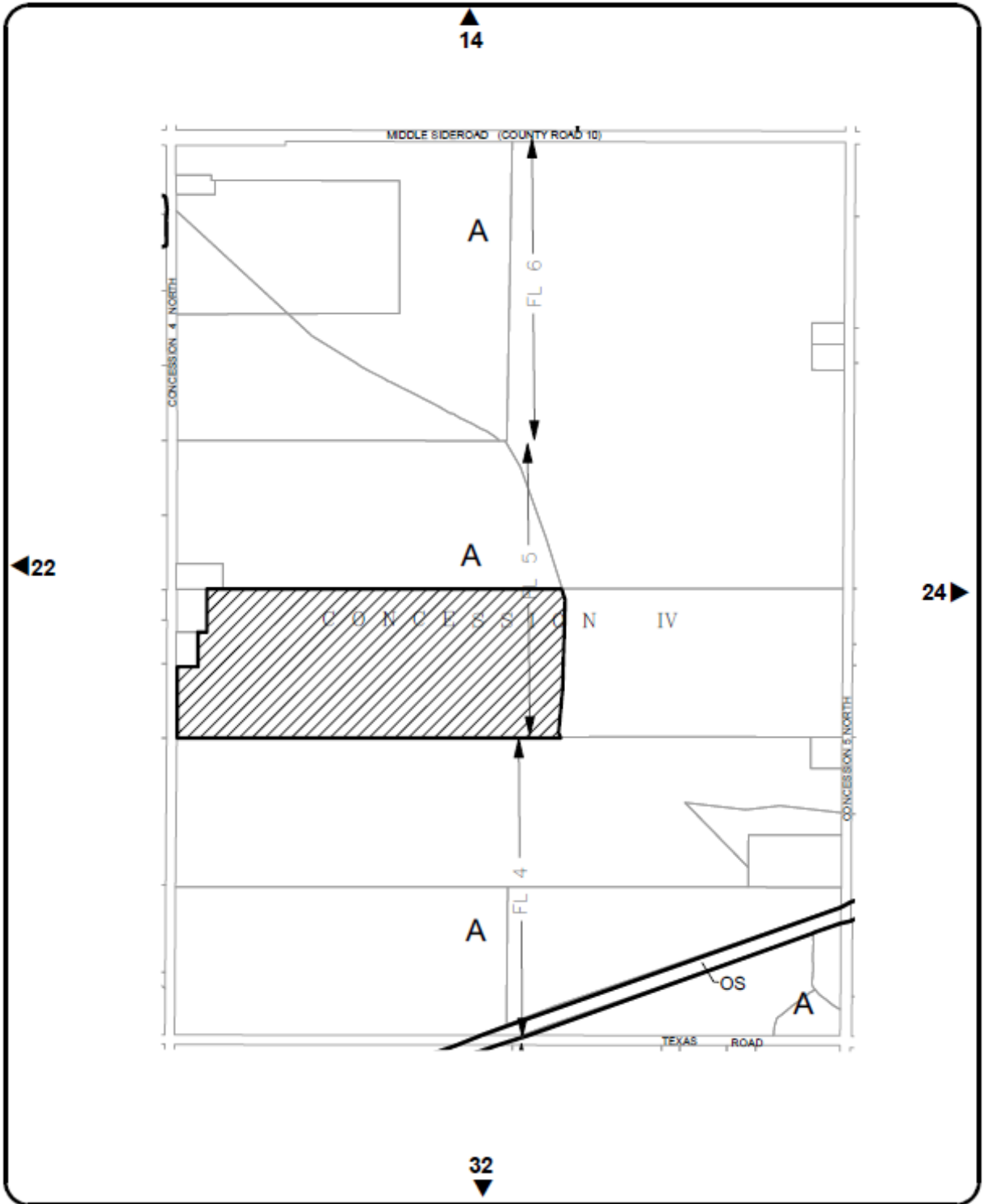
Read a first, second and third time and finally passed this 11th day of June, 2018.

MAYOR- ALDO DICARLO

CLERK- PAULA PARKER


TOWN OF AMHERSTBURG

SCHEDULE "A" TO BY-LAW No. 2018-54
A BY-LAW TO AMEND BY-LAW No. 1999-52



SCHEDULE 'A'
MAP 23

ZONING BY-LAW NO. 1999-52

A to A-36 

MAYOR- ALDO DICARLO

CLERK- PAULA PARKER



regs@erca.org
P.519.776.5209
F.519.776.8688

360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

May 09, 2018

Ms. Rebecca Belanger, Manager of Planning Services
Town of Amherstburg
271 Sandwich St. S.
Amherstburg ON N9A 4L2

Dear Ms. Belanger:

RE: Zoning By-Law Amendment ZBA-7-18 CONCESSION 4 N
ARN 372940000002000; PIN: 015430323
Applicant: 806524 Ontario Inc

The following is provided for your information and consideration as a result of our review of Zoning By-Law Amendment ZBA-7-18. We understand that the purpose of this application is to change the zoning from "Agricultural (A) Zone" to "Special Provision Agricultural (A-36) Zone" as a result of a condition of Consent application B-7-18 which created on surplus dwelling from the farm lot. This rezoning will prohibit any future dwellings from being constructed on the retained farmlands.

NATURAL HAZARD POLICIES OF THE PPS, 2014

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the *Conservation Authorities Act*, (Ontario Regulation No. 158/06). The subject parcel falls within the regulated area of the Long Marsh Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by the regulations.

WATER RESOURCES MANAGEMENT

Our office has reviewed the proposal and has no concerns relating to stormwater management.

NATURAL HERITAGE POLICIES OF THE PPS 2014

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

FINAL RECOMMENDATION

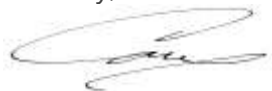
We have no objections to this Zoning By-law Amendment.



Ms. Belanger
May 09, 2018

If you have any questions or require any additional information, please contact the undersigned.

Sincerely,



Corinne Chiasson
Resource Planner
/cor





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: Giovanni (John) Miceli and Rebecca Belanger	Report Date: May 24, 2018
Author's Phone: 519 736-5408 ext. 2124	Date to Council: June 11, 2018
Author's E-mail: jmiceli@amherstburg.ca rbelanger@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Draft Parks Master Plan

1. RECOMMENDATION:

It is recommended that:

1. The report from the Chief Administrative Officer and the Manager of Planning Services dated May 24, 2018 regarding the Draft Parks Master Plan **BE RECEIVED**;
2. The Draft Parks Master Plan **BE PRESENTED** for information and consideration; and,
3. The Parks Master Plan **BE CONSIDERED** by Council for approval at the August 13, 2018 Council meeting.

2. BACKGROUND:

The preparation of a Parks Master Plan is an opportunity to determine the role parks play in the future development of our community. Beyond planning for individual park spaces, a Parks Master Plan can help shape the Town of Amherstburg and improve the quality of life for residents and visitors. The Parks Master Plan establishes the Town's priorities for improving its parks, open space and trail network over the next ten years and should be used as a guide to achieve such results. The purpose of the Parks Master Plan is to assess parkland inventory and future levels of service, identify opportunities for physical improvements to existing parks and new park amenities and to solicit public input on the proposed concept for the recently purchased Duffy's lands.

During the 2017 budget deliberations, Council approved an expenditure of approximately \$50,000 from the CAO's capital reserve budget, for the purposes of retaining a consultant to undertake a Parks Master Plan.

From June 2017 through May of 2018, the Parks Master Plan has been under preparation including several phases of public consultation.

3. DISCUSSION:

Monteith Brown Planning Consultants (MBPC) were retained to prepare the Parks Master Plan. A project team included management staff from: Recreation Services; Planning, Development and Legislative Services; Parks and Naturalized Areas; and the Office of the Chief Administrative Officer.

The Parks Master Plan includes a comprehensive review and analysis of parks and outdoor recreational needs based on a review of current trends in park planning and Amherstburg's current and future demographics. It provides a suggested action plan and strategy to guide the development of future park facilities, suggested changes to existing parks and outdoor recreational amenities, and provides a suggested strategy for the Town staff and Council for implementation, monitoring and review of the Parks Master Plan. The Plan is also intended to lay the groundwork for future park planning, policy development and grant securement going forward.

The Parks Master Plan goals include assessment of parkland supplies including a hierarchy of parks and future levels of service; identification of required physical improvements to existing parks and new park amenities and soliciting public input on the development concept for the recently purchased Duffy's lands. One of the purposes identified in the plan is to continue to focus on the Town's destination parks as required, as these sites are the most heavily visited and distinct indicators of Amherstburg's community advancement. It is important to note that the waterfront development and improved public access continue to rise to the top of residents primary wants in the Parks Master Plan as in the Community Strategic Plan. Enhancing the appeal and vibrancy of parks to better serve Amherstburg's residents and growing tourism industry is a key part of the Town's continued focus on enhancing local quality of life and expanding economic development opportunities.

The Parks Master Plan identifies a series of recommendations for improving parks, addressing gaps in park and facility provisions, and guiding future parkland acquisition and funding. The building blocks for development of the plan include:

- Public and stakeholder input;
- Trends and usage data;
- Demographics and growth;
- Existing policies and guidelines;
- Park distribution; and
- Facility inventory and asset management data.

The Parks Master Plan process included the following phases (we are presently at Phase 4 of the plan):

1. Project Initiation- during this phase Council approved the selection of the consultant that has guided the development of the Parks Master Plan. A work plan was developed that laid out a process for engaging the community in a discussion of the current and future demographics of the Town.
2. Research and Consultation- during this phase the consultant reviewed background documents, and performed a demographics and trends analysis, parks inventory and mapping and community engagement.
3. Draft Plan- during this phase the consultant performed an outdoor facilities programming and parkland needs assessment, park policy and operations review, assessed the waterfront park concept and drafted the implementation plan and Draft Parks Master Plan.
4. Finalize Plan- during this phase the consultant will perform the final public and municipal engagement, and will finalize Master Plan after reviewing public comments and seeking Council's endorsement.

The Parks Master Plan includes 76 recommendations which will be used by Administration for planning and budgeting purposes going forward. It should be noted that Council ultimately has the ability to modify the plan as it sees fit when decisions are required for commitment to budgetary items. The plan ranges from broad recommendations about the supply of active parkland, surplus parks properties and cash-in-lieu of parkland dedications, to park-specific recommendations such as planning for the replacement of various sports facilities at specific parks. The recommendations are sorted into low, medium and high priority recommendations and are also given a suggested time frame ranging from short-term (2018-2022) to longer-term (2027 and beyond).

High priority, short-term recommendations include establishing consistent and high-quality signage at all parks, and investigating the feasibility of establishing a park maintenance depot at the Libro Credit Union Centre. Lower priority recommendations include investigating the installation of outdoor fitness equipment at an existing park and adding playground equipment to the Canard Estates Park in McGregor. The recommendations attempt to cover all current and future issues that must be addressed in all Town parks, and also attempt to address all the input received during the public consultation phase of this plan.

Community engagement has been critical throughout the process and the work plan has been structured to reflect this. The consultant team has sought public and stakeholder input through various techniques during the development of the plan. An open house was held on May 9, 2018 to obtain community feedback on the background and recommendations contained within the Draft plan. Approximately 30 people attended the public meeting.

The Draft Parks Master Plan was posted on the Town's website, 'Talk the Burg' public engagement website and hardcopies at Town offices, all made available for comments from public agencies and residents for approximately 30 days. The consultant has met with the Parks and Recreation Committee at key points during the project process. A summary of all comments received on the Parks Master Plan will be brought back for Council's consideration at the end of the public review period and the plan will be

recommended for adoption. It is anticipated that by the end of July 2018, the plan will be formally launched by press release, available on the Town's website, Talk the Burg public engagement website and adopted and utilized by Administration.

A special meeting of the Parks and Recreation Committee was held on May 23, 2018 and the following motions were approved:

“THAT table 6 on page 35 of the Draft Parks Master Plan, dated May 2018, be amended to show the 12.46 acres (5.01 ha) identified as parkland remaining at Centennial Park”.

“THAT Recommendation #45 on page 64 of the Draft Parks Master Plan, dated May 2018, be re-worded to develop 4 new tennis courts on the remaining parkland at Centennial Park”.

Correspondence was also received from a resident which has been attached to this Council Report.

Following approval of the Parks Master Plan, Administration will develop a work plan for its implementation primary through the budgetary process and will bring future recommendations to Council on policy, budgeted expenditures and other actions as appropriate and in due course. This plan will be used in conjunction with a number of other strategic documents, such as the Development Charge Study, Official Plan, Asset Management Plan, etc., upon which future recommendations and actions will be based.

4. RISK ANALYSIS:

Establishing a Parks Master Plan will guide Council and administration toward a shared vision for improvements, uses, acquisitions, dispositions and planning of park projects in the Town of Amherstburg based on community input. The absence of a clear plan and direction may detract from the Town's ability to provide adequate and appropriate service levels or parkland and parks amenities across the community.

5. FINANCIAL MATTERS:

The Parks Master Plan was funded from the 2017-2018 capital reserve budget and no further budget allocation is required to complete the study at this time.

The suggested targeted timeframes outlined in the Parks Master Plan are extremely aggressive and not likely to be achievable during the 10 years, given the other competing infrastructure investment demands the municipality is facing. As the 2018 fiscal year is well underway and the 2018 Budget does not include funding for initiatives identified in the Parks Master Plan, Administration will review opportunities to incorporate recommendations requiring funding into future budgets for Council consideration within the context of financial sustainability.

Administration will be reviewing the Asset Management Plan (AMP) and will include consideration of information from the Parks Master Plan on existing parks infrastructure and amenities and their expected replacement demands and timeframes.

Establishment of lifecycle reserves to fund the AMP will be discussed in future reports to Council. It is expected that significant additional funding will be required to ensure that funding is available for all existing assets under the plan, including parks assets, to be renewed or replaced.

Administration will also review options to fund new parks assets and amenities, the disposition of parks along with related operating and capital asset renewal cost impacts, going forward.

Recommendations for funding demands for operating maintenance and repair of parks assets will also be considered into future budgets.

Council may also want to explore the option of disposal of surplus park land, as identified in the Parks Master Plan, to help fund the enhanced parks service level and to eliminate operating costs while ensuring the highest and best use of those lands for the community.

6. CONSULTATIONS:

Steve Langlois and Joanna Campbell, the consultants from Monteith Brown Planning Consultants were consulted on the preparation of this report and will be in attendance at the Council Meeting to present the Draft Parks Master Plan.

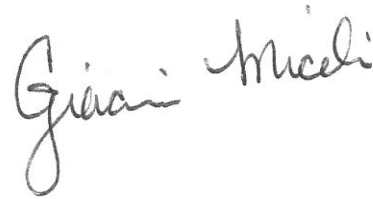
This space left blank intentionally.

7. **CONCLUSION:**

The Town of Amherstburg Parks Master Plan is based on a comprehensive approach including substantial public consultation and broad representation from the stakeholders in the community identifying the priorities and values. The Parks Master Plan once approved by Council will guide and promote high quality park facilities that are visible and accessible elements of public space. As stated in the plan, "...by approving this Plan, the Town is not bound to implementing every recommendation or providing facilities/services in the order, amount or timing indicated; rather, this Plan provides guidance on community priorities and sets a general course for meeting the needs as they are presently defined."



Rebecca Belanger
Manager of Planning Services



Giovanni (John) Miceli
Chief Administrative Officer

jm

DEPARTMENTS/OTHERS CONSULTED:

Name: Chief Administrative Officer
Phone #: 519 736-0012 ext. 2228

Name: Director of Planning, Development, and Legislative Services
Phone #: 519 736-5408 ext. 2137

Name: Manager of Parks and Naturalized Areas
Phone #: 519 736-3664 ext. 2317

Name: Manager of Operations
Phone #: 519 736-5712 ext. 2126

Name: Manager of Recreation Services
Phone #: 519 736-5712 ext. 2122

Report Approval Details

Document Title:	Draft Parks Master Plan.docx
Attachments:	- Report to Council- June 11- Draft Parks Master Plan- ATTACHMENTS.pdf
Final Approval Date:	Jun 4, 2018

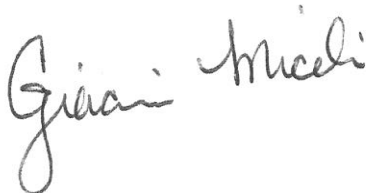
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - May 29, 2018 - 12:16 PM



Cheryl Horrobin - May 31, 2018 - 4:38 PM



John Miceli - Jun 4, 2018 - 8:51 AM



Paula Parker - Jun 4, 2018 - 9:54 AM



Town of Amherstburg Parks Master Plan

DRAFT June 2018



Town of Amherstburg
Parks Master Plan

DRAFT

June 5, 2018

DRAFT

Prepared by:


Monteith♦Brown
planning consultants

Acknowledgements

We would like to thank all of those who contributed to the development of the Parks Master Plan. This document is a product of the vision and dedication of Town staff, officials and the project steering committee. We also extend our thanks to the many residents and organizations in Amherstburg who provided the valuable insights and opinions and whose feedback have made the Plan a document that embodies the core values and beliefs of the Amherstburg community.

Town Council

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

Steering Committee

Giovanni (John) Miceli	Chief Administrative Officer
Rebecca Belanger	Manager of Planning Services
Mark Galvin	Director, Planning, Development and Legislative Services
Rick Daly	Manager of Recreation Services
Annette Zahaluk	Manager of Parks and Naturalized Areas

Project Consultants

Monteith Brown Planning Consultants

Table of Contents

<u>Section</u>	<u>Page</u>
1 Introduction	1
1.1 Purpose of the Parks Master Plan.....	1
1.2 Scope.....	2
1.3 Local History & Context	2
1.4 Planning Process	3
1.5 Policy Context	4
1.6 Methodology.....	4
1.7 Definitions.....	4
1.8 Report Organization.....	5
2 Community Profile	6
2.1 Historic & Forecasted Population Figures.....	6
2.2 Population Distribution & Growth.....	7
2.3 Age & Family Composition.....	9
2.4 Diversity	9
2.5 Income & Education.....	10
3 Trends Affecting Parks and Outdoor Recreation	11
3.1 Emerging & Growing Activities	11
3.2 Unstructured Use of Parks.....	12
3.3 Park Activation	12
3.4 Accessibility & Inclusion.....	13
3.5 Aging Infrastructure & Changing Design Standards.....	13
3.6 High Quality Amenities	13
3.7 Beautification & Naturalization	14
3.8 Multi-Use, Multi-Generational & Multi-Season Parks.....	14
3.9 Comfort & Safety	14
3.10 Active Transportation & Walkable Communities	15
4 Community Engagement.....	16
4.1 Online Community Survey	16
4.2 Talk the Burg	24
4.3 Public Information Sessions.....	26
4.4 Stakeholder Interviews	27
4.5 Internal Consultation & Engagement	28
5 Strategic Directions	29
5.1 Framework for Recreation in Canada	29
5.2 Vision for Amherstburg’s Parks.....	29
5.3 Our Guiding Principles	30
6 Park Policy, Supply & Management	32
6.1 Parkland Classification	32
6.2 Parkland Supply.....	34
6.3 Parkland Needs	36
6.4 Parkland Acquisition Policies	39

6.5	Park Design.....	41
6.6	Programming, Special Events & Partnerships.....	42
6.7	Park Asset Lifecycle Analysis.....	43
6.8	Park Staffing & Maintenance.....	47
6.9	Natural Area Management.....	48
6.10	Financial Sustainability.....	49
7	Outdoor Recreation Facility Analysis.....	52
7.1	Facility Needs Assessment.....	52
7.2	Ball Diamonds.....	55
7.3	Soccer Fields.....	57
7.4	Playgrounds.....	59
7.5	Tennis & Pickleball Courts.....	63
7.6	Basketball Courts.....	64
7.7	Skateboard Parks.....	66
7.8	Outdoor Aquatics.....	67
7.9	Launch Site.....	68
7.10	Beach Volleyball Courts.....	69
7.11	Off-Leash Dog Parks.....	70
7.12	Trails.....	72
7.13	Specialized Parks and Gardens.....	76
7.14	Other Amenities.....	77
8	Park-specific Renewal, Redevelopment & Expansion Projects.....	79
8.1	Functional Assessment of Existing Parks.....	79
8.2	Centennial Park.....	80
8.3	Waterfront Property Project.....	80
8.4	Belle Vue Historic Site.....	82
8.5	Leo N.J. Beaudoin Park.....	84
8.6	Malden Centre Park.....	85
8.7	Ranta Marina Park.....	86
8.8	Libro Credit Union Centre.....	86
8.9	Co-An Park.....	87
9	Implementation.....	88
9.1	Monitoring and Updating the Master Plan.....	88
9.2	Implementation Strategy.....	89
Appendix A	Background Documents.....	A-1
Appendix B	Stakeholder Session Invitations & Attendees.....	B-1
Appendix C	Draft Parks Master Plan Open House.....	C-1
Appendix D	Amherstburg Park Profiles.....	D-1
Appendix E	Trails Mapping.....	E-1

1 Introduction

1.1 Purpose of the Parks Master Plan

Public space is vital to community health and social development, and parks and trails are two of the most visible and accessible elements of public space. Most importantly, high quality parks facilitate social interaction, community cohesion and allow neighbours to get to know each other. Through their many community events, sporting activities and cultural landscapes, the Town's parks are critical community assets.

Strong leadership, strategic planning and sufficient funding are required to transform a good parks system into a great one. A continued focus on the Town's destination parks is required as these sites are the most heavily visited and distinct indicators of Amherstburg's community pride. Enhancing the appeal and vibrancy of parks to better serve Amherstburg's residents and growing tourism industry is a key part of the Town's continued focus on enhancing local quality of life and expanding economic development opportunities. While new opportunities for park and greenspace management may be required to meet the needs of the Town's growing and evolving population, a "right-sized" parks system will allow the Town to target its resources to where they are needed the most.

The purpose of the Parks Master Plan is to develop a vision for improvements, uses, acquisitions, and planning of parks projects in the Town of Amherstburg. This Plan – which is the first of its kind in the Town – provides a framework for identifying and evaluating future park projects, including new opportunities and the redevelopment of existing assets. The Plan is not only intended to guide capital improvements to the parks system for the next ten to twenty years, but it also lays the groundwork for future planning, policy development and grant securement.

The Parks Master Plan identifies a series of recommendations for improving parks, addressing gaps in park and facility provision, and guiding future parkland acquisition and funding. The building blocks for development of the plan include:

- public and stakeholder input;
- trends and usage data;
- demographics and growth;
- existing policies and guidelines;
- park distribution; and
- facility inventories and asset management data.

A summary of the Master Plan's recommendations can be found in Section 9, along with an action plan for implementation.

1.2 Scope

The Town of Amherstburg Parks Master Plan focuses on:

- public parks (active and passive);
- outdoor recreation amenities;
- use of trails and open space; and
- waterfront access.

Amherstburg is known for its diverse and high-quality parks, which meet a range of active and passive needs for residents and tourists alike. The Town has 26 park properties totalling 113 hectares for an average of 5.1 ha per 1,000 residents (based on a 2016 population of 21,936).

There are many specific factors influencing the development of this Parks Master Plan. Most notable are the Town's changing demographics, future growth, aging infrastructure, recreation preferences, and emerging parkland development opportunities.

1.3 Local History & Context

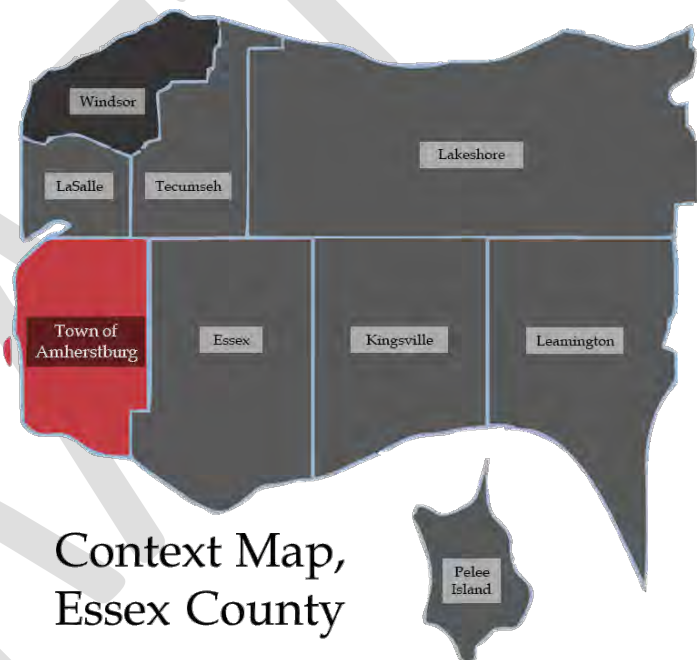
Located on the southwest coast of Ontario's border with the United States, the Town of Amherstburg is the fifth-largest municipality in Essex County. The Town is bordered by LaSalle and Tecumseh to the north and Essex to the east. Amherstburg lies on the northern shore of Lake Erie, situated at the mouth of the Heritage Detroit River.

The Town features beautiful waterfront vistas and a plethora of cultural and natural heritage features. The Parks Department takes great pride in municipal floral planters and gardens having been awarded multiple "blooms" from both provincial and national Communities in Bloom competitions in recent years.

Amherstburg is one of the oldest Towns in the Province and is home to century old heritage structures and numerous historic events. Established in the late 1700's as a military fort, Fort Malden (now a designated National Historic Site) spurred settlement and growth in the area. The Town has a long history and is identified as a War of 1812 community. Amherstburg was also a pivotal port for the Underground Railroad prior to the American Civil War and the abolition of slavery.

Modern Amherstburg boasts multiple large-scale and high-quality parks including King's Navy Yard Park and the Libro Credit Union Centre which includes the county's only Miracle League Diamond – a fully accessible sports field for people with disabilities.

Amherstburg has a strong sporting community with multiple competitive teams in hockey, baseball, and football. Town staff, volunteers, and community organizations hosts various successful festivals and



events throughout the year such as Tall Ships, Canada Day Celebrations, Cars Gone Crazy, Woofa Roo, and River Lights, to name a few.

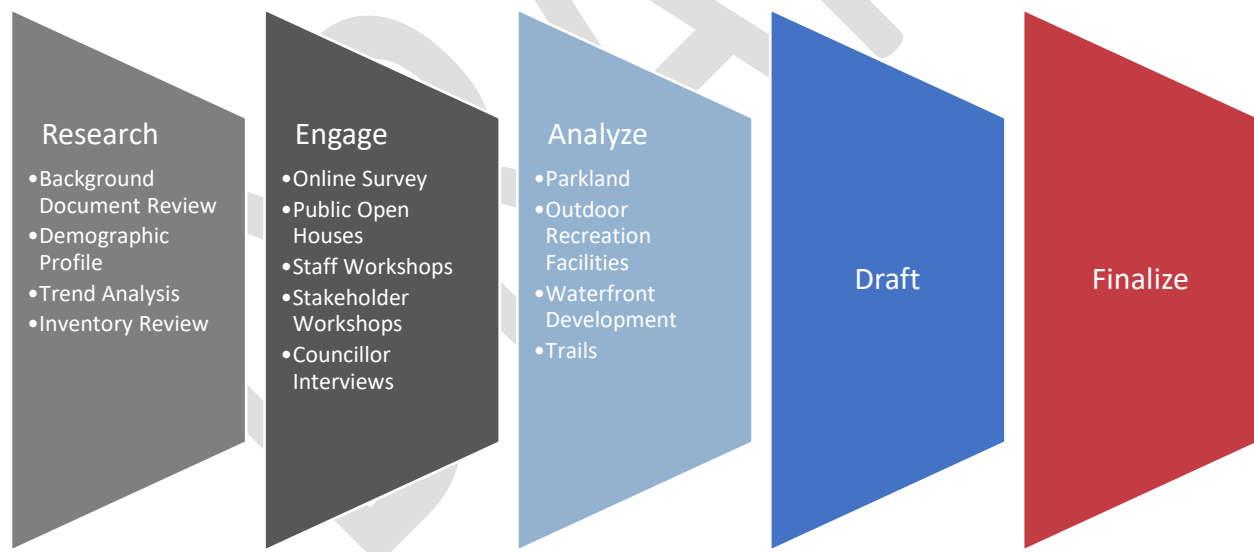
As one of the southern-most municipalities in Canada, Amherstburg also offers an abundance of natural heritage features. Environmental tourism draws a large number of visitors to the area to experience the local flora and fauna. Some key attractions include Big Creek, Holiday Beach Conservation Area, and the Heritage Detroit River. These local spaces are home to multiple rare and native species and provides a haven for migratory birds.

All of these unique features help to support a well-established parks and outdoor recreation system. This Master Plan considers these contextual factors in guiding the development of future parks and outdoor recreation amenities in the Town.

1.4 Planning Process

Extensive research and community engagement with Amherstburg’s residents and stakeholders have been central to the master planning process. A comprehensive engagement strategy examined issues, community needs and future strategies with the general public, user groups, community organizations, municipal officials and Town staff. The graphic below illustrates the various phases of work that have guided the development of the Town’s first Parks Master Plan.

Figure 1 Parks Master Plan Development Process



Monteith Brown Planning Consultants (MBPC) were retained to prepare the Parks Master Plan. A project team was led by Planning Services and included management staff from: Recreation Services; Planning, Development and Legislative Services; Parks and Naturalized Areas; and the Office of the Chief Administrative Officer. Together, these departments will be responsible for the ongoing implementation of the Parks Master Plan.

1.5 Policy Context

A number of supporting background documents were reviewed to ensure that the Parks Master Plan is consistent with, and takes into account, other key documents and their relevant findings. The Master Plan was regard for other strategic documents at all levels of government including (but not limited to): The Planning Act; Canadian Parks and Recreation Association's Framework for Recreation in Canada; the Town's Community Based Strategic Plan; Official Plans; and the County Wide Active Transportation System Plan. Several other background documents have been reviewed to establish the planning context associated with the Parks Master Plan.

These documents are broad in scope and include information regarding population growth, land use patterns, facilities, programs, and other municipal elements. Information contained within these documents is used to provide baseline content for the Parks Master Plan. A list of background documents that have been reviewed as a part of the planning process can be found in **Appendix A**.

1.6 Methodology

Where appropriate, the Parks Master Plan makes use of provision targets that will help Amherstburg identify and plan for new parks and outdoor recreation amenities. These targets are based on a combination of market-driven factors (such as demand, trends and demographics), public input expressing local desires and expectations, benchmarks seen in other municipalities, and the past and present conditions in Amherstburg. They are intended to be applied flexibly and may be modified over time to remain responsive to local needs. Most provision targets are population-based (one facility per "x" residents) and are continually in flux with changes to the population and inventory.

It should be noted that, with this being a Town-wide review, further analysis will be required to more specifically define park designs, timing, operating models, locations, and costs. The timing and priority of some capital projects are linked to expected participation rates and population forecasts. New information, changing trends, public input, and community needs all have the potential to influence priorities. Implementation of this report should be monitored regularly and the entire study should be updated every five to ten years.

1.7 Definitions

This Master Plan uses terms such as parks, open space, green space, natural areas, trails, and greenways that describe similar pieces of infrastructure. To help provide clarity, the following definitions are used for the purpose of this Plan.

- **'Parks'** are developed lands that contain outdoor facilities and amenities (e.g., hardscape pathways, sports fields, sport courts, support buildings, etc.) that support active and/or passive recreation.
- **'Open spaces'** are undeveloped lands that have been disturbed by humans but may still provide habitat for floral and faunal species, non-significant natural features and/or passive unprogrammed recreational opportunities.

- **‘Natural Areas’** are lands that have not been recently disturbed by human activity. They are not generally intended to be publicly accessible due to their sensitive natural features (e.g., densely wooded, flood and erosion prevention, wetlands, habitat conservation, etc.).
- **‘Greenways’** are linear corridors composed of protected open space used for conservation and recreational purposes. This Plan focuses on areas that are enhanced for recreational uses, such as multi-use trails for pedestrian and non-motorized cycling uses.
- **‘Trails’** is a broader term that encompasses greenways and can also include corridors, such as town streets, public utilities or abandoned rail lines.

1.8 Report Organization

Section 1 Introduction

Provides an overview of the purpose and scope of the Parks Master Plan and discusses the methodology behind the Plan’s development.

Section 2 Community Profile

Contains an overview of the Town’s socio-demographic characteristics, population projections, and their relevance to the Parks Master Plan.

Section 3 Trends Affecting Parks & Outdoor Recreation

Identifies major activity, park/facility provision, and design trends for consideration in Amherstburg.

Section 4 Community Engagement

Examines public and stakeholder input relative to the current state of parks and outdoor recreation in the Town, as well as future needs, opportunities, and challenges.

Section 5 Strategic Directions

Identifies a vision and guiding principles for the design, funding, development, and operation of parks and outdoor recreation facilities.

Section 6 Park Policy, Supply & Management

Evaluates future requirements and policy considerations for the Town parks and open space system, including park design and management considerations.

Section 7 Outdoor Recreation Facility Analysis

Examines the supply of outdoor recreation facilities and identifies future requirements based on factors such as public input, provision targets, and geographic distribution.

Section 8 Park-specific Renewal, Redevelopment & Expansion Projects

Contains a site-specific assessment of changes to be considered at selected Town parks based on public input, past studies, trend information, and consultant assessment.

Section 9 Implementation

Identifies key resource implications of implementing the Plan, along with a process for monitoring and updating the Parks Master Plan.

2 Community Profile

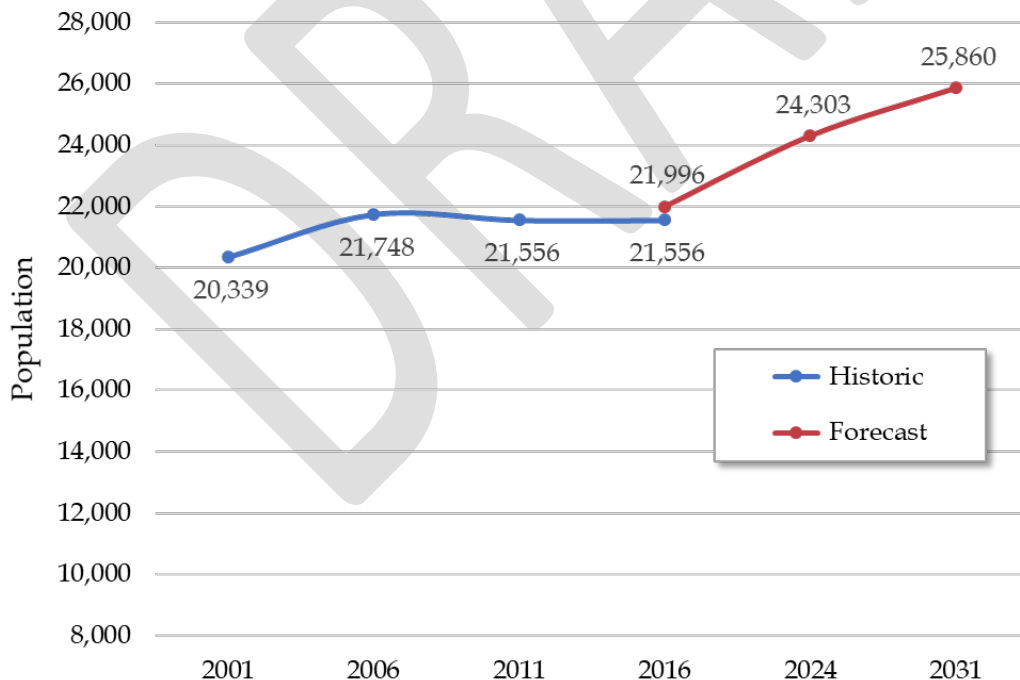
Parks are for people, so it is important that we understand who lives here, both now and in the future. A critical component of planning for the parks and outdoor recreation needs of any community is the population. Leisure pursuits are driven by the number of residents and more importantly, their various traits. This includes age, income, ethnicity, education, etc., all of which help to visualize a community and better understand their needs. The number of people and their use of programs and facilities will generate demand for future amenities and supports.

2.1 Historic & Forecasted Population Figures

According to the 2016 Canadian census, the current population of Amherstburg is 21,936 which is an increase of 1.8% since the 2011 Census. The Town experienced a slight decline in population from 2006 to 2011, when the population decreased by 1.0%.

Using the 2011 Census population as a baseline, projections from the Town of Amherstburg 2014 Development Charges Background Study forecast that the population of Amherstburg will be 25,860 by 2031. This equates to a growth of 18%, or 3,924 persons between 2016 and 2031 (note: these figures do not include Census undercount). In the figure below, it should be noted that the Background Study was completed between Census years so projections (red) are based on a population estimate for 2014, and historic population data (blue) includes the 2016 Census count.

Figure 2 Historic and Forecasted Population Figures for Town of Amherstburg



Sources: Historic – Statistics Canada, Forecast – Development Charges Background Study (2014)

2.2 Population Distribution & Growth

Areas of residential density are generally distributed in relation to the historic settlements of Amherstburg, Malden, and Anderdon. The majority of current residents live in Urban Amherstburg, while smaller portions of the population reside in Anderdon and Malden.

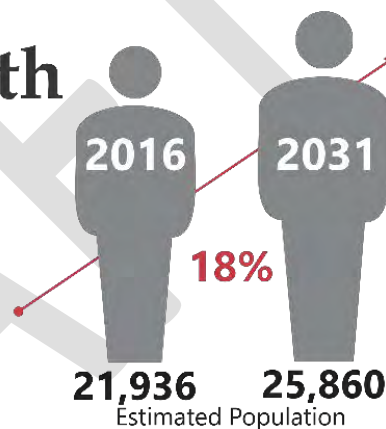
The following map (Figure 3) has been adapted from the Amherstburg Overall Municipal Map (GIS Department, 2016) to illustrate the location of various neighbourhoods and settlement areas. Based on the street network, it can be seen that the highest residential density is in Urban Amherstburg, with smaller residential clusters in the following areas:

- directly north of Urban Amherstburg (e.g., Kingsbridge, Golfview, and Edgewater Beach);
- on the Lake Erie shoreline (e.g., Bar Point and Lake Erie Country Club);
- along municipal borders (e.g., River Canard -- LaSalle and McGregor -- Essex); and
- in the rural settlements of Anderdon and Malden (e.g., Malden Centre).

Planning for Growth

Amherstburg's **population**
is expected to reach **25,860**
by the year **2031.**

(Source: Town of Amherstburg Growth Forecast, 2014)



Population growth is expected to occur in urban/suburban areas of the municipality, particularly through subdivision development in existing settlement areas. Based on an assumption of 2.5 to 3.0 persons per household and draft approved subdivision applications, the population of the Kingsbridge area (north of urban Amherstburg) is expected to double in the near term with growth potential upwards of 2,000 residents. Future development is anticipated in the area of southeast Urban Amherstburg (south of the Libro Credit Union Centre and Amherstburg Quarry). This area has potential to accommodate residential growth of up to 3,000 persons, much of which would likely occur beyond 2031. Low to no population growth is projected to occur in the smaller settlements of Anderdon and Malden or rural areas of the municipality.

Figure 3 Town of Amherstburg Neighbourhood Locations



Source: adapted from Amherstburg Overall Municipal Map (GIS Department 2016)

2.3 Age & Family Composition

Canada's age composition is changing, and Amherstburg is no exception to this shift. As the Baby Boomer generation ages into the older adult and senior age cohorts, the population is greying. According to the 2016 Census, the median age of Amherstburg's residents was 44.5 years. This is a significant increase from only ten years prior when the median age of the Town was 38.6 years. Reflective of this, the age groups with the greatest amount of growth between the 2011 and 2016 Census periods are older adults aged 55-69 years (18%), and seniors aged 70 and older (20%). Conversely, youth aged 10 to 19 decreased 9% during this period.

The **median age** in Amherstburg is increasing:

- **36.6** years in 2001
- **38.6** years in 2006
- **42.2** years in 2011
- **44.5** years in 2016

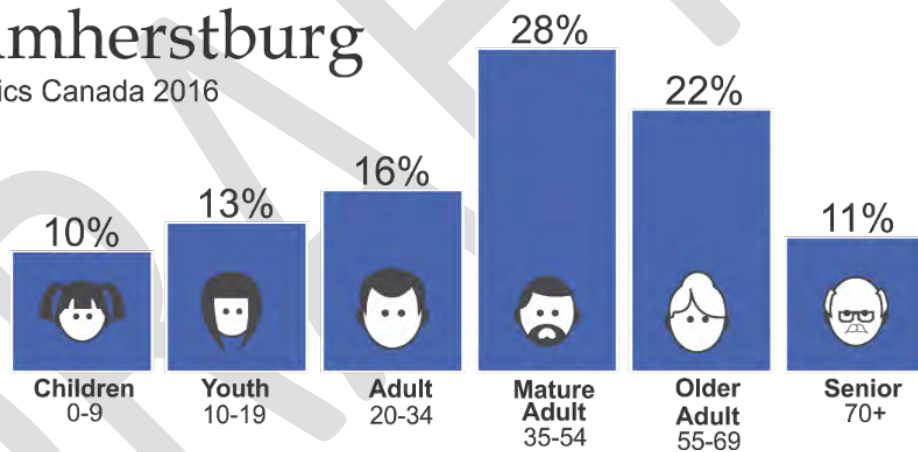
Source: Statistics Canada



The average family size in the Town of Amherstburg is 2.9 persons, the same average size as the rest of Essex County.

Age Composition, Town of Amherstburg

Source: Statistics Canada 2016



2.4 Diversity

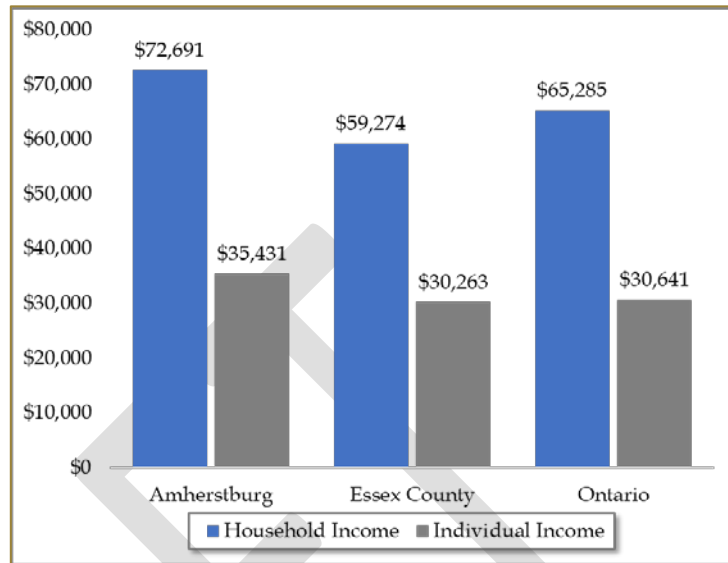
The 2016 Census indicates that 3.6% of Amherstburg residents identify as a visible minority; this is a slight increase from the 2006 rate of 3.4%. Since 2006, the proportion of immigrant residents has declined slightly from 11.3% to 9.2% in 2016. Of the current population of immigrant residents, 65% of them arrived prior to 1981 and only 8% arrived in the last decade. This is significantly lower than the County (22%), and Province (29%). English is the language most commonly spoken in the homes of Amherstburg residents (97%), according to the 2016 Census.

National and provincial trends suggest that the proportion of immigrants will increase. However, considering recent data, it is believed that parks and outdoor recreation pursuits of Amherstburg residents will largely remain unchanged.

2.5 Income & Education

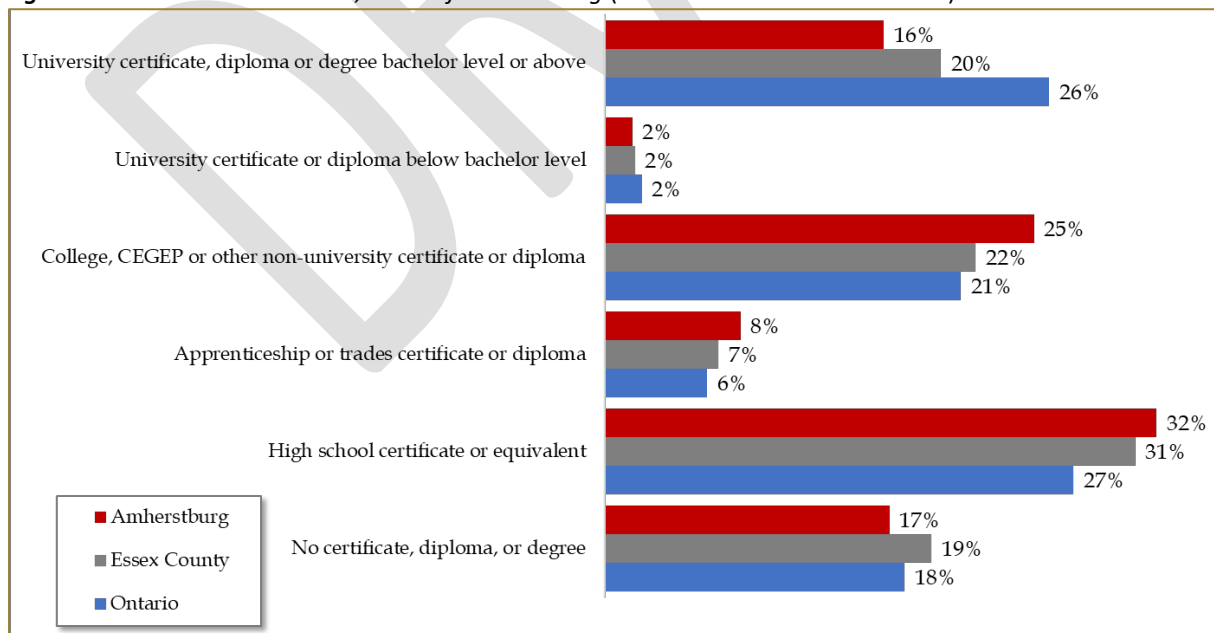
Figure 4 Median Income - household and individual, 2015
(Source: Statistics Canada)

Participation in physical and social pursuits is often linked with higher levels of income and education¹. The median 2015 income of census individuals in Amherstburg was \$35,431, slightly higher than both Essex County and the Province of Ontario. Similarly, the median household income in the Town was \$72,691. This amount is significantly higher than the County (\$59,274), and slightly higher than the Province (\$65,285). All factors being equal, this suggests that leisure participation in Amherstburg may be higher than average given a greater ability to pay.



The level of education attained can also impact participation rates, with many studies correlating increased participation levels with higher degrees of education. A review of the 2016 Census revealed that Amherstburg has a higher rate of educational attainment than both the County and Province for high school (certificate or equivalent), apprenticeship or trades (certificate or diploma), and college level (certificate or diploma) education. Conversely, the Town has lower university level (certificate, diploma, or degree) attainment than both the County and Province.

Figure 5 Educational attainment, Town of Amherstburg (Source: Statistics Canada 2016)



¹ Humphreys, Brad R and Jane E Ruseski. "The Economic Choice of Participation and Time Spent in Physical Activity and Sport in Canada." *International Journal of Sport Finance* (2015): 138-159.

3 Trends Affecting Parks and Outdoor Recreation

Effective planning requires an understanding of existing and emerging trends and best practices that may affect park (re)development. This Parks Master Plan includes a comprehensive review of trends relating to the provision and design of parks, as well as the activity trends that are influencing demand. Many of these trends will continue to apply to the Town moving forward, including growing interest in unscheduled and informal recreation and park usage. Discussed below are several high-level trends and promising practices that are currently affecting or about to shape how Amherstburg plans for the reinvestment or development of its parks, with local references where applicable.

3.1 Emerging & Growing Activities

The variety of activities and sports available today is much broader than in the past. There are also more competing demands within today's parks system as a result of new activities being introduced and the growing diversity of the population (age, ethnicity, etc.). This has led to many new opportunities but has also challenged the viability of various parks as these demands are especially difficult to balance in small, highly used spaces.

Changing interests are driven not only by leisure trends, but also by the aging population, community diversity, evolving lifestyle preferences, land use patterns, and new outlooks regarding physical activity. For example, older adults are more interested in active living opportunities and are looking for different experiences and value-added services.

There is a desire to continue to diversify the Town's parks as well as the types of uses within parks. New recreational pursuits have emerged in the past few decades that were never contemplated in the design of most older parks. Supported by requests from the community and the needs assessment within this Master Plan, some of these emerging park amenities include (but are not limited to):

- special event and gathering spaces
- multi-use trail systems;
- splash pads;
- washrooms, seating, shade;
- challenging play areas;
- outdoor fitness equipment;
- community gardens;
- local off-leash dog areas; and
- skateboard parks.

3.2 Unstructured Use of Parks

Unstructured and low-cost activities are easier to fit into busy schedules and many Canadians have transitioned towards drop-in play and self-scheduled activities. This reality is placing a greater emphasis on the non-programmed element of park use, which can improve one's connection with nature – an important part of child development. While this coincides with a gradual shift away from team sports, many field sports remain very popular and are leading to increasing demands for fields, particularly as organizations adopt a long-term athlete development model that requires additional field time for skill development.

Some examples of non-programmed park facilities include walking and cycling trails, hard surface courts for basketball and racquet sports, non-programmed sports fields, outdoor fitness equipment, community gardens, off-leash dog parks, skateboard parks, and open areas that can be used for activities such as yoga. Non-programmed facilities oriented to social interaction and gathering can also draw people from their homes and into the park setting. Chess/checker tables (as seen in King's Navy Yard Park) are increasingly being installed in parks across North America.

3.3 Park Activation

Traditional park uses include organized activities (such as sports) and unorganized pursuits (such as informal play; e.g., playground use). Increasingly, park spaces are being animated through programming and new forms of community engagement. Some examples include (but are not limited to) outdoor fitness, food trucks and cultural events such as music, concerts, and theatre in the park. Viewing parks as “outdoor living rooms” helps to expand the scope of use and engages a broader range of residents and visitors, leading to experiential learning, participation and community mobilization.

“People need a reason to come to the park and stay there in order to benefit from its social environment. Park quality, amenities like playgrounds, and, critically, events and activities help create the conditions that draw people out to meet each other...But parks are not all created equal. Perceptions of safety, lack of programming, and poorly maintained or missing amenities can all detract from a park's use, jeopardizing the mental and physical health benefits that result from social interaction. On top of that, the park amenities and activities that are necessary to encourage social interaction and physical activity can be different for people of varied ages, genders, and ethnic backgrounds. Community-led initiatives that improve the physical and social environments of parks are crucial.”²

- Park People. *Sparking Change. Catalyzing the Social Impacts of Parks in Underserved Neighbourhoods*. 2017.

² Park People. [Sparking Change. Catalyzing the Social Impacts of Parks in Underserved Neighbourhoods](#). 2017.

3.4 Accessibility & Inclusion

Technical standards relating to the accessibility of parks facilities are governed by Accessibility for Ontarians with Disabilities Act (AODA) and its regulations, as well as local guidelines. Standards for playgrounds, trails, and boardwalks are established by the Province's Design of Public Space Standard. An easy to read guide prepared by Parks and Recreation Ontario entitled *Pathways to Recreation: Learning About Ontario's Design of Public Spaces Standard*, interprets the Design of Public Space Standard and provides practical examples of its application, as well as links to resources.

Local examples of accessibility design standards applied in Amherstburg are the rubber surfacing at Pat Thrasher Park (Kingsbridge) and Toddy Jones Park (Urban Amherstburg), as well as the accessible playground located at the Libro Credit Union Centre. The Town is also home to a Miracle League Diamond, which allows children and adults with disabilities to participate in baseball in a barrier-free environment.

Other factors influencing the ability of residents to access programs, services, and facilities may also include information or economic barriers. For example, potential recreation participants may be limited by their ability to pay for a program, invest in equipment, or obtain knowledge about the opportunities available to them.

3.5 Aging Infrastructure & Changing Design Standards

Aging infrastructure is a growing issue for most communities. There are many challenges with older parks, including (but not limited to) the following:

- many were designed to different construction and design standards;
- many have antiquated components and lack modern amenities;
- many may not be barrier-free for persons with disabilities; and
- many are unable to accommodate evolving requirements, advancements in sports equipment and standards of play.

Innovation in design and construction is a must. This may mean different things to different municipalities. In more progressive communities, this may manifest itself through continued advancements in the provision and design of resilient and environmentally sustainable park spaces.

3.6 High Quality Amenities

Compared to past generations, people today are seeking more choice and better quality amenities and experiences. As the quality of park amenities increases, so too does the cost to build and maintain them. Residents and event organizers are requesting parks that contain a greater number of hardscape surfaces that can withstand more intense use (e.g., paved pathways), support buildings (e.g., washrooms), extended use facilities (e.g., lit and artificial turf sports fields), higher cost amenities (e.g., skate parks and splash pads), and unique elements (e.g., gateway features), all of which are leading to higher park construction and maintenance costs. Modifications to make parks more physically accessible to persons with disabilities will also place increased pressure on existing budgets.

Variety and creativity in park design is important as it encourages unique spaces that foster a sense of place and community pride. However, this too can have an impact on costs due to enhanced design

features, use of non-traditional materials, and challenges in securing replacement parts (e.g., for unique playground features or site furniture).

3.7 Beautification & Naturalization

Amherstburg is one of many municipalities throughout Ontario and Canada that frequently participates in the Communities in Bloom competition. This focus on parkland and open space beautification encompasses various economic, social, and environmental benefits. Economically, communities with dedicated planting and floral programs benefit from: increased property values and economic development; marketing and promotion opportunities from sponsorships and signage; and decreased vandalism in public spaces. Some of the social benefits of beautification programs include: increased civic pride and community involvement; mobilization of community groups; organizations and businesses working together; and informational and cultural celebration and exchange within the community. Municipal beautification and naturalization initiatives also provide opportunities to focus on environmental stewardship. The enhancement of green spaces can help adapt to climate change, improve air quality, and conserve existing green spaces.

Amherstburg has also found success in attracting tourists to its parks and green spaces. For example, the Town and its volunteers offer a variety of specialty gardens including Hosta Gardens as well as Rhododendron and Azalea Collections, which draw horticulture enthusiasts from outside the community.

3.8 Multi-Use, Multi-Generational & Multi-Season Parks

There is a growing demand for parks and facilities that contain something for everybody, rather than those designed solely for singular uses. While single use parks have merit in appropriate locations, parks that provide opportunities for a range of ages, family types, and abilities are viewed as destination spaces for inclusive recreational activity. Furthermore, there has been a province-wide trend towards participation in non-programmed outdoor activities such as pick-up sports, picnicking, family gatherings, and special events.

3.9 Comfort & Safety

Ensuring that parks provide attractive and comfortable experiences to the user are paramount in ensuring successful utilization and attracting a broad range of uses. Multiple elements go into contributing to user safety, comfort and convenience, such as signage, comfort amenities, and parking.

The presence of informative signage and attractive gateway features is the first impression that a user will have of the park and park system as a whole. The presence of consistent and effective signage is an important element in promoting recognition and stewardship in the community. Signs also provide interpretive information that connects a user to the park and may encourage the person to take further interest in their surroundings.

Patrons are increasingly seeking convenience and comfort-based features. In non-programmed or passive parks where social activities such as picnicking, family or social gatherings and/or cultural events take place, users might be looking for amenities such as treed areas, shade structures, picnic tables, benches

or washrooms. Similarly, users at active parks may be looking for similar amenities, as well as features such as designated seating, change rooms, and concessions.

Park projects should be designed with user safety in mind through the application of CPTED (Crime Prevention Through Environmental Design) and other contemporary design principles. High volume areas should be well lit, low visibility areas should be limited, and local parks should be configured so that surrounding residents and streets have “eyes on the park”, thus discouraging undesirable users and activities. Maintenance of parks is now accepted in the industry as a key component of perceived “safety” and in deterring inappropriate behavior. Considering CPTED principles in the park design stages will achieve safer, user-friendly parks in Amherstburg.

3.10 Active Transportation & Walkable Communities

Active transportation is defined by the Public Health Agency of Canada as any form of human-powered transportation (i.e. walking, cycling, etc.) for utilitarian and leisure purposes. In addition to its economic and environmental benefits (e.g., reduced motorized vehicle use, road congestion, and greenhouse gas emissions, lower road maintenance costs, etc.), there are many other inherent benefits to active transportation, particularly with regard to human health. For example, it is effective in combating chronic diseases related to physical inactivity and obesity. Active transportation has also been found to heighten community and social vibrancy by encouraging compact developments and more livable communities where people are more likely to have personal contact with each other.

Locally, Amherstburg is part of the County Wide Active Transportation System (CWATS). The County of Essex developed this plan to make it easier for residents to walk and cycle in the county. Trail development and connectivity is a critical component of promoting active transportation, particularly in rural areas with limited park access.

4 Community Engagement

This section provides a summary of each of the primary engagement tools employed throughout the Parks Master Plan consultation process. Key initiatives included:

- a) **Online Community Survey:** An online (and hardcopy) survey was available from late September to early November 2017. The results of this survey are not statistically significant due to the self-selected nature of participation, but it does provide a representation of residents' opinions of parks and outdoor recreation in the Town.
- b) **Talk the Burg:** An online engagement platform hosted by the Town of Amherstburg was launched in October 2017 and provides residents with an opportunity to voice their thoughts, opinions, and concerns regarding various Town initiatives.
- c) **Public Information Sessions:** Two (2) open house sessions were held in October 2017, one in Anderdon and one in Amherstburg. The sessions provided residents with an opportunity to learn about the project and engage in plan development.
- d) **Stakeholder Interviews:** A series of stakeholder interviews were conducted by the Consultant in November 2017. Representatives from various organizations, clubs, agencies, and leagues associated with parks and outdoor recreation were invited to attend. These sessions provided an opportunity for key user groups to voice their concerns, share their experiences, and engage in discussion with like-minded organizations.
- e) **Internal Consultation & Engagement:** A variety of interviews, workshops, and meetings were undertaken with Town Council, Senior Management, front-line employees, and the Parks and Recreation Advisory Committee to better understand Amherstburg's existing parks system and help envision how the Parks Master Plan can work for them. These interactions enabled the Consultant to better understand local issues and garner advice for best practices moving forward.

Each opportunity for input brings a unique perspective to the plan. The analysis in subsequent sections compares this feedback with other factors such as demographics, trends and participation levels to arrive at recommendations. The results included herein represent the thoughts and opinions of those who were consulted and do not necessarily reflect the opinions of the Consultants and/or the Town of Amherstburg.

4.1 Online Community Survey

The first phase of community engagement for Amherstburg's Parks Master Plan was an online community survey. Links were made available on the Town website as well as social media and the municipal engagement platform, Talk the Burg. The survey was available from September 20 to November 6, 2017 and gathered 118 responses. The purpose of the survey was to engage Amherstburg's community members in the planning process and to better understand various expectations related to parks and outdoor recreation in the Town. Given that this was a self-administered survey, the sample of the Town's population is not random and therefore cannot be considered statistically significant.

Sample Profile

Almost all survey respondents were permanent residents of the Town of Amherstburg (98%). Among those, just over three-fifths identified as living in Amherstburg proper (62%), with another one-fifth (22%) from Anderdon, and the remaining 17% from Malden.

When compared to the 2016 Census information for the Town of Amherstburg, families with young children and teenagers were more likely to fill out the survey, while the older adult and seniors age cohorts were under-represented. The median household size of survey respondents was three (3.0) persons, which is in line with the median Census family size in Amherstburg of 2.9 persons.

Table 1 Age distribution of respondent households

Age of Household Members	Online Community Survey	Statistics Canada 2016
Under 10 years	13%	10%
10-19 years	18%	13%
20-34 years	16%	16%
35-54 years	32%	28%
55-69 years	18%	22%
70 years and over	3%	11%

Household Participation in Outdoor Recreation Activities

Respondents were asked which outdoor parks and recreational activities they, or someone in their household, had participated in within the last 12 months; this may have included activities available in Amherstburg or elsewhere.

“Active travel” pursuits, such as walking or jogging on a trail or in parks (78%), walking or jogging on a sidewalk (64%), dog walking (40%), and on-road cycling (36%) were among the top responses. The second-most popular activity was visiting parks for festivals or fairs (72%). Other activities with high levels of participation included use of playground equipment (36%) and visiting a splash pad (35%). Aquatic activities were also popular among survey respondents with 25% indicating participation in each of the following: canoeing, kayaking or paddle boarding, boating, and beach activities.

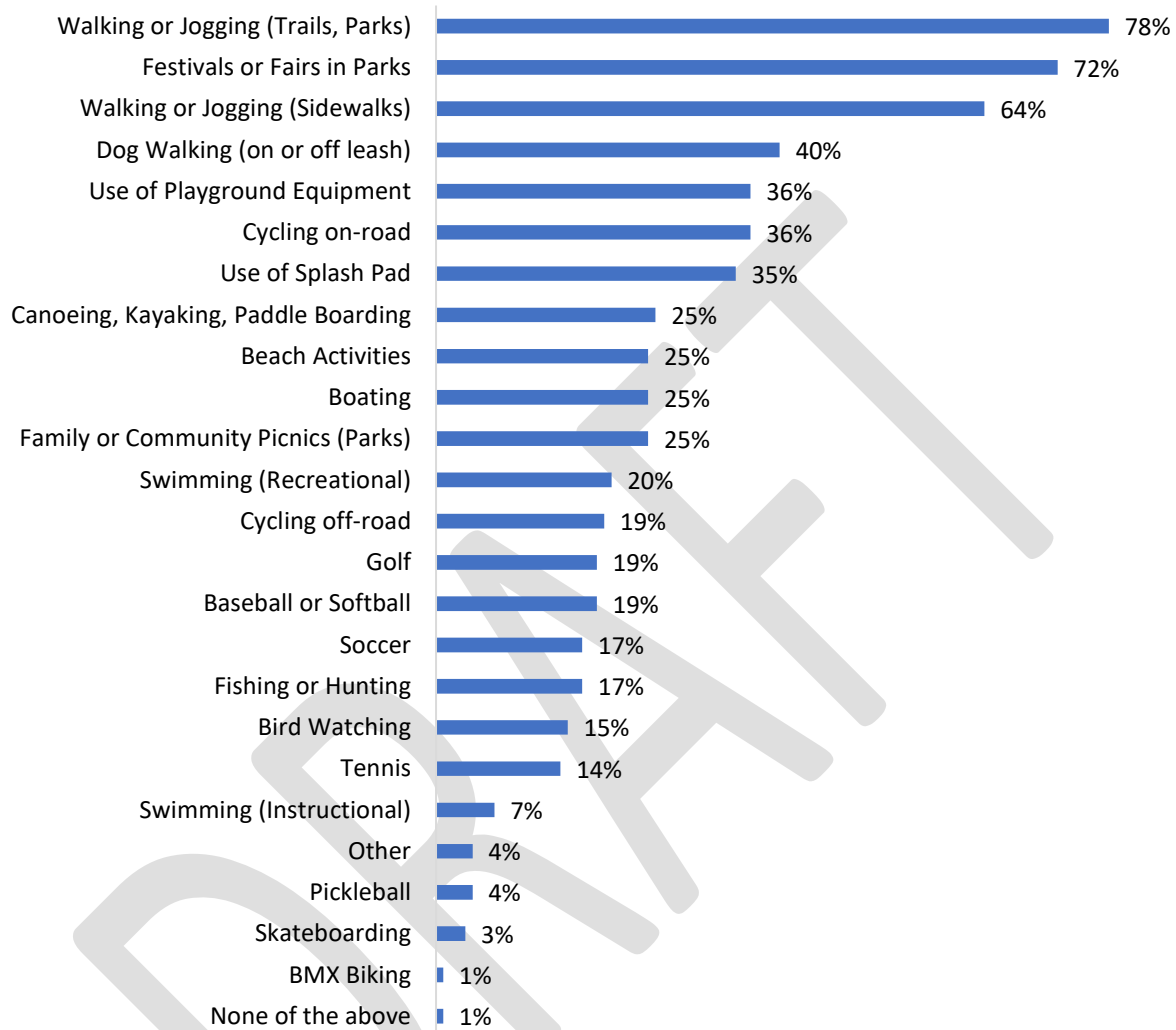
The majority of respondents said that they participated in these activities at public parks and facilities in the Town of Amherstburg (80%) with the next most common location being at home (38%); multiple responses were permitted.

Almost three-fifths (57%) of survey respondents said that they are able to participate in outdoor parks and recreation activities as often as they would like. Of those who were unable to participate as often as they would like (n=46), the primary reasons for not being active were a lack of personal time (64%) and a lack of desired parks, facilities or activities (41%).

Just under half (48%) of survey respondents indicated that all or most of their outdoor parks and recreation needs are met within the Town of Amherstburg. The activities that are commonly participated in outside of Amherstburg are walking/hiking (n=25), waterfront/beach activities (n=22), and participation in sports (n=20). The destinations for participation in these activities were Windsor (65%), other parts of Ontario (beyond Essex County) (38%), LaSalle (29%), and Essex (including McGregor and Harrow) (22%). The primary reason for participating in these activities outside of Amherstburg was a lack of available

parcs/programs in the Town (60%), followed by superior park/program quality (23%), and personal connections to other communities (15%).

Figure 6 Household Participation in Outdoor Parks and Recreation, past 12 months (n=118)

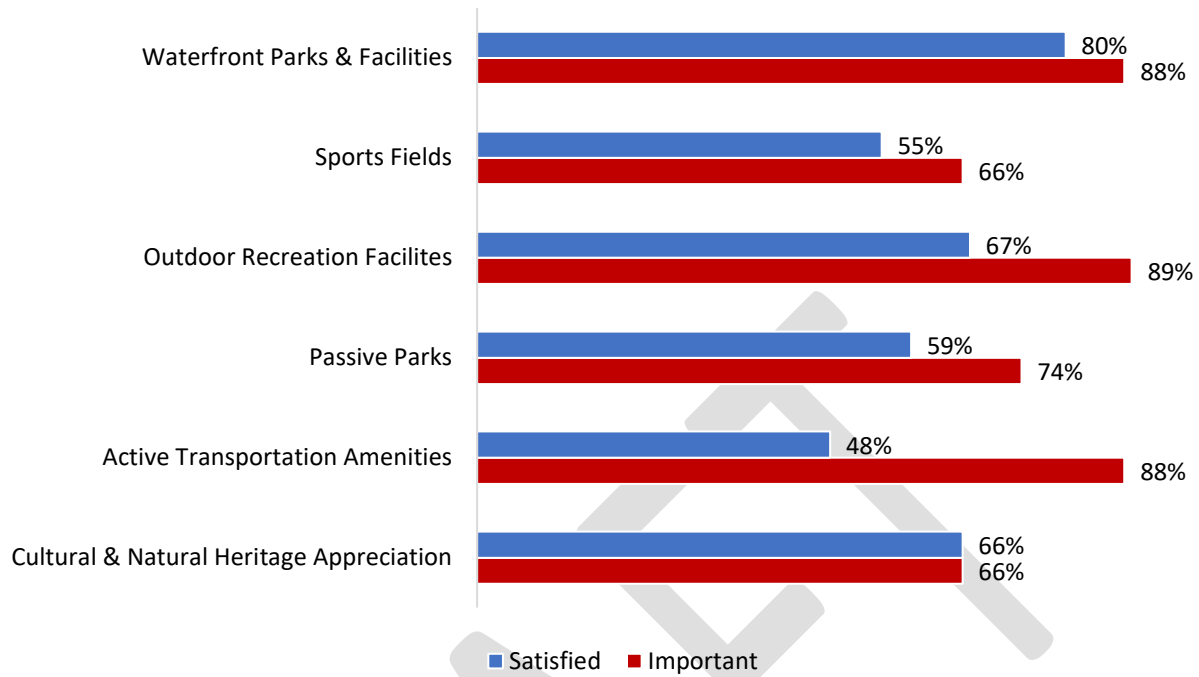


Importance & Satisfaction

To gauge public interest in parks and outdoor recreation and to evaluate their level of satisfaction, places and spaces were grouped into six major categories. Respondents indicated high levels of importance for waterfront parks and facilities (88%), outdoor recreation facilities (89%), and active transportation amenities (88%). Of slightly less importance were sports fields and cultural and natural heritage appreciation (66% each).

Satisfaction levels were generally lower than importance levels, indicating gaps in expectations. The most significant discrepancy is the gap between importance of active transportation amenities (88%) and satisfaction with those amenities (48%), which suggests that this should be an area of focus for the Town.

Figure 7 Levels of importance and satisfaction for various parks and outdoor recreation facilities (n=91)

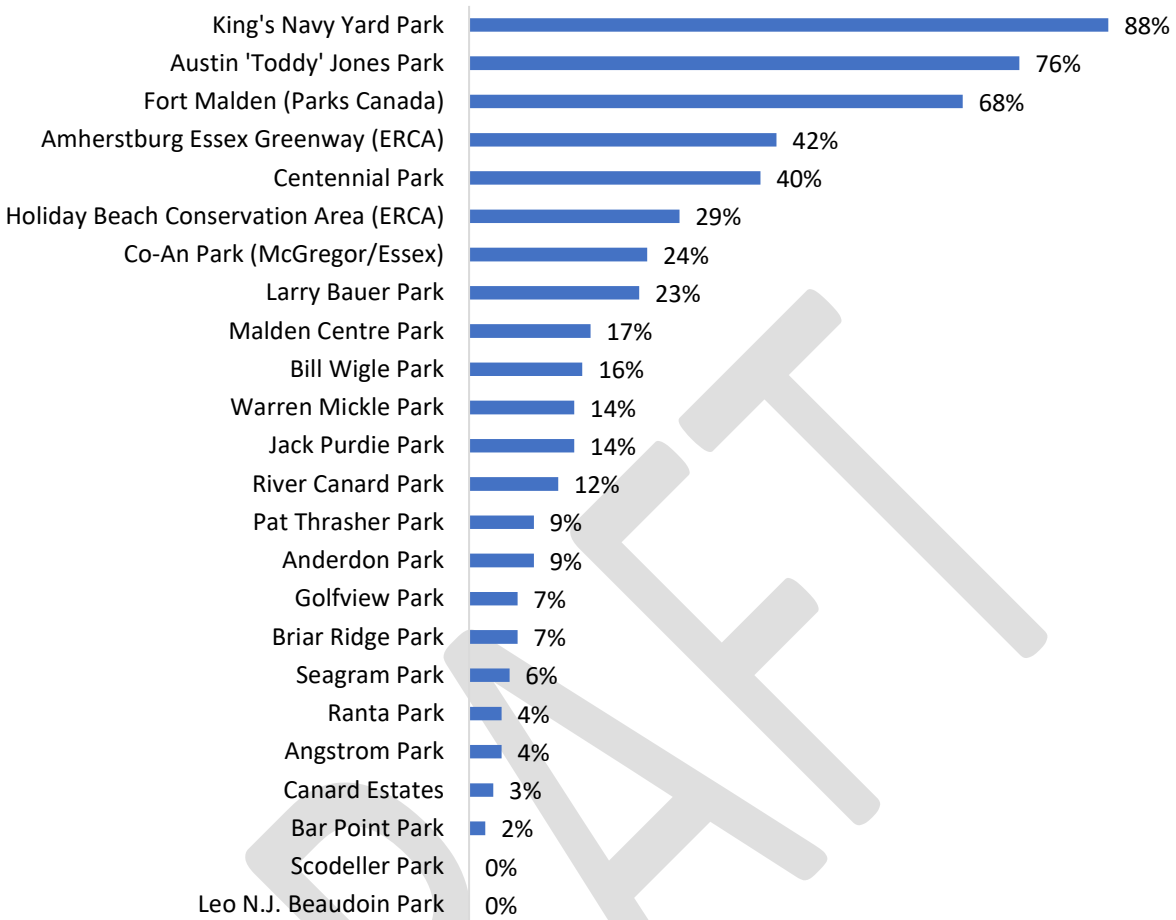


Amherstburg Parks

Almost all (98%) survey respondents had visited a park in the Town of Amherstburg within the past 12 months. Amherstburg parks were used every day by 3% of survey respondents, one-third (33%) indicated almost daily use, another one-third (31%) stated they visited parks on a weekly basis, 19% visited a few times a month, and 14% used Town parks less than once a month. The most common mode of travel to Town parks was via private vehicle (56%), followed by walking (36%), and cycling (8%).

Parks in the Town’s urban core were visited by survey respondents most often in the last 12 months: King’s Navy Yard Park (88%), Austin ‘Toddy’ Jones Park (76%), Fort Malden – Parks Canada (68%). Parks located at the edge of outlying subdivisions were visited infrequently, or not at all: Bar Point Park (2%), Leo N.J. Beaudoin Park (0%), and Scodeller Park (0%). The primary sports parks in the Town were also visited fairly frequently: Centennial Park (40%), Co-An Park (24%), Larry Bauer Park (23%), and Malden Centre Park (17%). It is interesting to note that two of the primary sports parks (Co-An and Malden) are in rural areas of the Town, indicating that residents are willing to travel further distances to participate in sports such as baseball. Parks owned and operated by the Essex Region Conservation Authority (ERCA) were also visited by a number of Amherstburg residents within the last year: Amherstburg Essex Greenway (42%) and Holiday Beach Conservation Area (29%).

Figure 8 Households visiting Amherstburg Parks in the last 12 months (n=90)



Some Town parks contain multiple outdoor recreation amenities and features. To gauge which are used most often, we asked survey respondents to identify the park features they typically use at selected parks.

Table 2 Use of specific features at Amherstburg parks

Park Name	Primary reasons for use	%
Centennial Park	▪ Special Events	32%
	▪ Sports Fields	23%
	▪ Track & Field Complex	21%
Larry Bauer Park	▪ Sports Fields	43%
	▪ Accessible Playground Equipment	18%
	▪ Miracle League Diamond	15%
Malden Centre Park	▪ Sports Fields	17%
	▪ Hard Surface Courts	15%
	▪ Playground Equipment	15%
	▪ Pavilion	13%
River Canard Park	▪ Walking Trail/Viewing Platforms/Fishing Pier	29%
	▪ Sports Fields	12%
	▪ Hard Surface Courts	12%

Park Name	Primary reasons for use	%
Toddy Jones Park	▪ Special Events	58%
	▪ Playground Equipment	52%
	▪ Splash Pad	47%

Notes: Multiple responses permitted
Percentages represent responses from users who identified specific parks and features

Improvement

The survey asked respondents to describe one improvement they would like to see at any Amherstburg park. The question elicited 66 responses, some rather general and applicable to the entire parks system, while other parks received specific feedback.

Some of the improvements that are applicable system-wide include:

- increased trail and path networks;
- additional parking;
- more washrooms;
- increased accessibility features;
- updated playground equipment; and
- additional support amenities (e.g., signs, lighting, benches, trash receptacles).

A few of the Town’s largest and/or most heavily used parks received multiple specific suggestions for improvement. The table below summarizes respondent suggestions for each.

Table 3 Suggested improvements for Amherstburg parks

Park Name	Suggested Improvements
Jack Purdie Park	<ul style="list-style-type: none"> ▪ Additional trees ▪ Addition of a community garden ▪ More areas for social gathering (e.g., benches, pavilion, picnic tables).
King’s Navy Yard Park	<ul style="list-style-type: none"> ▪ Development of a fishing pier ▪ Water access for active recreation (e.g., canoeing, kayaking, paddle boarding) ▪ More festivals and events to bring people downtown ▪ More areas for seating and socializing (e.g., benches and picnic tables)
Toddy Jones Park	<ul style="list-style-type: none"> ▪ Upgraded playground equipment ▪ Additional washroom facilities ▪ Splash pad expansion

Centennial Park was another park which received a great number of suggested improvements. Since the survey closed, a large portion of the site has been sold to the Greater Essex County District School Board for development of a replacement high school. Although Centennial Park will no longer operate at its current capacity, the suggestions from this question have been considered and will apply to future park and outdoor recreation development in the area.

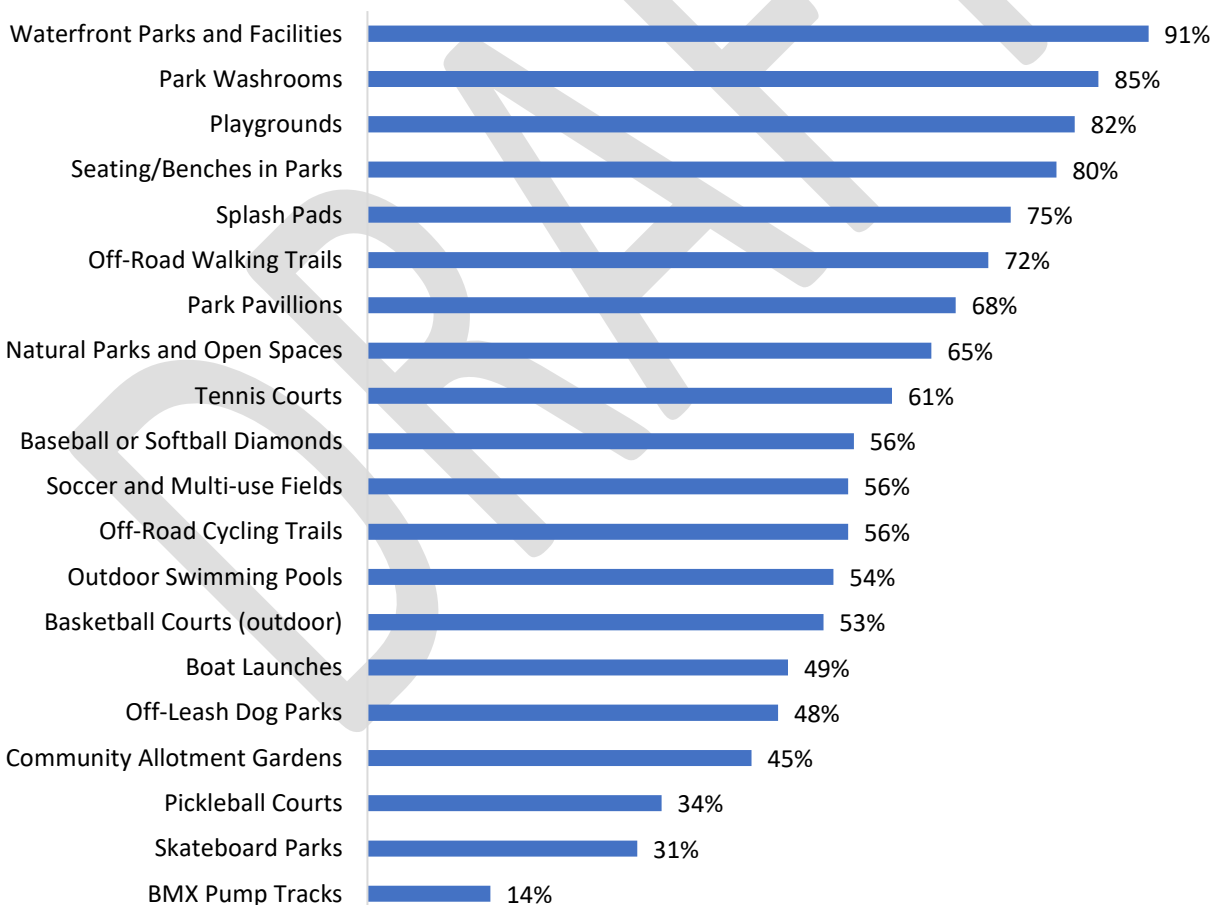
Investment

The majority of survey respondents (68%) indicated that there are parks and recreation facilities and activities not currently available in the Town of Amherstburg that they would like to see offered. When asked to list specific facilities and activities to be added, the most popular responses were:

- more public beach/waterfront access for boating and fishing (n=21);
- improved and expanded trails networks (n=14); and
- additional sport facilities (e.g., basketball, tennis, pickleball, etc.) (n=12).

To assess the willingness of Amherstburg’s residents to invest in parks and outdoor recreation amenities, we asked how strongly they support additional spending to improve the number and quality of existing facilities. Similar to the importance question, waterfront park and facilities received the greatest amount of public support (91%). Other spaces that garnered high levels of support were facilities that can be used by people of all ages and abilities (e.g., washrooms, playgrounds, seating/benches in parks, etc.), while individual activities and specialized facilities ranked the lowest (e.g., pickleball, skateboarding, BMX).

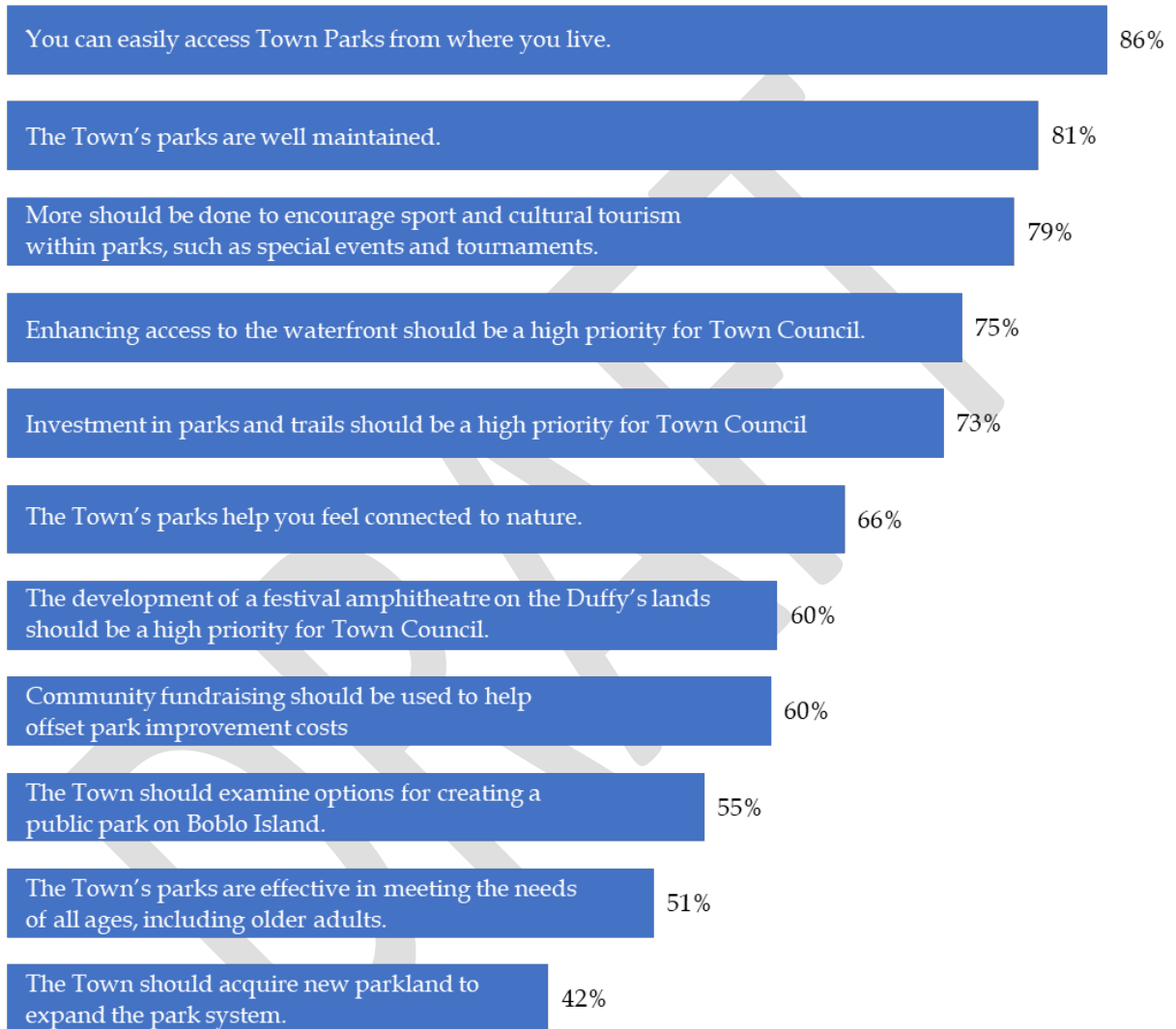
Figure 9 Facilities for which Amherstburg residents support additional spending (n=86)



Agreement

Respondents were asked about their level of agreement with a variety of specific statements regarding parks and outdoor recreation. The results are displayed below, highlighting the level of agreement with the statements.

Figure 10 Level of agreement with pre-established statements (n=88)



4.2 Talk the Burg

www.talktheburg.ca

Launched in October 2017, Talk the Burg is an online public engagement forum that solicits feedback, recommendations, requests, opinions, and recommendations from Amherstburg residents about various projects and initiatives in the Town. As described on the website, this forum “allows you to play an active role in shaping your community! We want to empower residents and build on local communication.”

The forum is organized and moderated by the Town and prefaces each discussion with the “Let’s Talk” moniker. For the purposes of the Parks Master Plan, two discussions have been considered, “Let’s Talk: Parks Master Plan” and “Let’s Talk: Waterfront Development Project”. The forum is capable of gathering input using a variety of tools and methods. For the two topics applicable to parks and outdoor recreation planning, the primary engagement tool was an open discussion forum supplemented by a mapping tool, “quick polls” and supporting documentation.

Let’s Talk: Parks Master Plan

The overarching question in the Parks Master Plan discussion was: “What do you use, and what do you want to see?”. Participants discussed a variety of topics ranging from waterfront access to off-leash dog parks and updated playground equipment. The subject garnered 45 total responses (some in a thread of conversation around the same topic).

The potential (and since confirmed) sale of **Centennial Park** to the Greater Essex County District School Board was a major topic of discussion on the forum. Residents expressed concerns about the loss of a large and valuable component of the parks system. Specifically, discussion focused on what the future plans would be for some of the outdoor recreation facilities currently located on the site such as the Lion’s Pool, the skateboard park, and hard surface courts.

Other significant topics of discussion were improvements and additions to existing **neighbourhood parks**; specifically, Leo N.J. Beaudoin Park, Jack Purdie Park, and Briar Ridge Park. The common themes were support for installation of amenities structures (e.g., benches, picnic tables, outdoor fitness equipment, etc.), and repair or replacement of existing play structures.

One area of debate was the introduction of a **dog park** into Amherstburg’s parks system. Conversation focused on whether there was a need for, and potential location of, an off-leash or “dog-friendly” park. Contributors to the discussion focused on necessary supports for such an amenity from both a capital and policy/operational perspective. If provided, it was recognized that dog parks would need to be strategically located and would require up-front investment with some operational and maintenance costs. Successful dog parks also often require support for an external organization or agency to assist with enforcement, management, and general up-keep of the facilities. Not all were in favour of a dog park, with some citing safety and maintenance concerns.

Residents involved in the Talk the Burg forum were very supportive of additional **trails and pathways** in the Town, particularly along the waterfront and into King’s Navy Yard Park. There were also requests for support amenities at trail heads and along the course including garbage cans, washrooms, seating, and additional parking at entries.

Other notable topics of discussion were: active spaces for adults and teens, sport facilities, and cultural/heritage recognition within the parks system (i.e., King’s Navy Yard Park and Angstrom Park).

Figure 11 Let's Talk: Parks Master Plan Homepage on Talk the Burg (accessed January 29, 2018)

The Town of Amherstburg is initiating a Parks Master Plan. Amherstburg's parks help to define our high quality of life. They encourage active lifestyles for people of all ages, support recreational activities and special events, preserve natural heritage and wildlife habitat, strengthen tourist and economic development, and contribute to healthy communities. The Town is proud of its parks system and is committed to ensuring that it meets resident needs now and into the future.

To achieve this, the Town of Amherstburg is preparing a Parks Master Plan that will set priorities for improving and expanding its parks, open space and trail network over the next ten years.

Discussions: All (1) Open (1)

What do you use and what do you want to see? 45 Responses
4 months ago

Let's talk about how you use the Town parks and recreation facilities! Also let us know what new outdoor facilities you want to see.

[Go to discussion](#) [Quick Reply](#)

Who's listening

Rebecca Belanger
Manager of Planning Services
Town of Amherstburg
Phone 519-736-5408
Email rbelanger@amherstburg.ca

Information Library

- Parks Master Plan Council Report (71.6 KB) (pdf)
- Parks Master Plan Information Power Point (1.49 MB) (pdf)

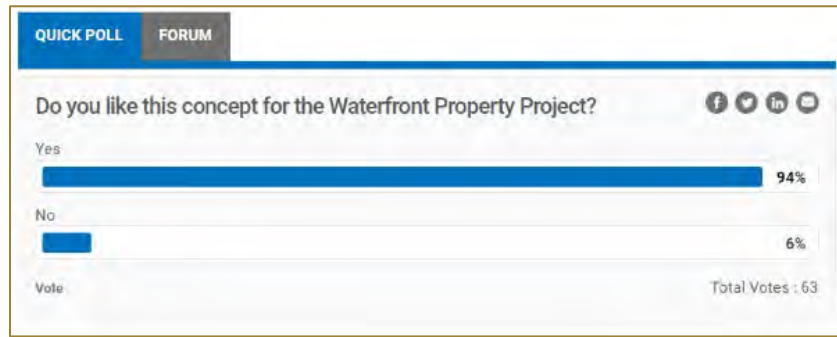
Photos

Let's Talk: Waterfront Property Project

Purchased by the Town in summer 2017, the former “Duffy’s Lands” will be included in the municipal inventory and are considered in the development of this plan. A landscape architecture firm has provided concept drawings of the proposed Waterfront Development (attached as a downloadable link on the webpage) and they were presented to the public at a Town-hosted consultation event in June 2017. As a result of that presentation and on-going open dialogue about the project, Talk the Burg has been used to gather additional public feedback.

In a “Quick Poll” feature that collected 65 responses (as of January 29, 2018), 94% of residents like the existing development concepts. The comments provided in the discussion forum paralleled these results, as the vast majority were supportive of the plans.

Figure 12 Quick Poll Results from Talk the Burg Waterfront Property Project



Discussion on the engagement forum opens with the question: “Tell us what you think of the amenities shown in the conceptual plan attached.” Residents identified concerns about the large scale of the development and wanted to ensure that natural beauty and viewing access to the river would be maintained. There was also a discussion on the need for necessary structures to be in place for docking of cruise ships and tall ships along the waterfront. Along the same vein, some commenters felt that this was not the proper location for a boat launch due to parking and traffic considerations, among others.

From a tourism perspective, residents noted that historic ties to the waterfront could be emphasized, such as a legacy recognition of the Boblo Island Amusement Park or Duffy’s Tavern.

Overall, contributors were supportive of the development and hope that the new outdoor recreation and park space will provide opportunities for residents and visitors of all ages to interact and enjoy the space.

4.3 Public Information Sessions

Two Public Information Sessions were held on October 26, 2017. The first was at the Anderdon Fire Hall from 4:00 to 6:00pm, and the second was at the Libro Credit Union Centre from 7:00 to 9:00pm. These sessions were advertised in local news publications, on the Town’s social media pages, on posters in community buildings, and through the Town online discussion platform, “Talk the Burg”.

These were open house style sessions where Town staff and consultants were available to answer questions and receive recommendations and feedback regarding the Parks Master Plan. A series of display boards were used to: illustrate the purpose of the plan; provide details on each of the Town’s existing parks; review trends in parks and outdoor recreation; and ask targeted questions about various components of plan.

Attendees at the information sessions provided a variety of comments – some about specific parks and other about general uses of the Town’s parks system. General themes focused on opportunities for tourism with particular interest in ecological and cultural heritage, festivals and celebrations at the Town’s largest parks (e.g., King’s Navy Yard Park, Toddy Jones, etc.), and the difference among urban and suburban park sites.

4.4 Stakeholder Interviews

Semi-structured interviews were used to engage key stakeholders and create awareness of the Parks Master Plan. Stakeholder sessions were held in November 2017 and engaged a variety of user groups to capture the multitude of uses and unique opportunities for the Town’s parks system. Stakeholders were made aware of the sessions via email invitation. A total of six (6) interviews were hosted over two days at Amherstburg Town Hall, with a total of 16 organizations in attendance. Table 4 below shows all attendees; a comprehensive list of all invitations and attendees is provided in **Appendix B**.

Table 4 Stakeholder Interview Attendees

AMA Tennis	Malden Men’s & Co-ed Slopitch
Amherstburg Community Services	Malden Women’s League
Amherstburg Minor Baseball Association	Park House Museum
Amherstburg Minor Soccer Club	River Lights
Art by the River/Gibson Gallery	Tourism Windsor Essex Pelee Island
Cars Gone Crazy	University of Windsor Baseball Club
General Amherst Public School	Windsor Port Authority
Kinsmen	Woofa Roo Pet Fest

The purpose of these sessions was to provide a forum for stakeholders to voice their needs and concerns, share experiences with like-minded individuals, and discuss priorities and opportunities to be considered in the Parks Master Plan. Each session was targeted to a particular audience based on service/organizational offerings and interests. The consultants spoke to representatives from local tourism agencies, cultural organizations, event hosts, seniors’ organizations, and local sport leagues (baseball and softball, soccer, tennis). The following is a summary of the overall themes:

Waterfront

Development of the waterfront, particularly for event hosting and active living, was a dominant theme throughout the stakeholder discussions. Many of the participants strongly supported the Waterfront Property Project (formerly Duffy’s lands), particularly as an opportunity to emphasize the Town’s natural beauty and placement along the Heritage Detroit River. Stakeholders agreed that additional waterfront development should be a focus of future municipal investment and that proposed waterfront development should include transient marina slips for day visitors.

Heritage, Culture, and Ecological Tourism & Education

It is the opinion of stakeholders that Amherstburg offers a plethora of unique experiences that should be emphasized and explored by local residents and visitors alike. Stakeholders (especially business owners and those involved with tourism) strongly support a greater municipal focus on heritage and cultural preservation and education. The Town is home to multiple historic events and sites that can provide visitors with destinations to visit throughout the Town.

The Town’s geographic location on the southernmost edge of Ontario also provides a unique habitat for a variety of rare species of flora and fauna. According to stakeholders, nature enthusiasts from around the region and abroad travel to Amherstburg to experience local wildlife and their habitats. It was

suggested that the Parks Master Plan should focus on these heritage, cultural, and ecological qualities for future parks and outdoor recreation investment.

Destination Parks and Activities

Stakeholders also identified that the Town has had tremendous success through event hosting and it was suggested that the Parks Master Plan should support these initiatives through “destination” parks and activities. For example, it was recommended that Ranta Marina Park could specifically cater to a young adult/youth demographic by offering amenities such as a boat launch for self-propelled watercraft (i.e., canoes, kayaks, stand up paddle boards, etc.), beach volleyball courts, picnic tables/pavilions, a ropes course, and other active retreats. Attendees were also supportive of smaller-scale “destinations” such as an arboretum or butterfly garden in one of the existing Town parks.

Parks and outdoor recreation stakeholders are generally very pleased with the support they receive from the Town and are excited to see additional investment and support for these facilities.

Sport Facilities & Sport Tourism

Interview sessions were completed with organizers of registered youth and adult sport leagues in the Town. Amherstburg has recently made significant investments in development of premier facilities such as the Libro Credit Union Centre and the Miracle League Baseball Diamond. Sport groups stated that they were satisfied with communication and support from the Town, and hope that they will be able to continue offering great facilities and experiences to visiting individuals and teams.

The primary request from sport league facilitators was for more support amenities such as lighting standards, upgraded or additional seating structures, and washroom facilities. Sport organizations interested in hosting elite-level sporting competitions and events requested more clustering of facilities (i.e., multiple tennis courts or ball diamonds on a single site) to accommodate standards dictated by governing sport bodies. They believe that Amherstburg is capable of hosting larger-scale leagues and sporting events and have confidence that the Town will help them invest in the necessary facilities.

4.5 Internal Consultation & Engagement

In late 2017, a series of internal consultation sessions were facilitated either in person or over the phone with members of Town Council and Senior Management Staff. Consultants were also invited to attend a meeting of the Parks and Recreation Advisory Committee to discuss their ideas, concerns, and opinions on how to best support parks and outdoor recreation development in Amherstburg,

Key highlights from discussions with Council, staff, and the Parks and Recreation Advisory Committee included a focus on:

- opportunities to support tourism and local enterprise through the waterfront;
- service levels at various parks and outdoor recreation facilities; and
- town support for large-scale events and tournaments.

Feedback from these consultations has been considered within this document and is identified throughout when describing community needs, facility provisions, and opportunities for improvement.

5 Strategic Directions

This section identifies the strategic directions that will guide the development and implementation of the Parks Master Plan, as well as future decision-making relating to parks services and facilities in the Town of Amherstburg.

5.1 Framework for Recreation in Canada

In 2015, the Framework for Recreation in Canada³ was developed by the Canadian Parks and Recreation Association together with provincial/territorial Parks and Recreation Associations, and Provincial/Territorial Governments. The Framework supports coordinated policies and practices in recreation and related sectors in Canada. Its aim is to improve the wellbeing of individuals, communities, and the built and natural environments. The goals and related actions of the Framework should be considered by the Town of Amherstburg in the establishment of its strategic actions and decision-making related to its parks system.

The goals of the Framework for Recreation in Canada are listed below; each goal is supported by a series of priorities:

- **Active Living:** Foster active living through physical recreation.
- **Inclusion and Access:** Increase inclusion and access to recreation for populations that face constraints to participation.
- **Connecting People and Nature:** Help people connect to nature through recreation.
- **Supportive Environments:** Ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities.
- **Recreation Capacity:** Ensure the continued growth and sustainability of the recreation field.

5.2 Vision for Amherstburg's Parks

A 'vision' is an inspiring statement describing an ideal future state. Setting a vision for the Town in the delivery of parks services and facilities is the initial step in setting a strategic path forward. A vision statement depicts how the Town wants to be viewed in the future and compels Council, staff, and residents to work together to achieve the vision over time.

The mission set out in the Town's Community Based Strategic Plan exemplifies the path forward for the corporation as a whole: "The Town of Amherstburg government champions the long-term sustainability and social vitality of the community. Our actions are governed by the responsibility to deliver cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improving and enhancing their quality of life." Furthermore, the vision established in the Community Based Strategic Plan emphasizes:

- financial sustainability
- infrastructure and equitable access
- commercial and industrial business investment
- high quality of life
- festivals, celebrations and historic character

³ <https://www.cpra.ca/about-the-framework/>

Based on supporting documents and public input, the following vision statement has been established to guide the development and implementation of this Parks Master Plan:

Amherstburg's parks are a defining feature of our town and vital to our quality of life. They are vibrant spaces that support a wide range of experiences for urban and rural residents and visitors of all ages.

Over time, this vision will allow the needs of all residents to be considered and a wide variety of individual and community goals to be achieved.

5.3 Our Guiding Principles

The Master Plan's development and implementation are guided by a series of principles that reflect the goals, values, and aspirations articulated by the Town and community at large. The principles are aligned with several foundational documents, including the Town's Community Based Strategic Plan and the Framework for Recreation in Canada. The principles also have regard for the goals established for the parks system in the Town's Official Plan (Section 4.8.1). Together, the principles articulate the core beliefs, values, and overall directions that the Town and its partners should strive to achieve over time.

To achieve our vision and maximize social, health, environmental and economic benefits, Amherstburg's parks system should:

1. Foster Accessibility and Inclusivity

The needs of our community are shifting and our parks need to keep pace. Equitable access to barrier-free spaces and amenities for all ages and abilities are critical to enhancing the quality of life goals of our residents.

2. Activate Our Waterfront

Our location on a both a Canadian Heritage River and one of the Great Lakes is unique and part of our local identity. A stronger public connection to the waterfront – supported by appropriate investment and management – is desired by residents and visitors.

3. Encourage Participation

A great parks system is defined by high levels of safety, user satisfaction, and physical and social activity. The creation and maintenance of supportive environments that respond to demonstrated needs will maximize participation levels. This requires an appropriate balance between active and passive spaces, along with a focus on multi-use amenities and year-round opportunities.

4. Celebrate our Heritage and Culture

Amherstburg is known for its rich history and cultural character. Through events, beautification and educational initiatives, the parks system provides an opportunity to enhance and celebrate the Town's heritage, making Amherstburg an attractive place to live, work, visit, and play.

5. Support Tourism

As a first-class destination in Southwest Ontario, Amherstburg is committed to investing in the tourism sector. Our award-winning festivals and events inspire visitors to experience our parks, which create destinations for visitors and residents alike and contribute to our unique sense of place.

6. Engage the Community

Our parks system is a source of civic pride, but it did not become what it is now without generous community support. To ensure that our parks remain responsive to changing needs, we must encourage a culture of volunteerism and support community-driven partnerships. Working together also means that we need to communicate effectively and involve residents in decisions impacting their community.

7. Sustain Active Transportation

Active transportation – such as walking and cycling for recreational or utilitarian purposes – improves the health of our residents and our community. Trails and greenways are among the most sought-after amenities and our parks system can help to create walkable environments and connect people to the places they want to go.

8. Connect People with Nature

Amherstburg is blessed with an abundant and uncommon array of natural heritage features and ecological habitats. Working with our partners, our parks system should contribute to environmental stewardship goals and emphasize the importance of nature to wellbeing and child development.

9. Promote Innovative Design and Management

Effective tools and progressive strategies are necessary for managing an increasingly complex network of parks and open spaces. This includes ongoing planning to ensure that we have sufficient assets in land, staffing and equipment to meet the system's goals. We must also demonstrate accountability by upholding consistently high standards in park design, maintenance, renewal, and customer service.

10. Invest Responsibly

Parks are partially subsidized due to their considerable public benefits, including their impact on economic development. Nevertheless, strategies are required to ensure that taxpayers and local users are receiving value for their money. This can be achieved through the efficient use of resources, balanced application of user fees, integrated decision-making, and pursuit of non-municipal funding sources.

6 Park Policy, Supply & Management

The Town parks and open space system is examined in this section, along with future requirements and policy considerations. A park classification system and policies supporting parkland acquisition are essential tools to guide the planning and approvals process.

Specifically, this section seeks to assist the Town in:

- Planning the appropriate function and use for the parks system;
- Achieving a satisfactory distribution and supply of parks to ensure that they are easily accessible and maintain the integrity of natural heritage systems; and
- Maintaining and enhancing active and passive features within parks – from benches and pathways to playgrounds and sports fields – to ensure that they embody high quality standards and are responsive to needs.

6.1 Parkland Classification

Guiding principles and strong policies are fundamental in creating a cohesive and consistent park development and redevelopment strategy. The core element of park planning is the parkland classification system. A classification system defines the range of characteristics found in municipal parks, such as their size, form, function and/or level of amenity. Such definition encourages a broad range of park types and facility combinations that enables a consistent management approach that can be tailored to respond to community needs. The identification of common elements also helps to ensure compatibility with neighbouring land uses, while providing the community, developers and planners with an understanding of what new or redeveloped parks may include.

Amherstburg's current Official Plan (Section 4.8.2) contains a park hierarchy intended to assist the Town in defining the functional hierarchy of its municipal parks and open space system. Current classifications within the Open Space designation include:

- Special Purpose Parks
- Neighbourhood Parks (and playgrounds)
- Community Parks (and playgrounds)
- Linear Parks

The foundation of the Town's current parks classification system includes Neighbourhood and Community Parks, typologies that are commonly employed by many municipalities. These park types are based on geographic level of service and primarily facilitate sports and children's play opportunities, which reflects a fairly narrow definition of park programming. To better reflect the assortment of public spaces in the Town's parks system, the current parks hierarchy also includes Special Purpose Parks (waterfront, public open space) and Linear Parks (trails).

To reflect the evolving role of parks in the Town – including a greater emphasis on events, passive uses and accessibility – a new system for classifying parks in Amherstburg has been developed. This system blends the effective elements of the current approach with one that is based on park functions and experiences, with the intent of creating “Centres of Excellence” where all parks have a clear purpose and

are able to achieve their potential. This will enable the Town to direct its financial and operational resources where they are needed most.

Moving forward, it is recommended that the Town consider the following parkland classification system and levels of service in the development or redevelopment of parks and open spaces.

Table 5 Proposed Municipal Parkland Classification Hierarchy

Classification	Description / Function / Design	Service Area	Typical Size
Destination	Parks that are heavily used by residents and tourists for community events, festivals and passive recreation. May contain pathways, pavilions and/or unique elements (excluding athletic features) that make the park a “destination”.	Service area will vary. No set target as provision is opportunity-based.	Variable
Athletic	Developed parks containing a variety of athletic amenities for organized recreation, such as multiple sports fields, field houses, and community or Town-wide recreation amenities. Many parks support tournament or large community events and may be co-located with indoor sport or community facilities.	Community to Town-wide service area. Provision target is 1.5 hectares per 1,000 population (applied Town-wide).	4.0 hectares or more
Leisure	Local-level parks primarily supporting children’s play activities. May contain amenities found in Destination and Athletic Parks (e.g., pathways, sports field, courts, etc.) but at a smaller quantity and scale. Often situated within subdivisions.	Localized service area (500-metre radius). Provision target is 1.0 hectares per 1,000 population (applied Town-wide).	0.5 to 2.0 hectares
Heritage	Public spaces and parks with historic or cultural significance that are of Town-wide importance. May contain elements of Leisure or Civic Parks as secondary functions of site.	Service area will vary. No set target as provision is opportunity-based.	Variable
Civic	Civic spaces located in gateways or the downtown core that support the Town’s social and cultural fabric and create a sense of place. Typically characterized by a mix of floral gardens and hardscape areas that can be programmed for various uses. May include small-scale event space, public art, seating areas, outdoor skating and related civic uses.	Town-wide service area. No set provision target.	1.0 hectare or less

Classification	Description / Function / Design	Service Area	Typical Size
Linear	Linear corridors (such as trails or greenways) that provide connections within the open space system (for habitat) and between local points of interest (for pedestrians and/or cyclists). Consist largely of unimproved open space and/or trail/greenway infrastructure. May be Town-owned or controlled (e.g., easement, agreement, etc.) and may include waterfront access points.	Service area will vary. No set target as provision is opportunity-based.	Variable (minimum 5-metre width)
Natural	Municipal open space and natural properties used for conservation and/or passive recreational activities (e.g., walking, nature appreciation, education). Lands will be largely undeveloped and contain open space or natural heritage features such as woodlots, wetlands, conservation habitat, etc. Public access restrictions may apply.	Service area will vary. No set target as provision is opportunity-based.	Variable

Recommendations

1. Utilize the Master Plan’s **parkland classification hierarchy** to guide the development or redevelopment of parks and open spaces according to park type, size, service level and the amenities that they provide. Amend the parkland classification hierarchy within the Town’s Official Plan through the next review cycle.

6.2 Parkland Supply

Parkland is a valuable component of the Town’s landscape as it provides the land base that supports many recreation amenities and its presence enhances the quality of life for the community as a whole. Parks can take many different forms, ranging from small parkettes to large sports complexes to undeveloped tracts containing natural heritage features.

As illustrated in the table below, the Town of Amherstburg owns, maintains and/or has negotiated public access to approximately 113 hectares (266 acres) of developed and undeveloped parkland (including all park types except for Natural Parks, which are excluded from calculations of future need due to their variability). Based on a 2016 population of 21,936, this equates to a provision rate of 5.1 hectares per 1,000 residents.

Amherstburg’s municipal parks and outdoor recreation facilities were reviewed and inventoried in August 2017. Below is a listing of the parks, their size and amenities. Profiles of each park are contained in **Appendix D**.

Table 6 Town of Amherstburg Parks Inventory

Park Name	Area (ha)	Neighbourhood	Current Park Classification	Proposed Classification
Alma West Lookout	0.1	Urban Amherstburg	Special Purpose	Linear
Anderdon Park	3.0	Anderdon	Neighbourhood	Leisure
Angstrom Park	0.1	Edgewater Beach	Special Purpose	Linear
Bar Point Park	0.6	Bar Point	Neighbourhood	Leisure
Beaudoin Park	1.4	River Canard	Neighbourhood	Leisure
Belle Vue House	3.5	Urban Amherstburg	Community	Destination
Bill Wigle Park	1.4	Urban Amherstburg	Community	Leisure
Briar Ridge Park	1.5	Urban Amherstburg	Neighbourhood	Leisure
Canard Estates	1.0	McGregor	Neighbourhood	Leisure
Centennial Park*	4.9	Urban Amherstburg	Community	Athletic
Co-An Park**	15.9	McGregor	Community	Athletic
Golfview Park	9.6	Golfview	Neighbourhood	Leisure/Natural
Jack Purdie Park	4.6	Urban Amherstburg	Neighbourhood Par	Leisure
King's Navy Yard Park	4.4	Urban Amherstburg	Community	Destination
Libro Credit Union Centre	31.8	Urban Amherstburg	Community	Athletic
Malden Centre Park	5.6	Malden Centre	Community	Athletic
North Gateway	0.4	Urban Amherstburg	Special Purpose	Civic
Ranta Marina Park	6.9	Urban Amherstburg	Community	Leisure
River Canard Park***	5.5	River Canard	Community	Athletic
Scodeller Park	0.9	Edgewater Beach/Golfview	Neighbourhood	Leisure
Seagram's Garden	0.3	Urban Amherstburg	Town Garden	Civic
South Gateway	0.9	Urban Amherstburg	Special Purpose	Civic
Thrasher Park	4.2	Kingsbridge	Neighbourhood	Leisure
'Toddy' Jones Park	1.3	Urban Amherstburg	Community	Destination
Warren Mickle Park	1.6	Bar Point	Neighbourhood	Leisure
Waterfront Property Project	1.2	Urban Amherstburg	Community	Destination
Total	112.6	5.1 ha/1,000 residents		

Notes:

Excludes habitat conservation lands

*The southern portion (5.2 ha) of Centennial Park (formerly 10.1 ha) was sold to the GECSB in April 2018 and will be removed from the inventory. Town Council has yet to resolve future uses for the remaining 4.9 hectares.

**Co-An Park is currently operated under agreement with the Town of Essex, and is situated in Essex.

*** River Canard Park is currently operated by the Town of LaSalle under agreement with the Town.

In addition to municipal parks, residents benefit from a number of parks and open spaces provided at schools, conservation areas, federal parks and private parks (e.g., golf courses, campgrounds, etc.). Key open space properties not included in the table above include:

Table 7 Key non-municipal parks and open spaces available in Amherstburg

Name	Provider	Size	Type
Cypher Systems Group Greenway	ERCA	22 km	Trail
Big Creek and Holiday Beach Conservation Area	ERCA	81.1 ha	Conservation Area
Crystal Bay and White Sands Conservation Area	ERCA	14.5 ha	Conservation Area
Fort Malden National Historic Site	Parks Canada	6.5 ha	National Historic Site

6.3 Parkland Needs

Parks and open spaces are key components of a community’s health and are typically provided by municipalities. The appropriate level of parkland in a community is critical to ensure a high quality of life for its residents. Park systems need to be “right-sized” to achieve a suitable level of park amenities to support the population and community objectives.

Parkland supply can be measured through various methods, although many municipalities use population-based targets to calculate and plan parkland supply. The Town’s parkland provision is currently 5.1 hectares of parkland per 1,000 residents. This does not include Natural Parks, which are more variable and opportunity-based. The Town’s parkland supply is above that of most comparable urban/rural municipalities, which typically have provisions rates in the range of 2.5 to 4.0 hectares per 1,000 residents. Waterfront communities tend to have higher parkland supplies as they seek to connect their residents to the water, thus Amherstburg’s rate of provision can be expected to be higher than average.

The Town’s target for parkland provision is established in Section 2.10.1 of the Town’s Official Plan:

“Community parkland shall be established, in accordance with the policies of this Plan, on the basis of 4.0 hectares per 1,000 population. Such parklands are intended to serve the residents of Amherstburg.”

While this overall target for parkland provision exceeds that of most similar-sized communities, it reflects the vision and commitment by the Town to ensure that the parkland needs of its residents are satisfied, most recently through the acquisition and development of the Libro Credit Union Centre and Larry Bauer Soccer Complex. Furthermore, community input indicates that the local parks and open space system is highly valued by residents and efforts should be made to ensure that provision levels remain appropriate – 73% of survey respondents indicated that additional investment in parks and trails should be a high priority for Council. Particularly strong support was found through this Parks Master Plan and past planning exercises for parkland acquisition along the Town’s waterfront.

While the Town’s Official Plan establishes a desired level of service with respect to parkland, it is noted that the parkland dedication provisions of the Planning Act do not allow most municipalities to receive parkland at this level. To maintain this level of service over time, municipalities must also rely on methods beyond the development process; alternate acquisition methods are discussed in the next section.

In assessing future parkland needs, it is important to note that demand is influenced by several factors, such as distribution, non-municipal providers, urban density, local needs, and the types of existing parks and open spaces. A review of parkland distribution finds that the Town’s parks system provides good geographic coverage in its urban areas, although small gaps exist based on a 500-metre service area (the

same metric used to assess playground distribution). Despite the presence of small gaps, none are large enough to warrant parkland acquisition. As equity and accessibility are key elements of any parks system, it is imperative that the Town continue to strive to provide parkland in populated areas that are void of any park facilities, such as new subdivision developments.

All indicators – including the recreation facility analysis contained later in this report – suggest that the current supply of active parkland is adequate. Moving forward, it is recommended that additional parkland only be acquired to:

- a. meet growth-related needs (e.g., an overall municipal parkland service level of 4.0 hectares per 1,000 residents, excluding Natural Parks) and ensure accessibility to growing areas (e.g., parks within 500-metres of urban residential areas);
- b. enhance public access to the urban area’s riverfront;
- c. protect natural habitat and cultural significance in locations where the Town has a primary responsibility;
- d. establish linear/trail connections vital to creating a comprehensive active transportation network; or
- e. expand existing parks where necessary to install additional recreational amenities, based on demonstrated needs.

Expanding on the point above, it is vital that the Town consider and evaluate all potentially viable opportunities to strengthen public access to the waterfront, particularly within Urban Amherstburg where there is the potential to connect existing parks and build upon the area’s unique attributes. Over the long-term, this may lead to opportunities to establish a park presence on Boblo Island to serve its growing residential and tourist community; such a project would have to be evaluated further at the appropriate time.

Potential for future residential growth exists in various areas of the Town, most notably in the southeast part of Urban Amherstburg and Kingsbridge. Both of these areas are well served by nearby parks, although the Town should consider local park development in residential areas that are of sufficient size and are beyond the recommended distance from existing parks (approximately 500 metres).

Based on a Town-wide target of 4.0 hectares of parkland per 1,000 residents (excluding Natural Parks), the Town currently has a sufficient parkland supply to meet future needs. In fact, the Town’s current supply exceeds this target by 27.5% and is sufficient to serve a population of nearly 28,000 persons – a threshold that the Town is not projected to achieve until beyond 2031.

Table 8 Current and Projected Parkland Needs

Current Parkland Supply (ha)	112.6 ha
Estimated Population (2016)	21,936 persons
Parkland Per 1,000 (2016)	5.1 ha/1000
Current Parkland Needs (2016) based on a 4.0ha/1000	87.7 ha
Current Parkland Surplus (2016)	24.9 ha
Estimated Population (2031)	25,860 persons
Total Parkland Needs (2031), based on 4.0ha/1000	103.4 ha
Future Parkland Surplus (2031)	9.2 ha

Note: Supply reflects parks identified in Table 6.

Despite calculations that indicate an adequate long-term supply of parkland, the impact of changes in supply and access agreements should be assessed over time. As discussed later in this section, improving and enhancing existing parks to respond to new pressures and facility needs should also be a key point of emphasis moving forward.

Although the Town has a higher than average supply of parkland, population growth and new opportunities may help to maximize parks over time. Should the Town consider declaring any park parcels surplus and disposing of them, this should follow a prescribed process and be evaluated using a set list of criteria, which may include:

- an assessment of the recreational value/need for the site and its requirement to meet parkland accessibility targets;
- the potential to relocate amenities/activities to other Town-owned lands, as well as the operational benefits to be achieved through consolidation;
- past investment in the site and the condition of existing amenities, vegetation and landforms;
- development potential, adjacent uses and applicable land use policies; and
- community input.

As recommended later in this section, any revenue generated from the sale of surplus parkland should be kept in reserve and reinvested in priority parks and recreation projects.

Recommendations

2. Given that the current supply of active parkland is adequate, **additional parkland** should only be acquired to:
 - a. meet growth-related needs (e.g., an overall municipal parkland service level of 4.0 hectares per 1,000 residents, excluding Natural Parks) and ensure accessibility to growing areas (e.g., parks within 500-metres of urban residential areas);
 - b. enhance public access to the urban area's riverfront;
 - c. protect natural habitat and cultural significance in locations where the Town has a primary responsibility;
 - d. establish linear/trail connections vital to creating a comprehensive active transportation network; or
 - e. expand existing parks where necessary to install additional recreational amenities, based on demonstrated needs.
3. Evaluate all potentially viable opportunities to **strengthen public access to the waterfront**, with the goal of providing connected and high quality public space for events, heritage appreciation, passive use and compatible recreational activities that enhance the Town's sense of place and appeal for residents and tourists.
4. Establish criteria and a process for identifying, evaluating and disposing **surplus park properties** that are no longer required to meet current or long-term community needs.

6.4 Parkland Acquisition Policies

There are several provincial and municipal regulations, policies and guidelines governing the acquisition and location of parkland. The Ontario Planning Act establishes a framework for the dedication of parkland and possible alternatives for the dedication of land for park and recreation purposes. The Town's Official Plan sets out objectives for parks and public spaces, along with policies for parkland dedication and development.

Specifically, Section 2.10.2 of the Town's Official Plan identifies that the Town may require the dedication of parkland in accordance with the Planning Act for all developments, redevelopment or plans of subdivision. The Planning Act identifies that municipalities may require the conveyance of lands for park or other recreational purposes at a rate of 5% of land for residential (2% for commercial and/or industrial) or 1 hectare per 300 dwelling units proposed. Under certain requirements, Council may also require cash-in-lieu of parkland to be used towards future acquisition or development of parkland within the Town (note: The Planning Act has recently been amended to change the alternate requirement to 1 hectare per 500 units when the municipality accepts cash-in-lieu).

Section 4.8.6 of the Official Plan describes the locational criteria for evaluating potential lands for parkland dedication. This is a comprehensive policy and should continue to be referred to when establishing new or expanding existing parks.

In addition to these criteria, municipal parkland development shall be of an appropriate size and configuration to effectively utilize municipal resources and facilitate meaningful recreation activities. Amherstburg has many small parks that are unable to meet broad community needs and divert resources from parks with higher usage levels. In cases where a development is too small to result in a meaningful park parcel or where the immediate area already has suitable and unimpeded access to sufficient parkland, then the Town may consider accepting cash-in-lieu (Section 2.10.3 of the Official Plan). Neighbourhood parks less than 0.5 hectares are usually too small to provide adequate or satisfactory levels of recreation activity. Ensuring that parks are appropriately sized ensures that municipal resources are utilized effectively and efficiently.

The Town may also accept undevelopable lands, habitat conservation lands, stormwater management areas and woodlots for the purposes of passive recreation and educational uses, although the Town should not be obligated to accept these lands as part of the required parkland dedication (as per Section 2.10.2 of the Official Plan). In certain circumstances and at the Town's discretion, these lands may receive partial credit for parkland dedication.

The Planning Act allows for cash-in-lieu of parkland dedication to be used towards not only parkland acquisition, but also "the erection, improvement or repair of buildings and the acquisition of machinery for park or other public recreational purposes." Given the Town's considerable supply of parkland, the potential use of cash-in-lieu for park improvements – particularly when applied to parks in the vicinity of the contributing development – may be supported. A policy should be developed to guide the use of cash-in-lieu for park acquisition and park improvements. Furthermore, the fixed rate (per unit) charge for cash-in-lieu should be regularly reviewed as it is currently well below the County average.

If there is a need to supplement parkland supplies beyond the mechanisms permitted by the Official Plan and the Planning Act, there are a number of other park acquisition strategies that the Town may pursue, including (but not limited to):

- Municipal land purchase or lease
- Land exchanges or swaps, particularly if development is to occur in natural areas highly valued by the community;
- Off-site conveyance of parkland;
- Establishment of a Parks Foundation (e.g., community, corporate or municipal donations towards parkland acquisition);
- Reallocating surplus municipal lands to park use; and/or
- Partnership/joint provision of lands with local partners.

The Official Plan is also supportive of trail development and additional policies and plans should be put into place to allow the Town to capitalize on opportunities that are presented over time. For example, it is recommended that the Town consider a policy to require the dedication of land for the development of pedestrian and bicycle infrastructure as a condition of plan of subdivision approval as permitted by Section 51(25) of the Planning Act. Future development in the Town should be supportive of active transportation choices (e.g., walking, cycling and other forms of human-powered transportation).

Recommendations

5. Maximize **cash-in-lieu of parkland dedication** as per the provisions of the Town's Official Plan and Ontario's Planning Act. Regularly review the Town's fixed rate (per unit) charge for cash-in-lieu to ensure that it reflects market conditions and levels of service.
6. In areas where the supply of parkland is adequate, **prioritize the use of cash-in-lieu for parkland improvements**, ideally in the vicinity of the development that generated the contribution.
7. Should the Town accept new parkland through dedication, ensure that the **parkland is suitable for its intended use** as per Official Plan policies. Avoid developing or accepting neighbourhood park parcels of less than 0.5 hectares in size unless the Town has determined that there is a need to fill a gap in parkland and other options are inadequate. Parkland dedication credit should not be given for undevelopable open space lands (e.g., stormwater management ponds, woodlots, valley lands, floodplains, hazard lands, habitat conservation lands, etc.); at the Town's discretion, partial credit may be given in unique circumstances and where the goals of this Master Plan are satisfied.
8. Employ **alternative acquisition tools** to enhance future parkland opportunities to serve current and future residents, where appropriate.
9. Require the **dedication of land for pedestrian and bicycle infrastructure** as a condition of plan of subdivision approval over and above the parkland dedication amount (as permitted by Section 51(25) of the Planning Act), where appropriate. This policy should be considered through the next Official Plan update.

6.5 Park Design

Amherstburg's parks are well-designed and contain a growing variety of features that are indicative of evolving interests (e.g., splash pad, accessible playgrounds, etc.). Maintaining a parks system not only takes time and resources, but also thoughtful design and programming that includes age-friendly and accessible amenities, organized and non-programmed uses, and best practices in beautification, environmental management and stewardship.

To ensure that parks are functional and responsive to current and emerging needs, there are several key design features that the Town should consider as it acquires and redevelops parkland. Parks should be perceived by the community as destinations, where residents and visitors can engage in meaningful activities and events. This can be achieved by enhancing parks through unique designs that allow for traditional activities to take place yet are flexible in accommodating informal and emerging activities.

Great parks have a “wow factor” and are flexible and responsive to user trends and preferences. Time-pressed individuals of all ages and families are also looking for parks that they can enjoy at their own convenience. As a result, greater emphasis will need to be placed on informal park spaces that can be used for unstructured activities.

In addition, Amherstburg will experience a significant increase of older adult residents into the future. All indications are showing that the “new older adult” will be more physically active than past generations and may seek out more adventurous activities. This may lead to increased daytime use of parks, trails and recreation facilities. At the same time, more residents will be participating in less vigorous activities and will seek relaxing, flexible spaces for quiet reflection and respite. It is essential that parks are inclusive and barrier-free, as guided by the Accessibility for Ontarians with Disabilities Act (AODA). To ensure that the parks system is able to serve people from all segments of the community, accessible seating, washrooms, shade (structures and trees), parking, connections to key destinations and safety must be prominent considerations.

The Town has not adopted a consistent visual identity for signage in parks, trails and facilities. Signage is an important element of the local branding strategy and was identified as a shortcoming by stakeholders. Over time, the Town should install standardized signage at all parks, facilities and trail heads to improve wayfinding. The Town should also explore the use of technology, such as digital signs at major facilities that serve to advertise local events. Gateway features into urban areas (and along the waterfront for boaters) can also be effective in creating a sense of place and community pride, as well as advertising events.

Recommendations

10. Maintain a commitment to **universal accessibility, safety and comfort** within the Town's parks system through compliance with the Accessibility for Ontarians with Disabilities Act (AODA) – including consultation with the Town's Accessibility Advisory Committee – and Crime Prevention Through Environmental Design (CPTED) principles. It is acknowledged that some parks may include areas of natural terrain that are more difficult to access.

Recommendations

11. Emphasize the provision of amenities such as **washrooms, shade (e.g., tree planting in new parks), and benches/seating areas** in parks and along trails in recognition of the Town's aging population.
12. Provide an appropriate **balance of active and passive spaces** within the parks system that can support recreation and sports, casual use, special events and cultural activities. Flexible park designs should be encouraged.
13. Promote opportunities for **unstructured play, passive recreation and naturalization efforts** within the Town's parks system, where appropriate.
14. Engage **stakeholders and the public** when designing new and redeveloped parks and trails.
15. Encourage **public art** within appropriate park locations to celebrate the area's rich heritage and enhance community identity.
16. Establish **consistent and high-quality signage** at all municipal parks, gateways and along trail heads to enhance branding and wayfinding.

6.6 Programming, Special Events & Partnerships

Traditional park uses include organized activities (such as sports) and unorganized pursuits (such as informal play; e.g., playground use). Increasingly, park spaces are being animated through programming and new forms of community engagement. Some examples include (but are not limited to) fitness in the park, food trucks and cultural events such as music, concerts and theatre. Viewing parks as "outdoor living rooms" helps to expand the scope of use and engages a broader range of residents and visitors, leading to experiential learning, participation and community mobilization.

"People need a reason to come to the park and stay there in order to benefit from its social environment. Park quality, amenities like playgrounds, and, critically, events and activities help create the conditions that draw people out to meet each other... Community-led initiatives that improve the physical and social environments of parks are crucial.¹"

- Park People. Sparking Change. Catalyzing the Social Impacts of Parks in Underserved Neighbourhoods. 2017.

Amherstburg's parks (most notably King's Navy Yard Park and the Libro Credit Union Centre) and festivals are well known across the County and beyond. The area has many of the attributes that tourists are looking for, such as a warm climate, culture, heritage, birding, cycling, events, food, wine and more. The Town's proximity to the United States makes it a convenient location for day-trippers, a trip that will be even easier when the new border crossing is completed. While most may not travel to Amherstburg for its parks system, these public spaces and associated programs/events can enrich the experience. The new Waterfront Property Project is anticipated to be a strong contributor to this through its focus on social and civic events, unique design and connection to the river; with its proposed amphitheatre, this park will be able to host special events that are not appropriate for the historic nature and landscaping of King's Navy Yard Park.

Collaboration with community agencies and volunteer organizations will also be crucial to the success of the parks system. At present, the Town benefits from its strong partnerships with event organizations, as well as service clubs that have fundraised for many of the assets within area parks, such as the Miracle League Diamond and Rotary Club Playground. These and other partnerships should be established and supported. Enhanced public access to existing sites and facilities – such as schools, conservation areas and others – will help to increase participation for residents and strengthen the Town as a tourist destination.

Fort Malden National Historic Site is a tremendous local resource and attraction, but there is a sense that it is under-utilized and not well connected with the community; the stakeholder consultation program found support for working closer with Parks Canada to leverage the unique qualities of this site through programming and community stewardship. Sustained efforts will be required to determine if and how such a partnership could evolve.

Another opportunity exists with the public secondary school proposed to be built on the Centennial Park lands. The school's location in the centre of Urban Amherstburg, along with its longstanding use as a community park, creates a unique opportunity to work with the school board to maximize public access to any parks and recreation amenities that they may provide onsite, as well as to facilitate school use of nearby Town parks.

Recommendations

17. Continue to **support expanded park use and programming** by local volunteers through community development activities and special event coordination. Seek opportunities to integrate themes of healthy living and arts/culture/heritage into park designs, activities and events.
18. Maintain regular dialogue with Parks Canada to strengthen the relationship between the Town and **Fort Malden National Historic Site**, with the common goals of celebrating the park's heritage, sustaining its vibrancy, and enhancing opportunities for residents and tourists.
19. As part of the new secondary school development at the former Centennial Park, **coordinate with the Greater Essex County District School Board** to ensure that existing municipal park facilities are maximized, relevant gaps are addressed, joint use agreements are explored, and resources are not duplicated.
20. Where necessary to supplement municipal parks and open spaces, **work with area school boards and other recreation service providers to maximize community access** to quality outdoor parks and recreation amenities on school sites.

6.7 Park Asset Lifecycle Analysis

Capital requirements are increasing as the Town's parks infrastructure ages and amenities require repair or replacement. As is the case in most municipalities, Amherstburg's parks infrastructure reserve is undersubscribed, with deferred maintenance items becoming more commonplace and difficult choices being made regarding park renewal.

It is a key goal of the 2015 Framework for Recreation in Canada to “enable communities to renew recreational infrastructure as required”. This can be accomplished by dedicating sufficient funding, collaborating with others, developing assessment tools and evidence-based guidelines for investing in aging infrastructure, and adopting innovative renewal strategies that enhance affordable access for all.

Inventories and observation-based condition audits of each Town park were completed by the consultant in August 2017 and reviewed by the Town’s Parks Department. The following tables identify the general condition of park amenities. Condition tends to be strongly aligned with the age of the park, except in cases where the park has been substantially redeveloped. The amenities at Beaudoin, Centennial and Scodeller Parks are generally in poor condition, while Libro, Navy Yard, Golfview and Thrasher Parks contain many amenities in good to very good condition.

“In the end is it not a question of ‘if’ but of ‘when’. We can make smart repairs now or hold off and make increasingly expensive repairs later. Canada needs to accelerate the rate of infrastructure renewal.”¹

- Canadian Parks and Recreation Association, 2016

Table 9 Condition of Park Amenities by Park

Facility Type	Very Good	Good	Moderate	Poor	Very Poor	Not rated	Total	Supply
Anderdon Park	20%	40%				40%	100%	5
Bar Point Park		50%	25%	25%			100%	4
Beaudoin Park		20%	20%	50%		10%	100%	10
Bill Wigle Park	50%	25%	25%				100%	4
Briar Ridge Park		33%	67%				100%	3
Centennial Park		38%	21%	29%	8%	4%	100%	24
Golfview Park	33%	67%					100%	3
Jack Purdie Park		50%	50%				100%	6
Libro Credit Union Centre	50%	50%					100%	12
Malden Centre	6%	41%	12%	29%	6%	6%	100%	17
Navy Yard Park	11%	67%				22%	100%	9
North Gateway	25%					75%	100%	4
Ranta Marina Park		67%	33%				100%	3
River Canard Park						100%	100%	11
Scodeller Park			50%	50%			100%	4
Seagram Park		100%					100%	2
South Gateway	25%					75%	100%	4
Thrasher Park	33%	50%	17%				100%	6
Toddy Jones Park		67%	33%				100%	9
Warren Mickle Park		29%	57%			14%	100%	7
Total	11%	38%	18%	14%	2%	17%	100%	147

Note: Totals may not add due to rounding

Most park amenities are in moderate to good condition. Signage and sports fields are amongst the better rated facilities, while basketball courts and pavilions were amongst the poorest. Items identified in poor to very poor condition will require capital repair or replacement generally within the next five years.

Table 10 Condition of Park Amenities by Facility Type

Facility Type	Very Good	Good	Moderate	Poor	Very Poor	Not rated	Total	Supply
Ball Diamond	11%	44%		11%		33%	100%	18
Basketball Court		17%		50%	17%	17%	100%	6
Batting Cage		33%		33%		33%	100%	3
Building	9%	18%	27%	27%		18%	100%	11
Fencing - General	11%	33%	22%	11%		22%	100%	9
Fishing Pier						100%	100%	1
Football Field		100%					100%	1
Other - Cenotaph						100%	100%	1
Other - Fountain						100%	100%	1
Outdoor Pool			100%				100%	1
Parking Lot		50%	28%		6%	17%	100%	18
Pathway	15%	31%	38%			15%	100%	13
Pavilion			50%	50%			100%	4
Playground - Creative	8%	42%	42%	8%			100%	12
Playground - Traditional	14%	36%	21%	21%		7%	100%	14
Running Track				100%			100%	1
Signage	36%	55%		9%			100%	11
Site Furniture		100%					100%	4
Skate Park		100%					100%	1
Soccer Field	33%	33%	33%				100%	3
Splash Pad		100%					100%	1
Tennis Court	33%				17%	50%	100%	6
Volleyball Court				50%		50%	100%	2
Security Lighting		80%		20%			100%	5
Total	11%	38%	18%	14%	2%	17%	100%	147

Note: Totals may not add due to rounding

Average lifespans have been estimated for each amenity type within the asset management system, typically ranging from 15 to 30 years, with some buildings and special features exceeding these timelines (note: sub-components of each amenity may require replacement on a different schedule). The average lifespan is estimated and will vary from site to site depending on a variety of factors. Based on observation and general timelines of park development, the age of amenities has been estimated. Using this measure, the running track and associated football field at Centennial Park, tennis courts, ball diamonds and parking lots have, on average, exceeded their typical lifespan. Further, the skate park, general park fencing and pavilions are approaching their estimated lifespans.

Table 11 Average Lifespan of Park Amenities (2017)

Park Amenity	Average Lifespan (years)	Estimated Age of Park Amenities	Average Remaining Life (years)
Ball Diamond	30	32	-2
Basketball Court	25	20	5
Batting Cage	30	25	5
Building	40	32	8
Fencing - General	20	20	0
Fishing Pier	20	5	15
Football Field	30	35	-5
Other - Cenotaph	60	35	25
Other - Fountain	60	35	25
Outdoor Pool	40	35	5
Parking Lot - Paved	20	22	-2
Pathway	25	13	13
Pavilion	25	23	3
Playground - Creative	20	10	10
Playground - Traditional	20	13	7
Running Track	15	35	-20
Security Lighting	30	15	15
Signage	20	16	4
Site Furniture	15	5	10
Skate Park	15	15	0
Soccer Field	30	8	22
Splash Pad	20	5	15
Tennis Court	15	21	-6
Volleyball Court	20	15	5

Note Lifespans for special features may vary (e.g., turf fields are 15 years, historic buildings are 50+ years, etc.)

Due to the age of Amherstburg’s parks, many amenities are reaching the end of their functional lifespan and a plan is required to ensure their timely replacement and/or revitalization. Pressure for park renewal and redevelopment is also being driven by safety considerations, legislative requirements as well as changes in leisure preferences and socio-demographic composition. Well maintained and renewed parks are more appealing to users, better utilized and aligned with municipal objectives. As costs rise and needs change, the Town needs to establish priorities and capitalize on opportunities for reinvestment in parks infrastructure.

Recommendations

21. Through the Town’s asset management plan and long-term capital plan, identify and plan for **park renewal and redevelopment projects** that address aging infrastructure and capital improvements.

6.8 Park Staffing & Maintenance

The Parks, Facilities, Recreation and Culture Department is responsible for the operation and maintenance of all parks and green spaces. In addition, this Department provides support to events run by the Culture and Tourism Division, as well as event organizers utilizing Town-owned property. The CAO is currently the Acting Director for the Department.

Amherstburg's parks are well maintained and a source of local pride. Town staff play a significant role in not only parks maintenance, but also beautification and event support – much more than the typical municipality. The Town receives good value for the funding that it commits to this service area.

As the Town's parks system evolves, additional resources and staffing, as well as operating policies and procedures will be required to keep pace and maximize their value to the community. Greater park use (from residents and tourists) translates to greater maintenance efforts. In addition, the Town is gradually taking on a larger role in supporting events and festivals, and additional resources will be needed to address the growing inventory of habitat conservation lands, natural areas and trails. Staffing and resources must keep pace with the expanded responsibilities of a maturing parks system (such as the proposed Waterfront Property Project and expanded Libro Credit Union Centre, which may require an on-site park depot/yard to improve operational efficiency and user support).

In recent years, the Town has developed a parks management and maintenance regime based on contemporary sustainability and environmental management principles, such as pesticide free maintenance, low maintenance plant selection, and use of durable materials and infrastructure. The Town should continue to implement appropriate sustainability practices in order to reduce energy, water use and environmental impacts.

Another trend witnessed in other municipalities is the changing role of volunteers, many of which are stepping away from maintenance activities (e.g., trail stewards, flower beds, etc.) and becoming more focused on specific capital projects. As this occurs, what once were volunteer responsibilities shift to municipal staff. To ensure long-term sustainability, the Town must continue to explore opportunities for operational savings and maintenance efficiencies. The Town should review its parks maintenance standards and align these with the service levels expected of each park type (e.g., reduce the grass cutting frequency at low use park sites). Operating practices and policies (e.g., field closure policy, operating and partnership agreements, etc.) should also be reviewed on a regular basis in consultation with stakeholders.

Recommendations

22. Ensure that **park staffing levels and resources** keep pace with changing responsibilities. The introduction of the Waterfront Property Project and other proposals such as the expansion of the Libro Credit Union Centre, Belle Vue grounds and other initiatives will require a rationalization of service levels, which will likely to lead to additional resource requirements.
23. Regularly review **park operating policies, maintenance practices and service levels** to ensure that they respond to local needs and represent an efficient use of resources.

Recommendations

24. Employ operating practices and technologies that promote **operational savings and maintenance efficiencies** (e.g., replacing existing sand or pea stone playground surfaces with wood fibre safety mulch, using deep well waste containers, selective reduction of mowing, use of low-to-no maintenance landscape treatments, etc.).
25. Monitor the need for **specialized parks maintenance and support services**, such as forestry/arborist, conservation specialists, park supervision, specialized equipment, etc.
26. Establish programs that support **environmentally-friendly practices** in parks, such as recycling and litter-free park sites.
27. Continue to recognize and work in partnership with local **horticultural organizations** in the maintenance of select floral gardens and beautification sites.
28. Investigate the feasibility of establishing a **park maintenance depot** at the Libro Credit Union Centre to realize maintenance efficiencies at that park site and relieve space pressures at the current location.

6.9 Natural Area Management

Amherstburg is blessed with an extensive array of significant environmental lands, including wetland systems, areas of natural and scientific interest, habitat conservation lands, and a variety of natural heritage landscapes. Most of these lands are in private ownership and/or are managed by the Essex Region Conservation Authority (ERCA) – such as Big Creek and Holiday Beach – although the Town is beginning to secure sizable lands for habitat conservation via the land development process.

Open space and natural areas serve numerous functions: they protect and conserve natural features; they preserve habitat for various species, including threatened and endangered species; they provide buffers to development; they provide visual breaks within an otherwise urban/suburban landscape; and they enhance air and water quality.

The tools available for the conservation of open space and natural lands are more extensive than outright acquisition, which is typically the most common (but also most costly) technique for securing active parkland. However, due to development restrictions, not all lands need to be publicly owned in order to be permanently protected. Other options for the protection of open space and environmentally significant lands include: land exchange; donation/land trusts; conservation easement/purchase of development rights; leasing; and partnerships. Conservation easements are particularly useful when protecting open space lands as they allow title to the land to remain in private ownership, but development rights to be restricted based on the specific conservation requirements.

Planning ahead for land conservation is smart and cost-effective over the long run, but it requires vision, persistence, collaboration and resources. For the Town, key priorities for open space and natural area land conservation may include:

- areas that protect important natural resources;
- areas that protect significant historic and archaeological resources; and
- areas that provide greenway connections between parks and other public areas.

Passive maintenance and development of natural areas is anticipated. Nevertheless, these sites require special knowledge and additional resources to maintain, and the Town is encouraged to work with local agencies and volunteers in their long-term management. Assessment and treatment of ecological systems should be addressed through the development of site-specific management plans.

Lastly, with research suggesting that Canadians are becoming less engaged in nature, opportunities to encourage residents to learn more about their parks and protected areas should be sought. Opportunities to establish walking trails within or surrounding key open space and natural area parcels should be considered, while respecting policies relating to the protection of sensitive wildlife and natural habitat. Environmental lands also offer tremendous opportunity for experiential learning and cultural interpretation, which in turn can assist with educating the public about the need for active conservation and restoration.

Recommendations

29. Continue to guide the **protection and naturalization of open space, natural areas and environmentally sensitive areas** through Official Plan policies and various conservation tools.
30. Work with ERCA, conservation organizations and naturalist groups on joint planning and management initiatives that assist in the continued **conservation of Town-owned natural areas**. Restoration and conservation/maintenance efforts will be guided by Endangered Species Act permits and Natural Area Management Plans (where applicable). Budget and staff impacts should be evaluated accordingly.
31. Seek opportunities for **outdoor education and recreation** (e.g., local wildlife and natural habitat through interpretive displays/signs and learning opportunities, compatible forms of public access and trails, etc.) within the open space and natural area system in conjunction with partners such as the Essex Region Conservation Authority.

6.10 Financial Sustainability

Parks, trails and open space require multiple funding sources to develop, maintain and animate. As subsidized community services, they rely largely on municipal taxation. To assist with Master Plan implementation, several potential opportunities for additional funding are identified below.

Development Charges

Development charges are fees that are collected through the building process in order to address the growth-related infrastructure needs of a community. Up to 90% of related parks and recreation capital

projects may be funded through development charges, with the remaining 10% financed by the municipality through other sources. Funding limitations include replacement of portions of parks and recreation facilities, arts and cultural facilities, historical service level deficiencies, or excess capacity as a result of the pre-placement of facilities. Many of the items identified in this Master Plan are partially or fully growth-related, thus will be eligible for Development Charge funding.

Parkland Cash-in-Lieu

The Planning Act establishes a framework for the dedication of parkland and possible alternatives, with implementation policies identified through county and local official plans. One such alternative is the conveyance of cash-in-lieu of parkland generated by development or redevelopment. At the Town's discretion, the cash-in-lieu may be used to purchase parkland, to acquire associated machinery or equipment and/or for parkland development. The Planning Act also allows municipalities to collect other parkland-related revenues through Section 37/45 (community benefits) and Section 42 (Alternative Rate cash-in-lieu); however, these are more applicable to urban communities with higher densities.

Municipal Reserves

On occasion, municipalities may decide to set aside monies accrued from tax dollars or other revenue sources (such as the sale of surplus parkland) for special projects, such as the development or expansion of a specific community facility or park. In addition, annual lifecycle reserves that are earmarked to fund the maintenance and state-of-good-repair of existing facilities are becoming more common.

Fundraising, Donations & Sponsorships

The capital and ongoing operational costs of constructing parks and facilities are substantial and will inherently place pressures on the municipal budget. Seeking assistance from the community to contribute resources towards the construction and/or operation of parks and facilities can be an effective way to provide services and spaces that are truly desired by residents. In the past, many local user groups have collected donations and/or participated in fundraising for new facilities and this practice is expected to continue. The Town should develop a community funding policy and program to encourage and guide local fundraising efforts relative to the Town's parks and recreation system.

User Fees & Surcharges

User and rental fees vary considerably based on the type of activity/facility in question. For example, rentals comprise the bulk of the revenue stream for sports field, but typically only cover a portion of the true costs of management. Increases in user fees – often achieved through a project-specific surcharge – can be used to offset the costs associated with capital upgrades. In 2018, the Town instituted a user surcharge to be applied to capital replacement and repairs.

Debenture Financing

In cases where alternate sources of funding are unavailable, some municipalities have shown a willingness to finance a portion of major capital expenditures. Depending on the municipality's credit rating, this can be a more expensive funding alternative and can impact the future borrowing rate and fiscal capacity.

Ongoing Government Programs

One example of an ongoing government program is the Federal Gas Tax Fund, which provides municipalities with a long-term funding stream that can be used for the construction and rehabilitation of core public infrastructure, including roads, bridges, drinking water and wastewater infrastructure, and parks facilities (e.g., trails, bike lanes, etc.).

One-Time Grants

Municipalities often seek financial support from senior levels of government for major municipal capital projects. In 2017, the Federal budget made commitments towards infrastructure investments in the recreation sector through the “Investing in Canada” Plan – it is anticipated that the Community, Culture and Recreation Infrastructure funding stream (amounting to \$407 million across Ontario over 12 years, with up to 40% support for eligible municipal projects) will support new, expanded or renewed facilities. The presence of an approved Master Plan is often a requirement to securing grant funding.

Partnerships

To maximize benefits to the community, the Town may consider engaging in collaborations or partnerships with the private sector, non-profit sector, or other levels of government to develop and/or operate various facilities and services. Detailed feasibility studies and the development and use of agreements will be required to ensure that these arrangements yield the desired results.

Cooperation between Municipal Neighbours

Cooperation between municipalities is essential to the effective delivery of parks and recreation services. Residents are not concerned about municipal boundaries as long as their access to and enjoyment of a recreational experience is unencumbered by local politics. Throughout Ontario, municipalities benefit from various types of cooperation, including joint services agreements that allow cost-efficient access to facilities by residents in another municipality.

Recommendations

32. Prepare a **community funding policy** to define the role of public involvement (e.g., municipal grants) and fundraising in the ongoing management of the Town’s parks system.
33. Through a mix of funding sources (including but not limited to the recently instituted user surcharge), establish an **annual capital reserve** to offset the repair and replacement costs associated with park and sport infrastructure within Destination and Athletic Parks. Annual funding amounts should be set at 1% to 2% of the asset construction cost.
34. Redirect **proceeds and operational savings** from the sale or disposition of parkland to other high priority projects within the parks system.

7 Outdoor Recreation Facility Analysis

7.1 Facility Needs Assessment

The identification of a community's outdoor recreation needs is an important, complex, and somewhat imprecise exercise in the development of a Parks Master Plan. For this study, needs are assessed based on: overall supply per capita (provision standards); geographic distribution; and other factors such as:

- alignment with the goals and strategies established for this Plan and other leading municipal directions;
- expressed public input;
- socio-demographic trends and participation patterns; and
- park-specific information that needs to be brought forward based on usage patterns or recognition of opportunities and physical constraints.

Amherstburg's municipal parks and outdoor recreation facilities were reviewed and inventoried in August 2017. Included on the following pages is a full inventory of outdoor recreation facilities in the Town and a map of municipal park locations.

Note on Centennial Park

Town Council announced in January 2018 that about half of the Centennial Park site would be sold to the Greater Essex County District School Board as the location for the new General Amherst High School. While Centennial Park's facilities and amenities are included in the 2017 municipal inventory, the southern portion of the park (5.2 hectares) was officially sold to the School Board on April 30, 2018. Outdoor recreation components located within that space are expected to be disposed of during the course of the Parks Master Plan implementation timeframe.

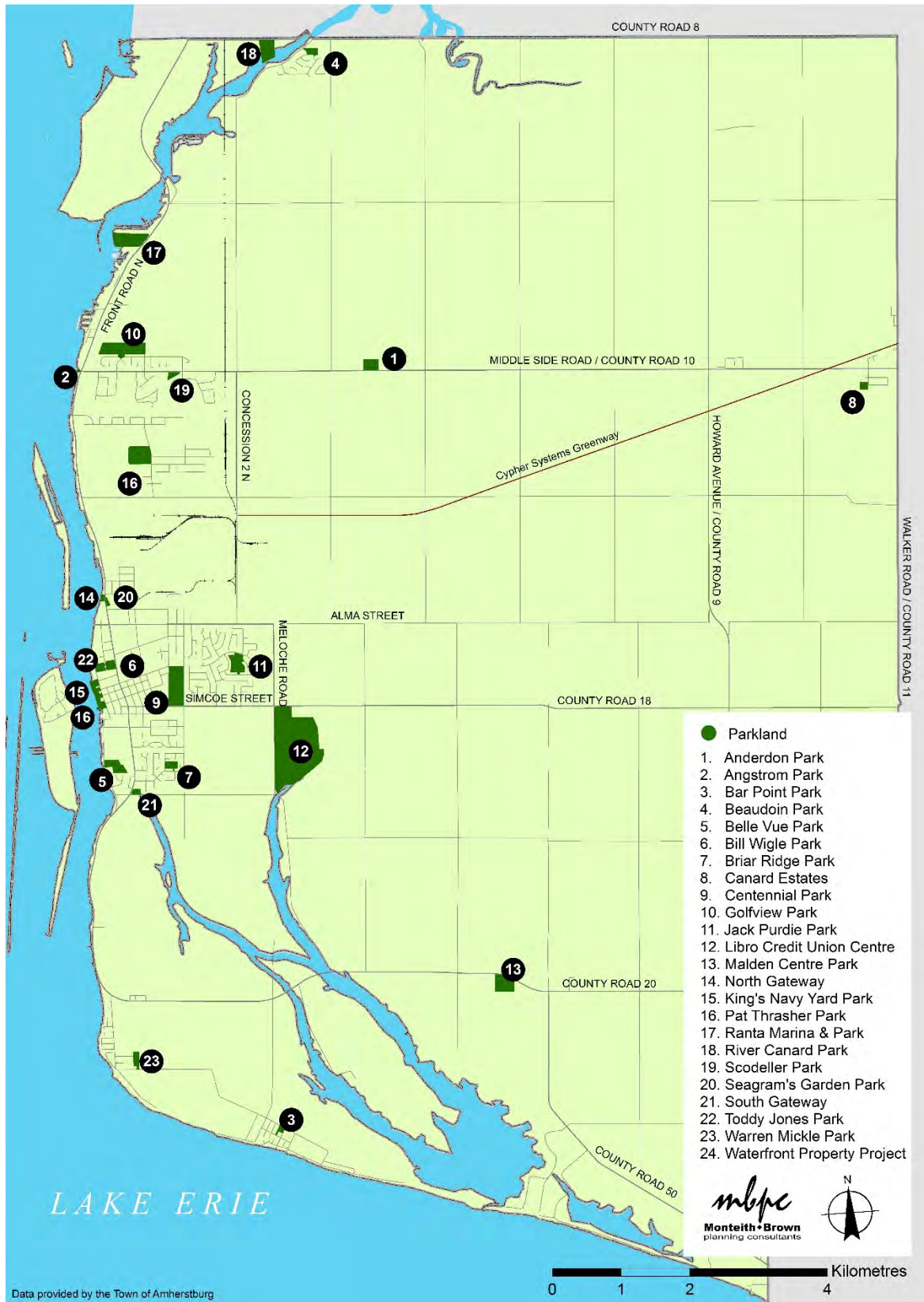
Through this Master Plan, the parks and outdoor recreation facilities provided at Centennial Park will be considered within the current supply to examine usage as of 2017 but will be excluded in the calculation of future provision for those facility types. This plan assesses the need to replace the amenities previously located within Centennial Park onsite or at alternate locations.

Table 12 Inventory of Amherstburg’s Outdoor Recreation Facilities

Facility Type	Supply	Location(s)
Sport Fields		
Soccer/Football Field (lit)	1	Libro Credit Union Centre
Soccer (full)	2	Centennial Park, Larry Bauer Soccer Complex
Soccer (intermediate)	4	Larry Bauer Soccer Complex
Soccer (mini)	11	Beaudoin Park, Larry Bauer Soccer Complex (10)
Baseball (lit)	4	Bill Wigle Park, Centennial Park, Libro Credit Union Centre, Malden Centre Park
Baseball (accessible + lit)	1	Libro Credit Union Centre
Baseball (unlit)	11	Centennial Park (3), Malden Centre Park (4), River Canard Park (4)
Sport Courts		
Tennis (lit)	3	Anderdon Park (2), Centennial Park
Tennis (unlit)	3	Malden Centre Park (2), River Canard Park
Basketball	6	Anderdon Park, Bar Point Park, Beaudoin Park, Centennial Park, Malden Centre Park, River Canard Park
Volleyball (sand)	3	Beaudoin Park, Centennial Park (2)
Playground Equipment		
Components (at 13 park locations)	36	Bar Point Park, Beaudoin Park, Briar Ridge Park, Centennial Park, Golfview Park, Jack Purdie Park, Libro Credit Union Centre, Malden Centre Park, Ranta Marina Park, Scodeller Park, Thrasher Park, ‘Toddy’ Jones Park, Warren Mickle Park
Other		
Pavilion/Gazebo/Shade	5	King’s Navy Yard Park, Malden Centre Park, Scodeller Park, ‘Toddy’ Jones Park (2)
Outdoor Track	1	Centennial Park
Outdoor Pool	1	Centennial Park
Skateboard Park	1	Centennial Park
Splash Pad	1	‘Toddy’ Jones Park

Notes: Excludes Co-An Park which is operated under agreement with the Town of Essex, and situated in the Town of Essex.
 Inventory excludes low quality amenities that are no longer being actively maintained due to their condition (e.g., tennis courts, ball diamonds).

Figure 13 Town of Amherstburg Park Locations





7.2 Ball Diamonds

Current State

The Town of Amherstburg currently supplies 16 diamonds. Each of the following four parks have lit diamonds: Bill Wigle Park, Centennial Park, Malden Centre Park, and Libro Credit Union Centre. The Libro Credit Union Centre is also home of the Miracle League accessible diamond. Unlit diamonds are provided at Centennial Park (3), Malden Centre Park (4), and River Canard Park (4). Not included in the inventory are ball diamonds (6) available at Co-An Park (managed in cooperation with a volunteer board and the Town of Essex).

Key Considerations

Participation in variations of ball (baseball, softball, slo-pitch) is steady in Amherstburg though year-to-year fluctuations are common. According to Town participation and use data, minor ball registration has increased 17% in the past year (from 321 players in 2016 to 378 players in 2017) while little change was seen in adult registration within the same time frame. Review of field permitting and schedules indicates that capacity exists to expand use, particularly for lit diamonds. Fields are permitted an average of 2.0-3.0 hours of play each on weekday evenings with double the playing time (6.0 hours) on Sunday afternoons and evenings.

Almost one in every five (19%) survey respondents indicated that someone in their household had participated in baseball or softball within the last 12 months. Additional investment in baseball or softball diamonds was supported by 56% of survey respondents, ranking 10th out of 20 facility types.

Table 13 provides a description of each major ball diamond site including a summary report of current conditions, usage and comments from community consultation.

Table 13 Town of Amherstburg Ball Diamond Conditions & Use

Park Name	Diamond Condition & Usage
Bill Wigle Park	<ul style="list-style-type: none"> ▪ Currently well maintained and frequently used by local groups ▪ Only concern from stakeholders is lack of nearby parking
Centennial Park	<ul style="list-style-type: none"> ▪ Diamonds will be removed per school sale and will need to re-located (at the Libro Credit Union Centre)
Malden Centre Park *see Section 8 for additional park details	<ul style="list-style-type: none"> ▪ Fencing and bleacher improvements needed on Diamonds 1 & 2 ▪ New lighting may soon be required on Diamond 1 (none in outfield); this diamond also has orientation issues (shade screening may be needed) ▪ Could consider re-orientating diamonds (shared outfields) or adding lights to Diamond 2 ▪ Remove batting cage
Libro Credit Union Centre & Miracle League Diamond	<ul style="list-style-type: none"> ▪ Diamonds are still relatively new and fields are well maintained ▪ Stakeholders indicated desire for improved maintenance of support facilities (announcer booth) and improved cleanliness (washroom facilities) ▪ Occasional issues with scheduling and getting time on the premier diamond as it is the only diamond in the Town with a pitcher’s mound (serving eight teams) ▪ Artificial turf will eventually need to be replaced ▪ Repointing of light standards required on a regular basis

Note: Co-An Park is operated under agreement with the Town of Essex, and is situated in Essex

Review of diamond permitting schedules and league registrations indicates that diamonds are not being used at full capacity, particularly lit fields where games could be played later into the evening if demand were to increase. According to baseball and softball stakeholder representatives, groups are generally able to access diamonds when they want for regular league play, but sometimes have issues accommodating tournaments where multiple diamonds are required. For example, to meet Ontario Baseball Association hosting requirements, two mounded diamonds are needed at one site.

Analysis & Recommendations

Given that Amherstburg currently has a sufficient supply of ball diamonds, the Town’s focus should be on maintaining the quality of fields and support amenities. Overall, there is no net change in diamond supply recommended. However, a number of improvements are recommended to the existing ball diamonds inventory including:

- As detailed in **Section 8**, it is recommended that the Town of Amherstburg completely redevelop the diamonds (and associated structures) at Malden Centre Park in the long-term to address all existing site concerns and provide a facility capable of tournament play.
- The four diamonds that will be lost as a result of the Centennial Park sale to GECSB should be replaced with a new clover-leaf (4 diamonds) facility at the Libro Credit Union Centre – these facilities may be supplied in an assortment of sizes/dimensions to accommodate various levels of play for different age groups and skill levels.
- At the appropriate time, the Town should consider opportunities to enhance and/or redevelop Bill Wigle Park, which may be impacted by future uses and changes to the General Amherst High School building and site. Options for relocating the ball diamond should be considered at such time.

The following facilities should be removed as they are underused and in disrepair: backstops at Warren Mickle Park and Anderdon Park, and batting cage at Malden Centre Park.

Recommendations

35. Relocate the **four (4) ball diamonds** to be decommissioned at Centennial Park to the Libro Credit Union Centre.
36. Consider opportunities to enhance and/or redevelop **Bill Wigle Park** in association with long-term civic planning initiatives such as the redevelopment of the General Amherst High School site.
37. Remove the deteriorated **backstops** at Anderdon Park and Warren Mickle Park.

Note: See also recommendations in Section 8: Malden Centre Park



7.3 Soccer Fields

Current State

The Town of Amherstburg currently supplies 17 soccer fields. They are primarily located at the Larry Bauer Soccer Complex/Libro Credit Union Centre (one of the largest soccer complexes in the County) with single fields at each Centennial Park and Beaudoin Park. The field at Beaudoin Park does not have any organized programs or leagues running on it, although nets are in place for unstructured play. The field at Centennial Park will be decommissioned as a result of the property sale to the Greater Essex County District School Board. Not included in the inventory are soccer fields (3) available at Co-An Park (managed in cooperation with a volunteer board and the Town of Essex).

Key Considerations

Soccer is popular in Canada and throughout the world. The sport is appealing to many because it is easy to learn, supports cardiovascular fitness, and has a relatively low participation cost.

The most prominent recent trend in soccer is the introduction of the long-term athlete development model. This program focuses on training and physical literacy, changing demand for time on fields and introducing new player ratios. New development standards associated with long-term athlete development include: coaching styles, number of plays, playing time, field size, other variables. This training model impacts the demand for field time but has been accommodated and integrated into scheduling at the Larry Bauer Soccer Complex and the Libro Credit Union Centre.

Soccer registration in Amherstburg has fluctuated slightly in recent years, but overall long-term popularity of the sport remains stable. Local play is organized through Amherstburg Soccer Club and as of the 2017 season, 512 players were registered (371 house league players and 141 travel/competitive players). In addition to minor players, a variety of groups use the artificial turf field at the Libro Credit Union Centre.

On average, soccer fields are being used by minor soccer leagues a minimum of 3 hours per week to a maximum of 11 hours, indicating that there is substantial capacity within the current system to add teams and/or training times. The soccer complex also hosts large special events such as festivals and tournaments throughout the season. The Soccer Club indicated that they may eventually need more fields if they continue to grow and expand their programming (i.e. girls only league, more travel teams); monitoring of field usage and registration levels is recommended.

Nearly one-fifth (17%) of survey respondents reported that someone in their household played soccer in the last 12 months. Soccer and multi-use fields ranked 11th out of 20 facility types, with 56% support for additional investment.

According to stakeholder and staff discussions, the Larry Bauer Soccer Complex and the Libro Credit Union Centre are suitable facilities and currently meet Amherstburg's soccer and football needs. As the premier sports complex in the Town, all soccer training and games occur at this site. User groups are generally satisfied with the condition and operation of the facilities as they currently exist. Local soccer clubs indicated a desire to irrigate the larger fields. Similarly, it was noted that the Town should prepare for eventual replacement of turf on the Libro Credit Union Centre's outdoor turf field as it deteriorates over time and with repeated use.

While there is currently an ample supply of fields, there were requests for additional support amenities. For example, the existing field house is a significant distance from many of the soccer fields (particularly those on the north end of the site – Pike Road entrance, and along the western edge – Meloche Road entrance). Representatives from local soccer organizations have suggested that a small clubhouse or shelter be erected in a central area of the site (near the intersection of the two internal service roads or at the south end of the FIFA regulation pitch). This structure would provide shelter from inclement weather (particularly lightning), house equipment and provide washroom facilities/water for players and spectators.

Town staff are aware of the user groups concerns with field irrigation. While this is noted here, the issue is being addressed outside of this Parks Master Plan.

Analysis & Recommendations

All soccer fields at the Larry Bauer Soccer Complex and the Libro Credit Union Centre are in good condition. Review of player registration and field usage data has indicated no current or future demand for additional fields, although participation trends and program development should be monitored to determine long-term needs. It is recommended that the Town focus on improvements to existing fields such as installation of a shelter to serve the soccer complex (in cooperation with the Club).

Additionally, it is recommended that the Town plan for the eventual replacement of the outdoor turf surface at the Libro Credit Union Centre and continue to monitor and address smaller repairs as they arise (i.e., bumps and divots on fields, paint and move nets, etc.).

Recommendations

- 38. Work with local users to fund and construct a **shelter** to serve the Larry Bauer Soccer Complex.
- 39. Plan for eventual **replacement of outdoor turf** at the Libro Credit Union Centre.



7.4 Playgrounds

Current State

The Town of Amherstburg currently supplies 36 playground components at 13 municipal park locations. They are well-distributed throughout the municipality and available in all neighbourhoods. Not included in the inventory is the playground available at Co-An Park (managed in cooperation with a volunteer board and the Town of Essex). Some of Amherstburg’s newest playgrounds have been designed with an emphasis on inclusion and accessibility (i.e., Libro Credit Union Centre and ‘Toddy’ Jones Park) while others incorporate challenging play features (i.e. Thrasher Park). The older playgrounds include traditional play structures (i.e. slides, climbers) and swing sets. Below is a list of all Town parks that currently contain playground equipment.

- Bar Point Park
- Beaudoin Park
- Briar Ridge Park
- Centennial Park
- Golfview Park
- Jack Purdie Park
- Libro Credit Union Centre
- Malden Centre Park
- Ranta Marina Park
- Scodeller Park
- Thrasher Park
- ‘Toddy’ Jones Park
- Warren Mickle Park

The Town of Amherstburg does not currently provide any outdoor fitness equipment in municipal parks, which is an emerging trend in the industry.

Key Considerations

Playgrounds

Playgrounds serve as neighbourhood level amenities that benefit early child development, foster cognitive and social skills, and support physical activity. They are primarily used by families with small children and

should be within reasonable walking distance of residential areas, ideally free of major barriers such as highways, water bodies, and rail lines.

Design of playgrounds has evolved from traditional equipment consisting of swings, slides, and monkey bars to more engaging and challenging features such as rock climbing holds, balance features, and opportunities for creative play. This may include a broad range of design elements such as the use of vibrant colours, interactive play components, thematic designs, and equipment that stimulates the senses. The 2015 ParticipACTION Report Card indicated that children's biggest risk is staying indoors and as a result a position statement was issued encouraging active outdoor play. This type of play is beneficial for Canadian children as they need to be allowed opportunities to learn safety and be physically active in less restricting environments.

Proactive communities such as Amherstburg have also begun installing playgrounds to accommodate users regardless of ability. Guided by the Accessibility for Ontarians with Disabilities Act (AODA), the provision of new playground structures after 2016 must contain accessible features. Examples of this in Amherstburg are the rubber base surfacing at Thrasher Park and 'Toddy' Jones Park as well as the accessible playground adjacent to the Miracle League Diamond at the Libro Credit Union Centre.

Just over one-third (36%) of survey respondents indicated use of playground equipment in the last 12 months. Ranking third in a list of 20 facilities, 82% of respondents supported additional spending on playgrounds. Open-ended comments and community consultation also found that playgrounds are an important feature in Amherstburg's parks system. Residents value these spaces and want to access safe, engaging, places to play in their neighbourhoods.

Outdoor Fitness Equipment

Popular in Europe and southern United States, outdoor fitness equipment is now regaining popularity in Canadian parks. These pieces of equipment provide low-impact, bodyweight activities that focus on mobility, flexibility, and strength training – great exercise options for older adults and seniors. Installation of outdoor fitness equipment was suggested by the Parks and Recreation Advisory Committee as well as multiple residents and staff.

Analysis & Recommendations

The Town should offer high quality and engaging play experiences through its playground replacement program. Short-term playground renewal efforts should focus on: Anderdon Park, Beaudoin Park, Briar Ridge Park, Golfview Park, Jack Purdie Park, Scodeller Park, and Warren Mickle Park. Additionally, considerations should be given to locating complementary amenities near playground structures, such as seating and shade for parents and caregivers.

It is recommended that the Town begin replacing pea gravel and sand bases in neighbourhood parks with engineered wood chips whenever possible to accommodate accessibility standards. Parks that have already been upgraded to rubber surfacing should be closely monitored, as the surface will require replacement over time.

As is described in **Section 8**, Malden Centre Park houses playground equipment between two ball diamonds. This location puts users at risk of being hit by balls during play. It is recommended that this

equipment be moved to a safer location or removed entirely – a temporary solution is to install safety netting along the diamond edges to protect children at play.

It is recommended that the Town install outdoor fitness equipment at one of Amherstburg’s busiest parks. Ideally outdoor fitness equipment should be integrated with other facilities such as active parks, playgrounds, along trails, etc. to maximize potential for use. If installed along a trail, component pieces should be located at multiple points along a path, encouraging users to walk between exercises. Additionally, to accommodate the multi-use and multi-generational recreation trend, these facilities should be installed in coordination with playground structures. This way adults and seniors can participate in physical activity while younger family members play. The Town should undertake a site evaluation exercise to determine a preferred location.

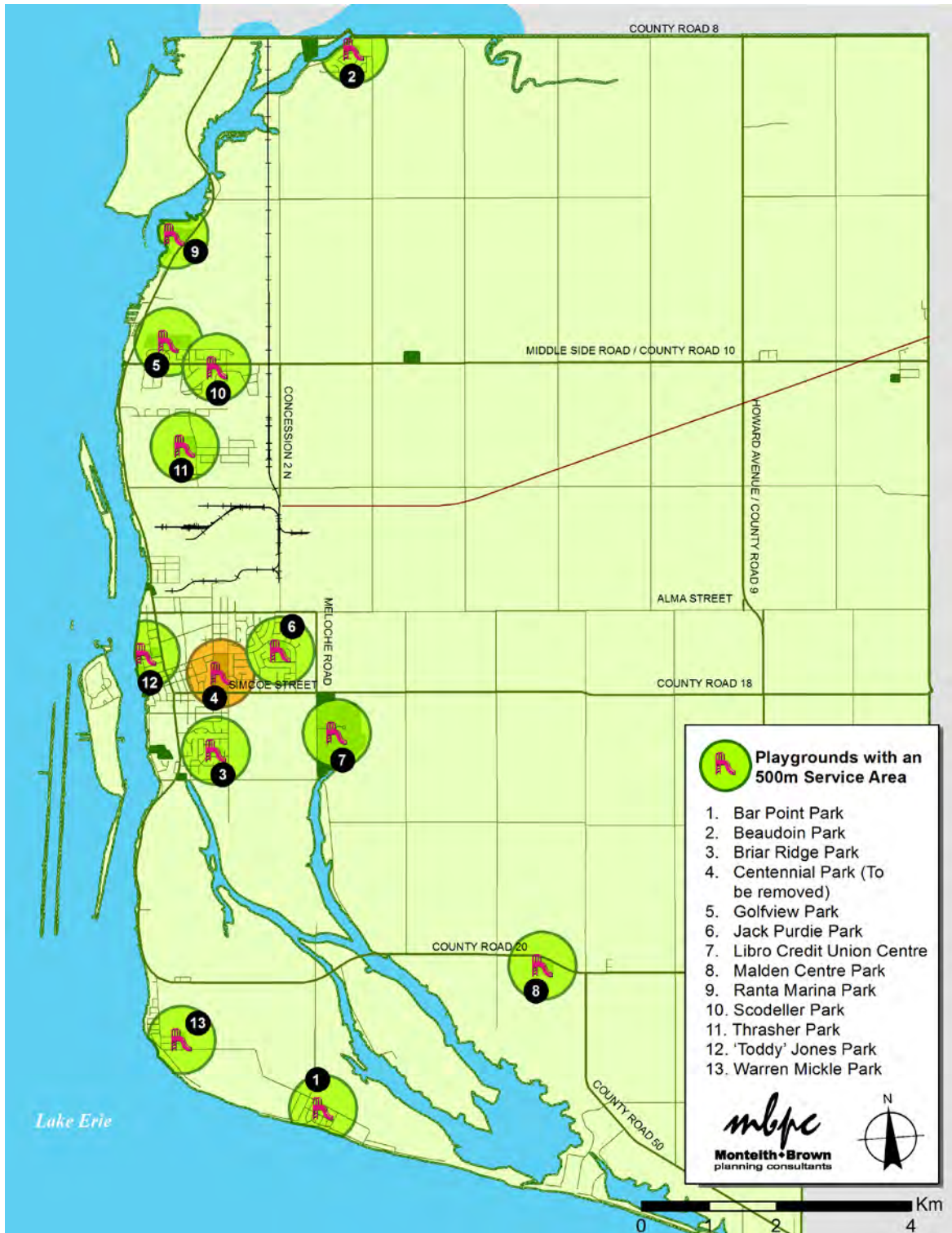
It is recommended that the Town provide playgrounds within 500 metres of residents within urban areas, where feasible. It is difficult for municipalities to achieve the “walkable” service area in rural communities, but playground amenities should still be available within a reasonable distance. In this regard, the Town should consider adding playground equipment to Canard Estates Park or invest in active transportation facilities to increase accessibility for residents in less populated areas. Figure 14 illustrates the current distribution and 500 metre service areas of municipal playground facilities in Amherstburg. Note that the loss of Centennial Park playground will create a gap in service for residents living within Amherstburg’s urban core.

Recommendations

40. Provide **playgrounds within 500 metres of residents within urban areas**, where feasible
41. Continue to replace traditional equipment with creative and challenging play structures. Short-term **playground renewal efforts** should focus on: Anderdon Park, Beaudoin Park, Briar Ridge Park, Golfview Park, Jack Purdie Park, Scodeller Park, and Warren Mickle Park. Playground renewal should also include consideration of complementary amenities such as seating and shade structures but should not be a priority for surplus park sites.
42. Repair and upgrade **playground surfacing** at end of life to meet current accessibility standards (i.e., remove pea gravel and sand bases and monitor condition of rubber surfacing).
43. Consult with the local community about adding playground equipment to the existing open space at **Canard Estates Park** in McGregor.
44. Investigate installation of **outdoor fitness equipment** at an existing park.

Note: See also recommendations in Section 8: Malden Centre Park for playground equipment recommendation.

Figure 14 Distribution of Amherstburg playgrounds with a 500m service area



Note: The playground at Centennial Park is shown in orange as it will be removed from the inventory with the sale of the property to the public school board.



7.5 Tennis & Pickleball Courts

Current State

The Town of Amherstburg currently maintains six tennis courts. There are two lit courts at Anderdon Park (recently resurfaced) and one lit court at Centennial Park. Unlit courts are available at Malden Centre Park (two, recently resurfaced with lines for pickleball) and River Canard Park (1). Additional courts at Centennial Park (4) and Malden Centre Park (2) have fallen into disrepair and are not included in the active inventory. The courts at Centennial Park will be decommissioned as a result of the property sale to the Greater Essex County District School Board. Two tennis courts are also available at Co-An Park (managed in cooperation with a volunteer board and the Town of Essex).

Key Considerations

A 2016 study published by Tennis Canada found that more than 6.5 million Canadians played tennis at least once over a 12-month period, a growth of more than 12% since 2015. This study found that the popularity of tennis is growing among Canadians as 57% of the population indicated that they are somewhat or very interested in the sport, an increase from 38% in 2012.

Outdoor racquet/paddle sports such as tennis and pickleball are very popular among older adults and seniors, with some interest in youth play. These sports provide adult players a low-impact exercise enabling them to remain active and also encourage social interaction.

Pickleball originated in the United States but has gained significant popularity throughout Canada in recent years. The sport is described as a lower intensity paddle sport that can be played on modified tennis courts (requires badminton-sized court surface with a net that is slightly lower than tennis height). The Town does not provide any dedicated outdoor pickleball courts as the sport is still emerging. However, drop-in indoor pickleball is very popular among residents and is currently available at General Amherst High School and the Libro Credit Union Centre. Tennis courts at Malden Centre Park have been painted to include pickleball lines to accommodate outdoor play.

Parks Master Plan survey respondents indicated that 14% had participated in tennis within the last 12 months, while 4% said the same for pickleball. Tennis courts ranked 9th out of 20 facility types, with support for additional spending from 61% of respondents, while pickleball courts ranked 18th, receiving support from 34% of respondents.

Stakeholder consultation indicated unmet demand for tennis in Amherstburg. Local tennis clubs were using the courts at Centennial Park until they reached a state of disrepair. Centennial Park was the preferred location because of its close proximity to the high school and centrality to the majority of

residents. Clubs have been using courts available at Anderdon Park, Malden Park, and Co-An Park, but would prefer one central location (ideally with lighting and in an urban centre). Another consideration raised by user groups is the ability to host sanctioned tournaments, which requires at least four courts of the same surface (i.e., acrylic, clay, grass) at one location.

Analysis & Recommendations

Town residents have been pleased with the resurfacing of courts in Anderdon and Malden. However, discussion with local stakeholders in the tennis community indicated increased demand for playing surfaces, particularly within Urban Amherstburg. Sport organizers stated that youth and adults would like to play more frequently, specifically in the evening on lit courts (after school/work).

The removal of tennis facilities in Centennial Park will create a distribution gap within the Town. Following review of the Draft Parks Master Plan, the Town of Amherstburg Parks and Recreation Advisory Committee recommended that four (4) tennis courts be relocated to the remaining portion of the Centennial Park site to maintain a presence in Urban Amherstburg. Support amenities such as parking, lighting, walkability, and proximity to recreation facilities or schools should be considered when evaluating potential locations for the replacement of the courts.

Additional consultation with residents and staff found that there is some demand for outdoor pickleball in the Town. It is recommended that the Town consider painting pickleball lines on tennis courts as required. It is also recommended that the two remaining courts in disrepair at Malden Centre Park be decommissioned as the two upgraded courts are sufficient to meet needs.

Recommendations

45. Replace the **four (4) tennis courts in Urban Amherstburg**. Options for locating them on the remaining portion of Centennial Park should be explored.
46. Add **pickleball lines** to existing and/or new tennis courts as required.



7.6 Basketball Courts

Current State

The Town of Amherstburg currently supplies outdoor basketball courts (including half and full courts) at six locations: Anderdon Park, Bar Point Park, Beaudoin Park, Centennial Park, Malden Centre Park, and River Canard Park. The basketball courts at Centennial Park will be decommissioned as a result of the property sale to the Greater Essex County District School Board in 2018.

Key Considerations

Basketball courts are most popular among youth as they provide unstructured, unscheduled outdoor recreation that is free of charge. Basketball is easy to learn, safe, affordable to play, and can be played individually or in small groups/teams.

The predominant use of these facilities is for basketball, but some can be multi-purpose to accommodate informal and unstructured activities requiring a large hard surface (i.e., ball hockey). Multi-use designs facilitate spontaneous opportunities for active play and appeal to a larger user base. The existing basketball court in Anderdon Park is a good example of a multi-use facility as it has multiple painted lines and provides a tennis wall along one side.

Geographic distribution is an important factor in provision of basketball courts, as youth are limited by independent mobility and will have difficulty accessing sites outside of their neighbourhood.

Just over half (53%) of survey respondents support additional public spending on basketball courts, ranking 14th out of 20 facility types.

Analysis & Recommendations

Many of the Town's basketball court facilities are in disrepair and should be replaced or removed at their end-of-life. It is recommended that the court at Bar Point Park be replaced with a half-court design or removed. Similarly, the remaining courts at Beaudoin Park and Malden Centre Park should be decommissioned as a result of disrepair and lack of use. Conversely, the courts available at Anderdon Park and River Canard Park are well-used and maintained.

The two courts currently available at Centennial Park will be decommissioned as a result of the park sale to GECDsB. To maintain the Town's existing distribution of basketball court facilities, it is recommended that the Centennial Park courts be replaced with a new single court facility at an alternate location, potentially at the Libro Credit Union Centre.

Where appropriate, new and redeveloped courts should emphasize multi-use designs capable of supporting a variety of activities (i.e. different lines, goals, surfacing, etc.).

Recommendations

47. Replace the basketball court at **Bar Point Park** with a half court design or remove completely.
48. Decommission the basketball courts at **Beaudoin Park**.
49. Replace the loss of basketball courts at Centennial Park with a new court to serve **Urban Amherstburg**, potentially at the Libro Credit Union Centre.

Note: See also recommendations in Section 8: Malden Centre Park

7.7 Skateboard Parks

Current State

The Town of Amherstburg currently supplies one skateboard park, located at the south end of Centennial Park. The skateboard park will be relocated or decommissioned as a result of the property sale to the Greater Essex County District School Board. The existing Centennial Skate Park includes portable components that can be re-arranged to suit user needs and create more challenging courses if desired. The skateboard park is well used by area youth, especially after-school and on weekends.



Key Considerations

Wheeled action sports (e.g., skateboarding, BMX biking, rollerblading, etc.) are a popular recreation activity among children and youth. As recreation trends are shifting toward unstructured, unscheduled, low-cost activities, skateboard parks are an excellent option for Amherstburg's younger residents. Youth are a vulnerable age group and these facilities provide positive spaces to socialize and engage in physical activity.

Skateboard parks and BMX pump tracks were not highly supported by survey respondents, ranking 19th and 20th, respectively. Similarly, few survey respondents indicated that someone in their household had participated in these activities in the past year with only 3% for skateboarding and 1% for BMX. This is typical of these types of surveys, as not all adults may view skateboarding as a meaningful recreational activity.

Analysis & Recommendations

It is important for the Town to continue to operate a skateboard park and maintain its level of service to younger residents of Amherstburg. Since the Centennial Skate Park site will be lost in the sale to GECD SB, a new location will need to be selected. Youth may be limited by their independent mobility, so the skateboard park should be re-located in close proximity to the proposed new high school or near complementary amenities. It is recommended that the Town undertake a site evaluation exercise to determine a preferred location.

Some factors to consider in the site evaluation process include:

- **Context:** Provide large buffer from neighbouring properties and enough room to add the facility without displacing or crowding other users/facilities. Ensure parking is available as the facility will have a community-wide service area (subject to cost and availability of appropriate land).
- **Compatibility:** Adjacent to complementary uses such as community centres, parks, etc. Should also be in close proximity to residential areas and schools/urban core. Potential skate park sites should be easily accessed by trails or sidewalks.

- **Safety & Visibility:** High visibility to protect the users and allow neighbours, police, and staff to monitor activity at the facility at all hours. Security lighting is encouraged to ensure desirability, safety, and security.
- **Amenities:** Access to washrooms, shade, and water fountains for users are required. Signage should indicate site rules, risks, emergency contact location and address.

Recommendations

50. **Relocate existing skate park components** to a new site in Urban Amherstburg once Centennial Skate Park is decommissioned. Undertake a **site evaluation exercise** to determine a preferred location.

7.8 Outdoor Aquatics

Current State

The Town of Amherstburg currently supplies one splash pad at ‘Toddy’ Jones Park and one outdoor swimming pool (Lions Pool at Centennial Park). The Lions Pool is to be decommissioned as a result of the sale of Centennial Park property to the Greater Essex County District School Board.



Note: As an amenity that is programmed by the Town’s Recreation Department, the Lion’s Pool is excluded from the scope of this study. Additional research and consultation will be required to determine the future provision of outdoor pool facilities in the Town.

Key Considerations

Splash pads are highly sought-after amenities for young families as they provide affordable and accessible opportunities to seek relief from summer heat and humidity. They are often considered walk-to amenities located within residential areas. They can be designed with a wide-variety of apparatuses to provide enhanced aquatic experiences for residents and visitors of all ages.

Splash pads can be integrated into most park systems, do not require staffing, and have a longer operating season (including shoulder months of May/June and September) than outdoor pools. From a financial perspective, splash pads require a significantly smaller upfront capital investment and have lower ongoing operating and maintenance costs than outdoor pools.

Survey respondents demonstrated strong support (75%) for investment in splash pads, ranking 5th out of 20 listed facility types, while outdoor pools were ranked 13th and received support from 54% of respondents. Additionally, 35% of respondents indicated that they had used a splash pad in the last 12 months while only 20% had participated in recreational swimming and 7% participated in swimming lessons.

Open-ended responses and discussion with stakeholders identified suggestions for installation of a second splash pad, potentially at the Libro Credit Union Centre.

Analysis & Recommendations

The Lions Pool will be decommissioned as a result of sale to GECDSD, removing this service level for the Town. If necessary, the Town may undertake further study into usage and demand for public deep-water outdoor swimming facilities to explore community needs.

In response to community demand and to help supplement the loss of Lions Pool, it is recommended that the Town install a second splash pad. A location at the Libro Credit Union Centre would improve geographic distribution within the Town, benefit from existing parking, shade structures and washrooms, and complement existing facilities including the accessible playground.

Recommendations

51. Undertake further study into usage and demand for public deep-water **outdoor swimming facilities**, including community consultation.
52. Develop a **splash pad** as part of the future expansion at the Libro Credit Union Centre.

7.9 Launch Site

Current State

The Town of Amherstburg provides a launch site and viewing platform at River Canard Park for flat-water activities such as (non-commercial) canoeing and kayaking. The private sector is the main provider of boat launches for larger, motorized vessels.



Key Considerations

Amherstburg is fortunate to have several existing waterfront parks (King's Navy Yard Park, River Canard Park, and Ranta Marina Park). Each of these parks serves a unique function within the parks system. King's Navy Yard Park is appropriate for passive recreation and visual appreciation of waterfront vistas, while River Canard serves as a recreation hub for baseball, basketball, and tennis (and is shared with LaSalle). Ranta Marina Park provides a large open space with waterfront views and houses a newly-installed playground and ample open space.

Waterfront activities were among the most popular recreation pursuits according to survey respondents. One in every four households had participated in one or more of the following within the past twelve months: canoeing, kayaking, paddle boarding, boating, and beach activities. Waterfront parks and facilities also received a tremendous amount of support for additional investment; ranking at the top of the list with 91% support for additional spending. Boat launches ranked 15th out of 20 facility types and received support for additional investment from about half of respondents (49%).

Complementary activities such as fishing and birdwatching could also be supported by a boat launch/fishing pier/viewing tower facility. Fishing/hunting was participated in by 17% of survey respondents within the last year while 15% participated in bird watching during the same timeframe.

Community consultation found demand for waterfront access, particularly for “flat-water activities” such as canoeing, kayaking, and stand-up paddle boarding. Residents and visitors are also interested in opportunities for the Town to provide aquatic-based programs and activities that would enhance access to the Lake and/or River.

Analysis & Recommendations

The provision of an additional public access canoe/kayak launch site in Amherstburg is supported by demonstrated demand, trends, and available waterfront property. It is recommended that the Town investigate the viability of installing a launch site for self-propelled watercraft (e.g., canoes, kayaks, paddle boards, etc.) at Ranta Marina Park, to support other proposed outdoor recreation amenities and animate the park beyond its current use. Additionally, the Town may also consider installation of viewing towers at appropriate sites (in coordination with naturalist groups) to support ecological tourism and provide additional locations for birdwatching.

Recommendations
53. Investigate viability of a public access canoe/kayak launch site (similar to River Canard Park) at Ranta Marina Park.

Note: See also recommendations in Section 8: Ranta Marina Park

7.10 Beach Volleyball Courts

Current State

The Town of Amherstburg currently supplies three sand volleyball courts (none currently maintained); two at Centennial Park and one at Beaudoin Park. The courts at Centennial Park will be decommissioned as a result of the property sale to the Greater Essex County District School Board in 2018.



Key Considerations

Beach volleyball is a popular activity among youth and young adults, particularly in waterfront communities. These facilities can be operated in a variety of ways; either rented to user groups in advance and nets installed for time of play (i.e., leagues or tournaments), or nets are intact for the entire operating season fostering unstructured play. Through discussions with community stakeholders and Town staff, it was suggested that there is demand for young adult recreational activities, and that this service should be provided by the Town as a part of the broader park development.

Analysis & Recommendations

All existing courts are in poor condition and are no longer being actively maintained by the Town. The beach volleyball facilities at Centennial Park are to be decommissioned and it is recommended that the

Town also remove the court at Beaudoin Park. As a result, it is recommended that the Town develop a new beach volleyball court facility, potentially at Ranta Marina Park. This location provides complementary waterfront access/views and, as is described in **Section 8**, should be considered for hosting additional outdoor recreation activities targeted at young adults. Beach volleyball courts may also be considered through the expansion of the Libro Credit Union Centre.

Recommendations

54. Develop a **beach volleyball court complex**, potentially at Ranta Marina Park and/or the Libro Credit Union Centre.

7.11 Off-Leash Dog Parks

Current State

The Town of Amherstburg does not currently supply any off-leash dog parks. There is anecdotal evidence that some residents of the Town are bringing their unleashed pets to under-utilized park spaces and sports fields, which can cause various conflicts.

Key Considerations

Dog parks are becoming increasingly popular facilities, particularly in urban areas where residents may not have access to private open space for their pets to run freely. Demand for these facilities has grown as pet ownership rates are increasing and communities do not typically allow dogs to be off-leash on public property (as regulated by municipal by-laws).

Dog walking is not only beneficial for pets, the activity provides owners with an opportunity to get outside and socialize; this is particularly true for older adults and seniors who often find pet ownership helps prevent social isolation and encourages outdoor activity. Sidewalks, trails, and pathways are commonly used for walking dogs on-leash.

Two in every five survey respondents reported that they had participated in dog walking within the last 12 months. Dog parks ranked 16th out of 20 facility types, receiving support for additional spending from just below half (48%) of survey respondents. Residents and stakeholders also noted pride in the popular local pet festival “Woofa Roo”, held annually at the Larry Bauer Soccer Complex/Libro Credit Union Centre.

Despite these low levels of support, dog parks have been a topic of discussion throughout the community engagement process. As was described in Section 4, this was one of the primary topics on Talk the Burg and was also discussed in stakeholder and staff consultation. Public reaction to the topic is mixed. Proponents for the facilities suggest that they offer an opportunity to get outside, exercise, and socialize with other pet owners. Conversely, those opposed to development of an off-leash dog park in the Town cited issues with maintenance, pet control, and nuisance to neighbouring properties.

As was demonstrated through community consultation, off-leash dog parks can be a polarizing topic and their provision should be carefully considered. Should demand persist, the Town may consider development of an off-leash dog park on a trial basis. The trial would require the Town to identify an appropriate site and recruit a local organization to manage/steward the project. It is important that a set

of rules and regulations be established (i.e., waste removal, large and small pet areas, etc.) with appropriate signage and maintenance to support use.

Analysis & Recommendations

An off-leash dog park is not currently recommended due to lack of community support. In many communities, leash-free parks are created in cooperation with an affiliated organization that is willing to take responsibility for their operation and/or enforcement, with the goal of making them financially self-sustaining. This is the approach recommended for Amherstburg.

At the appropriate time and in consultation with the community, the Town should evaluate potential sites for the establishment of an off-leash dog area. Subject to the identification of a suitable site, the Town should engage a community organization that would be responsible for the ongoing maintenance and management of the off-leash dog area. The following are guidelines that may be used in the establishment, design, and management of off-leash dog areas in Amherstburg.

Suggested Guidelines:

1. Off-leash dog areas should be a minimum of 0.5 hectares acre in size; 1 hectare is preferred. When possible, sites should provide for separation of small and large breed dogs.
2. Environmentally sensitive sites are not appropriate.
3. Sites that, due to their unique properties, attract high volumes of visitors are not appropriate. While the Town will endeavor to accommodate residents and their dogs, people come first.
4. The impact of off-leash dog areas on surrounding residents and park users should be minimized. Compatibility with adjacent land uses is paramount (e.g., lands next to a school are not appropriate). Off-leash dog areas should avoid backing onto residential properties without a substantial buffer.
5. All off-leash dog areas must be subject to periodic evaluation including input from surrounding residents to ensure that they continue to adhere to the guidelines.
6. Off-leash dog areas should, wherever possible be located on arterial or collector roads in order to minimize traffic impacts on surrounding communities. These parks are largely 'drive-to' types of facilities and, therefore, adequate parking is required; proximity to a primary trail route is also preferred.
7. Off-leash dog areas within larger parks must be provided with a physical barrier (man-made or natural) which will provide all park users with a clear boundary. Appropriate fencing is required for all off-leash dog areas.
8. Adequate signage must be provided at every entry point to the zone to alert park users of their existence, park rules and emergency procedures.
9. Off-leash dog areas should strongly consider the surfacing. Sites in heavy shade will not support turf/grass and require mulch or gravel surfacing. Also, sites that are small and receive heavy use will not support turf. Mulch and decomposed granite fines are often the best surfaces.
10. Shade is essential to a pleasant and healthy experience. Provide trees around the dog park where possible.

Recommendations

55. **Monitor the demand for an off-leash park.** Should there be sufficient demand, use the recommended guidelines for evaluating potential sites, identify an organization to act as stewards of the park, and create a dog park on a trial basis.

7.12 Trails

Current State

Trails and paved pathways in Amherstburg are a component part of the larger County-Wide Active Transportation System (CWATS). CWATS is a travel strategy for pedestrians and cyclists in Essex County with the goal of enabling residents and visitors to “Walk, Ride, County Wide.” The purpose of the trails system is to connect people with places of interest and facilities within the Windsor-Essex Region. The trails system includes paved shoulders, cycle paths, signed routes and off-road paths like multi-purpose trails for people to walk or ride on. Connectivity to this trails network is an integral part of encouraging active transportation within the community.

Figure 15 Trails signage at South Gateway Existing pedestrian and/or multi-use trails in Amherstburg include the following:



1. **Essex Region Conservation Authority Trails:** Including the 22km Cypher Systems Greenway, trails within Holiday Beach Conservation Area, Amherstburg Culture Trail and Birding Trails.
2. **Pathways in Parks:** Many local parks have hard surface trails encouraging pedestrian use (e.g., King’s Navy Yard Park, South Gateway Garden, Kingsbridge Park, Beaudoin Park, etc.)
3. **Informal Trails:** Amherstburg also has a variety of informal trails through woodlots and wetlands, such as those located in the Bar Point neighbourhood.
4. **On-road Cycling Routes:** This includes a combination of paved shoulders, dedicated cycle lanes, sharrows, and paved pathways.
5. **Sidewalks:** The Town provides signage along municipal sidewalks to encourage active travel and assist with wayfinding and connectivity.
6. **Non-municipal Trails:** Other trails such as those on the Fort Malden Historic Site and at Holiday Beach Conservation Area contribute to the overall trails network in Amherstburg.

A map of the CWATS trails network in Amherstburg has been attached in **Appendix E**.

Key Considerations

Market and trends research consistently indicate that interest and participation in unstructured, self-scheduled activities is rising and that, as a result, trails are in high demand and should be a priority. Trails provide opportunities for physical activity (active transportation), stress reduction, social interaction and environmental sustainability and are critical infrastructure for improving public health.

According to survey respondents, the most popular recreational pursuit in Amherstburg is walking or jogging on trails and within parks with 78% of households participating in this activity. A similarly high rate of participation was reported for walking or jogging along sidewalks with 64% of survey respondents participating in the last 12 months. Cycling was less popular among survey respondents with 35% on-road and 19% off-road participation within the past year.

Almost nine out of every ten (88%) survey respondents indicated that active transportation amenities are important to them, while only 48% were satisfied with the Town's provision of these amenities. Off-road walking trails received support for additional investment from 72% of survey respondents, ranking 6th of 20 facility types. Off-road cycling trails ranked lower, 12th out of 20 facility types with 56% support for additional spending.

The Town's Parks and Recreation Advisory Committee supports the installation of more signage and trail linkages within the municipality (in addition to the CWATS trails) to assist with wayfinding and encourage active transportation within the community. The Committee also believes that lighting and trails will draw people to Amherstburg's parks and encourage participation in outdoor activities.

Community consultations made it clear that available active transportation amenities are in high demand. All forms of engagement yielded suggestions relating to trails, including: the need for additional promotion of trails and walking/cycling routes, additional funding for trail maintenance and volunteer support for trail facilities, and establishment of new trails.

Linear connections (trails) are also supported by the Town's Official Plan which states "the municipality shall actively pursue the development of integrated and interconnected parks and open spaces". The Town of Amherstburg and County of Essex recognize the value of linear connections and employ the CWATS Plan to provide direction on developing a trails system that connects users within municipalities and throughout the County.

Analysis & Recommendations

It is recommended that the Town continue to work in partnership with CWATS to provide a comprehensive municipal trails network. The Town should further enhance the existing trails network by placing emphasis on connectivity between municipal parks and outdoor recreation amenities.

Although not provided in great supply, trails within parks are an integral part of connecting residents with amenities in their neighbourhood. A good example of an internal park pathway is Jack Purdie Park where four separate entrances link to one central playground area and provides a "cut-through" for active transportation within the subdivision.

The Town should consider establishing looped walking circuits in parks (e.g., Libro Credit Union Centre) that support passive recreation. These circuits may also be supported by additional park amenities such as viewing platforms, washrooms, outdoor fitness equipment, shade, environmental education, benches, etc. Similarly, future trail development should take advantage of significant historical, cultural, and environmental features such as the Detroit River and Lake Erie shorelines as well as opportunities along lands associated with natural corridors.

Amherstburg is home to a wide variety of wetlands, woodlots, open spaces, and waterfront areas; informal trails have developed in these spaces as a result of residents and visitors establishing walkable paths through natural areas. These informal trails are not owned or maintained by the Town.

Opportunities for trail development in habitat conservation lands should be explored by the Town, although restrictions may be in place. In addition, potential opportunities to secure and provide public access to trails along the waterfront should be explored. The Town is encouraged to explore new trail development opportunities that have not been identified, provided that the general intent of connecting users with destinations is maintained.

Signage, wayfinding, and branding are key components of a successful trail network. The Town should prioritize provision of additional signage that can be used to indicate linkages and destinations throughout the Town. Clear and consistent signage can enable users to confidently travel along trails to their destination and connect to other existing systems such as the Cypher Systems Group Greenway. Other examples include: signs and maps to identify the nearest washroom facility; provide direction to nearby Town parks and points of interest; or offer educational information on plant and animal species in the area. Ideal locations for these include: at trailheads, at entrances to municipal parks, in areas with high pedestrian traffic, and within existing roadside kiosks. Similarly, painting the bike lane stencil on municipal roads would help encourage cycling and provide a safer route for cyclists.

To support future development of municipal trails and pathways (beyond the scope of the CWATS Plan) the Town should consider developing a community bicycle and pedestrian plan that builds upon this Parks Master Plan by assessing policies, standards, education/awareness initiatives, and current and future infrastructure requirements.

New roadway construction and improvements to existing roadways should include consideration of adequate and safe infrastructure for bicyclists and pedestrians (i.e., on-road bike lanes, pedestrian sidewalks, and crosswalks at signalized intersections), where appropriate and feasible.

In terms of trail and greenway planning, design and development, there are a variety of factors to be managed; below is a list of preliminary guidelines for the Town to consider.

Preliminary Guidelines for Trail and Greenway Planning, Design and Development:

- Trail routes should be safe, accessible, identifiable and connected.
- Trails should be located on public property unless suitable long-term agreements (ideally in the form of an easement) can be reached with private landowners. Greenway development cannot begin until land is assembled and, therefore, a continued focus on land acquisition is required.
- The trail system should accommodate both destination-oriented and looped routes. Looped trails should be accessible at more than one point. Trails should maximize connections between

residential, institutional, and commercial areas, including key civic destinations such as parks and schools.

- Consideration should be given not only to trails within the Town, but also creating connections to networks beyond Amherstburg’s boundaries.
- Greenways should accommodate non-motorized users, including walkers, joggers and cyclists of all ages. Motorized pedestrian mobility devices may be permitted. Not all recreational trails may accommodate cyclists, depending on the design of the trail and the environmental sensitivity of the area through which it transects.
- Trails should be separated as much as possible from vehicular traffic. On-road bike lanes are intended for cyclists only (and vehicles where it is a shared roadway).
- When designing trails and road crossings, mid-block crossings should be avoided wherever possible. Safety of road crossings is paramount.
- Areas of ecological importance and sensitivity shall be respected and cautiously managed.
- The terrain should be suitable for trail construction and minimizing vegetative loss. Where slopes are excessive, handrails and/or steps should be considered. Standards must conform with Ontario Regulation 413/12 under the Accessibility for Ontarians with Disabilities Act (2005) regarding the Design of Public Spaces Standards, as revised from time to time.
- Trailside amenities (e.g., trash receptacles, benches, shade, etc.) and access to safe parking are critical design considerations for greenways. Signage should be provided for all trail types, with opportunities for interpretive kiosks at key points.
- Lighting of greenways can be considered (to improve safety, where appropriate) but is not a required element.

Recommendations

56. Integrate existing and proposed **CWATS routes** into the Official Plan through the next review cycle.
57. Strive to develop a **linked recreational trails system** (with connections and loops) through the development process, landowner agreements, and purchase of lands as they become available.
58. Create “walkable” communities through the development of attractive, safe, convenient and practical **walking trails and sidewalks** that connect neighborhoods to local parks, recreation, culture, and civic facilities and that make walking or cycling viable options for residents.
59. Foster **stakeholder partnerships** to enhance the long-term stewardship of trails and greenways.
60. Develop a **community cycling and pedestrian plan** that builds upon this Parks Master Plan by assessing policies, standards, education/awareness initiatives, and current and future infrastructure requirements.
61. Include adequate and safe **infrastructure for bicyclists and pedestrians** (i.e., on-road bike lanes, pedestrian sidewalks, and crosswalks at signalized intersections) through **road construction and improvements**, where appropriate and feasible.



7.13 Specialized Parks and Gardens

Amherstburg is home to a successful floral program, operated by the Parks Department. The Town maintains 110 planters, and 225 hanging baskets throughout the urban core, as well as multiple gardens and arrangements in King’s Navy Yard Park.

Residents and stakeholders are supportive of the program and appreciate the Town’s commitment to municipal beautification. Two-thirds (66%) of survey respondents stated that the Town’s parks help them feel connected to nature.

Community allotment gardens were supported by multiple stakeholders (especially those involved with the seniors’ community) but received less support from the community survey (45%). The investment in these parks should be further supported by additional signage to elaborate on the plantings and allow for interpretation of the biodiversity of plants in the parks.

The Town should continue to support its beautification program through expansion and renewal of existing park sites. Some of the Town’s existing park properties have ample open space (e.g., Belle Vue, Briar Ridge, Jack Purdie, Warren Mickle) and provide opportunity to emphasize Amherstburg’s natural beauty and tie into local ecosystems. The Town prides itself on investment in horticulture and natural heritage and is geographically fortunate to be located near Ontario’s southernmost point and in close proximity to multiple water bodies.

Amherstburg is already recognized as a provincial leader in cultural recognition and beautification, similar to other historic towns such as Niagara-on-the-Lake and Stratford. Beautification will allow the area to strengthen its appeal as a tourist destination, in concert with initiatives such as the Waterfront Property Project and Belle Vue House restoration. It is recommended that the Town continue to optimize geography and install specialized parks and gardens such as community gardens, arboretums, butterfly gardens, sensory gardens, etc. Table 14 provides some brief descriptions of specialized parks and gardens that are well-suited to the Town of Amherstburg’s existing parks system.

Table 14 Descriptions of Potential Specialized Parks and Gardens

Park Feature	Description
Arboretum	Additional tree plantings that could be dedicated to specific people and/or provide opportunities for environmental education through signage.
Specialty (Butterfly) Gardens	Similar to the Hosta and Azalea gardens in King’s Navy Yard Park, specialized gardens could be planted here. One example is butterfly gardening, which incorporates flowers and plants known to attract and support butterfly colonies.
Community Allotment Gardens	Provide a dedicated space for residents to plant and grow flowers and produce. The Town may also consider raised-bed gardens to provide accessibility options to residents with special needs.
Natural Playgrounds	A “back to nature” approach to play structures which incorporates natural features such as tree stumps, hillside slides, tree swings, etc.
Sensory Gardens	Designed to be accessible and enjoyable to all visitors. The purpose of sensory gardens is to provide individual and combined sensory opportunities such as scented plants, water features, sculptures, magnification aids, braille signage, etc.

Angstrom Park is a small waterfront parkette located along the shores of the Detroit River between Edgewater Beach and Golfview. Some residents suggested that this park should be better promoted to celebrate the Wyandotte Indian Cemetery (Federally owned), however the park has access and parking challenges. Signage and appropriate road markings should be considered to promote enhanced and safe use of the park.

Recommendations
62. Explore opportunities to expand the parks floral program into neighbourhood parks with unused open space (e.g., Belle Vue House, Briar Ridge Park, Jack Purdie Park, Warren Mickle Park, etc.).

7.14 Other Amenities

Outdoor Running Track

The Town of Amherstburg currently has one outdoor running track which has traditionally been used by the area schools and the community but is now in poor condition. It is located on the east side of Centennial Park, around the football field perimeter. The track will be decommissioned as a result of the Centennial Park property sale to the Greater Essex County District School Board. Outdoor running tracks are not a traditional level of service for municipalities, and as a result it is not recommended that the Town invest to replace it, but rather encourage local schools to provide an appropriate level of support to their athletic curriculum. Walking and active leisure pursuits will be accommodated through the trails system and opportunities within area parks.

Outdoor Ice Rink

The Town of Amherstburg does not currently provide any outdoor ice surfaces (natural or artificial). The public engagement program indicated resident support for these facilities, particularly if integrated into existing parks.

An outdoor ice pad would be helpful in establishing multi-season use of municipal parks, particularly if coordinated with successful winter events such as the River Lights Festival held annually in December. The Town may consider locating an outdoor ice surface near the downtown core in the future as part of a civic plaza. Design of the outdoor ice rink should be multi-functional – a shallow fountain in warm-weather months that can be converted to an outdoor ice rink for the winter.

Bocce Courts

The Town of Amherstburg does not currently supply any outdoor bocce courts. Courts were previously available from the Verdi Club (privately owned) but were recently removed. As a result of this there have been some requests from residents to install publicly accessible courts. Provincial trends do not suggest that this is a growing activity, although the aging population has the potential to modestly increase participation. Installation of bocce courts should not be a high priority for the Town but may be considered as a support amenity for a future seniors' centre.

Recommendations

63. Replacement of the Centennial Park **outdoor running track** is not recommended.
64. Consider the installation an **outdoor ice surface** for public skating as part of a future civic plaza or park location near the downtown core. A multi-use design should be encouraged to promote all-season use.
65. Consider the installation of **bocce courts** as part of a larger seniors' community recreation facility.

8 Park-specific Renewal, Redevelopment & Expansion Projects

8.1 Functional Assessment of Existing Parks

The size, use and location of each park is vitally important to its function and value. The role each park plays must be understood in order to determine if there are gaps or overlaps in service. Some of the key roles a park can play include support for community gatherings, athletics, passive recreation, open space buffers, green space and habitat conservation, beautification and more.

The public consultation program and the evolution of the Town's parks system support a continued broadening of the range of recreation opportunities within local parks. Although new parkland may be required to serve future residents or improve distribution, the focus should be on making the best use of existing park sites and improving connectivity within the Town.

Based on public input, past studies, trend information, and the consultants' assessment, Town parks and green spaces have been evaluated and various improvement options identified. The following is a site-specific account of changes to be considered at selected Town parks. Feasibility and funding of these potential improvements may require additional investigation and resources. The following is a list of parks have been assessed:

- Centennial Park
- Waterfront Property Project
- Belle Vue Historic Site
- Leo N.J. Beaudoin Park
- Malden Centre Park
- Ranta Marina Park
- Libro Credit Union Centre
- Co-An Park

Most of Amherstburg's parks are in good condition, however, improvements and enhancements are necessary to respond to growth pressures, changing neighbourhood demographics, age of parks, availability of funding, volunteer initiatives, etc. Parkland redevelopment opportunities can also be used to improve the recreational benefit offered to residents living in the Town's rural settlement areas. The possibilities for parkland renewal are limitless, but may include enhanced landscaping, provision of shade structures and other comfort amenities, improved parking, facility upgrades and more.

Strategic parkland renewal and redevelopment projects, should be accompanied by public consultation, park-specific master plans, facility fit diagrams and business planning to obtain accurate costing associated with any capital works. The timing of these projects will be based on the Town's discretion, and influenced by needs determined through consultation, demand indicators and the availability of funding.

8.2 Centennial Park

H. Murray Smith Centennial Park has been one of Amherstburg's largest parks (10.1 hectares) and is situated in the centre of Urban Amherstburg. Town Council announced in January 2018 that about half of the Centennial Park site would be sold to the Greater Essex County District School Board as the location for the new General Amherst High School (expected to open in fall 2020). The southern portion of the park (5.2 hectares) was officially sold to the School Board on April 30, 2018. Outdoor recreation components located within that space are expected to be disposed of during the course of the Parks Master Plan implementation timeframe. It is not yet known how Council will proceed with the remaining 4.9 hectares on the northern side of the property. Additional study and community consultation is recommended at the appropriate time.



Recommendations

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

8.3 Waterfront Property Project

The Town of Amherstburg recently acquired a waterfront property adjacent to the southern boundary of King's Navy Yard Park (formerly "Duffy's" lands). Following this purchase, the Town solicited a landscape architecture firm to provide preliminary concept drawings of the proposed waterfront development. The intention of the site is to both complement and contrast existing functions at King's Navy Yard Park. The Waterfront Property Project is planned as an active space for festivals and events, whereas King's Navy Yard Park is intended for passive use due its historic nature and landscaping. The Waterfront Property Project is expected to achieve many new and improved spaces along the waterfront, including an amphitheatre, public plaza, and ability host food trucks during events. Detailed drawings for the Waterfront Property Project can be seen in **Figure 16**, most recently revised by the Town in June 2018.

As was described in Section 4, residents are very supportive of the overall concept and expressed excitement over opportunities to interact and share the space. The vast majority (94%) of those polled on Talk the Burg support the development concept as provided. Contributors suggested a greater focus on the transient marina slips to provide a location for day-trippers to dock during their visit to Amherstburg.

Stakeholder organizations are also very supportive of the development and noted the opportunity to use the space to celebrate the Town's natural and cultural heritage. For example, one stakeholder group suggested that the "spokes" within the central plaza design could be somewhat of an historical timeline, with each one representing a unique part of Amherstburg's history (e.g., War of 1812, Tall Ships, Underground Railroad, etc.).

Figure 16 Waterfront Property Project Concept Drawing (Revised June 2018)



Source: Town of Amherstburg & Landmark Engineers Inc.

During the Draft Parks Master Plan Open House, conflicting viewpoints were presented regarding the inclusion of a public boat ramp, which was included in the initial concept of the Waterfront Property Project. Supporters of the boat ramp indicated that the Town is lacking a public site near Urban Amherstburg to launch motorized watercraft and suggested that sufficient demand exists to warrant development of a boat ramp. Those opposed to the boat ramp noted that a significant amount of double-long parking spaces would be required for storage of trucks and trailers while boaters are on the water, requiring an adjustment to the site design. A public boat launch at this location is inconsistent with the overall vision for the park site. Should the Town decide to pursue this matter further, it is recommended that further study be undertaken to determine the feasibility and examine alternate site options for a public boat launch before determining a preferred location.

Sporting enthusiasts indicated that the Waterfront Property Project presents an opportunity to capitalize on the popularity of sport fishing in Amherstburg. For example, the local sportsmen’s association hosts an annual fishing derby that has grown in popularity since its inaugural year but is lacking infrastructure to meet demand. This is one of several events that may be considered for this and other future park sites. It is recommended that the Town proceed with the Waterfront Property Project as a high priority. An environmental assessment for the site is currently underway and it is recommended that an events plan be created to guide the detailed design stage (including the identification of design requirements, support amenities, interface with King’s Navy Yard Park, etc.).

Recommendations

67. Develop the **Waterfront Property Project** as an active space for festivals and events. Continue with ongoing environmental assessment and develop an events plan to guide subsequent detailed design of the site.

8.4 Belle Vue Historic Site

The historic Belle Vue House is located on Dalhousie Street in Urban Amherstburg, facing the Heritage Detroit River. The 3.5-hectare property was purchased by the Town in 2016. A local preservation group, Belle Vue Conservancy, is committed to raising additional funds to support building restoration.

Designated as a National Historic Site in 1959, the structure is a remaining example of Georgian architecture in Ontario. The property has also been recognized by the Provincial (1984) and Municipal (1988) governments for its historic importance. Construction of the house began in 1816 and was completed in 1819. Belle Vue has been unoccupied since 2001 and was placed on the Top Ten Endangered Places list by the Heritage Canada Foundation in 2009.

Following the purchase of the property, the Town of Amherstburg engaged an architecture firm to create site concepts and renderings to help the community imagine what could be done with the site. Community consultation was held in June 2017. It is expected that the site will eventually become an active part of the municipal parks system. Belle Vue House is expected to serve as a Destination Park with programming and landscaping focused on the Town and property’s natural and cultural heritage. A detailed site plan concept for the Belle Vue House Restoration Project can be seen in **Figure 17**.

Figure 17 Belle Vue Historic Site Concept Drawing (2017)



2017 01 30
SITE PLAN
A0

Architectura Inc. Architects
1630 - Bellevue

The Town should continue to support ongoing fundraising efforts and work toward revitalization of the historic property. Future development of the site should be preceded by finalization of a preferred site plan, feasibility/programming study, and business plan.



Recommendations

68. Continue to support ongoing fundraising efforts and work towards revitalization of the historic **Belle Vue property**. Future development of the site should be preceded by confirmation of the preferred site plan and preparation of a feasibility/programming study and business plan.

8.5 Leo N.J. Beaudoin Park

Beaudoin Park is in River Canard, adjacent to St. Joseph's Church. The park is 1.4 hectares and currently houses multiple park amenities beyond the end of their lifecycle (e.g., stand-alone play equipment, unused sport courts, etc.). The site features open space, some mature trees, and narrow walking trail throughout. The park is currently under-used by residents (none of the survey respondents indicated visiting the site within the last 12 months) and the Town has received requests for improvements.

It is recommended that the entire site undergo a park renewal project. This would require removal of most or all existing park amenities and re-visioning the space. Some options for redevelopment include installation and/or replacement of the following park features/amenities:

- Multi-use court with lines for multiple activities (e.g., basketball, ball hockey, pickleball, etc.)
- Pavilion and picnic amenities (e.g., picnic tables, benches, hydro, etc.)
- Updated playground equipment (e.g., challenging/creative play, accessibility, etc.)
- Natural or adventure playgrounds that are characterized by features such as tree stumps, hollow logs, small hills, etc.

Another consideration is a focus on socialization and community use of the space. A current trend in park use across Ontario and Canada is drop-in and unstructured use of parks for social gatherings. Part of Beaudoin Park's redevelopment could include comfort and support amenities to encourage casual use of the space by area residents, such as a pavilion, extended trails, sport courts and additional seating and shade. Any change to this park should be considered in consultation with area residents and should be in line with the site's function as a neighbourhood serving park.

Recommendations

69. Initiate a park renewal project for **Beaudoin Park**. This would require removal of most or all existing park amenities and re-visioning of the space. Consultation with neighbouring residents and stakeholders is recommended to help establish the revised park concept.

8.6 Malden Centre Park

Malden Centre Park is located in south-east Amherstburg, adjacent to Malden Central Public School. The community park is well-used by the baseball and softball communities and has recently seen Town investment through partial resurfacing of the tennis courts and new backstops on some diamonds. Outside of these repairs, park renewal in rural areas of the Town (Malden, Anderdon) has lagged, leaving these sites with aging infrastructure.

The 5.6-hectare site is primarily used for baseball, although there are concerns with the current diamond orientations, aging infrastructure, and playing surfaces. One option for park renewal is to make moderate investments in improving known site issues. This would involve modest upgrades such as: fencing and bleacher improvements, added shade screening where necessary, and replacement or addition of lights. This is a short-term fix only.

Over the long-term, the park should be completely redesigned. This would include: re-oriented diamonds (no shared outfields and mindful of sun to the west), new lighting standards, new washroom/storage building, new bleachers, replacement and re-location of play equipment, removal of existing batting cage, and removal of remaining basketball and tennis courts.

Table 15 *Renewal and Redevelopment options for Malden Centre Park*

	Short-term Renewal	Long-term Redevelopment
Ball Diamonds	Add shade screening	Re-orientation of all diamonds
Lighting	Repair existing light standards diamond 1, add to diamond 2	Add appropriate lighting based on new diamond design
Bleachers & Fencing	Repairs to existing diamonds 1 and 2	Add new bleachers and fencing within newly designed site
Building & Washrooms	Renovate existing	New support building with expanded washrooms facility and equipment storage
Playground	Add protective netting or relocate	Remove existing and relocate new playground
Tennis Courts	No change	Remove poor-quality courts (2)
Basketball Court	No change	Remove poor-quality court
Batting cage	Remove	Remove

Recommendations

70. Improve known site issues at **Malden Centre Park** through moderate investments in the **short-term** (e.g., shade screening on diamonds, protective netting for playground equipment, renovations/repairs to existing structures and amenities, etc.).
71. Consider a redesign and redevelopment of **Malden Centre Park** in the **long-term** (e.g., re-orientation of all diamonds, relocation of playground equipment, new support building with washrooms and storage, etc.).

8.7 Ranta Marina Park

Ranta Marina Park is located in the Edgewater Beach neighbourhood, where the mouth of the Canard River meets with the Heritage Detroit River. The park is adjacent to a privately-owned marina and is 6.9 hectares in size with a newly installed playground (nautical theme), off-street parking, and vast open space leading to the water's edge. The park is home to beautiful scenic riverfront vistas, but its location outside of Amherstburg's core makes it a drive-to facility rather than a walkable destination. Ranta Marina Park is under-utilized but has opportunity for much more – residents and the Town's Official Plan both support expanding public access to waterfront. Given the park's location, its development is a lower priority but advance planning is required.

One option for Ranta Marina Park's redevelopment is an adult sports/recreation destination park. The open space could be developed to include facilities and equipment targeted to young adults, focusing on unstructured, low-cost, and adventurous activities. Some examples include: beach volleyball, outdoor fitness equipment, obstacles/ropes course, and launch site for flat-water activities (stand-up paddle boarding, kayaking, canoeing, etc.). As an active community park, the revitalized Ranta Marina Park could also host special events and festivals, encouraging greater community use of the space. This option should be revisited based on learnings from the Waterfront Property Project, particularly should there be a need to find a host site for other events and activities.

Recommendations

72. Consider additional uses for **Ranta Marina Park**. Expansion of public access to the waterfront is supported by both residents and the Official Plan, and this site offers opportunities for community events, adult recreation, and more.

8.8 Libro Credit Union Centre

The Libro Credit Union Centre (and Larry Bauer Soccer Complex) is the Town's largest park with 32 hectares of developable space. The site is already thriving with significant use from soccer, football, and baseball user groups and serves as a centre of excellence for many of these sports. The existing facilities are well used and have been successfully programmed since installation, but with the sale of Centennial Park, it is recommended that many outdoor recreation amenities be relocated to the Libro Credit Union Centre site through the second phase of park expansion.

Some of the outdoor recreation amenities to be relocated include, but are not limited to: skateboard park, ball diamonds (4), tennis courts, and basketball courts. Consideration may also be given to development of a splash pad. The majority of these facilities can be accommodated on the south end of the Libro Credit Union Centre site, which is in Town ownership but is currently undeveloped. The Town will need to consider detailed design and placement of these facilities to ensure the comfort, safety and effective use of each amenity. There may also be opportunities to provide interpretive signage and features such as boardwalks along the portion of this site that borders Big Creek.

Recommendations

73. Relocate many major outdoor recreation amenities currently housed at Centennial Park to the **Libro Credit Union Centre**. This may include: skateboard park, ball diamonds (4), tennis courts, and basketball courts. Future considerations for the Libro Credit Union Centre (in addition to the re-location of Centennial Park amenities) include development of a second splash pad and installation of interpretative signage and features to promote appropriate access to Big Creek. A **concept plan** should be developed to guide investment.

8.9 Co-An Park

Co-An Park serves the McGregor neighbourhood. It is located in the Town of Essex and is run by a Board of Management on behalf of the two Towns based on an agreement that pre-dates municipal amalgamation.

The park provides various outdoor recreation amenities to both municipalities including: six (6) baseball diamonds, three (3) soccer fields, two (2) tennis courts, and playground equipment. Nearly one in four (24%) survey respondents indicated that they had visited Co-An Park within the last 12 months. The site is a regional hub for slo-pitch.

The Town of Essex has recently proposed capital improvements to the site, including a park expansion to accommodate additional soccer fields. These needs are beyond what is required by Amherstburg residents. As a result, the Town should examine all options relative to its ongoing management and financial commitments. This may also include consideration of operating procedures, liability, terms of use, on-going management, etc.

Recommendations

74. Examine all options relative to the Town's ongoing management and financial commitments to **Co-An Park**. Re-negotiation of the terms and municipal commitment is anticipated.

9 Implementation

This Master Plan is a multi-year phased plan to guide the actions, responsibilities and budget decisions of the Town with regard to parks, open space and trails. To assist in implementation, this section summarizes the Plan’s recommendations, including proposed priority and timing, as well as a process for monitoring and updating the plan.

9.1 Monitoring and Updating the Master Plan

The Town should regularly review and assess, and periodically revise the recommendations of the Parks Master Plan to ensure that they remain reflective of local conditions and responsive to the changing needs of the community. This will require monitoring of activity patterns, tracking user satisfaction levels, consistent dialogue with community organizations, annual reporting on implementation and short-term work plans, and undertaking a detailed ten-year update to the Plan. Through these mechanisms – or as a result of other internal or external factors – adjustment of resource allocations and priorities identified in this Plan may be required.

Reviewing the Plan requires a commitment from all staff involved in the delivery of parks services, Council and the public. An appropriate time for this is prior to the annual budgeting process. The following steps may be used to conduct an annual review of the Master Plan:

- review of the past year (recommendations implemented, capital projects undertaken, success/failure of new and existing initiatives, changes in participation levels, issues arising from the public and community groups, etc.);
- identification of issues impacting the coming year (anticipated financial and operational constraints, emerging opportunities, etc.);
- cursory review of the Plan for direction regarding its recommendations;
- preparation of a staff report to indicate prioritization of short term projects and determination of which projects should be implemented in the coming year based upon criteria established by staff (e.g., financial limitations, community input, partnership/funding potential, etc.);
- communication to staff and Council regarding the status of projects, criteria used to prioritize projects and projects to be implemented in the coming year; and
- budget requests/revisions as necessary.

Recommendations

75. Implement a system for the regular **implementation, monitoring and review** of the Master Plan.

76. **Reconfirm the direction, priorities and accomplishments** of the Master Plan in 2023.

77. Undertake a **comprehensive review and update** of the Master Plan no later than 2028.

9.2 Implementation Strategy

Throughout the body of this Master Plan, recommendations have been identified at the end of each subsection or topic area. This is not intended to be a definitive list, as additional capital repairs, operating expenditures, and other initiatives outside the scope of this Plan may be identified and prioritized on a case-specific basis. By approving this Plan, the Town is not bound to implementing every recommendation or providing facilities/services in the order, amount or timing indicated; rather, this Plan provides guidance on community priorities and sets a general course for meeting the needs as they are presently defined.

The timing of the projects proposed in this Master Plan recognizes the need for phased implementation and/or outside funding sources as some recommendations are based upon what is needed and not necessarily what is financially achievable by the Town at the present time. As part of the annual budget process, this Plan will be reviewed to identify areas where the availability of resources may affect the timing of implementation. Analysis of implementation options and budget implications should be undertaken prior to approving major projects.

The Town has limited resources and cannot afford to do everything that the community desires; this is one of the primary reasons for undertaking a Master Plan in the first place. Although Amherstburg may be challenged in providing the appropriate financial resources to meet the Master Plan's recommendations, the Town should make every reasonable effort to implement these strategies through appropriate and acceptable means. The full implementation of this Plan will require the use of development charges, grants, fundraising and/or collaborations with community partners.

Determining priorities is an exercise that should be revisited each year prior to the Town's capital and operating budget development exercise. **It is expected that the Town will make decisions on individual projects and funding sources annually through the budget process.**

In addition to funding availability, factors that might change priorities year to year may include:

- capital lifecycle and considerations of safety;
- legislation and mandated requirements;
- changes to service standards;
- public input and community interests;
- emerging trends and changes in participation rates;
- availability of alternate providers; and
- socio-demographic changes and growth forecasts.

Priority is often, but not always, synonymous with timing – the higher the priority, the sooner the recommendation should be implemented. Priority has been determined based on an assessment of need, as identified throughout the planning process (including public engagement, trend and demographic analysis, assessments of facilities, parks, services, etc.). Generally, municipalities seek to address the widest range of needs and achieve maximum community benefit through the efficient use of resources.

Within the tables that follow, the priority and timing of recommendations are organized into the following categories:

Priority

- **High Priority:** Immediate attention is recommended during the timeframe recommended.
- **Medium Priority:** Attention is required when high priority recommendations have been initiated or completed, or when suitable partners have been identified for funding.
- **Lower Priority:** Attention is required when high and medium priority recommendations have been initiated/completed.

Timing (generally aligned with Council terms)

- **Short-term:** 2018 to 2022
- **Medium-term:** 2023 to 2026
- **Longer-term:** 2027 and beyond
- **Ongoing:** Guidelines and practices to be followed on a continual basis

Guiding Principles (linkage to Master Plan principles.)

- **Principle 1:** Foster Accessibility and Inclusivity
- **Principle 2:** Activate Our Waterfront
- **Principle 3:** Encourage Participation
- **Principle 4:** Celebrate our Heritage and Culture
- **Principle 5:** Support Tourism
- **Principle 6:** Engage the Community
- **Principle 7:** Sustain Active Transportation
- **Principle 8:** Connect People with Nature
- **Principle 9:** Promote Innovative Design and Management
- **Principle 10:** Invest Responsibly

Note: In the following tables, the recommendations are numbered according to the order in which they are presented in the body of the Master Plan. They are not listed in priority order.

Implementation Table

Table 16 Implementation Strategy: Town of Amherstburg Parks Master Plan

Recommendations	Priority	Timing	Guiding Principles	Page #
Park Policy, Supply & Management (Section 6)				
1. Utilize the Master Plan’s parkland classification hierarchy to guide the development or redevelopment of parks and open spaces according to park type, size, service level and the amenities that they provide. Amend the parkland classification hierarchy within the Town’s Official Plan through the next review cycle.	High	Ongoing	9: Promote Innovative Design and Management	34
2. Given that the current supply of active parkland is adequate, additional parkland should only be acquired to: <ol style="list-style-type: none"> meet growth-related needs (e.g., an overall municipal parkland service level of 4.0 hectares per 1,000 residents, excluding Natural Parks) and ensure accessibility to growing areas (e.g., parks within 500-metres of urban residential areas); enhance public access to the urban area’s riverfront; protect natural habitat and cultural significance in locations where the Town has a primary responsibility; establish linear/trail connections vital to creating a comprehensive active transportation network; or expand existing parks where necessary to install additional recreational amenities, based on demonstrated needs. 	Medium	Ongoing	2: Activate our Waterfront 3: Encourage Participation 5: Support Tourism 7: Sustain Active Transportation 8: Connect People with Nature 10: Invest Responsibly	38
3. Evaluate all potentially viable opportunities to strengthen public access to the waterfront , with the goal of providing connected and high quality public space for events, heritage appreciation, passive use and compatible recreational activities that enhance the Town’s sense of place and appeal for residents and tourists.	High	Ongoing	2: Activate our Waterfront	38
4. Establish criteria and a process for identifying, evaluating and disposing surplus park properties that are no longer required to meet current or long-term community needs.	High	Short-term	10: Invest Responsibly	38
5. Maximize cash-in-lieu of parkland dedication as per the provisions of the Town’s Official Plan and Ontario’s Planning Act. Regularly review the Town’s fixed rate (per unit) charge for cash-in-lieu to ensure that it reflects market conditions and levels of service.	High	Ongoing	10: Invest Responsibly	40

Recommendations	Priority	Timing	Guiding Principles	Page #
6. In areas where the supply of parkland is adequate, prioritize the use of cash-in-lieu for parkland improvements , ideally in the vicinity of the development that generated the contribution.	High	Ongoing	10: Invest Responsibly	40
7. Should the Town accept new parkland through dedication, ensure that the parkland is suitable for its intended use as per Official Plan policies. Avoid developing or accepting neighbourhood park parcels of less than 0.5 hectares in size unless the Town has determined that there is a need to fill a gap in parkland and other options are inadequate. Parkland dedication credit should not be given for undevelopable open space lands (e.g., stormwater management ponds, woodlots, valley lands, floodplains, hazard lands, habitat conservation lands, etc.); at the Town’s discretion, partial credit may be given in unique circumstances and where the goals of this Master Plan are satisfied.	High	Ongoing	9: Promote Innovative Design and Management	40
8. Employ alternative acquisition tools to enhance future parkland opportunities to serve current and future residents, where appropriate.	Lower	Ongoing	10: Invest Responsibly	40
9. Require the dedication of land for pedestrian and bicycle infrastructure as a condition of plan of subdivision approval over and above the parkland dedication amount (as permitted by Section 51(25) of the Planning Act), where appropriate. This policy should be considered through the next Official Plan update.	High	Ongoing	7: Sustain Active Transportation	40
10. Maintain a commitment to universal accessibility, safety and comfort within the Town’s parks system through compliance with the Accessibility for Ontarians with Disabilities Act (AODA) – including consultation with the Town’s Accessibility Advisory Committee – and Crime Prevention Through Environmental Design (CPTED) principles. It is acknowledged that some parks may include areas of natural terrain that are more difficult to access.	High	Ongoing	1: Foster Accessibility and Inclusivity	41
11. Emphasize the provision of amenities such as washrooms, shade (e.g., tree planting in new parks), and benches/seating areas in parks and along trails in recognition of the Town’s aging population.	High	Ongoing	1: Foster Accessibility and Inclusivity	42
12. Provide an appropriate balance of active and passive spaces within the parks system that can support recreation and sports, casual use, special events and cultural activities. Flexible park designs should be encouraged.	High	Ongoing	3: Encourage Participation 9: Promote Innovate Design and Management	42

Recommendations	Priority	Timing	Guiding Principles	Page #
13. Promote opportunities for unstructured play, passive recreation and naturalization efforts within the Town's parks system, where appropriate.	High	Ongoing	3: Encourage Participation 8: Connect People with Nature	42
14. Engage stakeholders and the public when designing new and redeveloped parks and trails.	High	Ongoing	6: Engage the Community	42
15. Encourage public art within appropriate park locations to celebrate the area's rich heritage and enhance community identity.	Medium	Ongoing	4: Celebrate our Heritage and Culture	42
16. Establish consistent and high-quality signage at all municipal parks, gateways and along trail heads to enhance branding and wayfinding.	High	Short-term	5: Support Tourism	42
17. Continue to support expanded park use and programming by local volunteers through community development activities and special event coordination. Seek opportunities to integrate themes of healthy living and arts/culture/heritage into park designs, activities and events.	High	Ongoing	3: Encourage Participation 4: Celebrate our Heritage and Culture 5: Support Tourism 6: Engage the Community	43
18. Maintain regular dialogue with Parks Canada to strengthen the relationship between the Town and Fort Malden National Historic Site , with the common goals of celebrating the park's heritage, sustaining its vibrancy, and enhancing opportunities for residents and tourists.	High	Ongoing	4: Celebrate our Heritage and Culture 5: Support Tourism	43
19. As part of the new secondary school development at the former Centennial Park, coordinate with the Greater Essex County District School Board to ensure that existing municipal park facilities are maximized, relevant gaps are addressed, joint use agreements are explored, and resources are not duplicated.	High	Short-term	10: Invest Responsibly	43
20. Where necessary to supplement municipal parks and open spaces, work with area school boards to maximize community access to quality outdoor parks and recreation amenities on school sites.	Medium	Ongoing	3: Encourage Participation 9: Promote Innovative Design and Management	43

Recommendations	Priority	Timing	Guiding Principles	Page #
21. Through the Town's asset management plan and long-term capital plan, identify and plan for park renewal and redevelopment projects that address aging infrastructure and capital improvements.	High	Ongoing	10: Invest Responsibly	46
22. Ensure that park staffing levels and resources keep pace with changing responsibilities. The introduction of the Waterfront Property Project and other proposals such as the expansion of the Libro Credit Union Centre, Belle Vue grounds and other initiatives will require a rationalization of service levels, which will likely lead to additional resource requirements.	High	Ongoing	9: Promote Innovative Design and Management 10: Invest Responsibly	47
23. Regularly review park operating policies, maintenance practices and service levels to ensure that they respond to local needs and represent an efficient use of resources.	High	Ongoing	9: Promote Innovative Design and Management	47
24. Employ operating practices and technologies that promote operational savings and maintenance efficiencies (e.g., replacing existing sand or pea stone playground surfaces with wood fibre safety mulch, using deep well waste containers, selective reduction of mowing, use of low-to-no maintenance landscape treatments, etc.).	High	Ongoing	9: Promote Innovative Design and Management 10: Invest Responsibly	48
25. Monitor the need for specialized parks maintenance and support services , such as forestry/arborist, conservation specialists, park supervision, specialized equipment, etc.	Medium	Ongoing	9: Promote Innovative Design and Management	48
26. Establish programs that support environmentally-friendly practices in parks, such as recycling and litter-free park sites.	Medium	Ongoing	9: Promote Innovative Design and Management	48
27. Continue to recognize and work in partnership with local horticultural organizations in the maintenance of select floral gardens and beautification sites.	Medium	Ongoing	4: Celebrate our Heritage and Culture 5: Support Tourism 6: Engage the Community	48
28. Investigate the feasibility of establishing a park maintenance depot at the Libro Credit Union Centre to realize maintenance efficiencies at that park site and relieve space pressures at the current location.	High	Short-term	9: Promote Innovative Design and Management	48

Recommendations	Priority	Timing	Guiding Principles	Page #
29. Continue to guide the protection and naturalization of open space, natural areas and environmentally sensitive areas through Official Plan policies and various conservation tools.	High	Ongoing	8: Connect People with Nature 9: Promote Innovative Design and Management	49
30. Work with ERCA, conservation organizations and naturalist groups on joint planning and management initiatives that assist in the continued conservation of Town-owned natural areas . Restoration and conservation/maintenance efforts will be guided by Endangered Species Act permits and Natural Area Management Plans (where applicable). Budget and staff impacts should be evaluated accordingly.	High	Ongoing	8: Connect People with Nature 9: Promote Innovative Design and Management	49
31. Seek opportunities for outdoor education and recreation (e.g., local wildlife and natural habitat through interpretive displays/signs and learning opportunities, compatible forms of public access and trails, etc.) within the open space and natural area system in conjunction with partners such as the Essex Region Conservation Authority.	Medium	Ongoing	8: Connect People with Nature	49
32. Prepare a community funding policy to define the role of public involvement (e.g., municipal grants) and fundraising in the ongoing management of the Town's parks system.	High	Short-term	6: Engage the Community 10: Invest Responsibly	51
33. Through a mix of funding sources (including but not limited to the recently instituted user surcharge), establish an annual capital reserve to offset the repair and replacement costs associated with park and sport infrastructure within Destination and Athletic Parks. Annual funding amounts should be set at 1% to 2% of the asset construction cost.	Medium	Short-term	10: Invest Responsibly	51
34. Redirect proceeds and operational savings from the sale or disposition of parkland to other high priority projects within the parks system.	High	Ongoing	10: Invest Responsibly	51
Outdoor Recreation Facility Analysis (Section 7)				
35. Relocate the four (4) ball diamonds to be decommissioned at Centennial Park to the Libro Credit Union Centre.	High	Short-term	3: Encourage Participation	57
36. Consider opportunities to enhance and/or redevelop Bill Wigle Park in association with long-term civic planning initiatives such as the redevelopment of the General Amherst High School site.	Medium	Long-term	3: Encourage Participation	57

Recommendations	Priority	Timing	Guiding Principles	Page #
37. Remove the deteriorated backstops at Anderdon Park and Warren Mickle Park.	Lower	Medium-term	10: Invest Responsibly	57
38. Work with local users to fund and construct a shelter to serve the Larry Bauer Soccer Complex.	Medium	Medium-term	3: Encourage Participation 6: Engage the Community	59
39. Plan for eventual replacement of outdoor turf at the Libro Credit Union Centre.	High	Medium-term	3: Encourage Participation 10: Invest Responsibly	59
40. Provide playgrounds within 500 metres of residents within urban areas , where feasible	High	Ongoing	1: Foster Accessibility and Inclusivity 3: Encourage Participation	61
41. Continue to replace traditional equipment with creative and challenging play structures. Short-term playground renewal efforts should focus on: Anderdon Park, Beaudoin Park, Briar Ridge Park, Golfview Park, Jack Purdie Park, Scodeller Park, and Warren Mickle Park. Playground renewal should also include consideration of complementary amenities such as seating and shade structures but should not be a priority for surplus park sites.	High	Ongoing/Short-term	3: Encourage Participation 10: Invest Responsibly	61
42. Repair and upgrade playground surfacing at end of life to meet current accessibility standards (i.e., remove pea gravel and sand bases and monitor condition of rubber surfacing).	High	Ongoing	1: Foster Accessibility and Inclusivity 9: Promote Innovative Design and Management	61
43. Consult with the local community about adding playground equipment to the existing open space at Canard Estates Park in McGregor.	Lower	Medium-term	3: Encourage Participation	61
44. Investigate installation of outdoor fitness equipment at an existing park.	Lower	Medium-term	3: Encourage Participation	61
45. Replace the four (4) tennis courts in Urban Amherstburg . Options for locating them on the remaining portion of Centennial Park should be explored.	High	Short-term	3: Encourage Participation	64

Recommendations	Priority	Timing	Guiding Principles	Page #
46. Add pickleball lines to existing and/or new tennis courts as required.	High	Ongoing	3: Encourage Participation	64
47. Replace the basketball court at Bar Point Park with a half court design or remove completely.	Lower	Long-term	10: Invest Responsibly	65
48. Decommission the basketball courts at Beaudoin Park .	Lower	Short-term	10: Invest Responsibly	65
49. Replace the loss of basketball courts at Centennial Park with a new court to serve Urban Amherstburg , potentially at the Libro Credit Union Centre.	Medium	Short-term	3: Encourage Participation	65
50. Relocate existing skate park components to a new site in Urban Amherstburg once Centennial Skate Park is decommissioned. Undertake a site evaluation exercise to determine a preferred location.	High	Short-term	3: Encourage Participation	67
51. Undertake further study into usage and demand for public deep-water outdoor swimming facilities , including community consultation.	Lower	Short-term	3: Encourage Participation 6: Engage the Community 10: Invest Responsibly	68
52. Develop a splash pad as part of the future expansion at the Libro Credit Union Centre.	Medium	Short-term	3: Encourage Participation	68
53. Investigate viability of a public access canoe/kayak launch site (similar to River Canard Park) at Ranta Marina Park.	Medium	Medium-term	2: Activate our Waterfront 3: Encourage Participation	69
54. Develop a beach volleyball court complex , potentially at Ranta Marina Park and/or the Libro Credit Union Centre.	Medium	Long-term	3: Encourage Participation	70
55. Monitor the demand for an off-leash park . Should there be sufficient demand, use the recommended guidelines for evaluating potential sites, identify an organization to act as stewards of the park, and create a dog park on a trial basis.	Medium	Ongoing	3: Encourage Participation 6: Engage the Community	72

Recommendations	Priority	Timing	Guiding Principles	Page #
56. Integrate existing and proposed CWATS routes into the Official Plan through the next review cycle.	High	Short-term	7: Sustain Active Transportation	75
57. Strive to develop a linked recreational trails system (with connections and loops) through the development process, landowner agreements, and purchase of lands as they become available.	High	Ongoing	3: Encourage Participation 7: Sustain Active Transportation	75
58. Create “walkable” communities through the development of attractive, safe, convenient and practical walking trails and sidewalks that connect neighborhoods to local parks, recreation, culture, and civic facilities and that make walking or cycling viable options for residents.	High	Ongoing	7: Sustain Active Transportation	75
59. Foster stakeholder partnerships to enhance the long-term stewardship of trails and greenways.	High	Ongoing	6: Engage the Community 7: Sustain Active Transportation	75
60. Develop a community cycling and pedestrian plan that builds upon this Parks Master Plan by assessing policies, standards, education/awareness initiatives, and current and future infrastructure requirements.	Medium	Medium-term	7: Sustain Active Transportation	75
61. Include adequate and safe infrastructure for bicyclists and pedestrians (i.e., on-road bike lanes, pedestrian sidewalks, and crosswalks at signalized intersections) through road construction and improvements , where appropriate and feasible.	High	Ongoing	7: Sustain Active Transportation	75
62. Explore opportunities to expand the parks floral program into neighbourhood parks with unused open space (e.g., Belle Vue House, Briar Ridge Park, Jack Purdie Park, Warren Mickle Park, etc.).	Medium	Ongoing	4: Celebrate our Heritage and Culture 5: Support Tourism	77
63. Replacement of the Centennial Park outdoor running track is not recommended.	High	Ongoing	10: Invest Responsibly	78
64. Consider the installation an outdoor ice surface for public skating as part of a future civic plaza or park location near the downtown core. A multi-use design should be encouraged to promote all-season use.	Medium	Long-term	3: Encourage Participation 5: Support Tourism	78
65. Consider the installation of hocce courts as part of a larger seniors’ community recreation facility.	Medium	Ongoing	3: Encourage Participation	78

Recommendations	Priority	Timing	Guiding Principles	Page #
Park-specific Renewal, Redevelopment & Expansion Projects (Section 8)				
66. Examine options for the remaining portion of Centennial Park , including community consultation.	High	Short-term	6: Engage the Community 9: Promote Innovative Design and Management 10: Invest Responsibly	80
67. Develop the Waterfront Property Project as an active space for festivals and events. Continue with ongoing environmental assessment and develop an events plan to guide subsequent detailed design of the site.	High	Short-term	2: Activate the Waterfront 4: Celebrate our Heritage and Culture 5: Support Tourism	82
68. Continue to support ongoing fundraising efforts and work towards revitalization of the historic Belle Vue property . Future development of the site should be preceded by confirmation of the preferred site plan and preparation of a feasibility/programming study and business plan.	High	Ongoing	2: Activate the Waterfront 4: Celebrate our Heritage and Culture 5: Support Tourism	84
69. Initiate a park renewal project for Beaudoin Park . This would require removal of most or all existing park amenities and re-visioning of the space. Consultation with neighbouring residents and stakeholders is recommended to help establish the revised park concept.	High	Short-term	3: Encourage Participation	84
70. Improve known site issues at Malden Centre Park through moderate investments in the short-term (e.g., shade screening on diamonds, protective netting for playground equipment, renovations/repairs to existing structures and amenities, etc.).	High	Short-term	3: Encourage Participation	85
71. Consider a redesign and redevelopment of Malden Centre Park in the long-term (e.g., re-orientation of all diamonds, relocation of playground equipment, new support building with washrooms and storage, etc.).	Medium	Long-term	3: Encourage Participation	85

Recommendations	Priority	Timing	Guiding Principles	Page #
72. Consider additional uses for Ranta Marina Park . Expansion of public access to the waterfront is supported by both residents and the Official Plan, and this site offers opportunities for community events, adult recreation, and more.	Medium	Long-term	2: Activate our Waterfront 3: Encourage Participation	86
73. Relocate many major outdoor recreation amenities currently housed at Centennial Park to the Libro Credit Union Centre . This may include: skateboard park, ball diamonds (4), tennis courts, and basketball courts. Future considerations for the Libro Credit Union Centre (in addition to the re-location of Centennial Park amenities) include development of a second splash pad and installation of interpretative signage and features to promote appropriate access to Big Creek. A concept plan should be developed to guide investment.	High	Short-term	3: Encourage Participation 5: Support Tourism 9: Promote Innovative Design and Management	87
74. Examine all options relative to the Town’s ongoing management and financial commitments to Co-An Park . Re-negotiation of the terms and municipal commitment is anticipated.	High	Short-term	10: Invest Responsibly	87
Implementation (Section 9)				
75. Implement a system for the regular implementation, monitoring and review of the Master Plan.	High	Short-term	10: Invest Responsibly	88
76. Reconfirm the direction, priorities and accomplishments of the Master Plan in 2023.	Medium	Medium-term	10: Invest Responsibly	88
77. Undertake a comprehensive review and update of the Master Plan no later than 2028.	High	Long-term	10: Invest Responsibly	88

Appendix A Background Documents

Background reports reviewed and considered in this Parks Master Plan include:

- Town of Amherstburg Official Plan (2009)
- Town of Amherstburg Official Plan Review Background Report (2005)
- Town of Amherstburg Accessibility Plan (2013)
- Town of Amherstburg Development Charges Background Study (2014)
- Town of Amherstburg Asset Management Plan (2016)
- Essex County Official Plan (2014)
- Community Based Strategic Plan (2016)
- Urban Design Guidelines (2018 – in process)
- Community Improvement Plan (2018 – in process)
- Canadian Parks and Recreation Association A Framework for Recreation in Canada (2015)
- Management Agreements for Co-An Park and River Canard Park
- Council Presentations & Reports relating to Parks initiatives and issues
- Municipal Policies and By-laws pertaining to park use, maintenance, and regulations

Appendix B Stakeholder Session Invitations & Attendees

Service Clubs	Amherstburg Chamber of Commerce	
	The House	
	Kinsmen	✓
	Kiwanis Club of Windsor	
	Legion	
	Lions	
	Rotary Club	
Baseball	Amherstburg Minor Baseball Association	✓
	Malden Men's & Co-ed Slopitch	✓
	Malden Women's League	✓
	Senior Cardinals	
	University of Windsor Baseball Club	✓
Other Sports	Amherstburg Soccer Club	✓
	Pickleball	
	Running Club	
	Skateboarding	
	AMA Tennis	✓
	Ultimate Frisbee	
Local Schools	Amherstburg Public School	
	Anderdon Public School	
	École St Jean Baptiste	
	General Amherst	✓
	Malden Public School	
	St. Joseph's Catholic Elementary School	
	St. Peter's ACHS	
	Stella Maris	
Western		
Event Organizers	Art by the River/Gibson Gallery	✓
	Canada D'Eh Run	
	Cars Gone Crazy	✓
	Farmers Market	
	Horticultural Society	
	Park House Museum	✓
	Provincial Marine	
	Rhododendron Society	
	Rib Fest	
	River Lights	✓
	Windsor Symphony Orchestra	
	Woof-a-Roo Pet Fest	✓
Seniors	Seasons	
	Golden Age Club	
	Richmond Terrace	
	Amherstburg Community Services	✓
Other Agencies	CWATS	
	EPIC (Wineries)	
	ERCA	
	Health Unit Communications Department	
	Parks Canada	
	Tourism Windsor Essex Pelee Island	✓
	Windsor Port Authority	✓

Appendix C Draft Parks Master Plan Open House

The Town of Amherstburg hosted an Open House and Presentation to discuss the Draft Parks Master Plan on May 9, 2018. The session was held at the Libro Credit Union Centre from 6:00 – 8:00 pm and approximately twenty (20) members of the public attended in addition to members of Council and Town staff. Some attendees represented a variety of interest groups and organizations, while others offered feedback as residents of the town.

Feedback from attendees has been summarized by park-specific locations or themes below:

Waterfront Property Project

- Request to provide 20 double-long parking spaces for vehicles and boat trailers (equivalent of 40 parking spaces) along the southern end of the proposed site
- If a boat ramp is included, suggest that it be double-wide to facilitate multiple boats coming into or out of the launch site
- Users of the boat launch are willing to pay an annual or per-use fee for service; “free” access is not expected, but public access is
- Would like the Town to promote fishing and provide a larger space to do so (significant tourist attraction to the area for fish species but insufficient spaces to fish)
- Would like the fishing area at the southern end of King’s Navy Yard Park to be better maintained and expanded; could also consider the former Boblo Dock for a future fishing pier

Centennial Park

- Would like to keep some public access to green space in the northern (remaining) portion of the property for the children and youth living in the area
- Minor Ball is supportive of keeping four diamonds at one location (i.e., Libro Credit Union Centre) for scheduling efficiencies

Libro Credit Union Centre

- Interested in the timeframe for transition of Centennial Park components to the Libro Centre site – when will a draft site plan be developed and how will amenities and programs be accommodated during the transition?

Natural Heritage/Environmental Education

- Recognize that it was discussed throughout the plan, but would like one section to specifically identify the benefits and encourage use of natural heritage and ecotourism in the community
- Supportive of introducing native plant species and focusing on local ecology

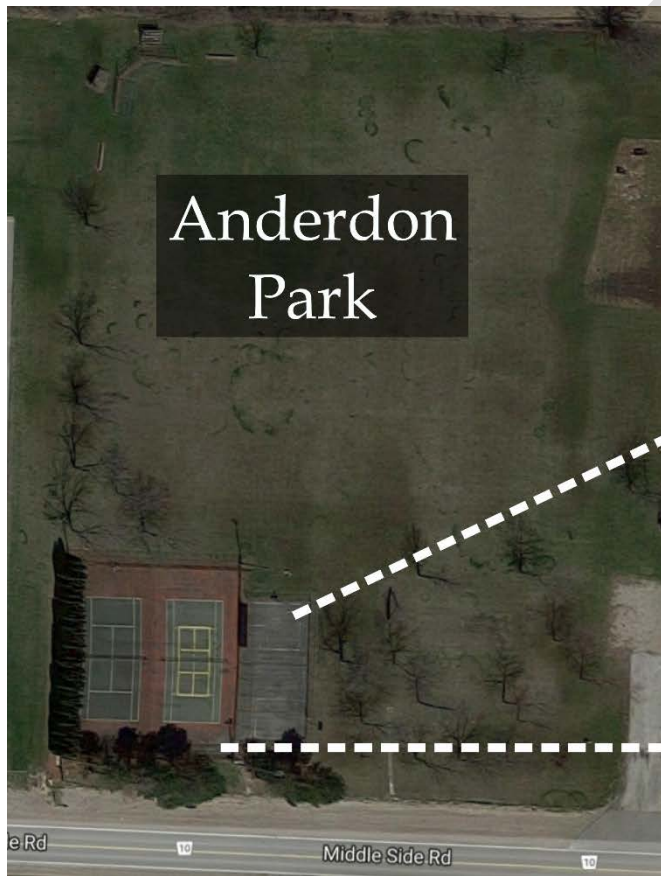
Appendix D Amherstburg Park Profiles

Neighbourhood Parks

Anderdon Park

3320 County Road 10

Park Type	Area	Outdoor Recreation	Park Amenities
Neighbourhood Park	3.0 ha	2 Tennis Courts 1 Basketball Court 1 Scrub Ball Diamond	Open Space



Bar Point Park

573 McLeod Avenue

Park Type	Area	Outdoor Recreation	Park Amenities
Neighbourhood Park	0.6 ha	1 Basketball Court Playground Equipment	Open Space Picnic Tables



Beaudoin Park

265 Hyde Park Road

Park Type	Area	Outdoor Recreation	Park Amenities
Neighbourhood Park	1.4 ha	1 Mini Soccer Field 1 Basketball Court 1 Beach Volleyball Court Playground Equipment	Open Space Picnic Tables Paved Pathway



Briar Ridge Park

461 Briar Ridge Avenue

Park Type	Area	Outdoor Recreation	Park Amenities
Neighbourhood Park	1.5 ha	Playground Equipment	Open Space



Canard Estates Park

Aalbers Crescent and Canard Boulevard

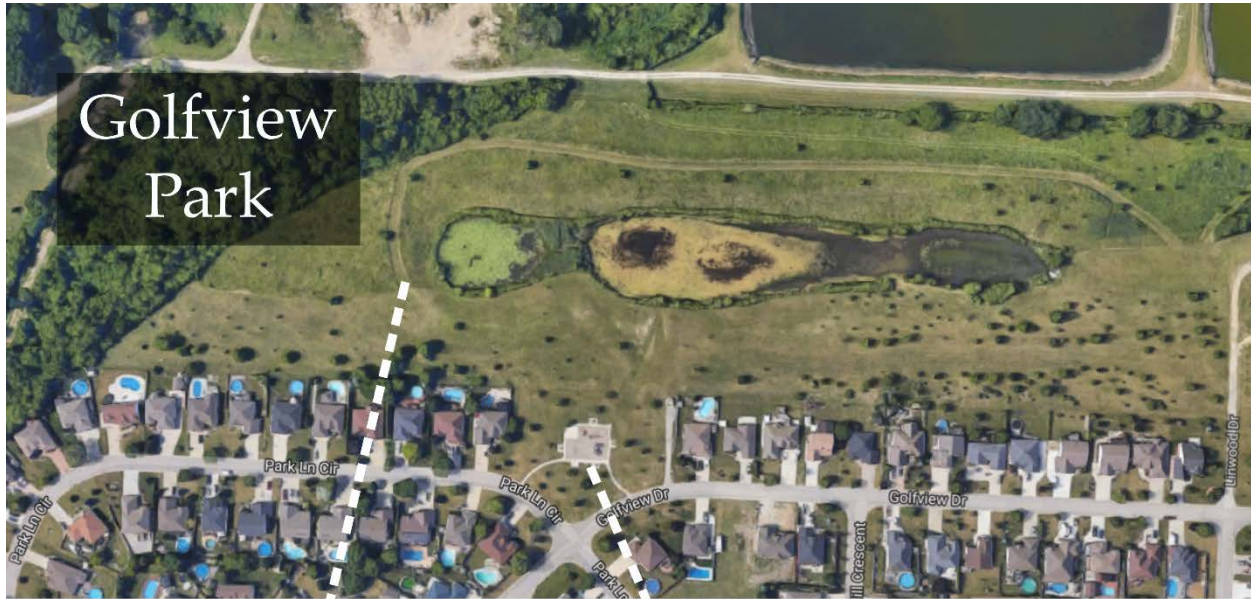
Park Type	Area	Outdoor Recreation	Park Amenities
Neighbourhood Park	1.0 ha		Open Space



Golfview Park

215 Golfview Avenue

Park Type	Area	Outdoor Recreation	Park Amenities
Neighbourhood Park	9.6 ha	Playground Equipment	Open Space Path around SWM pond



Jack Purdie Park

609 Richmond Street

Park Type	Area	Outdoor Recreation	Park Amenities
Neighbourhood Park	4.6 ha	Playground Equipment	Open Space Picnic Tables Paved Pathway



Scodeller Park

511 County Road 10

Park Type	Area	Outdoor Recreation	Park Amenities
Neighbourhood Park	0.9 ha	Playground Equipment	Open Space Gazebo



Thrasher Park

70 Knobb Hill Drive

Park Type	Area	Outdoor Recreation	Park Amenities
Neighbourhood Park	8.4 ha*	Playground Equipment	Open Space Perimeter Pathway

Note: Land area to be reduced to approximately 4.2 hectares in exchange for the transfer of habitat conservation lands to the Town.



Warren Mickle Park

164 McDonald Street

Park Type	Area	Outdoor Recreation	Park Amenities
Neighbourhood Park	1.6 ha	Playground Equipment Scrub Ball Diamond	Open Space



Community Parks

Belle Vue House

525 Dalhousie Street

Park Type	Area	Outdoor Recreation	Park Amenities
Community Park	3.5 ha		Historic House Open Space Mature Trees



Bill Wigle Park

84 North Street

Park Type	Area	Outdoor Recreation	Park Amenities
Community Park	1.4 ha	Lit Adult Ball Diamond	Bleachers Concession Paved Pathway Floral Planters

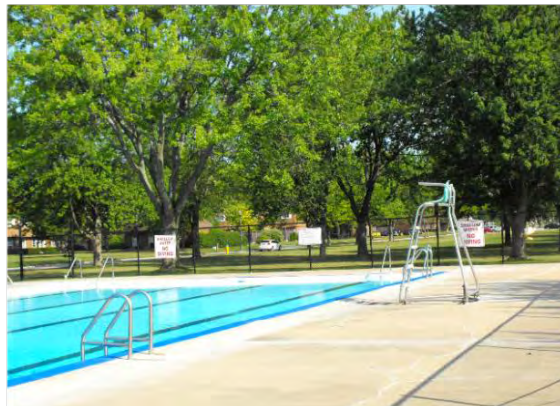


DRAFT

Centennial Park

209 Victoria Street S

Park Type	Area	Outdoor Recreation	Park Amenities
Community Park (as of 2017 inventory)	10 ha (being reduced to 4.9 ha with sale of land to school board)	1 Football Field 1 Hard Surface Track 1 Basketball Court 2 Beach Volleyball Courts 4 Tennis Courts 4 Ball Diamonds Batting Cage Outdoor Pool Skateboard Park Playground Equipment	Open Space Picnic Tables Toboggan Hill Hard Surface Trails



Co-An Park

11071 Concession Rd 11

Park Type	Area	Outdoor Recreation	Park Amenities
Community Park	15.9 ha	6 Ball Diamonds 3 Soccer Fields 2 Tennis Courts Playground Equipment	Open Space Picnic Tables Washrooms Pavilion & Canteen



King's Navy Yard Park

242 Dalhousie Street

Park Type	Area	Park Amenities	
Community Park	4.4 ha	Open Space Landscaped Gardens Waterfront Trail Seating Areas	Cenotaph Fountain Historic Monuments Gazebo



King's
Navy
Yard
Park

Libro Credit Union Centre (and Larry Bauer Soccer Complex)

3295 Meloche Road

Park Type	Area	Outdoor Recreation	Park Amenities
Neighbourhood Park	31.8 ha	1 Lit Turf Football Field 1 Lit Ball Diamond 1 Full Soccer Field 4 Intermediate Soccer 10 Mini Soccer Field Miracle League Diamond Playground Equipment	Open Space Picnic Tables Washrooms Concession



Malden Centre Park

5460 County Road 20

Park Type	Area	Outdoor Recreation	Park Amenities
Community Park	5.6 ha	1 Li Ball Diamond 4 Unlit Ball Diamonds 2 Tennis Courts Playground Equipment	Open Space Picnic Tables Covered Concession Washrooms



DRAFT

Ranta Marina Park

1500 Front Road N

Park Type	Area	Outdoor Recreation	Park Amenities
Community Park	6.9 ha	Playground Equipment	Open Space Waterfront Access

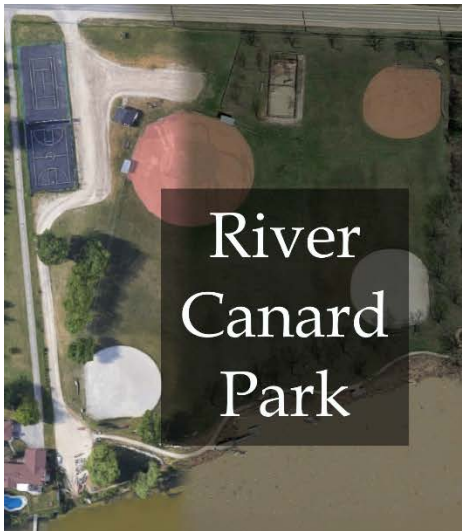


River Canard Park

9480 County Road 8

Park Type	Area	Outdoor Recreation	Park Amenities
Community Park	5.5 ha	1 Tennis Court 1 Basketball Court 4 Ball Diamonds Canoe/Kayak Launch Fishing Pier Playground Equipment	Open Space Picnic Tables Lookout Platform

Note: River Canard Park is operated by the Town of LaSalle



'Toddy' Jones Park

50 North Street

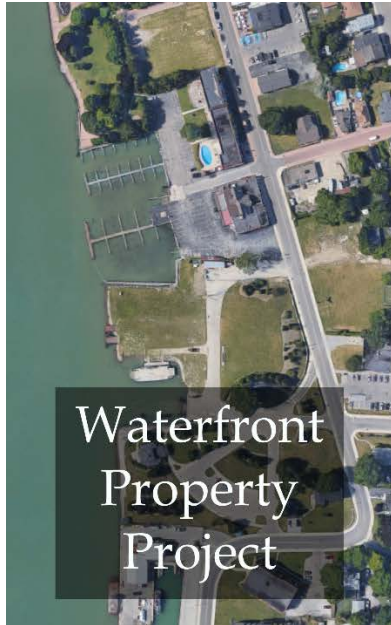
Park Type	Area	Outdoor Recreation	Park Amenities
Neighbourhood Park	1.3 ha	Splash Pad Playground Equipment	Open Space Picnic Tables Pavilion Paved Pathway



Waterfront Property Project

Dalhousie Street at Gore Street

Park Type	Area	Outdoor Recreation	Park Amenities
Community Park	1.2 ha	Marina with Boat Slips Ferry Dock	Open Space



Special Purpose Parks & Gardens

The Town of Amherstburg has established itself as a destination for horticulture enthusiasts and maintains many beautifully manicured gardens, some of which include historic ties such as the dedicated Bicentennial International Peace Garden located in King's Navy Yard Park. Other municipal gardens showcase horticultural expertise such as the Rhododendron and Azalea Collections and Hosta Garden.

Amherstburg is also responsible for numerous potted tropical plants and over 200 hanging baskets. In response to this, the Town has been awarded multiple "blooms" from the national Communities in Bloom competition. In 2017, Amherstburg won the (large community) Canada 150 Outstanding Achievement Award.

Table 17 Inventory of Town Gardens and Green Spaces

Park/Garden Name	Area	Location
Alma West Lookout	0.1ha	Alma Street at Laird Avenue
Angstrom Park	0.1 ha	968 Front Road North
North Gateway	0.4 ha	Sandwich Street at William Street
Seagram's Garden	0.3 ha	81 Sandwich Street North
South Gateway	0.9 ha	Sandwich Street at Lowe's Sideroad

Appendix E Trails Mapping



Source: County Wide Active Transportation System (2017)



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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

Author's Name: Tammy Fowkes	Report Date: May 28, 2018
Author's Phone: 519 736-0012 ext. 2216	Date to Council: June 11, 2018
Author's E-mail: tfowkes@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Committee Member Reappointment – Parks and Recreation Advisory Committee

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Deputy Clerk dated May 28, 2018, regarding Committee Member Reappointment – Parks and Recreation Advisory Committee **BE RECEIVED**; and,
2. Rosa White, **BE REAPPOINTED** as a Committee member on the Parks and Recreation Advisory Committee for the remainder of the 2014-2018 Term of Committees ending on November 30, 2018.

2. **BACKGROUND:**

On May 8, 2018, long-standing Committee member, Rosa White, notified the Clerk, that she no longer owns property within the Town of Amherstburg but still wishes to remain and serve Council on the Parks and Recreation Advisory Committee until the end of the 2014-2018 Committee Term, which expires on November 30, 2018.

In consideration of the information provided above, Administration reviewed the Local Boards/Committees Terms of Reference and the Council approved Boards and Committees Appointment Policy. The following exists within the Terms of Reference:

“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”

The Boards and Committees Appointment Policy, includes the following:

“2.1 Unless expressed otherwise in the Terms of Reference of a particular Board or Committee, all citizen members must be:

- 18 or more years of age, unless otherwise specified in the Terms of Reference for the applicable Board or Committee, or where youth representation is required.

*- Resident or ratepayer of Town of Amherstburg **unless it is deemed by Council that there is need to acquire specialized knowledge, experience or representation, or a need to maintain continuity within a Board or Committee and requires reappointment of a Member who is no longer a resident or ratepayer of the Town of Amherstburg.***

2.2 To remain on the Board or Committee, citizen members are required to maintain the status of either resident, ratepayer of the Town of Amherstburg or business representative status as defined herein, as the case may be throughout their term of office.

2.3. Members are responsible for advising the Clerk of any change with respect to their Eligibility to serve on Boards and Committees. The Clerk in consultation with the appropriate Staff will then decide if the Member is still eligible to serve on the Boards and Committees based on other qualifying criteria.”

3. DISCUSSION:

The Parks and Recreation Advisory Committee is made up of 8 voting members in total; 6 voting lay members, 2 voting Council representatives, and 1 non-voting Staff Representative. The committee meets every 2 months with 3 meetings remaining until the end of the 2014-2018 Term of Committees.

Due to Ms. White’s change in eligibility to serve on Boards and Committees, she no longer qualifies as a Committee member and must be reappointed to remain on the Committee. To maintain continuity with a Board or Committee as described above, Council’s consideration is required to reappoint Ms. White although she is no longer a ratepayer. Ms. White has served on the Parks and Recreation Committees for a number of years and her desire to continue service to Council on this committee speaks volumes of her commitment to the Town of Amherstburg.

4. RISK ANALYSIS:

Should Council opt not to reappoint Ms. White, there is no risk associated with changing the Committee composition from 6 voting lay members to 5 lay members. The Ministry of Tourism and Recreation Act R.R.O. 1990, states that “A recreation committee shall be composed of at least five persons of whom at least two shall be members of the appointing body or bodies.”

5. FINANCIAL MATTERS:

There are no financial implications associated with this report.

6. CONSULTATIONS:

- Paula Parker, Municipal Clerk
- Rick Daly, Staff Representative, Parks and Recreation Advisory Committee

7. CONCLUSION:

Ms. White has served on the Parks and Recreation Committees for a number of years and her desire to continue service to Council on this committee speaks volumes of her commitment to the Town of Amherstburg.

Council is asked to consider reappointing Ms. Rosa White for the remainder of the 2014-2018 term to the Parks and Recreation Committee. Ms. White’s experience on these committees over past years qualifies her for reappointment as per the Boards and Committees Appointment Policy.



Tammy Fowkes
Deputy Clerk

TF

Report Approval Details

Document Title:	Committee Member Reappointment - Parks and Recreation Advisory Committee.docx
Attachments:	N/A
Final Approval Date:	Jun 4, 2018

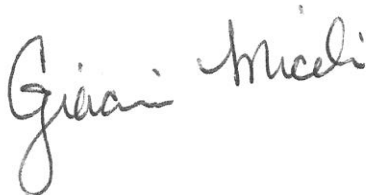
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - May 29, 2018 - 11:40 AM



Cheryl Horrobin - May 31, 2018 - 10:25 AM



John Miceli - May 31, 2018 - 10:29 AM



Paula Parker - Jun 4, 2018 - 9:28 AM



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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

Author's Name: Paula Parker	Report Date: May 15, 2018
Author's Phone: 519 736-0012 ext. 2238	Date to Council: May 28, 2018
Author's E-mail: pparker@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Lame Duck Provisions

1. RECOMMENDATION:

It is recommended that:

1. The report from the Municipal Clerk dated May 15, 2018 regarding Lame Duck Provisions **BE RECEIVED**;
2. Authority **BE DELEGATED** to the Chief Administrative Officer or delegate for the 2018 period during which a "lame duck" Council is in effect, pursuant to section 275 of the Municipal Act, 2001, S.O. 2001, c.25, to address matters as follows:
 - The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and,
 - Making any unbudgeted expenditures or incurring any other liability which exceeds \$50,000.
3. The Chief Administrative Officer or delegate consult with the Town Solicitor and, where appropriate, the Director of Corporate Services or designate prior to exercising that delegated authority;
4. The Chief Administrative Officer or delegate **BE DIRECTED TO ADVISE** Council in writing prior to exercising the delegated authority; and,
5. **By-law 2018-67** being a by-law to authorize the delegated authority for restricted acts during "lame duck" period be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. BACKGROUND:

In order to ensure Municipalities are able to operate efficiently and in a timely manner during a “lame duck” period, the *Municipal Act, 2001* (the “*Act*”) gives Council a remedy in the form of delegated authority from Nomination Day up to the time when the Council-Elect takes office.

If it can be determined with certainty, following Nomination Day, that less than 75% of the current Members of Council will return to sit on the new Council, or, following the election, that the Council-Elect will be comprised of current Council Members, then “lame duck” provisions apply and Council will be restricted in its decision-making abilities in four (4) areas:

- (a) The appointment or removal from office of any officer of the municipality;
- (b) The hiring or dismissal of any employee of the municipality;
- (c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- (d) Making any unbudgeted expenditures or incurring any other liability which exceeds \$50,000.

These four (4) restrictions are the only ones noted in the *Act*. Clause 275(3)(a) cannot be delegated pursuant to subsection 23.3(1) of the *Act*, and clause 275(3)(b) authority has already been delegated to appropriate management personnel. Clauses 275(3)(c) and (d) require the delegation of authority in order to ensure continued business continuity and efficiency during a “lame duck” period. Delegated authority would cease on December 3, 2018 when the Council-Elect takes office.

3. DISCUSSION:

The “lame duck” provision is calculated on 2 dates: Nomination Day (July 27), and Election Day (October 22). If, on either of those dates, it can be determined that the new Council will include less than 75% of the outgoing Council Members, “lame duck” applies and Council is restricted from taking certain actions until the inaugural meeting on December 3, 2018. This period of time is referred to as the “lame duck” period.

Amherstburg has a seven (7) Member Council. The “lame duck” provision applies as soon as it can be determined with certainty that less than 75% of the current members of Council (5.25) may be returning, which, in the Town’s situation, would be fewer than six (6) existing Members of Council.

Therefore six (6) current Members of Council are required to be certified and elected in order to avoid triggering the “lame duck” provisions. As of the current date, 2 Members have filed nomination papers; however, with 1 incumbent seeking the Deputy Mayor’s post it may be possible that individual will not return.

4. RISK ANALYSIS:

In considering the impact of the restrictions under clause 275(3)(a), paragraph 2 of subsection 23.3(1) of the Act, confirms that *“the power to appoint or remove from office an officer of the municipality whose appointment is required by this Act”* cannot be delegated.

In considering the impact of the restrictions under clause 275(3)(b), Council has already delegated various human resources decisions, including hiring and dismissal of employees, so there is little risk involved in that aspect of those restrictions.

With regard to clauses 275(3)(c) and (d), subsection 275(4) of the Act provides that restrictions in those two (2) clauses do not apply if the disposition or liability was included in the most recent budget adopted by Council before Nomination Day in the election year, and Council could make those decisions. However, a “lame duck” Council would not be able to award a contract if the amount of tenders exceeded the amount included in the budget. Accordingly, it would be prudent of Council to delegate authority to the CAO with respect to clauses 275(3)(c) and (d) so as to ensure there is an ability to address issues as they may arise which otherwise would have to wait until December 3, 2018 for decision.

It is important to note that pursuant to subsection 275(4.1) of the Act, Council is not restricted with respect to those actions set out in subsection 275(3) in the event of an emergency. Under section 1 of the Emergency Management and Civil Protection Act, an “emergency” is defined as *“a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise”*.

5. FINANCIAL MATTERS:

The delegation of authority to the CAO during the “lame duck” period for section 275(3)(c) and (d) would provide the CAO with the authority to dispose of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal and to make any unbudgeted expenditures or incur any other liability which exceeds \$50,000. As per By-law 2018-67, section 2 the CAO will provide a report to Council on any actions taken under the restrictions listed in s. 275 (3) of the Municipal Act.

6. CONSULTATIONS:

In preparation for this report, numerous other municipalities within southern Ontario were consulted and adopt similar provisions.

7. CONCLUSION:

Considering the delegation of authority to the Chief Administrative Officer (CAO) to take action, where necessary, on certain acts during the "lame duck" period will ensure the municipality is able to operate efficiently and in a timely manner. The Act gives Council a remedy in the form of delegated authority from Nomination Day up to the time when the Council-Elect takes office on December 3, 2018.



Paula Parker
Municipal Clerk

pp

Report Approval Details

Document Title:	Lame Duck Provisions.docx
Attachments:	- 2018-67 Lame Duck Provision.pdf
Final Approval Date:	Jun 5, 2018

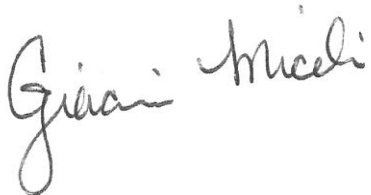
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Jun 4, 2018 - 10:56 AM



Cheryl Horrobin - Jun 4, 2018 - 4:52 PM



John Miceli - Jun 5, 2018 - 8:24 AM



Paula Parker - Jun 5, 2018 - 12:05 PM

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2018-67

A BY-LAW TO AUTHORIZE DELEGATED AUTHORITY DURING THE "LAME DUCK PERIOD" OF COUNCIL DURING THE 2018 MUNICIPAL ELECTION

WHEREAS Section 275 of the *Municipal Act*, 2001, c. 25 as amended, sets out restricted acts after Nomination Day;

WHEREAS under the provisions outlined in section 275 of the *Municipal Act 2001*, as amended, any administration that will "with certainty" not retain 75 percent of its current members in an upcoming election becomes *Lame Duck*;

AND WHEREAS Council can become *Lame Duck* during an election year in the following circumstances:

- a) At the close of Nomination Day (July 27, 2018) if 75 percent of the current members of Council are not nominated; and/or
- b) After Election Day (October 22, 2018) if the new Council is not made up of at least 75 percent of the outgoing Council members. (The current Council would sit as *Lame Duck* through to Inaugural Day).

AND WHEREAS the *Municipal Act*, S.O. 2001 c. 25 Section 23.1 (1) provides that a municipality may delegate its powers and authority to a person or body;

AND WHEREAS the *Municipal Act*, S.O. 2001 c. 25 Section 23.3 (1) provides for restrictions and powers which cannot be delegated;

AND WHEREAS the Council of the Corporation of the Town of Amherstburg deems it desirable to delegate certain authority and powers during the 2018 Municipal Election should Council become *Lame Duck*;

AND WHEREAS Section 275 (3) of the *Municipal Act*, 2001, c. 25 restricts Council from taking action on the following:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality, which has a value exceeding \$50,000 at the time of disposal; and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000;

AND WHEREAS Section 275 (6) of the *Municipal Act*, 2001, c. 25 states that nothing in this section prevents any person or body exercising authority of a Municipality that is delegated to the person or body prior to nomination day for the election of the new council;

AND WHEREAS Council deems it expedient to delegate authority to the Chief Administrative Officer (CAO), or delegate, to take action, where necessary, on certain acts during the "*Lame Duck*" period.

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

1. That the Chief Administrative Officer (or delegate), be delegated the authority to:
 - a) Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000.00;
 - b) Dispose of any real or personal property of the Municipality which has a value exceeding \$50,000.00 when it was acquired by the Municipality.
2. That the CAO (or delegate) will report to Council on any actions taken under the restrictions listed in Section 275 (3) of the *Municipal Act*, 2001 between Nomination Day and the commencement of the new Council term.
3. This By-law will only take effect and be limited to the “Lame Duck Period” of Council and shall expire on Monday, December 3, 2018.

Read a first, second and third time and finally passed this 11th day of June, 2018.

Mayor – Aldo DiCarlo

Clerk – Paula Parker



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES

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

Author's Name: Justin Rousseau	Report Date: May 28, 2018
Author's Phone: 519 736-0012 ext. 2259	Date to Council: June 11, 2018
Author's E-mail: jrousseau@amherstburg.ca	Resolution #: NA

To: Mayor and Members of Town Council

Subject: 2017 Year- End Financial Ratios and Indicators

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Treasurer dated May 28, 2018, regarding 2017 Year-End Financial Ratios and Indicators **BE RECEIVED for information.**

2. **BACKGROUND:**

Financial ratios quantify many aspects of a business and are an integral part of the financial statement analysis. Management and financial analysts use financial ratios to compare the strengths and weaknesses in various companies.

Administration monitors financial and operational effectiveness indicators and benchmarking to validate the Town's related policies and processes and to identify opportunities for change that would improve operational outcomes.

The financial ratio analysis focuses on important indicators such as the Town's ability to pay its short-term debts (liquidity ratios), to efficiently issue credit to its ratepayers/customers and collect funds from them in a timely manner (tax and accounts receivable ratios), and how much capital comes in the form of debt (loans) and or the Town's ability to meet its financial obligations (financial leverage ratios).

3. DISCUSSION:

This report outlines key financial indicators and benchmarks for the Town based on the 2017 Audited Financial Statements, in comparison to the prior year ended.

Liquidity Ratios

Current Ratio: This ratio is used to provide a picture of the Town's ability to pay back its short-term liabilities (debt and payables) with its short-term assets (cash, receivables). The higher the current ratio, the more capable the Town is of paying its obligations. A ratio under 1 suggests that the Town would be unable to pay off its obligations if they came due at that point in time.

Most commercial banks call for a current ratio of no less than 1:1 or 1.25:1 as part of the banking covenants.

	2017	2016
Current Ratio (ratio of current assets to current liabilities)	1.72:1	1.77:1

The Town's Current Ratio and cash liquidity has decreased from 2016; however, the Town's current assets continue to outweigh its current debts obligations. The ratio decrease from the prior year results from a significant amount of construction projects in progress at year-end, adding additional pressure on accounts payable and short-term borrowings. The largest of these projects is the Edgewater sewage diversion project and the finalization of Meloche Road reconstruction.

It is important to note that some of the short-term assets (cash) are restricted for the purpose of future capital replacement.

Despite the downward trend, the ratio is still at an acceptable level and no corrective action is needed at this time.

Taxes Receivable as a Percentage of Total Tax Revenue: This ratio is used to determine how much of the Town's taxation revenue remains uncollected at year end. Uncollected tax revenues negatively affect the municipality's cash flow, though the negative impact is offset through application of interest and penalty charges on the tax arrears.

	2017	2016
Taxes Receivable as a Percentage of Total Tax Revenue	8.07%	10.30%

The amount of taxes receivable, as a percentage of total tax revenue, has decreased from the prior year. This ratio is a key indicator for both the Ministry of Municipal Affairs and the Town's banking services provider.

Administration has been working for a number of years through collection efforts to reduce this number below 10%, as that target is viewed as a favourable by the Ministry of Municipal Affairs. Changes under the “Modernizing of Ontario’s Municipal Legislation Act 2017” provided municipalities with the authority to register a tax arrears certificate against a property that is two years in arrears vs the former time frame of 3 years. These changes contributed to the reduction of taxes receivable for the Town and Administration will continue efforts in this regard going forward.

The ratio reflects a positive trend; no corrective action is needed at this time.

Total Accounts Receivable as a Percentage of Total Revenue: This ratio reflects how much of the total revenue remains uncollected at year end. Uncollected revenues negatively affect the municipality’s cash flow.

	2017	2016
Accounts Receivable as a Percentage of Total Revenue	18.44%	15.79%

The ratio reflects a negative trend largely due to drainage construction works completed late in 2017, resulting in an increase in accounts receivable.

The increase in the ratio is a matter of timing of the final accounts receivable billing to the County of Essex and the developer for their portion of Meloche Road reconstruction, as well as increases in drainage construction billing, all taking place in December of 2017.

Despite the downward trend, the ratio increased mainly due to a timing issue and no corrective action is needed at this time.

Total Accounts Receivable over Accounts Payable (use of operating cash flow): This shows the amount of cash flow that the Town is financing at year end by carrying more Accounts Receivable than Accounts Payable.

Accounts Receivables over Accounts Payable	2017	2016
Total Accounts Receivables	\$7,435,598	\$6,708,033
Total Accounts Payable	\$5,810,024	\$4,668,460
Use of Operating Cash Flow	\$1,625,574	\$2,039,573

Administration is making efforts to reduce accounts receivable and improve cash flow for the Town. Items such as local improvements and drainage works financed by the Town for residents over long periods of time place additional pressure on total accounts receivable and cash flow. The 2017 reduction in use of cash flow is a positive indicator for the Town’s cash flow management.

While this is a positive trend in use of operating cash flow the target is to maintain liquidity by keeping the use of operating cash flow ratio as close to zero as possible. Administration will review opportunities to reduce the use of operating cash flow going forward.

Financial Leverage Ratios

Total Long-term Debt to Long-term Assets: is defined as the ratio of total long-term debt to total assets, expressed as a percentage, and can be interpreted as the proportion of the Town's assets that are financed by debt. The higher this ratio, the greater the Town's financial risk.

Long-term Debt to Long-term Assets (Cost)	2017	2016
Total Long-term Debt	\$39,341,179	\$41,424,447
Total Tangible Capital Assets (Cost)	\$423,185,422	\$413,417,801
Debt as a Percentage of Assets (Cost)	9.41%	10.02%

The above ratio indicates that of the total infrastructure the Town owns 9.41% of the original cost (Cost) of the infrastructure is funded by debt.

Long-term Debt to Long-term Assets (NBV)	2017	2016
Total Long-term Debt	\$39,826,450	\$41,424,447
Total Tangible Capital Assets NBV*	\$249,341,410	\$249,018,630
Debt as a Percentage of Assets NBV*	15.97%	16.64%

*NBV (Net Book Value): The net value of an asset which is equal to its original cost (its book value) minus accumulated amortization.

The above ratio indicates that of the total infrastructure the Town owns 15.97% of the net book value (depreciated value) of the infrastructure is funded by debt.

The Town has seen improvement and reduction in both ratios, which reflects decreasing debt levels and increasing asset values.

The trends for these ratios are positive and Administration will continue to review opportunities to enhance the Town's financial sustainability by reducing its reliance on long-term debt.

Total Long-term Debt to Equity: This ratio indicates what proportions of equity and debt the Town is using to finance its assets. A high ratio usually indicates a higher degree of business risk because the entity must meet principal and interest payments on its obligations.

Long-term Debt to Equity	2017	2016
Total Long-term Debt	\$39,826,450	\$41,424,447
Accumulated Surplus (Equity)	\$199,455,567	\$198,807,031
Debt as a Percentage of Accumulated Surplus	19.97%	20.84%

This Ratio reflects a positive trend as it indicates that the total debt has decreased as compared to total Town equity position.

This positive trend is an indicator that the current funding models are improving the Town’s financial stability; however, there is still work to be done. Administration will continue to review opportunities to further reduce the Town’s reliance on long-term debt and to increase reserve and reserve fund balances to support asset management through a pay-as-you-go model.

Other Financial Management Considerations

Contingent Liabilities: Note 14 of the Town of Amherstburg Financial Statements states the following:

“From time to time, the Town is subject to claims and other lawsuits that arise in the ordinary course of business, some of which may seek damages in substantial amounts. Liability for any claims and lawsuits are recorded to the extent that the probability of a loss is likely and it is estimable.”

Currently, no legal action has met the definition of “probable loss” and at this time no “verifiable estimate” has been reached. However, it is important to note that the Town of Amherstburg is involved in litigation with the following upset limits:

Claimant	Year Claim Initiated	Amount of Claim	Reason for Claim
Facca Incorporated CV-13-19969	2013	\$2,704,700 plus taxes, interest and costs	Delay Claim, liquidated damages, various disputed contract issues for Wastewater Treatment Plant
Hobbs CV-16-23500	2015	\$100,000 plus cost of pre-judgment and post-judgment, cost of action on a full indemnity basis and further relief	In respect to the service upon him of a Trespass

In addition to the legal claims above, the Town is self-insured for insurance claims up to a maximum of \$50,000 per claim; which means the Town would incur an expense of up to \$50,000 per claim. The costs for any claims that exceed the self-insured amount would be covered through the Town's insurance provider, who responds on behalf of the Town with these actions being handled by their legal counsel.

Subsequent to 2017 yearend the claim Hobbs CV-16-23500 was settled with cost being awarded back to the Town of Amherstburg. In early 2018, \$25,000 was received by the Town to cover the Town's legal expenses for this matter. This is no longer a pending claim at the time of this report.

Annual Repayment Limit (ARL): is a long-term borrowing limit calculated based on 25% of certain annual revenues or receipts, less most ongoing annual long-term debt service costs (and similarly less most annual payments for other long-term financial obligations). The calculation of the Town's ARL is based on data contained in the Town's Financial Information Return (FIR), as submitted to the Ministry. That limit is called the municipality's Annual Repayment Limit.

The Debt and Financial Obligation Limits regulation places a limit on how much a municipality can commit to principal and interest payments relating to debt and financial obligations, without first obtaining approval from the Ontario Municipal Board.

Annual Repayment Limit	2017	2016
Total Revenue for ARL	\$34,785,903	\$35,054,230
25% of Revenue (Debt Limit) (maximum allowed)	\$8,696,476	\$8,763,558
Actual Principal and Interest Payments	\$(4,188,479)	\$(4,767,856)
Additional Room	\$4,507,997	\$3,995,702
Percentage of Revenue applied to Debt Repayment	12.04%	13.60%

At 12.04%, the Town is within the maximum ARL for debt service (25%) and is within the amounts approved in the Town's Loans and Borrowing Policy (20%); no corrective action is required at this time.

4. RISK ANALYSIS:

Future financial risk exists if the Town does not continue to evaluate the operations by performing ratio analysis and benchmarking progress towards the Town's long-term financial goals.

5. FINANCIAL MATTERS:

In support of the key strategic goal of ensuring financial sustainability through a long term financial plan and maintenance of adequate reserves, Administration will continue to review opportunities to further reduce the Town's reliance on long-term debt and to increase reserve and reserve fund balances to support asset management through a pay-as-you-go model.

6. CONSULTATIONS:

The Supervisor of Accounting, the Clerk/Risk Manager, the Director of Corporate Services and KPMG LLP were consulted with regards to this report.

7. CONCLUSION:

Positive trends in debt reduction and improved financial stability are being observed with the results of 2017. No significant corrective actions are recommended at this time, however it is essential that a 'pay as you go' approach be supported more robust reserves and reserve funds be established to and fiscal stability needs to continue well into the future.



Justin Rousseau
Treasurer

jr

Report Approval Details

Document Title:	2017 Year-End Financial Ratios and Indicators.docx
Attachments:	N/A
Final Approval Date:	Jun 4, 2018

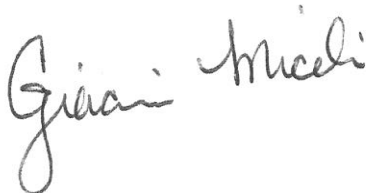
This report and all of its attachments were approved and signed as outlined below:



Cheryl Horrobin - May 31, 2018 - 10:34 AM



Mark Galvin - May 31, 2018 - 11:25 AM



John Miceli - May 31, 2018 - 12:36 PM



Paula Parker - Jun 4, 2018 - 9:33 AM



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES

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

Author's Name: Justin Rousseau	Report Date: May 31, 2018
Author's Phone: 519 736-0012 ext. 2259	Date to Council: June 11, 2018
Author's E-mail: jrousseau@amherstburg.ca	Resolution #: NA

To: Mayor and Members of Town Council

Subject: Accounts Payable for the Month of May 2018

1. RECOMMENDATION:

It is recommended that:

1. The report from the Treasurer dated May 31, 2018, regarding Accounts Payable for the Month of May 2018 **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."

On March 19th, 2018 a report outlining a new monthly process for accounts payable was presented to Council for Information.

Based on the motion and report dated March 19th, 2018, the accounts payable reports will be provided to Council at their first meeting of the month to transmit the cheque listing for the previous month. This adjustment in timing of the report will allow for the proper administrative review on the report, the attachment to the report and the Private and Confidential Memo. This will allow the Town to continue with open and transparent government operations.

3. DISCUSSION:

The Accounts Payable list for the month of May 2018 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:

NA

7. CONCLUSION:

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



Justin Rousseau
Treasurer

JR

Report Approval Details

Document Title:	Accounts Payable for the Month of May 2018.docx
Attachments:	- Accounts paid May 1 2018 - May 31 2018.pdf
Final Approval Date:	Jun 4, 2018

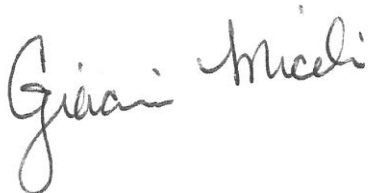
This report and all of its attachments were approved and signed as outlined below:



Cheryl Horrobin - May 30, 2018 - 11:55 AM



Mark Galvin - May 30, 2018 - 11:58 AM



John Miceli - May 31, 2018 - 10:03 AM



Paula Parker - Jun 4, 2018 - 8:45 AM



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 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 0000000 DEPARTMENT EXPENDITURES							
ACK297	ACKLANDS-GRAINGER INC						
9766815535				FASTENER INVENTORY	585 23-Apr-2018	23-Apr-2018	
80-5-0000000-0420				EQUIPMENT MAINTENANCE			332.92
CHI120	R. CHITTLE WOOD PRODUCTS & SERVICES						
822				METER SUPPLIES	585 25-Apr-2018	25-Apr-2018	
80-5-0000000-0833				WATER METER REPAIRS & MTNCE			96.05
COL286	COLBRO EQUIPMENT RENTAL						
104797-0				BLADES/TOOLS	618 11-May-2018	11-May-2018	
80-5-0000000-0420				EQUIPMENT MAINTENANCE			525.17
COM046	COM PETERS INC						
4059				LOCATES	618 07-May-2018	07-May-2018	
80-5-0000000-0810				WATER - MAIN MAINTENANCE			395.50
COM372	COMMUNITY LIVING ESSEX COUNTY						
372911000010				REFUND ISSUED FOR CHARITY REBATE	616 15-May-2018	15-May-2018	
10-1-0000000-2138				A/R PROP TAX REFUND OWING			1,338.66
COR408	CORIX WATER PRODUCTS LP - ATTENTION: ACCOUNTS						
10816031161				NEW BATTERIES	558 16-Apr-2018	16-Apr-2018	
80-5-0000000-0833				WATER METER REPAIRS & MTNCE			187.08
COU151	COULSON DESIGN BUILD INC.						
MAY 8, 2018				RETURN OF INDEMNITY DEPOSIT	577 08-May-2018	08-May-2018	
10-2-0000000-2135				INDEMNITY FEE - RIGHT OF WAY			1,000.00
EMC530	EMCO CORPORATION						
37563391-00				BFP	585 23-Apr-2018	23-Apr-2018	
80-5-0000000-0815				BACKFLOW - PREVENTION			873.04
ESL338	ESL UTILITY & MUNICIPAL PRODUCTS						
0000155365				CHECK VALVE	618 10-May-2018	10-May-2018	
80-5-0000000-0815				BACKFLOW - PREVENTION			215.78
ESS273	ESSEX POWERLINES CORPORATION						
JC7327				PW UTILITIES	585 30-Apr-2018	30-Apr-2018	
80-5-0000000-0316				UTILITIES			1,159.24
JC7328				PW UTILITIES	585 30-Apr-2018	30-Apr-2018	
80-5-0000000-0316				UTILITIES			16,272.97
ESS609	ESSEX REGION CHILDREN'S WATER FESTIVAL						
2018				CHILDREN'S WATER FESTIVAL	618 17-May-2018	17-May-2018	
80-5-0000000-0951				WATER CONSERVATION PROGRAM			1,500.00
GRE05	GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD						
APRIL 2018				APRIL 2018 PUB SCHOOL BOARD DEVELOPMENT CHARGE	554 30-Apr-2018	30-Apr-2018	
10-2-0000000-0112				A/P - PUB SCH BRD. DEV CHARGE			3,355.00
GRE330	GREAT LAKES SAFETY PRODUCTS						
00306896				GLOVES	618 11-May-2018	11-May-2018	
80-5-0000000-0420				EQUIPMENT MAINTENANCE			41.96
GRE679	GREG BAILEY LTD						
0000050450				GAUGE	618 10-May-2018	10-May-2018	
80-5-0000000-0420				EQUIPMENT MAINTENANCE			42.92
GSP636	G&S EQUIPMENT RENTALS						
933				CLEANING SUPPLIES	616 11-May-2018	11-May-2018	
10-1-0000000-2066				A/R - CLEARING			276.85
GUA929	GUARDIAN FIRE PROTECTION						
501				EXTINGUISHER	585 30-Apr-2018	30-Apr-2018	
80-5-0000000-0300				PW EXPENSE ALLO			402.00
HEA693	HEATON SANITATION						



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 0000000	DEPARTMENT EXPENDITURES				
34026	WATER SERVICE REPAIR	586	02-May-2018	02-May-2018	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				1,808.00
34029	WATER SERVICE REPAIR	618	04-May-2018	04-May-2018	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				1,243.00
34032	VALVE REPAIRS	618	07-May-2018	07-May-2018	
80-5-0000000-0840	VALVE MAINTENANCE				1,808.00
34034	WATER SERV REPAIR	618	08-May-2018	08-May-2018	
80-5-0000000-0755	WATER SERVICE MAINTENANCE				1,921.00
KEL117 KELCOM TELEMESSAGING					
W78745-0518	ANSERWING SERVICES	616	01-May-2018	01-May-2018	
80-5-0000000-0316	UTILITIES				43.38
KEL198 KELCOM RADIO DIVISION					
80008968	RADIO AIR TIME	581	17-Apr-2018	17-Apr-2018	
80-5-0000000-0404	VEHICLE & RADIO LICENCES				1,700.09
KTI033 KTI LIMITED					
107844	TOUCHPADS & METER	618	20-Feb-2018	20-Feb-2018	
80-5-0000000-0833	WATER METER REPAIRS & MTNCE				1,284.18
MAL256 MALDEN AUTOMOTIVE					
5294-168584	REPLACED ONE IGNITION COIL # WM-04	586	08-May-2018	08-May-2018	
80-5-0000000-0402	VEHICLE & EQUIPMENT MTCE.				27.52
MAR235 MARSH COLLECTION SOCIETY					
MAY 15, 2018	372924000001500 & 372924000000600 REFUND FOR 2018 CHARITY REBATE	616	15-May-2018	15-May-2018	
10-1-0000000-2138	A/R PROP TAX REFUND OWING				1,900.90
MOR26 MORNEAU SHEPELL LTD.					
MAY 2018	771279, 771280, 771281, 771282 MAY 2018	577	01-May-2018	01-May-2018	
80-5-0000000-0207	BENEFITS - LIFE & DISABILITY				73.79
ONT001 ONTARIO CLEAN WATER AGENCY					
INV000103069	LED LIGHTS UPGRADE	585	19-Apr-2018	19-Apr-2018	
80-5-0000000-0612	GENERAL MAINTENANCE - AWWTP				2,259.07
INV000103072	HINGE INSTALLATION	585	19-Apr-2018	19-Apr-2018	
80-5-0000000-0612	GENERAL MAINTENANCE - AWWTP				661.44
INV000103073	PIPE SUPPORTS	585	19-Apr-2018	19-Apr-2018	
80-5-0000000-0612	GENERAL MAINTENANCE - AWWTP				396.86
INV000103074	SAFETY EQUIPMENT	585	19-Apr-2018	19-Apr-2018	
80-5-0000000-0612	GENERAL MAINTENANCE - AWWTP				1,257.94
INV000103177	OPERATIONS AND MAINTENANCE FOR THE MONTH OF MAY 2018	623	01-May-2018	01-May-2018	
80-5-0000000-0604	CONTRACT COSTS - AWWTP				70,524.89
80-5-0000000-0604	CONTRACT COSTS - AWWTP				909.70
ONT104 ONTARIO ONE CALL LTD					
201888694	LOCATE SERVICE	585	30-Apr-2018	30-Apr-2018	
80-5-0000000-0810	WATER - MAIN MAINTENANCE				264.86
PRE148 PREVIEW INSPECTIONS AND CONSULTING					
0418	MONTHLY PREVENTION	618	01-May-2018	01-May-2018	
80-5-0000000-0815	BACKFLOW - PREVENTION				2,147.00
STC02 ST CLAIR COLLEGE					
372905000002	REFUND INSSUED FOR 2017 CHARITY REBATE	616	11-May-2018	11-May-2018	
10-1-0000000-2138	A/R PROP TAX REFUND OWING				5,906.12
TEX600 TEXTHELP INC.					
29476	WEBSITE SCREEN READER FEATURE	578	22-Feb-2018	22-Feb-2018	
10-1-0000000-2007	A/R - HST (JULY 1, 2010)				291.68
TRA689 TRACTION WINDSOR					
396283442	HYDRAULIC COUPLER FOR WM-09	585	23-Apr-2018	23-Apr-2018	



Vendor : 001 To ZUL180

Batch : All

Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018

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 0000000 DEPARTMENT EXPENDITURES							
80-5-0000000-0402				VEHICLE & EQUIPMENT MTCE.			128.05
TRI003 TRI-TARGET INC							
167				ADVERTISE TAX SALE PROPERT ON WWW.TRI-TARGET.COM	616	10-May-2018	10-May-2018
10-1-0000000-1503				TAX REG. - REGISTRATION C			875.75
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE							
118476				PARTS	618	16-May-2018	16-May-2018
80-5-0000000-0833				WATER METER REPAIRS & MTNCE			10.36
WIN270 WINDSOR DISPOSAL SERVICES LTD							
0000890928				MONTHLY GARBAGE COLLECTION	577	01-May-2018	01-May-2018
10-1-0000000-2066				A/R - CLEARING			378.02
WOL533 WOLSELEY CANADA INC							
6581375				INVENTORY	585	18-Apr-2018	18-Apr-2018
80-5-0000000-0420				EQUIPMENT MAINTENANCE			2,782.30
6590549				METER BRACKETS	558	18-Apr-2018	18-Apr-2018
80-5-0000000-0755				WATER SERVICE MAINTENANCE			904.00
6612627				PARTS	585	18-Apr-2018	18-Apr-2018
80-5-0000000-0810				WATER - MAIN MAINTENANCE			67.06
6612629				LOCATE SUPPLIES	585	17-Apr-2018	17-Apr-2018
80-5-0000000-0810				WATER - MAIN MAINTENANCE			272.04
6626391				LOCATE FLAGS	585	18-Apr-2018	18-Apr-2018
80-5-0000000-0420				EQUIPMENT MAINTENANCE			33.20
6644660				FLAGS FOR LOCALS	618	18-Apr-2018	18-Apr-2018
80-5-0000000-0810				WATER - MAIN MAINTENANCE			278.72
6653871				RG COUPLING	618	18-Apr-2018	18-Apr-2018
80-5-0000000-0810				WATER - MAIN MAINTENANCE			560.57
6653872				SERVICE REPAIR	618	18-Apr-2018	18-Apr-2018
80-5-0000000-0755				WATER SERVICE MAINTENANCE			976.76
Department Totals :							131,711.39

DEPARTMENT 1001011 COUNCIL - MAYOR							
HOU247 HOUSE OF SHALOM INC							
MAY 8, 2018				HOUSE OF SHALOM ANNUAL COMMUNITY CUP GOLF TOURNAMENT	577	08-May-2018	08-May-2018
10-5-1001011-0340				MAYOR - PUBLIC RECEPTIONS, ETC.			130.00
Department Totals :							130.00

DEPARTMENT 1001015 ELECTION							
FOR689 THE FORT FUN CENTRE							
MAY 18, 2018				ELECTION POLLING STATION DEPOSIT	644	18-May-2018	18-May-2018
10-5-1001015-0312				ELECTION EXPENSES			50.00
RTT067 RIVER TOWN TIMES							
00095699				ADVERTISING	577	02-May-2018	02-May-2018
10-5-1001015-0312				ELECTION EXPENSES			141.02
10-5-1001015-0312				ELECTION EXPENSES			276.17
Department Totals :							467.19

DEPARTMENT 1001017 COUNCIL - COUNCILLOR 4							
HOU247 HOUSE OF SHALOM INC							
MAY 8, 2018				HOUSE OF SHALOM ANNUAL COMMUNITY CUP GOLF TOURNAMENT	577	08-May-2018	08-May-2018
10-5-1001017-0340				MELOCHE - PUBLIC RECEPTIONS, ETC.			130.00
Department Totals :							130.00



Vendor : 001 To ZUL180

Batch : All

Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018

Bank : 1 To 99

Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001020	ADMINISTRATION				
ADV329	ADVANCE BUSINESS SYSTEMS				
628987	LABELS FOR POSTAGE MACHINE	624	30-Mar-2018	30-Mar-2018	
10-5-1001020-0304	POSTAGE & COURIER				45.14
AIG153	AIG INSURANCE COMPANY OF CANADA				
509-034475 DE LEGAL FEES		554	08-Feb-2018	08-Feb-2018	
10-5-1001020-0506	INSURANCE DEDUCTIBLE - ADMINISTRATION				468.00
509-035807 DE LEGAL FEES		554	24-Apr-2018	24-Apr-2018	
10-5-1001020-0506	INSURANCE DEDUCTIBLE - ADMINISTRATION				425.00
AMC610	AMCTO				
13153	JOB AD	643	16-May-2018	16-May-2018	
10-5-1001020-0307	ADVERTISING				576.30
AMH011	AMHERST SUPPLY				
67433	BAILEY METAL STUD 3 5/8 X 10' 018	643	12-May-2018	12-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				119.80
67495	INSULATION	643	14-May-2018	14-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				182.47
COL286	COLBRO EQUIPMENT RENTAL				
103314-0	DIESEL FUEL	617	28-Mar-2018	28-Mar-2018	
40-7-1001020-0005	BELLEVUE PROPERTY				739.02
CRO298	CROWN PARK CORPORATION				
MAY 15, 2018 BELLEVIEW FUNDRAISING		608	15-May-2018	15-May-2018	
40-7-1001020-0005	BELLEVUE PROPERTY				6,000.00
ERA010	E.R.A. ARCHITECTS INC.				
24689	BELLEVUE	554	31-Mar-2018	31-Mar-2018	
40-7-1001020-0005	BELLEVUE PROPERTY				646.93
24812	BELLEVUE	554	29-Apr-2018	29-Apr-2018	
40-7-1001020-0005	BELLEVUE PROPERTY				689.72
GOL452	GOLDER ASSOCIATES LTD				
896619	LEGAL FEES	554	30-Apr-2018	30-Apr-2018	
40-7-1001020-0006	DUFFY'S PROPERTY				27,218.08
905095B	WATER FRONT PROPERTY	581	30-Apr-2018	30-Apr-2018	
40-7-1001020-0006	DUFFY'S PROPERTY				8,518.96
915324	WATERFRONT PROJECT	581	07-Feb-2018	07-Feb-2018	
40-7-1001020-0006	GRELIG DUFFY'S PROPERTY				2,185.14
915684	WATERFRONT PROJECT	581	08-Feb-2018	08-Feb-2018	
40-7-1001020-0006	DUFFY'S PROPERTY				1,005.70
928696	WATERFRONT PROJECT	581	10-Apr-2018	10-Apr-2018	
40-7-1001020-0006	DUFFY'S PROPERTY				1,244.24
JON02	JONES GROUP				
1658	RELEASE OF H/B FOR THE DEMOLITION AND ABATEMENT OF DUFFY'S TAVERN & HOTEL	593	07-Mar-2018	07-Mar-2018	
40-7-1001020-0006	DUFFY'S PROPERTY				33,911.24
KIM249	KIMBALL LUMBER & BUILDING SUPPLIES LTD.				
A556049	RENOVATION SUPPLIES FOR TOWN HALL	643	11-May-2018	11-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				970.34
A556557	RENOVATION SUPPLIES	643	16-May-2018	16-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				723.77
A556667	CEILING CROSS T'S 4'	643	17-May-2018	17-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				209.48
MCT455	MCTAGUE LAW FIRM				
145973	LEGAL FEES	578	16-Apr-2018	16-Apr-2018	
10-5-1001020-0325	LEGAL FEES				553.70



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001020 ADMINISTRATION					
MGS306 M.G.S. REAL ESTATE CONSULTING INC					
MAY 3, 2018	DUFFY'S DEMOLITION	557	03-May-2018	03-May-2018	
40-7-1001020-0006	DUFFY'S PROPERTY				5,905.00
NEO150 NEOPOST LEASING SERVICES CANADA LTD					
6117274	POSTAGE METER LEASE PUBLIC WORKS OCT 2017	643	01-May-2018	01-May-2018	
10-5-1001020-0304	POSTAGE & COURIER				663.25
6188185	POSTAGE METER LEASE	577	01-May-2018	01-May-2018	
10-5-1001020-0304	POSTAGE & COURIER				663.25
6188679	POSTAGE MACHINE LEASE - LIBRO	643	15-May-2018	15-May-2018	
10-5-1001020-0304	POSTAGE & COURIER				503.58
MAY 11, 2018	POSTAGE REFILL FOR LIBRO STAMP MACHINE A/C 2565538	616	11-May-2018	11-May-2018	
10-5-1001020-0304	POSTAGE & COURIER				1,000.00
MAY 22, 2018	POSTAGE REFILL A/C 232920	617	22-May-2018	22-May-2018	
10-5-1001020-0304	POSTAGE & COURIER				4,520.00
PAR372 PARRLINE ELECTRICAL WHOLESALE					
75880	ELECTRICAL SUPPLIES	643	13-May-2018	13-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				355.48
PUR700 PUROLATOR INC.					
437620443	COURIER	578	30-Mar-2018	30-Mar-2018	
10-5-1001020-0304	POSTAGE & COURIER				4.43
437744414	COURIER	578	13-Apr-2018	13-Apr-2018	
10-5-1001020-0304	POSTAGE & COURIER				4.43
437883695	COURIER	578	27-Apr-2018	27-Apr-2018	
10-5-1001020-0304	POSTAGE & COURIER				4.43
437895506	COURIER	554	27-Apr-2018	27-Apr-2018	
10-5-1001020-0304	POSTAGE & COURIER				22.52
438026987	DOSIMETERS SHIPPED TO HEALTH CANADA	643	11-May-2018	11-May-2018	
10-5-1001020-0304	POSTAGE & COURIER				39.22
RTT067 RIVER TOWN TIMES					
00095699	ADVERTISING	577	02-May-2018	02-May-2018	
10-5-1001020-0307	ADVERTISING				174.52
00095709	ADVERTISING	577	09-May-2018	09-May-2018	
10-5-1001020-0307	ADVERTISING				174.52
10-5-1001020-0307	ADVERTISING				87.26
10-5-1001020-0307	ADVERTISING				276.17
10-5-1001020-0307	ADVERTISING				141.02
SHI251 SHIBLEY RIGHTON LLP					
179182	LEGAL FEES	554	30-Mar-2018	30-Mar-2018	
10-5-1001020-0325	LEGAL FEES				275.87
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
118315	MAINTENANCE SUPPLES	643	11-May-2018	11-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				67.17
118330	MAINTENANCE SUPPLIES	643	12-May-2018	12-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				79.21
118351	MAINTENANCE SUPPLIES	643	13-May-2018	13-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				10.15
118414	MAINTENANCE SUPPLIES	643	15-May-2018	15-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				113.53
118445	MAINTENANCE SUPPLIES	643	15-May-2018	15-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				29.87
118510	MAINTENANCE SUPPLIES	643	16-May-2018	16-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				21.46
118617	MAINTENANCE SUPPLIES	643	19-May-2018	19-May-2018	

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001020 ADMINISTRATION					
40-7-1001020-0001	TOWN HALL RENOVATIONS				67.70
118652	MAINTENANCE SUPPLIES	643	20-May-2018	20-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				39.60
118747	MAINTENANCE SUPPLIES	643	23-May-2018	23-May-2018	
40-7-1001020-0001	TOWN HALL RENOVATIONS				143.45
WIN137 WINDSOR-ESSEX COUNTY HUMANE SOCIETY					
18317397	CAT SPAY/CAT NEUTER	616	04-Apr-2018	04-Apr-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				100.00
18349677	CAT SPAY	616	04-Apr-2018	04-Apr-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				100.00
18365209	CAT SPAY	616	13-Apr-2018	13-Apr-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				50.00
A38383822	STRAY CAT DROP OFF	617	04-May-2018	04-May-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				25.00
A38383833	STRAY CAT DRP[PFF	617	25-Apr-2018	25-Apr-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				25.00
A38383842	STRAY CAT DROP OFF	617	25-Apr-2018	25-Apr-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				25.00
A38383850	STRAY CAT DROP-OFF	617	25-Apr-2018	25-Apr-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				25.00
A38425620	STRAY CAT DROP-OFF	617	29-Apr-2018	29-Apr-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				25.00
A38435895	STRAY CAT DROP-OFF	617	30-Apr-2018	30-Apr-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				25.00
A38435897	STRAY CAT DROP OFF	617	30-Apr-2018	30-Apr-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				25.00
AR38383848	STRAY CAT DROP-OFF	617	24-Apr-2018	24-Apr-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				25.00
AR38435898	STRAY CAT DROP-OFF	617	30-Apr-2018	30-Apr-2018	
10-5-1001020-0353	GRANTS TO ORGANIZATIONS				25.00
Department Totals :					102,295.12

DEPARTMENT 1001021 TREASURY					
AON574 AON HEWITT INC.					
M31-0151463	DECEMBER 31, 2017 VALUATION AND YEAR END DISCLOSURES	643	17-May-2018	17-May-2018	
10-5-1001021-0326	AUDIT FEES - FINANCE				9,040.00
FIR350 FIRST STOP SERVICES					
3228	SHREDDING SERVICES	557	01-May-2018	01-May-2018	
10-5-1001021-0301	OFFICE SUPPLIES				28.25
MON183 MONARCH OFFICE SUPPLY LTD					
085639	APRIL 2018 PURCHASES	624	27-Apr-2018	27-Apr-2018	
10-5-1001021-0301	OFFICE SUPPLIES				231.03
MOR26 MORNEAU SHEPELL LTD.					
MAY 2018	771279, 771280, 771281, 771282 MAY 2018	577	01-May-2018	01-May-2018	
10-5-1001021-0207	BENEFITS - LIFE & DISABILITY				73.79
PUR663 PURE WATER BRAND					
APRIL 2018	APRIL 2018, INVOICES 000268065, 000269438, 000270968, 000270968	578	30-Apr-2018	30-Apr-2018	
10-5-1001021-0301	OFFICE SUPPLIES				25.15
Department Totals :					9,398.22

DEPARTMENT 1001022 CLERKS
 MON183 MONARCH OFFICE SUPPLY LTD

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001022 CLERKS					
085639	APRIL 2018 PURCHASES	624	27-Apr-2018	27-Apr-2018	
10-5-1001022-0301	OFFICE SUPPLIES				78.22
MOR26 MORNEAU SHEPELL LTD.					
MAY 2018	771279, 771280, 771281, 771282 MAY 2018	577	01-May-2018	01-May-2018	
10-5-1001022-0207	BENEFITS - LIFE & DISABIL - CLERKS				16.40
PUR663 PURE WATER BRAND					
APRIL 2018	APRIL 2018, INVOICES 000268065, 000269438, 000270968, 000270968	578	30-Apr-2018	30-Apr-2018	
10-5-1001022-0301	OFFICE SUPPLIES				25.14
Department Totals :					119.76

DEPARTMENT 1001023 C.A.O.					
AKO106 AKOUSTIK ENGINEERING LIMITED					
18-20	PROFESSIONAL FEES	643	16-May-2018	16-May-2018	
10-5-1001023-0327	PROFESSIONAL FEES				565.00
CUS128 CUSTOM CREATIONS					
204128	PROFESSIONAL FEES	643	18-May-2018	18-May-2018	
10-5-1001023-0327	PROFESSIONAL FEES				331.44
FIR350 FIRST STOP SERVICES					
3228	SHREDDING SERVICES	557	01-May-2018	01-May-2018	
10-5-1001023-0301	OFFICE SUPPLIES				28.25
MON183 MONARCH OFFICE SUPPLY LTD					
085639	APRIL 2018 PURCHASES	624	27-Apr-2018	27-Apr-2018	
10-5-1001023-0301	OFFICE SUPPLIES				78.22
MOR26 MORNEAU SHEPELL LTD.					
MAY 2018	771279, 771280, 771281, 771282 MAY 2018	577	01-May-2018	01-May-2018	
10-5-1001023-0207	BENEFITS - LIFE & DISABIL - C.A.O.				24.59
PUR663 PURE WATER BRAND					
APRIL 2018	APRIL 2018, INVOICES 000268065, 000269438, 000270968, 000270968	578	30-Apr-2018	30-Apr-2018	
10-5-1001023-0301	OFFICE SUPPLIES				25.14
Department Totals :					1,052.64

DEPARTMENT 1001024 HUMAN RESOURCES					
BER067 BERRN CONSULTING LTD./AED4LIFE.CA					
20182656	DEFIB SUPPLIES	578	09-Apr-2018	09-Apr-2018	
10-5-1001024-0250	HEALTH AND SAFETY - HUMAN RESOURCES				1,181.75
20182988	DEFIB SUPPLIES	578	23-Apr-2018	23-Apr-2018	
10-5-1001024-0250	HEALTH AND SAFETY - HUMAN RESOURCES				464.25
ERG938 ERGONOW INCORPORATED					
3325	ERGONOMICS	577	02-May-2018	02-May-2018	
10-5-1001024-0250	HEALTH AND SAFETY - HUMAN RESOURCES				610.20
MAI336 MAITRE CONSULTING					
195 REVISED	MENTAL HEALTH FIRST AID TRAINING	643	10-May-2018	10-May-2018	
10-5-1001024-0250	HEALTH AND SAFETY - HUMAN RESOURCES				2,260.00
MON183 MONARCH OFFICE SUPPLY LTD					
083274	ERGONOMICS	578	15-Apr-2018	15-Apr-2018	
10-5-1001024-0250	HEALTH AND SAFETY - HUMAN RESOURCES				459.91
085639	APRIL 2018 PURCHASES	624	27-Apr-2018	27-Apr-2018	
10-5-1001024-0301	OFFICE SUPPLIES				78.22
10-5-1001024-0301	OFFICE SUPPLIES				28.59
MOR26 MORNEAU SHEPELL LTD.					
MAY 2018	771279, 771280, 771281, 771282 MAY 2018	577	01-May-2018	01-May-2018	

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180

Batch : All

Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018

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 1001024	HUMAN RESOURCES						
10-5-1001024-0207				BENEFITS - LIFE & DISABIL - HUMAN RESOUR			16.39
PUB495	PUBLIC SERVICES HEALTH & SAFETY ASSOCIATION						
50233				HEALTH & SAFETY TRAINING	643 24-May-2018	24-May-2018	
10-5-1001024-0250				HEALTH AND SAFETY - HUMAN RESOURCES			3,164.00
Department Totals :							8,263.31

DEPARTMENT 1001025	INFORMATION TECHNOLOGY						
APP302	APPLIED COMPUTER SOLUTIONS INC						
41099				PHONE SYSTEM UPGRADES	624 03-May-2018	03-May-2018	
10-5-1001025-0315				TELEPHONE			1,059.38
41156				REPLACEMENT IP NETWORK RADIO FOR FIRE STATION	624 15-May-2018	15-May-2018	
10-5-1001025-0310				COMPUTER MAINTENANCE			339.00
CIT913	CITYVIEW A DIVISION OF N HARRIS						
MN00108115				CITY VIEW SOFTWARE LICENSING	578 25-Apr-2018	25-Apr-2018	
10-5-1001025-0310				COMPUTER MAINTENANCE			20,841.00
COG02	COGECO PAYMENT CENTRE						
110030457715				INTERNET AND IPVPN ACCESS	644 03-May-2018	03-May-2018	
10-5-1001025-0332				INTERNET ACCESS			6,334.78
COM080	COMPUTER DATA PRODUCTS						
IN117145				LABOUR FOR REPLACEMENT OF WIRELESS INTERNET FEED TO STATION 2 (RADIC AT STATION 2)	643 17-May-2018	17-May-2018	
10-5-1001025-0310				COMPUTER MAINTENANCE			655.40
CON601	CONVERGENTIS						
90000850				CELL P HONE MANAGEMENT SOFTWARE	643 09-Feb-2018	09-Feb-2018	
10-5-1001025-0345				CELL PHONE			124.30
DIR572	DIRECTDIAL.COM						
IN618882				WRELESS MICE	554 23-Apr-2018	23-Apr-2018	
10-5-1001025-0310				COMPUTER MAINTENANCE			274.03
IN619427				MONITORS - NEW EMPLOYEES	578 25-Apr-2018	25-Apr-2018	
40-7-1001025-0002				COMPUTER HARDWARE			542.40
IN621905				REPLACEMENT SPEAKERS	624 11-May-2018	11-May-2018	
10-5-1001025-0310				COMPUTER MAINTENANCE			61.87
INN291	INNOSOFT CANADA INC						
SUP1000500				FUSION ANNUAL LICENSING AND HOLDING	554 01-Mar-2018	01-Mar-2018	
10-5-1001025-0310				COMPUTER MAINTENANCE			20,837.20
KEL117	KELCOM TELEMESSAGING						
W78745-0518				ANSERWING SERVICES	616 01-May-2018	01-May-2018	
10-5-1001025-0315				TELEPHONE			72.31
MIK315	MIKE'S COMPUTER SHOP						
WIN-198037				WIRELESS ACCESS POINT POWER ADAPTERS	554 25-Apr-2018	25-Apr-2018	
10-5-1001025-0310				COMPUTER MAINTENANCE			111.43
MOR26	MORNEAU SHEPELL LTD.						
MAY 2018				771279, 771280, 771281, 771282 MAY 2018	577 01-May-2018	01-May-2018	
10-5-1001025-0207				BENEFITS - LIFE & DISABILITY			32.79
TEX600	TEXTHELP INC.						
29476				WEBSITE SCREEN READER FEATURE	578 22-Feb-2018	22-Feb-2018	
10-5-1001025-0311				WEBSITE DEVELOPMENT & SOFTWARE			45.67
THI235	THINK! WIRELESS SOLUTIONS INC.						
0000011174				GPS	577 01-May-2018	01-May-2018	
10-5-1001025-0406				GPS			976.00
THI740	THINKTEL COMMUNICATIONS - A DIVISION OF DISTRIBUTE						
1167480				VOIP LANDLINE SERVICE	624 07-May-2018	07-May-2018	

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1001025 INFORMATION TECHNOLOGY					
10-5-1001025-0315	TELEPHONE				354.90
MAY 10, 2018	CREDIT DUE TO AN OVERPAYMENT	624	10-May-2018	10-May-2018	
10-5-1001025-0315	TELEPHONE				-296.55
TOS075 TOSHIBA LEADING INNOVATION					
AR3439006	PHOTOCOPIES AND MAINTENANCE	643	23-May-2018	23-May-2018	
10-5-1001025-0308	PHOTOCOPIES				1,068.00
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
118195	CLEANING PRODUCT	577	09-May-2018	09-May-2018	
10-5-1001025-0310	COMPUTER MAINTENANCE				9.02
Department Totals :					53,442.93

DEPARTMENT 1008030 UNFINANCED DRAINS					
CAN160 CANADIAN BEARINGS LTD					
20147895-00	PARTS FOR PUMP	581	23-Apr-2018	23-Apr-2018	
10-1-1008030-8515	LAKWOOD PUMP #2				152.54
D&D100 D & D EXCAVATING & DRAINAGE					
345	REMAINDER OF WORK COMPLETED	577	01-May-2018	01-May-2018	
10-1-1008030-8215	COOKS DRAIN LOWER PORTION				5,650.00
NJP045 N.J. PERALTA ENGINEERING LTD					
18-039	ENGINEERING FEES - DESIGN AND TENDER	581	25-Apr-2018	25-Apr-2018	
10-1-1008030-9030	REMI X BENETEAU DRAIN				20,340.00
REG742 REG CLARK TRUCKING LTD					
15-109 FINAL	RELEASE OF HOLDBACK P.C	577	03-May-2018	03-May-2018	
10-1-1008030-9029	BROWN DRAIN - BELWOOD ACCESS				2,189.61
WOL533 WOLSELEY CANADA INC					
6621669	PARTS FLOAT SHAFT REBUILD	581	18-Apr-2018	18-Apr-2018	
10-1-1008030-8510	LAKWOOD PUMP #1				183.59
9997790	PARTS - FLOAT SHAFT REBUILD	581	18-Apr-2018	18-Apr-2018	
10-1-1008030-8510	LAKWOOD PUMP #1				-89.03
Department Totals :					28,426.71

DEPARTMENT 2010000 FIRE DEPARTMENT					
ALG787 AGLA BEVERLY					
MAY 17, 2018	BURN PERMIT REFUND	616	17-May-2018	17-May-2018	
10-4-2010000-0930	OPEN BURN PERMIT FEES				25.00
ALP009 ALPINE SPECIALTY CHEMICALS LTD					
0000495067	PPE EXTRACTOR SOAP	577	01-May-2018	01-May-2018	
10-5-2010000-0423	PERSONAL PROTECTIVE EQUIPMENT				131.54
0000495067	BUNKER GEAR DETERGENT	616	01-May-2018	01-May-2018	
10-5-2010000-0423	PERSONAL PROTECTIVE EQUIPMENT				131.54
BRO291 BROOKER MARY ANNE					
15 17 37	CLOTHING ALTERATIONS	616	23-Apr-2018	23-Apr-2018	
10-5-2010000-0252	UNIFORMS				50.00
COU132 COUNTY TOWING INC.					
62769	REMOVE FUEL TANKS & FLUIDS, DISPOSE OF ENVIRONMENTAL CONTAMINANTS A 4 TOWINGS	616	10-May-2018	10-May-2018	
10-5-2010000-0254	FIRE FIGHTER TRAINING				487.03
DEP275 DEPENDABLE EMERGENCY VEHICLES A DIV OF					
FE0325	CHECK VALVE FOR VECHILE	643	17-May-2018	17-May-2018	
10-5-2010000-0402	VEHICLE & EQUIPMENT				39.55
DOW547 DOWLER KARN					



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2010000	FIRE DEPARTMENT				
C38546854	PROPANE FOR LIVE FIRE TRAINING UNIT	554	18-Apr-2018	18-Apr-2018	
10-5-2010000-0254	FIRE FIGHTER TRAINING				367.34
EMC530 EMCO CORPORATION					
37556232-00	MAINTENANCE MATERIALS	581	20-Feb-2018	20-Feb-2018	
10-5-2010000-0318	JANITORIAL				232.37
37558592-00	MAINTENANCE MATERIALS RETURNED	581	21-Feb-2018	21-Feb-2018	
10-5-2010000-0318	JANITORIAL				-232.37
HOU247 HOUSE OF SHALOM INC					
MAY 8, 2018	HOUSE OF SHALOM ANNUAL COMMUNITY CUP GOLF TOURNAMENT	577	08-May-2018	08-May-2018	
10-5-2010000-0340	RECEPTIONS & AWARDS				130.00
INT321 INTEGRITY INDUSTRIAL ABSORBENT PRODUCTS					
3563	CONTAINMENT POOL/DECON UNIT	577	03-May-2018	03-May-2018	
10-5-2010000-0420	EQUIPMENT				621.40
INT355 INTERNATIONAL SAFETY SYSTEMS INC.					
177895	SOFTWARE FOR SCBA MAINTENANCE	643	15-May-2018	15-May-2018	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				675.04
KEL198 KELCOM RADIO DIVISION					
102015992-1	12 NEW RADIOS	581	30-Apr-2018	30-Apr-2018	
10-5-2010000-0800	EMERGENCY OPERATIONS CENTRE EXPENSES				10,088.64
102016248-1	RADIO AIRTIME	578	27-Apr-2018	27-Apr-2018	
10-5-2010000-0319	COMMUNICATION EQUIP MAINTENANCE				800.04
80009095	SERVICE CONTRACT	643	17-May-2018	17-May-2018	
10-5-2010000-0319	COMMUNICATION EQUIP MAINTENANCE				751.45
MIN25 MINISTER OF FINANCE PAYMENT PROCESSING CENTRE					
14200418002	MEMBERSHIP FEE	578	20-Apr-2018	20-Apr-2018	
10-5-2010000-0350	MEMBERSHIPS				65.00
14220218086	CREDIT FOR 026-422915-FLP-NEW PROGRAM REGISTRATION FEES	643	24-May-2018	24-May-2018	
10-5-2010000-0254	FIRE FIGHTER TRAINING				-130.00
MON183 MONARCH OFFICE SUPPLY LTD					
085639	APRIL 2018 PURCHASES	624	27-Apr-2018	27-Apr-2018	
10-5-2010000-0301	OFFICE SUPPLIES				355.86
MOR26 MORNEAU SHEPELL LTD.					
MAY 2018	771279, 771280, 771281, 771282 MAY 2018	577	01-May-2018	01-May-2018	
10-5-2010000-0207	BENEFITS - LIFE & DISABIL				508.24
OKT366 OK TIRE STORE - SANTING					
0000175995	VECHILE WASH	643	15-May-2018	15-May-2018	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				84.75
OMF753 ONTARIO MUNICIPAL FIRE PREVENTION OFFICER					
2018-04	MEMBERSHIP RENEWAL	554	25-Apr-2018	25-Apr-2018	
10-5-2010000-0350	MEMBERSHIPS				150.00
PHI254 PHILLIPS FIRE SUPPRESSION					
1270	SCBA ANNUAL CYLINDER TESTING	577	08-May-2018	08-May-2018	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				2,543.69
PUR700 PUROLATOR INC.					
437962998	PUROLATOR	577	04-May-2018	04-May-2018	
10-5-2010000-0301	OFFICE SUPPLIES				18.91
SAN107 SANIGEAR					
11603	BUNKER GEAR MAINTENANCE	578	30-Apr-2018	30-Apr-2018	
10-5-2010000-0423	PERSONAL PROTECTIVE EQUIPMENT				295.22
12439	BUNKER GEAR CLEANING	554	26-Apr-2018	26-Apr-2018	
10-5-2010000-0423	PERSONAL PROTECTIVE EQUIPMENT				492.23
12524	PPE MAINT & REPAIR	577	08-May-2018	08-May-2018	



Vendor : 001 To ZUL180

Batch : All

Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018

Bank : 1 To 99

Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2010000 FIRE DEPARTMENT					
10-5-2010000-0423	PERSONAL PROTECTIVE EQUIPMENT				240.69
STA444 STAPLES ADVANTAGE (MIS C/O T04446C)					
47512950	BATTERIES	643	17-May-2018	17-May-2018	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				154.18
TRI249 TRI GRAPHICS					
5235	BUISNESS CARDS	578	24-Apr-2018	24-Apr-2018	
10-5-2010000-0301	OFFICE SUPPLIES				58.76
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
118035	GENERAL SUPPLIES	577	04-May-2018	04-May-2018	
10-5-2010000-0318	JANITORIAL				39.83
118696	DRIVER TRAINING & SUPPLIES	643	22-May-2018	22-May-2018	
10-5-2010000-0254	FIRE FIGHTER TRAINING				35.00
WIN101 WINDSOR SPRING & ALIGNMENT					
1781	TANKER 2 ANNUAL INSPECTION	577	07-May-2018	07-May-2018	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				3,892.24
1805	TANKER 3 ANNUAL INSPECTION	616	09-May-2018	09-May-2018	
10-5-2010000-0402	VEHICLE & EQUIPMENT MTCE.				2,412.48
Department Totals :					25,515.65

DEPARTMENT 2012018 CAPITAL					
AJS141 A.J. STONE CO LTD					
0000139188	WATER RESCUE EQUIPMENT	578	30-Apr-2018	30-Apr-2018	
40-7-2012018-0003	WATER RESCUE EQUIPMENT				8,119.05
0000139504	5 ROPE BAGS: ICE WATER RESCUE	643	15-May-2018	15-May-2018	
40-7-2012018-0003	WATER RESCUE EQUIPMENT				290.17
CIT350 CITY OF WINDSOR					
0000172350	LIQUID SMOKE FOR FIRE SIMULATOR TRAINING	643	15-May-2018	15-May-2018	
40-7-2012018-0004	TRAINING SIMULATOR				502.85
UNI351 UNIFORM UNIFORMS					
48017	14 CLASS A UNIFORMS	577	08-May-2018	08-May-2018	
40-7-2012018-0005	UNIFORMS				5,798.20
48089	UNIFORMS	643	17-May-2018	17-May-2018	
40-7-2012018-0005	UNIFORMS				2,072.31
Department Totals :					16,782.58

DEPARTMENT 2020000 POLICE DEPARTMENT					
AGR835 AGRIS CO-OPERATIVE LTD					
600048704	GASOLINE	554	24-Apr-2018	24-Apr-2018	
10-5-2020000-0401	GASOLINE				1,921.27
600048948	GASOLINE	577	01-May-2018	01-May-2018	
10-5-2020000-0401	GASOLINE				1,788.61
600049132	GASOLINE	616	08-May-2018	08-May-2018	
10-5-2020000-0401	GASOLINE				1,575.64
600049322	GASOLINE	643	15-May-2018	15-May-2018	
10-5-2020000-0401	GASOLINE				1,590.38
COU132 COUNTY TOWING INC.					
62552	305 TOWED	554	25-Apr-2018	25-Apr-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				141.25
62579	#305 TOWED TO UPTOWN	616	08-May-2018	08-May-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				124.30
DIR572 DIRECTDIAL.COM					
IN619732	PRINTER USAGE AND MAINTENANCE	578	27-Apr-2018	27-Apr-2018	

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180

Batch : All

Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018

Bank : 1 To 99

Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000	POLICE DEPARTMENT				
10-5-2020000-0308	PHOTOCOPIER SUPPLIES				78.14
EAR869 EARLSCOURT LEGAL PRESS INC.					
19439	UPDATE FOR LEGAL ASPECTS OF POLICING	554	16-Apr-2018	16-Apr-2018	
10-5-2020000-0313	LAW BOOKS				199.97
G4S405 G4S SECURE SOLUTIONS (CANADA) LTD					
88860370	PRIOSNER GUARD	616	12-May-2018	12-May-2018	
10-5-2020000-0371	PRISONER EXPENSES				113.00
HEC021 CONVERGINT TECHNOLOGIES LTD					
W587958	LABOUR & PARTS	644	24-May-2018	24-May-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				1,184.31
WS86016	SERVICE TO IT ROOM	643	16-May-2018	16-May-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				177.98
HER247 HERITAGE TIRE SALES INC.					
116557	CID VECHILE REPAIR	616	15-May-2018	15-May-2018	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				45.20
116678	TIRES UNIT # 302	643	23-May-2018	23-May-2018	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				265.55
KEL198 KELCOM RADIO DIVISION					
80009103	RADIO MAINTENANCE	643	17-May-2018	17-May-2018	
10-5-2020000-0319	RADIO MAINTENANCE				571.78
80009104	RADIO MAINTENANCE	643	17-May-2018	17-May-2018	
10-5-2020000-0319	RADIO MAINTENANCE				197.75
KEL363 KEL COMMUNICATIONS LTD					
RC00004146	RADIO SITES	616	01-May-2018	01-May-2018	
10-5-2020000-0319	RADIO MAINTENANCE				435.10
LUC289 LUCAS WORKS! (WINDSOR) INC.					
115167	BOARD SECRETARY	577	02-May-2018	02-May-2018	
10-5-2020000-0327	PROFESSIONAL FEES				408.45
LUM131 LUMED MANAGEMENT					
3810	CAR WASH	616	30-Apr-2018	30-Apr-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				231.13
MAL256 MALDEN AUTOMOTIVE					
5294-167672	REPLACED THE DRIVE BELT IDLER PULLEY # 303	581	25-Apr-2018	25-Apr-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				51.90
5294-167673	REPLACED A WEAK LIGHT BULB #303	581	25-Apr-2018	25-Apr-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				6.59
5294-167843	REPLACED THE RIGHT REAR WHEEL BEARING # 302	581	27-Apr-2018	27-Apr-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				175.57
5294-168448	HEAD LIGHT BULBS FOR # 306	577	07-May-2018	07-May-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				13.18
MCT455 MCTAGUE LAW FIRM					
146207	LEGAL SERVICES	616	08-May-2018	08-May-2018	
10-5-2020000-0325	LEGAL FEES				509.69
MIN25 MINISTER OF FINANCE PAYMENT PROCESSING CENTRE					
082746	C.P.I.C. TERMINAL OPERATOR COURSE	643	01-May-2018	01-May-2018	
10-5-2020000-0254	POLICE TRAINING				910.00
MOR26 MORNEAU SHEPELL LTD.					
MAY 2018	771279, 771280, 771281, 771282 MAY 2018	577	01-May-2018	01-May-2018	
10-5-2020000-0207	BENEFITS - LIFE & DISABIL				270.51
OAP02 OAPSB ZONE 6 - C/O SONYA MACKENZIE SEC.					
2018 MEMBER JANUARY 1 - DECEMBER 31, 2018 OAPSB MEMBERSHIP		643	24-May-2018	24-May-2018	
10-5-2020000-0260	BOARD EXPENSES				55.00

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
OFF321 OFFICE SOLUTIONS INC					
52860	REPAIRS TO CHAIRS	616	02-May-2018	02-May-2018	
10-5-2020000-0301	OFFICE SUPPLIES				127.69
ONT121 ONTARIO POLICE TECHNOLOGY INFORMATION CO-OPERATIVE					
2018-01	OPTIC	616	01-Apr-2018	01-Apr-2018	
10-5-2020000-0329	OPTIC MAINTENANCE				3,265.70
PUR700 PUROLATOR INC.					
437798039	COURIER	578	20-Apr-2018	20-Apr-2018	
10-5-2020000-0306	COURIER & EXPRESS				4.90
437863022	COURIER	578	27-Apr-2018	27-Apr-2018	
10-5-2020000-0306	COURIER & EXPRESS				28.50
437935282	COURIER	577	04-May-2018	04-May-2018	
10-5-2020000-0306	COURIER & EXPRESS				8.86
RAC462 RACICOT CHRYSLER					
CCCS247226	#306 REPAIRS	577	09-May-2018	09-May-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				803.32
REC09 RECEIVER GENERAL - CANADA REVENUE AGENCY TECHNOLOG					
14234	RESET BREAKER	643	18-May-2018	18-May-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				152.55
SHR157 SHRED-IT INTERNATIONAL ULC					
8100430605	SHREDDING OF OLD VEST CARRIERS	578	30-Apr-2018	30-Apr-2018	
10-5-2020000-0252	UNIFORMS				264.23
STA05 STAPLES BUSINESS DEPOT					
47425374	BATTERIES PAPER ENVELOPES	577	08-May-2018	08-May-2018	
10-5-2020000-0301	OFFICE SUPPLIES				178.07
STA444 STAPLES ADVANTAGE (MIS C/O T04446C					
47462521	PEN REFILLS	616	11-May-2018	11-May-2018	
10-5-2020000-0301	OFFICE SUPPLIES				5.64
STE150 STERLING MARKING PRODUCTS					
7000552	ASHLEY BRENNAN STAMPED	616	04-May-2018	04-May-2018	
10-5-2020000-0301	OFFICE SUPPLIES				55.51
TOS075 TOSHIBA LEADING INNOVATION					
AR3439004	PHOTOCOPIES AND MAINTENANCE	643	23-May-2018	23-May-2018	
10-5-2020000-0308	PHOTOCOPIER SUPPLIES				66.38
TOW033 TOWN OF ESSEX					
SALES0000000	JAN - MAR 2018 LEASE	578	26-Apr-2018	26-Apr-2018	
10-5-2020000-0319	RADIO MAINTENANCE				932.25
SALES0000000	APR - JUN LEASE	578	26-Apr-2018	26-Apr-2018	
10-5-2020000-0319	RADIO MAINTENANCE				932.25
TUR070 TURRIS SITES DEVELOPMENT CORP.					
443552	RADIO TOWERS	557	01-May-2018	01-May-2018	
10-5-2020000-0319	RADIO MAINTENANCE				596.71
WIN103 WINDSOR REGIONAL HOSPITAL - OUELLETTE CAMPUS					
71720940	PATIENT # 71720940 AMBULANCE TRANSPORTATION	643	04-May-2018	04-May-2018	
10-5-2020000-0360	MISCELLANEOUS EXPENSES				45.00
Department Totals :					20,509.81

DEPARTMENT 2043010 BUILDING DEPARTMENT

ATT075 ATTWOOD DAVE

2018-04 PROFESSIONAL SERVICES
 10-5-2043010-0327

578 30-Apr-2018 30-Apr-2018
 10,326.96

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180

Batch : All

Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018

Bank : 1 To 99

Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2043010	BUILDING DEPARTMENT				
FIR350	FIRST STOP SERVICES				
3228	SHREDDING SERVICES				
10-5-2043010-0301	OFFICE SUPPLIES	557	01-May-2018	01-May-2018	14.12
MON183	MONARCH OFFICE SUPPLY LTD				
085639	APRIL 2018 PURCHASES				
10-5-2043010-0301	OFFICE SUPPLIES	624	27-Apr-2018	27-Apr-2018	102.60
MOR26	MORNEAU SHEPELL LTD.				
MAY 2018	771279, 771280, 771281, 771282 MAY 2018				
10-5-2043010-0207	BENEFITS - LIFE & DISABIL	577	01-May-2018	01-May-2018	16.39
PCR525	PCR CONTRACTORS				
216223	PERMIT CANCELLED				
10-4-2043010-2115	BUILD DEPT - BUILDING PERMITS	577	08-May-2018	08-May-2018	1,800.00
TOT060	TOTALLYONE CORPORATE OFFICE				
11241	CELL PHONE - DCBO				
10-5-2043010-0345	BLDG. - CELL PHONE EXPENSE	643	08-May-2018	08-May-2018	479.59
Department Totals :					12,739.66

DEPARTMENT 2043015	LICENSING AND ENFORCEMENT				
DOU302	DOUGALL AVENUE VETERINARY HOSPITAL				
25	CAT VOUCHER				
10-5-2043015-0904	ANIMAL CONTROL - OTHER	616	02-May-2018	02-May-2018	50.00
KEL198	KELCOM RADIO DIVISION				
80009106	EQUIPMENT				
10-5-2043015-0420	SMALL EQUIPMENT	643	17-May-2018	17-May-2018	200.01
MOR26	MORNEAU SHEPELL LTD.				
MAY 2018	771279, 771280, 771281, 771282 MAY 2018				
10-5-2043015-0207	BENEFITS - LIFE & DISABILITY	577	01-May-2018	01-May-2018	24.59
TER04	TERANET INC.				
TV009494	ACCT NO TV009494 - PRE-PAYMENT FOR USE OF TERAVIEW LAND REGISTRY DATABASE				
10-4-2043015-2157	ENCROACHMENT FEES	616	17-May-2018	17-May-2018	1,000.00
WIN137	WINDSOR-ESSEX COUNTY HUMANE SOCIETY				
18427549	CAT NEUTER				
10-5-2043015-0904	ANIMAL CONTROL - OTHER	616	25-Apr-2018	25-Apr-2018	50.00
18433740	CAT NEUTER & SPAY				
10-5-2043015-0904	ANIMAL CONTROL - OTHER	616	26-Apr-2018	26-Apr-2018	100.00
18439208	CAT NEUTER				
10-5-2043015-0904	ANIMAL CONTROL - OTHER	616	27-Apr-2018	27-Apr-2018	50.00
MAY 2018	ANIMAL CONTROL FOR THE MONTH OF MAY 2018				
10-5-2043015-0903	ANIMAL CONTROL - CONTRACT	577	24-Apr-2018	24-Apr-2018	3,333.33
WOR415	WORK AUTHORITY				
453197	UNIFORMS				
10-5-2043015-0252	UNIFORMS - BYLAW ENFORCEMENT	554	29-Apr-2018	29-Apr-2018	182.48
Department Totals :					4,990.41

DEPARTMENT 3010000	PUBLIC WORKS				
ACK297	ACKLANDS-GRAINGER INC				
9772102274	STAINLESS STEAL HARDWARE FOR SHOP SUPPLY				
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.	581	27-Apr-2018	27-Apr-2018	70.00
ARA105	ARAMARK REFRESHMENT				
2574838	COFFEE SUPPLIES				
		616	10-May-2018	10-May-2018	

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180

Batch : All

Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018

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 3010000				PUBLIC WORKS			
10-5-3010000-0301				OFFICE SUPPLIES			146.71
CAR151	CARRIER SALES & DISTRIBUTION						
04P437287	REPLACED TEH BRAKE FOOT VALVE # 205				578 19-Apr-2018	19-Apr-2018	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			282.10
COL286	COLBRO EQUIPMENT RENTAL						
104403-0	WEED WHIP LINE				577 03-May-2018	03-May-2018	
10-5-3010000-0420				EQUIPMENT			380.53
ELE290	ELECTROZAD SUPPLY CO LTD						
S3268061-001	INSTALL FUEL TRACKING SYSTEM				581 03-Apr-2018	03-Apr-2018	
10-5-3010000-0401				GASOLINE			757.36
S3274836-001	INSTALLING TRACKING SYSTEM				581 22-Mar-2018	22-Mar-2018	
10-5-3010000-0401				GASOLINE			1,130.00
EMC530	EMCO CORPORATION						
37557932-00	MAINTENANCE MATERIALS				581 13-Feb-2018	13-Feb-2018	
10-5-3010000-0317				BUILDING MAINTENANCE			67.52
ESS959	ESSEX LINEN SUPPLY LTD						
437076	MATS & RAGS				581 19-Apr-2018	19-Apr-2018	
10-5-3010000-0301				OFFICE SUPPLIES			68.70
440513	MATS & RAGS				644 17-May-2018	17-May-2018	
10-5-3010000-0301				OFFICE SUPPLIES			117.75
EXP381	EXPRESSWAY TRUCKS						
02P29042	INJECTOR HARNESS FOR # SS-1				578 20-Apr-2018	20-Apr-2018	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			215.89
FEE256	THE FEED STORE						
1000180406	TRIMMING EQUIPMENT				581 17-Apr-2018	17-Apr-2018	
10-5-3010000-0420				EQUIPMENT			246.07
1000181930	CHAIN SAW PANTS				616 07-May-2018	07-May-2018	
10-5-3010000-0420				EQUIPMENT			167.85
FIR350	FIRST STOP SERVICES						
3228	SHREDDING SERVICES				557 01-May-2018	01-May-2018	
10-5-3010000-0301				OFFICE SUPPLIES			76.25
GRE330	GREAT LAKES SAFETY PRODUCTS						
00306048	RUBBER BOOTS				581 25-Apr-2018	25-Apr-2018	
10-5-3010000-0161				CLOTHING			33.89
00306422	SHIRTS FOR STUDENTS				616 03-May-2018	03-May-2018	
10-5-3010000-0161				CLOTHING			623.50
00306432	SAFETY EQUIPMENT				616 03-May-2018	03-May-2018	
10-5-3010000-0420				EQUIPMENT			1,433.86
JOE252	JOE JOHNSON EQUIPMENT						
P03215	INJECTOR CORE CREDIT FOR # SS-1				578 30-Apr-2018	30-Apr-2018	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			-395.50
P83473	CLAMPS & GASKETS FOR # SS-1 (NOV 23, 2017)				578 30-Apr-2018	30-Apr-2018	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			104.05
P8822	FAN BEARINGS FOR # SS-1				581 27-Apr-2018	27-Apr-2018	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			1,507.65
S07511	HAD INJECTORS REINSTALLED AND CALERATRED #SS-1				578 24-Apr-2018	24-Apr-2018	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			4,763.14
KEL198	KELCOM RADIO DIVISION						
105009483-2	INSTALL RADIO IN 305				581 25-Apr-2018	25-Apr-2018	
10-5-3010000-0404				VEHICLE & RADIO LICENCES			252.17
80008968	RADIO AIR TIME				581 17-Apr-2018	17-Apr-2018	
10-5-3010000-0404				VEHICLE & RADIO LICENCES			1,700.08

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180

Batch : All

Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018

Bank : 1 To 99

Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 3010000	PUBLIC WORKS				
KEN211	KEN LAPAIN & SONS LTD				
IN00105736	REPAIRED RIGHT REARSPRING # 305	578	11-Apr-2018	11-Apr-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				583.72
KUC134	KUCERA CONSTRUCTION EQUIPMENT				
CW20247	BELTS & FILTERS FOR # 308	644	15-May-2018	15-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				297.20
MAL256	MALDEN AUTOMOTIVE				
5294-167178	REPLACED THE WIPER BLADES # TH -1	578	18-Apr-2018	18-Apr-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				30.56
5294-167586	DEF FLUID FOR # 305	581	24-Apr-2018	24-Apr-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				27.10
5294-167663	SYNTHETIC ENGINE OIL	581	25-Apr-2018	25-Apr-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				256.40
5294-168533	REAR BRAKE PARTS # 410	616	07-May-2018	07-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				303.55
5294-168666	FILTERS FOR # 407	616	09-May-2018	09-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				39.45
5294-168691	PTO U JPINT FOR # SC-407	616	09-May-2018	09-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				25.87
5294-169061	WIPER BLADES FOR # 103	624	15-May-2018	15-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				19.93
5294-169103	WHEEL SEALS FOR # TR-2	644	15-May-2018	15-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				14.85
5294-169146	INSTALLED AN EMERGENCY BRAKING SYSTEM ON # TR-2	644	16-May-2018	16-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				210.80
5294-169207	FRONT BRAKE PADS & ROTORS	644	16-May-2018	16-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				233.30
5294-169229	REPLACED THE FRONT BRAKE CALPERS # M-2 -	644	17-May-2018	17-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				327.54
5294-169249	PARKING SHOES & HARDWARE FOR #M-2	644	17-May-2018	17-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				73.87
5294-169252	PARKING BRAKE DUST SHIELD FOR # M-2	644	17-May-2018	17-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				78.30
5294-169256	CAPLIPER CORE RETURNED #M-2	644	17-May-2018	17-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				-144.64
5294-169257	REAR AXLE SEALS & OIL FOR # M-2	644	17-May-2018	17-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				114.66
MON183	MONARCH OFFICE SUPPLY LTD				
085639	APRIL 2018 PURCHASES	624	27-Apr-2018	27-Apr-2018	
10-5-3010000-0301	OFFICE SUPPLIES				153.26
088122	OFFICE SUPPLIES	644	11-May-2018	11-May-2018	
10-5-3010000-0301	OFFICE SUPPLIES				280.24
MOR26	MORNEAU SHEPELL LTD.				
MAY 2018	771279, 771280, 771281, 771282 MAY 2018	577	01-May-2018	01-May-2018	
10-5-3010000-0207	BENEFITS - LIFE & DISABIL				106.57
ONT555	ONTARIO TRUCKING ASSOCIATION				
OEIN058724	VECHILE INSPECTION REPORTS FOR SHOP SUPPLY	578	13-Apr-2018	13-Apr-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				287.02
PAR372	PARRLINE ELECTRICAL WHOLESALE				
74700	PUMP TRACKING SYSTEM	581	23-Mar-2018	23-Mar-2018	
10-5-3010000-0401	GASOLINE				497.37
75312	FUEL TRACKING SYSTEM	624	23-Apr-2018	23-Apr-2018	
10-5-3010000-0401	GASOLINE				137.30

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 3010000	PUBLIC WORKS				
75334	PUMP TRACKING SYSTEM INSTALL	624	24-Apr-2018	24-Apr-2018	
10-5-3010000-0401	GASOLINE				172.73
PJT578 PJ TRAILERS CANADA INC.					
195404	TRAILER FOR SPRAY OPERATIONS	624	16-May-2018	16-May-2018	
10-5-3010000-0735	WEEDCUTTING AND SPRAYING				4,512.32
PUR700 PUROLATOR INC.					
437826142	SHIPPING FOR SHOP SUPPLY PARTS	581	20-Apr-2018	20-Apr-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				13.12
437895507	COURIER	581	27-Apr-2018	27-Apr-2018	
10-5-3010000-0765	MUNICIPAL DRAIN EXPENSE				8.86
437963070	COURIER	624	04-May-2018	04-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				15.02
10-5-3010000-0765	MUNICIPAL DRAIN EXPENSE				4.43
RTT067 RIVER TOWN TIMES					
00095699	ADVERTISING	577	02-May-2018	02-May-2018	
10-5-3010000-0328	ENGINEERING FEES				87.26
10-5-3010000-0328	ENGINEERING FEES				87.26
00095709	ADVERTISING	577	09-May-2018	09-May-2018	
10-5-3010000-0328	ENGINEERING FEES				141.02
STE366 STERLING FUELS					
0063149	FUEL FOR VEHICLES	581	11-Apr-2018	11-Apr-2018	
10-5-3010000-0401	GASOLINE				2,552.51
0063156	FUEL FOR EQUIPMENT	581	11-Apr-2018	11-Apr-2018	
10-5-3010000-0401	GASOLINE				342.65
0063157	FUEL FOR TRUCKS	581	11-Apr-2018	11-Apr-2018	
10-5-3010000-0401	GASOLINE				616.40
0063159	FUEL FOR EQUIPMENT	581	11-Apr-2018	11-Apr-2018	
10-5-3010000-0401	GASOLINE				304.08
0063591	FUEL FOR EQUIPMENT	581	25-Apr-2018	25-Apr-2018	
10-5-3010000-0401	GASOLINE				418.26
0063592	FUEL FOR TRUCKS	581	25-Apr-2018	25-Apr-2018	
10-5-3010000-0401	GASOLINE				755.77
0063627	FUEL FOR VEHICLES	581	26-Apr-2018	26-Apr-2018	
10-5-3010000-0401	GASOLINE				4,287.10
0063636	FUEL FOR TRUCKS	581	26-Apr-2018	26-Apr-2018	
10-5-3010000-0401	GASOLINE				1,524.77
0063637	FUEL FOR EQUIPMENT	581	26-Apr-2018	26-Apr-2018	
10-5-3010000-0401	GASOLINE				402.52
SUN449 SUN PARLOUR TRAILERS					
41807	REPLACEMENT BRAKES 3 ON # TR-2	644	15-May-2018	15-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				180.68
THR251 THRASHER SALES & LEASING LTD					
632553	REPLACED THE LOWER STEERING SHAFT # 510	644	16-May-2018	16-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				367.25
TRA689 TRACTION WINDSOR					
396282892	AMBER STROBE LIGHTS FOR # 220	578	16-Apr-2018	16-Apr-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				203.24
396284065	FUEL FILTERS FOR # SS-1	581	30-Apr-2018	30-Apr-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				204.28
396285300	FUEL FILTERS FOR # SS-1	644	16-May-2018	16-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				51.89
396285402	HYDRAULIC HOSE FOR SHOP SUPPLY	644	17-May-2018	17-May-2018	
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.				248.04



Vendor : 001 To ZUL180

Batch : All

Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018

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 3010000				PUBLIC WORKS			
UNI920				UNITED ROTARY BRUSH CORPORATION OF CANADA			
CI38852				REPLACEMENT BROOMS	616 03-May-2018	03-May-2018	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			635.57
WIG035				WIGLE HOME HARDWARE BUILDING CENTRE			
117458				REPAIR DOWN SPOUT	644 19-Apr-2018	19-Apr-2018	
10-5-3010000-0316				UTILITIES - PWD			104.98
117957				KEYS FOR STUDENTS	577 03-May-2018	03-May-2018	
10-5-3010000-0420				EQUIPMENT			40.47
117959				KEY FOR STUDENTS	577 03-May-2018	03-May-2018	
10-5-3010000-0420				EQUIPMENT			3.38
118181				KEYS FOR TRAILER	616 08-May-2018	08-May-2018	
10-5-3010000-0301				OFFICE SUPPLIES			6.76
WIN210				WINDSOR FACTORY SUPPLY LTD			
4765112				AIR FRESHENERS	624 03-May-2018	03-May-2018	
10-5-3010000-0301				OFFICE SUPPLIES			257.64
WIN249				WINDSOR STAR PAYMENT CENTRE			
2018 SUBSCR				2018 SUBSCRIPTION RENEWAL	577 21-May-2018	21-May-2018	
10-5-3010000-0301				OFFICE SUPPLIES			378.00
WIN380				WINDSOR TIRE INC.			
W074534				LABOUR TO INSTALL 2 NEW TIRES ON #306	581 18-Apr-2018	18-Apr-2018	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			159.33
W074555				FLAT TIRE REPAIR # SS-1	581 18-Apr-2018	18-Apr-2018	
10-5-3010000-0402				VEHICLE & EQUIPMENT MTCE.			150.40
WOL533				WOLSELEY CANADA INC			
6668555				SPARE GRATE FOR P.S.	644 18-May-2018	18-May-2018	
10-5-3010000-0765				MUNICIPAL DRAIN EXPENSE			134.01
Department Totals :							37,075.79
DEPARTMENT 3015010				MECHANIC			
MAL256				MALDEN AUTOMOTIVE			
5294-167527				AIRLIINE FITTINGS FOR SHOP TOOLS	578 24-Apr-2018	24-Apr-2018	
10-5-3015010-0420				MECHANIC EQUIPMENT			19.96
PAR24				PARTSMASTER			
50067688				IMPACT UNIVERSAL JOINTS FOR SHOP USE	581 23-Apr-2018	23-Apr-2018	
10-5-3015010-0420				MECHANIC EQUIPMENT			87.79
Department Totals :							107.75
DEPARTMENT 3020000				ROADS			
ESS160				ESSEX TERMINAL RAILWAY CO			
0018945-IN				RAILROAD MAINTENANCE	581 01-Apr-2018	01-Apr-2018	
10-5-3020000-0720				RAILWAY CROSSINGS			304.30
NAS514				NASCI CONSTRUCTION SERVICES LTD.			
4008				CATCH BASIN SANDWICH ST	624 25-Apr-2018	25-Apr-2018	
10-5-3020000-0757				STORM SEWER CLEANING & FLUSHING			3,257.79
SHE592				SHERWIN WILLIAMS CO.			
6237-7				PAINT	624 09-May-2018	09-May-2018	
10-5-3020000-0726				STRIPING & LINE PAINTING			501.49
SUN293				SUNSET ENTERPRIZE & WELDING			
318140				STEEL PLATES	644 12-May-2018	12-May-2018	
10-5-3020000-0725				STREET REPAIRS & PATCHING			3,030.93
TOP811				TOP-IT ASPHALT MAINTENANCE INC			

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 3020000 ROADS					
13956	PARKING LOT LINES	581	23-Apr-2018	23-Apr-2018	
10-5-3020000-0726	STRIPING & LINE PAINTING				548.05
14004	GLASS BEADS FOR LINE PAINTING	624	06-Feb-2018	06-Feb-2018	
10-5-3020000-0726	STRIPING & LINE PAINTING				327.14
WAL100 WALKER AGGREGATES INC. C/O PROPERTY					
276136	STONE FOR SHOULDERS	616	30-Apr-2018	30-Apr-2018	
10-5-3020000-0715	STONE				931.45
WAL101 WALKER AGGREGATES					
275814	GRAVEL	581	14-Apr-2018	14-Apr-2018	
10-5-3020000-0715	STONE				6,336.13
275962	STONE FOR SHOULDERS	581	21-Apr-2018	21-Apr-2018	
10-5-3020000-0715	STONE				1,255.64
276290	STONE FOR ROADS	644	05-May-2018	05-May-2018	
10-5-3020000-0715	STONE				2,526.47
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
118208	SHIGLES FOR PAINTING	616	09-May-2018	09-May-2018	
10-5-3020000-0726	STRIPING & LINE PAINTING				56.48
Department Totals :					19,075.87

DEPARTMENT 3022016 ROADS CAPTIAL - 2016					
JJL440 J&J LEPERA INFRASTRUCTURES INC					
M416B (9)	PPC # 9	578	21-Mar-2018	21-Mar-2018	
40-7-3022016-0001	MELOCHE RD				17,545.56
Department Totals :					17,545.56

DEPARTMENT 3022017 ROADS CAPITAL -2017					
GOL452 GOLDER ASSOCIATES LTD					
910160	CULTURAL HERITAGE EVALUATION	581	17-Jan-2018	17-Jan-2018	
40-7-3022017-0005	PICKERING DR. RESURFACING				4,576.50
Department Totals :					4,576.50

DEPARTMENT 3022018 ROADS CAPITAL - 2018					
TIM208 TIM'S TREE SERVICE					
4232	TRIM TREE/REMOVE FALLEN TREE	581	23-Apr-2018	23-Apr-2018	
40-7-3022018-0012	REFORESTATION CAPITAL PROGRAM				502.85
5420 (2018)	TREE REMOVAL	616	04-May-2018	04-May-2018	
40-7-3022018-0012	REFORESTATION CAPITAL PROGRAM				282.50
TUR200 TURF CARE PRODUCTS CANADA LIMITED LES PRODUITS TUR					
2060662X	TORO MODEL 30695 GROUNDMASTER 7210	554	27-Feb-2018	27-Feb-2018	
40-7-3022018-0014	WINTER SIDEWALK MAIN. MACHINE				81,371.30
2060663X	TORO MODEL 30695 GROUNDMASTER 7210	554	27-Feb-2018	27-Feb-2018	
40-7-3022018-0014	WINTER SIDEWALK MAIN. MACHINE				81,371.30
Department Totals :					163,527.95

DEPARTMENT 3050000 STREET LIGHTING					
HIC441 HICKS ELECTRIC					
9388	STREET LIGHT MAINTENANCE	581	18-Apr-2018	18-Apr-2018	
10-5-3050000-0331	GENERAL MAINTENANCE				1,657.73
9391	STREET LIGHT REPAIRS	581	20-Apr-2018	20-Apr-2018	
10-5-3050000-0331	GENERAL MAINTENANCE				2,434.10
9393	STREET LIGHT REPAIRS	581	26-Apr-2018	26-Apr-2018	

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



AP5130 Page : 20
 Date : May 28, 2018 Time : 10:29 am

Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 3050000 STREET LIGHTING					
10-5-3050000-0331	GENERAL MAINTENANCE				3,844.26
Department Totals :					7,936.09

DEPARTMENT 3250000 TRAFFIC CONTROL					
HEA693 HEATON SANITATION					
33720	CUTTING HOLES FOR SIGNS	581	27-Apr-2018	27-Apr-2018	
10-5-3250000-0741	TRAFFIC SIGNS & DEVICES				2,147.00
33721	CUTTING SIGNS HOLES	581	27-Apr-2018	27-Apr-2018	
10-5-3250000-0741	TRAFFIC SIGNS & DEVICES				1,469.00
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
117604	POST FOR ENGINEERING SIGNS	581	24-Apr-2018	24-Apr-2018	
10-5-3250000-0741	TRAFFIC SIGNS & DEVICES				144.62
117738	HARWARE FOR SIGNS INSTAL	581	27-Apr-2018	27-Apr-2018	
10-5-3250000-0741	TRAFFIC SIGNS & DEVICES				105.19
Department Totals :					3,865.81

DEPARTMENT 4010000 SANITARY SEWERS					
ATL117 ATLAS COPCO COMPRESSORS CANADA					
631806	BLOWER RENTAL	582	26-Apr-2018	26-Apr-2018	
10-5-4010000-0680	LIFE CYCLE EXPENSES				14,528.41
631807	BLOWER RENTAL	582	26-Apr-2018	26-Apr-2018	
10-5-4010000-0680	LIFE CYCLE EXPENSES				2,118.75
ONT001 ONTARIO CLEAN WATER AGENCY					
INV000103084	VFD REPLACEMENT	582	19-Apr-2018	19-Apr-2018	
10-5-4010000-0680	LIFE CYCLE EXPENSES				2,839.10
Department Totals :					19,486.26

DEPARTMENT 4012013 WASTEWATER CAPITAL - 2013					
CH2154 CH2M HILL CANADA LIMITED					
3295843	ENGINEERING	581	22-Jan-2018	22-Jan-2018	
40-7-4012013-0003	NEW FORCEMAIN & PUMP STATION				166,357.00
GOL452 GOLDER ASSOCIATES LTD					
929968	GEOTECHNICAL	578	13-Apr-2018	13-Apr-2018	
40-7-4012013-0003	NEW FORCEMAIN & PUMP STATION				2,373.00
HYD03 HYDRO ONE					
301641562	HYDRO CONNECTION	616	17-May-2018	17-May-2018	
40-7-4012013-0003	NEW FORCEMAIN & PUMP STATION				568.92
7002572	ELECTRICAL CONNECTION	578	10-Apr-2018	10-Apr-2018	
40-7-4012013-0003	NEW FORCEMAIN & PUMP STATION				2,031.85
Department Totals :					171,330.77

DEPARTMENT 4012017 WASTEWATER CAPITAL - 2017					
GAT082 GATTO WILLIAM					
MAY 24, 2018	BASEMENT FLOODING PROTECTION SUBSIDY PROGRAM	643	24-May-2018	24-May-2018	
40-7-4012017-0004	I&I PRG SANITARY SEWER RENEW & REPAIR				1,300.00
SAT025 SATI DINA					
APRIL 30, 2018	INFLOW INFILTRATION	578	30-Apr-2018	30-Apr-2018	
40-7-4012017-0004	I&I PRG SANITARY SEWER RENEW & REPAIR				1,300.00
Department Totals :					2,600.00

DEPARTMENT 4017720 MCGREGOR SEWERS

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 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 4017720 MCGREGOR SEWERS							
ONT001 ONTARIO CLEAN WATER AGENCY							
INV000103057	LAGOON MAINTENANCE				623 19-Apr-2018	19-Apr-2018	
10-5-4017720-0612				MAINTENANCE ITEMS - OCWA			4,483.50
INV000103091	CALL INS				583 23-Apr-2018	23-Apr-2018	
10-5-4017720-0613				OCWA UNEXPECTED ITEMS			3,370.00
INV000103177	OPERATIONS AND MAINTENANCE FOR THE MONTH OF MAY 2018				623 01-May-2018	01-May-2018	
10-5-4017720-0604				CONTRACT O.C.W.A.			17,592.02
Department Totals :							25,445.52

DEPARTMENT 4017730 EDGEWATER SEWERS							
ONT001 ONTARIO CLEAN WATER AGENCY							
INV000103075	LOUVER MOTOR				582 19-Apr-2018	19-Apr-2018	
10-5-4017730-0612				OCWA MAINTENANCE ITEMS			351.07
INV000103078	LAB ANALYSIS				582 19-Apr-2018	19-Apr-2018	
10-5-4017730-0609				LAGOON TREATMENT			1,198.22
INV000103177	OPERATIONS AND MAINTENANCE FOR THE MONTH OF MAY 2018				623 01-May-2018	01-May-2018	
10-5-4017730-0604				CONTRACT O.C.W.A.			14,035.00
Department Totals :							15,584.29

DEPARTMENT 4017740 AMHERSTBURG SEWERS							
EMC530 EMCO CORPORATION							
38606590-00	SEWER REPAIR				582 20-Feb-2018	20-Feb-2018	
10-5-4017740-0759				SERVICE CONNECTION REPAIR & MTCE.			1,085.86
HEA693 HEATON SANITATION							
333724	SANITARY REP				584 01-May-2018	01-May-2018	
10-5-4017740-0759				SERVICE CONNECTION REPAIR & MTCE.			1,921.00
34035	SEWER FLUSHING				623 09-May-2018	09-May-2018	
10-5-4017740-0750				SEWER FLUSHING			2,034.00
HET208 HETEK SOLUTIONS INC							
INV0027874	CALIBRATE GAS DETECTORS				582 26-Apr-2018	26-Apr-2018	
10-5-4017740-0331				GENERAL MAINTENANCE			271.20
HUR693 HURRICANE SMS INC							
16175	CAMERA SANITARY				582 27-Apr-2018	27-Apr-2018	
10-5-4017740-0758				SERVICE CONNECTION INSPECTION & CAMERA			661.05
KEL117 KELCOM TELEMESSAGING							
W78745-0518	ANSERWING SERVICES				616 01-May-2018	01-May-2018	
10-5-4017740-0316				UTILITIES - SEWERS			28.92
MAP266 MAPLE REINDERS CONSTRUCTORS LTD							
23894	MODIFICATION OF CHECERED PLATE ABOVE WET-WALL FOR SEWAGE PUMPING #				623 15-May-2018	15-May-2018	
10-5-4017740-0612				OCWA MAINTENANCE ITEMS			7,738.24
ONT001 ONTARIO CLEAN WATER AGENCY							
INV000010307	BALL VALVE & CENTRIFUGE				582 19-Apr-2018	19-Apr-2018	
10-5-4017740-0612				OCWA MAINTENANCE ITEMS			1,229.96
INV000103080	PRESS AND TEMP GAUGES				582 19-Apr-2018	19-Apr-2018	
10-5-4017740-0612				OCWA MAINTENANCE ITEMS			637.53
INV000103081	REBUILD MOTOR				582 19-Apr-2018	19-Apr-2018	
10-5-4017740-0612				OCWA MAINTENANCE ITEMS			2,993.74
INV000103082	FALL ARREST				582 19-Apr-2018	19-Apr-2018	
10-5-4017740-0612				OCWA MAINTENANCE ITEMS			1,002.34
INV000103083	COOLING PUMP PARTS				582 19-Apr-2018	19-Apr-2018	
10-5-4017740-0612				OCWA MAINTENANCE ITEMS			458.94
INV000103085	BELLWOOD SAMPLING				582 19-Apr-2018	19-Apr-2018	

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 4017740 AMHERSTBURG SEWERS					
10-5-4017740-0612	OCWA MAINTENANCE ITEMS				223.87
INV000103111	CALL INS	583	23-Apr-2018	23-Apr-2018	
10-5-4017740-0613	OCWA UNEXPECTED ITEMS				1,449.00
INV000103177	OPERATIONS AND MAINTENANCE FOR THE MONTH OF MAY 2018	623	01-May-2018	01-May-2018	
10-5-4017740-0604	CONTRACT O.C.W.A.				42,807.59
PLU01 PLUMBING NOW					
167945	SEWER				
10-5-4017740-0759	SERVICE CONNECTION REPAIR & MTCE.	582	09-Apr-2018	09-Apr-2018	761.62
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
117634	PAINT SUPPLY TRAILER	582	25-Apr-2018	25-Apr-2018	
10-5-4017740-0331	GENERAL MAINTENANCE				280.58
117653	PAINT & SUPPLIES	582	25-Apr-2018	25-Apr-2018	
10-5-4017740-0331	GENERAL MAINTENANCE				129.64
117964	ADHESIVE FOR MANHOLE	584	03-May-2018	03-May-2018	
10-5-4017740-0760	MANHOLE IDENTIFICATION & MTCE.				45.15
WIN210 WINDSOR FACTORY SUPPLY LTD					
4771812	TOOLS	623	11-May-2018	11-May-2018	
10-5-4017740-0760	MANHOLE IDENTIFICATION & MTCE.				68.05
4771819	TOOLS	623	11-May-2018	11-May-2018	
10-5-4017740-0760	MANHOLE IDENTIFICATION & MTCE.				34.02
WOL533 WOLSELEY CANADA INC					
6612628	INVENTORY	582	17-Apr-2018	17-Apr-2018	
10-5-4017740-0759	SERVICE CONNECTION REPAIR & MTCE.				2,867.88
6626390	SERV PARTS	582	20-Apr-2018	20-Apr-2018	
10-5-4017740-0759	SERVICE CONNECTION REPAIR & MTCE.				63.63
Department Totals :					68,793.81
<hr/>					
DEPARTMENT 4017750 BIG CREEK RBC SEWER					
ONT001 ONTARIO CLEAN WATER AGENCY					
INV000103065	REFRIGERATION	583	19-Apr-2018	19-Apr-2018	
10-5-4017750-0612	OCWA MAINTENANCE ITEMS				668.81
INV000103110	CALL - INS	583	23-Apr-2018	23-Apr-2018	
10-5-4017750-0613	OCWA UNEXPECTED ITEMS				375.00
INV000103177	OPERATIONS AND MAINTENANCE FOR THE MONTH OF MAY 2018	623	01-May-2018	01-May-2018	
10-5-4017750-0604	CONTRACT O.C.W.A.				10,201.20
Department Totals :					11,245.01
<hr/>					
DEPARTMENT 4017755 MCLEOD SBR SEWER					
ONT001 ONTARIO CLEAN WATER AGENCY					
INV000103059	BREAKER PANEL REPAIR	583	19-Apr-2018	19-Apr-2018	
10-5-4017755-0612	OCWA MAINTENANCE ITEMS				301.84
INV000103061	UV BREAKERS	583	19-Apr-2018	19-Apr-2018	
10-5-4017755-0612	OCWA MAINTENANCE ITEMS				2,234.32
INV000103064	SS CLIPS FOR GRATING	583	19-Apr-2018	19-Apr-2018	
10-5-4017755-0612	OCWA MAINTENANCE ITEMS				803.90
INV000103109	CALL INS	583	23-Apr-2018	23-Apr-2018	
10-5-4017755-0613	OCWA UNEXPECTED ITEMS				737.00
INV000103177	OPERATIONS AND MAINTENANCE FOR THE MONTH OF MAY 2018	623	01-May-2018	01-May-2018	
10-5-4017755-0604	CONTRACT OCWA				17,808.57
Department Totals :					21,885.63

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				

DEPARTMENT 4017760 BOBLO SEWER

ONT001 ONTARIO CLEAN WATER AGENCY

INV000103068	NEW GAS MONITORS	582	19-Apr-2018	19-Apr-2018	
10-5-4017760-0612	OCWA MAINTENANCE ITEMS				612.60
INV000103177	OPERATIONS AND MAINTENANCE FOR THE MONTH OF MAY 2018	623	01-May-2018	01-May-2018	
10-5-4017760-0604	CONTRACT OCWA - BOBLO				8,282.90
Department Totals :					8,895.50

DEPARTMENT 4057710 GARBAGE COLLECTION

ESS360 ESSEX WINDSOR SOLID WASTE AUTH

IN000009681	WHITE GOODS TIPPING	581	13-Apr-2018	13-Apr-2018	
10-5-4057710-0603	WHITE GOODS				1,044.06

WIN270 WINDSOR DISPOSAL SERVICES LTD

0000890928	MONTHLY GARBAGE COLLECTION	577	01-May-2018	01-May-2018	
10-5-4057710-0602	GARBAGE COLLECTION				44,437.73
0000890933	GARBAGE COLLECTION	577	01-May-2018	01-May-2018	
10-5-4057710-0602	GARBAGE COLLECTION				0.51
0000890935	GARBAGE COLLECTION	577	01-May-2018	01-May-2018	
10-5-4057710-0602	GARBAGE COLLECTION				2.03
0000890936	GARBAGE COLLECTION	577	01-May-2018	01-May-2018	
10-5-4057710-0602	GARBAGE COLLECTION				6.10
0000890940	GARBAGE COLLECTION	577	01-May-2018	01-May-2018	
10-5-4057710-0602	GARBAGE COLLECTION				49.32
0000890964	GARBAGE COLLECTION	577	01-May-2018	01-May-2018	
10-5-4057710-0602	GARBAGE COLLECTION				68.51
Department Totals :					45,608.26

DEPARTMENT 4067715 GARBAGE DISPOSAL

ESS360 ESSEX WINDSOR SOLID WASTE AUTH

IN000009599	LAND FEE TIPPING FEE	581	28-Feb-2018	28-Feb-2018	
10-5-4067715-0602	LANDFILL CHARGES				68,826.00
IN000009677	HAZARDOUS CHEMICAL WASTE DISPOSAL	581	13-Apr-2018	13-Apr-2018	
10-5-4067715-0607	PWD YARD CLEAN UP EXPENSES				279.67

WIN270 WINDSOR DISPOSAL SERVICES LTD

0000890730	YARD WASTE CLEAN UP NEXEN	581	07-Apr-2018	07-Apr-2018	
10-5-4067715-0607	PWD YARD CLEAN UP EXPENSES				372.90
0000890928	MONTHLY GARBAGE COLLECTION	577	01-May-2018	01-May-2018	
10-5-4067715-0603	YARD WASTE - HAULING TO LANDFILL				8,767.66
0000890938	YARD WASTE	577	01-May-2018	01-May-2018	
10-5-4067715-0607	PWD YARD CLEAN UP EXPENSES				3.56
Department Totals :					78,249.79

DEPARTMENT 7010000 PARKS AND RECREATION PROGRAMMING

BIK101 BIKE WINDSOR ESSEX

201803	CYCLING GUIDES TRANSLATION AND PRINTING	616	28-Mar-2018	28-Mar-2018	
10-5-7010000-0778	SAFE CYCLING ED. PRG EXPENSES				2,860.00

FAL686 FALLS WHOLESALE LIMITED

056116	CONCESSION PURCHASE	578	29-Mar-2018	29-Mar-2018	
10-5-7010000-0384	CONCESSION PRODUCT				2,096.46
056124	CONCESSION PURCHASE	616	29-Mar-2018	29-Mar-2018	
10-5-7010000-0384	CONCESSION PRODUCT				745.90

FES459 FESTIVAL TENT & PARTY RENTALS INC.

108337	SPECIAL EVENT - FIREFIGHTERS BANQUET	643	08-May-2018	08-May-2018	
--------	--------------------------------------	-----	-------------	-------------	--

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7010000	PARKS AND RECREATION PROGRAMMING				
10-5-7010000-0771	SPECIAL EVENTS				1,853.31
GOR299	GORDON FOOD SERVICE CAN. LTD. - ONTARIO DIVISION				
2515962	CONCESSION PURCHASE	578	06-Apr-2018	06-Apr-2018	
10-5-7010000-0384	CONCESSION PRODUCT				611.87
2567354	CONCESSION PURCHASE	616	27-Apr-2018	27-Apr-2018	
10-5-7010000-0384	CONCESSION PRODUCT				683.27
HOU247	HOUSE OF SHALOM INC				
MAY 8, 2018	HOUSE OF SHALOM ANNUAL COMMUNITY CUP GOLF TOURNAMENT	577	08-May-2018	08-May-2018	
10-5-7010000-0349	MARKETING				130.00
MIN777	MINISTRY OF TOURISM CULTURE AND SPORT				
MAY 25, 2018	PROVINCIAL GRANT-SAFE CYCLING	644	25-May-2018	25-May-2018	
10-4-7010000-0634	PROV.GRANT - SAFE CYCLING				450.44
MOR26	MORNEAU SHEPELL LTD.				
MAY 2018	771279, 771280, 771281, 771282 MAY 2018	577	01-May-2018	01-May-2018	
10-5-7010000-0207	BENEFITS - LIFE & DISABILITY				57.38
NAP110	NAPLES PIZZA				
226	BDAY PARTY EXPENSE	616	29-Apr-2018	29-Apr-2018	
10-5-7010000-0420	RECREATION EXPENSES				41.00
228	BDAY PARTY EXPENSE	616	05-May-2018	05-May-2018	
10-5-7010000-0420	RECREATION EXPENSES				41.00
229	BDAY PARTY EXPENSE	616	06-May-2018	06-May-2018	
10-5-7010000-0420	RECREATION EXPENSES				41.00
231	BDAY PARTY EXPENSE	616	12-May-2018	12-May-2018	
10-5-7010000-0420	RECREATION EXPENSES				41.00
232	BDAY PARTY EXPENSE	616	19-May-2018	19-May-2018	
10-5-7010000-0420	RECREATION EXPENSES				41.00
233	BDAY PARTY EXPENSE	616	19-May-2018	19-May-2018	
10-5-7010000-0420	RECREATION EXPENSES				18.00
STA444	STAPLES ADVANTAGE (MIS C/O T04446C				
47411767	OFFICE SUPPLIES	616	07-May-2018	07-May-2018	
10-5-7010000-0301	OFFICE SUPPLIES				21.45
TEM03	TEMPERATE CONTROL SERVICES				
40551	CONCESSION EQUIPMENT MAINTENANCE	616	12-Feb-2018	12-Feb-2018	
10-5-7010000-0422	CONCESSION EQUIP MAINTENANCE				258.77
WIL215	WILLIAMS FOOD EQUIPMENT				
IN00657021	CONCESSION EQUIPMENT	616	30-Apr-2018	30-Apr-2018	
10-5-7010000-0421	CONCESSION EQUIPMENT				1,230.57
Department Totals :					11,222.42

DEPARTMENT 7017000	PARKS MAINTENANCE				
ACC334	ACCURATE CREATIONS SPORTS & PROMO GEAR				
1044	GENERAL SUPPLIES	643	08-May-2018	08-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				339.00
AGR835	AGRIS CO-OPERATIVE LTD				
130026062	FERTILIZER	617	10-May-2018	10-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				769.78
130026063	FERTILIZER	617	10-May-2018	10-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				769.78
130026064	FERTILIZER	617	10-May-2018	10-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				769.78
130026065	FERTILIZER	617	10-May-2018	10-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				769.78

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180

Batch : All

Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018

Bank : 1 To 99

Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017000	PARKS MAINTENANCE				
CAR645	CARRIER CENTERS				
04P437155	HYDRAULIC FILTERS FOR # PG-32	581	30-Apr-2018	30-Apr-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				82.72
04P437198	WHEEL MOTORS SEAL KIT # PG-2	581	24-Apr-2018	24-Apr-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				74.52
04P437497	BLADES FOR PG#2	581	24-Apr-2018	24-Apr-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				79.85
04P438359	BLADE BOLTS & FILTERS FOR #PG-2	624	10-May-2018	10-May-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				135.83
CRE222	CREIGHTON ROCK DRILL LIMITED				
INV161573	HYDRAULIC OIL FOR # PG-32	616	07-May-2018	07-May-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				512.61
FEE256	THE FEED STORE				
1000181407	GENERAL SUPPLIES	577	01-May-2018	01-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				697.21
GCD118	G.C. DUKE EQUIPMENT LTD				
01-79904	PARTS FOR # PG-32 PRESENSOR CHECK	578	18-Apr-2018	18-Apr-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				1,282.84
01-81076	MOWER DECK STOPS FOR # PG-32	616	07-May-2018	07-May-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				108.21
GRE330	GREAT LAKES SAFETY PRODUCTS				
00306073	SAFETY SUPPLIES	581	25-Apr-2018	25-Apr-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				532.23
00306290	UNIFORMS FOR STUDENTS	577	01-May-2018	01-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				14.13
00306305	HEALTH & SAFETY SUPPLIES	577	01-May-2018	01-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				39.87
00306771	H&S UNIFORMS	617	10-May-2018	10-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				231.22
GYO693	GYORI FARMS INC.				
3839	SUPPLIES	617	11-May-2018	11-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				226.00
3842	GENERAL SUPPLIES	643	15-May-2018	15-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				160.46
MAY 24, 2018	GENERAL SUPPLIES	643	15-May-2018	15-May-2018	
10-5-7017000-0322	GENERAL SUPPLIES - PARKS & REC				80.23
HER247	HERITAGE TIRE SALES INC.				
102218	TIRE REPAIR # 710 (OCTOBER 17, 2017)	581	30-Apr-2018	30-Apr-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				39.55
116480	2 NEW REAR TIRES FOR # PG-32	624	10-May-2018	10-May-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				444.63
HIC441	HICKS ELECTRIC				
9405	CONTRACTED SERVICES	617	14-May-2018	14-May-2018	
10-5-7017000-0336	CONTRACTED SERVICES				964.66
MAI925	MAISONVILLE MARINE				
APRIL 2018	CONTRACTED SERVICES	617	30-Apr-2018	30-Apr-2018	
10-5-7017000-0336	CONTRACTED SERVICES				1,356.00
MAL256	MALDEN AUTOMOTIVE				
5294-167567	ENGINE OIL FOR # PG-2	578	24-Apr-2018	24-Apr-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				24.80
5294-167686	REPLACED THE BATTERY # PG-40	581	25-Apr-2018	25-Apr-2018	
10-5-7017000-0402	VEHICLE & EQUIPMENT MAINTENANCE PARKS				121.09



Vendor : 001 To ZUL180

Batch : All

Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018

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 7017000				PARKS MAINTENANCE			
5294-167724				BATTERY CORE # PG-40 RETURNED	581 26-Apr-2018	26-Apr-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			-13.56
5294-167815				ENGINE OIL FOR # PG-56	581 27-Apr-2018	27-Apr-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			26.33
5294-168464				BRAKE LINE NUTS FOR #710	616 07-May-2018	07-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			13.62
5294-168505				WIPER BLADES FOR # 710	616 07-May-2018	07-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			30.56
5294-168596				REPLACED THE BREAK BOOSTER # 710	616 08-May-2018	08-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			415.49
5294-169026				REAR BRAKE PADS & ROTARS FOR #PG-1	624 14-May-2018	14-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			350.48
5294-169030				CREDIT FOR RETURNED ROTORS FOR # PG-1	624 14-May-2018	14-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			-273.78
5294-169056				REAR BRAKE ROTORS FOR # PG-1	624 15-May-2018	15-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			188.82
MAR003	MAR-CO CLAY PRODUCTS INC						
75614				SUPPLIES	581 24-Apr-2018	24-Apr-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			881.74
MOR26	MORNEAU SHEPELL LTD.						
MAY 2018				771279, 771280, 771281, 771282 MAY 2018	577 01-May-2018	01-May-2018	
10-5-7017000-0207				BENEFITS - LIFE & DISABIL - PARKS & GRDS			81.97
NAP110	NAPLES PIZZA						
227				BDAY PARTY EXPENSE	616 05-May-2018	05-May-2018	
10-5-7017000-0420				PARKS MAINTENANCE EQUIPMENT			41.00
THR251	THRASHER SALES & LEASING LTD						
224777				REPAIRED THE WIRING FOR THE RIGHT REAR TURN SIGNAL	644 15-May-2018	15-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			267.95
TRA689	TRACTION WINDSOR						
396284166				BEACONS TO BE INSTALLED ON #PG-52 & PG-53	577 02-May-2018	02-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			190.41
396284667				TAIL LIGHTS FOR TR#3	616 08-May-2018	08-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			17.06
396284928				HYDRAULIC COUPLERS FOR # PG-32	624 11-May-2018	11-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			68.70
396284930				CREIDT FOR MISSING HYDRAULIC FITTING # PG-32	624 11-May-2018	11-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			-23.28
396285068				BEACON FOR # PG-11	624 14-May-2018	14-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			39.98
TUR200	TURF CARE PRODUCTS CANADA LIMITED LES PRODUITS TUR						
620680-00				BLADES FOR PG#52. PG-53	624 11-May-2018	11-May-2018	
10-5-7017000-0402				VEHICLE & EQUIPMENT MAINTENANCE PARKS			191.44
WIG035	WIGLE HOME HARDWARE BUILDING CENTRE						
117600				GENERAL SUPPLIES	578 24-Apr-2018	24-Apr-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			78.41
117859				GENERAL SUPPLIES	578 30-Apr-2018	30-Apr-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			6.75
117961				GENERAL SUPPLIES	577 03-May-2018	03-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			59.21
118013				LIGHT BULBS	617 04-May-2018	04-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			5.19
118015				GENERAL SUPPLIES	577 04-May-2018	04-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			16.85

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 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 7017000 PARKS MAINTENANCE							
118163	GENERAL SUPPLIES				577 08-May-2018	08-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			14.10
118220	GENERAL SUPPLIES				577 09-May-2018	09-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			40.61
118237	GENERAL SUPPLIES				617 10-May-2018	10-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			38.39
118259	GENERAL SUPPLIES				617 10-May-2018	10-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			22.58
118401	GENERAL SUPPLIES				617 14-May-2018	14-May-2018	
10-5-7017000-0322				GENERAL SUPPLIES - PARKS & REC			78.25
118488	GENERAL SUPPLIES				617 16-May-2018	16-May-2018	
10-5-7017000-0420				PARKS MAINTENANCE EQUIPMENT			22.02
118673	GENERAL SUPPLIES				643 22-May-2018	22-May-2018	
10-5-7017000-0420				PARKS MAINTENANCE EQUIPMENT			33.83
Department Totals :							13,537.90

DEPARTMENT 7017002 FACILITIES							
DELO60 DELINE'S POWERWASH & PEST CONTROL							
047818	INTERIOR & EXTERIOR SPRAY @ AMHERSTBURG COMM SERVICES LOCATED @ 1: VICTORIA ST S				577 08-May-2018	08-May-2018	
10-5-7017002-0317	ACS			FACILITIES - BUILDING MAINTENANCE			226.00
EMC530 EMCO CORPORATION							
37563812-00	BUILDING MAINTENANCE				581 24-Apr-2018	24-Apr-2018	
10-5-7017002-0317	PARKBL			FACILITIES - BUILDING MAINTENANCE			153.07
FIE08 FIELDCRAFT ENGINEERING LIMITED							
3445	HVAC UPGRADES - MECHANICAL DRAWINGS FOR PERMIT				581 20-Apr-2018	20-Apr-2018	
10-5-7017002-0317	PARKBL			FACILITIES - BUILDING MAINTENANCE			4,972.00
GRA131 GRAHAM'S PAINT N PAPER PLACE							
00057857	PAINT FOR OFFICES				581 26-Apr-2018	26-Apr-2018	
10-5-7017002-0316	PWD			FACILITIES - UTILITIES			323.09
HOL459 HOLLAND CLEANING SOLUTIONS LTD							
447967	CLEANING SUPPLIES				581 26-Apr-2018	26-Apr-2018	
10-5-7017002-0318				JANITORIAL - GLOBAL			227.13
HOT680 HOTHAM BUILDING MATERIALS INC.							
132433	MATERIALS TO REPAIR STEPS AT LIBRARY				578 28-Apr-2018	28-Apr-2018	
10-5-7017002-0317	CARNEC			FACILITIES - BUILDING MAINTENANCE			261.22
JAN268 JANI SAFE INC.							
182008	MAINTENANCE SUPPLIES				581 27-Apr-2018	27-Apr-2018	
10-5-7017002-0318				JANITORIAL - GLOBAL			1,272.00
182220	CLEANING SUPPLIES				644 04-May-2018	04-May-2018	
10-5-7017002-0318				JANITORIAL - GLOBAL			694.66
PAR372 PARRLINE ELECTRICAL WHOLESALE							
75358	ELECTRICAL SUPPLIES				578 26-Apr-2018	26-Apr-2018	
10-5-7017002-0317	PWD			FACILITIES - BUILDING MAINTENANCE			494.41
75520	ELECTRICAL SUPPLIES				578 30-Apr-2018	30-Apr-2018	
10-5-7017002-0317	PWD			FACILITIES - BUILDING MAINTENANCE			145.51
75549	ELETRICAL SUPPIES				644 02-May-2018	02-May-2018	
10-5-7017002-0317	PWD			FACILITIES - BUILDING MAINTENANCE			190.69
75568	ELECTRICAL SUPPLIES				644 03-May-2018	03-May-2018	
10-5-7017002-0317	PWD			FACILITIES - BUILDING MAINTENANCE			37.82
75610	ELECTRICAL SUPPLIES				644 08-May-2018	08-May-2018	
10-5-7017002-0317	FIREDP			FACILITIES - BUILDING MAINTENANCE			180.12



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017002 FACILITIES					
REC09 RECEIVER GENERAL - CANADA REVENUE AGENCY TECHNOLOG					
14280	HVAC MAINTENANCE	581	26-Apr-2018	26-Apr-2018	
10-5-7017002-0317	TOWN FACILITIES - BUILDING MAINTENANCE				384.79
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE					
117853	REEL, HOSE WALL MOUNT	578	30-Apr-2018	30-Apr-2018	
10-5-7017002-0317	99THOM FACILITIES - BUILDING MAINTENANCE				82.48
117893	PLUG, BRS SQUARE HEAD	577	01-May-2018	01-May-2018	
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				5.73
117971	BUILDING MAINTENANCE	644	03-May-2018	03-May-2018	
10-5-7017002-0317	GORDOI FACILITIES - BUILDING MAINTENANCE				75.18
118142	PIPE, DUCT AND INCREASER	577	08-May-2018	08-May-2018	
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				19.75
118172	ADAPTER & LOCKNUTS	577	08-May-2018	08-May-2018	
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				6.95
118176	FLAPPER, TOILET UNI "3	577	08-May-2018	08-May-2018	
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				36.14
118218	ELBOW	577	09-May-2018	09-May-2018	
10-5-7017002-0317	PWD FACILITIES - BUILDING MAINTENANCE				10.15
118256	MAINTENANCE	644	10-May-2018	10-May-2018	
10-5-7017002-0317	PARKBL FACILITIES - BUILDING MAINTENANCE				16.02
118295	MALDEN BASEBALL CONCESSION	644	11-May-2018	11-May-2018	
10-5-7017002-0317	PARKBL FACILITIES - BUILDING MAINTENANCE				27.29
118296	PAINT	644	11-May-2018	11-May-2018	
10-5-7017002-0317	MALWAS FACILITIES - BUILDING MAINTENANCE				50.84
118579	CANTEEN DOORS MAINTENANCE	644	18-May-2018	18-May-2018	
10-5-7017002-0317	PARKBL FACILITIES - BUILDING MAINTENANCE				30.17
Department Totals :					9,923.21
<hr/>					
DEPARTMENT 7017300 LIBRO					
CIN177 CINTAS CANADA LIMITED					
847285516	MAT EXCHANGE	577	05-May-2018	05-May-2018	
10-5-7017300-0336	CONTRACTED SERVICES				80.34
847334899	MAT EXCHANGE	578	27-Apr-2018	27-Apr-2018	
10-5-7017300-0336	CONTRACTED SERVICES				80.34
847335865	MAT EXCHANGE	577	04-May-2018	04-May-2018	
10-5-7017300-0336	CONTRACTED SERVICES				91.84
847336857	MAT EXCHANGE	644	11-May-2018	11-May-2018	
10-5-7017300-0336	CONTRACTED SERVICES				91.84
847337865	MAT EXCHANGE	644	18-May-2018	18-May-2018	
10-5-7017300-0336	CONTRACTED SERVICES				91.84
CUL391 CULLIGAN WATER					
2021740	RENTAL FOR THE WATER COOLER	581	27-Apr-2018	27-Apr-2018	
10-5-7017300-0336	CONTRACTED SERVICES				81.24
2023236	RENTAL OF WATER COOLER	581	27-Apr-2018	27-Apr-2018	
10-5-7017300-0336	CONTRACTED SERVICES				1.44
7239940 A	WATER COOLER RENTAL	578	31-Jan-2018	31-Jan-2018	
10-5-7017300-0336	CONTRACTED SERVICES				81.24
DOW547 DOWLER KARN					
104947	PROPANE	581	25-Apr-2018	25-Apr-2018	
10-5-7017300-0401	GASOLINE / PROPANE				74.58
EMC530 EMCO CORPORATION					
37561098-00	BUILDING MAINTENANCE	581	16-Apr-2018	16-Apr-2018	

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017300	LIBRO				
10-5-7017300-0317	BUILDING MAINTENANCE				3.47
37562936-00	BUILDING MAINTENANCE	581	16-Apr-2018	16-Apr-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				40.37
37563350-00	BUILDING MATERIALS	581	18-Apr-2018	18-Apr-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				12.74
37563958-00	BUILDING MATERIALS	581	25-Apr-2018	25-Apr-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				234.92
FIE08	FLDCRAFT ENGINEERING LIMITED				
3451	CONCESSION FAN UPGRADES	581	20-Apr-2018	20-Apr-2018	
10-5-7017300-0250	HEALTH AND SAFETY				847.50
FIR350	FIRST STOP SERVICES				
3228	SHREDDING SERVICES	557	01-May-2018	01-May-2018	
10-5-7017300-0301	OFFICE SUPPLIES				14.13
FIR418	FIRST ELEMENTS INC.				
AMH-003	TRAINING FOR EMPLOYEES WORKING AT HEIGHTS	644	16-May-2018	16-May-2018	
10-5-7017300-0351	CONVENTIONS & SEMINARS				1,830.60
HEA693	HEATON SANITATION				
33718	BUILDING MAINTENANCE	581	24-Apr-2018	24-Apr-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				840.72
HOL459	HOLLAND CLEANING SOLUTIONS LTD				
448573	REPAIRS TO FLOOR SCRUBBER	577	02-May-2018	02-May-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				1,731.34
MOR26	MORNEAU SHEPELL LTD.				
MAY 2018	771279, 771280, 771281, 771282 MAY 2018	577	01-May-2018	01-May-2018	
10-5-7017300-0207	BENEFITS - LIFE & DISABIL				180.34
RIX606	RIX CONSUMER SERVICES				
10474	REPAIRS TO AUTO DOORS LIBRO	581	27-Apr-2018	27-Apr-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				401.15
WIG035	WIGLE HOME HARDWARE BUILDING CENTRE				
117556	REPAIR PILLAR IN COMMUNITY ROOM	578	23-Apr-2018	23-Apr-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				91.41
117563	PILLAR IN THE COMMUNITY ROOM	578	23-Apr-2018	23-Apr-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				57.62
1175855	OUTDOOR SOCCER FILEDS. SOLID COLOR STAIN (2CANS) 2X6X12 RE REPLACE BROKEN BENCHES	578	30-Apr-2018	30-Apr-2018	
10-5-7017300-0960	OUTDOOR SOCCER (NAT TURF)				250.08
117752		578	27-Apr-2018	27-Apr-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				21.40
117845	ELBOW, FAUCET	578	30-Apr-2018	30-Apr-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				21.45
118027	MARKING PAINT FOR SOCCER FIELDS	644	04-May-2018	04-May-2018	
10-5-7017300-0960	OUTDOOR SOCCER (NAT TURF)				47.39
118761	MAINTENANCE SUPPLIES	644	24-May-2018	24-May-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				17.81
WIN210	WINDSOR FACTORY SUPPLY LTD				
4753263	MAINTENANCE MATERIALS	581	18-Apr-2018	18-Apr-2018	
10-5-7017300-0962	PREMIER BASEBALL FIELD				331.11
4768925	BUILDING MATERIALS	577	08-May-2018	08-May-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				197.06
4768926	BUILDING MATERIALS	577	08-May-2018	08-May-2018	
10-5-7017300-0317	BUILDING MAINTENANCE				337.87

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180

Batch : All

Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018

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							
DEPARTMENT 7037140 MALDEN COMMUNITY CENTRE							
HEA693 HEATON SANITATION							
S05539				SEPTIC TANK CLEANOUT	581 24-Apr-2018	24-Apr-2018	
10-5-7037140-0317				BUILDING MAIN. - MALDEN COMM CENTRE P&F			254.25
Department Totals :							254.25
DEPARTMENT 8010000 PLANNING & LEGISLATIVE SERVICES							
GLH872 GL HERITAGE BREWEING CO							
MAY 8, 2018				PLANNING CHARGE REIMBURSEMENT	577 08-May-2018	08-May-2018	
10-4-8010000-1910				PLANNING - OTHER FEES			750.17
MCT455 MCTAGUE LAW FIRM							
146236				LEGAL FEES	643 09-May-2018	09-May-2018	
10-5-8010000-0325				LEGAL FEES			1,184.02
MOR26 MORNEAU SHEPELL LTD.							
MAY 2018				771279, 771280, 771281, 771282 MAY 2018	577 01-May-2018	01-May-2018	
10-5-8010000-0207				BENEFITS - LIFE & DISABIL			16.39
MOU001 MOUSSEAU DELUCA McPHERSON PRINCE							
57139				LEGAL FEES	643 31-Mar-2018	31-Mar-2018	
10-5-8010000-0325				LEGAL FEES			1,170.00
57139 A				LEGAL FEES	643 31-Mar-2018	31-Mar-2018	
10-5-8010000-0325				LEGAL FEES			2,250.00
PUR663 PURE WATER BRAND							
APRIL 2018				APRIL 2018, INVOICES 000268065, 000269438, 000270968, 000270968	578 30-Apr-2018	30-Apr-2018	
10-5-8010000-0301				OFFICE SUPPLIES			25.15
Department Totals :							5,395.73
DEPARTMENT 8020000 TOURISM VISITOR INFORMATION CENTRE							
ALL180 ALLEGRA MARKETING PRINT MAIL							
109447				AMHERSTBURG UNCOMMON - TICKETS FOR BIG TOP	624 14-May-2018	14-May-2018	
10-5-8020000-0340				UNCOMI COMMUNITY EVENTS			299.45
AMH001 AMHERSTBURG PROFESSIONAL FIREFIGHTERS ASSOC							
2018-06				CANADA DAY	616 10-May-2018	10-May-2018	
10-5-8020000-0340				CDADAY COMMUNITY EVENTS			500.00
ASI142 A SIGN 4 SUCCESS							
1612				AMHERSTBURG UNCOMMON	577 03-May-2018	03-May-2018	
10-5-8020000-0355				PRINTED MATERIAL\PROMOTIONAL PRODUCTS			259.90
BIZ772 BIZ X MAGAZINE							
13696				ADVERTISING	643 01-Apr-2018	01-Apr-2018	
10-5-8020000-0307				GARDEN ADVERTISING			1,130.00
APRIL 23/18 - / UNCOMMON, ADVERTISING PAGE					578 23-Apr-2018	23-Apr-2018	
10-5-8020000-0307				UNCOMI ADVERTISING			2,034.00
BRO866 BROWN KERRI							
APRIL 20, 2018				CANADA DAY PERFORMANCE	554 20-Apr-2018	20-Apr-2018	
10-5-8020000-0340				COMMUNITY EVENTS			300.00
DEL091 DELISLE SIGNS							
273				SIGN - PROMOTIONS	554 13-Apr-2018	13-Apr-2018	
10-5-8020000-0355				PRINTED MATERIAL\PROMOTIONAL PRODUCTS			108.48
274				GARDEN TEA PARTY	577 07-May-2018	07-May-2018	
10-5-8020000-0355				PRINTED MATERIAL\PROMOTIONAL PRODUCTS			131.36
DIS860 DISPATCH TALENT INCORPORATED							
1174				UNCOMMON	577 02-May-2018	02-May-2018	

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180

Batch : All

Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018

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 8020000				TOURISM VISITOR INFORMATION CENTRE			
10-5-8020000-0340		UNCOMI		COMMUNITY EVENTS			1,412.50
FIT017	FITZGERALD RACHEL						
2018	CANADA DAY PERFORMANCE				554 25-Apr-2018	25-Apr-2018	
10-5-8020000-0340				COMMUNITY EVENTS			200.00
GSP636	G&S EQUIPMENT RENTALS						
887	CANADA DAY				577 08-May-2018	08-May-2018	
10-5-8020000-0340		CDADAY		COMMUNITY EVENTS			1,101.23
HEN214	HENDRY AL						
JULY 1, 2018	CANADA DAY				577 07-May-2018	07-May-2018	
10-5-8020000-0340		CDADAY		COMMUNITY EVENTS			1,500.00
IBR01	IBRAHIM JENNIFER						
2018	FLOAT FOR CANADA DAY				554 30-Apr-2018	30-Apr-2018	
10-5-8020000-0340				COMMUNITY EVENTS			1,500.00
MAG148	MAGIC ENTERPRISES PRODUCTIONS						
102 MAY 11 - F CANADA DAY KIDS ENTERTAINMENT					577 11-May-2018	11-May-2018	
10-5-8020000-0340		CDADAY		COMMUNITY EVENTS			1,299.50
102,APR23/18I CANADA DAY KIDS ENTERTAINMENT					554 23-Apr-2018	23-Apr-2018	
10-5-8020000-0340				COMMUNITY EVENTS			1,299.50
MIN102	MINOGUE MARTHA						
MAY 27, 2018	GARDEN TEA PARTY MAY 27, 2018				557 03-May-2018	03-May-2018	
10-5-8020000-0340				COMMUNITY EVENTS			450.00
MOR26	MORNEAU SHEPELL LTD.						
MAY 2018	771279, 771280, 771281, 771282 MAY 2018				577 01-May-2018	01-May-2018	
10-5-8020000-0207				BENEFITS - LIFE & DISABILITY			16.39
PAR214	PARK HOUSE MUSEUM						
18-0405	AMHERSTBURG UNCOMMON ACTIVITIES				554 05-Apr-2018	05-Apr-2018	
10-5-8020000-0340				COMMUNITY EVENTS			500.00
PAS387	PASCOE KATIE						
APRIL 16, 2018	CANADA DAY PERFORMER				554 16-Apr-2018	16-Apr-2018	
10-5-8020000-0340				COMMUNITY EVENTS			275.00
PAY001	PAYNE BRENDA						
APRIL 18, 2018	CANADA DAY				554 18-Apr-2018	18-Apr-2018	
10-5-8020000-0340				COMMUNITY EVENTS			240.00
RTT067	RIVER TOWN TIMES						
00095501	VISITOR GUIDES AND DISTRIBUTION				554 18-Apr-2018	18-Apr-2018	
10-5-8020000-0307				ADVERTISING			15,509.25
00095709	ADVERTISING				577 09-May-2018	09-May-2018	
10-5-8020000-0307		GARDEN		ADVERTISING			87.26
SOU977	SOUNDS PLUS						
S+43202-116	CANADA DAY				554 12-Apr-2018	12-Apr-2018	
10-5-8020000-0340				COMMUNITY EVENTS			2,484.87
S+43202-8320	AMHERSTBURG UNCOMMON				554 12-Apr-2018	12-Apr-2018	
10-5-8020000-0340				COMMUNITY EVENTS			3,440.85
TOU333	TOURISM WINDSOR ESSEX PELEE ISLAND						
3677	WINE ROUTE MAP 1/8 PANEL				578 26-Apr-2018	26-Apr-2018	
10-5-8020000-0307		GENERA/		ADVERTISING			395.50
Department Totals :							36,475.04

DEPARTMENT 8020100 SPECIAL EVENTS & FESTIVALS

AMH377 AMHERSTBURG MINOR BASEBALL

Page 410

MAY 17, 2018 SECURITY DEPOSIT REFUND FOR OPENING DAY PARADE

616 17-May-2018 17-May-2018

10-4-8020100-1306

EVENT REVENUE

250.00

Council/Board Report By Dept-(Computer)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

Cheque Print Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				

DEPARTMENT 8020100 SPECIAL EVENTS & FESTIVALS

Department Totals : 250.00

DEPARTMENT 8052018 CAPITAL ASSETS

JAC032 JACQUES DAOUST COATINGS MANAGEMENT INC.

3038	FILTER # 4 RELINE		578 25-Apr-2018	25-Apr-2018	
80-7-8052018-0001	FILTER #4 UNDERDRAIN REPLAC & RELINE				23,187.60
3045	FILTER # 4 REBUILD		643 15-May-2018	15-May-2018	
80-7-8052018-0001	FILTER #4 UNDERDRAIN REPLAC & RELINE				56,467.23

Department Totals : 79,654.83

Computer Paid Total : 1,303,710.10

TOWN OF AMHERSTBURG

Council/Board Report By Dept-(EFT)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

EFT Paid Date : 01-May-2018 To 31-May-2018
 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

PP#18-2018	PP#18-2018 PAYROLL TRANSFER	560	03-May-2018	03-May-2018	
10-1-0000000-0302	WFCU-PAYROLL 6429187				134,801.31
PP#19-2018	PP#19-2018 PAYROLL TRANSFER	588	10-May-2018	10-May-2018	
10-1-0000000-0302	WFCU-PAYROLL 6429187				134,859.63
PP#20-2018	PP#20-2018 PAYROLL TRANSFER	620	17-May-2018	17-May-2018	
10-1-0000000-0302	WFCU-PAYROLL 6429187				137,976.23
PP#21-2018	PP#21-2018 PAYROLL TRANSFER	646	24-May-2018	24-May-2018	
10-1-0000000-0302	WFCU-PAYROLL 6429187				140,782.67

GRE03 GREEN SHIELD CANADA

MAY 2018	MAY 2018 BENEFITS	486	01-May-2018	01-May-2018	
10-1-0000000-2068	A/R - EMPLOYEE BENEFITS REGULAR				207.11
10-1-0000000-2064	A/R - EMPLOYEE BENEFITS				1,401.01
80-5-0000000-0206	BENEFITS - GREENSHIELD RE - WATER DEPART				1,983.30
80-5-0000000-0205	BENEFITS - GREENSHIELD				5,545.14

REC04 RECEIVER GENERAL

PP#2018-18 FU	PP#2018-18 FULL TIME PAYROLL TAXES	559	03-May-2018	03-May-2018	
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				37,238.46
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				16,577.26
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				6,919.44
PP#2018-18 PA	PP#2018-18 PART TIME PAYROLL TAXES	559	03-May-2018	03-May-2018	
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				1,135.53
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				2,314.22
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				5,409.10
PP#2018-19 FU	PP#2018-19 FULL TIME PAYROLL TAXES	587	10-May-2018	10-May-2018	
10-2-0000000-1141	A/P - PAYROLL DED. - INC.				39,292.13
10-2-0000000-1142	A/P - PAYROLL DED. - CPP				17,057.30
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				7,020.62
PP#2018-19 PA	PP#2018-19 PART TIME PAYROLL TAXES	587	10-May-2018	10-May-2018	
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.				1,096.67

Council/Board Report By Dept-(EFT)



Vendor : 001 To ZUL180
 Batch : All
 Department : All

EFT Paid Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Code	Vendor Name				Batch	Inv Date	Inv Due Date	Amount	
Invoice No.	Description								
G.L. Account	CC1	CC2	CC3	GL Account Name					
DEPARTMENT 0000000		GENERAL							
10-2-0000000-1142				A/P - PAYROLL DED. - CPP				2,203.68	
10-2-0000000-1141				A/P - PAYROLL DED. - INC.				4,230.97	
PP#2018-20 FU PP#2018-20	FULL TIME PAYROLL TAXES				619	17-May-2018	17-May-2018		
10-2-0000000-1141				A/P - PAYROLL DED. - INC.				37,016.45	
10-2-0000000-1143				A/P - PAYROLL DED. - E.I.				6,574.22	
10-2-0000000-1142				A/P - PAYROLL DED. - CPP				15,960.12	
PP#2018-20 PA PP#2018-20	PART TIME PAYROLL TAXES				619	17-May-2018	17-May-2018		
10-2-0000000-1142				A/P - PAYROLL DED. - CPP				2,900.40	
10-2-0000000-1143				A/P - PAYROLL DED. - E.I.				1,414.59	
10-2-0000000-1141				A/P - PAYROLL DED. - INC.				5,076.23	
PP#2018-21 FU PP_2018-21	FULL TIME PAYROLL TAXES				647	24-May-2018	24-May-2018		
10-2-0000000-1141				A/P - PAYROLL DED. - INC.				37,347.32	
10-2-0000000-1143				A/P - PAYROLL DED. - E.I.				6,505.70	
10-2-0000000-1142				A/P - PAYROLL DED. - CPP				15,730.68	
PP#2018-21 PA PP#2018-21	PART TIME PAYROLL TAXES				647	24-May-2018	24-May-2018		
10-2-0000000-1142				A/P - PAYROLL DED. - CPP				3,229.74	
10-2-0000000-1143				A/P - PAYROLL DED. - E.I.				1,552.12	
10-2-0000000-1141				A/P - PAYROLL DED. - INC.				5,981.99	

SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING								
MAY 2018	MAY 2018 BENEFITS				520	01-May-2018	01-May-2018	
80-5-0000000-0207				BENEFITS - LIFE & DISABILITY				3,006.10
Department Totals :								840,347.44

DEPARTMENT 1001020 ADMINISTRATION								
GRE03 GREEN SHIELD CANADA								
MAY 2018	MAY 2018 BENEFITS				486	01-May-2018	01-May-2018	
10-5-1001020-0206				BENEFITS - GREENSHIELD RE				5,906.70
Department Totals :								5,906.70

DEPARTMENT 1001021 TREASURY								
GRE03 GREEN SHIELD CANADA								
MAY 2018	MAY 2018 BENEFITS				486	01-May-2018	01-May-2018	
10-5-1001021-0205				BENEFITS - GREENSHIELD				4,461.15
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING								
MAY 2018	MAY 2018 BENEFITS				520	01-May-2018	01-May-2018	
10-5-1001021-0207				BENEFITS - LIFE & DISABILITY				3,261.73
Department Totals :								7,722.88

DEPARTMENT 1001022 CLERKS								
GRE03 GREEN SHIELD CANADA								
MAY 2018	MAY 2018 BENEFITS				486	01-May-2018	01-May-2018	
10-5-1001022-0205				BENEFITS - GREENSHIELD - CLERKS				974.67
10-5-1001022-0205				BENEFITS - GREENSHIELD - CLERKS				524.13
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING								
MAY 2018	MAY 2018 BENEFITS				520	01-May-2018	01-May-2018	
10-5-1001022-0207				BENEFITS - LIFE & DISABIL - CLERKS				906.52
Department Totals :								2,405.32

DEPARTMENT 1001023 C.A.O.								
GRE03 GREEN SHIELD CANADA								
MAY 2018	MAY 2018 BENEFITS				486	01-May-2018	01-May-2018	
10-5-1001023-0205				BENEFITS - GREENSHIELD - C.A.O.				1,462.01
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING								



Vendor : 001 To ZUL180

Batch : All

Department : All

EFT Paid Date : 01-May-2018 To 31-May-2018

Bank : 1 To 99

Class : All

Vendor Code	Vendor Name				Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description							
G.L. Account	CC1	CC2	CC3	GL Account Name				
DEPARTMENT 1001023				C.A.O.				
MAY 2018	MAY 2018 BENEFITS				520	01-May-2018	01-May-2018	
10-5-1001023-0207				BENEFITS - LIFE & DISABIL - C.A.O.				886.29
							Department Totals :	2,348.30
DEPARTMENT 1001024				HUMAN RESOURCES				
GRE03	GREEN SHIELD CANADA							
MAY 2018	MAY 2018 BENEFITS				486	01-May-2018	01-May-2018	
10-5-1001024-0205				BENEFITS - GREENSHIELD - HUMAN RESOURCES				974.68
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING							
MAY 2018	MAY 2018 BENEFITS				520	01-May-2018	01-May-2018	
10-5-1001024-0207				BENEFITS - LIFE & DISABIL - HUMAN RESOUR				784.07
							Department Totals :	1,758.75
DEPARTMENT 1001025				INFORMATION TECHNOLOGY				
BEL01	BELL CANADA							
APR 2018	APRIL 2018 MONTHLY CHARGES				572	18-Apr-2018	18-Apr-2018	
10-5-1001025-0315				TELEPHONE				31.60
10-5-1001025-0315				TELEPHONE				57.87
GRE03	GREEN SHIELD CANADA							
MAY 2018	MAY 2018 BENEFITS				486	01-May-2018	01-May-2018	
10-5-1001025-0205				BENEFITS - GREENSHIELD				1,670.18
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING							
MAY 2018	MAY 2018 BENEFITS				520	01-May-2018	01-May-2018	
10-5-1001025-0207				BENEFITS - LIFE & DISABILITY				988.41
							Department Totals :	2,748.06
DEPARTMENT 2010000				FIRE DEPARTMENT				
GRE03	GREEN SHIELD CANADA							
MAY 2018	MAY 2018 BENEFITS				486	01-May-2018	01-May-2018	
10-5-2010000-0205				BENEFITS - GREENSHIELD - FIRE				4,279.62
10-5-2010000-0206				BENEFITS - GREENSHIELD RE				2,678.60
HYD02	HYDRO ONE NETWORKS							
APR 2018	EME12N CONC LOT 10, SIRENS				605	14-Apr-2018	14-Apr-2018	
10-5-2010000-0800				EMERGENCY OPERATIONS CENTRE EXPENSES				39.93
APR 2018	EME12S CONC LOT 20, SIRENS				573	18-Apr-2018	18-Apr-2018	
10-5-2010000-0800				EMERGENCY OPERATIONS CENTRE EXPENSES				39.96
SHA253	SHAW DIRECT							
MAY 2018	MAY 3-JUN 2, 2018 SATELLITE				523	04-May-2018	04-May-2018	
10-5-2010000-0800				EMERGENCY OPERATIONS CENTRE EXPENSES				79.10
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING							
MAY 2018	MAY 2018 BENEFITS				520	01-May-2018	01-May-2018	
10-5-2010000-0207				BENEFITS - LIFE & DISABIL				2,509.49
							Department Totals :	9,626.70
DEPARTMENT 2020000				POLICE DEPARTMENT				
GRE03	GREEN SHIELD CANADA							
MAY 2018	MAY 2018 BENEFITS				486	01-May-2018	01-May-2018	
10-5-2020000-0206				BENEFITS - GREENSHIELD RE				11,185.19
10-5-2020000-0205				BENEFITS - GREENSHIELD				17,781.08
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING							
MAY 2018	MAY 2018 BENEFITS				520	01-May-2018	01-May-2018	
10-5-2020000-0207				BENEFITS - LIFE & DISABIL				14,855.78



Vendor : 001 To ZUL180
 Batch : All
 Department : All

EFT Paid Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
UNIO1	UNION GAS LTD				
APR 2018	APRIL 2018 MONTHLY CHARGES	551	30-Apr-2018	30-Apr-2018	
10-5-2020000-0316	UTILITIES - POLICE DEPT				299.49
Department Totals :					44,121.54
DEPARTMENT 2043010 BUILDING DEPARTMENT					
GRE03	GREEN SHIELD CANADA				
MAY 2018	MAY 2018 BENEFITS	486	01-May-2018	01-May-2018	
10-5-2043010-0205	BENEFITS - GREENSHIELD				1,247.27
10-5-2043010-0206	BENEFITS - GREENSHIELD RE				2,544.75
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
MAY 2018	MAY 2018 BENEFITS	520	01-May-2018	01-May-2018	
10-5-2043010-0207	BENEFITS - LIFE & DISABIL				685.73
Department Totals :					4,477.75
DEPARTMENT 2043015 LICENSING AND ENFORCEMENT					
GRE03	GREEN SHIELD CANADA				
MAY 2018	MAY 2018 BENEFITS	486	01-May-2018	01-May-2018	
10-5-2043015-0205	BENEFITS - GREENSHIELD				1,535.60
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
MAY 2018	MAY 2018 BENEFITS	520	01-May-2018	01-May-2018	
10-5-2043015-0207	BENEFITS - LIFE & DISABILITY				841.53
Department Totals :					2,377.13
DEPARTMENT 3010000 PUBLIC WORKS					
GRE03	GREEN SHIELD CANADA				
MAY 2018	MAY 2018 BENEFITS	486	01-May-2018	01-May-2018	
10-5-3010000-0206	BENEFITS - GREENSHIELD RE				9,501.63
10-5-3010000-0205	BENEFITS - GREENSHIELD				6,142.40
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
MAY 2018	MAY 2018 BENEFITS	520	01-May-2018	01-May-2018	
10-5-3010000-0207	BENEFITS - LIFE & DISABIL				3,645.53
Department Totals :					19,289.56
DEPARTMENT 4017740 AMHERSTBURG SEWERS					
UNIO1	UNION GAS LTD				
APR 2018	APRIL 2018 MONTHLY CHARGES	551	30-Apr-2018	30-Apr-2018	
10-5-4017740-0316	UTILITIES - SEWERS				2,337.56
Department Totals :					2,337.56
DEPARTMENT 4017755 MCLEOD SBR SEWER					
UNIO1	UNION GAS LTD				
APR 2018	APRIL 2018 MONTHLY CHARGES	551	30-Apr-2018	30-Apr-2018	
10-5-4017755-0316	UTILITIES				230.65
Department Totals :					230.65
DEPARTMENT 7010000 PARKS AND RECREATION PROGRAMMING					
BEL34	BELL				
APR 2018	APRIL 2018 SATELLITE SERVICES	476	10-Apr-2018	10-Apr-2018	
10-5-7010000-0349	MARKETING				73.39
GRE03	GREEN SHIELD CANADA				



Vendor : 001 To ZUL180
 Batch : All
 Department : All

EFT Paid Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7010000 PARKS AND RECREATION PROGRAMMING					
MAY 2018	MAY 2018 BENEFITS	486	01-May-2018	01-May-2018	
10-5-7010000-0205	BENEFITS - GREENSHIELD				487.34
PEP01 PEPSI BOTTLING GROUP (CANADA) CO					
30717605	CONCESSION PURCHASE	415	03-Apr-2018	03-Apr-2018	
10-5-7010000-0384	CONCESSION PRODUCT				1,488.12
44041356	CONCESSION PURCHASE	522	17-Apr-2018	17-Apr-2018	
10-5-7010000-0384	CONCESSION PRODUCT				299.22
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING					
MAY 2018	MAY 2018 BENEFITS	520	01-May-2018	01-May-2018	
10-5-7010000-0207	BENEFITS - LIFE & DISABILITY				367.60
Department Totals :					2,715.67

DEPARTMENT 7017000 PARKS MAINTENANCE					
GRE03 GREEN SHIELD CANADA					
MAY 2018	MAY 2018 BENEFITS	486	01-May-2018	01-May-2018	
10-5-7017000-0205	BENEFITS - GREENSHIELD - PARKS & GROUNDS				3,205.19
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING					
MAY 2018	MAY 2018 BENEFITS	520	01-May-2018	01-May-2018	
10-5-7017000-0207	BENEFITS - LIFE & DISABIL - PARKS & GRDS				1,793.08
Department Totals :					4,998.27

DEPARTMENT 7017002 FACILITIES					
REL002 RELIANCE HOME COMFORT					
APR 2018	APRIL 2018 RENTAL CHARGES	535	30-Apr-2018	30-Apr-2018	
10-5-7017002-0316	FIRE				27.12
10-5-7017002-0316	PARKBL				76.35
UNI01 UNION GAS LTD					
APR 2018	APRIL 2018 MONTHLY CHARGES	551	30-Apr-2018	30-Apr-2018	
10-5-7017002-0316	KNYP				65.70
10-5-7017002-0316	PWD				1,548.05
10-5-7017002-0316	PWD				431.76
10-5-7017002-0316	FIRE				241.17
10-5-7017002-0316	MALCOM				23.73
10-5-7017002-0316	CENTW				60.75
10-5-7017002-0316	ACS				140.58
10-5-7017002-0316	GORDO				257.33
10-5-7017002-0316	SCOUT				181.32
10-5-7017002-0316	TOWN				553.80
10-5-7017002-0316	TOWN				318.28
10-5-7017002-0316	FIRE				318.29
10-5-7017002-0316	PWD				184.15
10-5-7017002-0316	TOWN				168.55
10-5-7017002-0316	FIRE				168.55
Department Totals :					4,765.48

DEPARTMENT 7017300 LIBRO					
GRE03 GREEN SHIELD CANADA					
MAY 2018	MAY 2018 BENEFITS	486	01-May-2018	01-May-2018	
10-5-7017300-0206	BENEFITS - GREENSHIELD RE				2,278.74
10-5-7017300-0205	BENEFITS - GREENSHIELD				3,351.95
SUN11 SUN LIFE ASSURANCE CO. OF CANADA - BILLING					
MAY 2018	MAY 2018 BENEFITS	520	01-May-2018	01-May-2018	
10-5-7017300-0207	BENEFITS - LIFE & DISABILITY				1,185.48
UNI01 UNION GAS LTD					



Vendor : 001 To ZUL180
 Batch : All
 Department : All

EFT Paid Date : 01-May-2018 To 31-May-2018
 Bank : 1 To 99
 Class : All

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 7017300	LIBRO				
APR 2018	APRIL 2018 MONTHLY CHARGES	551	30-Apr-2018	30-Apr-2018	
10-5-7017300-0316	UTILITIES				7,609.81
Department Totals :					14,425.98

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 8010000	PLANNING & LEGISLATIVE SERVICES				
GRE03	GREEN SHIELD CANADA				
MAY 2018	MAY 2018 BENEFITS	486	01-May-2018	01-May-2018	
10-5-8010000-0206	BENEFITS - GREENSHIELD RETIREES				1,171.56
10-5-8010000-0205	BENEFITS - GREENSHIELD				1,498.81
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
MAY 2018	MAY 2018 BENEFITS	520	01-May-2018	01-May-2018	
10-5-8010000-0207	BENEFITS - LIFE & DISABIL				1,242.07
Department Totals :					3,912.44

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 8020000	TOURISM VISITOR INFORMATION CENTRE				
GRE03	GREEN SHIELD CANADA				
MAY 2018	MAY 2018 BENEFITS	486	01-May-2018	01-May-2018	
10-5-8020000-0205	BENEFITS - GREENSHIELD - TOURISM				974.68
SUN11	SUN LIFE ASSURANCE CO. OF CANADA - BILLING				
MAY 2018	MAY 2018 BENEFITS	520	01-May-2018	01-May-2018	
10-5-8020000-0207	BENEFITS - LIFE & DISABILITY				620.15
Department Totals :					1,594.83

EFT Paid Total : 978,111.01

Total Unpaid for Approval : 0.00
 Total Manually Paid for Approval : 0.00
 Total Computer Paid for Approval : 1,303,710.10
 Total EFT Paid for Approval : 978,111.01
Grand Total ITEMS for Approval : 2,281,821.11



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: May 18, 2018
Author's Phone: 519-736-8559 ext. 223	Date to Council: June 11, 2018
Author's E-mail: tberthiaume@amherstburgpolice.ca	Resolution #:20160411-215

To: Mayor and Members of Town Council

Subject: Monthly Activity Report – APSB Meeting of April 17, 2018

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Police Chief dated May 18, 2018 regarding Monthly Activity Report – APSB Meeting of April 17, 2018 **BE RECEIVED for information.**

2. **BACKGROUND:**

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

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

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

3. **DISCUSSION:**

Provided for Council’s information, as Appendices ‘A’ and ‘B’, are the minutes, agenda and attachments from the Amherstburg Police Services Board public meeting of April 17, 2018.

4. **RISK ANALYSIS:**

No risks have been identified.

5. **FINANCIAL MATTERS:**

N/A

6. **CONSULTATIONS:**

No consultations were required.

7. **CONCLUSION:**

For Council's Information.

A handwritten signature in cursive script that reads "Tim Berthiaume". The signature is written in black ink on a white background.

Tim Berthiaume
Chief of Police

NL

Report Approval Details

Document Title:	Monthly Activity Report - APSB Meeting of April 17, 2018.docx
Attachments:	- Appendices A and B APSB Meeting of April 17, 2018.pdf
Final Approval Date:	Jun 4, 2018

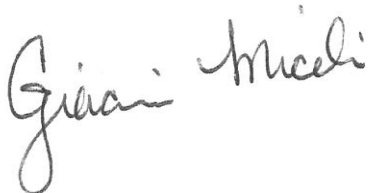
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - May 18, 2018 - 2:30 PM



Cheryl Horrobin - May 18, 2018 - 4:49 PM



John Miceli - May 22, 2018 - 8:59 AM



Paula Parker - Jun 4, 2018 - 8:44 AM

**MINUTES of the
Public Meeting of the
AMHERSTBURG POLICE SERVICES BOARD
Tuesday, April 17, 2018 at 4:30 o'clock p.m.
Amherstburg Police Service, Community Room,
532 Sandwich Street South, Amherstburg, Ontario**

Appendix "A"

PRESENT:	Robert Rozankovic	Chair
	Mayor Aldo DiCarlo	Vice-Chair
	Councillor Jason Lavigne	Member
	Patricia Simone	Member

ALSO PRESENT:	Tim Berthiaume	Chief
	Ian Chappell	Deputy Chief
	Nancy Leavoy	Secretary

CALL TO ORDER

The Chair calls the meeting to order at 4:49 o'clock p.m. and the Board considers the agenda, as follows:

SECTION 1

1.1 Adoption of Agenda

Moved by Ms. Simone, seconded by Councillor Lavigne,
That the agenda for the meeting of the Amherstburg Police Services Board held
April 17, 2018 **BE ADOPTED** as amended under Section 3 as follows:

3.1c i. Replacement of Vehicles

Carried.

1.2 Declarations of Conflict of Interest

No conflicts of interest are declared

1.3 Adoption of Minutes

Moved by Mayor DiCarlo, seconded by Ms. Simone,
That the minutes of the meeting of the Amherstburg Police Services Board held
March 20, 2018 **BE ADOPTED** as presented.

Carried.

1.4 Business Arising from the Minutes of March 20, 2018

No business arising from the minutes

1.5 Confirmation of Actions from In-Camera Meeting

Moved by Councillor Lavigne, seconded by Ms. Simone,
That the Chief of Police **BE AUTHORIZED** to proceed in accordance with the recommendation of the Board with respect to the following matters reported to the Board at the in-camera meeting of April 17, 2018:

- a. Verbal Reports of the Chief of Police
- b. Collective Agreements
- c. Personnel Matter

Carried.

SECTION 3

3.1 Chief Berthiaume's Reports

3.1a APS Monthly Stats for January and February

3.1b Media Release: *n/a*

3.1c Chief Berthiaume – Topics for Discussion

i. Replacement of Vehicles

Moved by Mayor DiCarlo, seconded by Councillor Lavigne,
That a letter **BE FORWARDED** to John Miceli, CAO, Town of Amherstburg requesting clarification regarding adherence to the replacement schedule of assets pending the approval by the Ontario Civilian Police Commission regarding take-over of the Amherstburg Police Service by the Windsor Police Service.

Carried.

Moved by Councillor Lavigne, seconded by Ms. Simone,
That the report of the Chief of Police under Section 3. (3.1a-3.b.) **BE RECEIVED**, Item 3.c i., having been dealt with by separate motion.

Carried.

SECTION 4

4.1 Policies, Agreements, and By-laws

No report

SECTION 5

5.1 Financial Reports/Board Account

i. Outstanding Accounts Payable to March 9 to April 6 , 2018

Moved by Ms. Simone, seconded by Councillor Lavigne,

That the outstanding accounts payable for the period of March 9 to April 6, 2018

BE ACCEPTED AND PAID as submitted and further, that John Miceli, CAO, Town of Amherstburg **BE REQUESTED** to provide a full accounting of charges against the JPAC account in order that the Board is aware of the charges being approved in the Police Service Budget.

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

Moved by Mayor DiCarlo, seconded by Councillor Lavigne,

That the following correspondence **BE NOTED AND FILED:**

8.2 Ministry of the Solicitor General, Ministry of Community Safety & Correctional Services/And Other Government Ministries:

8.2a MCS&CS, et al

i. 2017/18 Policing Effectiveness & Modernization (PEM) Grant – installment

8.3 O.A.P.S.B./C.A.P.G. Communication/Board Matters

8.3a O.A.P.S.B

i. 2018 Budget Community Safety Highlights

8.3b CAPG

i. Membership Renewal

Carried.

8.4 Upcoming Meetings/Conferences

8.4a Public Meeting

The next public meeting of the Amherstburg Police Services Board will be Tuesday, June 19, 2018 at 5:00 o'clock p.m., *(following the in-camera meeting starting at 4:30 p.m.)* in the Community Room, Amherstburg Police Service Building, 532 Sandwich Street South.

NOTE: Should a meeting be required prior to June 19th, said meeting will be at the Call of the Chair.

8.4b OAPSB Zone 6: May 9, 2018 – Essex Golf Club – noted.

8.5 New Business

No new business.

8.6 Pending Matters

No pending matters.

8.7 Adjournment

Moved by Ms. Simone, seconded by Councillor Lavigne,
There being no further business, the meeting of the Amherstburg Police Services Board
BE ADJOURNED at 5:01 o'clock p.m.

Certified Correct: May 17, 2018

Robert Rozankovic, Chair

Nancy Leavoy, Secretary

SECTION 1

1.1 Adoption of the Agenda

1.2 Declarations of Conflict of Interest

1.3 Adoption of Minutes

Adoption of the minutes of the meeting of the Amherstburg Police Services Board held March 20, 2018 – *under separate cover*

1.4 Business Arising from the Minutes of March 20, 2018

1.5 Confirmation of Actions from In-Camera Meeting of April 17, 2018

SECTION 2

2.1 Petitions and Delegations:

SECTION 3

3.1 Chief Berthiaume's Reports

3.1a APS Monthly Stats for January and February 2018 - *attached*

3.1b Media Release: *n/a*

3.1c Chief Berthiaume – Topics for Discussion

SECTION 4

4.1 Policies, Agreements, and By-laws

SECTION 5

5.1 Financial Reports/Board Account

i. Outstanding Accounts Payable to March 9 to April 6 , 2018 – *attached*

SECTION 6

6.1 Personnel Matters/Multi-Cultural/Recruitment

No reports

6.2 Legal Matters

No reports

6.3 Board Matters

No reports

SECTION 7

7.1 Building/Equipment/Physical Resources

No reports

SECTION 8

8.1 Reading Information/Misc.

No reading information received.

8.2 Ministry of the Solicitor General, Ministry of Community Safety & Correctional Services/And Other Government Ministries

8.2a MCS&CS, et al

- i. **2017/18 Policing Effectiveness & Modernization (PEM) Grant – installment - *attached***

8.3 O.A.P.S.B./C.A.P.G. Communication/Board Matters

8.3a O.A.P.S.B

- i. **2018 Budget Community Safety Highlights - *attached***

8.3b CAPG

- i. **Membership Renewal - *attached***

8.4 Upcoming Meetings/Conferences

8.4a Public Meeting

The next public meeting of the Amherstburg Police Services Board will be Tuesday, May 15, 2018 at 5:00 o'clock p.m., (*following the in-camera meeting starting at 4:30 p.m.*) in the Community Room, Amherstburg Police Service Building, 532 Sandwich Street South.

8.4b OAPSB Zone 6: May 9, 2018 – Essex Golf Club - *attached*

8.5 New Business

8.6 Pending Matters

8.7 Adjournment

TO POLICE SERVICES BOARD

MEMORANDUM

From: Chief Timothy Berthiaume
Date: April 11, 2018
Subject: **MONTHLY STATS REPORT January 2018**

Chair and Board Members:

STATISTICAL REPORT – January 2018

	2018	2018	2017	2017
	January	YTD	January	YTD
Assault (all)	2	2	5	5
Break & Enter	5	5	2	2
Thefts (all)	10	10	7	7
Mischief	5	5	3	3
Drug Offences	0	0	3	3
Impaired Driving	0	0	2	2
Traffic Charges	125	125	316	316
Other Provincial	11	11	7	7
Parking Tickets	1	1	4	4

***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

From: Chief Timothy Berthiaume
Date: April 11, 2018
Subject: MONTHLY STATS REPORT February2018

Chair and Board Members:

STATISTICAL REPORT – February 2018

	2018 February	2018 YTD	2017 February	2017 YTD
Assault (all)	3	5	2	7
Break & Enter	2	7	1	3
Thefts (all)	11	21	5	12
Mischief	3	8	6	9
Drug Offences	1	1	2	5
Impaired Driving	0	0	0	2
Traffic Charges	96	221	323	639
Other Provincial	10	21	5	12
Parking Tickets	2	3	1	5

*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

April 6, 2018

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



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

Manual Paid Date : 09-Mar-2018 To 06-Apr-2018
 Bank : 1 To 99
 Class : All

Vendor	Vendor Name	Description			Batch Invc Date	Invc Due Date	Amount
Invoice No.		G.L. Account	CC1	CC2	CC3	GL Account Name	
DEPARTMENT 2020000 POLICE DEPARTMENT							
CAP03 CAPEL-CURE MATT							
MAR 22, 2018	USE OF FORCE TRAINING - MAR 21 & 22, 2018						
10-5-2020000-0254						POLICE TRAINING	50.00
DON05 DONLON MICHELLE							
MAR 7, 2018	PK1 TRAINING MARCH 7, 2018						
10-5-2020000-0254						POLICE TRAINING	25.00
MCC01 MCCURDY SHAWN							
MAR 21, 2018	FIREARMS TRAINING - MAR 21, 2018						
10-5-2020000-0254						POLICE TRAINING	25.00
OWE06 OWEN STEVE							
MAR 22, 2018	FA/DT TRAINING MAR 21 & 22, 2018						
10-5-2020000-0254						POLICE TRAINING	50.00
POT06 POTTLE CHRISTIAN							
MAR 22, 2018	TRAINING - FEB 5 & 8, MAR 21 & 22, 2018						
10-5-2020000-0254						POLICE TRAINING	100.00
RAT001 RATHBONE KIM							
APR 25, 2018	OPEN ANALYTICS CONFERENCE APR 23-25, 2018 REGISTRATION						
10-5-2020000-0254						POLICE TRAINING	2,017.05
MAY 1, 2018	LUNCH PAILS & CMHA BREAKFAST OF CHAMPIONS - MAY 1, 2018						
10-5-2020000-0252						UNIFORMS	718.56
10-5-2020000-0370						COMMUNITY SERVICES	50.00
ZIM01 ZIMMERMAN DON							
MAR 20, 2018	FIREARMS TRAINING - MAR 6 & 20, 2018						
10-5-2020000-0254						POLICE TRAINING	50.00
Department Total :							3,085.61

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



AP5130 Page : 2
 Date : Apr 06, 2018 Time : 9:27 am

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

Cheque Print Date : 09-Mar-2018 To 06-Apr-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
AGR835	AGRI CO-OPERATIVE LTD				
600047631	GASOLINE		326 06-Mar-2018	06-Mar-2018	
10-5-2020000-0401	GASOLINE				1,822.37
600047728	GASOLINE		357 13-Mar-2018	13-Mar-2018	
10-5-2020000-0401	GASOLINE				1,766.98
CAN380	CANADIAN TIRE STORE #281				
FEBRUARY 20 FEBRUARY 2018 PURCHASES					
10-5-2020000-0360	MISCELLANEOUS EXPENSES		384 28-Feb-2018	28-Feb-2018	25.98
CIT350	CITY OF WINDSOR				
0000171340	1ST QUARTER JOINT COURT SERVICES		325 26-Feb-2018	26-Feb-2018	
10-5-2020000-0323	JOINT COURT COSTS				6,250.00
CPK281	CPKN NETWORK INC.				
22888	TRAINING		325 28-Feb-2018	28-Feb-2018	
10-5-2020000-0254	POLICE TRAINING				28.25
DEL060	DELINE'S POWERWASH & PEST CONTROL				
219071	PESTICIDE APPLICATION - INTERIOR		325 18-Feb-2018	18-Feb-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				141.25
DIR572	DIRECTDIAL.COM				
IN610901	PHOTOCOPIER MAINTENANCE AND USAGE		384 27-Feb-2018	27-Feb-2018	
10-5-2020000-0308	PHOTOCOPIER SUPPLIES				84.92
HER247	HERITAGE TIRE SALES INC.				
113982	TIRE REPAIR		357 14-Mar-2018	14-Mar-2018	
10-5-2020000-0405	VEHICLE MTCE. - TIRES				45.20
KEL198	KELCOM RADIO DIVISION				
80008827	RADIO MAINTENANCE		357 15-Mar-2018	15-Mar-2018	
10-5-2020000-0319	RADIO MAINTENANCE				571.78
80008828	RADIO MAINTENANCE		357 15-Mar-2018	15-Mar-2018	
10-5-2020000-0319	RADIO MAINTENANCE				197.75
LON094	LONDON'S FITNESS DEPOT (1411865 ONTARIO LTD)				
116047912	UNIFORMS/EQUIPMENT		391 12-Mar-2018	12-Mar-2018	
10-5-2020000-0252	UNIFORMS				7,278.42
LUC289	LUCAS WORKS! (WINDSOR) INC.				
114876	BOARD SECRETARY		326 07-Mar-2018	07-Mar-2018	
10-5-2020000-0327	PROFESSIONAL FEES				687.25
LUM131	LUMED MANAGEMENT				
3514	CAR WASH		194 28-Feb-2018	28-Feb-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				180.01
MAL256	MALDEN AUTOMOTIVE				
5294-165255	REPLACED THE REAR BRAKES # 301		352 14-Mar-2018	14-Mar-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				279.39
5294-165342	REPLACED THE FRONT BRAKES # 306		352 15-Mar-2018	15-Mar-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				502.94
5294-165373	BRAKE HARDWARE FOR # 306		352 16-Mar-2018	16-Mar-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				24.57
5294-165390	CREDIT FOR RETURNED HARDWARE #306		352 16-Mar-2018	16-Mar-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				-24.57

Council/Board Report By Dept-(Computer)



AP5130

Page : 3

Date : Apr 06, 2018

Time : 9:27 am

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

Cheque Print Date : 09-Mar-2018 To 06-Apr-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000 POLICE DEPARTMENT					
5294-165886	COOLANT FOR #304		384 26-Mar-2018	26-Mar-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				41.13
MAS108	MASTER CLEANERS				
7629	DRY CLEANING		357 28-Feb-2018	28-Feb-2018	
10-5-2020000-0253	CLEANING				35.60
MDC153	M.D.CHARLTON CO. LTD				
69295	BATTERY STICK		300 01-Mar-2018	01-Mar-2018	
10-5-2020000-0252	UNIFORMS				161.53
MET052	METRO KING PEST CONTROL INC.				
2135	MONTHLY SERVICES AT VARIOUS LOCATIONS		326 31-Jan-2018	31-Jan-2018	
10-5-2020000-0317	BUILDING MAINTENANCE				33.90
MIK315	MIKE'S COMPUTER SHOP				
WIN-184725	EXTERNAL STORAGE DEVICES		384 02-Mar-2018	02-Mar-2018	
10-5-2020000-0310	COMPUTER MAINTENANCE				418.52
MOR26	MORNEAU SHEPELL LTD.				
MARCH 2018	735925, 735933, 735936, 735937		300 07-Mar-2018	07-Mar-2018	
10-5-2020000-0207	BENEFITS - LIFE & DISABIL				270.51
MPM013	2132791 ONTARIO LIMITED OPERATING AS				
20180301	JPAC		300 01-Mar-2018	01-Mar-2018	
10-5-2020000-0570	JOINT POLICE ADVISORY COMMITTEE				11,526.00
OFF321	OFFICE SOLUTIONS INC				
52477	ADJUSTABLE FOOTREST		194 13-Feb-2018	13-Feb-2018	
10-5-2020000-0301	OFFICE SUPPLIES				47.46
CN52395	CREDIT RETURNED FOOTREST, INVOICE # 52395		194 22-Feb-2018	22-Feb-2018	
10-5-2020000-0301	OFFICE SUPPLIES				-38.42
PUR700	PUROLATOR INC.				
437334788	COURIER		300 02-Mar-2018	02-Mar-2018	
10-5-2020000-0306	COURIER & EXPRESS				26.17
437398186	COURIER		357 09-Mar-2018	09-Mar-2018	
10-5-2020000-0306	COURIER & EXPRESS				4.43
437461098	COURIER		357 16-Mar-2018	16-Mar-2018	
10-5-2020000-0306	COURIER & EXPRESS				8.86
QUI185	QUICKSERIES PUBLISHING INC.				
014276	PAMPHLETS		357 08-Mar-2018	08-Mar-2018	
10-5-2020000-0370	COMMUNITY SERVICES				4,287.99
RAC462	RACICOT CHRYSLER				
55498	REPLACED THE DAMAGED CB BOOT # 305		352 19-Mar-2018	19-Mar-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				94.92
55509	FRONTINNER CV BOOT FOR # 306		386 22-Mar-2018	22-Mar-2018	
10-5-2020000-0402	VEHICLE & EQUIPMENT MTCE.				94.92
RTT067	RIVER TOWN TIMES				
00095134	POLICE CST/CIVILLIAN AD		325 28-Feb-2018	28-Feb-2018	
10-5-2020000-0307	ADVERTISING				259.90
00095323	AD FOR CIVILIAN AND OFFICER		357 07-Mar-2018	07-Mar-2018	
10-5-2020000-0307	ADVERTISING				259.90
STA444	STAPLES ADVANTAGE (MIS C/O T04446C				

Council/Board Report By Dept-(Computer)



AP5130

Page : 4

Date : Apr 06, 2018

Time : 9:27 am

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

Cheque Print Date : 09-Mar-2018 To 06-Apr-2018
 Bank : 1 To 99
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2020000	POLICE DEPARTMENT				
46837814	OFFICE SUPPLIES	300	01-Mar-2018	01-Mar-2018	
10-5-2020000-0301	OFFICE SUPPLIES				113.15
TOS075	TOSHIBA LEADING INNOVATION				
AR3389697	PHOTOCOPIER MAINTENANCE AND USAGE	384	20-Mar-2018	20-Mar-2018	
10-5-2020000-0308	PHOTOCOPIER SUPPLIES				113.79
WIN002	WINDSOR POLICE PEER COUNSELLING; ATTN LORI				
MARCH 19, 20 PIER COUNCIL TRAINING		357	19-Mar-2018	19-Mar-2018	
10-5-2020000-0370	COMMUNITY SERVICES				281.90
Department Totals :					37,904.65

Council/Board Report By Dept-(EFT)



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

EFT Paid Date : 09-Mar-2018 To 06-Apr-2018
 Bank : 1 To 99
 Class : All

Vendor Code	Vendor Name					Batch	Inv Date	Inv Due Date	Amount	
Invoice No.	Description	CC1	CC2	CC3	GL Account Name					
DEPARTMENT 2020000 POLICE DEPARTMENT										
BEL03	BELL MOBILITY INC.									
MAR 2018	MARCH 2018 USAGE					336	06-Mar-2018	06-Mar-2018		
10-5-2020000-0315					TELEPHONE				579.08	
10-5-2020000-0332					INTERNET ACCESS				17.23	
10-5-2020000-0406					GPS COMMUNICATION				103.38	
UNI01	UNION GAS LTD									
FEB 2018	FEBRUARY 2018 MONTHLY CHARGES					283	28-Feb-2018	28-Feb-2018		
10-5-2020000-0316					UTILITIES - POLICE DEPT				505.46	
								Department Totals :	1,205.15	

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	3,085.61
Total Computer Paid for Approval :	37,904.65
Total EFT Paid for Approval :	1,205.15
Grand Total ITEMS for Approval :	42,195.41

Item 8.2a i.
April 17, 2018

Ministry of Community Safety
and Correctional Services

Ministère de la Sécurité communautaire
et des Services correctionnels

Public Safety Division
External Relations Branch

Division de la sécurité publique
Direction des relations extérieures

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3

25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3

Telephone: (416) 314-3010
Facsimile: (416) 314-4037

Téléphone: (416) 314-3010
Télécopieur: (416) 314-4037



March 29, 2018

Ms. Pat Simone
Chair Person
Amherstburg Police Services Board
532 Sandwich Street South, P.O. Box 70
Amherstburg, ON N9V 3R2

**Re: 2017/18 Policing Effectiveness and Modernization (PEM) Grant – 2nd
Installment Cheque**

Dear Ms. Simone,

Please find enclosed a cheque in the amount of **\$34,991.54** representing the second installment of your 2017/18 PEM Grant allocation, as outlined in Schedule E of your agreement.

Thank you for your support and participation in this transformative initiative. Should you have any questions about the grant funding, please feel free to contact James Lee, Community Safety Analyst at (416) 325-6039.

Sincerely,

A handwritten signature in black ink, appearing to read "O. Mosquera".

Oscar Mosquera
Manager
Program Development Section
External Relations Branch

Enclosure

2018 BUDGET

COMMUNITY SAFETY HIGHLIGHTS

(a synopsis of <http://budget.ontario.ca/2018/budget2018-en.pdf>)

Board Training

The Ministry of Community Safety and Correctional Services remains committed to working with OAPSB and eventually with educational partners to develop and delivery effective board training. While this is not specifically mentioned in the budget, this messaging has been consistent for some months now (a very positive development after years of disinterest).

Expanding Access to Naloxone

Naloxone, the overdose prevention drug, is now available free of charge at 2,390 participating pharmacies in nearly 260 cities and towns in the province. The government has distributed over 114,000 naloxone kits to date.

The government is addressing demand for naloxone by expanding access through front-line community organizations, as well as offering naloxone to police and fire services. (P. 19)

Mental Health

Starting in 2018, Ontario will invest an additional \$1.8 billion over three years to expand services for people living with developmental disabilities, including (among many other initiatives):

- Strengthening training for police and frontline justice sector workers to identify and potentially divert individuals with developmental disabilities from the justice system, directing them to more appropriate services when needed (p. 36)
- Hiring additional staff, including 176 correctional officers, 15 dedicated discharge planners, 120 new health care staff and 44 probation and parole officers to support efficient delivery of evidence-based services in the community
- Investing in staff through enhanced training programs that include mandatory education on human rights, antiracism, cultural competency, Indigenous rights, mental health and correctional best practices;

- Supporting adults with mental health and/or addiction issues involved in the justice system through increased access to community mental health and addictions services, including more supportive housing units, mobile crisis response teams, case managers and other therapeutic supports
- Providing social navigators to support First Nation, Métis and Inuit people in connecting with culturally appropriate services to prevent re-contact with the justice system
- Expanding bail beds in northern, rural and remote communities to provide community-based supervision for higher needs individuals who would likely otherwise be held in custody pending resolution of their criminal charge
- Building two new multi-purpose correctional centres in Thunder Bay and Ottawa (p. 46)

Community Justice Centres

Ontario is investing in Community Justice Centres (CJCs) to improve the delivery of justice to vulnerable accused people and their families by addressing the root causes of crime and criminal behaviour. (p. 37)

Ending Gender-Based Violence

Key strategies and investments, include:

- Domestic Violence Action Plan, which provides community supports for survivors and training for front-line workers and professionals, provides public education and improves Ontario's criminal and family justice systems
- It's Never Okay: An Action Plan to Stop Sexual Violence and Harassment, which helps change attitudes, improve supports for survivors who come forward about abuse, and made workplaces and campuses safer and more responsive to complaints about sexual violence and harassment
- Walking Together: Ontario's Long-Term Strategy to End Violence Against Indigenous Women, in which Ontario and Indigenous communities are coming together to end the cycle of violence, and ensure future generations of Indigenous women can live in safety and with respect

- Ontario’s Strategy to End Human Trafficking, which focuses on prevention and early intervention, and expanded and improved community services for survivors
- It’s Never Okay: Ontario’s Gender-Based Violence Strategy – up to \$242 million over three years to help survivors and end the cycle of violence. (50-51)

Justice Sector

Justice sector expense is expected to be \$143 million higher, primarily due to resources for justice transformation including corrections reform and police oversight reform, increased post-traumatic stress disorder costs for first responders, higher-than-expected bad debt related to unpaid fines, expansion of the Brampton Courthouse project, and increased demand for death investigations. (p. 200)

Implementing Legalization of Cannabis

In response to the federal decision to legalize recreational cannabis, Ontario has passed legislation to establish a safe and sensible framework within the province that protects youth and reduces harm.

Ontario’s framework covers the sale, distribution, purchase, possession and consumption of cannabis in the province. Established as a Crown corporation and subsidiary of the LCBO, the Ontario Cannabis Retail Corporation, operating as the Ontario Cannabis Store, will be responsible for new stand-alone cannabis storefronts and an online distribution channel.

Public health, road safety, education and law enforcement initiatives include:

- Increasing the capacity of local law enforcement, including the Ontario Provincial Police, by funding sobriety field test training for police officers to help detect impaired drivers
- Creating a specialized legal team to support drug-impaired driving prosecutions
- Increasing capacity at the province’s Centre of Forensic Sciences to support toxicological testing and expert testimony
- Developing a program to divert youth involved in minor cannabis-related offences away from the criminal justice system

- Creating a Cannabis Intelligence Coordination Centre to shut down illegal storefronts and help fight the unsafe and illegal supply of cannabis products
- Providing public health units with support and resources to help address local needs related to cannabis legalization
- Raising awareness of the new Provincial rules that will take effect when cannabis is legalized federally, and making information available to educators, parents, guardians and students. (p. 200)

Unregulated Tobacco

Since 2008, the Ministry of Finance’s enforcement activities have resulted in penalties of more than \$42.6 million assessed against retailers under the Tobacco Tax Act. In addition, more than 265 million untaxed cigarettes, 3.9 million untaxed cigars, and 196 million grams of untaxed fine cut or other tobacco products have been seized by the Ministry of Finance.

New compliance measures include:

- Proposing amendments to the Tobacco Tax Act to add penalty and offense provisions for failing to notify the Ministry of Finance prior to destroying raw leaf tobacco
- Exploring the implementation of automated “track and trace” technology and services that will monitor the movement and location of raw leaf tobacco through the supply chain, reduce its diversion into the unregulated market, and make it easier for registrants to comply with regulatory requirements
- Expanding the OPP-led Contraband Tobacco Enforcement Team to address linkages between organized crime and unregulated tobacco
- Expanding its partnerships with regional and local police services by establishing a local law enforcement grants pilot project that will make funding available to law enforcement partners in support of tobacco investigations
- Proposing an amendment to the Tobacco Tax Act that would allow the court to authorize the use of tracking devices in an investigation (p. 302-202)

Prepared by: Fred Kaustinen, Executive Director, 3 April 2018



Membership 2018 Form

April 1, 2018 –
March 31, 2019

PLEASE PRINT (Submitting this form indicates agreement to submit payment for membership services)

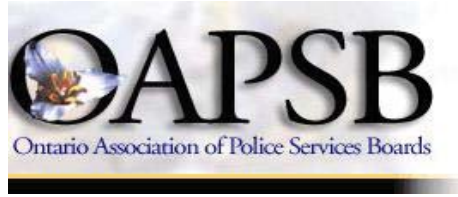
Board/Commission/Organization Name:	
Mailing Address:	City:
Province:	Postal Code:
CAPG Liaison Name/Title*:	
Phone:	
Fax:	
Email:	
<i>*Liaison will receive all CAPG communiques and ensure these are circulated to the organization; current information required.</i>	

MEMBERSHIP FEE SCHEDULE

ANNUAL FEES FOR NON-POLICE BOARD ORGANIZATIONS	
Non-Police Board Organization means any public body, educational institution, municipal, provincial or federal authority or not-for-profit association that is not a Police Board/RCMP Advisory Committee/Committee of Municipal Council, but that is engaged in policing, law enforcement, public safety, crime prevention, justice, corrections, or governance.	
Annual Fee.....	\$600.00

ANNUAL FEES FOR POLICE BOARDS & RCMP/MUNICIPAL ADVISORY COMMITTEES																	
This includes Canadian municipal police boards, commission or committees including RCMP Advisory Committee/Committee of Municipal Council with a legislated mandate to govern its local police service, or a First Nations police governance body.																	
Authorized Service Strength:	Uniform _____ Civilian _____ Other (specify) _____ SERVICE TOTAL _____																
	<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Service Total</u></th> <th style="text-align: right;"><u>Annual Fee</u></th> </tr> </thead> <tbody> <tr> <td>❖ up to 10</td> <td style="text-align: right;">\$297.00</td> </tr> <tr> <td>❖ 11 to 25</td> <td style="text-align: right;">\$472.00</td> </tr> <tr> <td>❖ 26 to 100</td> <td style="text-align: right;">\$743.00</td> </tr> <tr> <td>❖ 101 to 250</td> <td style="text-align: right;">\$1,097.00</td> </tr> <tr> <td>❖ 251 to 400</td> <td style="text-align: right;">\$1,425.00</td> </tr> <tr> <td>❖ 401 to 1,000</td> <td style="text-align: right;">\$4,162.00</td> </tr> <tr> <td>❖ 1,001 and up</td> <td style="text-align: right;">\$5,945.00</td> </tr> </tbody> </table>	<u>Service Total</u>	<u>Annual Fee</u>	❖ up to 10	\$297.00	❖ 11 to 25	\$472.00	❖ 26 to 100	\$743.00	❖ 101 to 250	\$1,097.00	❖ 251 to 400	\$1,425.00	❖ 401 to 1,000	\$4,162.00	❖ 1,001 and up	\$5,945.00
<u>Service Total</u>	<u>Annual Fee</u>																
❖ up to 10	\$297.00																
❖ 11 to 25	\$472.00																
❖ 26 to 100	\$743.00																
❖ 101 to 250	\$1,097.00																
❖ 251 to 400	\$1,425.00																
❖ 401 to 1,000	\$4,162.00																
❖ 1,001 and up	\$5,945.00																

METHOD OF PAYMENT <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Cheque <input type="checkbox"/> Electronic Funds Transfer Account Number: _____ Expiry: _____ CV 4-digit _____ Name of Cardholder: _____ Authorization Signature: _____	SEND COMPLETED FORM & PAYMENT TO: Canadian Association of Police Governance 78 George Street, Suite 204 Ottawa, Ontario K1N 5W1 Phone: 613.344.2384 Fax: 613.344.2385 Email: communications@capg.ca Please make cheques payable to the Canadian Association of Police Governance
--	---



**Ontario Association of Chiefs of Police
Ontario Association of Police Service Boards**

ZONE 6

NOTICE OF MEETING (211)

**Wednesday, May 9th
2018 8:00 a.m.
Essex Golf and Country Club
7555 Matchette Road**

Lasalle, ON

Hosted by the Lasalle Police Service

Please contact Zone Secretary Sonya Mackenzie (OAPSB) or
Chief Mark Campbell (OACP) if you have an item for the
Agenda : smackenzie@strathroy-caradoc.ca / chief@scps.on.ca

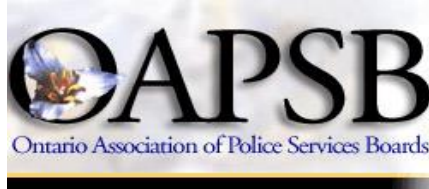
Please **R.S.V.P.** if you are attending by Wednesday, May 2nd 2018 to:

Ms. Ida Larocque
Executive Assistant to the Chief
of Police
ilarocque@lasallepolice.ca

519-969-5210



Ontario Association of Chiefs of Police



Ontario Association of Police Services Boards

**ZONE 6 Meeting (211]
Wednesday, May 9th 2018**

Essex Golf and Country Club, 7555 Machette Road, Lasalle, ON, hosted by Lasalle Police Service

AGENDA

08:00 ARRIVAL & COFFEE

08:30 Breakfast

09:00 WELCOME and INTRODUCTIONS

- **Greetings from:** [Mayor Ken Antaya](#)
- "Round-the-Room" Introductions

09:10 Ministry of Community Safety and Correctional Services Report - [Mr. Tom Gervais](#)

09:20 Guest Presentation - [Patrick J. Ducharme, Lawyer, Ducharme Fox LLP \(New Marijuana Legislation and Sentencing\)](#)

10:20 Coffee Break

10:35 Break to O.A.C.P. Meeting / O.A.P.S.B. Meeting.

Ministry of Transportation
Office of the Regional Director
West Region

659 Exeter Road
London, Ontario N6E 1L3
Telephone: (519) 873-4333
Facsimile: (519) 873-4236

Ministère des Transports
Bureau du directeur régional
Région de l'Ouest

659, chemin Exeter
London (Ontario) N6E 1L3
Téléphone : (519) 873-4333
Télécopieur : (519) 873-4236



May 4, 2018

RECEIVED
RC
5/17/2017

M2018-1521

Mr. Tom Bain
Essex County Warden
County of Essex
360 Fairview Avenue West
Suite #314
Essex ON N8M 1Y6

Dear Mr. Bain:

Thank you for your follow up letter to the Honourable Kathryn McGarry, Minister of Transportation regarding your discussions at OGRA and for providing additional information about industry growth in Essex County. I appreciate the opportunity to respond on behalf of the minister.

Following our meeting at OGRA in February, staff have reviewed both traffic volumes and safety on Highway 3. Traffic growth on Highway 3 has generally been below two percent per year, over the past 10 years. The traffic volumes in this section of Highway 3 are below the estimated forecast for 2017 in the Preliminary Design and Environmental Assessment Study completed in 2006. The overall collision rate for Highway 3 remains below the provincial average.

To ensure that our traffic forecasting takes into account the latest information, the ministry is currently undertaking the development of a province-wide passenger and freight travel demand forecasting model. The model will provide MTO with a new tool for forecasting and analysis that will take into account the expected industry growth in this area. The model is currently in the testing and validation phase and is expected to be ready for use later this year. It would be helpful to have more details and evidence of commercial growth in the agri-industry in Essex County so we can consider this appropriately to run traffic modelling and priority setting. Such information has the potential to influence provincial priorities.

Ontario remains committed to finishing our plans to widen Highway 3 between Windsor and Leamington to four lanes. The project from Essex to just west of Leamington is listed in the 2017-2021 Southern Highways Program under Planning for the Future.

.../2

Funding will be considered in the context of other provincial infrastructure investment priorities, and the noted growth and innovations in the agri-industry would be a factor that could influence program priorities.

In the meantime, we are continuing engineering work through the Town of Essex. The updated preliminary design for Highway 3 through the Town of Essex received environmental clearance in January 2017. The work currently underway for this project includes finalizing the alignment, assessing environmental impacts, identifying utility conflicts and determining structural, geotechnical, grading and drainage requirements, through the Town of Essex.

The ministry is working to initiate a design assignment to update the Preliminary Design and Environmental Assessment Study completed in 2006 and complete the design for the section from Essex Road 23 to 1.1 km east of Essex County Road 34. The ministry is also working on determining property requirements through this section which will enable us to initiate property acquisition.

The ministry also plans to do work on Highway 3 from Essex Road 34 to Highway 77 in Leamington. As shown in the 2017-2021 Southern Highways Program, construction would begin between 2019 and 2021. This work would include resurfacing the highway and does not include widening the highway.

I encourage you to continue the dialogue with staff in our West Region office, so we can better understand these changes to the industry and the impact it will have on commercial traffic in the area. Please contact Michael Nadeau, Manager of Engineering, at 519-873-4373 or Michael.Nadeau@ontario.ca if you would like to discuss this project in more detail.

The ministry takes public safety very seriously. Maintaining and improving safety on provincial highways is our number one priority. Ministry staff will continue to work with the County and all stakeholders as we continue to move this important project forward.

Sincerely,



Neil Zohorsky, P.Eng.
Regional Director
West Region

c: Mayor Aldo DiCarlo, Town of Amherstburg
Mayor Ron McDermott, Town of Essex

Mayor Nelson Santos, Town of Kingsville
Mayor Ken Antaya, Town of LaSalle
Mayor John Paterson, Municipality of Leamington
Mayor Gary McNamara, Town of Tecumseh
Taras Natyshak, MPP, Essex
Rick Nicholls, MPP, Chatham-Kent-Essex

CITY OF QUINTE WEST

*Office of the Mayor
Jim Harrison*



**P.O. Box 490
Trenton, Ontario, K8V 5R6**

**TEL: (613) 392-2841
FAX: (613) 392-5608**

May 28, 2018

Ms. Lynn Dollin, President
Association of Municipalities of Ontario
200 University Ave, Suite 801
Toronto, ON M5H 3C6

RE: Resolution – Cannabis Grace Period Request

Dear: Ms. Lynn Dollin,

This letter will serve to advise that at a meeting of City of Quinte West Council held on May 22, 2018 Council passed the following resolution:

“That the Council of the City of Quinte West requests that once the cannabis legislation is passed that a six month grace period be enacted to ensure that municipal law enforcement officers and the Ontario Provincial Police are adequately trained to enforce the said legislation;

And further that this resolution be circulated to the local MP, MPP, AMO, and other municipalities. **Carried**”

We trust that you will give favourable consideration to this request.

Sincerely,

CITY OF QUINTE WEST

A handwritten signature in black ink that reads "Jim Harrison".

Jim Harrison
Mayor

cc: MP Neil Ellis, Bay of Quinte
cc: MPP Lou Rinaldi, Northumberland-Quinte West



We speak for those who cannot speak for themselves.

RECEIVED

JUN 01 2018

Town of Amherstburg

1375 Provincial Road
Windsor, ON N8W 5V8
Phone: 519 - 966 - 5751
Fax: 519 - 966 - 1848
info@windsorhumane.org

Dear Amherstburg Town Council,

We are writing to you to ensure your officers are aware of our large fundraising initiative taking place in July, as it will involve several people stationed throughout Amherstburg and Windsor/Essex County at major intersections and storefronts.

Strays on Streetcorners is one of the Windsor/Essex County Humane Society's most recognized fundraising events. This initiative involves the coordination of hundreds of volunteers stationed around Windsor and Essex County to collect donations and hand out newsletters with information on our humane initiatives.

This year's campaign will run from Thursday, July 12 through Saturday, July 14.

Our volunteers will be collecting donations from the public on any or all of the following dates and times:

- Thursday, July 12 from 7:15AM-9:15AM and 3:30PM-5:30PM
- Friday, July 13 from 7:15AM-9:15AM and 3:30PM-5:30PM
- Saturday, July 14 from 10:30AM-12:30PM and/or 12:30PM-2:30PM

As a not-for-profit that relies entirely on the generosity of our community to continue operating, and all of the funds raised through our Strays on Streetcorners campaign are critical in keeping our humane programs running.

All funds raised go directly toward supporting:

- The fight against animal cruelty with our Cruelty Investigations program.
- Providing medical treatment for animals in need, including our Pumpkin Fund, which helps to save animals in desperate need of urgent surgeries and extensive medical care.
- Educating the community through our Humane Education program.
- Operating our public spay/neuter clinic, which offers low cost surgeries to members of our community, which in turn helps to control the animal population.
- Maintaining our adoption programs and finding animals their forever homes.

Safety is our primary concern during this event. All volunteers will be wearing nametags and branded Strays on Streetcorners WECHS t-shirts in bright orange for maximum visibility. All volunteers will also have gone through an orientation session, which will outline proper safety procedures and precautions.

If you have any questions, suggestions or concerns regarding our campaign, please contact me directly at events@windsorhumane.org or 519-966-5751 ext 23.

Thank you for your support!

Sincerely,

Emma Amlin
Events & Community Relations Coordinator
Windsor/Essex County Humane Society



STRAYS_{on} STREETCORNERS

Your change can change a life.

July 12, 13, 14

Get Involved. **Donate. Volunteer.**

Watch for our volunteers on street corners throughout Windsor and Essex County collecting donations for the Windsor/Essex County Humane Society. 100% of proceeds go toward helping the animals in your community!



From: Lorene Bridgen [<mailto:lorene.bridgen@amherstburgfreedom.org>]
Sent: May-16-18 3:05 PM
To: Tammy Fowkes
Subject: Emancipation Day - Amherstburg Freedom Museum

Hi Tammy,

This is Lorene from the Amherstburg Freedom Museum and the museum is hosting its annual Emancipation Celebration on August 3. With that celebration we give our guests a Freedom Booklet and we would like to include a Proclamation for Emancipation Day from the town in our Freedom Booklet again this year. I've attached a document with the wording for the Proclamation. If you need anything further from me, please don't hesitate to ask.

Thank you,

Lorene

Lorene Bridgen-Lennie, PhD
Assistant Curator
Amherstburg Freedom Museum
277 King Street, Amherstburg, Ont.
N9V 2C7
519-736-5433

PROCLAMATION

'EMANCIPATION DAY'

August 1, 2018

WHEREAS: August 1, 1834 was the date that slavery was abolished throughout the British Colonies by King William IV pursuant to the Slavery Abolition Act of 1833;

WHEREAS: Within fifteen years of the abolition of slavery, between 35,000 and 40,000 Black settlers made their way to Ontario in large part by the Underground Railroad into Southwestern Ontario;

THEREFORE: As a demonstration of our respect for human liberty and freedom and in recognition of the richness of the culture and history brought to Ontario by African Canadians, AUGUST 1, 2018 be proclaimed 'EMANCIPATION DAY' in the Town of Amherstburg.

**Amherstburg Parks and Recreation
Advisory Committee
March 21, 2018 6:15 p.m.
Town Hall Council Chambers**

MINUTES

MEMBERS

Dante Pagliaroli, Chair
Pat Catton, Vice- Chair
Allison Beaudoin
Paulette Drouillard
Rosa White
Rick Daly, Staff Resource

GUESTS

Chris Gibb - Marsh Collection
Eric Chamberlain – Manager of Roads and Fleet

REGRETS

Shirley Curson- Prue
Jason Lavigne, Councillor
Diane Pouget, Councillor

CALL TO ORDER

Meeting commenced at 6:15 pm

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures if pecuniary interest noted.

ACCEPTANCE OF AGENDA

MOTION: “THAT there being no required changes, the agenda be accepted as presented.”

Moved by Rosa White

Seconded by Pat Catton

CARRIED

DELEGATION

Chris Gibb delegated before the committee to discuss the Cenotaph and Public Display from the Marsh Collection and RCL Branch 157.

MOTION: "THAT the delegation from Chris Gibb be accepted."

Moved by Pat Catton

Seconded by Rosa White

CARRIED

MOTION: "THAT the committee support the Cenotaph and Public Display Project with a letter of support."

Moved by Allison Beaudoin

Seconded by Paulette Drouillard

CARRIED

BUSINESS ARISING FROM MINUTES

- 1. Installation of a monitor in the Parkette

MOTION: "THAT the Committee table discussion on the Installation of a monitor at the Parkette under the next meeting to allow the Manager of Parks and Naturalized Areas to be present."

Moved by Rosa White

Seconded by Pat Catton

CARRIED

NEW BUSINESS

- 1. Crown Ridge Interlocking Brick Removal Program (attached report)

DELEGATION

Manager of Roads and Fleet presented a report to remove interlocking brick for more accessibility.

MOTION: "THAT the delegation from the Manager of Roads and Fleet be accepted."

Moved by Pat Catton

Seconded by Paulette Drouillard

CARRIED

2. Trail Extension and Signs

MOTION: "THAT the Committee direct Administration to investigate how to connect existing trails."

Moved by Pat Catton Seconded by Allison Beaudoin

CARRIED

3. List of committee's accomplishments for 2017

MOTION: "THAT the Chair of the Committee make a presentation to Council with the accomplishments & future goals of the committee."

Moved by Pat Catton Seconded by Paulette Drouillard

CARRIED

4. Provincial Funding for Bike Lanes

Manager of Recreation Services provided an update on a grant application regarding safe cycling education. This will be used in Bike Camps, Bike Rodeo and translation and distribution of material for bike safety.

5. Parks Master Plan update

The Manager of Recreation Services stated that he and other Department Management staff met with consultants about the Phase 1 draft document. A presentation to the Committee will take place on May 9th at 5:00 PM at Libro Centre

6. Card Program

The committee discussed continuation of the card program. The chair and administration to meet to discuss process.

7. Outdoor Pool

The Committee to pose questions to the consultants regarding a community pool being included in the Parks Master Plan. Next meeting changed to the Libro Centre at 5:00 pm to facilitate the consultants being able to meet with the committee prior to the public consultation.

NOTICE OF MOTION

Member Drouillard presented a notice of agenda item for the next meeting. She would like to speak about the care of Seagram Park.

NEXT MEETING DATE

Due to a presentation from the Parks Master Plan Committee, the next meeting will take place May 9, 2018 at 5:00 pm at Libro Centre

ADJOURNMENT

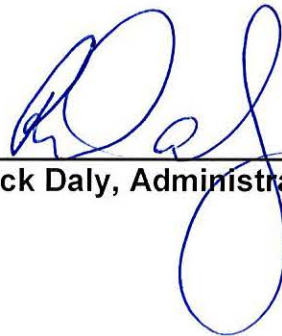
Moved by Allison Beaudoin Seconded by Rosa White

That the meeting adjourns at 7:27 p.m.

Respectfully Submitted,



Dante Pagliaroli, Chair



Rick Daly, Administration Liaison

**Amherstburg Parks and Recreation
Advisory Committee
May 9, 2018 5:00 p.m.
Libro Centre Upstairs Room**

MINUTES

MEMBERS

Dante Pagliaroli, Chair
Shirley Curson- Prue
Allison Beaudoin
Paulette Drouillard
Diane Pouget, Councillor
Rosa White
Rick Daly, Staff Resource

GUESTS

Steve Langlois and Johannah Campbell
from Monteith Brown Consultants

REGRETS

Pat Catton, Vice- Chair
Jason Lavigne, Councillor

CALL TO ORDER

Meeting commenced at 5:00 pm

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures if pecuniary interest noted.

ACCEPTANCE OF AGENDA

MOTION: “THAT there being no required changes, the agenda be accepted as presented.”

Moved by Rosa White

Seconded by Shirley Curson- Prue

CARRIED

ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

MOTION: "That, there being no changes, the minutes of the March 21, 2018 meeting of the Parks and Recreation Committee be approved as circulated."

Moved by Paulette Drouillard Seconded by Diane Pouget **CARRIED**

PRESENTATION

- 1. Steve Langlois and Johannah Campbell from Monteith Brown Consultants are presenting to the Committee a draft of the Parks Master Plan.

Some members expressed concerns pertaining to Centennial Park and Lions Pool. The Chair suggested that he meet with the CAO to get clarification on these issues and then present by to the Committee at the next meeting.

MOTION: "THAT the presentation from Steve Langlois and Johannah Campbell from Monteith Brown Consultants be accepted."

Moved by Shirley Curson- Prue Seconded by Paulette Drouillard **CARRIED**

MOTION: "THAT all remaining items from the May 9th agenda be DEFERRED to the next meeting scheduled for May 23rd."

Moved by Shirley Curson- Prue Seconded by Paulette Drouillard **CARRIED**

NEXT MEETING DATE

Due to questions arising from Parks Master Meeting another meeting will take place May 23, 2018 at 6:15 pm at Town Hall

ADJOURNMENT

Moved by Shirley Curson- Prue Seconded by Rosa White

That the meeting adjourns at 6:00 p.m.

Respectfully Submitted,



Dante Pagliaroli, Chair



Rick Daly, Staff Liaison

**Amherstburg Parks and Recreation
Advisory Committee
May 23, 2018 6:15 p.m.
Town Hall Council Chambers**

MINUTES

MEMBERS

Dante Pagliaroli, Chair
Pat Catton, Vice- Chair
Shirley Curson- Prue
Allison Beaudoin
Paulette Drouillard
Diane Pouget, Councillor
Jason Lavigne, Councillor
Rick Daly, Staff Resource
Annette Zahaluk, Manager, Park & Naturalized Areas

GUESTS

Aldo DiCarlo, Mayor
Giovanni (John) Miceli, CAO

REGRETS

Rosa White

CALL TO ORDER

Meeting commenced at 6:15 pm

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures if pecuniary interest noted.

ACCEPTANCE OF AGENDA

MOTION: “THAT there being no required changes, the agenda be accepted as presented.”

Moved by Pat Catton

Seconded by Jason Lavigne

CARRIED

ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

MOTION: “That, there being no changes, the minutes of the May 9, 2018 meeting of the Parks and Recreation Committee be approved as circulated.”

Moved by Diane Pouget Seconded by Jason Lavigne **CARRIED**

1. Parks Master Plan - Draft

MOTION: “THAT the Committee waive rules of order to allow members of the general public in attendance to speak.”

Moved by Diane Pouget Seconded by Paulette Drouillard **CARRIED**

The following motions are for Council’s consideration when reviewing the Draft Parks Master Plan:

MOTION: “THAT Table 6 on page 35 of the Draft Parks Master Plan, dated May 2018, be amended to show the 5.04 hectares identified as parkland remaining at Centennial Park.”

Moved by Pat Catton Seconded by Allison Beaudoin **CARRIED**

MOTION: “THAT Recommendation #45 on page 64 of the Draft Parks Master Plan, dated May 2018, be re-worded to develop 4 new tennis courts on the remaining parkland at Centennial Park”

Moved by Pat Catton Seconded by Jason Lavigne **CARRIED**

2. Installation of a Monitor in the Parkette

MOTION “That information on this subject be postpone until the member who brought this to the attention of the committee is available for discussion.”

Moved by Diane Pouget Seconded by Paulette Drouillard **CARRIED**

3. Seagram Park

The Manager of Parks and Naturalized Areas will talk to Horticultural and Rhododendron Societies/property owners to see if they are willing to take care of the property and will present to Council.

4. Trail extensions and Signs

MOTION: “THAT the committee table this business until the next meeting.”

Moved by Diane Pouget

Seconded by Jason Lavigne

CARRIED

5. Card Program

Each Committee Member is to pick 3 homes, in the month designated to them, they feel that go “above and beyond” in beautification of their landscaping. A card will be placed in the mailbox and asked to contact the Libro Centre for approval to take a pic for the Town’s website.

6. Boblo Dock

Still ongoing. No further updates available

7. Recreation Leadership Awards

The Manager of Recreation Services will be sending out forms on May 24th to local schools through email for them to nominate individuals that fall into this category. Committee Members will be invited attend the school of their selection to present the awards to the recipients.

NEXT MEETING DATE

July 11, 2018 at 6:15 pm at Town Hall

ADJOURNMENT

Moved by Pat Catton

Seconded by Paulette Drouillard

That the meeting adjourns at 8:07 p.m.



**TOWN OF AMHERSTBURG
DRAINAGE BOARD
Tuesday, June 5, 2018
6:00 PM**

Council Chambers, 271 Sandwich Street South, Amherstburg

MINUTES

PRESENT

Ron Sutherland, Chair
Allan Major, Vice-Chair
Bob Bezaire
Shane McVitty, Drainage Superintendent &
Engineering Coordinator
Nicole Humber, Recording Secretary

ABSENT WITH NOTICE

Brad Laramie
Bob Pillon

CALL TO ORDER

The Chair called the meeting to order at 6:00 p.m.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were none.

3. MINUTES OF PREVIOUS MEETING

Al Major moved, Bob Bezaire seconded:

That the minutes of the previous meeting BE ADOPTED:

1. Drainage Board Meeting Minutes – May 1, 2018

The Chair put the Motion.

Motion Carried

4. ORDER OF BUSINESS

4.1 Sam Paquette Drain – Engineering Appointment

Shane McVitty informed the Board Members that this report was to appoint an Engineer due to a request from a landowner to replace an existing bridge on the Sam Paquette Drain, under Section 78 of the Drainage Act.

Ron Sutherland moved; Al Major seconded

That:

1. The report from the Drainage Superintendent and Engineering Coordinator dated May 28, 2018, regarding the Sam Paquette Drain – Engineering Appointment **BE RECEIVED**;
2. The Drainage Board recommend that Council **ACCEPT** the request from Lawrence Bergeron for the replacement of an existing access culvert over the Sam Paquette Drain per Section 78 of the Drainage Act; and,
3. The Drainage Board recommend that the appointment of the firm of Rood Engineering Inc. for the repair and improvement to the Sam Paquette Drain **BE APPROVED** by Council.

The Chair put the motion.

Motion Carried

4.2 Langlois Drain – Engineering Appointment

Shane McVitty advised the Board Members that the Town received a request from a landowner to install a new bridge on the Langlois Drain under Section 78 of the Drainage Act.

Al Major moved; Bob Bezaire seconded;

That:

1. The report from the Drainage Superintendent and Engineering Coordinator dated May 28, 2018, regarding the Langlois Drain – Engineering Appointment **BE RECEIVED**;
2. The Drainage Board recommend that Council **ACCEPT** the request from Sarah van Raay for the construction of a new access culvert over the Langlois Drain per Section 78 of the Drainage Act; and,
3. The Drainage Board recommend that the appointment of the firm of Rood Engineering Inc. for the repair and improvement to the Langlois Drain **BE APPROVED** by Council.

The Chair put the motion.

Motion Carried

5 NEW BUSINESS

Shane McVitty informed the Board Members that due to scheduling conflicts, Administration would like to reschedule the Drainage Board meeting from July 3rd to July 9th.

Al Major moved, Bob Bezaire seconded;

That:

The Board **APPROVE** moving the Drainage Board Meeting scheduled for July 3, 2018 to Monday, July 9, 2018.

The Chair put the motion.

6. NEXT MEETING DATE

Tuesday, July 9, 2018 @ 6:00 p.m.

7. ADJOURNMENT

The meeting adjourned at 6:03 p.m.

Chair – Ron Sutherland

Staff Liaison – Shane McVitty



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

MISSION STATEMENT:

Author's Name: Shane McVitty	Report Date: May 28, 2018
Author's Phone: 519 736-3664 ext. 2318	Date to Drainage Board: June 5, 2018
Author's E-mail: smcvitty@amherstburg.ca	Resolution #: N/A

To: Members of the Drainage Board

Subject: Sam Paquette Drain – Engineering Appointment

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Drainage Superintendent and Engineering Coordinator dated May 28, 2018, regarding the Sam Paquette Drain – Engineering Appointment **BE RECEIVED**;
2. The Drainage Board recommend that Council **ACCEPT** the request from Lawrence Bergeron for the replacement of an existing access culvert over the Sam Paquette Drain per Section 78 of the Drainage Act; and,
3. The Drainage Board recommend that the appointment of the firm of Rood Engineering Inc. for the repair and improvement to the Sam Paquette Drain **BE APPROVED** by Council.

2. **BACKGROUND:**

On May 25th, 2018, Lawrence Bergeron submitted a request for the repair and improvement of the Sam Paquette Drain.

3. DISCUSSION:

The Sam Paquette Municipal Drain was last improved under a report authored by D.A. Averill, P.Eng., dated March, 1982. The 1982 Averill report provided for the improvement of the entire length of the drain. The subject culvert was lowered to the design grade of the drain under this report. A report to update the maintenance schedule for the Sam Paquette report was later completed by Bruce Crozier, P.Eng., dated July 13, 2006.

Following concerns raised by the owner of the subject bridge on the Sam Paquette Drain, it was discovered that the exiting culvert serving the residential parcel owned by Lawrence Bergeron was in poor condition. The Drainage Superintendent and Engineering Coordinator attended the property and inspected the access culvert serving the property. The bottom of the culvert was observed to be corroded and the headwalls were found to be in poor shape. Following the inspection of the culvert and discussions with the owner, the Drainage Superintendent and Engineering Coordinator further provided Mr. Bergeron with the process of replacing the access culvert under the Drainage Act. Mr. Bergeron has also expressed an interest in having the Sam Paquette Drain cleaned out under maintenance and, accordingly, has submitted a request for maintenance under Section 74 of the Drainage Act. Administration intends to complete both the maintenance work and the replacement of the access bridge concurrently with the hope of reducing the overall project costs.

A motion was passed at the January 15, 2018 Council Meeting to authorize administration to utilize a roster for drainage services under the Drainage Act. Among others, Rood Engineering Inc. was selected to be included as part of this roster and is thereby eligible to prepare a drainage report pursuant to Section 78 of the Drainage Act for repair and improvement to the Sam Paquette Drain.

4. RISK ANALYSIS:

The Bergeron bridge within the Sam Paquette Drain has been identified as needing replacement and is in poor condition. This bridge provides access to the residential property presently owned by Lawrence Bergeron. Replacement of this bridge has been requested by the Mr. Bergeron. Failing to appoint an engineer to evaluate this bridge and subsequently complete a report under the provisions of the Drainage Act in an expedient manner could place bridge users in jeopardy should the condition of the bridge continue to deteriorate. Also, the deterioration of culvert piping may permit gravel and earthen backfill to migrate into the drain. This can cause flow blockages, thereby decreasing the ability of the drain to efficiently convey water, resulting in an increased risk of water overtopping driveways and upstream flooding.

Under the Drainage Act, the municipality can be held responsible for damages due to flooding and bridge failures if the improvements are not completed.

5. FINANCIAL MATTERS:

The financial implications will be determined by the appointed engineer and will be provided in the schedule of assessment within the engineer's drainage report for the improvements to the Sam Paquette Drain.

6. **CONSULTATIONS:**

N/A

7. **CONCLUSION:**

Administration is recommending that the appointment of the firm of Rood Engineering Inc. for the repair and improvement to the Sam Paquette Drain be brought to the next Regular Council meeting for Council's consideration pursuant to the provisions of the Drainage Act.



Shane McVitty
**Drainage Superintendent and
Engineering Coordinator**

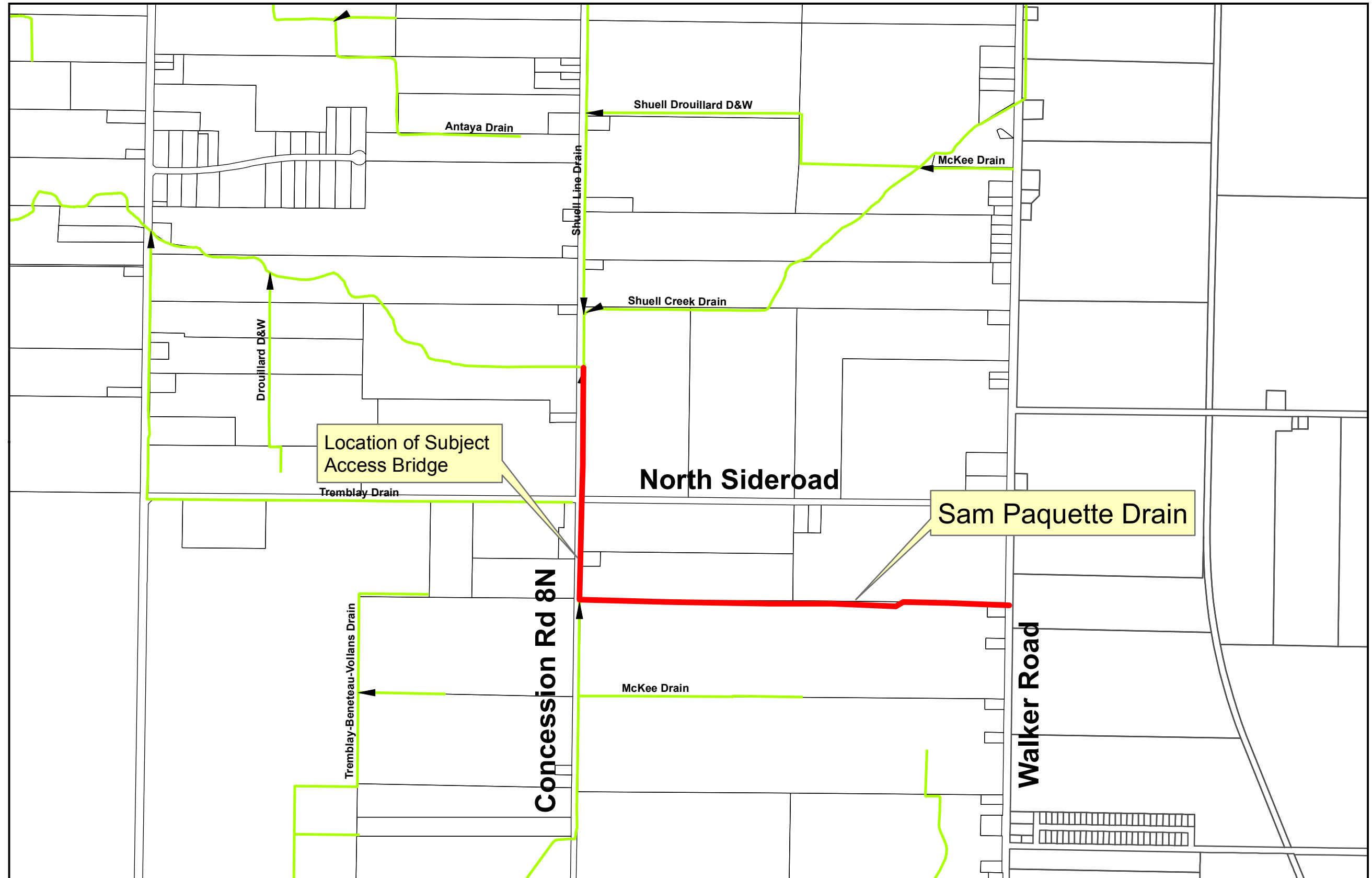
sm

Attachment(s):

- Request for Improvement submitted by Mr. Bergeron
- Map of Sam Paquette Drain



Sam Paquette Drain





The Corporation of The Town of Amherstburg

REPAIR/IMPROVEMENT of a MUNICIPAL DRAIN (Section 66, 76 and 78 Drainage Act)

FROM: RESIDENTIAL BRIDGE REPAIR / REPLACEMENT [REDACTED]

DRAIN: SAM PAQUETTE DRAIN [REDACTED]

I/We are the owner of the following land(s): [REDACTED]

Roll Number(s): [REDACTED]

And I/We request the following work on the above drain:

- a) Subsequent Connections (Section 66(1))
- b) New Schedule of Assessment (Section 76)
- c) Improvements upon Examination and Report of Engineer (Section 78) *(see copy of discussion attached)*
- d) New Access Bridge (Section 78)
 - Residential Bridge
 - Agricultural Bridge

I request that if necessary, an Engineer be appointed and that he will determine a time and place at which he will attend an on-site meeting and examine the drainage area with all assessed ratepayers to be invited.

In signing this form, the owner is advised that they may be charged for work performed by the appointed Engineer should the works not proceed as requested.

Dated this 25th day of May, 2018.

Larry Bergman
Signature of Owner

Signature of Owner

[REDACTED]
Telephone Number

Telephone Number

Background

Project is requested to evaluate the potential of replacing/repairing the residential bridge at [REDACTED] [REDACTED] as discussed with Mr. Shane McVitty (Town of Amherstburg) in December of 2017 and at a recent follow-up meeting at the site on May 18th, 2018. The bridge is located in the Sam Paquette Drain.

In December, the Town of Amherstburg visited the site and noted that “the headwall and driveway deficiency”. In addition, it was noted that “With the drain and culvert pipe being filled with water, it was impossible to determine the condition of the CSP pipe. The parts that were visible above the water line looked corroded, but intact. However, it is the area located below the water flow line that typically takes most of the beating over its lifespan. For a pipe of this age, it is not uncommon to see holes in the steel, heavy corrosion, and backfill material that will have migrated through the steel holes, lining the bottom of the pipe with gravel. Still, with the water level being where it is, it’s impossible to tell.”

The headwalls and driveway are “stacked concrete” walls tend to shift over time, eventually leading to the collapse of the walls. Water gets behind the walls, freezes, and pushes the blocks around. As this continues, the driveway stone and older asphalt moves with it as there becomes less and less wall to retain the driveway material.

In order to correct this item, we understand the following should occur:

- Option 1: **Repairing** – this would consist of the headwalls being entirely replaced, and the driveway would need to be stripped and re-graded with stone up against the new headwalls. The new headwalls would have to be concrete filled bags or precast blocks. The length of the driveway is too short to install sloped gabion stone. The risk in repairing is that the age of the pipe could lead to a collapse and result in an entire replacement.
- Option 2: **Replacement Bridge** – it is understood that the Town would have to appoint an engineer to complete a drainage report to start the process. The existing drainage report from 1982 does not provide the Town with the proper information that it would need to simply replace the bridge. This would include design information and a cost estimate. Since this is a municipal drain, the cost of work would be shared by the landowners within the watershed of the drain.

The preference for this project would be to complete the replacement of the bridge (Option2) but would need to be evaluated and the cost of the replacement would need to be considered.



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

MISSION STATEMENT:

Author's Name: Shane McVitty	Report Date: May 28, 2018
Author's Phone: 519 736-3664 ext. 2318	Date to Drainage Board: June 5, 2018
Author's E-mail: smcvitty@amherstburg.ca	Resolution #: N/A

To: Members of the Drainage Board

Subject: Langlois Drain – Engineering Appointment

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Drainage Superintendent and Engineering Coordinator dated May 28, 2018, regarding the Langlois Drain – Engineering Appointment **BE RECEIVED**;
2. The Drainage Board recommend that Council **ACCEPT** the request from Sarah van Raay for the construction of a new access culvert over the Langlois Drain per Section 78 of the Drainage Act; and,
3. The Drainage Board recommend that the appointment of the firm of Rood Engineering Inc. for the repair and improvement to the Langlois Drain **BE APPROVED** by Council.

2. **BACKGROUND:**

On May 8th, 2018, Sarah van Raay submitted a request for the repair and improvement of the Langlois Drain.

3. DISCUSSION:

The Langlois Municipal Drain was last improved under a report authored by J.M. Horan, P. Eng. dated December 15, 1982. The 1982 Horan report generally provided for the improvement of the entire length of the drain.

In general, the landowner has requested a new access bridge to connect the front portion of her lot to the rear portion. At present, and without a culvert, the Langlois Drain restricts access to the back, eastern half of the lot. The lot in question is mostly forested, and it is our understanding that the owner may wish to construct trails throughout the lot for leisure activities such as walking and the operation of motorized, all-terrain type vehicles. Under the provisions of the Drainage Act, lands that are cut off by a municipal drain are entitled to a bridge to facilitate access. The landowner in question presently does not have any means of crossing the Langlois Drain as there is no other bridge across the drain.

A motion was passed at the January 15, 2018 Council Meeting to authorize administration to utilize a roster for drainage services under the Drainage Act. Among others, Rood Engineering Inc. was selected to be included as part of this roster and is thereby eligible to prepare a drainage report pursuant to Section 78 of the Drainage Act for repair and improvement to the Langlois Drain.

4. RISK ANALYSIS:

Under the provisions of the Drainage Act, lands that are cut off by a municipal drain are entitled to a bridge to facilitate access. The landowner in question presently does not have any means of crossing the Langlois Drain as there is no other bridge across the drain. Failing to appoint an engineer to evaluate the drain and subsequently complete a report under the provisions of the Drainage Act in an expedient manner could constitute a violation of the Town's responsibility to respond to the request for the new bridge.

5. FINANCIAL MATTERS:

The financial implications will be determined by the appointed engineer and will be provided in the schedule of assessment within the engineer's drainage report for the improvements to the Langlois Drain.


6. CONSULTATIONS:

N/A

7. CONCLUSION:

Administration is recommending that the appointment of the firm of Rood Engineering Inc. for the repair and improvement to the Langlois Drain be brought to the next Regular

Council meeting for Council's consideration pursuant to the provisions of the Drainage Act.



Shane McVitty
**Drainage Superintendent and
Engineering Coordinator**

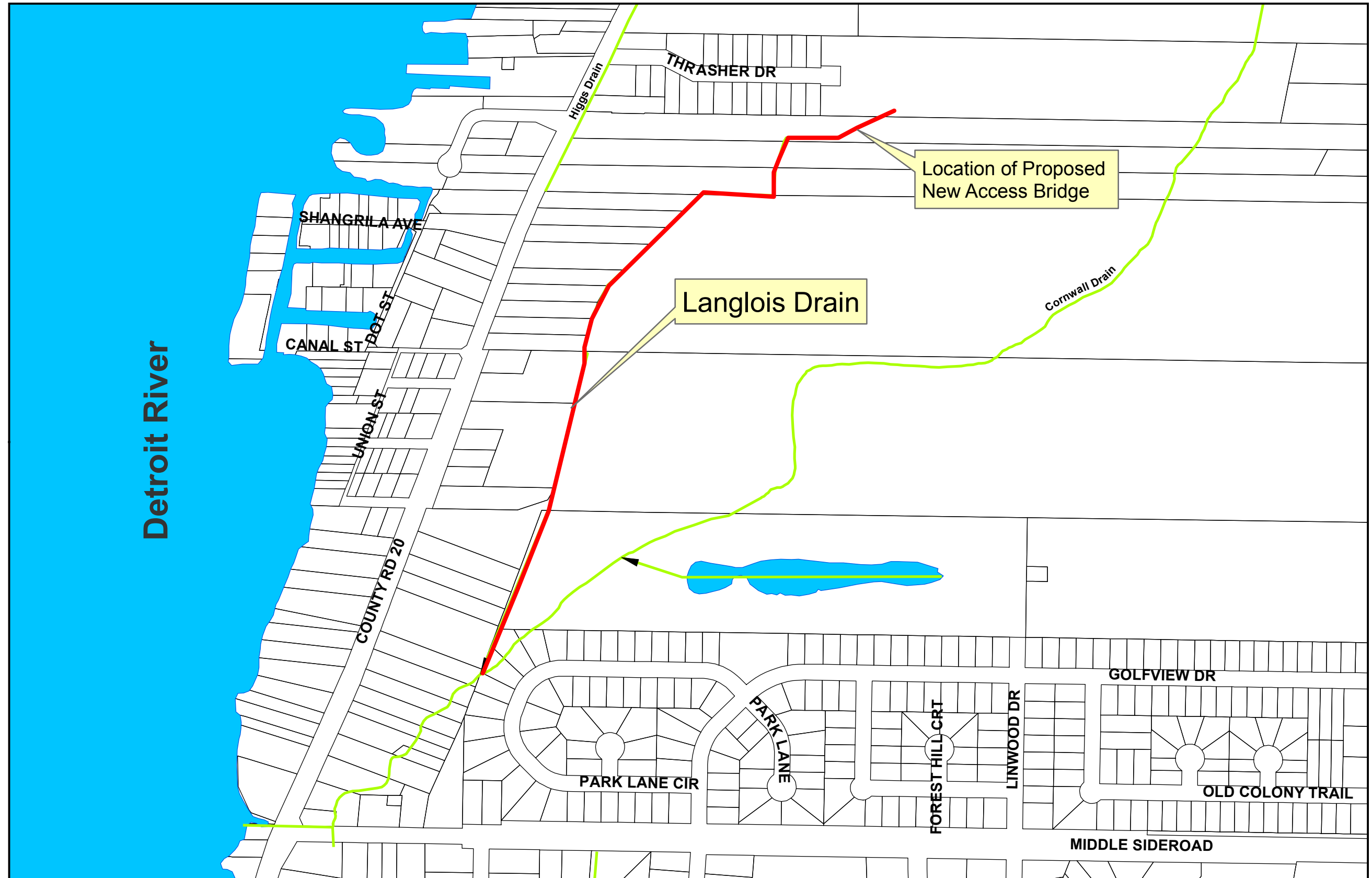
sm

Attachment(s):

- Request for Improvement submitted by Ms. Van Raay
- Map of Langlois Drain



Langlois Drain





The Corporation of The Town of Amherstburg

REPAIR/IMPROVEMENT of a MUNICIPAL DRAIN (Section 66, 76 and 78 Drainage Act)

FROM: Sarah Van Raay

DRAIN: Langlois

I/We are the owner of the following land(s): [REDACTED]

Roll Number(s): [REDACTED]

And I/We request the following work on the above drain:

- a) Subsequent Connections (Section 66(1))
- b) New Schedule of Assessment (Section 76)
- c) Improvements upon Examination and Report of Engineer (Section 78)
- d) New Access Bridge (Section 78)
 - Residential Bridge
 - Agricultural Bridge

I request that if necessary, an Engineer be appointed and that he will determine a time and place at which he will attend an on-site meeting and examine the drainage area with all assessed ratepayers to be invited.

In signing this form, the owner is advised that they may be charged for work performed by the appointed Engineer should the works not proceed as requested.

Dated this 8th day of May, 2018.

Sarah Van Raay
Signature of Owner

Signature of Owner

[REDACTED]
Telephone Number

Telephone Number

Unfinished Business Lists - eScribe as at June 11, 2018

Assigned To	Description
Rebecca Belanger, Dawn Morencie, Mark Galvin	Resolution # 20170508-692 Meloche/Fryer That Administration BE DIRECTED to bring back a report on the feasibility of amendments to the Zoning By-law by the end of the summer.
Dawn Morencie	Resolution # 20170523-719 Pouget/Lavigne That the delegation BE RECEIVED and Administration BE DIRECTED to bring back a report regarding the request from Roxanne Ouellette and further lobby the Federal Government to form a partnership to purchase the land with permission from the Whelan family.
Annette Zahaluk, Dawn Morencie	Resolution # 20170612-760 Pouget/Fryer Administration BE DIRECTED to plant a tree in honour of the Highway for Heroes.
Nicole Rubli, Annette Zahaluk, Dawn Morencie	Resolution # 20170710-793 Fryer/Pouget That the delegation BE RECEIVED and the request for exemption to By-law 2004-89 4(b) for accessible space outside the designated fishing area at King's Navy Yard Park BE APPROVED for August 22, 2017 with a rain date of August 23, 2017; and, That Administration BE DIRECTED to designate 3 accessible spaces for fishing within King's Navy Yard Park until other accessible fishing locations are offered by the Town.

Unfinished Business Lists - eScribe as at June 11, 2018

Assigned To	Description
Paula Parker, Dawn Morencie, John Miceli	Resolution # 20170821-849 Pouget/Meloche Administration BE DIRECTED to investigate the old agreements between the Town and owners of general chemical properties and reach out to Hoenywell.
Dawn Morencie	Resolution # 20170911-875 Pouget/DiPasquale That Administration BE DIRECTED to investigate the feasibility of a public transportation system that would benefit our residents, especially our seniors and our post secondary students, to travel to and from Windsor.
Dawn Morencie	Resolution # 20171010-919 Fryer/Pouget That Administration BE DIRECTED to bring a report back to Council with options to secure and preserve the Big Creek area north of Alma Street in collaboration with other willing agencies and boards.
Mark Galvin, Rebecca Belanger, Dawn Morencie	Resolution # 20171010-920 Pouget/Fryer That Administration BE DIRECTED to bring back a report to Council to set forth requirements to charge any new homeowner or developer a fee for the Town to plant a tree of 3 in caliper in front of any new home on Town property that is not part of a subdivision agreement.

Unfinished Business Lists - eScribe as at June 11, 2018

Assigned To	Description
Rebecca Belanger, Dawn Morencie, Mark Galvin	<p style="text-align: center;">Resolution # 20180122-14 Meloche/Fryer</p> <p>Declared 7860 County Road 20 as surplus property to be severed into 2 parcels; and, directed Administration to enter into negotiations with the Malden Fire Association for the sale or lease of the former Malden Fire Hall and to develop an RFP for the disposition of the remaining parcel of property.</p> <p style="text-align: center;">*** Send information to the Heritage Committee.</p>
Justin Rousseau, Cheryl Horrobin, Dawn Morencie	<p style="text-align: center;">Resolution # 20180514- Fryer/Pouget</p> <p style="text-align: center;">That Administration BE DIRECTED to review funding possibilities for South Riverview Road.</p>
Eric Chamberlain, Antonietta Giofu, Dawn Morencie, Todd Hewitt	<p style="text-align: center;">Resolution # 20180528- Fryer/Lavigne</p> <p>That Administration BE DIRECTED to investigate the matter on Angstrom Crescent with respect to the road's condition and the Roads Needs Study and prepare a report to be brought back to Council.</p>

Unfinished Business Lists - eScribe as at June 11, 2018

Assigned To	Description
Tammy Fowkes, Dawn Morencie	Resolution # 20180528- Pouget/Fryer That Administration BE DIRECTED to send a letter to the Rotary Club Amherstburg congratulating them for being the recipient of the 2018 Fire Safety Award from the Fire Marshals Public Fire Safety Council.
Antonietta Giofu, Dawn Morencie	Resolution # 20180528- Fryer/Pouget That the Town of Amherstburg participate in OGRA's Autonomous Vehicle Initiative and that this matter be referred to staff to develop a list of preferred routes with the municipality.
Angelo Avolio, Mark Galvin, Dawn Morencie	Resolution # 20180528- Fryer/Meloche That: The delegation BE RECEIVED; Exemptions to sections 4.1(b), 9.3(1) and 9.3(2) of Sign By-law 2006-26 BE APPROVED to allow for a ground sign at 103 Sandwich Street South; and, The proposed sign BE SENT to the Heritage Committee for review and to work on Urban Design Guidelines.

Parks, Facilities, Recreation and Culture - Open Council Motions

UFB Item	Assigned to	Assigned date	Due date	Councillors	MOTION	Dept Comments/Status
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.
20160425-178	Rebecca Belanger & Annette Zahaluk	25-Apr-16		Fryer/Pouget	That Administration BE DIRECTED to provide clarification and information to residents regarding the number of trees ERCA is going to provide to residential homeowners for the 50 Million Trees program, and further to look into the possibly of adding present day green spaces.	In progress - Awaiting completion of the Parks Master Plan

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2018-68

**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 June 11th, 2018, meetings of Council, are hereby adopted and confirmed, as if the same were expressly contained in this By-law;
2. THAT the Mayor and proper officials of the Corporation of the Town of Amherstburg are hereby authorized and directed to do all things necessary to give effect to the action(s) of the Council of the Corporation of the Town of Amherstburg during the said meetings referred to in paragraph 1 of this By-law;
3. THAT the Mayor and Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Town of Amherstburg to all documents referred to in said paragraph 1.

Read a first, second and third time and finally passed this 11th day of June, 2018.

MAYOR – Aldo DiCarlo

CLERK – Paula Parker