



**TOWN OF AMHERSTBURG
COUNCIL MEETING
AGENDA**

Monday, August 13, 2018

6:00 PM

Council Chambers

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

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Pages

- 1. CALL TO ORDER**
- 2. NATIONAL ANTHEM**
- 3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**
(Public Council Meeting Agenda Items)

4. MINUTES OF PREVIOUS MEETING

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

- | | | |
|-----|--|----|
| 4.1 | Special Council Meeting Minutes - Planning - July 23, 2018 | 8 |
| 4.2 | Regular Council Meeting Minutes - July 23, 2018 | 20 |

5. DELEGATIONS

- | | | |
|-----|--|----|
| 5.1 | Print-to-Braille Accessibility for Municipalities - Emmanuel and Rebecca Blaevoet, Tactile Vision Graphics | 34 |
|-----|--|----|

That the delegation **BE RECEIVED**.

6. REPORTS – POLICE SERVICES

There are no reports.

7. REPORTS – CORPORATE SERVICES

7.1 Development Charges Deferral Agreements

36

It is recommended that:

1. The report from the Director of Corporate Services and the Director of Planning, Development and Legislative Services dated July 25, 2018 regarding Development Charges Deferral Agreements **BE RECEIVED**; and,
2. **DIRECTION BE PROVIDED** as follows:
Option A: Development Charges be collected in accordance with DC By-law 2014-101 effective August 22, 2018.

OR
Option B: The practice of offering Development Charges Deferral Agreements **BE CONTINUED** and those Agreements include the terms outlined in this report for security, interest and financing administration fee; and,
3. Administration **BE DIRECTED** to report back with a Policy for Deferred Collection of Development Charges, including terms of DC Deferred Collection Agreements as outlined in this report, and delegation of authority to Administration for approval of the Agreements and for execution of same by the Mayor and Clerk.

8. REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

There are no reports.

9. REPORTS – ENGINEERING AND PUBLIC WORKS

There are no reports.

10. REPORT – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

10.1 Encroachment Request – 1644 Park Avenue 43

It is recommended that:

1. The report from the Manager of Licensing and Enforcement dated July 18, 2018 regarding Encroachment Request - 1644 Park Avenue **BE RECEIVED**; and,
2. Administration **BE DIRECTED** to enter into an Encroachment Agreement with the Owner of 1644 Park Avenue to allow for a shed encroachment.

10.2 Amending Development Agreement for 83 Sandwich Street South 51

It is recommended that:

1. The report from the Manager of Planning Services dated July 30, 2018, regarding the Amending Development Agreement for 83 Sandwich Street South, **BE RECEIVED**;
2. The amendments to the site plan for 83 Sandwich Street South **BE APPROVED**; and,
3. **By-law 2018-83** being a by-law to authorize the signing of an Amending Development Agreement be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

10.3 Clarification on Statutory Public Meeting for a Zoning By-Law Amendment at 6136 Concession 6 N, Part of Lot 2, Concession 5 80

It is recommended that:

1. The report from the Director of Planning, Development and Legislative Services dated July 30, 2018, **BE RECEIVED**; and
2. Administration **BE DIRECTED** to summarize the comments received at the public meeting held on July 23, 2018, and that Zoning By-Law 2018-74 **BE CONSIDERED** at a future Regular Council Meeting.

OR

3. Council **DOES NOT SUPPORT** the Zoning By-Law Amendment to By-Law 1999-52 pertaining to the property

It is recommended that:

1. The report from the Manager of Planning Services dated July 24, 2018 regarding Parks Master Plan Draft for Approval **BE RECEIVED**; and,
2. The Parks Master Plan, as appended to that report, **BE ADOPTED**.

11. **REPORTS - CAO's OFFICE**

There are no reports.

12. **INFORMATION REPORTS**

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

12.1	Monthly Activity Report – APSB Meeting of May 17, 2018	220
12.2	Monthly Activity Report – APSB Meeting of June 14, 2018	236
12.3	Transportation Feasibility Study and Grant Denial	244

13. **CONSENT CORRESPONDENCE**

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

13.1	Ontario's Green Energy Act - Township of North Stormont Resolution	249
13.2	Flags of Remembrance 2018 Sponsorship Form - Veterans Voices of Canada	250
13.3	Children & Animals in Hot Vehicles - Town of Lakeshore Resolution	252

14. **CORRESPONDENCE**

15. CONSENT OTHER MINUTES

That the following minutes **BE RECEIVED**:

15.1 Heritage Committee Meeting Minutes - April 5, 2018 254

16. OTHER MINUTES

16.1 Drainage Board Meeting Minutes - August 7, 2018 257

It is recommended that:

1. The Drainage Board Minutes of August 7, 2018, **BE RECEIVED**; and,
2. **By-law 2018-84** being a By-law to provide for culvert replacement on the Renaud Drain based on the Drainage Report by R. Dobbins Engineering Inc. **BE PROVISIONALLY ADOPTED** by giving first and second reading and the Mayor and Clerk **BE AUTHORIZED** to sign same.

17. UNFINISHED BUSINESS

17.1 Unfinished Business List as at August 13, 2018 292

18. NEW BUSINESS

19. REPORT OUT FROM IN CAMERA SESSION - June 25, 2018

20. NOTICE OF MOTION

There are no Notices of Motion.

21. BY-LAWS

21.1 By-law 2018-85 - Confirmatory By-law

297

It is recommended that:

By-law 2018-85 being a by-law to confirm all resolutions of the Municipal Council Meeting held August 13, 2018, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

22. SPECIAL IN-CAMERA COUNCIL MEETING

That Council move into an In-Camera Meeting of Council directly following Regular session pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reason:

Item A - Portion of 7860 County Road 20, s/t Malden Firefighter's Association - Section 239(2)(c) - A proposed or pending acquisition or disposition of land by the municipality or local board.

23. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

(In-Camera Council Meeting Agenda Item)

24. ADJOURNMENT OF IN-CAMERA COUNCIL MEETING

25. RESUMPTION OF REGULAR COUNCIL MEETING

That Council resume Regular session at p.m.

26. ADJOURNMENT

That Council rise and adjourn at p.m.



TOWN OF AMHERSTBURG
SPECIAL COUNCIL MEETING - PLANNING

Monday, July 23, 2018
4:00 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

Mark Galvin, Acting CAO
Paula Parker, Municipal Clerk
Tammy Fowkes, Deputy Clerk

ABSENT

Councillor Joan Courtney

CALL TO ORDER

The Mayor called the meeting to order at 4:07 p.m.

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

SPECIAL PLANNING REPORTS

3.1 Proposed Draft Plan of Subdivision and Zoning By-law Amendment for Kingsbridge Subdivision

The Manager of Planning Services provided Council with an overview of the Proposed Draft Plan of Subdivision and Zoning By-law Amendment for Kingsbridge Subdivision and answered Council questions.

The Mayor invited comments from the public. The following were heard:

- Eric Griggs - 52 Hilton Court - representing 38 households and 58 names of Hilton Court
- Mario D'Angelo - 50 Hilton Court
- Pam Lombardo - 39 Hilton Court
- Gordon Moore - 46 Hilton Court
- Duane Dawson - 28 Hilton Court
- Craig Werstein – 40 Hilton Court
- Marco Conte - 672 Concession 2
- Jon Proctor - 73 Clubview Drive
- Leo Lange - 31 Hilton Court
- Murray Speers – 47 Hilton Court

The Mayor invited comments from the developer. Jeffery Baker, Developer's Solicitor, addressed Council and answered Council questions.

Comments provided by the public are attached as Appendix 'A' and form part of these minutes.

Councillor Fryer moved the motion with an amendment to defer the approval of the proposed Draft Plan of Subdivision and Zoning By-law Amendment for Kingsbridge Subdivision until all the concerns of the residents are addressed at another publicly held meeting with the meeting being advertised similar to how this public meeting was advertised.

Resolution # 20180723-238

Moved By Councillor Fryer
Seconded By Deputy Mayor DiPasquale

That:

- 1. The report from the Manager of Planning Services dated July 9, 2018 regarding a Proposed Draft Plan of Subdivision and Zoning By-law**

Amendment for Kingsbridge Subdivision File No. 37-T-18003 BE RECEIVED; and,

- 2. The approval of the Proposed Draft Plan of Subdivision and Zoning By-law Amendment for Kingsbridge Subdivision BE DEFERRED until all the concerns of the residents are addressed at another publicly held meeting and further this meeting be advertised similar to how this public meeting was advertised.**

The Mayor put the Motion.

Motion Carried

3.2 Statutory Public Meeting for a Zoning By-law Amendment at 465 Texas Road

The Manager of Planning Services provided Council with an overview of the Zoning By-law Amendment at 465 Texas Road and answered Council questions.

The Mayor invited comments from the public. There were no comments heard.

Resolution # 20180723-239

Moved By Councillor Fryer

Seconded By Councillor Lavigne

That:

- 1. The report from the Manager of Planning Services dated July 9, 2018, regarding a Statutory Public Meeting for a Zoning By-law Amendment at 465 Texas Road BE RECEIVED; and,**
- 2. Pending Council consideration of written and oral comments received at this public meeting, By-law 2018-75 to Amend Zoning By-law 1999-52 BE CONSIDERED at a future Regular Council Meeting.**

The Mayor put the Motion.

Motion Carried

3.3 Statutory Public Meeting for a Zoning By-law Amendment at 6136 Concession 6 N, Part of Lot 2, Concession 5

The Manager of Planning Services provided Council with an overview of the Zoning By-law Amendment at 6136 Concession 6 North and answered Council questions.

Jackie Lassaline, Applicant's Planner, addressed Council.

The Mayor invited comments from the public. The following were heard:

- Suzana and Tom Siimes - 6108 Concession 6 North

Moved by Councillor Fryer

Seconded by Councillor Lavigne

That Council recess at 5:58 p.m. to allow the Clerk to review information coming forward from Suzana and Tom Siimes.

The Mayor put the Motion.

Motion Carried

Moved by Councillor Fryer

Seconded by Councillor Meloche

That Council resume Special session at 6:19 p.m.

The Mayor put the Motion.

Motion Carried

The following were heard:

- Tracey Pillon-Abbs - Planning Consultant for Suzana and Tom Siimes
- Aladdin Khalifa – Applicant
- Nick Soulliere – Applicant’s Solicitor
- Rosina Isabella, Solicitor for Suzana and Tom Siimes
- Ken Blanchette – 6146 Concession 6 North
- Chun Ngan Lariviere - 6091 Concession 6 North
- Craig Drury - 6204 Concession 6 North

Resolution # 20180723-240

Moved By Councillor Meloche

Seconded By Councillor Lavigne

That:

- 1. The report from the Manager of Planning Services dated July 9, 2018, regarding the Statutory Public Meeting for a Zoning By-law Amendment at 6136 Concession 6 N, Part of Lot 2, Concession 5 BE RECEIVED.**

The Mayor put the Motion.

Motion Carried

3.4 Statutory Public Meeting for a Zoning By-law Amendment at 7981 Howard Avenue

This item was stricken from the agenda at the request of the applicant.

ADJOURNMENT

Moved By Councillor Lavigne

Seconded By Deputy Mayor DiPasquale

That Council rise and adjourn at 7:32 p.m.

The Mayor put the Motion.

Motion Carried

MAYOR – ALDO DICARLO

MUNICIPAL CLERK – PAULA PARKER

Statutory Public Meeting – July 23, 2018**Item # 3.1 - Kingsbridge Subdivision Zoning By-law Amendment and Draft Plan Approval**

Public Comments

Eric Griggs (52 Hilton Court)

- Eric Griggs was appointed as the spokesperson for the majority of homeowners on Hilton Court
- Mr. Griggs brought a signed petition that many homeowners signed opposing the proposed extension of Hilton Court which represents 30 households and 58 names. He also brought a June 24, 2010 Master Plan to be put into the record.
- Mr. Griggs stated that he and other homeowners on Hilton are not trying to stop development, they are just not in support of the extension of Hilton Court. When the homeowners purchased their houses they were either given the 2007 or the 2010 master plans of Kingsbridge, neither of which show the full extension of Hilton. Mr. Griggs stated that a street meant to support a small neighbourhood will support over 100 homes. He believes that the street is too narrow and the lack of sidewalks could be dangerous. He stated that master plans should only be changed as a last resort, especially because residents only bought the lots and built their homes because of the master plans they were presented with at the time. He stated that residents paid a premium to have their lots on less busy streets. The change in the plans will add 54 homes to the street that is not wide enough to support the traffic associated with the additional homes.
- Mr. Griggs stated that Whelan is a wider road and more appropriate for a large number of houses. The busy street would be a safety concern for children in the neighbourhood. Mr. Griggs states that planning should not just be about maximizing homes and that the developer has a choice to disregard the residents or respect them and design something that makes everyone happy. He stated that he is open to positive and sustainable development.

Mario D'Angelo (50 Hilton Court)

- Mr. D'Angelo stated that he agreed with everything Mr. Griggs stated
- Mr. D'Angelo stated that the developer should run Lavers Street around as a 'U' and that Hilton Court already has two exits and does not need more.

Pam Lombardo (39 Hilton Court)

- Ms. Lombardo stated that she was unaware of the original plan for the area (where the court ends near where it currently ends). She stated she is concerned about the exits from the subdivision as it gets very congested and there should be a plan to exit the subdivision at the 2nd Concession. She stated that she drives through the whole subdivision every day to get in and out of the subdivision. She

questioned the snake protection fences. She stated that there should be an exit through the conservation lands and that the subdivision is badly designed as every house has four cars and there is too much congestion with the cars parked on the street.

Gordon Moore (46 Hilton Court)

- Mr. Moore stated that he moved to Amherstburg 8 years ago and used to live on White Crescent in South Kingsbridge. When he moved to the property on Hilton he was given a master plan from 2010.
- Mr. Moore questioned the possibility of a subdivision exit onto Concession 2 N due to the current and future congestion in the subdivision. He was under the belief that either Brown Crescent or Whelan Road were originally proposed to extend to Concession 2 N, as the 2010 master plan has the words 'future road' near the end of Brown Crescent and Whelan Road. The current plan does not have the words 'future road' on either of the streets. He stated that there is now no opportunity for a road allowance out to Concession 2 N and that there is no opportunity for access to Texas Road. The developers would have to purchase land to put an access through. He states that the developers do not say how traffic is going to be addressed and that the density is going to be too high resulting in congestion. There is a stub road that is dead-ended at White Avenue but there is no opportunity to put the road through to Texas Road. Although traffic studies have been performed, people still have difficulties getting out of the subdivision during rush hour, and an increased number of homes will exacerbate the problem.
- Mr. Moore summarized the size of some of the streets currently coming off Whelan Ave and indicated that many of them are short courts. Mr. Moore stated that Hilton Court was originally supposed to follow the pattern of other streets but was extended in 2007 to where it currently ends and the separate crescent (Wilson) was removed from the plan. At the time of the extension many residents objected to Hilton Court being extended. The developer was told to make arrangements with the residents and Mr. Moore believes that there was accommodation that included compensation between the residents and the developer. At this time, residents agreed to the extension of Hilton Court but were told it would not extend any further. When Mr. Moore purchased his property he was told that the street currently dead ended but could be completed as shown in the 2010 master plan where it would extend a couple houses and attach to Whelan. Mr. Moore is of the opinion that the developer should finish the court as described in 2007/2010 and create another court beside Hilton.

Dwaine Dawson (28 Hilton Court)

- Mr. Dawson stated that he was involved in the 2007 extension and was originally very opposed to the first extension. He stated that he purchased the property because he wanted low traffic and an isolated area for the kids to play. At the time he only agreed to extend Hilton because traffic was to be routed to Whelan.

It was understood at the time that the extension was to be the end of Hilton and that it would not be further extended. He stated that the road is already twice as long as it was originally proposed and should be closed into a court now, especially since it is not as wide as Whelan and it would not be safe for children on the street to have increased traffic.

Craig Werstein (40 Hilton Court)

- Mr. Werstein requested clarification on what is a county decision versus a Council decision. Mark Galvin responded that the County is the approval authority for draft plan and that they asked us to hold the public meeting and that all comments would be passed on to the County, Council would either endorse or deny the application, and the County will take Council's opinion into consideration they would be the final decision makers. Rebecca Belanger stated that the Zoning By-law Amendment was also being considered and the approval of the Zoning By-law Amendment was Council's decision, not the County's.
- Mr. Werstein stated that he expects Council to 'not endorse' the proposed draft plan of subdivision.
- Mr. Galvin clarified that the current meeting was just to gather public comments that would be brought back to Council and Council would either endorse or not endorse the draft plan of subdivision at a subsequent meeting. The meeting is designed to be an open forum.

Marc Conte (672 Concession 2 N)

- Mr. Conte stated that he owns land to the west of the ETR. He stated that a portion of his land was part of the draft plan of subdivision and that he wanted the land removed from the Master Plan.
- Rebecca Belanger stated that Mr. Conte's land was not included in the Zoning By-law Amendment map and that the inclusion of the land in the master plan was a mistake that would be remedied. Ms. Belanger stated that the developer is aware that he does not own Mr. Conte's land that that it will not be rezoned or developed.

Jon Procter (173 Clubview Drive)

- Mr. Procter stated that he believes the subdivision should be designed to minimize traffic. He also stated that he is opposed to the zoning by-law amendment due to the extensive amount of natural habitat in the area. He stated that there are many trees, hawks, osprey and natural habitat in the surrounding area that should not be rezoned for the subdivision.

Leo Lange (31 Hilton Court)

- Mr. Lange stated that he moved to Kingsbridge 4 years ago and has noticed drainage issues. He stated that a number of his neighbours have two sump pumps, one as a backup, and that the outlet flows through the storm system.
- He stated that he walked across the subdivision to Knobb Hill Drive and noted many drainage concerns. He arranged a meeting with the Town's drainage engineer and all of his concerns except one were met. He found that the storm sewer outfalls on Hilton were often fully submerged requiring sump pumps to work too hard. The development will cause heavier inflows into storm systems. Mr. Lange suggested re-investigating the elevation and sizing of outlets on Knobb Hill Drive.

Jeffery Baker (Legal representation of Michael Dunn)

- Mr. Baker stated that there have been different versions of the master plan for the subdivision. The one from 2004 showed 3 courts off Whelan, however the decision was made to extend Hilton to make individual lots larger and to decrease the number of small courts, as small courts make sewage flow more difficult. He stated that all the concept plans since 2007 have been concept plans with no official approval. The 2010 concept master plan showed Hilton as an extended court with Wilson Court located to the east of Hilton. The 2011 master plan showed Hilton Court going to the eastern limit of the property and looping back to Whelan. Mr. Baker stated that in this scenario Hilton could still be considered a 'court' and not considered a through-street. Mr. Baker offered the question of 'how long is too long for a court'? There are no accepted standards. He stated that the road will meet all standards for traffic engineering.
- Mr. Baker questioned the assurances that were given to residents that Hilton would not extend any further. He stated that the developer did not give these assurances to people. All master plans since 2011 have shown Hilton as the extended street and the design of multiple courts have been obsolete since 2011. Mr. Baker stated that anyone who purchased after 2011 was given incorrect information from the sellers. He stated that when the developers applied for permission to develop from the MNR in 2013, the Town sent in the 2011 master plan that showed the extended Hilton Court.
- Mr. Baker stated that the traffic from additional cars will not be an issue since most will not take Hilton to get to their homes and only those who live on Hilton will drive there. He stated that it is likely that residents will use Whelan or other larger streets to get to their house if it is located further down Hilton. He stated that the plan will not create any increase in the traffic on the existing portion of Hilton.
- Mr. Baker stated that there a variety of other streets in the community that are as long as the proposed Hilton. A total of 99 households would front onto Hilton. Mr. Baker stated that 80 households must currently use McCurdy Drive (including captive insets), 83 households use Mediterranean, 89 households use Illinois (including captive insets), 97 households must use Golfview, 98 households and

the Sobeys entrance use Fort Street, 98 houses will use Meadowview to exit the subdivision, Welsh Ave when fully built will have 102 households, McClellan has 190 houses that use the street to exit the subdivision – with some congestion. Mr. Baker stated that when put in context what is being proposed is not an overbuilding of Hilton Court. He also stated that the developer is not opposed to putting sidewalks in on Hilton, however some residents have stated that they are opposed to sidewalks.

- Mr. Baker stated that the Hilton extension would have proceeded in 2013 but for the fact that the Town did not have the sewage capacity at that time. Additionally the revised Endangered Species Act lead to delays and significant changes to the design of the subdivision as the MNR required land to be set aside. Mr. Baker also stated that a street exiting onto Concession 2 N was never part of the plans for the subdivision. Any streets on the master plan that looked as though they could extend to Concession 2 were accommodation made for access to railway lands and were never intended to imply connection to 2nd Concession.
- Mr. Baker stated that the drains will be reconstructed at larger capacities as part of the new development in order to remedy any stormwater management issues.
- Mr. Baker stated that the developer is not willing to make small courts in the subdivision because of economics. Smaller courts have higher costs and fewer lots. The subdivision has changed quite a bit since 2004, the developer lost 240 lots out of the overall Kingsbridge plan due to the MNR required lands and is spending nearly a million dollars on pumping sewage. It is important to the viability of the developer to maximize the number of lots.

Councillor Pouget

- C. Pouget stated that she has no objection to future development but that the Town must make sure that people on Hilton Court are safe and that fire trucks, ambulances, etc. can get down the busy street. The residents built their houses on what they believed was going to be a court. C. Pouget stated that she thinks that the number of houses on other streets is irrelevant and does not factor into the decision to be made about the proposed extension of Hilton Court. She also stated that there should not be parking on both sides of the street. C. Pouget asked about the concept plans that were prepared after 2007 and asked why they were never brought before Council
- Mr. Baker responded that the various concept plans that were prepared after 2007 did not come before Council because they did not require approval at the time. The changes in 2007 were approved by Council that eliminated Wilson Court. The various concept plans were all concepts of what 'might' be done at later stages.
- C. Pouget asked how residents would get plans that weren't approved by Council.
- Mr. Baker stated that Hilton will still be a court as it will loop around and there will be no through connection. He questioned how many households would cause the court to no longer be a court. He stated that the number of households is not what defines it as a court.

Councillor Lavigne

- C. Lavigne stated that the Town should be looking at putting in more houses but not at the expense of those currently living on Hilton. The plan was conceptual until it was brought before Council, and therefore cannot be considered conceptual anymore. Residents build on a court specifically not to have through traffic. The original development agreement was from 2007. Many of the lots on the street are bigger lots which attract a certain market, and the layout of the street is now being changed. He stated that the Town is going to try to satisfy the MNR by purchasing other land.
- C. Lavigne stated a preference to have another public forum so that Council can understand how the residents' concerns have been addressed.
- Rebecca Belanger stated that Council can identify the preference to have another public meeting. She stated that Mr. Dunn has gone through all the required approvals with the MNR and ERCA.
- C. Lavigne stated that the 2010 master plan looks completely different from the proposed development. He questioned why a developer would propose an original plan and then change it. He stated that at one point Hilton Court wrapping back to Whelan was considered the extension. He questioned why the developer would pay for the process to get a survey done if they were not going to use the plan. Mr. Baker stated that the older proposal was the original consideration but plans change after meeting with administration. He stated that this new plan is the culmination of years of planning and meeting with the MNR and the Town engineer. He said he is unsure how people got their hands on the 2010 master plan as the 2011 master plan made the 2010 version obsolete. He also stated that the Town had the 2011 version and was using it for applications on behalf of the developer.
- C. Lavigne stated that individuals got a copy when they bought their homes and that MNR issues are beside the fact. He stated that the residents purchased their lots in good faith assuming that the master plan was set. He also question Todd Hewitt about sewage and courts. Mr. Hewitt stated that the longer a street is the more flow you get to the sewage and the better the system operates.
- C. Lavigne questioned which street gets the most by-law complaints. McClellan gets the most complaints because it is so long. He stated that the town just pushed through a multi-million dollar force main. He also stated that Meadowview was forced to put in a large stormwater pond which made them lose a lot of lots. He stated that McClellan and Whelan are both very long streets and have many traffic issues. He also stated that that the developer has to expect that everyone will drive down Hilton instead of taking other streets to get to their home on Hilton.

Mike Dunn

- Mr. Dunn stated that the Town has worked very hard to keep his development afloat. He stated that they will go back and re-work the land and come back to Council with a plan and come back for another public meeting.

Murray Speers (47 Hilton Court)

- Mr. Speers stated that the extra lots will come in some fashion, whether it is with a long court or two shorter ones. He is concerned that there is only one artery that connects north and south Kingsbridge and people typically walk to Pat Thrasher park.
- He questioned whether there is any plan to widen the road and put in sidewalks or barriers. He stated that Knobb Hill Drive is unsafe and that many additional homes will increase the foot traffic on the street.
- Mr. Dunn stated that he is waiting for the MNR to finalize the plans for that portion of the subdivision so that he knows how to complete Knobb Hill Drive with MNR compliances, and he will put a large sidewalk along it. His intention is to complete the road and sidewalk within the next two years.
- C. Fryer questioned about lights on the road as it is currently too dark. Mr. Dunn stated that there will be lights all the way through to Whelan.
- C. Pouget addressed the concern that Council does not have a final say in a draft plan of subdivision. She stated that the County typically supports a municipality's recommendation and that the County is interested in Council's opinion.

Recommendations:

- Public Works should prepare a drainage report to accompany any new plans that Mr. Dunn presents
- The safety concerns regarding the parking on the street should be addressed
- Deferral of approval until the concerns of residents and Council are met



**TOWN OF AMHERSTBURG
REGULAR COUNCIL MEETING**

**Monday, July 23, 2018
6:00 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

Mark Galvin, Acting CAO
Paula Parker, Municipal Clerk
Tammy Fowkes, Deputy Clerk

ABSENT

Councillor Joan Courtney

CALL TO ORDER

The Mayor called the meeting to order at 7:48 p.m.

NATIONAL ANTHEM

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest noted.

MINUTES OF PREVIOUS MEETING

Resolution # 20180723-241

Moved By Councillor Lavigne

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:

- 4.1 Special In-Camera Meeting Minutes - June 25, 2018**
- 4.2 Special Council Meeting Minutes - Planning - June 25, 2018**
- 4.3 Regular Council Meeting Minutes - June 25, 2018**
- 4.4 Special Council Meeting Minutes - July 11, 2018**

The Mayor put the Motion.

Motion Carried

DELEGATIONS

There were no Delegations.

REPORTS – POLICE SERVICES

There were no reports.

REPORTS – CORPORATE SERVICES

7.1 Workplace Wellness Program Policy

Resolution # 20180723-242

Moved By Councillor Fryer

Seconded By Councillor Meloche

That:

1. **The report from the Manager of Human Resources dated July 9, 2018 regarding Workplace Wellness Program Policy BE RECEIVED; and,**
2. **The Workplace Wellness Program Policy BE APPROVED.**

The Mayor put the Motion.

Motion Carried

7.2 Purchase of iCity Payroll Time Entry and Human Resources Software Modules from Aptean Software

Resolution # 20180723-243

Moved By Councillor Meloche

Seconded By Councillor Pouget

That:

1. **The report from the Treasurer dated July 5, 2018, regarding Purchase of iCity Payroll Time Entry and Human Resources Software Modules from Aptean Software BE RECEIVED;**
2. **Purchase of iCity Payroll Time Entry and Human Resources Software Modules from Aptean Software BE APPROVED for an amount not to exceed \$18,500 plus applicable taxes and execution of any related agreements BE AUTHORIZED; and,**
3. **Over-expenditure not to exceed \$20,000 BE APPROVED in the Information Technology budget centre – computer maintenance expense account for the purchase of this software and a Transfer from Reserve – Working Capital BE APPROVED to fully fund the over-expenditure.**

The Mayor put the Motion.

Motion Carried

REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

8.1 Libro Centre Pro Shop – New Tenant

Resolution # 20180723-244

Moved By Councillor Fryer

Seconded By Councillor Meloche

That:

1. **The report from the Manager of Recreation Services dated July 4, 2018, regarding Libro Centre Pro Shop – New Tenant BE RECEIVED;**
2. **The Expression of Interest from Nantais Athletic Inc, for rental of the Libro Centre Pro Shop BE ACCEPTED;**
3. **Administration BE DIRECTED to prepare a lease agreement between Nantais Athletic Inc. and the Town of Amherstburg for rental of the Libro Centre Pro Shop; and,**
4. **The Mayor and Clerk BE AUTHORIZED to execute the lease agreement satisfactory in technical content to the Manager of Recreation Services, financial content to the Director of Corporate Services and in legal content to the Director of Planning, Development and Legislative Services for the Pro Shop space at the Libro Centre.**

The Mayor put the Motion.

Motion Carried

REPORTS – ENGINEERING AND PUBLIC WORKS

9.1 Placement of Underground Infrastructure, Curbs and Base Asphalt on Maintenance – Kingsbridge Subdivision Phase 8A

Resolution # 20180723-245

Moved By Councillor Meloche

Seconded By Councillor Pouget

That:

1. **The report from the Manager of Engineering dated July 5, 2018, regarding the Placement of Underground Infrastructure, Curbs and Base Asphalt on Maintenance – Kingsbridge Subdivision Phase 8A BE RECEIVED;**

2. **The recommendations of the consulting engineer, BairdAE, BE ACCEPTED; and,**
3. **The underground infrastructure, base asphalt and curbs BE PLACED on a 1 year maintenance period, commencing July 2, 2018.**

The Mayor put the Motion.

Motion Carried

9.2 Creek Road Reconstruction (Meloche Road to County Road 20) - Tender Results

Resolution # 20180723-246

Moved By Councillor Fryer
Seconded By Councillor Pouget

That:

1. **The report from the Manager of Engineering dated July 19, 2018, regarding the Creek Road Reconstruction (Meloche Road to County Road 20) - Tender Results BE RECEIVED;**
2. **The Creek Road Reconstruction (Meloche Road to County Road 20) Tender BE AWARDED to Jeff Shepley Excavating Ltd. in the amount of \$1,512,223.50 plus H.S.T.;**
3. **Project expenditures not to exceed \$1,642,400 and a transfer from the Capital Reserve account not to exceed \$242,400 to fully fund the project BE APPROVED; and,**
4. **The Mayor and Clerk BE AUTHORIZED to execute an agreement with Jeff Shepley Excavating Ltd. for completion of the Creek Road Reconstruction.**

The Mayor put the Motion.

Motion Carried

REPORTS – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

10.1 Condominium Conversion for 130 Pickering Drive

Resolution # 20180723-247

Moved By Councillor Meloche

Seconded By Deputy Mayor DiPasquale

Andrea Sinclair, Applicant's Planner, MHBC Planning, addressed Council regarding the proposed condominium conversion for both 130 Pickering Drive and 421 Dalhousie Street and answered Council questions.

That:

1. **The report from the Manager of Planning Services dated July 9, 2018, regarding the Proposed Draft Plan of Condominium (conversion) for 130 Pickering Drive File No. 37-CD-18002 BE RECEIVED;**
2. **The Draft Plan of Condominium, File No. 37-CD-18002, from Pickering Tower Apartments Limited, as shown on the attached Schedule A BE CONSIDERED; and,**
3. **Administration BE DIRECTED to advise the approval authority (County of Essex) that Council SUPPORTS the Draft Plan of Condominium (conversion) for 130 Pickering Drive.**

The Mayor put the Motion.

Motion Carried

10.2 Condominium Conversion for 421 Dalhousie Street

Resolution # 20180723-248

Moved By Councillor Fryer

Seconded By Councillor Meloche

That:

1. **The report from the Manager of Planning Services dated July 9, 2018, regarding the Proposed Draft Plan of Condominium (conversion) for 421 Dalhousie Street File No. 37-CD-18003 BE RECEIVED;**
2. **The Draft Plan of Condominium, File No. 37-CD-18003, from 421 Dalhousie Apartments Limited, as shown on the attached Schedule A BE CONSIDERED; and,**

3. **Administration BE DIRECTED to advise the approval authority (County of Essex) that Council SUPPORTS the Draft Plan of Condominium (conversion) for 421 Dalhousie Street.**

The Mayor put the Motion.

Motion Carried

10.3 Zoning By-law Amendment for 8035 Gardiner Crescent

Resolution 20170723-249

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

1. **The report from the Manager of Planning Services dated July 3, 2018, regarding the proposed Zoning By-law Amendment for 8035 Gardiner Crescent, BE RECEIVED; and,**
2. **By-law 2018-65 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

10.4 Amending Development Agreement for 140 Simcoe Street

Resolution # 20180723-250

Moved By Councillor Meloche
Seconded By Councillor Pouget

That:

1. **The report from the Manager of Planning Services dated July 5, 2018, regarding the Amending Development Agreement for 140 Simcoe Street - By-law 2018-21, BE RECEIVED;**
2. **The amendments to the site plan for 140 Simcoe Street BE APPROVED; and,**
3. **By-law 2018-21 being a by-law to Authorize the Signing of an Amending Development Agreement be taken as having been read**

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

The Mayor put the Motion.

Motion Carried

10.5 Road Dedication of Block 12, 12M183, Reserve on Amlin Street

Resolution # 20180723-251

Moved By Councillor Fryer

Seconded By Councillor Meloche

That:

1. **The report from the Manager of Planning Services dated July 4, 2018 regarding the Road Dedication of Block 12, 12M183, Reserve on Amlin Street as a Public Highway BE RECEIVED;**
2. **The dedication of Block 12, 12M183 as a Public Highway BE APPROVED; and,**
3. **By-law 2018-78 being a by-law to Dedicate Block 12, 12M183 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

10.6 Extension of Legal Services Retainer Agreements

Resolution #20180723-252

Moved By Councillor Meloche

Seconded By Councillor Fryer

That:

1. **The report from the Director of Planning, Development and Legislative Services dated July 11, 2018, regarding the Extension of Legal Services Retainer Agreements BE RECEIVED; and,**
2. **The Mayor and Clerk BE AUTHORIZED to execute extension of Legal Services Retainer Agreements between the Town and McTague Law Firm LLP, Mousseau Deluca McPherson Prince LLP, and Shibley Righton LLP for a period of eight (8) months ending March 21, 2019,**

satisfactory in technical and legal content to the Director of Planning, Development and Legislative Services.

The Mayor put the Motion.

Motion Carried

REPORTS - CAO's OFFICE

11.1 Committee Member Appointment – Committee of Adjustment

Resolution # 20180723-253

Moved By Councillor Meloche
Seconded By Councillor Fryer

That:

- 1. The report from the Deputy Clerk dated June 22, 2018, regarding Committee Member Appointment – Committee of Adjustment BE RECEIVED; and,**
- 2. Josh Mailloux BE APPOINTED as the new member on the Committee of Adjustment for the remainder of the 2014-2018 Term of Committees ending on November 30, 2018.**

The Mayor put the Motion.

Motion Carried

11.2 Ombudsman Investigations – Closed Council and JPAC Meetings in 2017 and 2018

Resolution # 20180723-254

Moved By Councillor Fryer
Seconded By Councillor Meloche

That:

- 1. The report from the Municipal Clerk dated July 3, 2018 regarding Ombudsman Investigations – Closed Council and JPAC Meetings in 2017 and 2018 BE RECEIVED; and,**
- 2. Procedural By-law 2014-91 BE AMENDED AT A FUTURE DATE to include the recent amendments to the Municipal Act and to reflect the**

open meeting requirements adopted by Council in the more recent Local Boards/Committee-Terms of Reference.

The Mayor put the Motion.

Motion Carried

INFORMATION REPORTS

The Clerk advised Council of a correspondence received by Nor-Built Construction at 6:54 p.m. regarding item # 12.4 - Development Charges Deferral Agreements and advised that it has been sent to Council via email for their consideration.

Resolution # 20180723-255

Moved By Councillor Lavigne
Seconded By Councillor Meloche

That the following information reports BE RECEIVED:

- 12.1 Annual Committee Report – 2017 Parks & Recreation Committee**
- 12.2 Building Department Activity Report - April, May and June 2018**
- 12.3 Monthly Fire Department Activity Report - June 2018**
- 12.4 Development Charges Deferral Agreements**
- 12.5 2018 First Quarter Operating Variance as at March 31, 2018**
- 12.6 Accounts Payable for the Month of June 2018**

The Mayor put the Motion.

Motion Carried

Resolution # 20180723-256

Moved By Councillor Lavigne
Seconded By Councillor Fryer

That Administration BE DIRECTED to bring back a report to the August 13, 2018 Council meeting with options regarding development charges and invite the developers to attend.

The Mayor put the Motion.

Motion Carried

CONSENT CORRESPONDENCE

Resolution # 20180723-257

Moved By Councillor Meloche
Seconded By Councillor Fryer

That the following consent correspondence BE RECEIVED:

- 13.1 2018 No Hot Pets Campaign - Ontario SPCA**
- 13.2 2019 Council Award - The College of Physicians and Surgeons of Ontario**
- 13.3 Policy Update - AMO Stands with Canada and Ontario on NAFTA**
- 13.4 2019 Training and Education Symposium - Ontario Municipal Fire Prevention Officers Association (OMFPOA)**

The Mayor put the Motion.

Motion Carried

CONSENT OTHER MINUTES

Resolution # 20180723-258

Moved By Councillor Lavigne
Seconded By Councillor Fryer

That the following minutes BE RECEIVED:

- 14.1 Committee of Adjustment Meeting Minutes - April 24, 2018**
- 14.2 Committee of Adjustment Meeting Minutes - May 8, 2018**
- 14.3 Committee of Adjustment Meeting Minutes - May 29, 2018**
- 14.4 Co-An Park Committee Meeting Minutes - June 13, 2018**

The Mayor put the Motion.

Motion Carried

OTHER MINUTES

15.1 Drainage Board Meeting Minutes - July 9, 2018

Resolution # 20180723-259

Moved By Councillor Meloche

Seconded By Councillor Lavigne

That:

- 1. The Drainage Board Meeting Minutes of July 9, 2018, BE RECEIVED; and,**
- 2. By-law 2018-79 being a by-law to provide for the New Maintenance Schedule for the Shuell Creek Drain based on the Drainage Report by Baird AE BE PROVISIONALLY ADOPTED by giving first and second reading and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

Motion Carried

UNFINISHED BUSINESS

There was no Unfinished Business brought forward.

NEW BUSINESS

There was no New Business brought forward.

NOTICE OF MOTION

There were no Notices of Motion.

Resolution # 20180723-260

Moved By Councillor Fryer
Seconded By Councillor Meloche

That By-law 2018-75 – Zoning By-law Amendment for 465 Texas Road from the July 23, 2018, Special Council Meeting – Planning, BE BROUGHT FORWARD for consideration at this time.

The Mayor put the Motion.

Motion Carried

BY-LAWS

20.1 By-law 2018-80 - Confirmatory By-law

Resolution # 20180723-261

Moved By Councillor Meloche
Seconded By Councillor Fryer

That By-law 2018-80 being a by-law to confirm all resolutions of the Municipal Council Meetings held July 11 and 23, 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

ADJOURNMENT

Moved By Councillor Lavigne
Seconded By Councillor Fryer

That Council rise and adjourn at 8:50 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: **August 13, 2018** _____

Name of Delegate(s): **Emmanuel and Rebecca Blaevoet** _____

Address: **400 Erie Street East, Unit 9, Windsor ON** _____

Phone **226 221-8849** _____ Email: **admin@tactilevisiongraphics.com**__

Attending as an Individual

Representing a Group/Organization **Tactile Vision Graphics Inc.** _____
(Name of Group/Organization/Business)

Have you contacted Administration regarding this matter? Yes No

If yes, who? **Paula Parker, Tammy Fowkes**

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

**Recommendation from the Accessibility Committee that we attend a Council
meeting to show our presentation regarding print-to-braille accessibility for
municipalities**

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 **X** No

Will a PowerPoint presentation be made? Yes **X** 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: July 23, 2018 _____ Request Received by (initials): TF

Request relates to: Presentation to Council re: print-to-braille accessibility

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



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES AND OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

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

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

To: Mayor and Members of Town Council
Subject: Development Charges Deferral Agreements

1. RECOMMENDATION:

It is recommended that:

1. The report from the Director of Corporate Services and the Director of Planning, Development and Legislative Services dated July 25, 2018 regarding Development Charges Deferral Agreements BE RECEIVED; and,

2. DIRECTION BE PROVIDED as follows:

Option A: Development Charges be collected in accordance with DC By-law 2014-101 effective August 22, 2018.

OR

Option B: The practice of offering Development Charges Deferral Agreements BE CONTINUED and those Agreements include the terms outlined in this report for security, interest and financing administration fee; and,

3. Administration BE DIRECTED to report back with a Policy for Deferred Collection of Development Charges, including terms of DC Deferred Collection Agreements as outlined in this report, and delegation of authority to

Administration for approval of the Agreements and for execution of same by the Mayor and Clerk.

2. BACKGROUND:

Under the Town's DC By-law 2014-101, Development Charges for all services shall be calculated and be payable on the date the first building permit is issued.

In 2007, Council held a working session where it was acknowledged that there had been a downward turn in residential building starts in the Town. Further to that session, on July 23, 2007 Council directed that a Development Charges (DCs) deferral for residential development be implemented effective August 1, 2007 for 12 months, ending July 31, 2008, and authorized preparation of related agreements. Council opted to continue the deferrals through annual extensions, with the current extension ending August 21, 2018.

The DCs deferral applied to all forms of residential developments only. The Town granted credit to the applicant by providing an interest-free deferral of the payment due date for DC charges from the date of building permit issuance to the earlier of the closing date of the purchase of the property or 18 months.

The DCs deferral process included:

- 1) The receipt of an application with the full payment for the cost of DCs.
- 2) Preparation of a report to Council.
- 3) Preparation of the DCs Deferral Agreement.
- 4) Council reviewed and approved requests for deferral of DCs on a case by case basis and authorized Administration to finalize the required Agreement.
- 5) Once the Agreement was registered on the title of the subject property, at the owner's expense, the Town refunded the DC payment remitted with the application under step 1.

At their July 23, 2018 meeting Council received a report advising that their approval to offer DC deferral agreements expires effective August 21, 2018. During that meeting Council and Administration received email correspondence on behalf of some developers expressing their interest in continuation of a DC deferral agreement option. Council directed that a report be brought back to their August 13, 2018 meeting and that in addition to regular notice and publication of the Council Agenda, the developers who expressed concerns be directly notified that the report would be considered on that date.

3. DISCUSSION:

The Development Charges Act (Section 27) permits, *"on such terms as Council may require, an applicant to pay the applicable development charge at a date later than it would otherwise be payable, upon and in accordance with the terms of an agreement*

entered into by the applicant and the municipality". The Town's Development Charges Background Study and By-law 2014-101, provides the same allowance.

Council relied on these provisions to deviate from the standard under the Town's DC By-law and to initiate DC deferrals at a time of economic downturn being experienced in the region, around 2007. Since that time, the development climate has changed and the Town has invested, and continues to invest, in infrastructure to support new development in the Town while incurring expense for financing charges for those infrastructure projects.

The province of Ontario has provided the legislated framework – the Development Charges Act (DCA), 1997: *"to pay for increased capital costs required because of increased needs for services arising from development of the area to which the by-law applies"*

Under the Town's Strategic Financial Plan (2014-2025), the cost of that growth-related infrastructure should be paid for by growth through collection of DCs. Deferring the collection of DCs delays the collection of funding sources toward those costs and imposes a cash-flow burden on the Town, which in some cases has increased costs for the Town due to increased reliance on long-term debt to finance growth related capital investments. These costs put upward pressure on tax and user rates, and possibly on future DC charge rates to cover the growth-related share of debt service.

With consideration to the improved economic climate, the Town's financial constraints and the need to fund investment in growth-related infrastructure to support development, Administration does not recommend continuation of DC deferrals beyond its current term, expiring August 21, 2018.

4. RISK ANALYSIS:

The deferral of DCs does carry risk for the Town as outlined below, along with the financial risks to the Town, which are further outlined in the Financial Matters section of this report.

The continuation of DC deferrals since 2007 may provide developers with a sense of entitlement to deferral of DC charges, and there is a risk that there may be frustration expressed by developers that DC charges are due at the time of building permit issuance in accordance with the DC By-law. It is uncertain whether there would be an impact to a developer's decision to build in the Town based on DC charges not being deferred; though there is certainty that lack of infrastructure to facilitate growth delays development within the Town. Council is ultimately tasked with balancing the desire for development with the increased investment required to facilitate growth.

With a deferral the applicants receive their building permit and initiate construction without paying Development Charges; which would otherwise have been paid in full at the time of building permit issuance and prior to construction. If the applicant files for bankruptcy or cannot complete the project during the deferral period, it would be difficult for the Town to recoup the deferred DCs as the municipal claim for charges is not fully secured.

In addition, there is risk associated with late or non-payment. The applicant to whom the deferral was granted may not be able to pay the sum in accordance with the repayment schedule established in the deferral agreement. The Town does not have many measures available to ensure payment is received, other than legal action.

Although unpaid DCs can be added to the tax roll to be collected like taxes; however, the collection of DCs like municipal taxes does not have priority lien status. As such, there is no certainty of recovering the funds owed.

5. **FINANCIAL MATTERS:**

The Town has made progress toward the strategic goal of financial sustainability in the past few years, but there are still significant opportunities to improve on that progress, including the building of reserves and reserve funds.

There are several financial impacts to deferral of DCs that may negatively impact the Town:

- **Non-payment:** The Town would normally receive DC payment at the time of building permit issuance before development starts. There is risk associated with non-payment by the applicant due to financial constraints or bankruptcy.
- **Loss of interest revenue:** DCs collected are normally placed in a reserve fund and collect interest until they are needed to fund growth-related capital projects. The deferral of DC collections means that no interest will accumulate in the reserve funds until the funds are collected.
- **Demands to issue debt or use tax levy, water rates and wastewater rates for growth-related costs:** DCs are planned for in the Town's financial strategy as a funding source for growth-related capital projects. Where the capital project is required to move forward but the DCs are deferred, the funds are not available for use and the Town must identify another funding source such as issuing debt, tax levy and or water/wastewater user rates.

This is already an issue for the Town because collection of DCs is not keeping pace with existing demands for growth-related debt service, as disclosed to Council in the 2018 Wastewater Budget. Wastewater user rates are required to fund the growth-related debt costs until such time as DCs are collected; which reduces the funds available to maintain, replace or upgrade wastewater assets and to provide services.

The funding shortfalls could be worsened by continued DC deferrals.

- **Resource demands:** The Town incurs administrative costs associated with DC deferrals. The Finance, Planning, Legal, and Building divisions are all required to devote resources to the development, setup, monitoring and collection of deferred DCs and the related Agreements, with ongoing monitoring of amounts due, collections, and additions to the tax roll where required. Legal costs may be incurred where payments are not made in accordance with the Agreements.

It is recognized that developers benefit from the option to defer payment of DCs under agreement with the Town.

In terms of benefit to the Town, while DC deferrals may have been intended as an incentive for economic development, it is uncertain whether they provide the intended benefits. Other factors (i.e. land supply, serviced land, and the economy) may have a greater effect on the lack development in the Town than DCs.

Council's initial direction in 2007 to allow for deferral of DCs was intended to address declining housing starts and the deferral provisions were effected starting August 1, 2007 for 12 months, ending July 31, 2008.

The chart below reflects the actual value of DCs deferred under agreements since that time, based on continuation of the deferral option.

Total DC Charges Deferred by Application	
Year:	
2007	\$ 61,427
2008	81,516
2009	83,321
2010	256,396
2011	64,921
2012	95,146
2013	176,423
2014	-
2015	121,390
2016	197,728
2017	524,194
2018*	293,089
Total	\$ 1,955,551

* The 2018 figure reflects deferral agreements processed through to this report date.

Based on the chart, it is clear that DC deferrals were most greatly sought during the recent times of an improved economy.

At the time of writing, the Town was carrying a non-interest bearing account receivable of approximately \$792,000 for deferred DCs.

6. CONSULTATIONS:

The Treasurer and the Manager of Planning Services were consulted on this report.

7. CONCLUSION:

In order to support development through investment in infrastructure, to avoid upward pressure on tax and user rates, and to further progress toward the Town's financial sustainability, Administration recommends that DC deferrals be discontinued effective August 21, 2018.

As noted above and in communications received from developers, the deferral of DCs provides some flexibility to developers in managing their cash-flow. However, it also puts the municipality at risk, as outlined in this report.

Should Council wish to continue offering DC deferrals, it is recommended that the risks for the Town be partially mitigated by adding the following terms to the current form of agreement used for DC deferrals:

1. 100% Letter of Credit provided by the applicant (note: the Town would still need to take legal action to recover DC funds owing)
2. Interest charged at the Bank of Canada business interest rate
3. A Financing Administration fee is applied per the Town's User Fee By-law, as amended from time to time.

Council is asked to provide direction on which of the two options outlined in the "Recommendation" section of this report is to be implemented.



Cheryl Horrobin
Director of Corporate Services



Mark Galvin
Director of Planning, Development and Legislative Services

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX
Nor-Built Construction c/o Norbert Bolger	1000 Alma St., Amherstburg ON N9V 2Y9	info@norbuilt.com	519-736- 1892	519- 736- 0061
BK Cornerstone Design/Build Ltd. c/o Ben Klundert	13405 Desro Dr., Tecumseh ON N8N 2L9	info@bkcornerstone.com	519-715- 9691	
Coulson Design Build Inc. c/o Drew Coulson	151 Claremont Lane, Amherstburg, ON N9V 2Y8	coulsondesignbuildinc@gmail.com	519-818- 6601	519- 736- 1535
PC Custom Homes (Pisciuneri Construction Ltd.) c/o Roy Pisciuneri	870 Pavan St, Windsor, ON N9G 2X5	rpisciuneri@pccu-stomhomes.com	519-966- 1517	

Everjonge Homes Ltd. c/o Ron Everjonge	782 W. Belle River Rd, Belle River, ON N0R 1A0	office@everjonge.com	519-727- 5832	
DeThomasis Custom Homes c/o Carlo DeThomasis		rpisciuneri@pccustomhomes.com		
Rocksedge Developments Inc. c/o Ed Smith	8400 Disputed Road, LaSalle, ON N9A 6Z6	eds.rocksedge@gmail.com		



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

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

Author's Name: Nicole Rubli	Report Date: July 18, 2018
Author's Phone: 519 736-0012 ext. 2251	Date to Council: August 13, 2018
Author's E-mail: nrubli@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Encroachment Request – 1644 Park Avenue

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Licensing and Enforcement dated July 18, 2018 regarding Encroachment Request – 1644 Park Avenue **BE RECEIVED**; and,
2. Administration **BE DIRECTED** to enter into an Encroachment Agreement with the Owner of 1644 Park Avenue to allow for a shed encroachment.

2. BACKGROUND:

The Town is authorized under the provisions of the Municipal Act to enter into Encroachment Agreements with property owners in the municipality. An Encroachment Agreement is a formal agreement between a property owner and the Town that permits a building, or a projection from a building, to encroach upon a municipal road allowance or other Town-owned property. Most frequently, this involves a building or a part of a building which has been inadvertently constructed on a road allowance and has existed for a number of years. It may also apply to a new building or a projection from a building which is proposed to encroach upon a road allowance, in a manner which does not interfere with the use of the road. When an existing building or structure encroaches onto municipal property, the Town may exercise its right to require an Encroachment Agreement if the Town intends to allow the encroachment to remain, under certain terms and conditions.

Mr. and Mrs. George & Lorraine Levack have recently purchased 1644 Park Avenue, at this time they were made aware that a portion of the existing shed located on the property encroaches on the Town's road allowance. The Levack's have requested to

enter into an encroachment agreement with the Town to allow for the shed to remain on the property. A photo and aerial of the shed and property form appendices to this report.

3. **DISCUSSION:**

While considering whether to allow for an encroachment on part of the road allowance of Park Avenue, Administration has reviewed and answered the following questions:

- *Whether the encroachment interferes with the Town's intent or purpose of the Town owned lands?*

The applicant has stated that the shed was constructed approximately 50 years ago; Administration confirmed using old Municipal Property Assessment Corporation records that it appears the building was erected in 1920 and is approximately 280 square feet. Approximately 198 square feet of the shed encroaches on Town land. Aerial images confirm that the shed has existed since at least 2000, which is the first year of aerials on file. The shed encroaches on part of Park Avenue but does not interfere with vehicular traffic. The encroachment agreement would contain terms surrounding the termination of the agreement if the Town requires use of these lands.

- *Whether the encroachment creates an unsafe condition?*

The structure has been erected over 50 years. Administration reviewed the location of the encroachment and does not feel the item poses an unsafe condition.

- *Whether the encroachment creates a liability for which the Town cannot assign full responsibility to the owner of the said encroachment?*

Without an Encroachment Agreement the Town may be liable for any risks or injuries that may occur as a result of the item encroaching on Town property. An agreement would transfer that responsibility onto the owner of the item that is placed on Town property.

- *Whether the encroachment creates a situation that is contrary to any Town By-law, Town policy or resolution or any provincial federal regulation or legislation?*

Allowing the encroachment to remain by entering into an agreement does not violate any Town by-laws or policies. ERCA had no objections to allow for the structure to remain, however indicated that any new builds would require formal approval.

- *Whether the encroachment interferes with any utility or other similar installation located on Town lands?*

The temporary structure does not interfere with any Town utility. Union Gas no objections to the encroachment. At the time of the report, Administration had not received a response from Hydro One. However, any concerns they may have will be addressed by Administration and the home owner.

After consideration of the above, Council may direct Administration to order the item removed, take no further action or authorize Administration to draft an encroachment agreement with the property owners.

4. RISK ANALYSIS:

Encroachments on Town property may expose the Town to risk and liability. It is recommended that the Town enter into an Encroachment Agreement with the proper insurance requirements.

As part of the Agreement the property owner will provide a Certificate of Insurance confirming they have insurance coverage of at least \$2,000,000 in General Liability Coverage naming the Town of Amherstburg as an additional insured. This will be required annually for the life of the Encroachment Agreement.

5. FINANCIAL MATTERS:

An annual encroachment fee was calculated by using the following formula:

$$\text{Area of Encroachment} \times \$10/\text{sq. ft.} \times \text{Residential Tax Rate} = \text{Fee}$$

The area of the encroachment on Town property is approximately 11'x 18', therefore the 2018 fee would be approximately \$32. (11'x18' X \$10 X 0.01626515) The fee applies to each year of the encroachment, and is calculated based on current fees and rates, as amended from time to time.

All costs associated with preparation and registration of the agreement (approximately \$800) will be the responsibility of the property owner. The Financial Services Division will invoice the property owners annually during the life of the agreement.

6. CONSULTATIONS:

The Public Works Department, Planning Department and Building Department and did not have any objections.

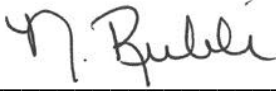
The Essex Region Conservation Authority was consulted and there were no objections raised to allow the existing shed to remain.

Union Gas and Hydro One were consulted. Note comments above.

This space left blank intentionally

7. **CONCLUSION:**

Administration recommends that the encroachment agreement be executed for the property owner at 1644 Park Avenue. The encroachment agreement will remain in effect until such time the Town deems the encroachment no longer suitable for the purpose of the Town or the structure encroachment is removed from Town property.



Nicole Rubli
Manager of Licensing and Enforcement

Report Approval Details

Document Title:	Encroachment Request - 1644 Park Avenue.docx
Attachments:	- Shed Encroachment 1644 Park Street.pdf - Photo of Shed.pdf
Final Approval Date:	Aug 3, 2018

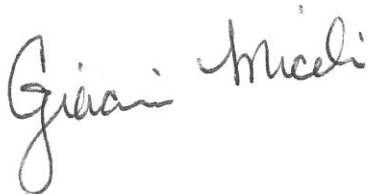
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Aug 1, 2018 - 12:43 PM



Cheryl Horrobin - Aug 1, 2018 - 1:35 PM



John Miceli - Aug 2, 2018 - 2:54 PM



Task assigned to Paula Parker was completed by assistant Tammy Fowkes - Aug 3, 2018 - 11:25 AM



Town of Amherstburg



- Legend**
- Roads
 - Parks
 - Parcels
 - Streams and Creeks
 - Essex

0.0 0 Distance / 0.0 Kilometers

Notes

This is where you enter your notes about the map.





1644

1646



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: July 30, 2018
Author's Phone: 519 736-5408 ext. 2124	Date to Council: August 13, 2018
Author's E-mail: rbelanger@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Amending Development Agreement for 83 Sandwich Street South

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Planning Services dated July 30, 2018, regarding the Amending Development Agreement for 83 Sandwich Street South, **BE RECEIVED**;
2. The amendments to the site plan for 83 Sandwich Street South **BE APPROVED**; and,
3. **By-law 2018-83** being a by-law to authorize the signing of an Amending Development Agreement be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. BACKGROUND:

The Town is in receipt of an application for site plan control in accordance with Section 41 of the *Planning Act* from Jeff Belanger on behalf of Mikhail Holdings. The applicant is seeking approval of an amending site plan for 83 Sandwich Street South, which will be part and parcel to an Amending Development Agreement. The original Development Agreement was approved by Council on March 10th, 2003.

3. DISCUSSION:

Administration has reviewed the amending site plan and offers the following comments regarding compliance with the Zoning By-law. The property is designated General Commercial Special Policy Area 17 in the Official Plan and zoned Special Provision Commercial General (CG-12) Zone in By-law 1999-52, as amended. The site specific Official Plan designation and implementing Zoning By-law Amendment permitting a drive-thru facility came into force and effect on July 27, 2018 with the approval of the OPA by the County of Essex. The proposed site plan identifies the addition of a fast food restaurant with drive-thru. The changes to the site plan comply with the provisions of the Zoning By-law.

The proposed exterior building façade of the new construction will consist of brick, hardi plank exterior board and trim, painted cornices and limestone sills. The construction technique of this building will be in accordance with all requirements of the Ontario Building Code.

The site has municipal water and municipal storm and sanitary sewers and has been designed to the satisfaction of the Town's Engineering and Public Works Department.

The following are highlights of the Amending Development Agreement:

- (i) Section 1 sets out the schedules and has been amended by replacing Schedule "B", the Site Plan.
- (ii) Section 1 is further amended by adding six additional schedules addressing the restaurant development which include Wendy's site plan, demolition and removals plan, site servicing plan, site grading plan, exterior elevations and design brief.

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

It is the understanding of Administration that the property owner (Mr. Mikhail) has been in discussions with Sobeys Corporate to ensure that the concerns between that tenant and their landlord regarding traffic movement over the site in the context of the new fast food restaurant have been answered.

4. RISK ANALYSIS:

The recommendation presents little to no risk to the municipality.

5. FINANCIAL MATTERS:

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

Essex Power has been consulted and noted that there is an existing high voltage overhead line on the east side of the proposed building. The consultant and building inspector will need to ensure the minimum clearances are maintained as per the Ontario Building Code.

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

- *Public Works would not be opposed to a dedicated right turn lane onto Sandwich if warranted and recommended in a Traffic Impact Study*
- *The removal of the crosswalk signals at the high school will depend on both the timing for the relocation of the high school as well as future usage of the site.*
- *It should be noted that very little of the crosswalk infrastructure would convert directly to traffic signals (including the controller and box) and significant dollars would be required to install these signals elsewhere.*
- *The need for traffic signals at Fort Street would need to be determined through a traffic study. This study would likely include the entire Sandwich corridor but it would be advantageous to delay the study until after the school has relocated as it may have a significant impact of traffic patterns.*

The Building Division has reviewed the drawings and stated that normal Ontario Building Code requirements will apply specifically confirmation of the occupant load.

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:**

Administration recommends approval of the proposed site plan and amending development agreement to satisfy the Site Plan Control process.



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 Services Division
Phone #: 519 736-5408 ext. 2136

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

Name: Essex Power
Phone #: 519 964-1612

Report Approval Details

Document Title:	Amending Development Agreement for 83 Sandwich St S.docx
Attachments:	- Report to Council- August 13- Amending Development Agreement for 83 Sandwich Street South.pdf
Final Approval Date:	Aug 3, 2018

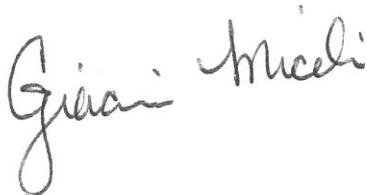
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Aug 1, 2018 - 12:51 PM



Cheryl Horrobin - Aug 1, 2018 - 1:51 PM



John Miceli - Aug 3, 2018 - 8:50 AM



Task assigned to Paula Parker was completed by assistant Tammy Fowkes - Aug 3, 2018 - 11:53 AM



Town of Amherstburg
83 Sandwich St S



THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2018-83

**By-law to authorize the execution of an Amending Development Agreement
between Mikhail Holdings and
the Corporation of the Town of Amherstburg
83 Sandwich Street South, 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 an amending site plan in the Development Agreement;

AND WHEREAS the Corporation passed By-law 2003-20 on March 10, 2003 providing for the execution of a Development Agreement for a supermarket on the subject property;

AND WHEREAS the Corporation of the Town of Amherstburg and owners of said property have agreed to the terms and conditions of an Amending 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 an Amending Development Agreement between Mikhail Holdings and the Corporation of the Town of Amherstburg for the redevelopment of 83 Sandwich Street South for the addition of a fast food restaurant with drive-thru on the site, said agreement affixed hereto;
2. THAT By-law 2003-20 is hereby amended in accordance with the attached agreement;
3. THAT all other provisions and regulations of By-law 2003-20 will apply;
4. 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 13th day of August, 2018.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

AMENDING DEVELOPMENT AGREEMENT

THIS AGREEMENT made in quadruplicate this 13th day of August, 2018.

BETWEEN: MIKHAIL HOLDINGS
A Corporation incorporated pursuant to and subsisting under the laws of the Province of Ontario

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

OF THE FIRST PART;

- and -

THE CORPORATION OF THE TOWN OF AMHERSTBURG

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

OF THE SECOND PART;

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

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

AND WHEREAS Mikhail Holdings warrants they are the registered owner of the Lands outlined in Schedule "A";

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

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

AND WHEREAS the Owner intends to develop the said lands with the addition of a fast food restaurant with drive-thru on the Site Plan attached hereto as Schedule "G", and hereinafter referred to as the "Site Plan";

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

NOW THEREFORE the Parties Hereto Agree to Further Amend the Agreement dated March 10, 2003, as Follows:

1. Section 1 is hereby amended by replacing the following schedules:

Schedule "B" – Site Plan (SPL-1)

2. Section 1 is hereby amended by adding the following schedules:

Schedule "G" – Wendy's Site Plan (SPL-2)
Schedule "H" – Demolition and Removals Plan (C-100)
Schedule "I" – Site Servicing Plan (C-200)
Schedule "J" – Site Grading Plan (C-300)
Schedule "K" – Miscellaneous Details
Schedule "L" – Exterior Elevations (A2.1C)
Schedule "M" – Design Brief

3. In all other respects the said Development Agreement dated March 10, 2003 shall remain in full force and effect.
4. This Agreement shall inure to the benefit of, and be binding upon the parties hereto, and their respective heirs, executors, administrators, successors and assigns.

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: MIKHAIL HOLDINGS

Per _____
Joseph Mikhail

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. 2018-83
enacted the 13th day of August, 2018

SCHEDULE "A"
LEGAL DESCRIPTION

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

Part of Lots 10-15, Plan 6,
Part of Lots 2, Plan 240
Designated as Part 1 on 12R-14490
Town of Amherstburg,
County of Essex
and Province of Ontario

This drawing shall not be used for construction unless it is countersigned by the CONSULTANT.

MAR-10/03	SITE PLAN APPROVAL
DEC-23/02	SITE PLAN APPROVAL
NOV-07/02	SITE PLAN APPROVAL
NOV-05/02	SITE PLAN APPROVAL
OCT-25/02	SITE PLAN APPROVAL

Date: Issued For:

A	A DETAIL NUMBER
B	B LOCATION SHEET
C	C DETAIL SHEET

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.

Project:
AMHERSTBURG SHOPPING PLAZA

AMHERSTBURG, ONTARIO

Drawing Title:

WENDY'S SITE PLAN

Date: JULY 01/2018

Scale: AS SHOWN

Drawn By: J.B.

Checked By:

Project No.: 02

Drawing No.:

SPL-1

SITE DATA:

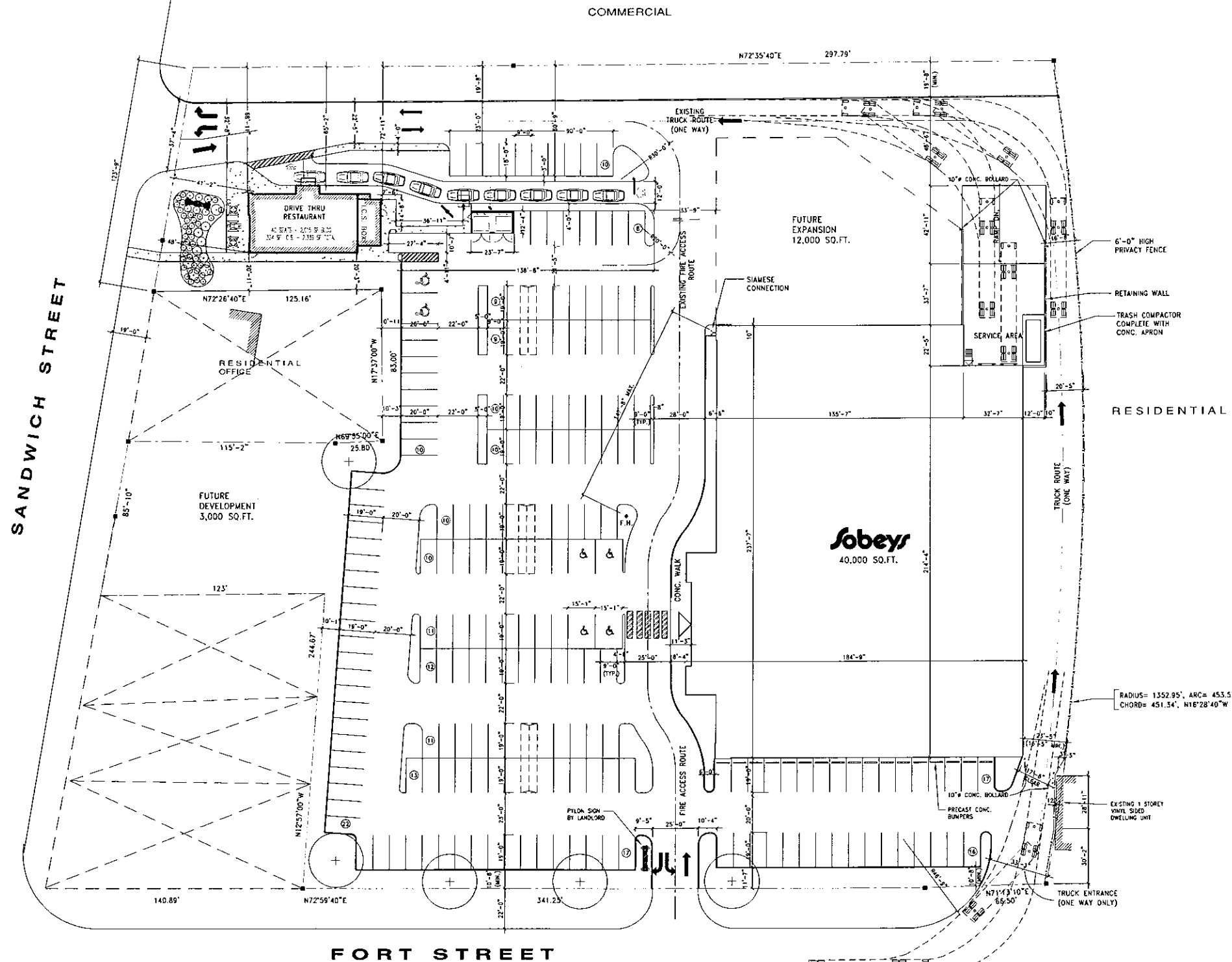
SITE AREA: 4.68 ACRES
203,884 SQ.FT.

BUILDING AREA:
EXISTING FOOD STORE 40,000 SQ.FT.
FUTURE EXPANSION 12,000 SQ.FT.
FUTURE DEVELOPMENT (REST.) 3,000 SQ.FT.
NEW DRIVE THRU 2,339 + 88 SQ.FT. (TOTAL INC. PATIO)
TOTAL 57,427 SQ.FT.

PARKING REQUIRED: (TOWN OF AMHERSTBURG BY-LAW, SECTION 3)
ALL COMMERCIAL OCCUPANCIES LISTED ABOVE REQUIRE MIN. 1 SPACE PER 269 SQ.FT.
ALL RESTAURANT OCCUPANCIES LISTED ABOVE REQUIRE MIN. 1 SPACE PER 107 SQ.FT.

CURRENT REQ'D	FUTURE EXPANSION REQ'D
49,000 / 269 = 149 SPACES	12,000 / 269 = 45 SPACES
NEW DRIVE THRU	FUTURE DEVELOPMENT (RESTAURANT)
2,427 / 107 = 23 SPACES	3,000 / 107 = 28 SPACES

PARKING PROVIDED:
TOTAL REQ'D 245 SPACES
CURRENT PROVIDED 211 SPACES
ZBA PARKING REDUCTION: 34 SPACES



SCHEDULE "B" TO BY-LAW 2018-83

MIKHAIL HOLDINGS

Joseph Mikhail

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker



SITE PLAN
SCALE: 1" = 30'-0"

ORIGINAL SITE PLAN AS PER THE DESIGN OF LAKESHORE GROUP.

MIKHAIL HOLDINGS

100 Ouellette Ave
Windsor, Ontario N9A 6T3
Tel: (519) 944-2929

This drawing shall not be used for construction unless it is countersigned by the CONSULTANT.

MAR.10/03 SITE PLAN APPROVAL
DEC.23/02 SITE PLAN APPROVAL
NOV.07/02 SITE PLAN APPROVAL
NOV.05/02 SITE PLAN APPROVAL
OCT.25/02 SITE PLAN APPROVAL

Date: Issued For:

A A DETAIL NUMBER
B B LOCATION SHEET
C C DETAIL SHEET

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Project:
AMHERSTBURG SHOPPING PLAZA

AMHERSTBURG, ONTARIO

Drawing Title:
WENDY'S SITE PLAN

Date: JULY 01/2018

Scale: AS SHOWN

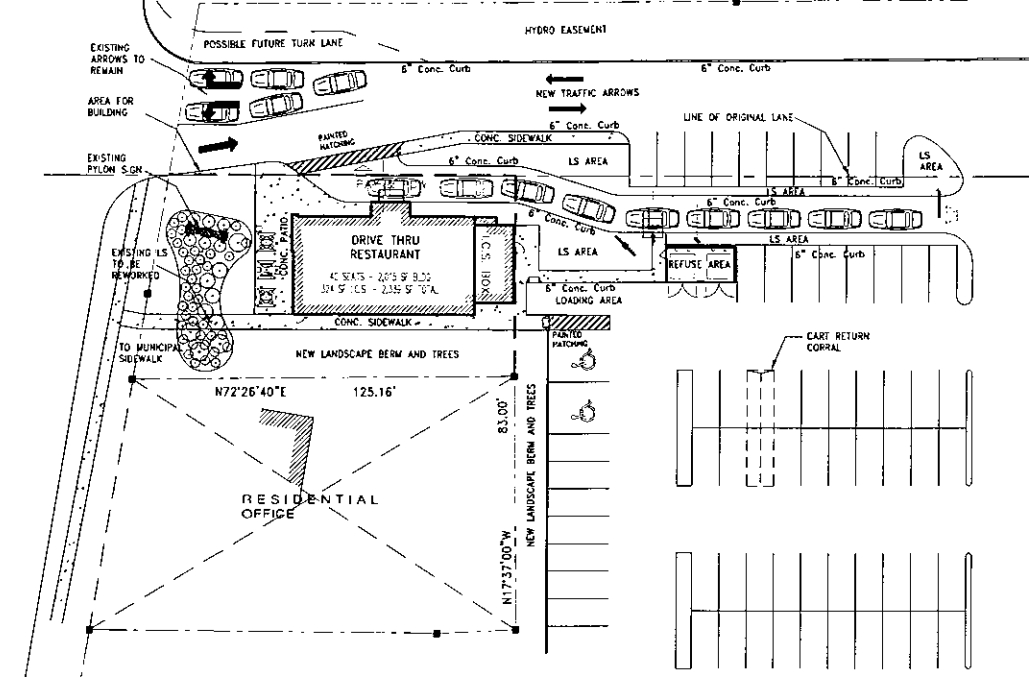
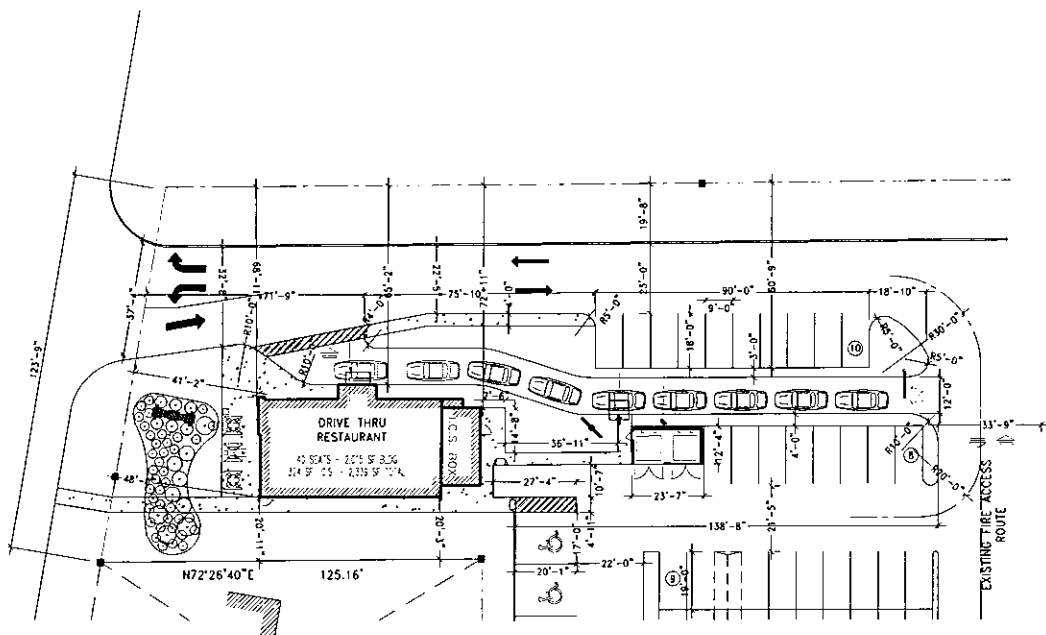
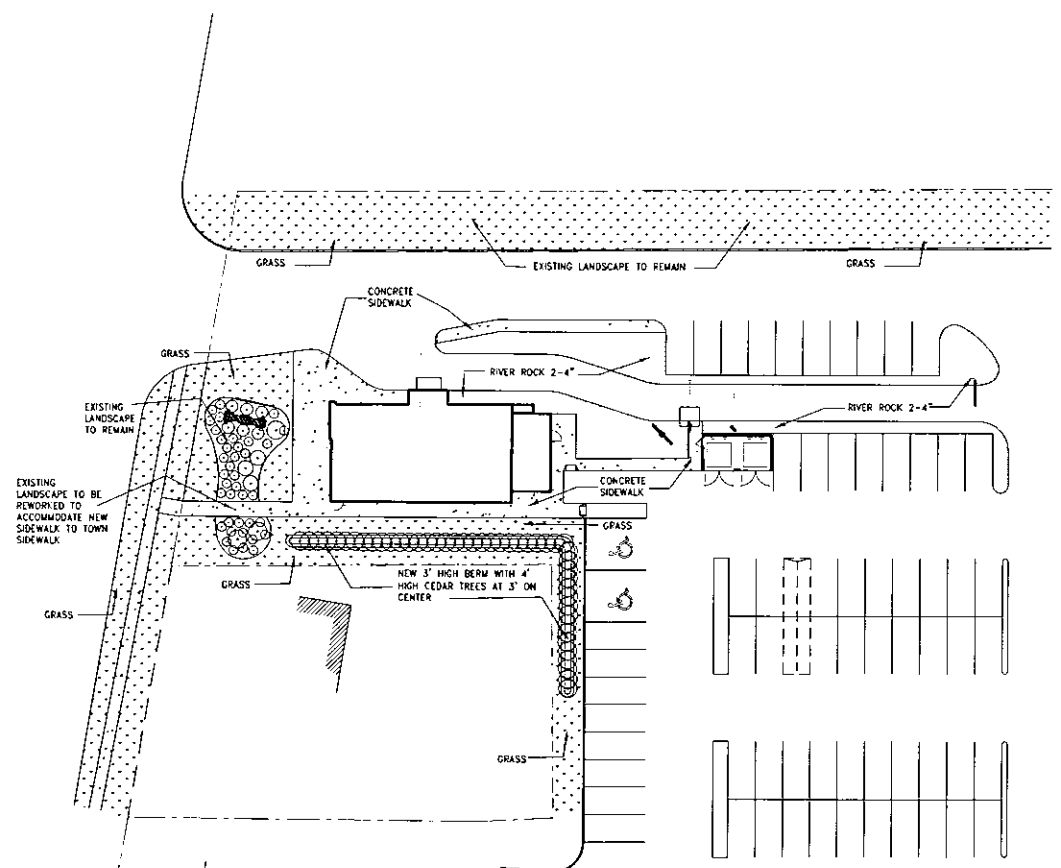
Drawn By: J.B.

Checked By:

Project No.: 02

Drawing No.:

SPL-2



SCHEDULE "G" TO BY-LAW 2018-83

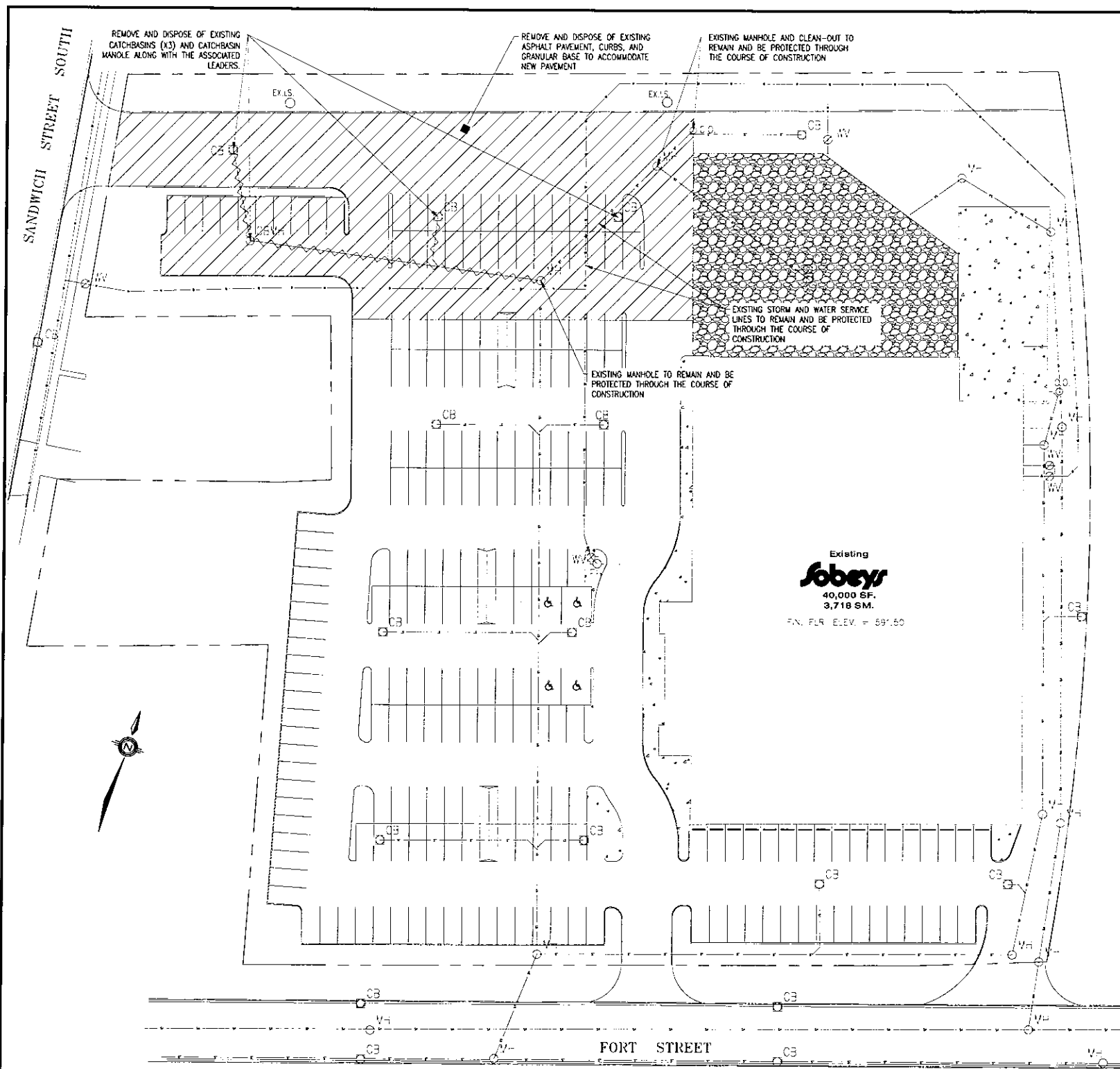
MIKHAIL HOLDINGS

Joseph Mikhail

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker



GENERAL NOTES:

1. PRIOR TO THE COMMENCEMENT OF CONSTRUCTION, THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AND FIELD CONDITIONS. IN THE EVENT DIMENSIONS OR FIELD CONDITIONS VARY FROM DESIGN DRAWINGS, THE ENGINEER SHALL BE NOTIFIED.
2. THE LOCATION OF UTILITIES AS SHOWN ON THIS DRAWING ARE NOT CERTIFIED AS TO LOCATION. THE ONUS LIES UPON THE TENDERER (AND AFTER ACCEPTANCE OF TENDER, UPON THE CONTRACTOR) TO ASCERTAIN AT HIS OWN EXPENSE THE EXACT LOCATION OF ALL ABOVE GRADE AND SUBSURFACE UTILITIES. NO EXTRA OR CLAIM FOR COMPENSATION WILL BE ALLOWED IF IT IS DISCOVERED THAT ANY UTILITY IS ACTUALLY LOCATED ON THE SITE AND IS IN CONFLICT WITH THE PROPOSED WORKS.
3. ALL WORK SHALL BE CARRIED OUT IN ACCORDANCE WITH THE ONTARIO BUILDING CODE, PULPING CODE, ONTARIO REGULATION 815/84, AND TOWN OF AMHERSTBURG STANDARDS.
4. ALL WORK INSIDE PROPERTY SHALL MEET THE REQUIREMENTS OF THE TOWN OF AMHERSTBURG BUILDING DEPARTMENT.
5. ALL WORK OUTSIDE PROPERTY SHALL MEET THE REQUIREMENTS OF THE TOWN OF AMHERSTBURG PUBLIC WORKS DEPARTMENT.
6. THE CONTRACTOR AND HIS WORKERS SHALL UNDERTAKE ALL WORK ON THIS PROJECT IN COMPLIANCE WITH THE "OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS FOR CONSTRUCTION PROJECTS", ONT. REG. 213/91 AS AMENDED.
7. ALL SEWERS SHALL BE PVC SDR 35 PIPE, UNLESS NOTED OTHERWISE.
8. SEWER BEDDING SHALL BE CLASS 'B'.
9. ALL SEWERS AND WATER SERVICES UNDER THE PAVEMENT SHALL BE BACKFILLED WITH GRANULAR 'A' TO 100% S.P.M.D.D. AND WITH APPROVED NATIVE MATERIAL TO 95% S.P.M.D.D. ELSEWHERE.
10. ANY FILL SHALL BE APPROVED NATIVE MATERIAL.
11. ALL CATCH BASINS SHALL BE EQUIPPED WITH 6" PVC SDR 35 LEADS, UNLESS NOTED OTHERWISE.
12. ALL MANHOLES TO BE 48" DIAMETER AS PER OPSD 701-010, UNLESS OTHERWISE NOTED. THE FIRST PIPE AT THE MANHOLE SHALL NOT EXCEED 3 FT.
13. BENCHING IS NOT REQUIRED IN STORM MANHOLES. PROVIDE A MINIMUM OF 12" AND A MAXIMUM OF 18" DEEP SUMP.
14. ALL CATCHBASINS/MANHOLE-CATCHBASINS TO BE EQUIPPED WITH 4" DIA. SUBDRAIN WITH FILTER SOCK, INSTALLED IN FOUR DIRECTIONS EACH 10 FT IN LENGTH, TRENCHED IN THE SUBGRADE.
15. CATCH BASINS SHALL BE INSTALLED IN ACCORDANCE WITH OPSS 407 AT THE LOCATIONS AS INDICATED. CATCH BASIN FRAME AND COVER SHALL CONFORM TO OPSD 400.020. CATCH BASINS TO HAVE 24" SUMPS. INSTALL 6" x 1" TRAP CLEAN-OUTS. INSTALL FILTER CLOTH UNDER GRATES DURING CONSTRUCTION.
16. SUBDRAINS AND TILE DRAINS SHALL BE MIN. 4" x 6" WRAPPED WITH FILTER FABRIC SOCK AND BACKFILLED WITH 3/4" CLEAR STONE. SLOPE BIG "O" @ 0.2% MIN.
17. ALL PERFORATED PIPES TO BE CAPPED AT UPSTREAM END.
18. PROVIDE CLEAN-OUTS ALONG 6" PIPES AT A MINIMUM SPACING OF 100 FT.
19. CLEAN-OUTS IN PAVED AREAS SHALL BE SURROUNDED IN 6" CONCRETE. COVERS SHALL BE HEAVY DUTY METAL.
20. SUBGRADE SHALL BE SHAPED TO THE SPECIFIED GRADES, AND SHALL BE HEAVILY PROOF-ROLLED TO DETERMINE THE PRESENCE OF ANY SOFT SPOTS IN THE PRESENCE OF A GEOTECHNICAL ENGINEER. IF SOFT OR SPONGY SUBGRADE AREAS ARE ENCOUNTERED, THESE AREAS SHOULD BE SUB-EXCAVATED AND REPLACED WITH HIGH STABILITY FILL SUCH AS GRANULAR 'B' TYPE II (OPSS 1010) COMPACTED TO 98% S.P.M.D.D.
21. THE LIMIT FOR EXCAVATION AND GRANULAR BASE INSTALLATION SHALL BE 6" BEYOND EDGE OF PAVEMENTS OR BACK OF CURB.
22. PAVEMENT GRADES SHOWN ARE AT CATCH BASINS OR AT EDGE OF PAVEMENT.
23. THE CONTRACTOR SHALL SUPPLY, PLACE AND COMPACT HOT-MIX, HOT-LAID ASPHALTIC CONCRETE TO 97% OF ITS MARSHALL MIX DESIGN DENSITY AND IN ACCORDANCE WITH OPSS 310 "HOT MIX ASPHALT".
24. SURFACE COURSE ASPHALT SHALL BE HL3 AND BASE COURSE ASPHALT SHALL BE HL4. ASPHALTIC MIXTURES SHALL BE MANUFACTURED IN ACCORDANCE WITH THE REQUIREMENTS OF OPSS 1150.
25. JOINT SPACING FOR CONCRETE CURB SHALL BE EVERY 10 FT MAXIMUM.
26. CONCRETE FOR BARRIER CURBS, SIDEWALKS AND DRIVEWAYS SHALL HAVE A COMPRESSIVE STRENGTH OF 32 MPa AT 28 DAYS WITH 6% TO 8% AIR ENTRAINMENT.
27. PAVEMENT MARKINGS SHALL BE PLACED ON A CLEAN SURFACE. TRAFFIC PAINT SHALL BE WATER BASED LATEX TRAFFIC PAINT YELLOW IN COLOUR.
28. THE ELEVATIONS OF ALL EXISTING UTILITY COVERS/APERTURANCES SHALL BE ADJUSTED TO MEET THE PROPOSED GRADES. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING: MANHOLES, CLEAN-OUTS, VALVES, ETC.
29. THE CONTRACTOR SHALL DISPOSE OF REMOVED AND EXCESS MATERIAL OFF SITE IN A SUITABLE MANNER.
30. ALL EXISTING GRASS AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED WITH A MINIMUM OF 100mm TOPSOIL, GRASS SEED AND HYDRO MULCH.
31. RESTORE ALL SURFACES TO A CONDITION EQUAL TO OR BETTER THAN ORIGINAL AND TO THE SATISFACTION OF THE TOWN OF AMHERSTBURG PUBLIC WORKS DEPARTMENT.
32. THE CONTRACTOR SHALL SUBMIT A CERTIFICATE BY AN ONTARIO LAND SURVEYOR OR ENGINEER STATING THAT THE GRADES CONFORM TO THE GRADES SHOWN ON THE APPROVED DRAWINGS AT THE COMPLETION OF CONSTRUCTION.

SEDIMENT CONTROL MEASURES:

1. THE CONTRACTOR SHALL PROTECT ALL EXPOSED SURFACES AND CONTROL ALL RUNOFF DURING CONSTRUCTION.
2. ALL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO STARTING CONSTRUCTION AND MUST REMAIN IN PLACE UNTIL RESTORATION IS COMPLETE.
3. THE CONTRACTOR SHALL MAINTAIN EROSION CONTROL MEASURES DURING CONSTRUCTION.
4. ALL COLLECTED SEDIMENT SHALL BE DISPOSED OF AT AN APPROVED LOCATION.
5. AREA DISTURBED DURING CONSTRUCTION SHALL BE KEPT TO A MINIMUM.
6. ALL DE-WATERING SHALL BE DISPOSED OF IN AN APPROVED SEDIMENTATION BASIN.
7. THE CONTRACTOR SHALL PROTECT ALL CATCHBASINS, MANHOLES AND PIPE ENDS FROM SEDIMENT INTRUSION WITH FILTER CLOTH OR OTHER APPROVED METHOD.
8. ALL SUMPS SHALL BE KEPT CLEAN DURING CONSTRUCTION.
9. THE CONTRACTOR SHALL PREVENT WIND-BLOWN DUST.
10. STRAW BALES ARE TO BE USED DURING CONSTRUCTION, AS REQUIRED.

SCHEDULE "H" TO BY-LAW 2018-83

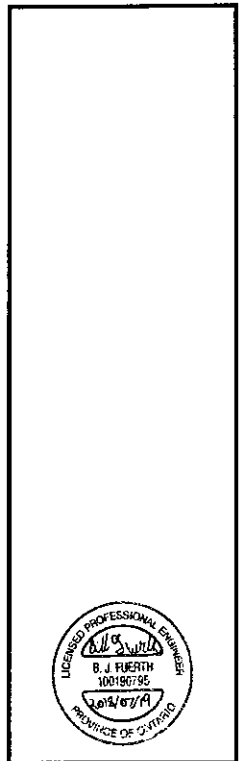
MIKHAIL HOLDINGS

Joseph Mikhail

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker



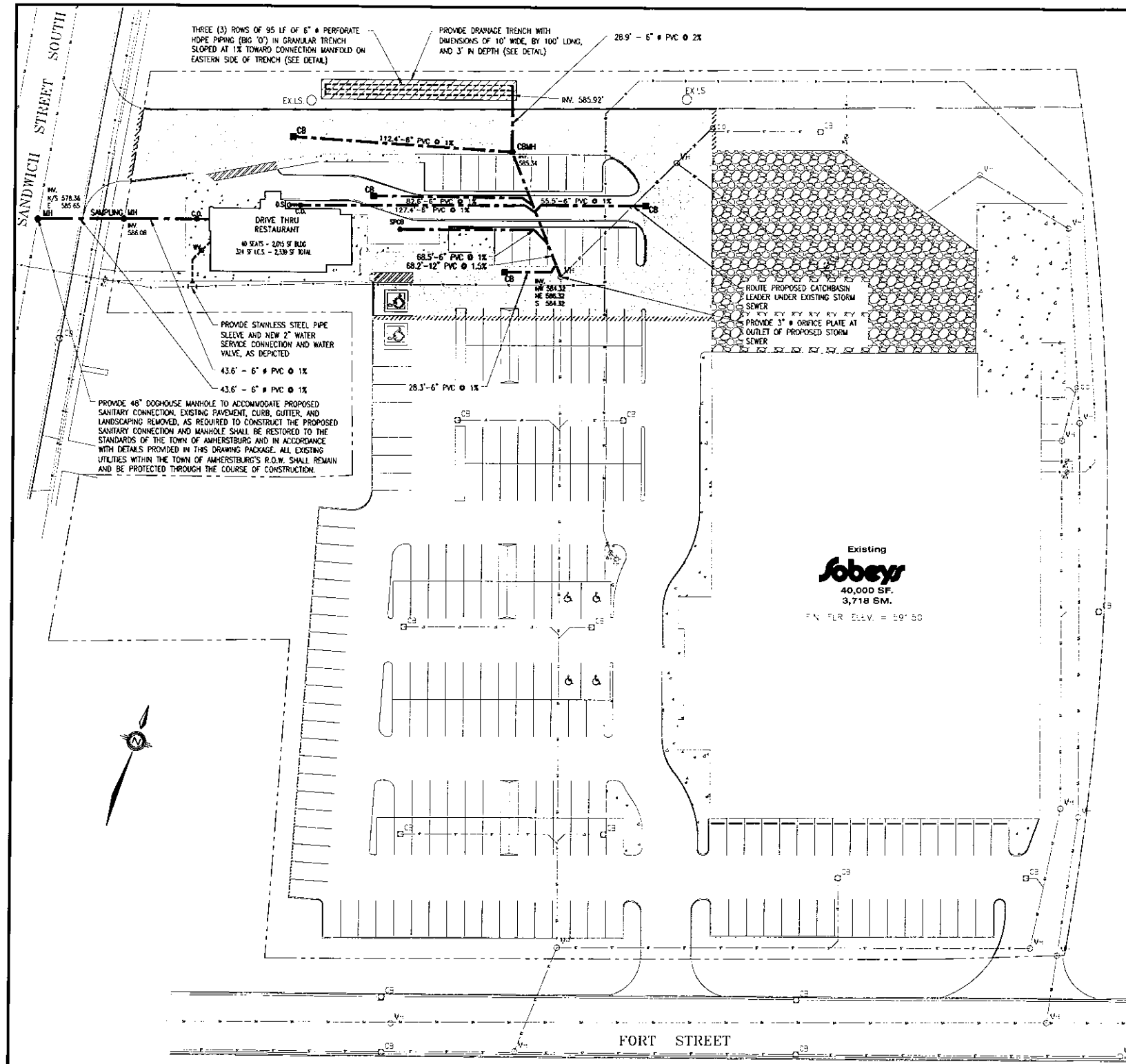
18/07/19	APPROVAL REVIEW
DATE	ISSUED FOR

PROJECT
AMHERSTBURG SHOPPING PLAZA
 83 SANDWICH ST. SOUTH
 AMHERSTBURG, ONTARIO

DWG. TITLE:
DEMOLITION AND REMOVALS PLAN

DATE	: 2018-07-13
SCALE	: 1" = 30'
DESIGNED BY	: BF
DRAWN BY	: BF
CHECKED BY	: WT
APPROVED BY	: N/A
PROJECT NO.	: 18-192

DWG. NO.
C-100



LEGEND

--- STM ---	PROPOSED STORM SEWER
--- SAN ---	PROPOSED SANITARY SEWER
--- WATER ---	PROPOSED WATERMAIN
---	PROPERTY LINE
NW, ME, SE, SW	PROPOSED INVERT ELEVATION
● MH	PROPOSED MANHOLE
● CBMH	PROPOSED CATCH BASIN-MANHOLE
● CB	PROPOSED CATCH BASIN
● SPCB	PROPOSED 18"Ø x 24" DEEP SUMP PIT CATCH BASIN
XXXXXX	PROPOSED GRADE
XXX XX	PROPOSED TOP OF CURB
○ CA	PROPOSED CLEAN-OUT
12c	TOP OF CONCRETE CURB
12c.B	TOP OF CATCH BASIN
EP	EDGE OF PAVEMENT
HP	HIGH POINT
SS	STAINLESS STEEL SLEEVE
WV	PROPOSED WATER VALVE
FH	PROPOSED FIRE HYDRANT
▽	PROPOSED DOOR LOCATION
▭	HEAVY VEHICLE PAVEMENT
▭	PARKING AREA PAVEMENT

THE FOLLOWING ONTARIO PROVINCIAL STANDARD DRAWINGS SHALL APPLY TO THIS CONTRACT:

OPSD 310.010	CONCRETE SIDEWALK
OPSD 350.010	URBAN, INDUSTRIAL, COMMERCIAL AND APARTMENT ENTRANCE
OPSD 400.020	CAST IRON, SQUARE FRAME WITH SQUARE FLAT GRATE FOR CATCH BASINS, HERRING BONE OPENINGS
OPSD 401.010	CAST IRON, SQUARE FRAME WITH CIRCULAR CLOSED OR OPEN COVER FOR MAINTENANCE HOLES
OPSD 405.010	MAINTENANCE HOLE STEPS, HOLLOW
OPSD 600.040	CONCRETE BARRIER CURB WITH STANDARD GUTTER
OPSD 600.110	CONCRETE BARRIER CURB
OPSD 701.010	PRECAST CONCRETE MAINTENANCE HOLE, 1200 mm DIAMETER
OPSD 701.021	MAINTENANCE HOLE BENCHING AND PIPE OPENING DETAILS
OPSD 701.030	PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 1200 mm DIAMETER, TAPERED TOP AND FLAT CAP
OPSD 701.031	PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 1200 mm DIAMETER, RISER AND MONOLITHIC BASE
OPSD 701.032	PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 1200 mm DIAMETER, BASE SLAB
OPSD 704.010	PRECAST CONCRETE ADJUSTMENT UNITS FOR MAINTENANCE HOLES AND CATCH BASINS
OPSD 705.010	PRECAST CONCRETE CATCH BASIN, 600 x 600 mm

- GENERAL NOTES:**
- PRIOR TO THE COMMENCEMENT OF CONSTRUCTION, THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AND FIELD CONDITIONS. IN THE EVENT DIMENSIONS OR FIELD CONDITIONS VARY FROM DESIGN DRAWINGS, THE ENGINEER SHALL BE NOTIFIED.
 - THE LOCATION OF UTILITIES AS SHOWN ON THIS DRAWING ARE NOT CERTIFIED AS TO LOCATION. THE ONUS LIES UPON THE TENDERER (AND AFTER ACCEPTANCE OF TENDER, UPON THE CONTRACTOR) TO ASCERTAIN AT HIS OWN EXPENSE THE EXACT LOCATION OF ALL ABOVE GRADE AND SUBSURFACE UTILITIES. NO EXTRA OR CLAIM FOR COMPENSATION WILL BE ALLOWED IF IT IS DISCOVERED THAT ANY UTILITY IS ACTUALLY LOCATED ON THE SITE AND IS IN CONFLICT WITH THE PROPOSED WORKS.
 - ALL WORK SHALL BE CARRIED OUT IN ACCORDANCE WITH THE ONTARIO BUILDING CODE, ONTARIO REGULATION 815/84, AND TOWN OF AMHERSTBURG STANDARDS.
 - ALL WORK INSIDE PROPERTY SHALL MEET THE REQUIREMENTS OF THE TOWN OF AMHERSTBURG BUILDING DEPARTMENT.
 - ALL WORK OUTSIDE PROPERTY SHALL MEET THE REQUIREMENTS OF THE TOWN OF AMHERSTBURG PUBLIC WORKS DEPARTMENT.
 - THE CONTRACTOR AND HIS WORKERS SHALL UNDERTAKE ALL WORK ON THIS PROJECT IN COMPLIANCE WITH THE 'OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS FOR CONSTRUCTION PROJECTS', O.N.T. REG. 213/91 AS AMENDED.
 - ALL SEWERS SHALL BE PVC SDR 35 PIPE, UNLESS NOTED OTHERWISE.
 - SEWER BEDDING SHALL BE CLASS 'B'.
 - ALL SEWERS AND WATER SERVICES UNDER THE PAVEMENT SHALL BE BACKFILLED WITH GRANULAR 'A' TO 100% S.P.M.D.D. AND WITH APPROVED NATIVE MATERIAL TO 95% S.P.M.D.D. ELSEWHERE.
 - ANY FILL SHALL BE APPROVED NATIVE MATERIAL.
 - ALL CATCH BASINS SHALL BE EQUIPPED WITH 6" PVC SDR 35 LEADS, UNLESS NOTED OTHERWISE.
 - ALL MANHOLES TO BE 48" DIAMETER AS PER OPSD 701.010, UNLESS OTHERWISE NOTED. THE FIRST PIPE AT THE MANHOLE SHALL NOT EXCEED 3 FT.
 - BENCHING IS NOT REQUIRED IN STORM MANHOLES. PROVIDE A MINIMUM OF 12" AND A MAXIMUM OF 18" DEEP SUMP.
 - ALL CATCHBASINS/MANHOLE-CATCHBASINS TO BE EQUIPPED WITH 4" DIA. SUBDRAIN WITH FILTER SOCK, INSTALLED IN FOUR DIRECTIONS EACH 10 FT IN LENGTH, TRENCHED IN THE SUBGRADE.
 - CATCH BASINS SHALL BE INSTALLED IN ACCORDANCE WITH OPSD 407 AT THE LOCATIONS AS INDICATED. CATCH BASIN FRAME AND COVER SHALL CONFORM TO OPSD 400.020. CATCH BASINS TO HAVE 24" SUMPS. INSTALL 6" Ø "T" TRAP CLEAN-OUTS. INSTALL FILTER CLOTH UNDER GRATES DURING CONSTRUCTION.
 - SUBDRAINS AND TILE DRAINS SHALL BE MIN. 4" Ø BIG "O" WRAPPED WITH FILTER FABRIC SOCK AND BACKFILLED WITH 3/4" CLEAR STONE. SLOPE BIG "O" Ø 0.2% MIN.
 - ALL PERFORATED PIPES TO BE CAPPED AT UPSTREAM END.
 - PROVIDE CLEANOUTS ALONG 6" PIPES AT A MINIMUM SPACING OF 100 FT.
 - CLEAN-OUTS IN PAVED AREAS SHALL BE SURROUNDED IN 6" CONCRETE. COVERS SHALL BE HEAVY DUTY METAL.
 - SUBGRADE SHALL BE SHAPED TO THE SPECIFIED GRADES, AND SHALL BE HEAVILY PROOF-ROLLED TO DETERMINE THE PRESENCE OF ANY SOFT SPOTS IN THE PRESENCE OF A GEOTECHNICAL ENGINEER. IF SOFT OR SPONGY SUBGRADE AREAS ARE ENCOUNTERED, THESE AREAS SHOULD BE SUB-EXCAVATED AND REPLACED WITH HIGH STABILITY FILL SUCH AS GRANULAR 'B' TYPE II (OPSS 1010) COMPACTED TO 98% S.P.M.D.D.
 - THE LIMIT FOR EXCAVATION AND GRANULAR BASE INSTALLATION SHALL BE 6" BEYOND EDGE OF PAVEMENTS OR BACK OF CURB.
 - PAVEMENT GRADES SHOWN ARE AT CATCH BASINS OR AT EDGE OF PAVEMENT.
 - THE CONTRACTOR SHALL SUPPLY, PLACE AND COMPACT HOT-MIX, HOT-LAID ASPHALTIC CONCRETE TO 97% OF ITS MARSHALL MIX DESIGN DENSITY AND IN ACCORDANCE WITH OPS 310 "HOT MIX ASPHALT".
 - SURFACE COURSE ASPHALT SHALL BE HL3 AND BASE COURSE ASPHALT SHALL BE HL4. ASPHALT MIXTURES SHALL BE MANUFACTURED IN ACCORDANCE WITH THE REQUIREMENTS OF OPS 1150.
 - JOINT SPACING FOR CONCRETE CURB SHALL BE EVERY 10 FT MAXIMUM.
 - CONCRETE FOR BARRIER CURBS, SIDEWALKS AND DRIVEWAYS SHALL HAVE A COMPRESSIVE STRENGTH OF 32 MPa AT 28 DAYS WITH 6% TO 8% AIR ENTRAINMENT.
 - PAVEMENT MARKINGS SHALL BE PLACED ON A CLEAN SURFACE. TRAFFIC PAINT SHALL BE WATER BASED LATEX TRAFFIC PAINT YELLOW IN COLOUR.
 - THE ELEVATIONS OF ALL EXISTING UTILITY COVERS/APURTANCES SHALL BE ADJUSTED TO MEET PROPOSED GRADES. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING: MANHOLES, CLEANOUTS, VALVES, ETC.
 - THE CONTRACTOR SHALL DISPOSE OF REMOVED AND EXCESS MATERIAL OFF SITE IN A SUITABLE MANNER.
 - ALL EXISTING GRASS AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED WITH A MINIMUM OF 100mm TOPSOIL, GRASS SEED AND HYDRO MULCH.
 - RESTORE ALL SURFACES TO A CONDITION EQUAL TO OR BETTER THAN ORIGINAL AND TO THE SATISFACTION OF THE TOWN OF AMHERSTBURG PUBLIC WORKS DEPARTMENT.
 - THE CONTRACTOR SHALL SUBMIT A CERTIFICATE BY AN ONTARIO LAND SURVEYOR OR ENGINEER STATING THAT THE GRADES CONFORM TO THE GRADES SHOWN ON THE APPROVED DRAWINGS AT THE COMPLETION OF CONSTRUCTION.

WATER SERVICE NOTES:

- ALL MATERIAL AND WORK SHALL BE IN ACCORDANCE WITH AMHERSTBURG PUBLIC WORKS DEPARTMENT SPECIFICATIONS AND STANDARD DETAILS.
- WATER SERVICES SHALL HAVE 1.5m MINIMUM DEPTH OF COVER.
- 4" TO 12" WATERMAIN PIPING SHALL BE POLYETHYLENE (PE) CONFORMING TO THE CURRENT SPECIFICATION AWMA C-900, CLASS 150, DR 18, CAST IRON OD, BLUE IN COLOUR.
- 1" TO 2" WATER SERVICES SHALL BE POLYETHYLENE (PE) PRESSURE TUBING CONFORMING TO THE CURRENT SPECIFICATION AWMA C-901 AND MUST HAVE STAMPED THEREON THE DESIGNATION "SERIES 180 POTABLE OD PIPE PE 2306 CSA CERTIFIED".
- ALL PLASTIC PIPE TO INCLUDE TRACER WIRE #12 AWG CONDUCTOR, SOLID WHITE, TWJ FLAMESEAL WIRE. SPLICES WILL BE ACCOMPLISHED USING "BURNDY" KS-50, 16-10 CONNECTORS.
- ALL REDUNDANT WATER SERVICES TO THE PROPOSED SITE SHALL BE ABANDONED IN ACCORDANCE WITH THE PROCEDURES SET OUT BY AMHERSTBURG PUBLIC WORKS DEPARTMENT. THE GENERAL CONTRACTOR IS RESPONSIBLE TO EXPOSE ALL OF THE EXISTING WATER SERVICES AT THE WATERMAIN. THE COST OF MATERIAL, EXCAVATION AT THE WATERMAIN, BACKFILLING AND RESTORATION IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR. THE COST TO CUT AND CAP AND/OR REMOVE THE CONNECTION OF THE WATER SERVICE(S) AT THE WATERMAIN IS THE RESPONSIBILITY OF AMHERSTBURG PUBLIC WORKS DEPARTMENT.
- ALL WORK SHALL BE IN ACCORDANCE WITH THE AMHERSTBURG PUBLIC WORKS DEPARTMENT REQUIREMENTS, INCLUDING ALL NECESSARY FITTINGS, FLUSHING AND TESTING.

SEDIMENT CONTROL MEASURES:

- THE CONTRACTOR SHALL PROTECT ALL EXPOSED SURFACES AND CONTROL ALL RUNOFF DURING CONSTRUCTION.
- ALL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO STARTING CONSTRUCTION AND MUST REMAIN IN PLACE UNTIL RESTORATION IS COMPLETE.
- THE CONTRACTOR SHALL MAINTAIN EROSION CONTROL MEASURES DURING CONSTRUCTION.
- ALL COLLECTED SEDIMENT SHALL BE DISPOSED OF AT AN APPROVED LOCATION.
- AREA DISTURBED DURING CONSTRUCTION SHALL BE KEPT TO A MINIMUM.
- ALL DE-WATERING SHALL BE DISPOSED OF IN AN APPROVED SEDIMENTATION BASIN.
- THE CONTRACTOR SHALL PROTECT ALL CATCHBASINS, MANHOLES AND PIPE ENDS FROM SEDIMENT INTRUSION WITH FILTER CLOTH OR OTHER APPROVED METHOD.
- ALL SUMPS SHALL BE KEPT CLEAN DURING CONSTRUCTION.
- THE CONTRACTOR SHALL PREVENT WIND-BLOWN DUST.
- STRAW BALES ARE TO BE USED DURING CONSTRUCTION, AS REQUIRED.



18/07/19	APPROVAL REVIEW
DATE	ISSUED FOR

PROJECT:
AMHERSTBURG SHOPPING PLAZA

83 SANDWICH ST. SOUTH
AMHERSTBURG, ONTARIO

DWG TITLE:
SITE SERVICING PLAN

DATE	: 2018-07-13
SCALE	: 1" = 30'
DESIGNED BY	: BF
DRAWN BY	: BF
CHECKED BY	: WT
APPROVED BY	: N/A
PROJECT NO.	: 18-192

DWG NO.
C-200

SCHEDULE "I" TO BY-LAW 2018-83

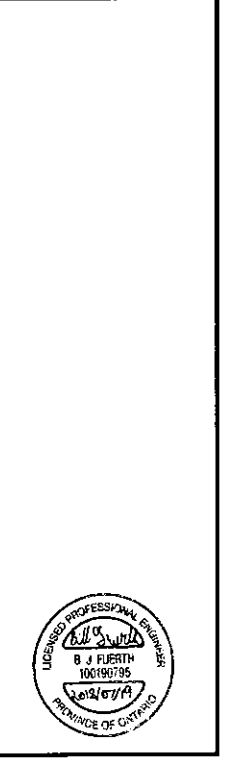
MIKHAIL HOLDINGS

Joseph Mikhail

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker



18/07/19	APPROVAL REVIEW
DATE	SIGNED FOR

PROJECT:
AMHERSTBURG SHOPPING PLAZA

83 SANDWICH ST. SOUTH
AMHERSTBURG, ONTARIO

DWG TITLE:
SITE GRADING PLAN

DATE	: 2018-07-13
SCALE	: 1" = 30'
DESIGNED BY	: BF
DRAWN BY	: BF
CHECKED BY	: WT
APPROVED BY	: N/A
PROJECT NO	: 18-192

DWG NO:
C-300

GENERAL NOTES:

- PRIOR TO THE COMMENCEMENT OF CONSTRUCTION, THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AND FIELD CONDITIONS. IN THE EVENT DIMENSIONS OR FIELD CONDITIONS VARY FROM DESIGN DRAWINGS, THE ENGINEER SHALL BE NOTIFIED.
- THE LOCATION OF UTILITIES AS SHOWN ON THIS DRAWING ARE NOT CERTIFIED AS TO LOCATION. THE ONUS LIES UPON THE TENDERER (AND AFTER ACCEPTANCE OF TENDER, UPON THE CONTRACTOR) TO ASCERTAIN AT HIS OWN EXPENSE THE EXACT LOCATION OF ALL ABOVE GRADE AND SUBSURFACE UTILITIES. NO EXTRA OR CLAIM FOR COMPENSATION WILL BE ALLOWED IF IT IS DISCOVERED THAT ANY UTILITY IS ACTUALLY LOCATED ON THE SITE AND IS IN CONFLICT WITH THE PROPOSED WORKS.
- ALL WORK SHALL BE CARRIED OUT IN ACCORDANCE WITH THE ONTARIO BUILDING CODE, PLUMBING CODE, ONTARIO REGULATION 815/84, AND TOWN OF AMHERSTBURG STANDARDS.
- ALL WORK INSIDE PROPERTY SHALL MEET THE REQUIREMENTS OF THE TOWN OF AMHERSTBURG BUILDING DEPARTMENT.
- ALL WORK OUTSIDE PROPERTY SHALL MEET THE REQUIREMENTS OF THE TOWN OF AMHERSTBURG PUBLIC WORKS DEPARTMENT.
- THE CONTRACTOR AND HIS WORKERS SHALL UNDERTAKE ALL WORK ON THIS PROJECT IN COMPLIANCE WITH THE "OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS FOR CONSTRUCTION PROJECTS", ONT. REG. 213/91 AS AMENDED.
- ALL SEWERS SHALL BE PVC SDR 35 PIPE, UNLESS NOTED OTHERWISE.
- SEWER BEDDING SHALL BE CLASS 'B'.
- ALL SEWERS AND WATER SERVICES UNDER THE PAVEMENT SHALL BE BACKFILLED WITH GRANULAR 'A' TO 100% S.P.M.D.D. AND WITH APPROVED NATIVE MATERIAL TO 90% S.P.M.D.D. ELSEWHERE.
- ANY FILL SHALL BE APPROVED NATIVE MATERIAL.
- ALL CATCH BASINS SHALL BE EQUIPPED WITH 6" PVC SDR 35 LEADS, UNLESS NOTED OTHERWISE.
- ALL MANHOLES TO BE 48" DIAMETER AS PER OPSD 701.010, UNLESS OTHERWISE NOTED. THE FIRST PIPE AT THE MANHOLE SHALL NOT EXCEED 3 FT.
- BENCHING IS NOT REQUIRED IN STORM MANHOLES. PROVIDE A MINIMUM OF 12" AND A MAXIMUM OF 18" DEEP SUMP.
- ALL CATCHBASINS/MANHOLE-CATCHBASINS TO BE EQUIPPED WITH 4" DIA. SUBDRAIN WITH FILTER SOCK, INSTALLED IN FOUR DIRECTIONS EACH 10 FT IN LENGTH, TRENCHED IN THE SUBGRADE.
- CATCH BASINS SHALL BE INSTALLED IN ACCORDANCE WITH OPS 407 AT THE LOCATIONS AS INDICATED. CATCH BASIN FRAME AND COVER SHALL CONFORM TO OPSD 400.020. CATCH BASINS TO HAVE 24" SUNPS. INSTALL 6" # TRAP CLEAN-OUTS. INSTALL FILTER CLOTH UNDER GRATES DURING CONSTRUCTION.
- SUBDRAINS AND TILE DRAINS SHALL BE MIN. 4" # BIG "O" WRAPPED WITH FILTER FABRIC SOCK AND BACKFILLED WITH 3/4" CLEAR STONE. SLOPE BIG "O" @ 0.2% MIN.
- ALL PERFORATED PIPES TO BE CAPPED AT UPSTREAM END.
- PROVIDE CLEANOUTS ALONG 6" PIPES AT A MINIMUM SPACING OF 100 FT.
- CLEAN-OUTS IN PAVED AREAS SHALL BE SURROUNDED IN 6" CONCRETE. COVERS SHALL BE HEAVY DUTY METAL.
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WATER SERVICE NOTES:

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- 1" TO 2" WATER SERVICES SHALL BE POLYETHYLENE (PE) PRESSURE TUBING CONFORMING TO THE CURRENT SPECIFICATION AWWA C-901 AND MUST HAVE STAMPED THEREON THE DESIGNATION "SERIES 160 POTABLE OD PIPE PE 2306 CSA CERTIFIED".
- ALL PLASTIC PIPE TO INCLUDE TRACER WIRE #12 AWG CONDUCTOR, SOLID WHITE, TWU FLAMESEAL WIRE". SPICES WILL BE ACCOMPLISHED USING "BURNDY" KS-90, 16-10 CONNECTORS.
- ALL REDUNDANT WATER SERVICES TO THE PROPOSED SITE SHALL BE ABANDONED IN ACCORDANCE WITH THE PROCEDURES SET OUT BY AMHERSTBURG PUBLIC WORKS DEPARTMENT. THE GENERAL CONTRACTOR IS RESPONSIBLE TO EXPOSE ALL OF THE EXISTING WATER SERVICES AT THE WATERMAIN. THE COST OF MATERIAL, EXCAVATION AT THE WATERMAIN, BACKFILLING AND RESTORATION IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR. THE COST TO CUT AND CAP AND/OR REMOVE THE CONNECTION OF THE WATER SERVICE(S) AT THE WATERMAIN IS THE RESPONSIBILITY OF AMHERSTBURG PUBLIC WORKS DEPARTMENT.
- ALL WORK SHALL BE IN ACCORDANCE WITH THE AMHERSTBURG PUBLIC WORKS DEPARTMENT REQUIREMENTS, INCLUDING ALL NECESSARY FITTINGS, FLUSHING AND TESTING.

SEDIMENT CONTROL MEASURES:

- THE CONTRACTOR SHALL PROTECT ALL EXPOSED SURFACES AND CONTROL ALL RUNOFF DURING CONSTRUCTION.
- ALL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO STARTING CONSTRUCTION AND MUST REMAIN IN PLACE UNTIL RESTORATION IS COMPLETE.
- THE CONTRACTOR SHALL MAINTAIN EROSION CONTROL MEASURES DURING CONSTRUCTION.
- ALL COLLECTED SEDIMENT SHALL BE DISPOSED OF AT AN APPROVED LOCATION.
- AREA DISTURBED DURING CONSTRUCTION SHALL BE KEPT TO A MINIMUM.
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- STRAW BALES ARE TO BE USED DURING CONSTRUCTION, AS REQUIRED.

LEGEND

- STM --- PROPOSED STORM SEWER
- SAN --- PROPOSED SANITARY SEWER
- WATER --- PROPOSED WATERMAIN
- PROPERTY LINE ---
- PROPOSED INVERT ELEVATION
- PROPOSED MANHOLE
- PROPOSED CATCH BASIN-MANHOLE
- PROPOSED CATCH BASIN
- PROPOSED 18" x 24" DEEP SUMP PIT CATCH BASIN
- PROPOSED GRADE
- PROPOSED TOP OF CURB
- PROPOSED CLEAN-OUT
- TOP OF CONCRETE CURB
- TOP OF CATCH BASIN
- EDGE OF PAVEMENT
- HIGH POINT
- STAINLESS STEEL SLEEVE
- PROPOSED WATER VALVE
- PROPOSED FIRE HYDRANT
- PROPOSED DOOR LOCATION
- HEAVY VEHICLE PAVEMENT
- PARKING AREA PAVEMENT

STORM DETENTION LEGEND

- DENOTES THE ANTICIPATED AREAS OF PONDING FOR THE 100-YEAR STORM EVENT AT AN ELEVATION OF 589.70'
- DENOTES THE ANTICIPATED AREAS OF PONDING FOR THE 5-YEAR STORM EVENT AT AN ELEVATION OF 589.50'

THE FOLLOWING ONTARIO PROVINCIAL STANDARD DRAWINGS SHALL APPLY TO THIS CONTRACT:

OPSD 310.010	CONCRETE SIDEWALK
OPSD 350.010	URBAN, INDUSTRIAL, COMMERCIAL AND APARTMENT ENTRANCE
OPSD 400.020	CAST IRON, SQUARE FRAME WITH SQUARE FLAT GRATE FOR CATCH BASINS, HERRING BONE OPENINGS
OPSD 401.010	CAST IRON, SQUARE FRAME WITH CIRCULAR CLOSED OR OPEN COVER FOR MAINTENANCE HOLES
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OPSD 600.040	CONCRETE BARRIER CURB WITH STANDARD GUTTER
OPSD 600.110	CONCRETE BARRIER CURB
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OPSD 701.021	MAINTENANCE HOLE BENCHING AND PIPE OPENING DETAILS
OPSD 701.030	PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 1200 mm DIAMETER, TAPERED TOP AND FLAT CAP
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OPSD 701.032	PRECAST CONCRETE MAINTENANCE HOLE COMPONENTS, 1200 mm DIAMETER, BASE SLAB
OPSD 704.010	PRECAST CONCRETE ADJUSTMENT UNITS FOR MAINTENANCE HOLES AND CATCH BASINS
OPSD 705.010	PRECAST CONCRETE CATCH BASIN, 600 x 600 mm

SCHEDULE "J" TO BY-LAW 2018-83

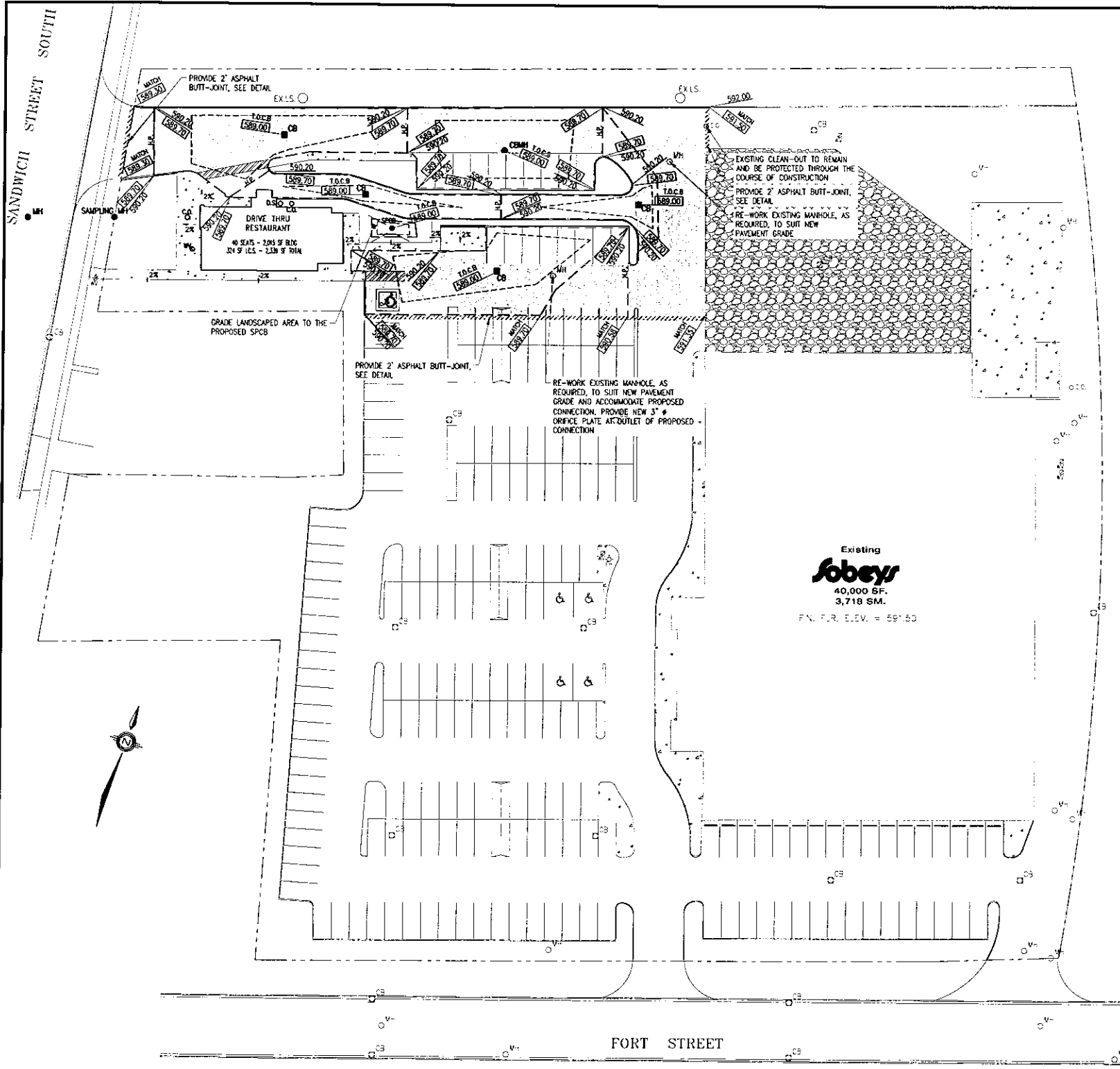
MIKHAIL HOLDINGS

Joseph Mikhail

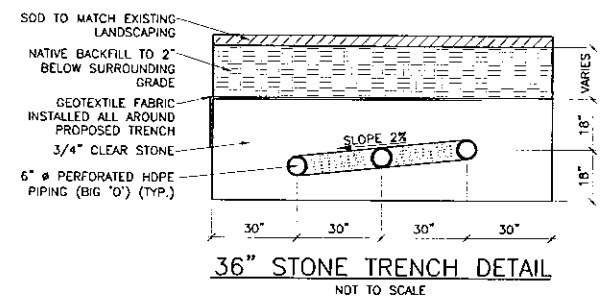
TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

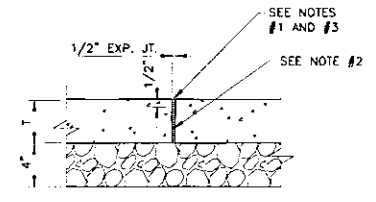
Clerk- Paula Parker



Existing Sobears
40,000 SF.
3,718 SM.
F.N. P.L. ELEV. = 589.50

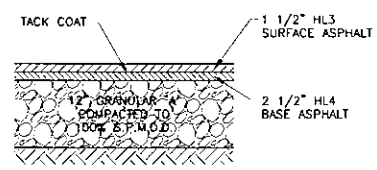


36" STONE TRENCH DETAIL
 NOT TO SCALE

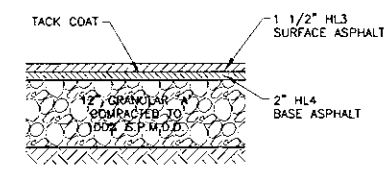


- NOTES:
 1. SEAL JOINT WITH POLYURETHANE SEALANT AND BACKER ROD.
 2. 1/2" PREFORMED BITUMINOUS JOINT FILLER TO BE LEFT IN PLACE.
 3. 1/4" RADIUS - BOTH EDGES.

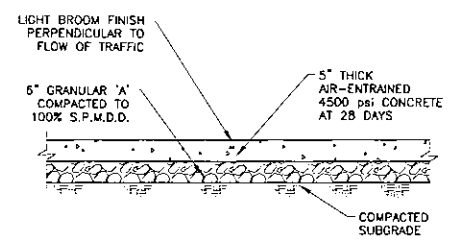
SIDEWALK EXPANSION JOINT
 NOT TO SCALE



PARKING AREA PAVEMENT
 NOT TO SCALE

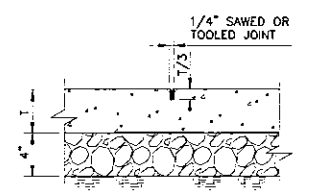


HEAVY VEHICLE PAVEMENT
 NOT TO SCALE

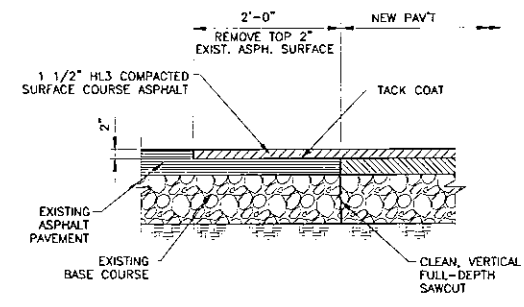


- NOTES:
 1. CONTRACTION JOINTS SHALL BE SPACED AT 5'-0" MAXIMUM INTERVALS.
 2. EXPANSION JOINTS SHALL BE PREFORMED FILLER, SPACED AT A MAXIMUM OF 50'-0" O.C. AND SHALL BE PROVIDED WHERE THE WALK ABUTS STRUCTURES, BEGINNING AND END OF RADI AND WHERE WALK ABUTS EXISTING CONCRETE.

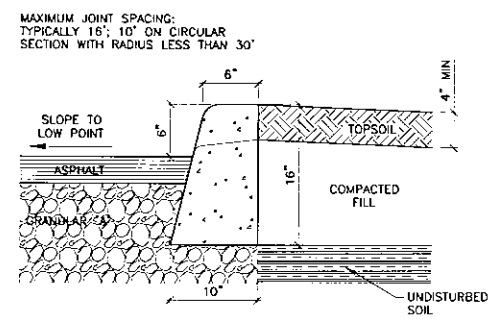
CONCRETE SIDEWALK
 NOT TO SCALE



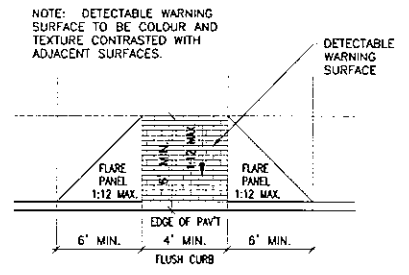
SIDEWALK CONTRACTION JOINT
 NOT TO SCALE



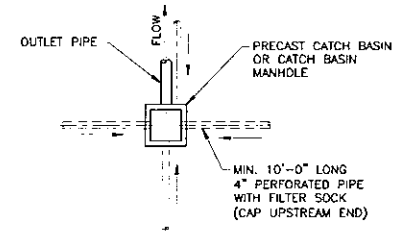
BUTT JOINT
 NOT TO SCALE



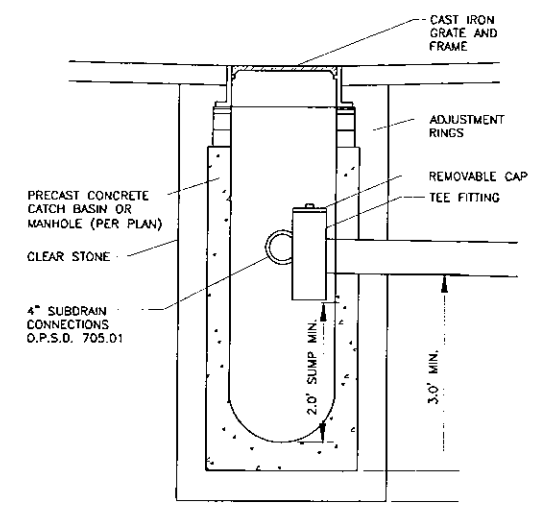
6" HIGH CONCRETE CURB
 NOT TO SCALE



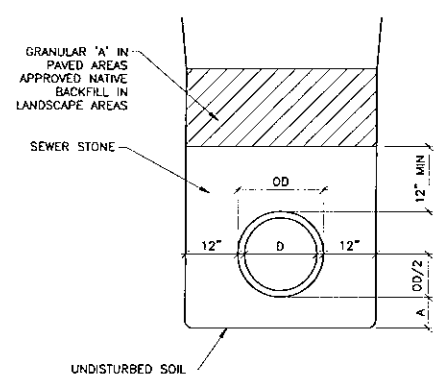
SIDEWALK RAMP
 NOT TO SCALE



SUBDRAINS AT CATCHBASIN DETAIL
 NOT TO SCALE

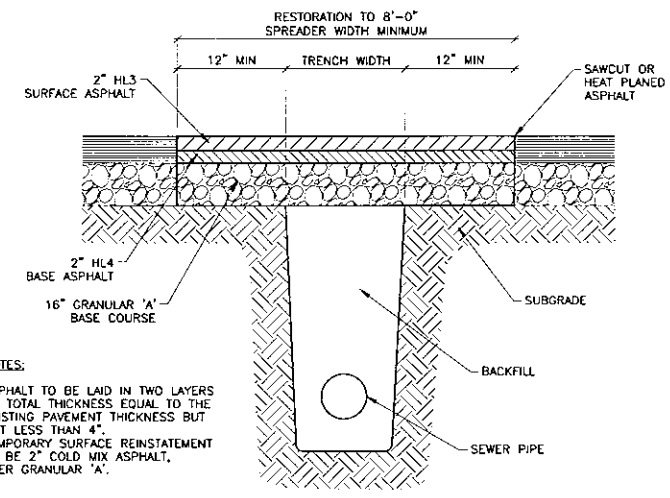


T-Y TRAP AND OUTLET CONTROL
 NOT TO SCALE



- NOTES:
 O.D. IS NOT TO INCLUDE BELL.
 A = O/D BUT NOT LESS THAN 6"
 ALTERNATIVE BEDDING MATERIAL MAY BE USED, SUBJECT TO THE APPROVAL OF THE ENGINEER PRIOR TO THE START OF CONSTRUCTION.

CLASS 'B' BEDDING DETAIL
 NOT TO SCALE



- NOTES:
 1. ASPHALT TO BE LAID IN TWO LAYERS OF TOTAL THICKNESS EQUAL TO THE EXISTING PAVEMENT THICKNESS BUT NOT LESS THAN 4".
 2. TEMPORARY SURFACE REINSTATEMENT TO BE 2" COLD MIX ASPHALT, OVER GRANULAR 'A'.

UTILITY RESTORATION FOR FLEXIBLE BASE PAVEMENT
 NOT TO SCALE



18/07/19	APPROVAL REVIEW
DATE	ISSUED FOR

PROJECT
AMHERSTBURG SHOPPING PLAZA
 83 SANDWICH ST. SOUTH
 AMHERSTBURG, ONTARIO

DWG TITLE
MISCELLANEOUS DETAILS

SCHEDULE "K" TO BY-LAW 2018-83
MIKHAIL HOLDINGS

Joseph Mikhail

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker

DATE	: 2018-07-13
SCALE	: NTS
DESIGNED BY	: BF
DRAWN BY	: BF
CHECKED BY	: WT
APPROVED BY	: N/A
PROJECT NO	: 18-192

DWG NO
C-400



- ### EXTERIOR ELEVATION NOTES
- BRICK VENEER. REFER TO SPEC FOR SIZE AND COLOUR.
 - REFINISHED METAL PARAPET CAP W/ DRIP EDGE (BEYOND). ENSURE METAL FLASHING OVER LAP 2" MIN. ON PAINTED CORNICE MOULDING.
 - ACCESS HATCH AND VENTS FOR BLADE WALL SUPPLIED AND INSTALLED BY G.C. REFER TO DETAIL 08/A4.4 FOR SPEC.
 - WENDY'S ILLUMINATED SIGNAGE (WHITE LETTERS) TO BE PROVIDED AND INSTALLED BY SIGNAGE SUPPLIER. G.C. TO PROVIDE WOOD BLOCKING, FINAL ELEC. CONNECTION AND PLATFORM SERVING TRANSFORMER. CONFIRM SIGNAGE SIZES, STYLE, MOUNTING HEIGHT AND LOCATION W/ APPROVED SIGNAGE DWGS.
 - NEW DRIVE-THRU PICK UP WINDOW. REFER TO WINDOW SCHEDULE ON DRAWING A6.3.
 - 1/2" RECESSED BRICK VENEER. REFER TO SPEC FOR SIZE AND COLOUR.
 - NEW "THANK YOU" SIGN. SUPPLIED AND INSTALLED BY SIGN SUPPLIER.
 - GREASE EXTRACTION AND CO2 TANKS CAGE. REFER TO MECHANICAL DRAWINGS.
 - PROVIDED ANODIZED ALUMINUM FRAME. REFER TO SHEET A6.3 FOR WINDOW SCHEDULE.
 - WALL MOUNTED LIGHT. REFER TO ELECTRICAL DRAWINGS. (TYP.) LIGHT FIXTURE MOUNTED TO RECESSED JUNCTION BOX. COLOUR TO BE CLEAR ANODIZED.
 - 6" LIMESTONE BASE. REFER TO WALL SECTION DRAWINGS.
 - NEW CONCRETE FILLED BOLLARD C/W PLASTIC SLEEVE PROVIDED AND INSTALLED BY G.C. REFER TO DETAIL 3/AS2.1 AND GENERAL NOTES.
 - ASPHALT SHINGLES
 - FOUNDATION WALL AND FOOTING. REFER TO STRUCTURAL DRAWINGS FOR SIZES AND DEPTH.
 - CONCRETE SIDEWALK. REFER TO SHEET AS1.1 FOR SITE PLAN.
 - BRICK VENEER EXPANSION JOINT.
 - WENDY'S NON-ILLUMINATED SIGNAGE TO BE SUPPLIED BY OWNER AND INSTALL BY G.C. G.C. TO PROVIDE WOOD BLOCKING BEHIND NICHHA PRODUCT (REFER TO NICHHA INSTALLATION GUIDE) CONFIRM SIGNAGE SIZES, STYLE, MOUNTING HEIGHT AND LOCATION W/ APPROVED SIGNAGE DWGS.
 - PRE-ENGINEERED DRIVE-THRU CANOPY SUPPLIED BY OWNER AND INSTALLED BY G.C.
 - DOOR HARDWARE TO BE INCLUDED WITH WALK-IN COOLER/FREEZER BOX.
 - REFINISHED COOLER/ FREEZER/ STORAGE MODULE TO BE SUPPLIED AND INSTALLED BY OWNER.
 - METAL FLASHING TO MATCH COOLER/ FREEZER/ STORAGE MODULE.
 - BARRIER FREE POWER DOOR OPERATORS. MOUNTING HEIGHT OF 3'-0" MIN. TO 3'-6" MAX. A.F.F. CENTERLINE.
 - 1/2" RECESSED HERRINGBONE BRICK VENEER. REFER TO SPEC FOR SIZE AND COLOUR.
 - REMOTE SUCTION FOR GREASE INTERCEPTOR REFER TO MECHANICAL DRAWINGS.
 - REFINISHED METAL SIDING (PEX-1)
 - HARDI BOARD AND TRIM SIDING

- ### EXTERIOR FINISHES LEGEND
- NOTE: REFER TO SHEET A6.1 FOR SPECIFICATIONS OF EXTERIOR MATERIALS AND FINISHES.
- BL-1 PLASTIC BOLLARD SLEEVE (YELLOW)
 - NP-1 "OLD CHICAGO" PREMIER PLUS SIZE BRICK
 - NP-2 PAINTED HARDI PLANK EXTERIOR BOARD AND TRIM
 - NP-3 LIMESTONE SILL AND BASE
 - M-1 METAL TRIM, BREAK METAL (CLEAR ALUMINUM)
 - M-2 CORRUGATED METAL PANEL (ANODIC CLEAR)
 - M-4 PARAPET CAP (ANODIC CLEAR)
 - M-5 METAL COPING (RED)
 - ACM-4 PAINTED CORNICE MOULDING
 - SF-3 ALUMINUM STOREFRONT SYSTEM
 - PUW PICK UP WINDOW
 - PEX-1 WENDY'S DARK BRONZE
 - PEX-2 PAINT (COLOUR: WENDY'S EXTERIOR RED)
 - PEX-6 PAINT (COLOUR: WENDY'S DARK BRONZE - COOLER BOX ONLY)

SITE NUMBER	06610
BASE MODEL	SMART 40 - SDE
ASSET TYPE	FRANCHISEE
CLASSIFICATION	NEW
OWNER	WENDY'S
BASE VERSION	2017
UPGRADE CLASSIFICATION	FRAN NEW FLAG
PROJECT YEAR	2018
FURNITURE PACKAGE	2017
DESIGN BULLETINS	-

1. THIS DRAWING IS THE PROPERTY OF THE ARCHITECT AND MAY NOT BE USED IN WHOLE OR IN PART FOR ANY PROJECT OTHER THAN THAT DESIGNATED HEREIN.
 2. DO NOT SCALE DRAWINGS.
 3. CONTRACTOR TO VERIFY JOB SITE AND DRAWING DIMENSIONS AND CONDITIONS. REPORT ANY AND ALL DISCREPANCIES TO THE ARCHITECT PRIOR TO CONSTRUCTION.
 4. ALL WORK MUST CONFORM TO THE LATEST LOCAL BUILDING CODE, LOCAL BY-LAWS AND NFPA 96.
 5. THESE DRAWINGS ARE PROTECTED BY COPYRIGHT © NAYLOR ARCHITECT INC.

ISSUED TO	DATE	DESCRIPTION
CLIENT	JUNE 18/18	FOR REVIEW



PROJECT TYPE: NEW BUILD

WENDY'S RESTAURANT STORE #06610

83 SANDWICH STREET S AMHERSTBURG, ONTARIO

DRAWN:	J.O.	DATE:	JUNE 2018
CHECKED BY:	CN	PROJECT NO.:	18162
SCALE:	AS NOTED	SHEET TITLE:	EXTERIOR ELEVATIONS COLOUR

REVISION NO.:	SHEET NO.:
	A2.1C

SCHEDULE "L" TO BY-LAW 2018-83

MIKHAIL HOLDINGS

Joseph Mikhail

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker

Jeff Belanger
Community Housing Corporation
945 McDougall Street
Windsor, Ontario
N9A 1L9

Joseph Mikhail

TOWN OF AMHERSTBURG

Mayor- Aldo DiCarlo

Clerk- Paula Parker

July 19th, 2018

**RE: DESIGN BRIEF
AMHERSTBURG SHOPPING PLAZA
WENDY'S ADDITION
83 SANDWICH STREET SOUTH, AMHERSTBURG, ONTARIO**

Design Brief:

Haddad Morgan and Associates (HMA) prepared civil design and engineering services for work associated with the addition of a Wendys restaurant at 83 Sandwich Street South, currently occupied by a Sobeys store. The proposed project consists of parking lot modifications, grading, partial replacement of the existing storm sewer network on the site, and the addition of new sanitary and water service connections to the proposed restaurant.

Sanitary Sewer System

There is an existing sanitary service to the site located on the eastern side of the lot and routed in the southern direction, east of the existing Sobey's structure, and terminating at the existing 12" combined sewer below Fort Street. After studying this existing connection, HMA determined that the installed depth of that existing sewer would prove too shallow to allow for the connection of a new service routed from the proposed location of the new restaurant. Therefore, HMA elected to route the proposed connection to an existing 20"x24" combined sewer constructed beneath Sandwich Street.

The proposed sanitary sewer system shall consist of 6" diameter PVC building connection and clean-out, routed to the property line as depicted in the attached site servicing plan, and a proposed sampling manhole at the western property line. The sanitary connection shall tie in to the existing 20"x24" combined sewer, running north to south and buried under what is roughly the centerline of the Sandwich Street R.O.W. The proposed connection at the existing sewer shall be established using a typical 48" precast doghouse manhole.

Storm Sewer System

The storm sewer system has been designed using the Rational Formula Method and the City of Windsor Rainfall Intensity Curve for a separate system (AS-105). The proposed storm sewer network piping was designed to accommodate the 1:5 year frequency storm.

Rational Formula: $Q = CiA$

Where:
Q = Storm runoff flow (ft³/s)
C = Coefficient of runoff
i = Rainfall intensity (inches/hr)
A = Tributary area (acres)

The inlet time shall be taken as 20 minutes (maximum).

The site was first analyzed as a whole to determine the effect of the proposed site development on the anticipated discharge rates from the site for the 5-year and 100-year storm events. HMA's study of the entire site area identified that there would be no discernable change to the anticipated storm flow discharge rate from the site, and therefore no further storm water storage would be required. However, a secondary analysis was completed for the area of the proposed development, to determine what storage would need to be maintained on the newly developed area of the site to ensure the previous restriction requirements were maintained on the newly developed site. HMA studied the calculations completed for the most recent development of the same site, submitted in 2003, and determined that the site is currently restricted to a pre-developed condition with a run-off coefficient of C=0.2. Therefore, HMA designed the storm water network and storage facilities for the proposed developed area of the site to suit this pre-existing restriction requirement. Provided below are summaries of the analyses completed for the site and proposed storm water management design for the newly developed area of the site.

Entire Site Area

The area breakdown for the entire site area is as follows:

Area Type	Pre-Development Area (sq. ft.)	Post-Development Area (sq. ft.)
Building	40267	42631
Pavement	120560	116151
Gravel	11401	11401
Landscape	31657	33702
Total	203885	203885

The calculated run-off coefficients for the pre-development and post-development conditions, as provided in the summary above, are 0.78 and 0.78 (5-year storm event), respectively. Therefore, because there is no appreciable increase in the anticipated storm water discharge rate for the site, there is no requirement to provide additional storm water facilities to accommodate the proposed development. However, because components of the existing storm water management system on the site shall be removed, modified, and replaced as a part of this work, the following summary provides an analysis of the storm water management requirements for the newly developed area of the site in order to ensure that the current site restrictions are maintained.

Newly Developed Area of the Site

The area breakdown for the newly developed area of the site is as follows:

Area Type	Pre-Development Area (sq. ft.)	Post-Development Area (sq. ft.)
Building	0	2364
Pavement	0	23204
Landscape	0	11386
Total	36953	36953

In accordance with the calculations submitted to the Town of Amherstburg in 2003 the site is currently restricted to a pre-development condition with a run-off coefficient of C=0.2 for the entire site (i.e. pre-developed condition assumes an entirely grassed site area). The developed condition of the site, based upon the area breakdown provided above, shall have a run-off coefficient of 0.69 (5-year storm event). Therefore, restriction is required where the run-off from the newly developed area enters the existing system and storm water management facilities must be provided to accommodate required storage for the 5-year and 100-year rainfall events. The table below illustrates the results of the storm water analysis for the newly developed area of the site.

	5-Year Storm Event		100-Year Storm Event	
	Pre-Developed	Post-Developed	Pre-Developed	Post-Developed
Run-off Coefficient (C)	0.20	0.69	0.25	0.73
Rate of Storm Water Discharge (Q)	0.53 ft ³ /s	1.82 ft ³ /s	0.91 ft ³ /s	2.68 ft ³ /s

HMA analyzed the pre and post development discharge rates, for a one-hour storm duration and under the 5-year and 100-year storm event conditions. The maximum storage requirements for the 5-year and 100-year storm events were estimated to be 2091 ft³ and 4121 ft³, respectively. These storage requirements have been accommodated in the proposed site servicing plan by a mixture of overland ponding and buried storage. See attached plans and calculations for further details.

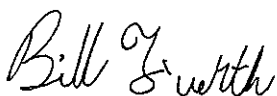
Proposed New Water Service

The facility located on the site is currently served by an existing 8” water service fed from an existing 12” watermain beneath Sandwich street. As depicted in the attached plans, the work of this project shall include the construction of a new 2” water service to the proposed restaurant, fed by the existing 8” service to the site. Construction of this new service shall include the installation of a new stainless-steel pipe tap sleeve at the existing 8” service and new shut-off valve where the proposed service enters the restaurant.

Should you have any questions or comments with respect to the contents of this design brief or any of the attached documentation please feel free to contact Bill Fuerth, at Haddad Morgan and Associates, for further clarification

Sincerely,

Haddad, Morgan and Associates Ltd.



Bill Fuerth, P. Eng.
Civil Engineer

19-Jul-18

Project No.: 18-192

STORM DETENTION CALCULATIONS
 Amherstburg Shopping Plaza - 83 Sandwich St. South
 Amherstburg, Ontario

The storm sewer system and detention scheme were designed using the Rational Formula and the Atmospheric Environment Service - Environment Canada, Short Duration Rainfall Intensity - Duration Frequency Data for Windsor Airport Curve for the 100 year return frequency storm and $Q = 125/(t + 20)$ for the 5 year return frequency storm.

Rational Formula $Q = ci A$
 where Q = storm flow (c.f.s.)
 c = runoff coefficient
 i = rainfall intensity (inches/hour)
 A = area (acres)

Pre-Developed Conditions

			1:5 Year Storm	1:100 Year Storm
Total Area =	203885 sq.ft. = 4.681 acres			
Building Area =	40267 sq.ft.		$c = 0.95$	$c = 0.95$
Pavement Area =	120560 sq.ft.		$c = 0.90$	$c = 0.95$
Gravel Area =	11401 sq.ft.		$c = 0.55$	$c = 0.69$
Landscape Area =	31657 sq.ft.		$c = 0.20$	$c = 0.25$

$$C_{5\text{-year}} = (40267 \times 0.95 + 120560 \times 0.9 + 11401 \times 0.55 + 31657 \times 0.2) / 203885 = 0.78$$

$$C_{100\text{-year}} = (40267 \times 0.95 + 120560 \times 0.95 + 11401 \times 0.69 + 31657 \times 0.25) / 203885 = 0.83$$

Pre-developed Runoff = $Q = ci A$ (Tc = 20 minutes)
 $c = 0.78$ $c = 0.83$
 $i_{(5)} = 3.13 \text{ in./hr. (5 year)}$ $i_{(100)} = 4.31 \text{ in./hr. (100 year)}$
 $A = 4.681$

$$Q = (0.78 \times 3.13 \times 4.68) = 11.43 \text{ c.f.s.}$$

$$Q = (0.83 \times 4.31 \times 4.68) = 16.68 \text{ c.f.s.}$$

Developed Conditions

			1:5 Year Storm	1:100 Year Storm
Total Area =	203885 sq.ft. = 4.681 acres			
Building Area =	42631 sq.ft.		$c = 0.95$	$c = 0.95$
Pavement Area =	116151 sq.ft.		$c = 0.90$	$c = 0.95$
Gravel Area =	11401 sq.ft.		$c = 0.55$	$c = 0.69$
Landscape Area =	33702 sq.ft.		$c = 0.20$	$c = 0.25$

$$C_{5\text{-year}} = (42631 \times 0.95 + 116151 \times 0.9 + 11401 \times 0.55 + 33702 \times 0.2) / 203885 = 0.78$$

$$C_{100\text{-year}} = (42631 \times 0.95 + 116151 \times 0.95 + 11401 \times 0.69 + 33702 \times 0.25) / 203885 = 0.82$$

Post-developed Runoff = $Q = ci A$ (Tc = 20 minutes)
 $c = 0.78$ $c = 0.82$
 $i_{(5)} = 3.13 \text{ in./hr. (5 year)}$ $i_{(100)} = 4.31 \text{ in./hr. (100 year)}$
 $A = 4.681$

$$Q = (0.78 \times 3.13 \times 4.68) = 11.34 \text{ c.f.s.}$$

$$Q = (0.82 \times 4.31 \times 4.68) = 16.54 \text{ c.f.s.}$$

$Q_{pre\text{-dev}} = 11.43 > Q_{post\text{-dev}} = 11.34$ $Q_{pre\text{-dev}} = 16.68 > Q_{post\text{-dev}} = 16.54$

Therefore: Since the post-development discharge rates for the 5-year and 100-year storm events are less than the pre-development rates, no further flow-restriction or additional storm water management facilities are required to accommodate the proposed development.

19-Jul-18

Project No.: 18-192

STORM DETENTION CALCULATIONS
 Proposed Development Area Only
 Amherstburg Shopping Plaza - 83 Sandwich St. South
 Amherstburg, Ontario

The storm sewer system and detention scheme were designed using the Rational Formula and the Atmospheric Environment Service - Environment Canada, Short Duration Rainfall Intensity - Duration Frequency Data for Windsor Airport Curve for the 100 year return frequency storm and $Q = 125/(t + 20)$ for the 5 year return frequency storm.

Rational Formula $Q = ciA$
 where Q = storm flow (c.f.s.)
 c = runoff coefficient
 i = rainfall intensity (inches/hour)
 A = area (acres)

Pre-Developed Conditions

			1:5 Year Storm	1:100 Year Storm
Total Area =	36953 sq.ft. =	0.848 acres		
Building Area =	0 sq.ft.		$c = 0.95$	$c = 0.95$
Pavement Area =	0 sq.ft.		$c = 0.90$	$c = 0.95$
Gravel Area =	0 sq.ft.		$c = 0.55$	$c = 0.69$
Landscape Area =	36953 sq.ft.		$c = 0.20$	$c = 0.25$

$$C_{5\text{-year}} = (0 \times 0.95 + 0 \times 0.9 + 0 \times 0.55 + 36953 \times 0.2) / 36953 = 0.20$$

$$C_{100\text{-year}} = (0 \times 0.95 + 0 \times 0.95 + 0 \times 0.69 + 36953 \times 0.25) / 36953 = 0.25$$

Pre-developed Runoff = $Q = ciA$ (Tc = 20 minutes)
 $c = 0.20$ $c = 0.25$
 $i_{(5)} = 3.13 \text{ in./hr. (5 year)}$ $i_{(100)} = 4.31 \text{ in./hr. (100 year)}$
 $A = 0.848$
 $Q = (0.2 \times 3.13 \times 0.85) = 0.53 \text{ c.f.s.}$ $Q = (0.25 \times 4.31 \times 0.85) = 0.91 \text{ c.f.s.}$

Developed Conditions

			1:5 Year Storm	1:100 Year Storm
Total Area =	36953 sq.ft. =	0.848 acres		
Building Area =	2364 sq.ft.		$c = 0.95$	$c = 0.95$
Pavement Area =	23204 sq.ft.		$c = 0.90$	$c = 0.95$
Gravel Area =	0 sq.ft.		$c = 0.55$	$c = 0.69$
Landscape Area =	11386 sq.ft.		$c = 0.20$	$c = 0.25$

$$C_{5\text{-year}} = (2364 \times 0.95 + 23204 \times 0.9 + 0 \times 0.55 + 11386 \times 0.2) / 36953 = 0.69$$

$$C_{100\text{-year}} = (2364 \times 0.95 + 23204 \times 0.95 + 0 \times 0.69 + 11386 \times 0.25) / 11386 = 0.73$$

Post-developed Runoff = $Q = ciA$ (Tc = 20 minutes)
 $c = 0.69$ $c = 0.73$
 $i_{(5)} = 3.13 \text{ in./hr. (5 year)}$ $i_{(100)} = 4.31 \text{ in./hr. (100 year)}$
 $A = 0.848$
 $Q = (0.69 \times 3.13 \times 0.85) = 1.82 \text{ c.f.s.}$ $Q = (0.73 \times 4.31 \times 0.85) = 2.68 \text{ c.f.s.}$

$Q_{\text{pre-dev}} = 0.53 < Q_{\text{post-dev}} = 1.82$ $Q_{\text{pre-dev}} = 0.91 < Q_{\text{post-dev}} = 2.68$

Therefore: Because the original site development was designed on the basis of the pre-development site being a green-field (i.e. $C = 0.2$) and storm discharge rates being restricted to the estimated pre-development flow from the site, the proposed new development site shall be designed on the same basis. Furthermore, because the post-development flow exceeds the existing restricted flow rate from the site further restriction is required.

Using the orifice equation	$Q = 0.62 * A * (2 * g * h)^{0.5}$	Outlet Invert =	584.32
		Centerline of Orifice =	584.44
		5-year Storage Elev.=	589.50
		100-year Storage Elev. =	589.70
		trial max. h (@ 5-year)=	5.06
		trial max. h (@ 100-year)=	5.26
For 5-year	and Q = 0.53	5-yr storage will occur at elev. =	589.50
	g = 32.20		
	actual h = 5.06		
	Yields A = 0.05	Therefore use an orifice with a diameter =	3 "
	Q _{restricted (5-year)} = 0.35 <	Q _{5-year pre-dev.} = 0.53	Therefore O.K.
For 100-year	A = 0.05		
	g = 32.2		
	actual h = 5.26	100-yr storage will occur at elev. =	589.70
	Yields Q = 0.54		
	Q _{restricted (5-year)} = 0.35 <	Q _{5-year pre-dev.} = 0.91	Therefore O.K.

1:5 YEAR STORM

Storm Runoff = $Q1 = ciA = 0.58 \times i$ Release Runoff = $Q2 = 0.35$

Time (minutes) t	Intensity (in/hr) i	Storm Runoff (c.f.s.) Q1	Storm Volume (cu.ft.) $V1=Q1*t*60$	Release Volume (cu.ft.) $V2=Q2*t*60$	Required Storage (cu.ft.) V1-V2
5	5.00	2.92	875	104	771
10	4.17	2.43	1458	208	1250
15	3.57	2.08	1875	312	1562
20	3.13	1.82	2187	416	1771
25	2.78	1.62	2430	521	1910
30	2.50	1.46	2625	625	2000
35	2.27	1.33	2784	729	2055
40	2.08	1.22	2916	833	2083
45	1.92	1.12	3028	937	2091
50	1.79	1.04	3125	1041	2083
55	1.67	0.97	3208	1145	2062
60	1.56	0.91	3281	1249	2031

Maximum storage required = 2091 cu.ft.

Storage Provided:

Surface Area Storage

Area 1	$V_{surface} = (1/3)*A*h=$	337 cu.ft
Area 2	$V_{surface} = (1/3)*A*h=$	70 cu.ft
Area 3	$V_{surface} = (1/3)*A*h=$	330 cu.ft
Area 4	$V_{surface} = (1/3)*A*h=$	306 cu.ft
Area 5	$V_{surface} = (1/3)*A*h=$	56 cu.ft
Area 6	$V_{surface} = (1/3)*A*h=$	16 cu.ft

Total Surface Area Storage = 1115 cu.ft

Buried Storage

6" Piping	$V_{piping} = L_{pipe}*A=$	68 cu.ft
CB1	$V_{CB} = (1.97^2)*5.5=$	17 cu.ft
CB2	$V_{CB} = (1.97^2)*5.5=$	15 cu.ft
CB3	$V_{CB} = (1.97^2)*5.5=$	14 cu.ft
CB4	$V_{CB} = (1.97^2)*5.5=$	11 cu.ft
Gran. Trench	$V_{GT} = (10*55*3)*0.3=$	900 cu.ft

Total Buried Storage = 1026 cu.ft

Total Volume: 2141 > 2091 O.K.

1:100 YEAR STORM

Storm Runoff = Q1

= ci A =

0.62 x i

Release Runoff = Q2 = 0.54

Time (minutes) t	Intensity (in/hr) i	Storm Runoff (c.f.s.) Q1	Storm Volume (cu.ft.) V1=Q1*t*60	Release Volume (cu.ft.) V2=Q2*t*60	Required Storage (cu.ft.) V1-V2
5	9.89	6.16	1849	162	1687
10	7.93	4.94	2963	325	2638
15	6.61	4.12	3708	487	3220
20	5.67	3.53	4241	650	3591
25	4.97	3.09	4642	812	3830
30	4.42	2.75	4955	975	3980
35	3.98	2.48	5206	1137	4068
40	3.62	2.25	5411	1300	4111
45	3.32	2.07	5583	1462	4121
50	3.06	1.91	5728	1624	4104
55	2.85	1.77	5853	1787	4066
60	2.66	1.66	5961	1949	4012
65	2.49	1.55	6056	2112	3945
70	2.35	1.46	6140	2274	3866
75	2.22	1.38	6215	2437	3778
80	2.10	1.31	6282	2599	3683
85	2.00	1.24	6342	2762	3581
90	1.90	1.18	6397	2924	3473

Maximum storage required = 4121 cu.ft.

Storage Provided:

Surface Area Storage

Area 1	$V_{surface} = (1/3)*A*h=$	980 sq.ft
Area 2	$V_{surface} = (1/3)*A*h=$	381 sq.ft
Area 3	$V_{surface} = (1/3)*A*h=$	916 sq.ft
Area 4	$V_{surface} = (1/3)*A*h=$	878 sq.ft
Area 5	$V_{surface} = (1/3)*A*h=$	361 sq.ft
Area 6	$V_{surface} = (1/3)*A*h=$	43 sq.ft

Total Surface Area Storage = 3559 cu.ft

Buried Storage

6" Piping	$V_{piping} = L_{pipe}*A=$	68 cu.ft
CB1	$V_{CB} = (1.97^2)*5.5=$	17 cu.ft
CB2	$V_{CB} = (1.97^2)*5.5=$	15 cu.ft
CB3	$V_{CB} = (1.97^2)*5.5=$	14 cu.ft
CB4	$V_{CB} = (1.97^2)*5.5=$	11 cu.ft
Gran. Trench	$V_{GT} = (10*55*3)*0.3=$	900 cu.ft

Total Buried Storage = 1026 cu.ft

Total Volume: 4584 > 4121 O.K.

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2018-83

**By-law to authorize the execution of an Amending Development Agreement
between Mikhail Holdings and
the Corporation of the Town of Amherstburg
83 Sandwich Street South, 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 an amending site plan in the Development Agreement;

AND WHEREAS the Corporation passed By-law 2003-20 on March 10, 2003 providing for the execution of a Development Agreement for a supermarket on the subject property;

AND WHEREAS the Corporation of the Town of Amherstburg and owners of said property have agreed to the terms and conditions of an Amending 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 an Amending Development Agreement between Mikhail Holdings and the Corporation of the Town of Amherstburg for the redevelopment of 83 Sandwich Street South for the addition of a fast food restaurant with drive-thru on the site, said agreement affixed hereto;
2. THAT By-law 2003-20 is hereby amended in accordance with the attached agreement;
3. THAT all other provisions and regulations of By-law 2003-20 will apply;
4. 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 13th day of August, 2018.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

AMENDING DEVELOPMENT AGREEMENT

THIS AGREEMENT made in quadruplicate this 13th day of August, 2018.

BETWEEN: MIKHAIL HOLDINGS
A Corporation incorporated pursuant to and subsisting under the laws of the Province of Ontario

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

OF THE FIRST PART;

- and -

THE CORPORATION OF THE TOWN OF AMHERSTBURG

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

OF THE SECOND PART;

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

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

AND WHEREAS Mikhail Holdings warrants they are the registered owner of the Lands outlined in Schedule "A";

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

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

AND WHEREAS the Owner intends to develop the said lands with the addition of a fast food restaurant with drive-thru on the Site Plan attached hereto as Schedule "G", and hereinafter referred to as the "Site Plan";

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

NOW THEREFORE the Parties Hereto Agree to Further Amend the Agreement dated March 10, 2003, as Follows:

1. Section 1 is hereby amended by replacing the following schedules:

Schedule "B" – Site Plan (SPL-1)

2. Section 1 is hereby amended by adding the following schedules:

Schedule "G" – Wendy's Site Plan (SPL-2)

Schedule "H" – Demolition and Removals Plan (C-100)

Schedule "I" – Site Servicing Plan (C-200)

Schedule "J" – Site Grading Plan (C-300)

Schedule "K" – Miscellaneous Details

Schedule "L" – Exterior Elevations (A2.1C)

Schedule "M" – Design Brief

3. That traffic be monitored by the municipality and an addendum to the Traffic Impact Study be prepared as necessary and site specific recommendations contained within the study be implemented at the cost of the developer to the satisfaction of the Town.
4. That prior to and as part of the construction on the site, additional signage be installed to address safety requirements and AODA standards be met to the satisfaction of the Town.
5. In all other respects the said Development Agreement dated March 10, 2003 shall remain in full force and effect.
6. This Agreement shall inure to the benefit of, and be binding upon the parties hereto, and their respective heirs, executors, administrators, successors and assigns.

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: MIKHAIL HOLDINGS

Per _____
Joseph Mikhail

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. 2018-83
enacted the 13th day of August, 2018

SCHEDULE "A"
LEGAL DESCRIPTION

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

Part of Lots 10-15, Plan 6,
Part of Lots 2, Plan 240
Designated as Part 1 on 12R-14490
Town of Amherstburg,
County of Essex
and Province of Ontario



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: Mark Galvin & Rebecca Belanger	Report Date: July 30, 2018
Author's Phone: 519 736-0012 ext. 2137 & ext. 2124	Date to Council: August 13, 2018
Author's E-mail: mgalvin@amherstburg.ca & rbelanger@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Clarification on Statutory Public Meeting for a Zoning By-Law Amendment at 6136 Concession 6 N, Part of Lot 2, Concession 5

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Director of Planning, Development and Legislative Services dated July 30, 2018, **BE RECEIVED**; and
 - a) Administration **BE DIRECTED** to summarize the comments received at the public meeting held on July 23, 2018, and that Zoning By-Law 2018-74 **BE CONSIDERED** at a future Regular Council Meeting.

OR

- b) Council **DOES NOT SUPPORT** the Zoning By-Law Amendment to By-Law 1999-52 pertaining to the property at 6136 Concession 6N, Part of Lot 2, Concession 5.

2. **BACKGROUND:**

On July, 23, 2018, Administration brought a report to accompany the statutory public meeting for the above noted zoning by-law amendment application. As noted in that report the Town was in receipt of an application for a Zoning By-law Amendment to By-law 1999-52, as amended under Section 34 of the Planning Act, R.S.O. 1990 c.P. 13.

As is protocol for statutory public meetings of this nature, Administration recommended that the report be received and that the matter be considered at a future regular Council meeting. Only the first recommendation was moved by Council. This report seeks to confirm the direction of Council regarding next steps on this matter.

3. DISCUSSION:

At the present time, the Zoning application is in abeyance, as no direction has been given to Administration to proceed to bring the matter back to Council. As a decision of Council has not been made, no party can appeal the lack of decision until such time as 150 days has expired, in accordance with the provisions of the Planning Act.

The lack of moving the “Be Considered” portion of the recommendation to Council, provides a degree of uncertainty for the application until such time as the statutory time period has elapsed, essentially with Council rendering ‘no decision’ on the matter.

4. RISK ANALYSIS:

The Planning process is predicated on a number of processes and timelines. Without the matter being brought back before Council, the applicant, and all interested parties, are effectively in a holding pattern until such time as the application is abandoned or the statutory timeframe for decision lapses.

5. FINANCIAL MATTERS:

None identified at this time.

6. CONSULTATIONS:

None.

This space left blank intentionally.

7. CONCLUSION:

Administration recommends that Council provide direction as to the Zoning application noted above.



Mark Galvin
Director of Planning Development and Legislative Services



Rebecca Belanger
Manager of Planning Services

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX
Mr. Aladdin Khalifa	6136 Concession 6 N	aladdin@elite9k.com		

Report Approval Details

Document Title:	Clarification on Statutory Public Meeting for a Zoning By-law Amendment at 6136 Concession 6 N, Part of Lot 2, Concession 5.docx
Attachments:	
Final Approval Date:	Aug 8, 2018

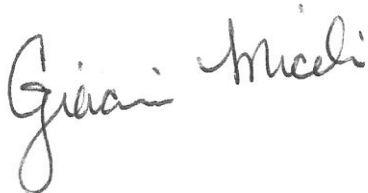
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Aug 2, 2018 - 2:54 PM



Cheryl Horrobin - Aug 2, 2018 - 4:32 PM



John Miceli - Aug 7, 2018 - 5:22 PM



Paula Parker - Aug 8, 2018 - 8:58 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: Giovanni (John) Miceli and Rebecca Belanger	Report Date: July 24, 2018
Author's Phone: 519 736-5408 ext. 2124	Date to Council: August 13, 2018
Author's E-mail: rbelanger@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Parks Master Plan Draft for Approval

1. RECOMMENDATION:

It is recommended that:

1. The report from the Manager of Planning Services dated July 24, 2018 regarding Parks Master Plan Draft for Approval **BE RECEIVED**; and
2. The Parks Master Plan, as appended to that report, **BE ADOPTED**.

2. BACKGROUND:

The preparation of a Parks Master Plan is an opportunity to determine the role parks play in the future development of the 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.

The Parks Master Plan process was initiated in June 2017, with the engagement of the selected planning consultant, Monteith Brown Planning Consultants (MBPC). At that time, the consultant began an extensive community consultation process to obtain feedback on the residents' priorities for the municipality. 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.

From June 2017 through July of 2018, the Parks Master Plan has been under preparation including several phases of public consultation.

On June 11, 2018, a report was presented before Council which provided the draft Parks Master Plan for review and consideration. The intent of presenting the Plan was to make the draft plan public and to allow for any further comments from Council, the community and other stakeholders, prior to Council's consideration of the Plan for adoption.

3. DISCUSSION:

The report from the Chief Administrative Officer and the Manager of Planning Services dated May 24, 2018 regarding the Draft Parks Master Plan, considered at the June 11, 2018 Council meeting, is appended to this report and provides the background on the reasons for the Plan, the process under which the Plan was developed and the basis on which the Plan will be used as a guiding tool going forward.

Following the June 11, 2018 Council meeting, Administration had further meetings with the Parks and Recreation Committee, on a number of occasions, to review the draft Parks Master Plan and to obtain their feedback.

Further to their review, the Committee passed the following motions for recommendation to Council:

"THAT Table 6 on page 35 of the Draft Parks Master Plan, dated May 2018, be amended to show the 12 acres 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".

At the Committee Meeting that took place on July 11, 2018 an additional motion was passed: *"THAT the Committee support the revised printed version of the Parks Master Plan."*

These recommendations from the Committee have been incorporated into the final draft Parks Master Plan, which is appended to this report for adoption.

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:

Council, the public, the Parks and Recreation Committee and various stakeholders were consulted on the draft Parks Master Plan.

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

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

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Final Approval Date:	Aug 8, 2018

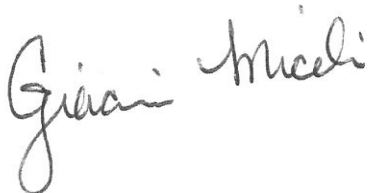
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John Miceli - Aug 7, 2018 - 5:26 PM



Paula Parker - Aug 8, 2018 - 9:18 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

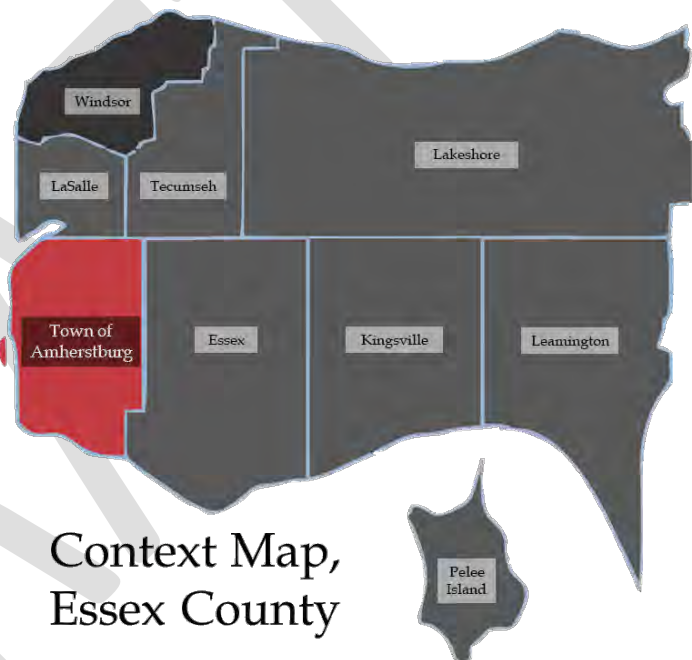
Located on the southwest coast of Ontario's border with the United States, the Town of Amherstburg is the fifth-largest municipality in Essex County. The Town is bordered by LaSalle and Tecumseh to the north and Essex to the east. Amherstburg lies on the northern shore of Lake Erie, situated at the mouth 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.

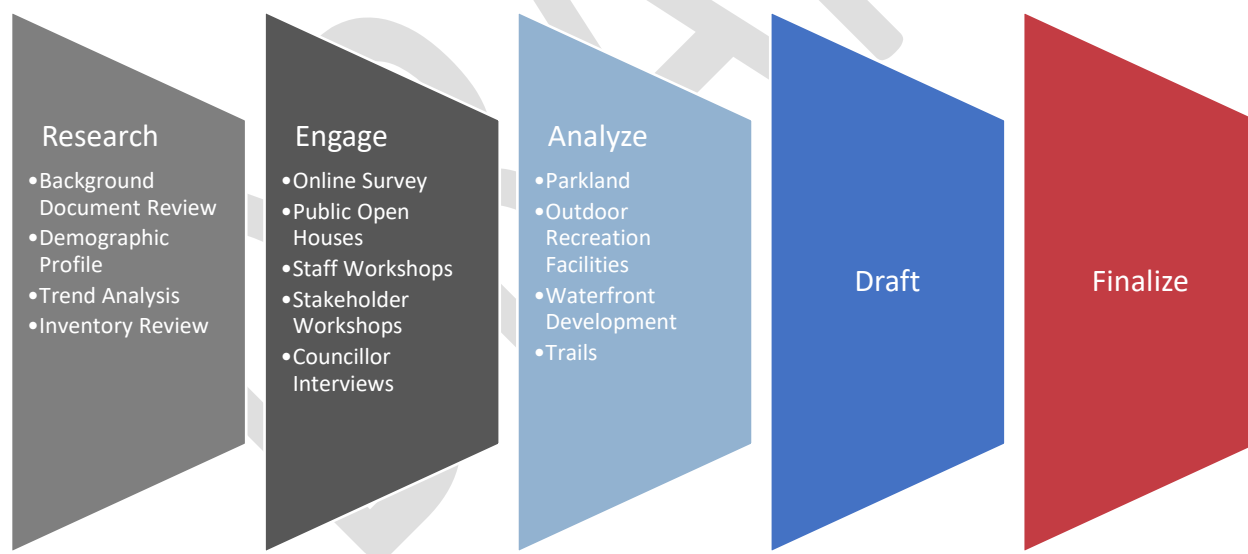
As one of the southern-most municipalities in Canada, Amherstburg also offers an abundance of natural heritage features. Environmental tourism draws a large number of visitors to the area to experience the local flora and fauna. Some key attractions include Big Creek, Holiday Beach Conservation Area, 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

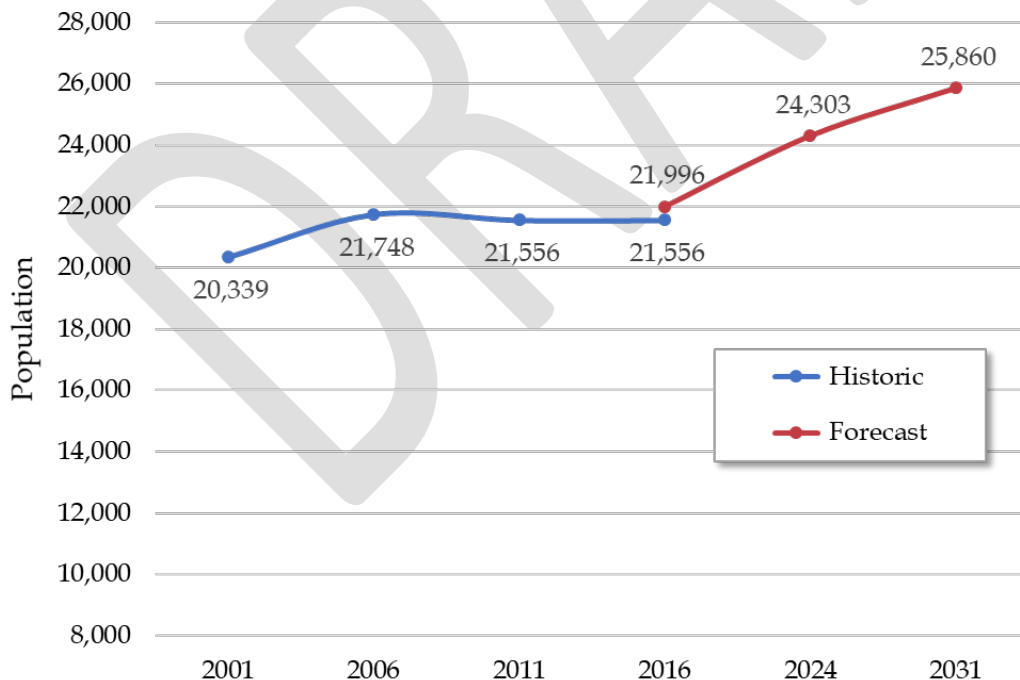
Parks are for people, so it is important that we understand who lives here, both now and in the future. A critical component of planning for the parks and outdoor recreation needs of any community is the population. Leisure pursuits are driven by the number of residents and more importantly, their various 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.

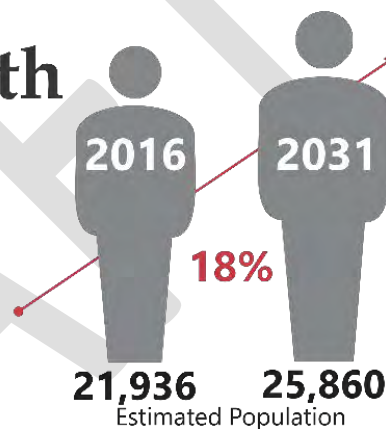
The following map (Figure 3) has been adapted from the Amherstburg Overall Municipal Map (GIS Department, 2016) to illustrate the location of various neighbourhoods and settlement areas. Based on the street network, it can be seen that the highest residential density is in Urban Amherstburg, with smaller 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

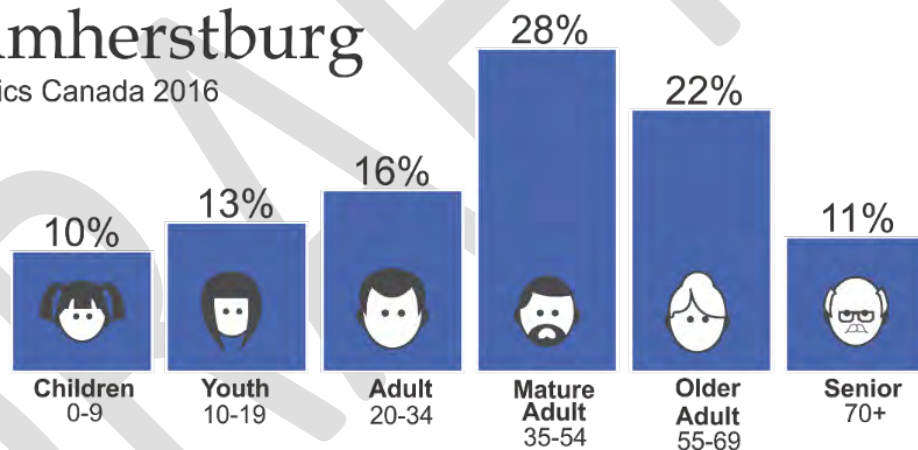
Source: Statistics Canada



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

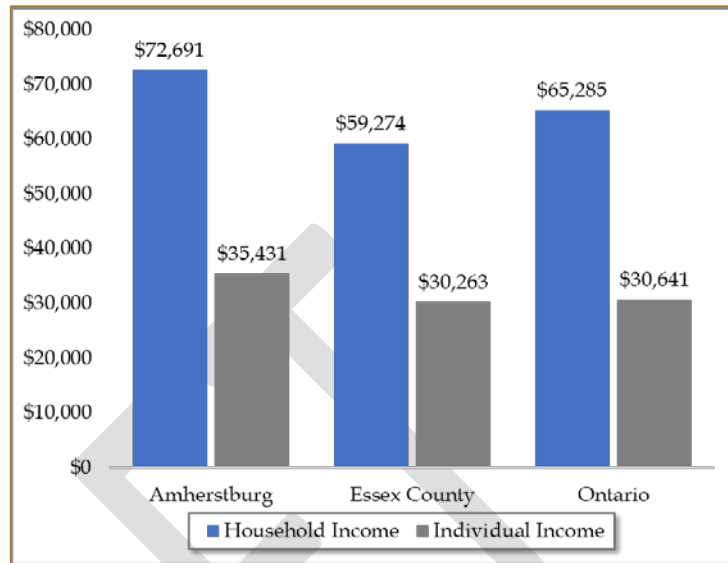
The 2016 Census indicates that 3.6% of Amherstburg residents identify as a visible minority; this is a slight increase from the 2006 rate of 3.4%. Since 2006, the proportion of immigrant residents has declined slightly from 11.3% to 9.2% in 2016. Of the current population of immigrant residents, 65% 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

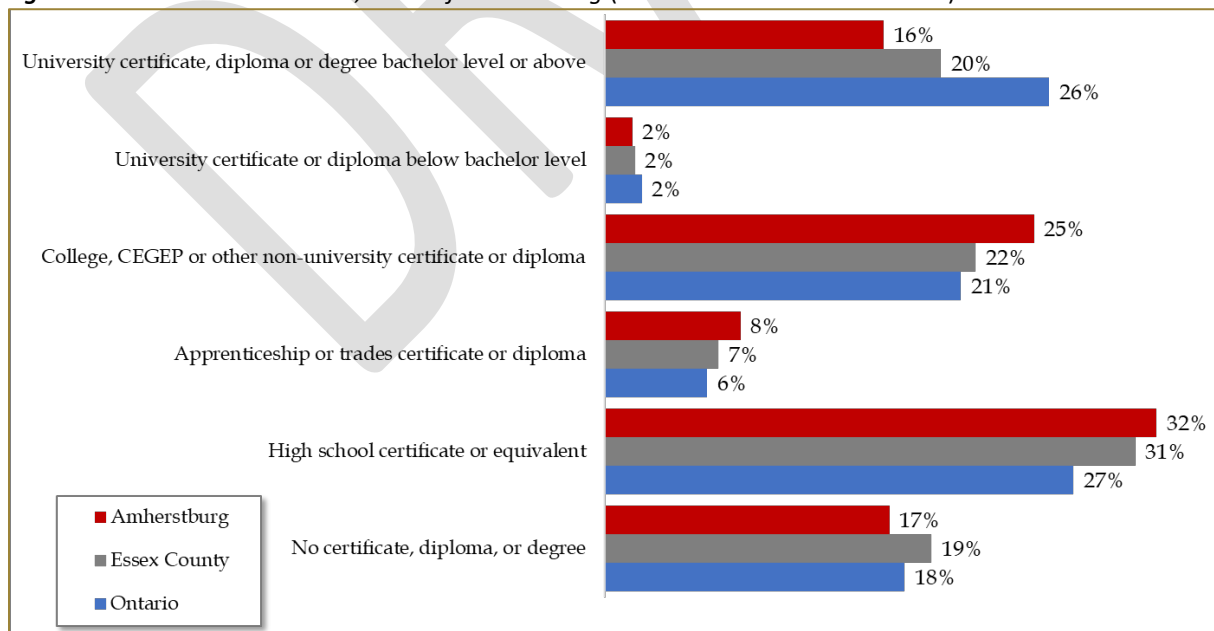
Figure 4 Median Income - household and individual, 2015
(Source: Statistics Canada)

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.

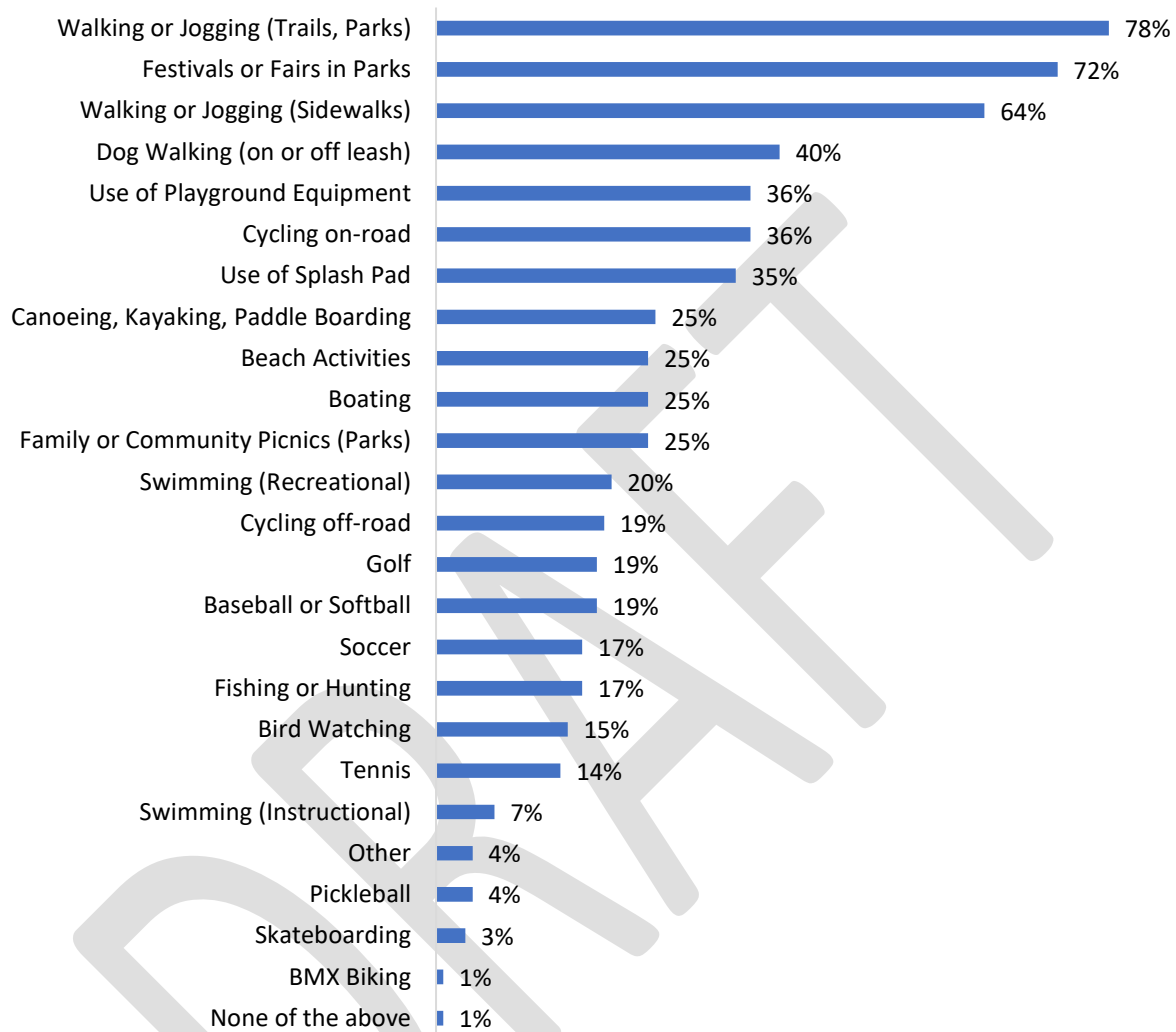
The majority of respondents said that they participated in these activities at public parks and facilities in the Town of Amherstburg (80%) with the next most common location being at home (38%); multiple responses were permitted.

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)

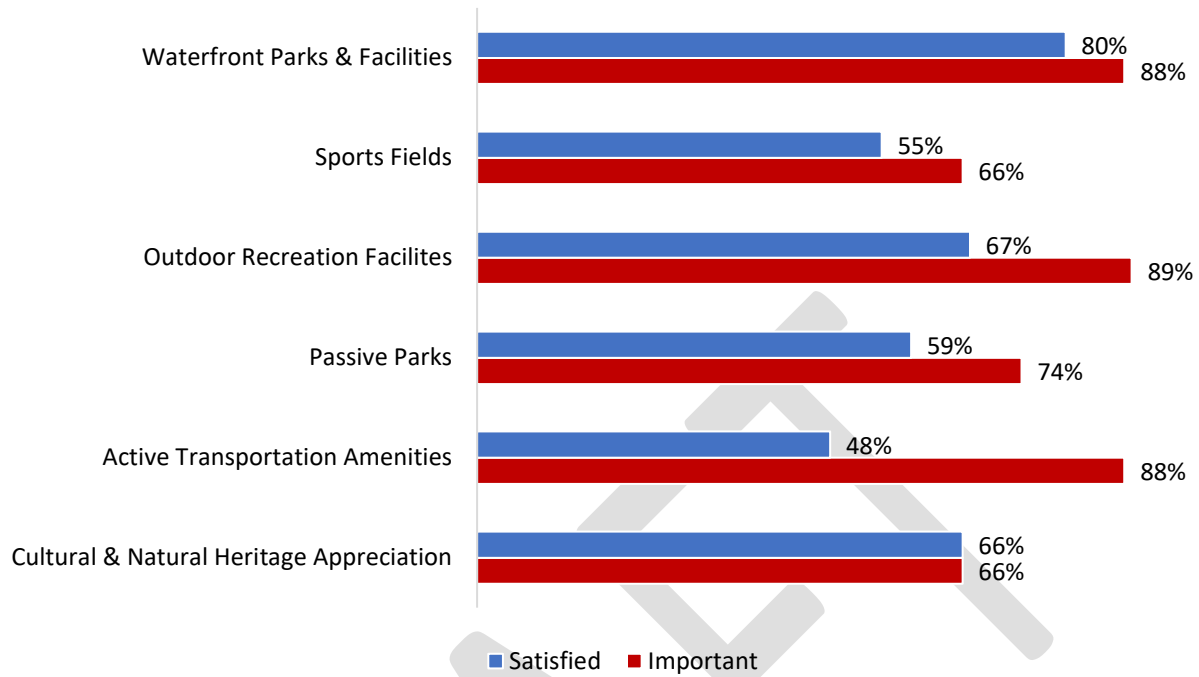


Importance & Satisfaction

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)

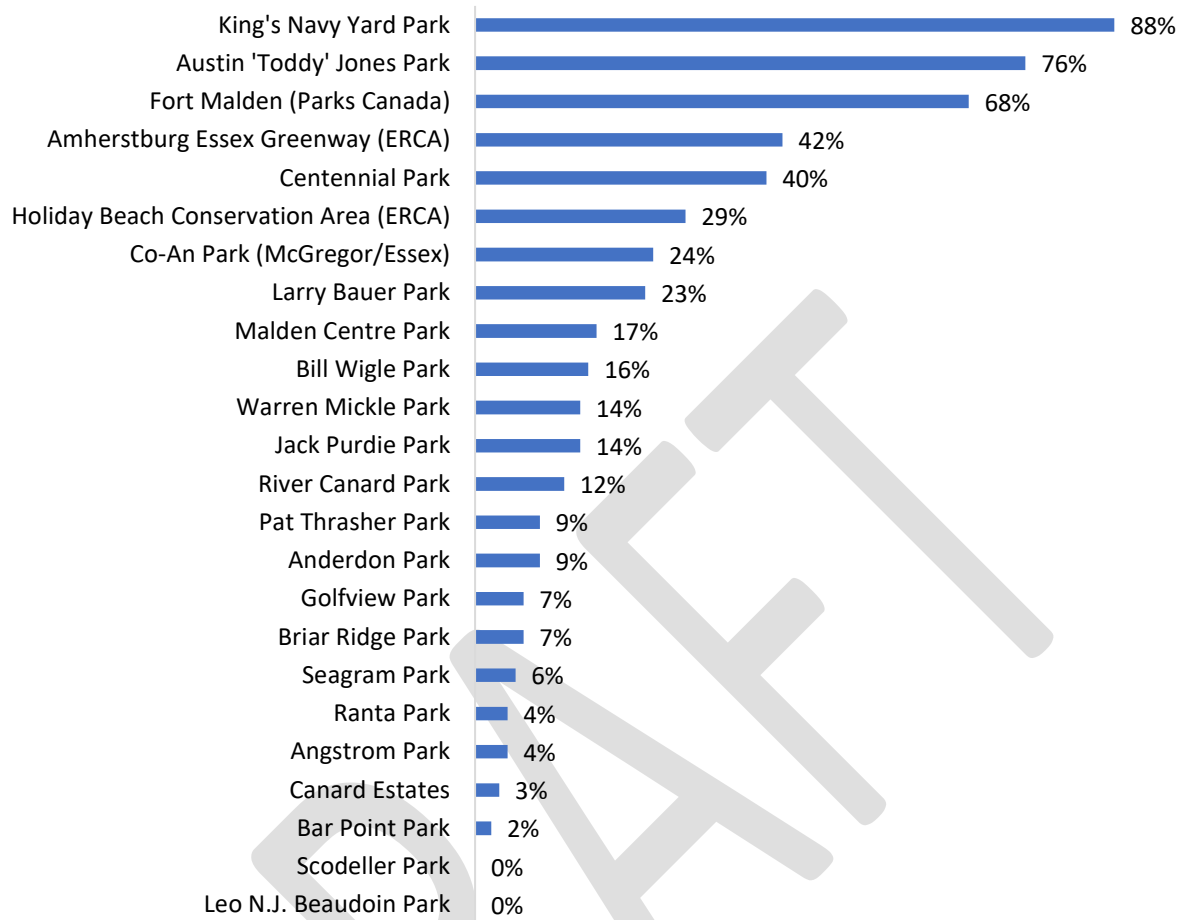


Amherstburg Parks

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.

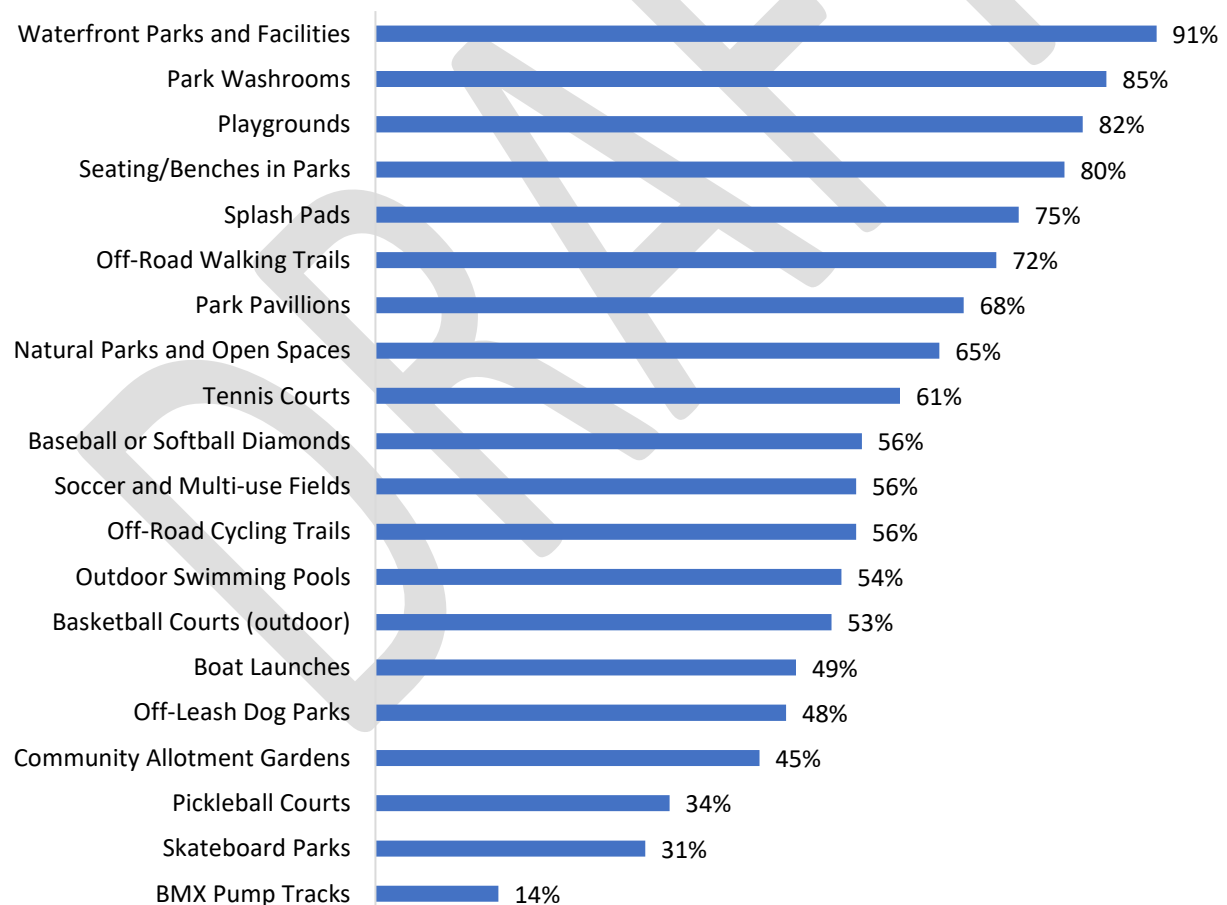
Investment

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).

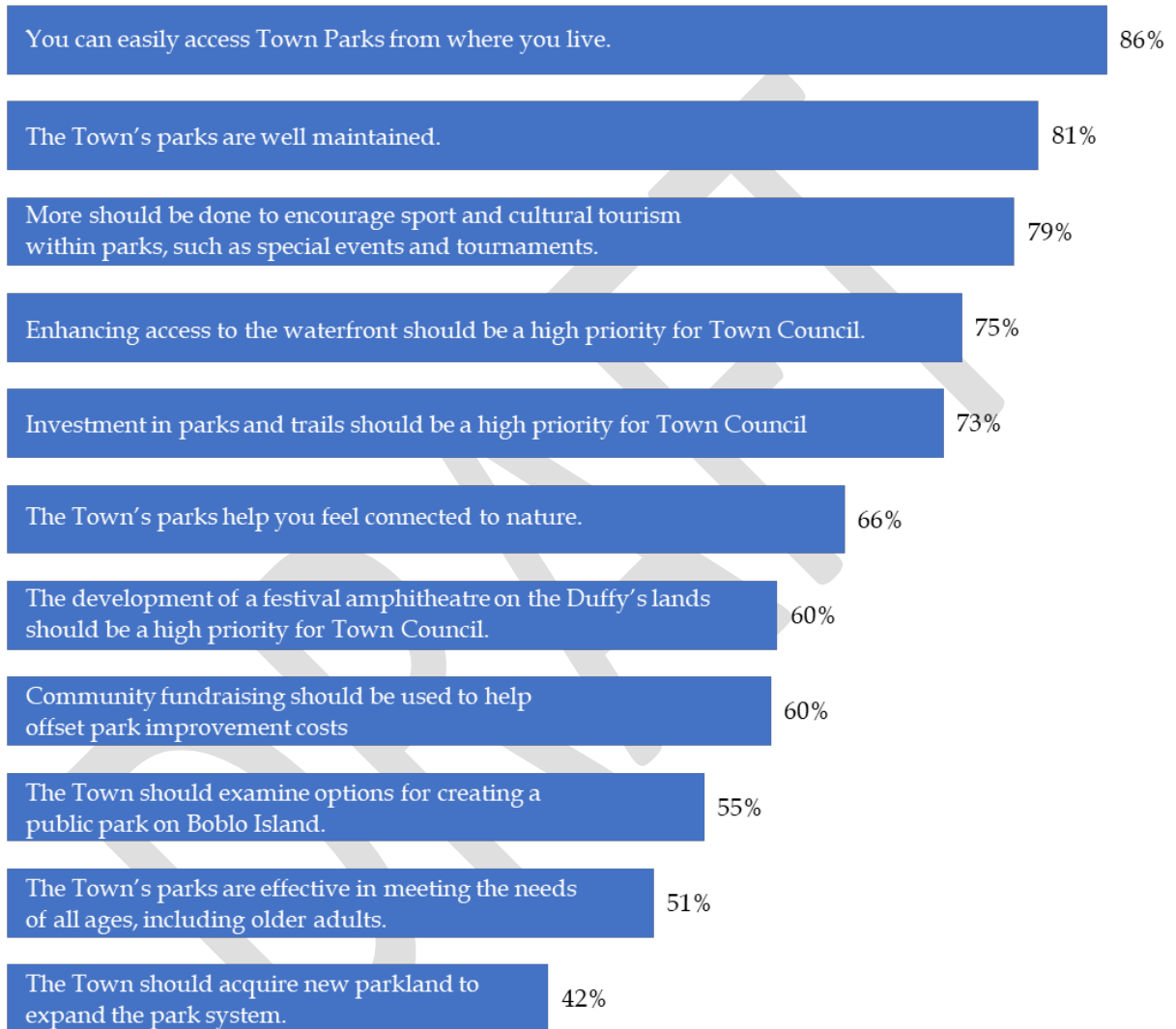
Figure 9 Facilities for which Amherstburg residents support additional spending (n=86)



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)

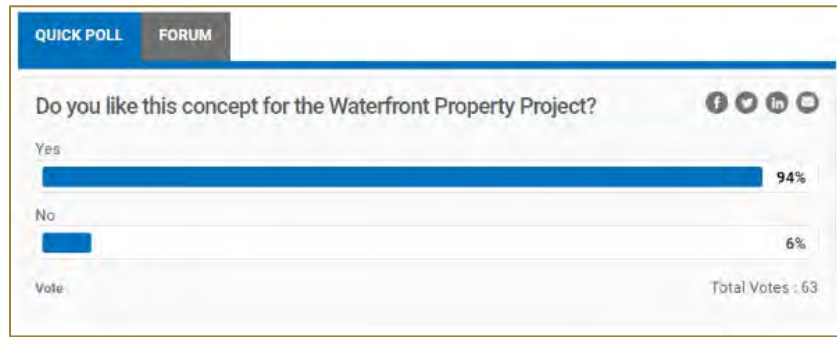
Photos

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.

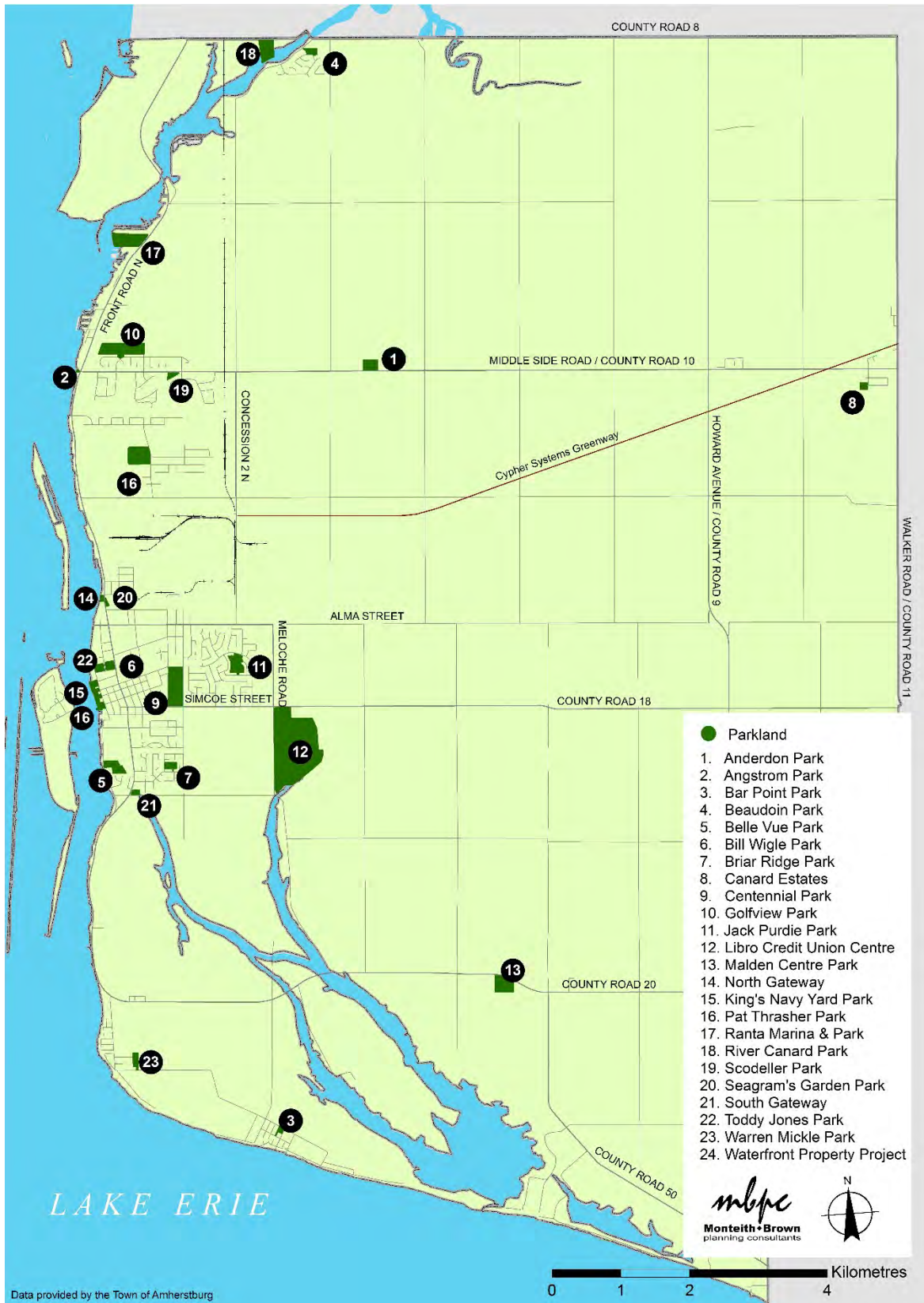
Through this Master Plan, the parks and outdoor recreation facilities provided at Centennial Park will be considered within the current supply to examine usage as of 2017 but will be excluded in the calculation of future provision for those facility types. This plan assesses the need to replace the amenities 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.

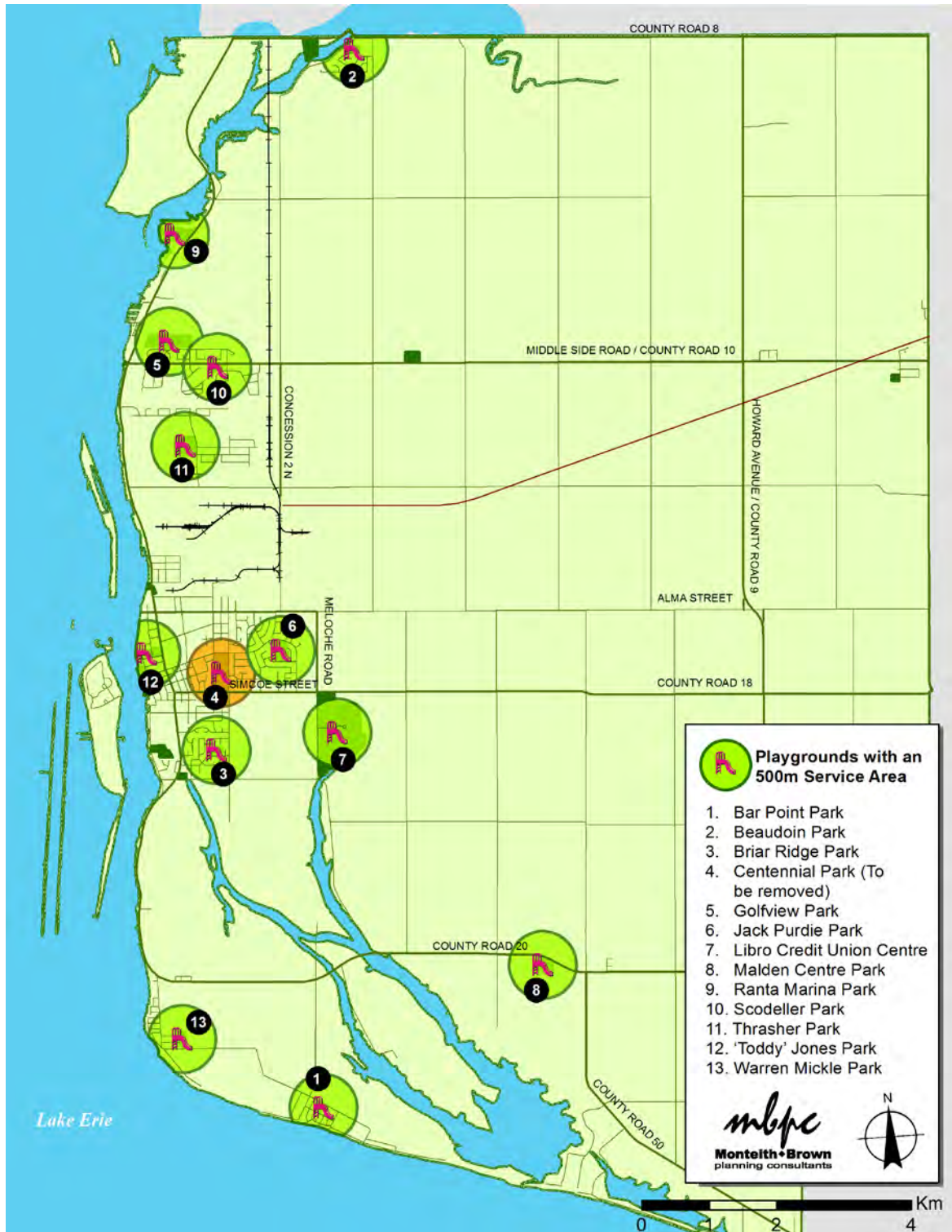
It is recommended that the Town provide playgrounds within 500 metres of residents within urban areas, where feasible. It is difficult for municipalities to achieve the “walkable” service area in rural communities, but playground amenities should still be available within a reasonable distance. In this 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 GECDsB, 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

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

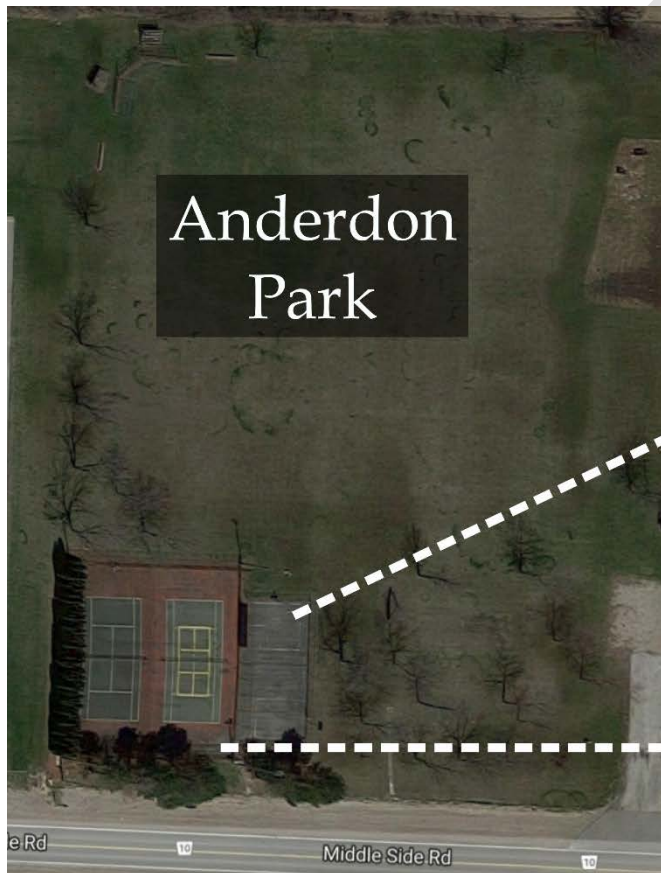
Appendix D Amherstburg Park Profiles

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

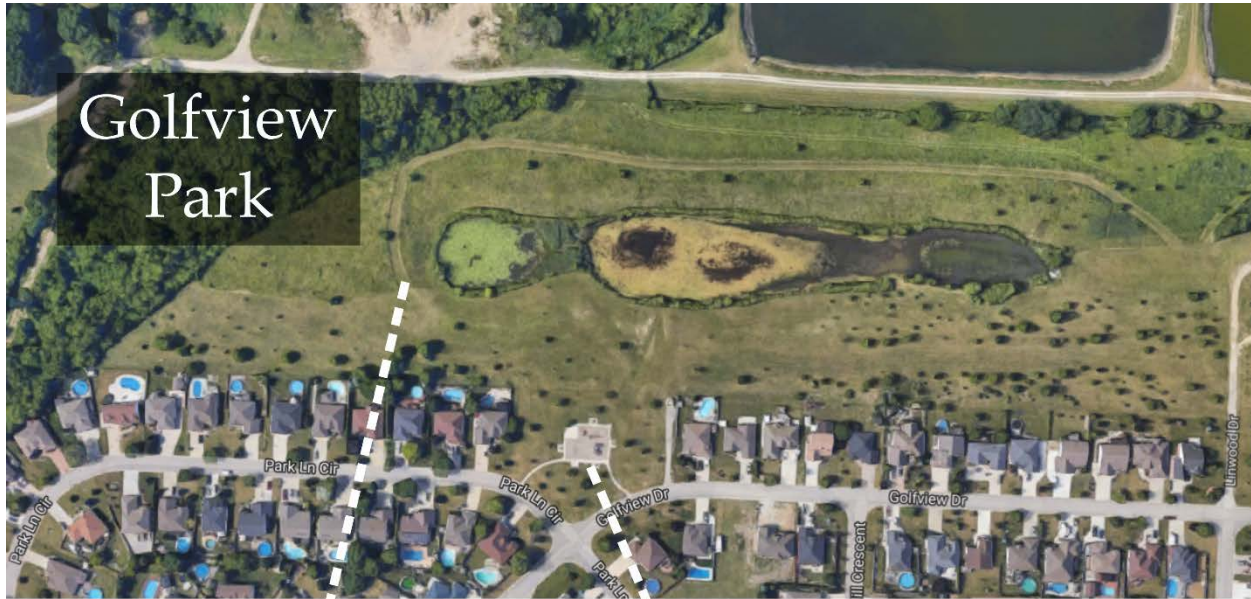


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Golfview Park

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



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



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



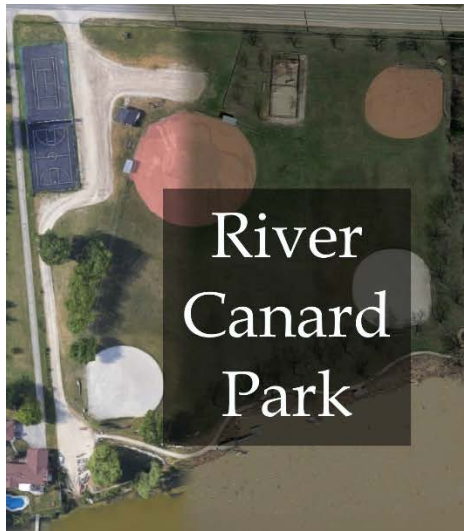
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River Canard Park

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

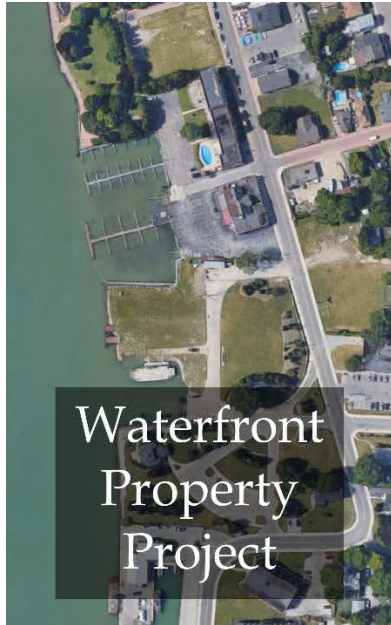
Park Type	Area	Outdoor Recreation	Park Amenities
Neighbourhood Park	1.3 ha	Splash Pad Playground Equipment	Open Space Picnic Tables Pavilion Paved Pathway



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

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: July 17, 2018
Author's Phone: 519-736-8559 ext. 223	Date to Council: August 13, 2018
Author's E-mail: tberthiaume@amherstburgpolice.ca	Resolution #: 20160411-145

To: Mayor and Members of Town Council

Subject: Monthly Activity Report – APSB Meeting of May 17, 2018

1. RECOMMENDATION:

It is recommended that:

1. The report from the Chief of Police dated July 17, 2018 regarding the Monthly Activity Report of the Amherstburg Police Services Board Meeting of May 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 May 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 light-colored background.

Tim Berthiaume
Chief of Police

NL

Report Approval Details

Document Title:	Monthly Activity Report - APSB Meeting of May 17, 2018 .docx
Attachments:	- Appendices A and B - APSB Meeting May 17, 2018.pdf
Final Approval Date:	Aug 3, 2018

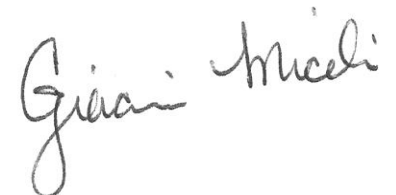
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Aug 1, 2018 - 12:37 PM



Cheryl Horrobin - Aug 1, 2018 - 1:20 PM



John Miceli - Aug 2, 2018 - 2:12 PM



Task assigned to Paula Parker was completed by assistant Tammy Fowkes - Aug 3, 2018 - 11:21 AM

**MINUTES of the
Public Meeting of the
AMHERSTBURG POLICE SERVICES BOARD
Thursday, May 17, 2018 at 5:00 o'clock p.m.
Amherstburg Police Service, Community Room,
532 Sandwich Street South, Amherstburg, Ontario**

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

CALL TO ORDER

The Chair calls the meeting to order at 5:01 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 Mayor DiCarlo,
That the agenda for the meeting of the Amherstburg Police Services Board held
May 17, 2018 **BE ADOPTED** as presented.
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
April 17, 2018 **BE ADOPTED** as presented.
Carried.

1.4 Business Arising from the Minutes of April 17, 2018

No business arising from the minutes

SECTION 2

2.1 Petitions and Delegations: none

SECTION 3

3.1 Chief Berthiaume's Reports

3.1a Letter re Requirement for Resolution of Board re OCPC Public Meeting

Moved by Mayor DiCarlo, seconded by Mr. Rozankovic,
THAT in accordance with the Town of Amherstburg application to the Ontario Civilian Police Commission under section 5(1)(6) of the Police Services Act, the Amherstburg Police Services Board **REQUESTS** the consent of the Ontario Civilian Police Commission pursuant to section 40 of the Police Services Act to the abolition of the Amherstburg Police Service and that Administration is authorized to submit a section 40 application to the Ontario Civilian Police Commission.
Carried.

SECTION 4

4.1 Policies, Agreements, and By-laws

4.1a Renewal of the Policing Effectiveness and Modernization (PEM) Grant

Moved by Ms. Simone, seconded by Mayor DiCarlo,
That **APPROVAL BE GIVEN** to enter into an agreement with her Majesty the Queen in right of Ontario as represented by the Minister of Community Safety and Correctional Services for the 2018/19 Policing Effectiveness and Modernization (PEM) grant program and further, the Chair **BE AUTHORIZED** to sign the agreement on behalf of the Amherstburg Police Services Board, and further that the Town Clerk **BE REQUESTED** to obtain proof of general liability insurance in the amount of \$5,000,000.00 including indemnified parties as additional insured (*"Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employee"*) as set out in Articles 9 and 10 of Schedule A of the agreement.
Carried.

4.1b Policy re the Use of Board Resources Election Period as per the Municipal Elections Act:

Moved by Mayor DiCarlo, seconded by Ms. Simone,
That Amherstburg Police Services Board Police #AI-018 respecting the "Use of Board Resources During an Election Period" **BE ADOPTED**.
Carried.

SECTION 5

5.1 Financial Reports/Board Account

i. 2018 Membership Renewal – OSAPSB, Zone 6 (January to December 2018)

Moved by Ms. Simone, seconded by Mayor DiCarlo,
That payment of the Ontario Association of Police Services Board, Zone 6 for the period
of January 1 to December 31, 2018 membership renewal in the amount of \$55.00 **BE
APPROVED.**
Carried.

Note: Although an invoice from CAPG has not yet been received, it is agreed by the Board
not to renew membership in 2018.

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

No correspondence

8.3 Upcoming Meetings/Conferences

8.3a 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.

8.4 New Business

No new business

8.5 Pending Matters

No pending matters

8.6 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 5:23 o'clock p.m.

Certified Correct: June 19, 2018

Book Copy Signed by R. Rozankovic

Robert Rozankovic, Chair

Book Copy Signed by N. Leavoy

Nancy Leavoy, Secretary

**SPECIAL
Public Meeting
AMHERSTBURG POLICE SERVICES BOARD
Thursday, May 17, 2018 at 5:00 o'clock p.m.
Amherstburg Police Service, Community Room,
532 Sandwich Street South, Amherstburg, Ontario**

SECTION 1

1.1 Adoption of the Agenda

1.2 Declarations of Conflict of Interest

1.3 Adoption of Minutes

**Adoption of the minutes of the meeting of the Amherstburg Police Services Board held
April 17, 2018 – under separate cover**

1.4 Business Arising from the Minutes of April 17, 2018

SECTION 2

2.1 Petitions and Delegations:

SECTION 3

3.1 Chief Berthiaume's Reports

3.1a Letter re Requirement for Resolution of Board re OCPC Public Meeting - attached

Proposed Motion:

THAT in accordance with the Town of Amherstburg application to the Ontario Civilian Police Commission under section 5(1)(6) of the Police Services Act, the Amherstburg Police Services Board REQUESTS the consent of the Ontario Civilian Police Commission pursuant to section 40 of the Police Services Act to the abolition of the Amherstburg Police Service and that Administration is authorized to submit a section 40 application to the Ontario Civilian Police Commission.

SECTION 4

4.1 Policies, Agreements, and By-laws

4.1a Renewal of the Policing Effectiveness and Modernization (PEM) Grant – *letter attached*

Proposed Motion:

That **APPROVAL BE GIVEN** to enter into an agreement with her Majesty the Queen in right of Ontario as represented by the Minister of Community Safety and Correctional Services for the 2018/19 Policing Effectiveness and Modernization (PEM) grant program and further, the Chair **BE AUTHORIZED** to sign the agreement on behalf of the Amherstburg Police Services Board, and further that the Town Clerk **BE REQUESTED** to obtain proof of general liability insurance in the amount of \$5,000,000.00 including indemnified parties as additional insured (*“Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employee*) as set out in Articles 9 and 10 of Schedule A of the agreement.

Additional Information from Ministry:

I am pleased to inform you that the ***Mental Health Response and Support Team (MHRST) with a Drug Resource Officer (DRP)*** initiative, with an allocation of \$174,957.71, has been approved for funding under the 2018/19 *Policing Effectiveness and Modernization (PEM) Grant*.

Please note, we will be sending along the contractual agreement in the coming weeks for your service/board’s review and sign-off.

4.1b Policy re the Use of Board Resources Election Period as per the Municipal Elections Act:

“88.18 Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.”

Use of Board Resources During an Election Period cover report and policy - *attached*

SECTION 5

5.1 Financial Reports/Board Account

- i. 2018 Membership Renewal – OSAPSB, Zone 6 (January to December 2018) - \$55.00**

Proposed Motion:

“That payment of the Ontario Association of Police Services Board, Zone 6 for the period of January 1 to December 31, 2018 membership renewal in the amount of \$55.00 **BE APPROVED.**”

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

No correspondence

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.

8.5 New Business

8.6 Pending Matters

8.7 Adjournment



The Corporation of The Town of Amherstburg

May 9, 2016

Amherstburg Police Services Board
532 Sandwich St. S.
Amherstburg, ON N9V 3R2
Attention: Mr. Bob Rozankovic, APSB Board Chair

Dear Mr. Rozankovic,

On Monday, February 26th, 2018, Amherstburg Town Council passed the following resolution:

That:

1. The report from the CAO dated February 9, 2018 regarding Police Services for the Town of Amherstburg BE RECEIVED;
2. That CAO BE DIRECTED to finalize the terms and conditions of a contract for policing services with the Windsor Police Services Board/City of Windsor for a term of 20 years commencing January 1, 2019; and,
3. The CAO BE DIRECTED to bring back a final contract SUBJECT TO APPROVAL by the Ontario Civilian Police Commission.

Pursuant to the resolution above the Town of Amherstburg has applied to the Ontario Civilian Police Commission under section 5(1)(6) of the Police Services Act, R.S.O. 1990. C.p.15 ('Act') to request the approval of the Commission to have the Town of Amherstburg's policing services provided by the Windsor Police Service. As part of that process a resolution is requested from the Amherstburg Police Services Board pursuant to section 40 of the Act. Accordingly, we request that a special meeting under Section 4 of the Police Services Procedural By-Law be scheduled to enact the following resolution:

THAT in accordance with the Town of Amherstburg application to the Ontario Civilian Police Commission under section 5(1)(6) of the Police Services Act, the Amherstburg Police Services Board REQUESTS the consent of the Ontario Civilian Police Commission pursuant to section 40 of the Police Services Act to the abolition of the Amherstburg Police Service AND THAT Administration is authorized to submit a section 40 application to the Ontario Civilian Police Commission.

Thank you for your cooperation,

Giovanni (John) Miceli
Chief Administrative Officer

Cc: Chief Tim Berthiaume

Good afternoon,

Further to my email below, attached is the Transfer Payment Agreement including **Schedules A - H** for your police services board's review and sign-off for your initiative(s) under the *2018/19 Policing Effectiveness and Modernization (PEM)* Grant.

Please review the Agreement in its entirety and pay particular attention to confirm and/or add details to the following sections:

- **Agreement (p. 4):** Once you have reviewed the agreement, please have the authorized signatory for the grantee sign where noted.
- **Schedule B (p. 21):** Please add/update your CRA business number and contact information in the bottom three sections of the chart.
- **Schedule C (beginning on p. 23):** This section has been populated based on your application(s), please review for accuracy and let us know if you have any revisions.

If you are satisfied with the Agreement, please print **two copies** and have the authorized signatory for the grantee sign both. Please send both signed copies of the Agreement (one fully executed copy will be returned to you for your records) by **Friday, May 25, 2018** to the following address:

James Y. Lee / Tiana Biordi
Program Development Section, External Relations Branch
Ministry of Community Safety and Correctional Services
25 Grosvenor Street, 12th Floor
Toronto, ON M7A 2H3

In addition, per Article 10 of Schedule A (p. 12-13), please ensure that you send **an electronic copy of the Certificate of Insurance** (\$5 million), indemnifying "Her Majesty the Queen in Right of Ontario, her Ministers, Agents, Appointees and Employees" to ministry staff by **Friday May 25, 2018**.

Your first installment will be provided once the Agreement has been finalized and signed by both parties.

Also, please note that grant funding is dependent upon the ministry receiving the necessary appropriation from the Ontario Legislature and is subject to funding availability.

If you have any questions about this process, please don't hesitate to contact myself or my colleague James (copied on this email).

Thank you for your participation in this initiative.

Tiana Biordi

Community Safety Analyst
Program Development Section / External Relations Branch / Public Safety Division
Ministry of Community Safety & Correctional Services
25 Grosvenor Street, 12th Floor, Toronto, ON M7A 2H3
Tel: (416) 326-9355 / Email: tiana.biordi@ontario.ca

If you have any accommodation needs or require communication supports or alternate formats, please let me know.



DATE: May 11, 2018
TO: Chair and Members Amherstburg Police Services Board
FROM: Chief Tim Berthiaume
SUBJECT: Amherstburg Police Services Board Policy AI-018: Use of Board Resources During an Election Period

RECOMMENDATION:

It is recommended that the Amherstburg Police Services Board approved the attached policy: AI-018 Use of Board Resources During an Election Period”.

FINANCIAL IMPLICATIONS:

There are no financial implications arising from the recommendation contained in this report.

BACKGROUND/PURPOSE:

The recently amended *Municipal Elections Act, 1996* now requires municipalities to establish rules and procedures with respect to the use of municipal resources during the election period. Police services boards are also included as part of this provision. As a result, by May 1, 2018, all police services board are required to enact a policy governing the use of board resources during the election campaign period.

This office was unaware of this change to the Municipal Elections Act and only just recently became aware of the necessity to adopt the necessary rules and procedures.

DISCUSSION:

As required by the Municipal Elections Act, a policy has been developed for the Board’s purposes.

CONCLUSION:

It is recommended that the Board approve the attached policy, AI-018: Use of Board Resources During an Election Period.


Chief Tim Berthiaume

/NL

Use of Board Resources During An Election Period

Amherstburg Police Services Board Policy #AI-018

Effective Date: May 1, 2018

PURPOSE

This policy sets out provisions for the use of Amherstburg Police Services Board ("Board") and Amherstbur Police Service ("Service") resources and infrastructure during an election period, in order to preserve the public trust and integrity in the elections process and to comply with the Municipal Elections Act, 1996 (the "Act"). This policy applies during an election period as defined in this policy.

There may be additional Board policies that also apply during an election period.

DEFINITIONS

"Campaign Materials" – means any materials used to solicit votes for a candidate or question on the ballot in an election period including, but not limited to: literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials include, but are not limited to: materials in all media, such as print, displays, electronic, radio or television and online sources including websites or social media.

"Candidate" – means any person who has filed and not withdrawn a nomination for an elected office at the municipal (including school board), provincial or federal level in an election or by-election.

"Election" – means an election or by-election at the municipal (including school board), provincial and federal level of government, or the submission of a question or by-law to the electors.

"Election Period" – means the official campaign period of an election.

- For a municipal (including school board) election, the election period commences on May 1 of an election year and ends on voting day.
- For a provincial or federal election, the election period commences the day the writ for the election is issued and ends on voting day.
- For a question on the ballot, the period commences the day City Council passes a by-law to put a question to the electorate and ends on voting day.
- For a by-election, the period commences when the by-election is called and ends on voting day.

"Media Event" – means an event such as a press conference or photo opportunity to which the media is invited and the purpose of which is to promote, support or oppose a candidate, registered third party advertiser, a political party or a position on a question on a ballot. Features of a Media Event can include, but are not limited to: the issuing of a media advisory stating date, time and location of briefing/press conference, use of backdrops, podiums or public address systems, the distribution of media releases, media kits, display of signage or other materials to promote, support or oppose a candidate, registered third party advertiser or a position on a question on a ballot.

"Registered Third-Party Advertiser" – means, in relation to a municipal election, an individual, corporation or trade union that is registered with the City Clerk, as per section 88.6 of the Act, whose purpose is to promote, support or oppose a candidate for office, or an issue on a question on a ballot, and is not under the direction of a candidate.

"Third-Party Advertisement" – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate for office, or an issue on a question on a ballot, and is not under the direction of a candidate.

General

It is the policy of the Board that, during an Election Period:

1. Any facility that is owned, leased or occupied by either the Service or the Board may not be used for any election-related purpose, including a media event, by a candidate, registered third-party advertiser or political party.
2. Candidates, third-party advertisers or political parties may not distribute campaign materials on or in Service or Board facilities or at Service or Board events.
3. The crests or images of either the Service or the Board may not be printed, posted or distributed on any election-related campaign materials or included on any election-related website.
4. Candidates may not post photographs of themselves with Service members in uniform or with Board members in campaign materials.
5. Photographic or video materials created by Service members or the Board may not be used for any election purpose or in campaign materials.
6. Websites or domain names funded by, or officially associated with, the Service or the Board may not include any campaign materials, make reference to and identify any individual as a candidate, registered third-party advertiser or political party or profile any slogan or symbol associated with a candidate, registered third-party advertiser or political party.
7. Candidates, registered third-party advertisers or political parties are permitted to attend Service and Board events, or events held at Service and Board facilities, but may not campaign while in attendance. No election signs may be posted and no campaign materials may be disseminated at Service and Board events.



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: July 17, 2018
Author's Phone: 519-736-8559 ext. 223	Date to Council: August 13, 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 June 14, 2018

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Chief of Police dated July 17, 2018 regarding the Monthly Activity Report of the Amherstburg Police Services Board Meeting of June 14, 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 June 14, 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 June 14, 2018 .docx
Attachments:	- Appendices A and B - APSB Meeting June 14, 2018.pdf
Final Approval Date:	Aug 3, 2018

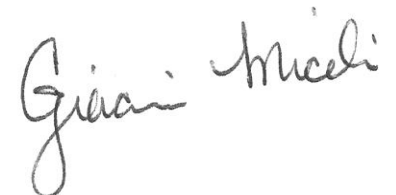
This report and all of its attachments were approved and signed as outlined below:



Mark Galvin - Aug 1, 2018 - 12:38 PM



Cheryl Horrobin - Aug 1, 2018 - 1:21 PM



John Miceli - Aug 2, 2018 - 2:18 PM



Task assigned to Paula Parker was completed by assistant Tammy Fowkes - Aug 3, 2018 - 11:23 AM

Appendix "A"

**MINUTES of the
Special Public Meeting of the
AMHERSTBURG POLICE SERVICES BOARD
Thursday, June 14, 2018 at 5:00 o'clock p.m.
Amherstburg Police Service, Community Room,
532 Sandwich Street South, Amherstburg, Ontario**

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

CALL TO ORDER:

The Chair calls the meeting to order at 5:08 o'clock p.m. and the Board considers the agenda, as follows:

SECTION 1

1.1 Adoption of the Agenda

Moved by Councillor Lavigne, seconded by Ms. Simone,
That the agenda for the meeting of the Amherstburg Police Services Board held June 14, 2018
BE ADOPTED as presented.
Carried.

1.2 Declarations of Conflict of Interest

No conflicts of interest are declared.

SECTION 2

2.1 Petitions and Delegations

Various citizens are in attendance.

SECTION 3

3.1 Ontario Civilian Police Commission re Section 25, PSA Investigation of Windsor Police Service and the Windsor Police Services Board

The Chair begins the meeting by addressing the Board and delegations advising that further information has been received from the OCPC in follow up to the their letter of June 12, 2018 (referenced above and attached to the agenda). The matter of the investigation into the Windsor Police Service and Windsor Police Services Board has no bearing on the matter of the decision of the Amherstburg Town Council to seek abolition of the Amherstburg Police Service.

They are two distinct issues and pending the release of a decision by the OCPC on the investigation, the Board cannot comment the investigation.

The public meeting to be held by the OCPC on June 26, 2018 in Amherstburg will only address the matter of whether or not the Windsor Police Service can provide adequate and effective policing for the Town of Amherstburg.

The Chair entertains questions from the delegations present.

Moved by Councillor Lavigne, seconded by Mr. Rozankovic,
That the Ontario Civilian Police Commission **BE ADVISED** that the Amherstburg Police Services Board acknowledges receipt of the letter of June 12, 2018 from OCPC and is aware of an ongoing investigation of the Windsor Police Service and the Windsor Police Services Board under Section 25 of the *Police Services Act* and that the Board will not be submitting any further comments.
Carried.

SECTION 4

4.1 Upcoming Meetings/Conferences

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.

4.2 New Business

No new business.

4.3 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 6:10 o'clock p.m.

Certified Correct: June 19, 2018

Book Copy Signed by R. Rozankovic

Book Copy Signed by N. Leavoy

Robert Rozankovic, Chair

Nancy Leavoy, Secretary

AMHERSTBURG POLICE SERVICES BOARD
Thursday, June 14, 2018 at 4:30 o'clock p.m.
Amherstburg Police Service, Community Room,
532 Sandwich Street South, Amherstburg, Ontario

SECTION 1

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

SECTION 2

- 2.1 Petitions and Delegations**

SECTION 3

- 3.1 Ontario Civilian Police Commission re Section 25, PSA Investigation of Windsor Police Service and the Windsor Police Services Board - *attached***

SECTION 4

- 4.1 Upcoming Meetings/Conferences**

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.

- 4.2 New Business**

- 4.3 Adjournment**

ITEM 3.1

Safety, Licensing Appeals and
Standards Tribunals Ontario
Ontario Civilian Police Commission

Tribunaux de la sécurité, des appels en
matière de permis et des normes Ontario
Commission civile de l'Ontario
sur la police



20 Dundas Street West
5th Floor, Suite 530
Toronto ON M5G 2C2
Tel.: 416-314-3004
Fax: 416 -314-0198
Toll Free Tel: 1 888 515-5005
Toll Free Fax: 1 888 311-7555
Website: www.slsto.gov.on.ca

20, rue Dundas Ouest
5e étage, Bureau 530
Toronto ON M5G 2C2
Tél. : 416-314-3004
Télé. : 416-314-0198
Sans frais Tél. : 1 888 515-5005
Sans frais Téléc : 1 888 311-7555
Site web: www.slsto.gov.on.ca

June 12, 2018

Mr. Aldo DiCarlo, Mayor of Amherstburg
Via Email: adicarlo@amherstburg.ca

Mr. Giovanni (John) Miceli, Chief Administrative Officer for the Town of Amherstburg
Via Email: jmiceli@amherstburg.ca

Mr. Robert Rozankovic, Chair of Amherstburg Police Services Board
Via Email: apboard@amherstburgpolice.ca

Mr. Tim Berthiaume, Chief of Amherstburg Police Service
Via Email: tberthiaume@amherstburgpolice.ca

Mr. Drew Dilkens, Mayor of Windsor
Via Email: mayoro@citywindsor.ca

Mr. Al Frederick, Chief of Windsor Police
Via Email: afrederick@police.windsor.on.ca

Ms. Pam Mizuno, Deputy Chief of Windsor Police
Via Email: pmizuno@police.windsor.on.ca

Re: Amherstburg Public Meeting

The members of the Commission that have been assigned to conduct the public meeting in this matter on June 26, 2018 have now been advised that the Executive Chair of the Commission has authorized an investigation under section 25 of the *Police Services Act* of both the Windsor Police Service (WPS) and the Windsor Police Services Board (WPSB).

As you may be aware, the Commission maintains a strict separation between its investigative and adjudicative functions. Accordingly, those Commission members conducting the public meeting will not be provided with any further information about the investigation. However, the fact that there is an investigation may very well factor into the decision whether to approve the Town's application.

In the usual course, the Commission would offer both the Town and the City the opportunity to make submissions on the potential impact of the investigation on the Town's application. These submissions would be publicly available.

In my view, it would be an untenable situation to proceed with a public meeting without disclosing the fact of the investigation in advance of the meeting. It would be problematic to have the Town or the City make the necessary submissions to the Commission on the potential impact of the investigation at the public meeting without first disclosing the fact of the investigation. In my view, the Town and/or the City should make it publicly known now that an investigation by the Commission into both the WPS and the WPSB has been launched.

I would appreciate being advised of your respective positions on the foregoing no later than this **Friday, June 15th, 2018 by 4:00pm.**

Should you wish to have a conference call to discuss the matter please contact OCPCRegistrar@ontario.ca and one will be arranged before the end of this week.

Sincerely,

A handwritten signature in dark ink that reads "D. S. Jovanovic". The signature is written in a cursive style with a large, looped 'J'.

D. Stephen Jovanovic
Associate Chair
Ontario Civilian Police Commission



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES and OFFICE OF ENGINEERING AND PUBLIC WORKS

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

Author's Name: Cheryl Horrobin and Antonietta Giofu	Report Date: July 20, 2018
Author's Phone: 519 736-0012 ext. 2254; 519 736-0012 ext. 2320	Date to Council: August 13, 2018
Author's E-mail: chorrobin@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Transportation Feasibility Study and Grant Denial

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Director of Corporate Services and the Director of Engineering and Public Works dated July 20, 2018, regarding the Transportation Feasibility Study and Grant Denial **BE RECEIVED for information.**

2. **BACKGROUND:**

At their meeting of September 11, 2017, Council passed resolution #20170911-875 as follows:

“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.”

Then at their meeting of March 19, 2018, Council received a report and affirmed submission of an application to the Ministry of Transportation (MTO) under the Community Transportation Grant Program (CT Program) for funding towards a Local Community Transportation and or a Long Distance Community Transportation Project.

Preliminary consultations were undertaken with Transit Windsor and Amherstburg Community Services; these community organizations are current providers of regular

and specialized (accessible/seniors) transit service providers respectively within the region.

Letters of support for the CT Program grant application were garnered from Amherstburg Community Services, the City of Windsor, the County of Essex, St. Clair College, University of Windsor and Workforce Windsor-Essex.

3. DISCUSSION:

In June 2018 Administration was advised by a local transit provider that the Town's application had not been selected for funding under the CT Program. As the Town had not received such notification directly from MTO, Administration followed up with MTO where it was confirmed that the Town's application had not been selected for funding. MTO then provided a copy of the correspondence sent to unsuccessful applicants (attached) and apologized for not providing it to the Town in the initial May 2018 distribution to applicants.

As offered in the correspondence from MTO, Administration requested a debrief meeting on the Town's application. The debrief meeting was held via teleconference on June 11, 2018, the highlights of which are as follows:

- Total requests under the CT Program were \$54.7M vs. \$30M of available funding
- 40 municipalities were awarded funding for 45 projects; projects funded were at a more advanced stage, with feasibility studies already completed.

- Comments specific to the Town's application
 - The application was very good, particularly the identification of Amherstburg as an underserved community and the inclusion of a significant contribution of 'own spending' share in the proposals under the application

- Opportunity for improvement if there is a future application
 - base it on completed feasibility study spelling out exactly what would be funded

In order to move forward on planning for transportation demands of the Town, and to improve the possibility of receiving funding from senior levels of government to support services to meet those demands, Administration will prepare to move forward with completion of a Transportation Feasibility Study.

Transit Windsor has advised that they have engaged Dillon Consulting to complete a service level review/master plan starting in July 2018 and wrapping up around July 2019. They advise that any outcomes and actions identified with respect to service that may affect the Town of Amherstburg in the future will be shared with the Town. Information from that study will be considered in the Town's review.

Administration will also update the community agencies that provided letters of support for the grant application on the outcome of that process and the Town's intention to complete a feasibility study in 2019.

4. RISK ANALYSIS:

As indicated during the MTO debrief meeting, there is a risk to the Town that they may not be successful in future funding applications for transportation services if a feasibility study is not completed. That said there is no certainty of funding based on completion of such a study.

5. FINANCIAL MATTERS:

There is an increased level of uncertainty around the possibility of funding from Ontario, based on the change in parties under the 2018 election. Administration is not aware of any commitments or announcements for transportation funding programs under the Conservative government to this point. As such, Administration does not anticipate that grant funding will be available toward the cost of completing a feasibility study.

Administration will include a provision in the 2019 Budget under the Public Works budget centre for Council's consideration. The provision will be for completion of a Transportation Feasibility Study, as part of the work plan for the Director of Engineering and Public Works.

6. CONSULTATIONS:

N/A

This space left blank intentionally.

7. **CONCLUSION:**

Providing transit services would assist residents, including seniors, people with disabilities, youth/students and persons living on low income, requiring accessible, reliable and efficient transportation. The services would enhance specialized transit services and address unmet transportation needs that pose a barrier for access to medical services, employment, education and training, community participation (for shopping, dining, recreation, etc.) and overall quality of life within the Town.



Cheryl Horrobin
Director, Corporate Services



Antonietta Giofu
Director, Engineering and Public Works

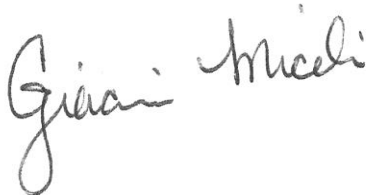
Report Approval Details

Document Title:	Transporation Feasibility Study and Grant Denial.docx
Attachments:	
Final Approval Date:	Aug 3, 2018

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



Mark Galvin - Aug 1, 2018 - 12:40 PM



John Miceli - Aug 2, 2018 - 2:11 PM



Task assigned to Paula Parker was completed by assistant Tammy Fowkes - Aug 3, 2018 - 11:18 AM



The Corporation of the Township of
NORTH STORMONT
RESOLUTION

Date: June 26, 2018

Resolution No. RES-1437-2018

MOVED BY:

Deputy Mayor Bill McGimpsey
Councillor Jim Wert
Councillor François Landry
Councillor Randy Douglas

SECONDED BY:

Deputy Mayor Bill McGimpsey
Councillor Jim Wert
Councillor François Landry
Councillor Randy Douglas

WHEREAS Ontario's Green Energy Act clearly outlines the commitment the Province has to Green Energy; and

WHEREAS Municipal governments have been removed from having any meaningful input in these Green Energy projects; and

WHEREAS Legal agreements between Municipalities and Green Energy companies cannot guarantee the future safeguards needed to protect lower tier governments from financial exposure if Green Energy companies forfeit their responsibilities; and

WHEREAS the magnitude of some of these projects would financially cripple a municipal government if they inherited restoration or repair costs;

THEREFORE be it resolved that the Province of Ontario extend its areas of responsibility to include any costs that Municipalities may have to inherit from Green Energy projects. Such as water quality, site restoration, infrastructure repair;

AND that this resolution be circulated to Premier Doug Ford, Ministry of Energy Minister 
~~Glenn Thibeault~~, MPP Jim McDonnell, United Counties of SDG, AMO and all the municipalities of Ontario.

FOR

AGAINST

Recorded Vote:

CARRIED:



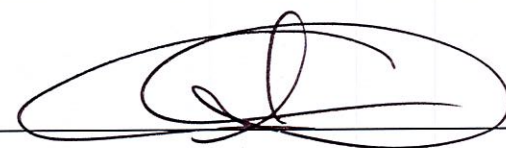
Mayor

DEFEATED:

Mayor

Declaration of Conflict of Interest:

- Disclosed His/Her/Their interest
- Vacated His/Her/Their Seat
- Deferred



CAO/CLERK

Veterans Voices of Canada

PO Box 255, Red Deer, Alberta, T4N 5E8
CRA# 819452699RR0001



Flags of Remembrance – Sponsorship Form 2018

Event Location: WINDSOR, ONTARIO

Sponsor Number: 40

Thank you for your sponsorship & support – the details you provide below will be engraved on a “honour plaque” and attached to 1 of the 128 Canada Flags that form part of the Flags of Remembrance event in your area.

Your plaque can either be “In Tribute” to a serving member of the armed forces (or RCMP) or “In Remembrance” of a current or deceased military veteran (or member of RCMP).

A generic plaque is permitted, eg; “In Remembrance of All Veterans of The Somme 1916”, but please discuss this with your Branch Co-ordinator in the first instance.

Plaques are available on a first come, first served basis.

The cost per plaque is a minimum donation of \$200.00. Payment must be made when submitting this form. Please note that the deadline for submitting this form is August 19th, 2018.

If you require further information, please contact either your;

- o Local VVOC Branch Co-ordinator / Volunteer: Terri Davis-Fitzpatrick (tdfvetvoice@gmail.com)
- o or via email request to: info@vetvoicecan.org

Honour Plaque details (please print clearly)

Rank	
Name	
Decorations	
Branch of service	
Regiment / Unit / Sqn / Ship	
Theatre of service	
Dates of service	From: _____ To: _____
Killed In Action	KIA date: _____
Plaque sponsored by	

Please tick (required) ✓

“In Tribute to”

or

“In Remembrance of”

Please tick (optional) ✓

Killed in Action

Missing in Action

Wounded in Action

Prisoner of War

Sponsor contact details (this must be completed in case we need to contact you)

Name of sponsor	
Contact telephone number	
Email address	
Mailing address	
Plaque recipient (if different to sponsor) name:	
Email address & contact telephone number	

The flag that flew at the site is the flag that will be presented with the Honour Plaque.

Canada Flag & Plaque to be presented at: closing ceremony or; delivered (add \$25 shipping)

Donation amount \$ _____ Payment: Cash or Cheque

Cheques payable to: *Veterans Voices of Canada*. A \$125.00 Tax receipt, if required:

Please write your Sponsor Number in the memo line on your cheque.

Please submit this completed form and payment to the VVOC Branch Co-ordinator or Volunteer.

Alternatively, this form may be mailed to the address given above at the top of the form – please remember to include your cheque payment when mailing the form and indicate the location.



Veterans Voices of Canada, Flags of Remembrance Ceremony

www.vetvoicecan.org

When: Saturday, September 22nd, 2018 beginning at 1:30 p.m.

Where: Assumption Park, Windsor, ON.

What: The Second Flags of Remembrance Ceremony in Windsor will take place on Windsor's waterfront.

Flags of Remembrance Coordinator Terri Davis-Fitzpatrick invites everyone to witness the dramatic unfurling of 128 Canadian Flags. 128 Flags will be simultaneously unfurled in 7 communities across Canada to represent the 128,000 injured and killed in the service to Canada in our Canadian Forces, Police, and Fire Services since the beginning of the 20th century.

For more information contact

Terri Davis-Fitzpatrick
Res: (519) 945-2867
tdfvetvoice@gmail.com

OR

S. Michael Beale
Res: (519) 735-4633
mbeale1@cogeco.ca



RECEIVED

JUL 23 2018

Town of Amherstburg

TOWN OF LAKESHORE

419 Notre Dame St.
Belle River, ON N0R 1A0

July 16, 2018

Minister of Transportation
House of Commons
Ottawa, Ontario
K1A 0A6

Transport Canada
33 Sparks Street
Ottawa, Ontario
K1A 0N5

To Whom It May Concern:

**RE: SAFETY WARNINGS ON VEHICLES TO REMIND THE PUBLIC NOT TO
LEAVE CHILDREN AND/OR ANIMALS IN HOT VEHICLE**

At its meeting of June 26, 2018, the Council of the Town of Lakeshore duly passed resolution number 791-06-2018.

Councillor Janisse moved and Deputy Mayor Fazio seconded:

Whereas there have been recent reports of instances where children and pets have been left unattended in a vehicle without adequate ventilation.

And Whereas the prolonged heat exposure in a vehicle has resulted in the death of some children and pets.

And Whereas warnings about the effects of leaving children and/or pets in a hot vehicle is not a standard safety label displayed on vehicles .

And Whereas there are currently no questions or warnings included in the Ministry of Transportation Drivers Handbook which is a guide for G1 driver's license testing in Ontario.

Now therefore be it resolved that the Town of Lakeshore requests the Ministry of Transportation to consider including information and

questions in the Drivers Handbook and road test regarding the unsafe temperatures that can be reached in a closed up vehicle.

And further be it resolved that the Town of Lakeshore urges Transport Canada to require manufacturers and importers under the Motor Vehicle Safety Regulations to include safety warnings on vehicles to remind the public not to leave children and/or animals in a hot vehicle.

And further that a copy of the letter addressed to the Minister of Transportation and Transport Canada be forwarded to the Member of Parliament, Tracey Ramsey and Member of Provincial Parliament, Taras Natyshak as well as all Essex County Municipalities requesting their support.

Motion Carried Unanimously

Should you require any additional information with respect to the above matter, please contact the undersigned.

Yours truly,



Kristen Newman
Director of Legislative and Legal Services

/km

Cc: Tracey Ramsey, MP
Taras Natyshak, MPP
Municipality of Leamington – Brenda Percy
Town of Kingsville - R Baines
Town of Amherstburg - Paula Parker
Town of Essex - Robert Auger
Town of LaSalle – Clerks Department
Town of Tecumseh - Laura Moy

MINUTES
AMHERSTBURG HERITAGE COMMITTEE MEETING
THURSDAY APRIL 5, 2018 AT 5:30 PM – TOWNHALL BOARDROOM

1.0 Call to Order: 5:30 p.m.

Absent with Notice Leo Meloche, Council Rep
 Shirley Curson-Prue

Present: Simon Chamely
 Jennie Lajoie
 Dante Pagliaroli
 Robert Honor
 Stephanie Pouget-Papak

 Angelo Avolio, Staff Rep
 Mark Galvin, Director of Planning Development and Legislative Services
 Rebecca Belanger, Planner
 John Miceli

Guest: Amico Properties Inc.- Cindy Prince

 Michelle Lavin-Faucher, Recording Secretary

2.0 Approval of the Agenda

J. Lajoie/D. Pagliaroli
That the agenda be approved as printed. Carried

3.0 Review of Minutes

3.1 Minutes of the February 8, 2018 meeting

J. Lajoie/D. Pagliaroli
That the minutes of February 8, 2018 Heritage Meeting be approved as printed. Carried

L. Meloche/ D/ Pagliaroli
That Item 5.1 be brought forward. Carried

5.0 Review of New Business:

5.1 Notice of Intent to demolish and design consultation for 305 Dalhousie Street – future proposal use

Cindy Prince of Amico was present to discuss the property at 305 Dalhousie Street. Ms. Prince thanked the Committee. She spoke regarding their ownership of the Boblo property and the property at 305 Dalhousie. She stated that the building at 305 Dalhousie has been left in its original state and that the residents deserve something more esthetically pleasing to be located there. She further stated that the property is proposed for development. She went on to explain that when developers invest in this area they keep in mind, and they are willing to do a heritage look and feel to the development that is proposed. Looking forward to the development and due to tight timelines, would like to move forward.

S. Chamely complimented Ms. Prince on the consideration of the new building being a heritage type construction. R. Honor mentioned that the present building at the time of construction was in keeping with the house across the street. The building is post 1931, before it was marine seaway from 1958, prior to that it was MacDonald's Heating. There is some ties to the fur trade on the property. If the committee does nothing then we wait for the 60 day appeal period to expire.

L. Meloche/D. Pagliaroli
That the committee agrees, the property as it stands has no significant architectural or cultural value;
And further, that the committee support the Notice of Intent to Demolish the building located at 305 Dalhousie Street, Carried

Ms. Prince thanked the committee for their time and excused herself from the meeting.

4.0 Review of New Correspondence:

4.1 Letter of March 26 – Ministry of Government and Consumer Services – Re Waiving of Tariff Fees on Property searches at the Land Registry Office

4.2 Heritage Registry Update for Properties of Interest Report and Council resolution

S. Chamely updated the committee on his recent attendance at a Regular Council Meeting where he spoke about the history of the Boblo properties and the significance of the buildings. He advised the committee that at this time, any addition to the heritage list and deletion to the registry, is in limbo until the review is complete. M. Reiner, may give an update at the next heritage meeting.

4.3 2018 Ontario Heritage Conference

Last year Simon and Shirley attended the conference. This year he is asking for 2 other members to attend. At this time it is open ended as to whom wants to attend.

D. Pagliaroli/ L. Meloche

That council allow the use the heritage committee budget to allow administration to attend the conference on behalf of the committee members. Carried

4.4 Reflections Newsletter – Spring 2018

L. Meloche/ R. Honor

That items 4.1 and 4.4 be received. Carried

5.0 Review of New Business

The committee was advised by Ms. Belanger, regarding the proposed Wendy's restaurant.

Joe Mikhail attended the special meeting of the heritage committee to obtain feedback on the design of the new proposed Wendy's. The official plan policies require consultation, façade treatments, window placement etc. There was an attempt to follow-up by the owner. Ms. Belanger gave him feedback on what the committee would be looking at and provided comments to him. In a follow-up, he put in writing his understanding of our meeting agreed to add gabling to and heavy cornice detail, so instead of metal, it will be a traditional painted cornice. He traveled to Santera to look at pillar choices, appropriate brick etc., at this time, he wishes to move forward. The committee thanked Ms. Belanger for the update.

6.0 Review of follow-up of unfinished business

6.1 Follow-up from 7.2 item of February 8 Agenda – Correspondence regarding a Resolution of Council as a result for a resolution of the Heritage Committee to support the recommendations by the Federal House of Commons Standing Committee on Environment and Sustainable Development regarding the conservation of heritage properties.

No comment from the committee.

6.2 John G. Kolfage plaque presentation follow-up

Dante and Simon advised that they were present at the regular council meeting when the plaque was presented to the owners. They were pleased with the plaque.

6.3 Update from Council regarding the proposed renovation to Cenotaph and

At this time there are no updates. Dante stated that it has gone to the parks and recreation committee. No further information at this time. It is presumed that it will come back to council at some point in the future.

7.1 Next meeting

The next meeting is scheduled for June 7 at 5:30 p.m. at the Libro Center

8.0 Adjourment

L. Meloche/S. Pouget-Papak
That the meeting adjourn at 6:30 p.m. Carried



SIMON CHAMELY
CHAIRPERSON



MICHELLE LAVIN-FAUCHER
RECORDING SECRETARY

/ML-C



**TOWN OF AMHERSTBURG
DRAINAGE BOARD
Tuesday, August 7, 2018
6:00 PM**

Council Chambers, 271 Sandwich Street South, Amherstburg

MINUTES

PRESENT

Ron Sutherland, Chair
Allan Major, Vice-Chair
Bob Bezaire
Brad Laramie
Shane McVitty, Drainage Superintendent &
Engineering Coordinator
Nicole Humber, Recording Secretary

ABSENT

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

Bob Bezaire moved, Al Major seconded:

That the minutes of the previous meeting BE ADOPTED:

1. Drainage Board Meeting Minutes – July 9, 2018

The Chair put the Motion.

Motion Carried

4. CONSIDERATION OF ENGINEER'S REPORT

4.1 Renaud Drain

Mike Gerrits, P.Eng with R. Dobbins Engineering Inc., advised the Board Members that a request was made from a landowner to replace an existing agricultural bridge on the Renaud Drain under section 78 of the Drainage Act. Mr. Gerrits provided the Board with an overview of the project, which has a total estimated cost of \$21,866.00.

Mr. Gerrits indicated that after the final reports were distributed, Matt Schwab, the landowner requesting the bridge replacement, contacted him with concerns over his assessment. Mr. Gerrits informed the Board that Mr. Schwab was away on vacation and could not be in attendance at tonight's meeting. The Board was advised by Mr. Gerrits that Mr. Schwab feels that his assessment for the new bridge should take the existing drivable top-width into consideration. Specifically, the existing top-width is wider than the typical 6.0m (20ft) to provide a safe passage from the roadway, which has a narrow shoulder and is quite close to the top of the drain bank. Mr. Schwab has indicated to Mr. Gerrits that he should not be assessed the full cost of the longer bridge as it is a necessary for his equipment to safely cross the drain.

Mr. Gerrits indicated to the Board that he and Mr. Schwab have had discussions regarding Mr. Schwab's concerns and that Mr. Schwab was satisfied with their discussions. Mr. Gerrits added that an adjustment to Mr. Schwab's assessment of approximately \$200.00 would account for the additional top-width. Mr. Gerrits recommended that this adjustment be made at the Court of Revision, and that he would prepare an amended Schedule of Assessment prior to the sitting of the Court. The amended Schedule would be sent to all affected landowners with their notices of the meeting. Mr. Gerrits added that the \$200.00 reduction from

Mr. Schwab's assessment would be distributed to the affected landowners within the upstream watershed.

The Chair invited the members of the Board to speak.

The Board heard from:

Brad Laramie asked for clarification on the amount of the crop damage allowance. Mr. Gerrits clarified a damage allowance of \$100.00 is provided to Mr. Schwab under Section 30 of the Drainage Act to address minor crop damage during construction of the new bridge.

Shane McVitty provided the Board with more clarification on the project direction. He indicated that if the Board adopts the report as presented, the bylaw would go to Council for provisional adoption and Mr. Gerrits would provide revisions to the schedule if any, before the Court of Revision. The revised Schedule of Assessment, if acceptable to the Court, would then form part of the final by-law.

Allan Major asked if the other landowners were notified of the potential assessment changes. Mr. Gerrits advised that at this time they had not been notified, however they would be notified at the time of Court of Revision. He added that the revised Schedule of Assessment would be mailed to all affected landowners with the notices of the Court of Revision.

Bob Bezaire moved; Al Major seconded;

That:

1. The engineer's report, prepared by R. Dobbin Engineering Inc. on July 17, 2018, for the Renaud Drain **BE RECEIVED**;
2. The engineer's report for the culvert replacement for the Renaud Drain **BE CONSIDERED**;
3. The **PROVISIONAL ADOPTION** of By-law 2018-84 of the engineer's report for culvert replacement on the Renaud Drain **BE BROUGHT** to the next Regular Council meeting for Council's consideration; and,
4. Administration **BE DIRECTED** to schedule the Court of Revision for the culvert replacement for the Renaud Drain.

6. NEXT MEETING DATE

Tuesday, September 4, 2018 @ 6:00 p.m.

7. ADJOURNMENT

The meeting adjourned at 6:23 p.m.

Chair – Ron Sutherland

Staff Liaison – Shane McVitty

DRAFT

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2018 - 84

By-law to provide for the Culvert Replacement on the Renaud Drain based on the Drainage Report by R. Dobbins Engineering Inc.

WHEREAS as request for repair and improvement of the Renaud Drain was received under section 78 of the Drainage Act;

WHEREAS Council of the Corporation of the Town of Amherstburg felt it necessary to appoint an engineer for the purpose of preparation of an engineer's report for the repair and improvement under section 78 of the Drainage Act;

WHEREAS Council of the Corporation of the Town of Amherstburg has authorized Mike Gerrits, P. Eng., R. Dobbins Engineering Inc., to prepare a report and said engineer's report dated July 17, 2018, can be referenced as Schedule A, located in the Clerk's Department agreement file # 2018-84.

WHEREAS \$21,866.00 is the amount to be contributed by the Town of Amherstburg for the drainage works;

AND WHEREAS the report was considered by the Amherstburg Drainage Board at the meeting held on Tuesday, August 7th, 2018.

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

1. AUTHORIZATION

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report

2. BORROWING

The Corporation of the Town of Amherstburg may borrow on the credit of the Corporation the amount of \$21,866.00 being the amount necessary for the improvements of the drainage works.

This project being the Culvert Replacement on the Renaud Drain.

3. DEBENTURE(S)

The Corporation may issue debenture(s) for the amount borrowed less the total amount of:

- (a) Grants received under section 85 of the Drainage Act;
- (b) Monies paid as allowances;
- (c) Commuted payments made in respect of lands and roads assessed with the municipality;
- (d) Money paid under subsection 61(3) of the Drainage Act; and
- (e) Money assessed in and payable by another municipality.

4. PAYMENT

Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) shall bear interest at a rate not higher than 1% more than the municipal lending rates as posted by The Town of Amherstburg's Bank's Prime Lending Rate on the date of sale of such debenture(s).

- (1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads as shown in the

schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this by-law.

(2) For paying the amount \$0.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Town of Amherstburg in each year for 5 years after the passing of this by-law to be collected in the same manner and at the same time as other taxes collected.

(3) All assessments of \$1000.00 or less are payable in the first year in which the assessments are imposed.

5. SCHEDULE OF ASSESSMENTS OF LANDS AND ROADS

Property Description				Estimated Assessment as per Report	Estimated Grants 33 1/3%	Equal Bi-Annual Rate to be Imposed
Lot or Part Lot No.	Concession	Geographic Township	Parcel Roll No.			
S ½ Lot 94	8	Malden	610-04700	\$1,270.00	\$423.33	\$93.83
Pt. N ½ Lot 95	9	Malden	610-05200	\$13,798.00	\$4,599.33	\$1,019.37
W Pt. Lot 96 & SW ¼ Lot 95	9	Malden	610-03310	\$3,674.00	\$1,224.67	\$271.43
Total				\$21,866.00	\$6,247.33	\$1,384.63

Read a first and second time and provisionally adopted this 13th day of August, 2018.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

Read a third time and finally passed this ___ day of _____, 2018.

MAYOR – ALDO DICARLO

CLERK – PAULA PARKER

July 17, 2018

The Mayor and Council
Town of Amherstburg
271 Sandwich Street South
Amherstburg, Ontario
N9V 2A5

Gentlemen and Mesdames:

Re: Culvert Replacement on the Renaud Drain

As instructed, we have undertaken an examination of the Renaud Drain with regards to an investigation of an existing access culvert and replacing it as required based on the condition and travel width. The access culvert addressed in this report is located in Pt. of the N ½ of Lot 95, Concession 9 (Roll No. 610-05200) in the Town of Amherstburg (former geographic Township of Malden).

Authorization under the Drainage Act

This Engineers Report has been prepared under Section 78 of the Drainage Act as per the request of an affected Landowner.

Section 78 of the Drainage Act states that, where, for the better use, maintenance or repair of any drainage works constructed under a bylaw passed under this Act, or of lands or roads, it is considered expedient to change the course of the drainage works, or to make a new outlet for the whole or any part of the drainage works, or to construct a tile drain under the bed of the whole or any part of the drainage works as ancillary thereto, or to construct, reconstruct or extend embankments, walls, dykes, dams, reservoirs, bridges, pumping stations, or other protective works as ancillary to the drainage works, or to otherwise improve, extend to an outlet or alter the drainage works or to cover the whole or any part of it, or to consolidate two or more drainage works, the Council whose duty it is to maintain and repair the drainage works or any part thereof may, without a petition required under Section 4 but on the report of an Engineer appointed by it, undertake and complete the drainage works as set forth in such report.

Existing Drainage

The existing drainage works consists of approximately 3,100 metres of open channel that outlets into the McLean Drain in Lot 2, Concession 8. The drain then heads in a southerly direction along the west side of Walker Road until the south side of Alma Street. The drain then heads in a westerly direction until the east side of Concession Road 9 where it then heads in a southerly direction until the north side of Essex County Road 18.

The open channel of the Renaud Drain was maintained in 2017. Under an Engineer's Report dated March 28, 2001 the maintenance schedule for the Renaud Drain was updated. Prior to that, the Renaud Drain was last improved under an Engineer's Report dated March 10, 2000 where an access culvert was replaced. Under an Engineer's Report dated October 19, 1982 the channel was improved and culverts were replaced.

Drain Classification

The Renaud Drain is currently classified as a class "F" drain from its top end to the south side of Alma Street. From the south side of Alma Street to its outlet into the McLean Drain the Renaud Drain is classified as a class "E" Drain. These classifications are according to the Ontario Ministry of Agriculture, Food and Rural Affairs Agricultural Information Atlas.

Class "F" drains are intermittent or ephemeral (dry for more than two consecutive months). Authorization is not required if work is done in the dry.

The proposed work will be done in the class "F" portion of the drain and will have very little effect on the drainage works if carried out during low flows in the channel. The work area is to be maintained in a dry condition during construction by the Contractor.

A self assessment was done for the proposed work and should not require DFO approval provided Best Management Practices are followed. However, the report and the DFO's Request for Review Form were submitted on June 26, 2018 to ensure compliance.

The Essex Region Conservation Authority (ERCA) was contacted via an email dated June 26, 2018 to inform them of the project. Written confirmation from the ERCA was requested with respect to their intention to proceed or waive the right to an environmental appraisal. The ERCA has yet to confirm if an environmental appraisal is required on this project. Construction shall not commence without ERCA approval.

Onsite Meeting

An onsite meeting was held on June 14, 2018 to discuss the replacement of the culvert in Pt. of the N ½ of Lot 95, Concession 9 as it is in very poor condition. It was discussed that this culvert have an extended travel width to accommodate trucks. The Landowner was made aware that the extra cost to extend a culvert beyond that necessary to provide a 6m top width would be assessed to the benefitting property.

Discussion

The existing culvert in Pt. of the N ½ of Lot 95 (Roll No. 610-05200) consists of 8.8m of a 1200mm dia. CSP with concrete bag headwalls. The pipe is in very poor condition with large holes forming at the surface of the access due to holes in the culvert. The access is currently unusable.

The Landowner was contacted on June 15, 2018 to discuss the culvert lengths and associated costs estimates. The Landowner requested a 16m culvert (c/w rip rap ends), which would provide a top width of approximately 10 metres. The Landowner was made aware that the addition culvert length beyond the standard 6 metre top width will be assessed to the requesting property as a benefit assessment.

Recommendations

It is therefore recommended that the following work be carried out:

1. Remove and replace the access culvert in Pt. of the N ½ of Lot 95, Concession 9 (Roll No. 610-05200) with 16m of a 1400mm dia. CSP c/w rip rap endwalls.

Design

The proposed Renaud Drain access culvert shall be designed to accommodate a minimum 1 in 5 year storm event.

Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work and the Profile, which form part of this Report. There has been prepared an Estimate of Cost in the amount of \$21,866.00, including the cost of engineering. A Plan has been prepared showing the location of the work and the approximate drainage area.

Assessment

As per Section 21 of the Drainage Act, the Engineer in his report shall assess for benefit and outlet for each parcel of land and road liable for assessment.

Lands, roads, buildings, utilities, or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance, or repair of a drainage works may be assessed for benefit. (Section 22)

Lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse may be assessed for outlet. The assessment for outlet shall be based on the volume and rate of flow of the water artificially caused to flow into the drainage works from the lands and roads liable for such assessments. (Section 23)

The Engineer may assess for special benefit any lands for which special benefits have been provided by the drainage works. (Section 24)

A Schedule of Assessment for lands and roads affected by the work and therefore liable for the cost thereof has been prepared as per the Drainage Act. Any affected public utility or road authority shall be assessed, as per Section 26 of the Drainage Act, any increased costs for the removal or relocation of any of its facilities and plant that may be necessitated by construction or future maintenance and repair work. The cost of any fees for permits or approvals or any extra work required by any affected utility, road authority, conservation authority, ministry, government agency, etc., federal or provincial, shall be assessed to that organization requiring the permit, approval, or extra work.

1. The culvert in Pt. of the N ½ of Lot 95 has been assessed with 12 metres of the culvert assessed with 60% of the cost applied as benefit assessment to the Landowner of the property and the remainder of the cost assessed as an outlet assessment on upstream lands and roads based on equivalent hectares. A 12 metre culvert will provide the standard 6 metre top width and as such, costs beyond that have been assessed as a benefit assessment to the Landowner of the property. Based on the above, the 16m culvert has been assessed with 63% of the cost applied as benefit assessment to the owner of the property and the remainder of the cost assessed as an outlet assessment on upstream lands and roads based on equivalent hectares

Allowances

Under Section 29 of the Drainage Act, the Engineer in their report shall estimate and allow in money to the Owner of any land that it is necessary to use for the construction or improvement of a drainage works or for the disposal of material removed from a drainage works. This shall be considered an allowance for right of way. Section 29 allowances will not be provided since the work includes improving an existing drain.

Under Section 30 of the Drainage Act, the Engineer shall determine the amount to be paid to persons entitled thereto to damage, if any, to ornamental trees, fences, land, and crops occasioned by the disposal of material removed from a drainage works. This shall be considered an allowance for damages. Section 30 allowances will be provided under this report.

Allowances for crop loss are based on \$1,500.00 per hectare for the first year and \$750.00 for the second year (\$2,250.00 per hectare total).

Access and Working Area

The working area at the culvert shall extend 10 metres from the bank and for 10 metres along the channel on either side of the culvert.

Access for installation of the access culvert and also for any future maintenance and repair shall be from Concession Road 9.

Restrictions

No trees and shrubs shall be planted nor shall permanent structures be erected within 10 metres of either side of the proposed drain without prior written permission of Council. If trees are planted that interfere with access for future maintenance of the drainage works, they shall be removed at the expense of the Landowner.

Attention is also drawn to Sections 80 and 82 of the Drainage Act that refers to the obstruction of a drainage works.

Agricultural Grant

It is recommended that application for subsidy be made for eligible agricultural properties. Any assessments against non agricultural properties are shown separately in the Schedule of Assessment.

Maintenance

The culvert in Pt. of the N ½ of Lot 95 shall generally be maintained and repaired with 63% of the cost assessed to the benefitting property and the remainder assessed to upstream properties based on equivalent hectares.

If a Landowner requests an additional length of culvert beyond that specified in this report, the extra cost shall be borne by the Landowner making the request including the future maintenance and repair. Each property is allowed one access culvert for each municipal drain with any second culvert on the property maintained and repaired 100% by the Landowner.

These above conditions will apply unless otherwise altered under the provisions of the Drainage Act.

All of the above is submitted for your consideration.

Yours truly,



July 17, 2018

Mike Gerrits, P. Eng.



Culvert Replacement on the Renaud Drain
 Town of Amherstburg
 July 17, 2018

ALLOWANCES

Allowances have been made as per Sections 30 of the Drainage Act for damages to lands and crops

Conc.	Lot or part	Roll No.	Owner	Section 29	Section 30	Total
9	Pt. N 1/2 Lot 95	610-05200	M. Schwab & T. Dube	-	100	100
TOTAL ALLOWANCES				\$0	\$100	\$100

Estimate of Cost

Replace Culvert on the Renaud Drain.

Allowances: 100

	<u>Quantity</u>	<u>Unit</u>	<u>Material</u>	<u>Labour</u>	
Replace Culvert (Pt. N 1/2 Lot 95, Concession 9)					
Removal of existing structure		LS	-	480	
Supply & install 1400mm dia. CSP	16.0	m	5,670	640	
Supply & install bedding material	55.0	tonne	1,100	960	
Supply and install backfill material	75.0	tonne	-	640	
Supply & install Granular 'A'	40.0	tonne	1,000	320	
Supply & install rip rap endwalls	25.0	tonne	1,500	640	
			9,270	3,680	12,950
 Silt Fence	 1.0	 LS	 300	 -	 300
 Extra Material for Backfill (Culvert Extension)	 40.0	 tonne	 600	 -	 600
 Miscellaneous					 700
					 14,650
					 4,310
					 540
					 1,695
					 300
					 21,495
					 371
					 \$21,866

SCHEDULE OF ASSESSMENT

Conc.	Lot or Part	Affected Acres	Affected Hect.	Roll No.	Owner	Culvert		Total	Equivalent Ha.
						Benefit	Outlet		
3. Municipal Lands: Roads									
	Concession Road 9	4.97	2.01		Town of Amherstburg	-	807	807	6.03
	Essex County Road 18	1.68	0.68		County of Essex	-	364	364	2.72
						-	1,171	1,171	
					Total Benefit	-			
					Total Outlet		1,171		
					Total - Municipal Lands: Roads		1,171		
4. Privately Owned Non-Agricultural Lands									
9	Pt. Lot 96	0.27	0.11	610-03300	A. & M. Laforet	-	29	29	0.22
	Pt. Lot 96	0.27	0.11	610-03200	A. Greenham	-	29	29	0.22
	Pt. Lot 96	0.27	0.11	610-03100	B. Theriault	-	29	29	0.22
	Pt. Lot 96	0.67	0.27	610-03000	T. & K. Tofflemire	-	72	72	0.54
	Pt. Lot 96	1.09	0.44	610-02990	A. & J. McCormick	-	118	118	0.88
	Pt. Lot 96	1.63	0.66	610-02002	F. Gyori	-	177	177	1.32
	Pt. Lot 96	0.82	0.33	610-02100	C. & P. Gyori	-	88	88	0.66
						-	542	542	
					Total Benefit	-			
					Total Outlet		542		
					Total - Privately Owned Non-Agricultural Lands		542		

Conc.	Lot or Part	Affected Acres	Affected Hect.	Roll No.	Owner	Culvert		Total	Equivalent Ha.
						Benefit	Outlet		
5. Privately Owned Agricultural Lands (Eligible for Available Grants)									
8	SE 1/4 Lot 93	1.01	0.41	610-03400	M. Schwab & T. Dube	-	55	55	0.41
	N 1/2 Lot 93	16.01	6.48	610-04600	P. Meloche	-	867	867	6.48
	S 1/2 Lot 94	23.45	9.49	610-04700	B. & S. Laramie	-	1,270	1,270	9.49
	N 1/2 Lot 94	4.30	1.74	610-04900	C. Allen	-	233	233	1.74
9	Pt. N 1/2 Lot 95	0.00	0.00	610-05200	M. Schwab & T. Dube	13,798	-	13,798	0.00
	W Pt. Lot 96 & SW 1/4 Lot 95	67.83	27.45	610-03310	2352259 Ontario Inc.	-	3,674	3,674	27.45
	E Pt. W 1/2 Lot 96	2.17	0.88	610-02900	2352259 Ontario Inc.	-	118	118	0.88
	W 1/4 Lot 97	2.55	1.03	610-02000	P. & P. Greenham	-	138	138	1.03
						13,798	6,355	20,153	
					Total Benefit	13,798			
					Total Outlet	<u>6,355</u>			
					Total - Privately Owned Agricultural Lands (Eligible for Available Grants)			20,153	
					Total - Municipal Lands: Roads			1,171	
					Total Privately Owned Non-Agricultural Lands			<u>542</u>	
					Total Assessment			\$21,866	

Culvert Replacement on the Renaud Drain
Town of Amherstburg
July 17, 2018

SPECIFICATION OF WORK

1. Scope of Work

The work to be included in this specification includes the replacement of an access culvert on the Renaud Drain in Pt. of the N ½ of Lot 95, Concession 9 (Roll No. 610-05200) in the Town of Amherstburg.

2. General

Each tenderer must inspect the site prior to submitting their tender and satisfy themselves by personal examination as to the local conditions that may be encountered during this project. The Contractor shall make allowance in the tender for any difficulties which they may encounter. Quantities or any information supplied by the Engineer is not guaranteed and is for reference only.

All work and materials shall be to the satisfaction of the Drainage Superintendent who may vary these specifications as to minor details but in no way decrease the proposed capacity of the drain.

The Contractor shall be responsible for the notification of all utilities prior to the start of construction.

3. Plans and Specifications

These specifications shall apply and be part of the contract along with the General Specifications for Open Drains. This specification of work shall take precedence over all plans and general conditions pertaining to the contract. The Contractor shall provide all labour, equipment, and supervision necessary to complete the work as shown in the plans and described in these specifications. Any work not described in these specifications shall be completed according to the Ontario Provincial Standard Specifications and Standard Drawings.

4. Health and Safety

The Contractor at all times shall be responsible for health and safety on the worksite including ensuring that all employees wear suitable personal protective equipment including safety boots and hard hats.

The Contractor shall be responsible for traffic control as per the Ontario Traffic Manual Book 7 – Temporary Conditions (latest revision) when working on public road allowances. A copy of a traffic control plan shall be kept on site at all times. The Contractor shall maintain suitable barricades, warning lights, and temporary traffic notices, at his expense, in their proper position to protect the public both day and night. Flagmen are the responsibility of the Contractor when working on the road allowance and when entering or exiting a worksite onto a roadway.

The Contractor shall be responsible to ensure that all procedures are followed under the Occupational Health and Safety Act to ensure that work sites are safe and that accidents are prevented. In the event of a serious or recurring problem, a notice of noncompliance will be issued. The Contractor will be responsible for reacting immediately to any deficiency and correcting any potential health and safety risk. Continuous disregard for any requirement of the Occupational Health and Safety Act could be cause for the issuance of a stop work order or even termination of the contract.

He shall also ensure that only competent workmen are employed onsite and that appropriate training and certification is supplied to all employees.

5. Workplace Safety and Insurance Board

Upon award of the contract and prior to commencement of work, the Contractor shall furnish the Town of Amherstburg with a satisfactory Certificate of Insurance (COI) containing the information below, for the period of the execution of the work:

- i. A Commercial General Liability (CGL) policy that shall be not less than 5 million dollars per occurrence.
- ii. The CGL policy shall include bodily injury including death, personal injury, property damage, tenants legal liability, non-owned automobile and contain a cross liability/severability of interest clause. The certificate must also include acknowledgement that coverage under the policy specifically extends to the works in question. The COI shall name the Town of Amherstburg as additional insured to the policy.

- iii. The CGL policy shall not contain any exclusion or limitation in respect to shoring, underpinning, raising or demolition of any building or structure, pile driving, caisson work, collapse of any structure or subsidence of any property, structure or land from any cause.
- iv. The Contractor shall note that where construction works are performed within lands owned by the County of Essex or Ministry of Transportation the CGL policy shall also name the County of Essex and/or the Ministry of Transportation as additional insured to the policy.
- v. The liability insurance shall be endorsed to provide that the policy shall not be altered, cancelled or allowed to lapse without 30 days prior written notice to the Town of Amherstburg.

6. MNRF Drain Registration

The Contractor is advised that the Town of Amherstburg has conducted an "Endangered Species Act Review" and has registered it's drainage activities with the Ministry of Natural Resources and Forestry.

The Town of Amherstburg, in pursuant to the Endangered Species Act Municipal Agreement, has identified the potential presence of certain species within the project area. It is the responsibility of the Contractor to make certain that necessary provisions are undertaken to ensure the protection of all species at risk and their habitats throughout the course of construction. It is also the responsibility of the Contractor to make itself familiar with the following documents:

1. Town of Amherstburg – Complete Mitigation Documents
2. Town of Amherstburg - Additional Mitigation Measures for Snakes Species
3. Town of Amherstburg - Additional Mitigation Measures for Turtle Species
4. Snakes of Ontario Identifier Guide
5. Turtles of Ontario Identifier Guide

These documents will be provided to the successful bidder.

The Contractor will be responsible for providing the necessary equipment and materials required by the mitigation plans and shall contact the Town of Amherstburg Drainage

Superintendent immediately if any endangered species are encountered during construction.

7. Removal of Existing Access Culvert

The existing access culvert shall be removed in its entirety from the open channel. The steel culvert and the concrete rubble shall be disposed offsite at the expense of the Contractor. Suitable backfill shall be stockpiled adjacent to the site for reuse during installation of the proposed culvert. Any broken concrete or rip rap (concrete bags) from the existing structure shall be disposed offsite by the Contractor.

8. Installation of Access Culvert

The Contractor shall supply, install, and backfill aluminized corrugated steel pipe with a minimum wall thickness of 2.8mm in all cases. All corrugation profiles shall be of helical lockseam manufacture using 68 x 13mm corrugations for 1600mm dia. pipe and smaller and 125 x 25mm corrugations for 1800mm dia. pipe and larger. Pipe with 125 x 25mm corrugations shall be used if 68 x 13mm corrugations are not available. Future culvert replacement shall be to the same specifications.

The culvert under this report shall be examined after any cleanout of the open channel as to its condition. If it is found to be in disrepair (i.e. there are holes corroded in the bottom or sides) it shall be replaced as per these specifications.

The proposed access culvert shall be installed in the same general location as the existing culvert with the proposed south end of the culvert matching the existing south end. This will ensure that the surface swale and culvert across the road will not be blocked. The culvert shall be installed with the invert 10% (minimum 150mm) below the proposed channel bottom elevation, as shown on the drawings. The location of the culvert may be moved a short distance upstream or downstream if approved by the Engineer.

If an owner requests a longer culvert than that specified above, please refer to the report. The culvert length is based on using rip rap ends. If concrete block ends are to be utilized in the future, the culvert shall be 14 metres in length. The culvert may be moved upstream or downstream as necessary to avoid existing tile outlets. If the pipes cannot be avoided they shall be extended upstream or downstream of the proposed culvert and shall be done with non-perforated HDPE agricultural tubing with a manufactured coupling, elbow and rodent grate. Any tile outlets extended as a result of extra length requested by an owner shall be extended at the owner's expense.

The bottom of the excavation shall be excavated to the required depth with any over excavation backfilled with granular material or drainage stone. When the pipe has been installed to the proper grade and depth, the excavation shall be backfilled with granular or drainage stone from the bottom of the excavation to the springline of the pipe. Care shall be taken to ensure that the backfill on either side of the culvert does not differ by more than 300mm so that the pipe is not displaced. The access culverts shall be backfilled from the springline to finished grade with excavated material and granular "B1" to within 300mm of finished grade. The top 300mm shall be backfilled with compacted granular "A" material to finished grade.

Note that if excavated material is found unsuitable for backfill purposes, then granular material will be required as backfill. Unit prices shall be established in any tender for the disposal of the excavated material and the import of approved granular material at the expense of the drainage works.

All backfill shall be free from deleterious material. All granular bedding material shall be mechanically compacted to 95% modified standard proctor density. All backfill material above the springline shall be mechanically compacted to 95% modified proctor density using appropriate compaction equipment.

Rip rap ends are to be used with 1.5:1 side slopes. The rip rap shall consist of 100mm x 250mm quarry stone or approved equal. The area to receive the rip rap shall be graded to a depth of 400mm below finished grade. Filter fabric (Terrafix 270R or approved equal) shall then be placed with any joints overlapped a minimum 600mm. The quarry stone shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

If concrete blocks are used the culvert shall be 14 metres in length. The concrete blocks shall have dimensions of approx. 600mm x 600mm x 1200mm, 600mm x 600mm x 2400mm or 300mm x 600mm x 1200mm as required. The top of the culvert shall govern block elevation. The correct block shall be set with the top of the block equal to the top of the culvert. The blocks shall be set at each end of the culvert so that each row of blocks will be offset approx. 100mm from the row below. The bottom row shall consist of one block placed parallel to the culvert. The blocks shall be imbedded a minimum of 300mm into each bank and shall extend into the drain bottom to match the pipe invert or below.

The blocks shall be placed over a layer of filter fabric (Terrafix 270R or approved equal). The culvert shall be backfilled in conjunction with the placement of the blocks. The gaps between the culvert and the blocks shall be filled with concrete cinder blocks/bricks and mortar to give the endwall a finished appearance.

8. Environmental Considerations

The Contractor shall take care to adhere to the following considerations.

1. All excavated and stockpiled material shall be placed a minimum of 1.5 metres from the top of the bank. Material shall not be placed in surface water runs or open inlets that enter the channel.
2. All granular and erosion control materials shall be stockpiled a minimum of 1.5 metres from the top of the bank. Material shall not be placed in surface water runs or open inlets that enter the channel.
3. All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance shall be conducted away from the channel, any surface water runs, or open inlets. All waste materials shall be stockpiled well back from the top of the bank and all surface water runs and open inlets that enter the drain.
4. All construction in the channel shall be carried out during periods of low flow. The Contractor shall maintain a dry working area during construction. The Contractor shall install a silt fence downstream of the work area. The silt fence shall consist of filter fabric or manufactured silt fence supported with posts. A temporary dam consisting of excavated material shall be constructed upstream and downstream of the work area if working during low water flow. The temporary dams shall be covered with filter fabric or plastic that shall be anchored with rip rap material or broken concrete. Water shall be bailed and pumped from the work area to an area downstream of the temporary dam and upstream of the silt fence. Water will be controlled in the area between the two temporary dams for the duration of construction using pumps, if necessary.

After completion of the construction, the temporary dams and any collected sediment shall be removed. The final removal shall be the silt fence. By following the above procedure, the work should have little or no impact on the existing channel if carried out during low flows. Timing restrictions should not apply, in my opinion, if the above procedures are followed.

5. The Contractor shall take care to adhere to the following Best Management Practices prepared by the Department of Fisheries and Ocean.
 - a) Culvert Replacements in Municipal Drains (Appendix A)

6. The Contractor shall take care to familiarize them with the Town of Amherstburg's mitigation documents and species identification guidelines which will be provided to the successful bidder.

9. Benchmarks

The benchmarks are based on geodetic elevations. Elevations are available at the culvert locations shown on the drawings. Where these elevations are on existing structures to be replaced, they shall be moved prior to the removal of the culverts.

10. Culvert Maintenance

The Contractor shall be responsible for maintenance of the access culverts for a period of one year after their installation. This will include repairing any settlement areas on the travel surface with granular "A".

11. Miscellaneous

Any subsurface drains encountered upstream of the culvert that conflict with the proposed culvert shall be extended to an outlet to the open channel to the approval of the Drainage Superintendent.

Any fences that must be removed to allow construction or maintenance shall be reinstalled by the Contractor using the existing materials.

It will be the Landowner's responsibility to mark all tile and tile mains prior to maintenance being carried out.

CONCESSION 8

LOT 2

LOT 1

LOT 94

LOT 93

LOT 92

CONCESSION ROAD 8

ALMA STREET

CONCESSION 9

610-04900
C. ALLEN
1.74 Ha

610-04700
B. & S. LARAMIE
9.49 Ha

610-04600
P. MELOCHE
6.48 Ha

610-03400
M. SCHWAB & T. DUBE
0.41 Ha

ESSEX COUNTY ROAD 18

610-03310
2352259 ONTARIO INC.
27.45 Ha

610-05200
M. SCHWAB & T. DUBE

LOT 95

LOT 96

610-02900
2352259 ONTARIO INC.
0.88 Ha

LOT 97

610-02000
P. & P. GREENHAM
1.03 Ha

CONCESSION 8

CONCESSION 9

McLEAN DRAIN

WALKER ROAD

ESSEX COUNTY ROAD 11

SMITH ROAD



4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:
Culvert Replacement on the Renaud Drain Plan

PROJECT No.
2018-932

LEGEND

- EXISTING CULVERT TO BE REPLACED
- DRAINAGE AREA
- RENAUD DRAIN
- MUNICIPAL DRAIN
- 7 OWNER INDEX NUMBER

OWNER INDEX NUMBER

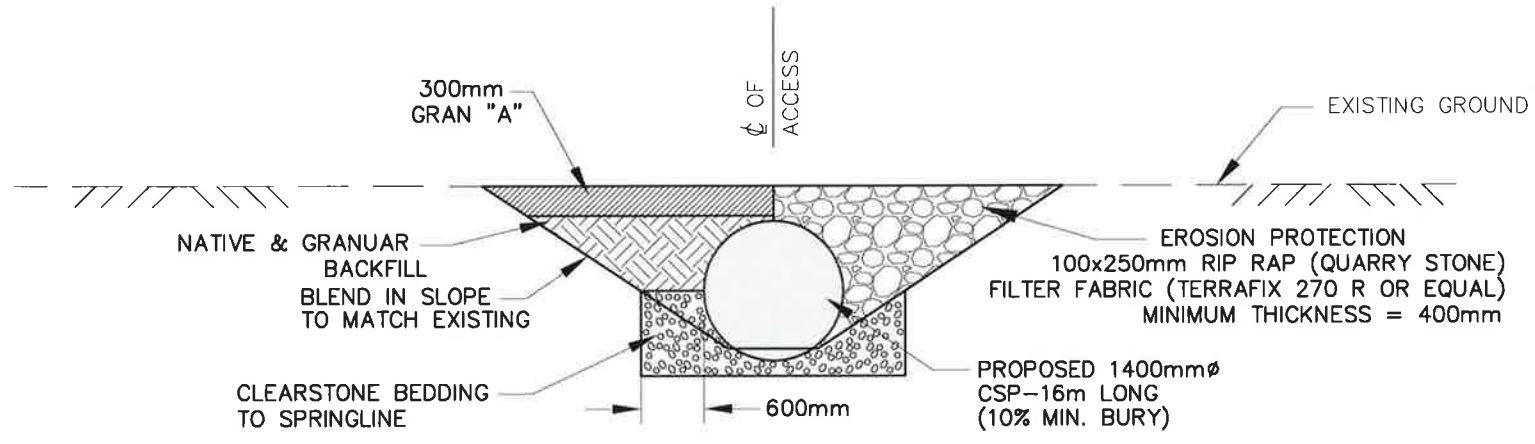
1. 610-03300 A. & M. LAFORET 0.11 Ha
2. 610-03200 A. GREENHAM 0.11 Ha
3. 610-03100 B. THERIAULT 0.11 Ha
4. 610-03000 T. & K. TOFFLEMIRE 0.27 Ha
5. 610-02990 A. & J. MCCORMICK 0.44 Ha
6. 610-02002 D. GYORI 0.66 Ha
7. 610-02100 C. & P. GYORI 0.33 Ha

APPROVED M. GERRITS	SCALE	PLAN		
		1:10,000		
CHECKED B. VAN RUITENBERG	NO.	REVISIONS	DATE	BY
DRAWN J. WARNER	1	FINAL REPORT	JULY 17, 2018	JW

TOWN of AMHERSTBURG
CULVERT REPLACEMENT ON THE RENAUD DRAIN
PLAN

1
OF 2

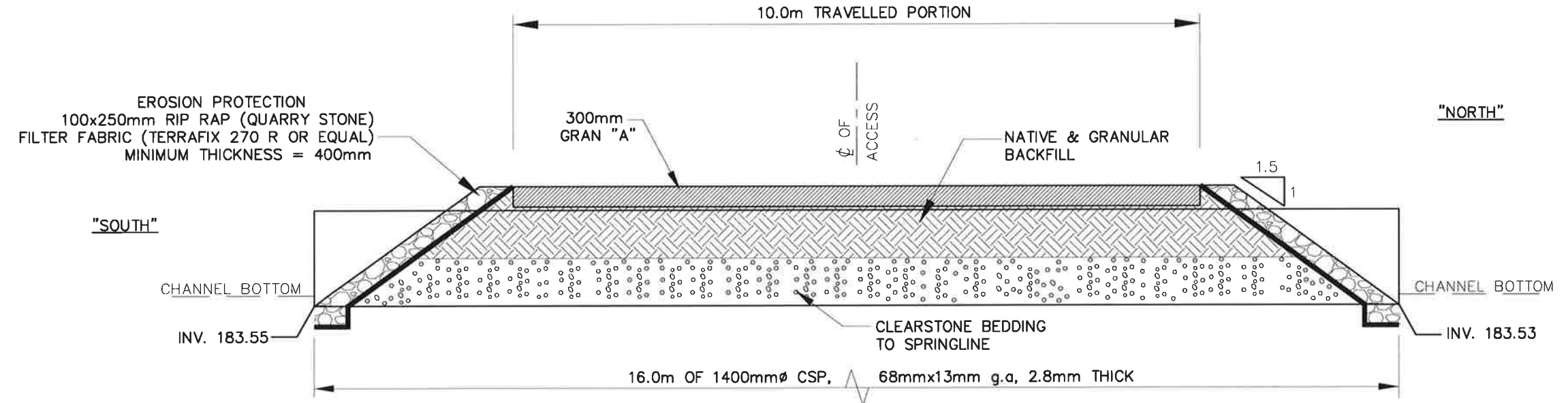
Last Updated: July 17, 2018



PROPOSED PIPE END SECTION

BENCHMARK No.1 ELEV. 184.360
TOP EAST END OF EXISTING 375mm ϕ HDPE UNDER CONCESSION ROAD 9 APPROXIMATELY 3 METRES SOUTH OF EXISTING 1050mm ϕ CSP BEING REPLACED

BENCHMARK No.2 ELEV. 184.920
TOP OF NORTH END OF EXISTING 1050mm ϕ CSP BEING REPLACED



NOTE:
ALL GRANULARS COMPACTED TO 98% MODIFIED PROCTOR DENSITY

PROPOSED CROSS-SECTION



4218 Oil Heritage Road
Petrolia Ontario, N0N 1R0
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME: Culvert Replacement on the Renaud Drain Culvert Detail
PROJECT No.: 2018-932

APPROVED	NO.	REVISIONS	DATE	BY
M. GERRITS				
CHECKED	1	FINAL REPORT	JULY 17, 2018	JW
B. VAN RUITENBURG				
DRAWN				
J. WARNER				

SCALE 1:75

0 2m

TOWN of AMHERSTBURG
CULVERT REPLACEMENT ON THE RENAUD DRAIN
CULVERT DETAIL

2
OF 2

APPENDIX A

Best Management Practices – Culvert Replacements in Municipal Drains

This document describes the conditions on which one may proceed with a culvert replacement in a municipal drain without DFO approval/notification. All municipal, provincial, or federal legislation that applies to the work being proposed must be respected. If the conditions/requirements below cannot be met, please complete the drain notification form and submit it to the Fisheries Protection Program form review at: FisheriesProtection@dfo-mpo.gc.ca.

Potential Impacts to Fish Habitat

- Infilling fish habitat by encroachment of the water crossing footprint or channel realignment to accommodate culvert
- Harmful substrate alteration of fish habitat (e.g. blockage of groundwater upwellings, critical SAR habitat, spawning areas)
- Removal of riparian vegetation and cover along the banks of the municipal drain
- Removal of edge habitat (e.g. undercut bank, shallower areas with lower velocity, aquatic vegetation) creation of barriers to fish movement (e.g. perched crossings, velocity barriers, alteration of the natural stream gradient)
- Alteration of channel flow velocity and/or depth (e.g. oversized culvert resulting in insufficient depth for fish passage at low flow or undersized culvert resulting in a flow velocity barrier at high flow)
- Alteration of channel morphology and sediment transport processes caused by the physical structure of the crossing resulting in upstream and downstream sediment aggradation/erosion
- Re-entry of sediment that was removed/stockpiled into the watercourse
- Erosion downstream from sudden release of water due to the failure of site isolation
- Stranding of fish in isolated ponds following de-watering of the site
- Impingement or entrainment of fish when de-watering pumps are used
- Short term or chronic transport of deleterious substances, including sediment, into fish habitat from construction or road drainage

Requirements

The following requirements must be met:

- There are no aquatic Species at Risk present in the work zone or impact zone. To confirm there are no aquatic Species at Risk present, refer to the document, [A Guide for Interpreting Fish and Mussel Species at Risk Maps in Ontario](http://www.dfo-mpo.gc.ca/Library/356763.pdf) which can be found at: <http://www.dfo-mpo.gc.ca/Library/356763.pdf>. Links for Ontario Conservation Area specific fish and mussel maps that include critical habitat extents and a list of aquatic Species at Risk found within the conversation authority boundary can be found on Page 5 of [A Guide for Interpreting Fish and Mussel Species at Risk Maps in Ontario](http://www.dfo-mpo.gc.ca/Library/356763.pdf).
- The culvert is embedded into the streambed and must allow for the free passage of fish.
- The work involves like-for-like replacements of existing road or private access culverts on all drain types without SAR.
- On C and F Drains only, this can also include replacements with extensions and end walls for the purposes of providing the property or road with safe access, but the project permanent footprint will not increase more than 250 m² below the high water mark.
- The project does not involve replacing a bridge or arch with one or more culverts installed in parallel or a larger-diameter culvert with more than one culvert installed in parallel.

- The project does not involve building more than one culvert installed in parallel on a single watercourse crossing site (e.g. twin culvert).
- The project does not involve temporarily narrowing the watercourse to an extent or for a duration that is likely to cause erosion, structural instability or fish passage problems.
- The municipal drain has no flow/low flow or is frozen to the bottom at the time of the replacement.
- In-water work is scheduled to respect timing windows (Tables 1 and 2) to protect fish, including their eggs, juveniles, spawning adults, and/or the organisms upon which they feed.
- The work can be conducted using the Culvert Removal Method described below and Standard Measures to Avoid Causing *Serious Harm to Fish* will be implemented when required.

Note: If your project must be conducted without delay in response to an emergency (e.g. the project is required to address an emergency that poses a risk to public health or safety or to the environment or property), you may apply for an Emergency Authorization (<http://www.dfo-mpo.gc.ca/asp/forceDownload.asp?FilePath=/pnw-ppe/reviews-revues/Emergency-Authorizations-Autorisations-Urgences-eng.pdf>).

Culvert Removal Methodology

- Plan/manage the work site in a manner that prevents sediment from entering the municipal drain by installing sediment and erosion control materials where required. Ensure that a sediment and erosion control plan is developed and modified as necessary for the site.
- Where required, install effective erosion and sediment control measures before starting work to prevent sediment from entering the municipal drain.
- Implement site isolation measures when in-water work is required.
 - Install an impervious barrier upstream of the work area (Figure 1). If possible, install a secondary barrier upstream of the work area for added protection.
 - Attempt to drive out the fish from the work area and then install the impervious barrier downstream of the work area. This may reduce or eliminate the need for a fish salvage.
 - When the drain is flowing, maintain downstream flows (e.g. bypass water around the work site using pumps or flume pipes; Figure 2). Provide temporary energy dissipation measures (e.g. rip-rap) at discharge point of the hose or temporary outlet pipe when required. Routinely inspect bypass pump and hose or pipe to ensure proper operation. Inspect discharge point for erosion and reposition hose/pipe or install additional temporary energy dissipation material as needed.
 - Dewater the isolated work area. The hose for a pump may discharge along the top of the bank into existing vegetation; however, the area should be monitored for signs of erosion. Reposition the hose or install additional temporary energy dissipation material as needed.
 - A fish screen with openings no larger than 2.54 mm (0.10 inches) should be equipped on any pump used during the operation. Note: Additional information regarding fish screens can be found in the DFO Freshwater Intake End-of-Pipe Fish Screen Guideline document (<http://www.dfo-mpo.gc.ca/Library/223669.pdf>).
 - Collect any fish present in the isolated work area and relocate them downstream.
 - Fish salvage operations must be conducted under a license issued by the Ontario Ministry of Natural Resources and Forestry (MNRF). The MNRF should be contacted well in advance of any work to obtain the required fish collection license.
- Install the culvert so that it is embedded into the streambed; ensure the culvert remains passable (e.g. does not become perched) by fish and wildlife.

- Decommission the site isolation in a manner that minimizes the introduction of sediment. The downstream isolation barrier shall gradually be removed first, to equalize water levels inside and outside of the isolated area and to allow suspended sediments to settle.
- Stabilize and remove waste from the site.
- Where required, maintain effective erosion and sediment control measures until complete re-vegetation of disturbed areas is achieved.



Figure 2. Isolation of Site

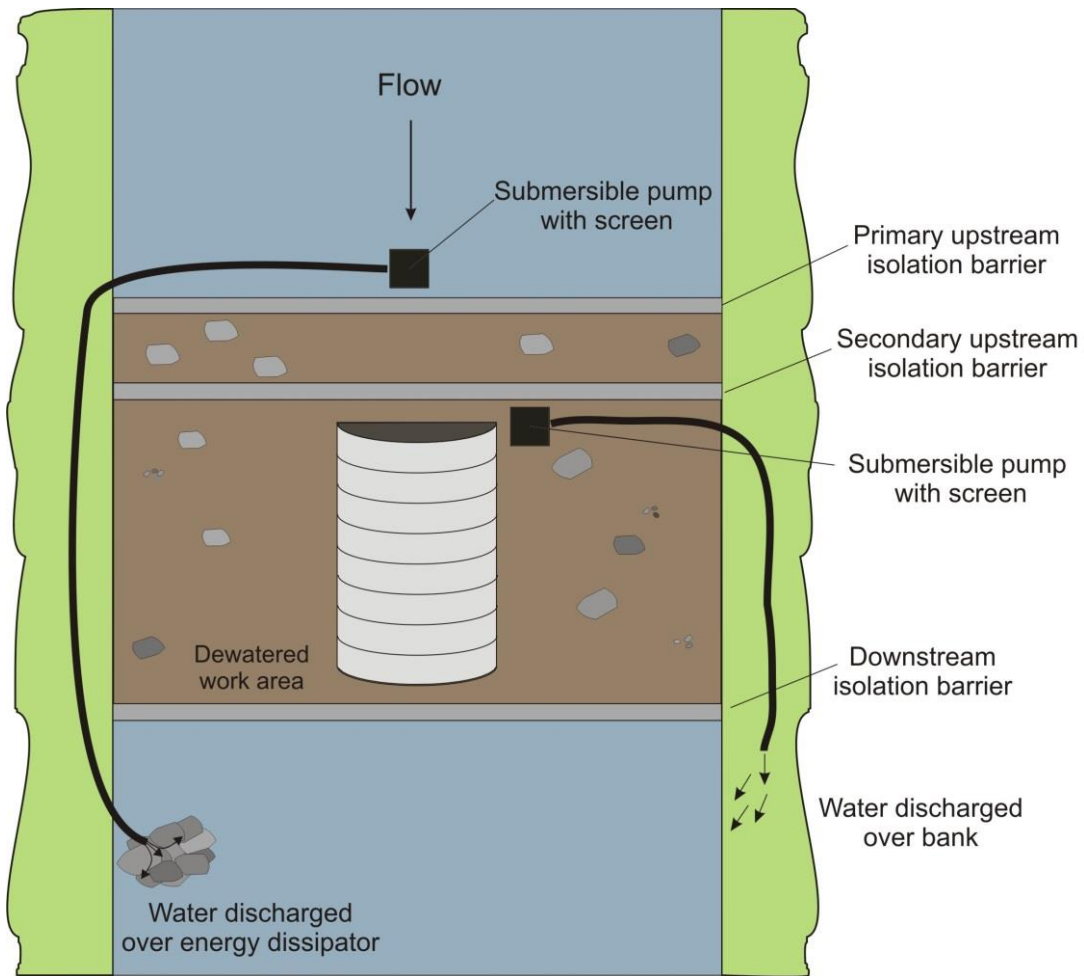


Figure 3. Isolation and Bypass Diversion when Working In-Water

Timing Windows

Figure 1 and Tables 1 and 2 can be used to determine the Restricted Activity period for the drain based on its classification. Note: Timing windows identified on [Conservation Authority](#) permits or [Ministry of Natural Resources](#) (Government of Ontario) work permits may differ and take precedence.



Figure 1. Ontario’s Northern and Southern Region boundaries for determining application of restricted activity timing windows.

Table 1. Restricted Activity timing windows for the protection of spawning fish and developing eggs and fry in the Northern Region. Dates represent when work should be avoided.

DRAIN TYPE	RESTRICTED ACTIVITY PERIOD
A	SEPTEMBER 1 TO JULY 15
B	SEPTEMBER 1 TO JULY 15
C	APRIL 1 TO JULY 15
D	SEPTEMBER 1 TO JULY 15
E	APRIL 1 TO JULY 15

Table 2. Restricted Activity timing windows for the protection of spawning fish and developing eggs and fry in the Southern Region. Dates represent when work should be avoided.

DRAIN TYPE	RESTRICTED ACTIVITY PERIOD
A	SEPTEMBER 15 TO JULY 15
B	MARCH 15 TO JULY 15
C	MARCH 15 TO JULY 15
D	OCTOBER 1 TO JULY 15
E	MARCH 15 TO JULY 15

Standard Measures to Avoid Causing *Serious Harm to Fish*

When implementing a culvert removal project in a municipal drain, the *Fisheries Act* still requires an individual/company to ensure they avoid causing *serious harm to fish* during any activities in or near water. The following advice will help one avoid causing harm and comply with the *Act* (for additional information see <http://www.dfo-mpo.gc.ca/pnw-ppe/measures-mesures/measures-mesures-eng.html>).

1. Schedule work to avoid wet, windy and rainy periods that may increase erosion and sedimentation.
2. Whenever possible, operate machinery on land above the high water mark or on ice and in a manner that minimizes disturbance to the banks and bed of the municipal drain.
 - Ensure that machinery arrives on site in a clean condition and is maintained free of fluid leaks.
 - Limit machinery fording of the municipal drain to a one-time event (i.e., over and back), and only if no alternative crossing method is available. If repeated crossings of the municipal drain are required, construct a temporary crossing structure.
 - Wash, refuel and service machinery and store fuel and other materials for the machinery in such a way as to prevent any deleterious substances from entering the water.
 - Keep an emergency spill kit on site in case of fluid leaks or spills from machinery.
3. Install effective sediment and erosion control measures before starting work to prevent sediment from entering the municipal drain. Inspect them regularly during the course of construction and make all necessary repairs if any damage occurs.
4. Erosion and sediment control measures should be maintained until all disturbed ground has been permanently stabilized, suspended sediment has resettled to the bed of the municipal drain and runoff water is clear.
5. Undertake all in-water activities in isolation of open or flowing water while maintaining the natural flow of water downstream and avoid introducing sediment into the municipal drain.
6. Ensure applicable permits for relocating fish are obtained and relocate any fish that become trapped in isolated pools or stranded in newly flooded areas to the main channel of the watercourse.
7. Ensure that the water that is being pumped/diverted from the site is filtered (sediment remove) prior to being released (e.g. pumping/diversion of water to a vegetated area).
8. Implement measures for containing and stabilizing waste material (e.g. dredging spoils, construction waste and materials, commercial logging waste, uprooted or cut aquatic plants, accumulated debris) above the high water mark of nearby waterbodies to prevent re-entry.
9. Stabilize shoreline or banks disturbed by any activity associated with the project to prevent erosion and/or sedimentation, preferably through re-vegetation with native species suitable for the site.
10. If replacement rock reinforcement/armouring is required to stabilize eroding or exposed areas, then ensure that appropriately-sized, clean rock is used; and that rock is installed at a similar slope to maintain a uniform bank/shoreline and natural stream/shoreline alignment.
11. Remove all construction materials from site upon project completion.

Unfinished Business Lists - eScribe as at August 13, 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 August 13, 2018

Assigned To	Description
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.
Eric Chamberlain, Antonietta Giofu, Dawn Morencie, Todd Hewitt	Resolution # 20180528-177 Fryer/Lavigne That 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.

Unfinished Business Lists - eScribe as at August 13, 2018

Assigned To	Description
<p>Antonietta Giofu, Dawn Morencie</p>	<p>Resolution # 20180528-188 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.</p>

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. 2018-85

**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 August 13th, 2018, meeting of Council, are hereby adopted and confirmed, as if the same were expressly contained in this By-law;
2. THAT the Mayor and proper officials of the Corporation of the Town of Amherstburg are hereby authorized and directed to do all things necessary to give effect to the action(s) of the Council of the Corporation of the Town of Amherstburg during the said meetings referred to in paragraph 1 of this By-law;
3. THAT the Mayor and Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Town of Amherstburg to all documents referred to in said paragraph 1.

Read a first, second and third time and finally passed this 13th day of August, 2018.

MAYOR – Aldo DiCarlo

CLERK – Paula Parker