



**TOWN OF AMHERSTBURG
COUNCIL MEETING
AGENDA
ELECTRONIC PARTICIPATION**

Monday, May 25, 2020

6:00 PM

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	Pages
1. CALL TO ORDER	8
2. ROLL CALL	

3. SPECIAL IN-CAMERA COUNCIL MEETING

That Council move into an In-Camera Meeting of Council at 5:00 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reasons:

Item A – Personnel Matters - Section 239(2)(b) - Personal matters about an identifiable individual, including municipal or local board employees; **Section 239(2)(d)** - Labour relations or employee negotiations; and, **Section 239(2)(f)** - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Item B - 320 Richmond Street - Section 239(2)(c) - A proposed or pending acquisition or disposition of land by the municipality or local board.

4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

(In-Camera Council Meeting Agenda Items)

5. ADJOURNMENT OF SPECIAL IN-CAMERA COUNCIL MEETING

6. RESUMPTION OF REGULAR COUNCIL MEETING

That the Regular Council Meeting resume at p.m.

7. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

(Public Council Meeting Agenda Items)

8. REPORT OUT FROM SPECIAL IN-CAMERA SESSION - May 25, 2020

9. 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:

9.1 Special In-Camera Council Meeting Minutes - January 13, 2020

9.2 Regular Council Meeting Minutes - January 13, 2020

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9.3 Special In-Camera Council Meeting Minutes - January 27, 2020

9.4 Regular Council Meeting Minutes - January 27, 2020

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10. REPORTS – CORPORATE SERVICES

There are no reports.

11. REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

There are no reports.

12. REPORTS – ENGINEERING AND PUBLIC WORKS

12.1 2020 Mill and Pave Program – Tender Results

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It is recommended that:

1. The 2020 Mill and Pave Program Tender **BE AWARDED** to Mill-Am Corporation in the amount of \$410,508.00 plus H.S.T.;
2. The Mayor and Clerk **BE AUTHORIZED** to execute an agreement with Mill-Am Corporation for the 2020 Mill and Pave program; and,
3. Transfers from the General Reserve Fund not to exceed \$420,000 **BE APPROVED** to fund resurfacing (Mill and Pave) of the full extent of St. Therese, Woodside Ave., Durango Ave and Venetian Drive; and that the Ventnor Ave (Baltic to Atlantic) resurfacing project **BE REQUESTED** in a future budget.

13. REPORTS – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

- 13.1 Kingsbridge Subdivision Phase 5G – Minor Subdivision Agreement Amendment File No. 37-T-13003 47

It is recommended that:

1. **By-law 2020-034** being a by-law to authorize the signing of a Subdivision Agreement Amendment between 1027579 Ontario Limited, 1078217 Ontario Limited and the Town of Amherstburg for Kingsbridge Subdivision Phase 5G be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

- 13.2 Removal of Holding Zone for Kingsbridge Subdivision Phase 5G, 7A, and 9A&B 60

It is recommended that:

1. **By-law 2020-033** being a by-law to amend Zoning By-law 1999-52 to Remove a Holding Zone for Kingsbridge Subdivision Phases 5G, 7A and 9A&B, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

14. REPORTS - CAO's OFFICE

- 14.1 Request to Waive User Fees – Unauthorized Open Burn 74

It is recommended that:

1. The request to waive user fees for an unauthorized open burn, as shown in the invoice in the Private and Confidential (P & C) Memo from the CAO dated May 5, 2020 **BE DENIED**.

14.2 Amherstburg Environmental Advisory Committee – Additional Considerations to Terms of Reference

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It is recommended that:

1. Based on the report from the Municipal Clerk dated May 12, 2020 regarding Amherstburg Environmental Advisory Committee - Additional Considerations to the Terms of Reference, the Terms of Reference for the Amherstburg Environmental Advisory Committee **BE AMENDED** as outlined in Appendix C to the report; and,
2. Administration **BE DIRECTED** to advertise for Committee representation based on the amended Terms of Reference and in accordance with the Boards and Committees Appointment Policy.

14.3 Open Mic Budget Session May 2020 – Further Direction Required

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It is recommended that:

1. The motion of Council from November 25, 2019 contained within Resolution #20191125-555 pertaining to 2021 Budget specifically stating “That Administration be directed to schedule an open mic meeting with residents in May 2020” **BE RESCINDED**; and,
2. Consideration of amending the approach to public engagement on the Town’s budget **BE DEFERRED** until the completion of the Town’s Service Delivery Review so it can be evaluated in the context of service levels, strategic priorities and the long-term financial plan.

15. INFORMATION REPORTS

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

15.1 Monthly Fire Department Activity Report – April 2020

116

16. CONSENT CORRESPONDENCE

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

16.1	2020 Policing Activities - 2nd Quarter - Amherstburg Detachment	121
16.2	Operation Laser - Support Care Packages to Deployed Troops - The Essex and Kent Scottish Regiment Association	123
16.3	Request to Reconsider Postmedia Closure - Town of Tecumseh Resolution	124
16.4	Commercial Rent Assistance Program - Town of Grimsby Resolution	126
16.5	Rent Relief Advocacy Letter - Oakville Economic Task Force	129
16.6	Federal Assistance for Municipalities - Township of Montague Resolution	131
16.7	Universal Basic Income - City of Kitchener Resolution	150
16.8	High Speed Internet Connectivity in Rural Ontario - Town of Fort Erie Resolution	152

17. UNFINISHED BUSINESS

17.1	Unfinished Business List as at May 25, 2020	153
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18. NEW BUSINESS

19. NOTICE OF MOTION

There are no Notices of Motion.

20. **BY-LAWS**

20.1 **By-law 2020-035 - Confirmatory By-law**

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That **By-law 2020-035** being a by-law to Confirm all Resolutions of the Municipal Council Meetings held on May 11th and 25th, 2020, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

21. **ADJOURNMENT**

That Council rise and adjourn at p.m.

JUNE 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<p>1</p> <p>Yard Waste South Zone</p> 	2	3	4	<p>5</p> <p>Recycle</p> 	6
7	<p>8</p> <p>Regular Council Meeting Town Hall, Council Chambers 6:00 p.m.</p> <p>Yard Waste North Zone</p> 	9	10	11	12	13

14	15 Yard Waste South Zone 	16	17	18	19 Recycle 	20  First Day of Summer
21 	22 Regular Council Meeting Town Hall, Council Chambers 6:00 p.m. Yard Waste North Zone 	23	24	25 White Goods Pick Up (Last day to call for a pick up is June 19th) 	26	27
28	29 Yard Waste South Zone 	30				



**TOWN OF AMHERSTBURG
REGULAR COUNCIL MEETING**

**Monday, January 13, 2020
6:00 PM**

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

MINUTES

PRESENT

Deputy Mayor Leo Meloche
Councillor Peter Courtney
Councillor Donald McArthur
Councillor Michael Prue
Councillor Marc Renaud
Councillor Patricia Simone

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

ABSENT

Mayor Aldo DiCarlo

CALL TO ORDER

The Deputy Mayor called the meeting to order at 6:00 p.m.

NATIONAL ANTHEM

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

There were no disclosures of pecuniary interest noted.

REPORT OUT FROM IN-CAMERA SESSION - January 6, 2020

Council met on January 6th, 2020, for a Special In-Camera Meeting at 5:02 p.m. and discussed the following (2) items as provided for under Section 239 of the Municipal Act:

Item A - heard under Section 239(3.1) of the Act. There is nothing to report.

Item B - heard under Section 239(2)(b) of the Act. There is nothing to report.

MINUTES OF PREVIOUS MEETING

Resolution # 20200113-002

Moved By Councillor Simone

Seconded By Councillor McArthur

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:

- 5.1 **Special In-Camera Meeting Minutes - September 18, 2019**
- 5.2 **Special In-Camera Council Meeting Minutes - September 23, 2019**
- 5.3 **Special Council Meeting Minutes - Planning - September 23, 2019**
- 5.4 **Regular Council Meeting Minutes - September 23, 2019**
- 5.5 **Special Council Meeting Minutes - September 30, 2019**

The Deputy Mayor put the Motion.

Motion Carried

Agenda Item # 7 was moved forward

PRESENTATIONS

7.1 Legion Noise Study Findings - Colin Novak, Akoustik Engineering Ltd.

Resolution # 20200113-003

Moved By Councillor Renaud

Seconded By Councillor McArthur

That the presentation BE RECEIVED.

The Deputy Mayor put the Motion.

Motion Carried

DELEGATIONS

6.1 Sunparlor R/C Flyers Inc. - Exemption to and Review of Noise By-law - Paul Sousa

6.2 Opposing SunParlour R/C Flyers Noise Exemption Request - Tom and Mary Bateman

Resolution # 20200113-004

Moved By Councillor Renaud

Seconded By Councillor Prue

That delegation # 6.1 and # 6.2 BE RECEIVED.

The Deputy Mayor put the Motion.

Motion Carried

Resolution # 20200113-005

Moved By Councillor Prue

Seconded By Councillor Simone

That Administration BE DIRECTED to bring back a report with an amendment to Section 3 of Noise By-law 2001-43.

The Deputy Mayor put the Motion.

Motion Carried

Agenda Item # 6.4 was moved forward

6.4 Live Music on Legion Patio from May to October - Laurie Cavanaugh, President, Royal Canadian Legion, Fort Malden Branch 157

Resolution # 202001213-006

Moved By Councillor Courtney
Seconded By Councillor Simone

That the delegation BE RECEIVED.

The Deputy Mayor put the Motion.

Motion Carried

Resolution # 202001213-007

Moved By Councillor McArthur
Seconded By Councillor Prue

That the decibel level BE SET at 70 from the source of where the music is produced.

The Deputy Mayor put the Motion.

Motion Carried

Resolution # 202001213-008

Moved By Councillor Prue
Seconded By Councillor McArthur

That the motion to set the decibel level at 70 from the source of where the music is produced BE RECONSIDERED.

The Deputy Mayor put the Motion.

Motion Carried

Councillor McArthur amended the motion to allow commercial properties with patios to request seasonal exemptions to allow for outdoor music and to allow a reading of 70 decibels from the source of where music is produced.

Resolution # 202001213-009

Moved By Councillor McArthur
Seconded By Councillor Prue

That Administration BE DIRECTED to amend Noise By-law 2001-43 to allow commercial properties with patios to request seasonal exemptions to allow for outdoor music and to allow a reading of 70 decibels from the source of where music is produced.

The Deputy Mayor put the Motion.

Motion Carried

6.3 Construction of New Field House and Entrance Way to Miracle League - Chuck Bondy and Brian McGee, Miracle League of Amherstburg

Resolution # 20200113-010

Moved By Councillor Simone
Seconded By Councillor McArthur

That:

- 1. The delegation BE RECEIVED; and,**
- 2. The project requests and supporting requests for the construction of a new field house and entrance way to the Miracle League BE APPROVED.**

The Deputy Mayor put the Motion.

Motion Carried

6.4 Live Music on Legion Patio from May to October - Laurie Cavanaugh, President, Royal Canadian Legion, Fort Malden Branch 157

As dealt with above

PRESENTATIONS

7.1 Legion Noise Study Findings - Colin Novak, Akoustik Engineering Ltd.

As dealt with above

Moved By Councillor Simone
Seconded By Councillor Prue

That Council RECESS for a break at 8:14 p.m.

The Deputy Mayor put the Motion.

Motion Carried

Moved By Councillor Renaud
Seconded By Councillor Courtney

That Council RESUME Regular session at 8:23 p.m.

The Deputy Mayor put the Motion.

Motion Carried

REPORTS – CORPORATE SERVICES

There were no reports.

REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

9.1 TRUE Festival

Resolution # 20200113-011

Moved By Councillor Simone
Seconded By Councillor McArthur

That:

- 1. The proposed TRUE Festival Program on February 15, 2020, BE APPROVED;**
- 2. The TRUE Festival BE EXEMPT AND PERMITTED for road closures to begin prior to 5pm;**
- 3. An exemption BE GRANTED to Section 3 of the Kings Navy Yard Park By-law #2004-89 to allow for the following public events in the Kings Navy Yard Park;**

4. An exemption from table number 3-1-2 of Noise By-law #2001-43 with respect to the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers to allow for music **BE GRANTED** for the TRUE festival; and,
5. The TRUE Festival **BE DEEMED** as a municipally significant event for the purpose of applying for a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO).

The Deputy Mayor put the Motion.

Motion Carried

9.2 Joint Use Agreement with GECDSB for Use of Recreational Facilities

Resolution # 20200113-012

Moved By Councillor Simone

Seconded By Councillor Prue

That:

1. The Joint Use Agreement between the Town of Amherstburg and the GECDSB **BE APPROVED**;
2. The Mayor and Clerk **BE AUTHORIZED** to execute the Joint Use Agreement with the GECDSB for the remainder of the 2019/2020 school year satisfactory in technical content to the Director of Parks, Facilities, Recreation and Culture, in financial content to the Director of Corporate Services and in legal content to the Director of Planning, Development and Legislative Services; and
3. Administration **BE DIRECTED** to report back, following the end of the 2019/2020 school year, on outcomes from the Agreement and recommendations on continuation of and or amendments to the Agreement.

The Deputy Mayor put the Motion.

Motion Carried

REPORTS – ENGINEERING AND PUBLIC WORKS

There were no reports.

REPORTS – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

11.1 Removal of Part Lot Control, Big Creek Subdivision 12M-505

Resolution # 20200113-013

Moved By Councillor Prue
Seconded By Councillor Simone

That By-law 2020-002 being a by-law to remove certain lands described for Part Lot Control exemption be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

The Deputy Mayor put the Motion.

Motion Carried

REPORTS - CAO's OFFICE

There were no reports.

INFORMATION REPORTS

Resolution # 20200113-014

Moved By Councillor McArthur
Seconded By Councillor Renaud

That the following information reports BE RECEIVED:

13.1 Cheque Listing for the Month of December 2019

The Deputy Mayor put the Motion.

Motion Carried

CONSENT CORRESPONDENCE

Resolution # 20200113-015

Moved By Councillor Renaud
Seconded By Councillor Prue

That the following consent correspondence BE RECEIVED:

- 14.1 Windsor Police Services - Amherstburg Detachment Policing Activities 2019
- 14.2 Essex County Letter to the Minister - Climate Change Emergency Declaration
- 14.3 Royal Canadian Legion - Military Service Recognition Book
- 14.4 City of Pickering - Addressing Growing Municipal Liability and Insurance Costs
- 14.5 Human Rights Day with Call for Student Art, Poetry and Media
- 14.6 Minister Todd Smith - Ontario's Poverty Reduction Strategy

The Deputy Mayor put the Motion.

Motion Carried

Resolution # 20200113-016

Moved By Councillor Prue
Seconded By Councillor Simone

(Item # 14.4) - That the AMO submission to the Attorney General of Ontario regarding Addressing Growing Municipal Liability and Insurance Costs BE SUPPORTED.

The Deputy Mayor put the Motion.

Motion Carried

Resolution # 20200113-017

Moved By Councillor Courtney
Seconded By Councillor Prue

(Item # 14.3) - That a 1/2 page, black & white advertisement in the amount of \$730.00 BE PLACED in the Royal Canadian Legion - Military Service Recognition Book.

The Deputy Mayor put the Motion.

Motion Carried

CONSENT OTHER MINUTES

Resolution # 2020113-018

Moved By Councillor Prue

Seconded By Councillor McArthur

That the following minutes BE RECEIVED:

15.1 Audit and Finance Advisory Committee Minutes - November 6, 2019

15.2 Audit and Finance Advisory Committee Minutes - November 15, 2019

The Deputy Mayor put the Motion.

Motion Carried

UNFINISHED BUSINESS

1. Resolution # 2020113-019

Moved By Councillor Courtney

Seconded By Councillor Prue

That Unfinished Business Items requiring further action of Council remain on the Unfinished Business List until completed.

The Deputy Mayor put the Motion.

Motion Carried

Councillor Simone asked if it was possible at the next meeting to discuss the necessity of the Unfinished Business items on the current list.

The Clerk and Deputy Mayor advised that the discussion can be brought to the next meeting.

2. Deputy Mayor Meloche asked for an update with respect the Bell Fibre implementation.

The Chief Administration Officer advised Council that the Drainage Superintendent/Engineering Coordinator would reach out to Bell for an update to be provided to Council

NEW BUSINESS

1. Councillor Prue asked when the speed monitor will be in place on Brock Street.

The Manager of Engineering advised that he will investigate and provide an answer to Council.

2. Councillor Prue advised of a resident who claimed his neighbour called Amherstburg Fire on him and reported a structure fire in his yard and as a result he was charged \$1500 in fees for having the fire.

The Fire Chief advised that the call came into dispatch from a motorist passing by. He further advised that the resident was billed the maximum amount in accordance with the response to structure fires in the User Fee By-law and he was further advised that he has the option to bring forward an appeal to Council.

3. Councillor Simone asked if additional bike racks can be placed in the downtown and surrounding areas.

The Director of Parks, Facilities, Recreation and Culture advised that he will develop a bike rack inventory and determine the locations where bike racks are currently placed. Once completed, suitable locations can be determined for the placement of additional bike racks.

4. Councillor Simone advised that since the River Town Times has stopped delivering door-to-door, she has received inquiries from residents regarding the Council Meeting schedule they used to receive on the calendar in the paper. Councillor Simone asked if the Council Meeting schedule can be placed on the Regular Council Meeting Agenda as a way to inform residents of the meeting schedule.

The Deputy Clerk advised that residents can subscribe to receive agendas as they are released on the website and it will also provide them with the link in which to locate the meeting schedule. The Deputy Clerk further advised that resident inquiries regarding the meeting schedule can also be forwarded to her and she can assist them with the subscribe feature so that they are set up to receive the agenda and meeting schedule.

5. Councillor McArthur advised that a resident reached out to him regarding the streetlights on Whelan Avenue. The resident advised that the streetlights are staggered in the older section of Whelan Avenue but then placed on one side in the newer section of Whelan Avenue and they believe it ruins the aesthetic of the neighbourhood they bought into. Councillor McArthur asked what the

plans are for future development to the 2nd Concession with respect to street lighting.

The Manager of Engineering advised that there are no requirements in the existing development manual that requires street lighting placement on one side or another and it is ultimately up to the developer. He further advised that he will bring the concern to the developer so that he is aware for future development along that stretch.

6. Resolution # 2020013-020

Moved By Councillor McArthur
Seconded By Councillor Courtney

The Administration BE DIRECTED to contact the Essex County Nurse Practitioner Led Clinic (ECNPLC) to understand their request for Municipal representation on their Community Advisory Committee.

The Deputy Mayor put the Motion.

Motion Carried

NOTICE OF MOTION

There were no Notices of Motion.

BY-LAWS

19.1 By-law 2020-008 - Confirmatory By-law

Resolution # 20200113-021

Moved By Councillor Renaud
Seconded By Councillor Prue

That By-law 2020-008 being a by-law to Confirm all Resolutions of the Municipal Council Meetings held January 6th and 13th, 2020, be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

The Deputy Mayor put the Motion.

Motion Carried

SPECIAL IN-CAMERA COUNCIL MEETING

Resolution # 20200113-022

Moved By Councillor Simone
Seconded By Councillor Prue

That Council move into an In-Camera Meeting of Council at 9:11 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reason:

Item A - Section 239(2)(d) - Labour relations or employee negotiations.

The Deputy Mayor put the Motion.

Motion Carried

DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

(In-Camera Council Meeting Agenda Items)

ADJOURNMENT OF SPECIAL IN-CAMERA COUNCIL MEETING @ 9:27 P.M.

Council rose and adjourned in Special In-Camera session.

DEPUTY MAYOR – LEO MELOCHE

CLERK – PAULA PARKER



**TOWN OF AMHERSTBURG
REGULAR COUNCIL MEETING**

**Monday, January 27, 2020
6:00 PM**

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

MINUTES

PRESENT

Deputy Mayor Leo Meloche
Councillor Peter Courtney
Councillor Donald McArthur
Councillor Michael Prue
Councillor Marc Renaud
Councillor Patricia Simone

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

ABSENT

Mayor Aldo DiCarlo

CALL TO ORDER

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

NATIONAL ANTHEM

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

There were no disclosures of pecuniary interest noted.

REPORT OUT FROM IN-CAMERA SESSION - January 13, 2020

Council met on January 6th, 2020, for a Special In-Camera Meeting at 9:11 pm and discussed the following (1) item as provided for under Section 239 of the Municipal Act:

Item A heard under Section 239(2)(d). There is nothing further to report.

MINUTES OF PREVIOUS MEETING

Resolution # 20200127-023

Moved By Councillor Simone

Seconded By Councillor Renaud

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:

- 5.1 Special In-Camera Council Meeting Minutes - October 15, 2019**
- 5.2 Regular Council Meeting Minutes - October 15, 2019**
- 5.3 Special Council Meeting Minutes - Planning - October 28, 2019**
- 5.4 Regular Council Meeting Minutes - October 28, 2019**
- 5.5 Special Council Meeting Minutes - November 4, 2019**

The Deputy Mayor put the Motion.

Motion Carried

RECOGNITIONS

6.1 Long Service Award Recognition

The Manager of Human Resources presented a Long Service Award to Ross Sinasac.

Resolution # 20200127-024

Moved By Councillor McArthur

Seconded By Councillor Prue

That the recognition BE RECEIVED.

The Deputy Mayor put the Motion.

Motion Carried

DELEGATIONS

7.1 Active Transportation within the Town of Amherstburg - The Cozmic Queenz

Resolution # 20200127-025

Moved By Councillor Prue

Seconded By Councillor McArthur

That:

- 1. The delegation BE RECEIVED;**
- 2. The presentation by the Cozmic Queenz regarding Active Transportation in the Town of Amherstburg BE SENT to the County of Essex and all Ontario municipalities; and,**
- 3. Administration BE DIRECTED to bring back a report regarding the availability of bike racks within the Town and the feasibility of motorized scooters for public use.**

The Deputy Mayor put the Motion.

Motion Carried

REPORTS – CORPORATE SERVICES

There were no reports.

REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE

There are no reports.

REPORTS – ENGINEERING AND PUBLIC WORKS

There were no reports.

REPORTS – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES

11.1 Refreshment Vehicle By-law Amendments and Operation on Town-owned Parkland

Resolution # 20200127-026

Moved By Councillor McArthur

Seconded By Councillor Prue

That the motion BE LAID on the table.

The Deputy Mayor put the Motion.

Motion Carried

Resolution # 20200127-027

Moved By Councillor Courtney

Seconded By Councillor Simone

That the Rules of Order BE WAIVED to allow Mr. Deslippe to address Council.

The Deputy Mayor put the Motion.

Motion Carried

Resolution # 20200127-028

Moved By Councillor Simone
Seconded By Councillor Courtney

That the Rules of Order BE WAIVED to allow Jen Deluca to address Council.

The Deputy Mayor put the Motion.

Motion Carried

Resolution # 20200127-029

Moved By Councillor McArthur
Seconded By Councillor Prue

That the motion for Item # 11.1 BE TAKEN from the table.

The Deputy Mayor put the Motion.

Motion Carried

The Clerk advised that the annual business licence fee for Refreshment Vehicles is \$204 rather than \$200.

Councillor Simone moved the motion as amended with the fee change.

Resolution # 20200127-030

Moved By Councillor Simone
Seconded By Councillor Renaud

That:

- 1. The annual business licence fee for Refreshment Vehicles (All Classes) BE APPROVED at \$204 plus applicable taxes effective January 28, 2020 and that an amendment to By-law 2019-082 for 2020 User Fees and Charges be brought to a future Council meeting to reflect this change;**
- 2. Refreshment Vehicles BE PERMITTED to operate on Town-owned land in accordance with the Park Permit regulations and that Administration BE AUTHORIZED to implement process to allow for refreshment vehicles on Town-owned property. as described in the**

report from the Manager of Licencing and Enforcement dated January 10, 2020;

3. An annual Park Permit fee for Refreshment Vehicles (All Classes) on Town-owned lands BE APPROVED at \$200 plus applicable taxes effective January 28, 2020 and an amendment to By-law 2019-082 for 2020 User Fees and Charges be brought to a future Council meeting to reflect this change; and,
4. By-law 2020-006 being a by-law to amend Business Licence By-law 2009-44 be taken as having been read 3 times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

The Deputy Mayor put the Motion.

Motion Failed

Councillor Prue moved the motion with an amendment to remove the 100 metre set back and that all concerns be reviewed before years end.

Resolution # 20200127-031

Moved By Councillor Prue

Seconded By Councillor McArthur

That:

1. The annual business licence fee for Refreshment Vehicles (All Classes) BE APPROVED at \$204 plus applicable taxes effective January 28, 2020 and that an amendment to By-law 2019-082 for 2020 User Fees and Charges be brought to a future Council meeting to reflect this change;
2. Refreshment Vehicles BE PERMITTED to operate on Town-owned land in accordance with the Park Permit regulations and that Administration BE AUTHORIZED to implement process to allow for refreshment vehicles on Town-owned property. as described in the report from the Manager of Licencing and Enforcement dated January 10, 2020;
3. An annual Park Permit fee for Refreshment Vehicles (All Classes) on Town-owned lands BE APPROVED at \$200 plus applicable taxes effective January 28, 2020 and an amendment to By-law 2019-082 for 2020 User Fees and Charges be brought to a future Council meeting to reflect this change;

4. **By-law 2020-006 being a by-law to amend Business Licence By-law 2009-44 be taken as having been read 3 times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same;**
5. **The proposed by-law amendment regarding a required 100 metre set back from a Public Event BE REMOVED from amending By-law 2020-006; and,**
6. **All concerns relating to Refreshment Vehicles BE REVIEWED before years end.**

The Deputy Mayor put the Motion.

Motion Carried

11.2 Zoning By-Law Amendment- ES Creek Road (Conc 3 Pt Lot 32)

Resolution # 20200127-032

Moved By Councillor Courtney
Seconded By Councillor Simone

That By-law 2020-009 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 Deputy Mayor put the Motion.

Motion Carried

**11.3 Kingsbridge Subdivision Phase 5G - Subdivision Agreement
 File No. 37-T-13003**

Resolution # 20200127-033

Moved By Councillor Simone
Seconded By Councillor Renaud

That:

1. **The Corporation of the Town of Amherstburg ENTER INTO a Subdivision Agreement with 1027579 Ontario Limited for Kingsbridge Subdivision Phase 5G;**
2. **By-law 2020-010 being a by-law to authorize the signing of a Subdivision Agreement for Kingsbridge Subdivision Phase 5G be**

taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same; and,

3. **By-law 2020-011 being a by-law to authorize the execution of a Drainage Agreement with 1078217 Ontario Ltd. and 1027579 Ontario Ltd. be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Deputy Mayor put the Motion.

Motion Carried

11.4 Road Dedication of Reserves for lots on Plan 12M-534 (easterly extension of Whelan Avenue, Hilton Court, and Lambert Street) as Public Highway

Resolution # 20200127-034

Moved By Councillor Simone

Seconded By Councillor Renaud

That:

1. **The dedication of Blocks 85, 86, 87, and 88 on Plan 12M-534 (easterly extension of Whelan Avenue, Hilton Court and Lambert Court) as a Public Highway BE APPROVED; and,**
2. **By-law 2020-012 being a by-law to dedicate Block 85, 86, 87, and 88 on Plan 12M-534 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 Deputy Mayor put the Motion.

Motion Carried

11.5 Kingsbridge Subdivision Parkland Conveyance

Councillor McArthur moved the motion with an amendment to dedicate donated funds to Pat Thrasher Park.

Resolution # 20200127-035

Moved By Councillor McArthur

Seconded By Councillor Simone

That:

1. **The amended method of meeting parkland dedication requirements for the full Kingsbridge Subdivision development as outlined in the report from the Manager of Planning dated January 22, 2020 BE APPROVED;**
2. **The conveyance of Parts 5 and 12 on the draft 12R plan (2.67 hectares) to 1078217 Ontario Limited in exchange for cash in lieu of parkland in the amount of \$66,170 BE APPROVED and the funds be deposited into the Parkland Dedication Reserve Fund;**
3. **Part 6 on the draft 12R Plan (2.02 hectares) BE DESIGNATED as conservation lands and Administration BE DIRECTED to bring related amendment to the Zoning By-law (1999-52 as amended); and,**
4. **Administration BE DIRECTED to explore opportunities for future development and upgrades to Pat Thrasher Park in consultation with the Parks and Recreation Advisory Committee and via community engagement.**

The Deputy Mayor put the Motion.

Motion Carried

REPORTS - CAO's OFFICE

There were no reports.

INFORMATION REPORTS

Resolution # 20200127-036

Moved By Councillor Renaud
Seconded By Councillor Simone

That the following information reports BE RECEIVED:

- 13.1 **Building Activity Report for the Months of October, November and December 2019**
- 13.2 **MMAH Financial Indicator Review (based on 2018 Financial Information Return)**
- 13.3 **Monthly Fire Department Activity Report – November & December 2019**
- 13.4 **Street Sweeper Operations**

The Deputy Mayor put the Motion.

Motion Carried

CONSENT CORRESPONDENCE

Resolution # 20200127-037

Moved By Councillor McArthur

Seconded By Councillor Prue

That the following consent correspondence BE RECEIVED:

- 14.1 911 Misdials - Town of Tecumseh Resolution**
- 14.2 Steak in the Snow/Auction BBQ Fundraiser - Windsor Downtown Lions Club**
- 14.3 Request to Activate the Disaster Recovery Assistance for Ontarians Program (DRAO) - Township of Wainfleet Resolution**
- 14.4 Request to Develop Nuclear Reactor Technology - Town of Deep River Resolution**

The Deputy Mayor put the Motion.

Motion Carried

CONSENT OTHER MINUTES

Resolution # 20200127-038

Moved By Councillor McArthur

Seconded By Councillor Simone

That the following minutes BE RECEIVED:

- 15.1 Mayor's Youth Advisory Committee Meeting Minutes - November 28, 2019**

The Deputy Mayor put the Motion.

Motion Carried

OTHER MINUTES

16.1 Economic Development Advisory Committee Meeting Minutes - December 5, 2019

Resolution # 20200127-039

Moved By Councillor McArthur
Seconded By Councillor Renaud

That:

1. **The Economic Development Advisory Committee Meeting Minutes of December 5, 2019 BE RECEIVED; and,**
2. **The 2020 work plan of the Economic Development Advisory Committee BE RECEIVED.**

The Deputy Mayor put the Motion.

Motion Carried

16.2 Amherstburg Accessibility Advisory Committee Minutes - December 10, 2019

Resolution # 20200127-040

Moved By Councillor Renaud
Seconded By Councillor McArthur

That:

1. **The Amherstburg Accessibility Advisory Committee Meeting Minutes of December 10, 2019 BE RECEIVED; and,**
2. **The statement on page 15 of the 2017 Revised Amherstburg Accessibility Plan which reads, “The Town of Amherstburg will put procedures in place to prevent severe disruptions to the accessible parts of our public spaces,” BE AMENDED to read, “The Town of Amherstburg provides preventative maintenance of accessible elements through routine maintenance and inspections. Emergency maintenance is provided, as needed, to address significant disruptions to accessible services. The Town notifies members of the public of temporary disruptions through the use of signage, the Town website, social media and/or the local newspaper.”**

The Deputy Mayor put the Motion.

16.3 Heritage Committee Meeting Minutes - December 12, 2019

Resolution # 20200127-041

Moved By Councillor Prue
Seconded By Councillor Simone

That:

1. **The Heritage Committee Meeting Minutes of December 12, 2019 BE RECEIVED;**
2. **The following properties BE REMOVED from the Heritage Registry as Properties of Interest in accordance with the report, Town of Amherstburg Heritage Registry Assessment Update, from Meg Reiner, Heritage Preservation Services, dated December 12, 2019:• 73 Rankin Avenue• 217 Ramsay Street• 298 Ramsay Street• 316 Ramsay Street• 262 George Street• 82 Gore Street• 108 Gore Street• 91 Seymour Street• 63 Richmond Street**
3. **6790 Essex County Road 50, 7143 Essex County Road 50 and 51 North Street BE PRESENTED with a heritage plaque by Council denoting the subject properties as designated heritage properties in the Town of Amherstburg; and,**
4. **The 2018 Heritage Tax Rebates for 443 Dalhousie Street and 273 Ramsay Street as endorsed by the Heritage Committee and outlined in the report from the Chief Building Official entitled, Heritage Rebate Applications for the 2018 Calendar Year BE APPROVED.**

The Deputy Mayor put the Motion.

16.4 Parks and Recreation Advisory Committee Meeting Minutes - December 4, 2019

Resolution # 20200127-042

Moved By Councillor McArthur
Seconded By Councillor Renaud

That:

1. **The Park and Recreation Advisory Committee Meeting Minutes of December 4, 2019 BE RECEIVED; and,**
2. **Schedule A2 of the County Official Plan BE INCORPORATED into the Parks Master Plan to distinguish the urban areas of the Town of Amherstburg in place of the map on page 8.**

The Deputy Mayor put the Motion.

Motion Carried

16.5 Parks and Recreation Advisory Committee Meeting Minutes - January 8, 2020

Resolution # 20200127-043

Moved By Councillor Simone
Seconded By Councillor Courtney

That:

1. **The Parks and Recreation Advisory Committee Meeting Minutes of January 8, 2020 BE RECEIVED; and,**
2. **Administration BE DIRECTED to provide a short list of potential projects to utilize the \$75,000 placed in the 2020 Budget for the Parks Reserve.**

The Deputy Mayor put the Motion.

Motion Carried

16.6 Drainage Board Meeting Minutes - January 16, 2020

Resolution # 20200127-044

Moved By Councillor Renaud
Seconded By Councillor Prue

That:

1. **The Drainage Board Meeting Minutes of January 16, 2020 BE RECEIVED;**
2. **The request from Doug Beaudoin for the replacement of the access culvert over the 6th Concession Drain per Section 78 of the**

Drainage Act BE ACCEPTED; as recommended by the Drainage Board;

- 3. The appointment of the firm of N.J. Peralta Engineering Ltd. for the repair and improvement to the 6th Concession Drain BE APPROVED, as recommended by the Drainage Board;**
- 4. The drainage apportionment for land parcel severance Consent B/14/19 BE APPROVED, as recommended by the Drainage Board;**
- 5. The drainage apportionment for land parcel severance Consent B/21/19 BE APPROVED, as recommended by the Drainage Board; and,**
- 6. The drainage apportionment for land parcel severance and land merger and Consent B/23/19 BE APPROVED, as recommended by the Drainage Board.**

The Deputy Mayor put the Motion.

Motion Carried

UNFINISHED BUSINESS

There was no Unfinished Business brought forward.

NEW BUSINESS

1. Resolution # 20200127-045

Moved By Councillor McArthur

Seconded By Councillor Renaud

That Administration BE DIRECTED to send correspondence to the Premier, the Minister of Education, the local trustees for the Greater Windsor Essex County District School Board, and the local MPP regarding cuts to funding and programs for the new high school.

The Deputy Mayor put the Motion.

Motion Carried

2. Councillor Simone asked for an update with respect the transportation study.

The Chief Administrative Officer advised that the report is currently being drafted and the report should be before Council in April or May.

3. Councillor Prue asked if it's possible that the speed limit be changed to 40km on Brock Street and in the downtown core.

The Director of Engineering and Public Works advised that she will include that discussion when the downtown core review is underway.

4. Councillor Simone asked about the status of the properties listed on the Libro Master Plan.

The Chief Administrative Officer advised that the properties will remain listed on the Libro Master Plan until August and after which they will be demolished.

NOTICE OF MOTION

There were no Notices of Motion.

BY-LAWS

Resolution # 20200127-046

Moved By Councillor Prue
Seconded By Councillor Simone

20.1 By-law 2019-093 - New Access Culvert on the Dupuis Drain for Bastien - 3rd & Final Reading

That By-law 2019-093 being a by-law to provide for the New Access Culvert on the Dupuis Drain for Bastien, be taken as having been read a 3rd & Final time and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

20.2 By-law 2020-014 - Confirmatory By-law

Resolution # 20200127-047

That By-law 2020-014 being a by-law to Confirm all Resolutions of the Municipal Council Meeting held January 27th, 2020, be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.

The Deputy Mayor put the Motion.

Motion Carried

SPECIAL IN-CAMERA COUNCIL MEETING

Resolution # 20200127-048

Moved By Councillor Prue
Seconded By Councillor Simone

That Council move into an In-Camera Meeting of Council at 8:26 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reason:

Item A - Acquisition and Disposition of Property - Section 239(2)(c) - A proposed or pending acquisition or disposition of land by the municipality or local board; and, Section 239(2)(i) - A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position, or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

The Deputy Mayor put the Motion.

Motion Carried

DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

(In-Camera Meeting Agenda Items)

There were no disclosures of pecuniary interest noted.

ADJOURNMENT OF SPECIAL IN-CAMERA COUNCIL MEETING @ 8:43 P.M.

RESUMPTION OF REGULAR COUNCIL MEETING

Resolution # 20200127-049

Moved By Councillor Prue
Seconded By Councillor Renaud

That Council resume Regular session at 8:45 p.m.

The Deputy Mayor put the Motion.

REPORT OUT FROM IN-CAMERA SESSION - January 27, 2020

Resolution # 20200127-050

Moved By Councillor Courtney
Seconded By Councillor Simone

That:

- 1. The CAO BE AUTHORIZED to include an additional 695 sq. ft. space, as illustrated in Appendix A to the confidential report from the CAO dated January 13, 2020, in the scope of negotiations for a 5-year lease with E. Waters Physiotherapy Professional Corporation;**
- 2. The CAO BE AUTHORIZED to negotiate a lease rate for the full 2747 sq. ft. to be leased to E. Waters Physiotherapy Professional Corporation of \$12.50 per sq.ft. plus applicable taxes for year one of the five-year agreement, to be indexed annually thereafter, and that the remainder of the lease be in accordance with the terms and conditions approved by Council on July 15, 2019; and,**
- 3. The CAO BE AUTHORIZED to negotiate and finalize a one-year lease agreement with Mark Leblanc for 100 sq.ft. within the Libro Centre, as illustrated in Appendix B to the confidential report at a rate of \$2,421.00 per annum plus applicable taxes for the purpose of skate sharpening operations, and that the lease agreement be to the satisfaction of the Town Solicitor, Clerk and Director of Corporate Services.**

The Deputy Mayor put the Motion.

Motion Carried

ADJOURNMENT

Moved By Councillor Courtney
Seconded By Councillor Renaud

That Council rise and adjourn at 8:48 p.m.

The Deputy Mayor put the Motion.

Motion Carried

DEPUTY MAYOR – LEO MELOCHE

CLERK – PAULA PARKER



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

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

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: 2020 Mill and Pave Program – Tender Results

1. RECOMMENDATION:

It is recommended that:

- 1. The 2020 Mill and Pave Program Tender BE AWARDED to Mill-Am Corporation in the amount of \$410,508.00 plus H.S.T.;
2. The Mayor and Clerk BE AUTHORIZED to execute an agreement with Mill-Am Corporation for the 2020 Mill and Pave program; and,
3. Transfers from the General Reserve Fund not to exceed \$420,000 BE APPROVED to fund resurfacing (Mill and Pave) of the full extent of St. Therese, Woodside Ave., Durango Ave and Venetian Drive; and that the Ventnor Ave (Baltic to Atlantic) resurfacing project BE REQUESTED in a future budget.

2. BACKGROUND:

The Town advertised a Request for Tender (RFT) online for the 2020 Mill and Pave Program on April 17, 2020 via Bids and Tenders and on the Town's website. The RFT includes the removal of the existing base and surface asphalt, catch basin repairs, spot curb repairs and new 2 layers of new asphalt. The roads to be completed are the full extents of St. Therese Street, Woodside Avenue, Durango Avenue and Venetian Drive.

3. DISCUSSION:

In the 2020 Budget, Ventnor Avenue (Baltic to Atlantic) was identified as one of three capital projects for road resurfacing (Mill and Pave). However, upon further review it was determined that the ductile iron watermain in that area will require replacement

within the next few years. Therefore, the Ventnor Ave asphalt replacement will be delayed until the watermain replacement can be scheduled as well, and will be brought forward in a future budget request. As a result, the RFT for 2020 road resurfacing (Mill and Pave) did not include Ventnor Ave in the scope of work.

Tenders closed for the mill and pave works at 11:00 a.m. on Friday May 1, 2020. The Town received 2 tender submissions. Due to the closure of municipal facilities to the general public, based on COVID restrictions, a private tender opening was held shortly after 11:00 a.m. The unofficial results were provided to the 2 tenderers subsequent to the opening.

Administration completed a review of the tenders for mathematical errors and compliance to the Town's Procurement Policy. No errors were identified. The tender results are as follows:

	Bidder	Tender Amount (excluding HST)
1.	Mill-Am Corporation	\$ 410,508.00
2.	Coco Paving Inc.	\$ 448,800.00

4. RISK ANALYSIS:

The sections of road included in the RFT, to be completed under the recommended award of tender, are ranked 12th (Durango Avenue), 19th (Woodside Avenue), 26th (St. Therese Street) and 33rd (Venetian Drive) respectively in the 2016 Roads Needs Study and will continue to deteriorate if not improved.

5. FINANCIAL MATTERS:

The 2020 Budget lists three capital road resurfacing projects (Mill and Pave) as shown below, with a total budget allocation of \$470,000.

Based on the recommended award of tender, the financial impact is estimated as follows:

Road Resurfacing (Mill and Pave)	Budget	Actual (incl. net HST)	Variance (over)/under
Cost:			
Construction Tender:			
Resurfacing - St. Therese, Woodside Ave., and Durango Ave.	\$185,000	\$ 119,039	\$ 65,961
Resurfacing – Venetian Drive ⁽¹⁾	35,000	237,638	(202,638)
Contingency Allowance ⁽²⁾		61,056	(61,056)
Sub-total – Construction Tender		417,733	
Resurfacing – Ventnor Ave. (Baltic to Atlantic)	\$250,000	\$ -	250,000
Other Costs ⁽³⁾		\$2,000	(2,000)
Total Project Cost	\$470,000	\$419,733	\$50,267

Funding:			
General Reserve Fund (Lifecycle)	\$470,000	\$419,733	\$50,267
Total Project Funding	\$470,000	\$419,733	\$50,267

Notes:

1. The 2020 Budget allowance of \$35,000 for Venetian Drive was based on financial constraints and would only have been sufficient to complete a minor section of the road resurfacing, rather than the full length of the roadway. The estimate to complete the full resurfacing of Venetian Drive was \$240,000. The deferral of the resurfacing project for Ventnor Ave (Baltic to Atlantic), will allow for funding to be repurposed for completion of a full resurfacing of Venetian Drive in 2020.
2. The recommended construction tender includes a contingency allowance of \$60,000, which may be used for any unforeseen expenditures subject to the Town's approval.
3. Other Costs: Estimated cost for geotechnical inspections.

6. CONSULTATIONS:

The Financial Planning Administrator provided information on the tender review regarding tender compliance.

Director of Corporate Services

7. CONCLUSION:

Administration recommends that the 2020 Mill and Pave Program be awarded to Mill-Am Corporation.



Todd Hewitt
Manager of Engineering

Report Approval Details

Document Title:	2020 05 25 - 2020 Mill and Pave Program - Tender Results.docx
Attachments:	- 2020 Mill and Pave agreement.docx
Final Approval Date:	May 19, 2020

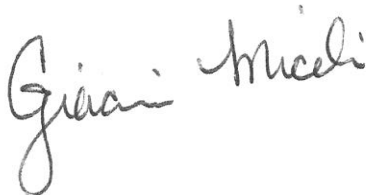
This report and all of its attachments were approved and signed as outlined below:



Antonietta Giofu



Cheryl Horrobin



John Miceli



Paula Parker

AGREEMENT

THIS AGREEMENT made in triplicate this 25th day of May, 2020.

BETWEEN THE CORPORATION OF THE TOWN OF AMHERSTBURG
(hereinafter called the Corporation) of the first part.

AND

Mill-Am Corporation

(hereinafter called the Contractor) of the second part.

WHEREAS the Corporation is desirous that certain works should be designed for the implementation of:

2020 MILL AND PAVE PROGRAM

In the Town of Amherstburg and has accepted a Tender by the Contractor for this purpose.

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

The Contractor hereby covenants and agrees to provide and supply at his expense, all and every kind of labour and materials for, and to undertake and complete in strict accordance with his Tender dated the:

1st day of May, 2020

And the Contract Documents (consisting of the contents and requirements for this Tender, including all modifications thereof and incorporated in the said documents before their execution) prepared by the Town of Amherstburg and all of which said documents are annexed hereto and form part of this Agreement to the same extent as fully embodied herein, the construction of the above noted works for an amount not to exceed:

Four Hundred and Ten Thousand, Five Hundred and Eight Dollars (\$ 410,508.00) excluding H.S.T.

The Contractor further covenants and agrees to undertake and complete the said work in a proper workmanlike manner under the supervision and direction and to the entire satisfaction of the Town of Amherstburg Engineering and Public Works Department, within the specified time in his Tender. Time shall be deemed the essence of the contract.

The Contractor further covenants and agrees that he will at all times, indemnify and save harmless, the Corporation of the Town of Amherstburg along with their respective officers, servants and agents, from and against all loss and damages whatsoever which may be made or brought against the above listed by reason or in consequence of the non-execution of negligent execution thereof by the Contractor, its servants, agents or employees.

The Corporation hereby covenants and agrees that if the said Work is duly and properly executed and materials are provided as aforesaid, and if the said Contactor carries out, performs and observes all of the requirements and conditions of this Agreement, the Corporation will pay to the Contractor, the price set forth in his Tender, such payment or payments to be made in accordance with the provisions of the General Conditions of the Contract to above.

This Agreement and everything herein contained shall endure to the benefit of and be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns, respectively.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their Corporate Seals, if any, duly attested by the signature of their proper officers in that behalf, respectively.

WITNESS AS TO SIGNATURE OF
CONTRACTOR

Contractor's Signature and Seal

Mill-Am Corporation

Contractor's Name

Contractor's address

CORPORATION OF THE TOWN OF AMHERSTBURG

WITNESS AS TO SIGNATURE OF
CORPORATION

Paula Parker, Clerk

Aldo DiCarlo, Mayor



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: Frank Garardo	Report Date: April 24, 2020
Author's Phone: 519 736-5408 ext. 2124	Date to Council: May 25, 2020
Author's E-mail: fgarardo@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: Kingsbridge Subdivision Phase 5G – Minor Subdivision Agreement
Amendment File No. 37-T-13003

1. **RECOMMENDATION:**

It is recommended that:

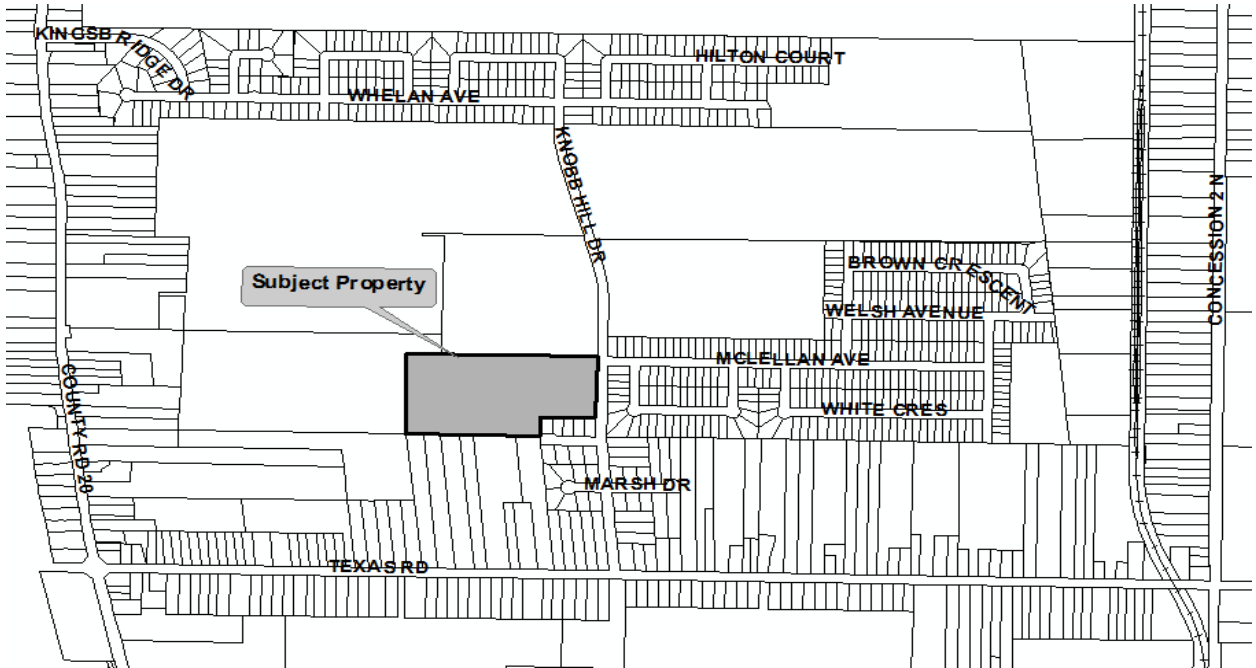
1. **By-law 2020-034** being a By-law to authorize the signing of a Subdivision Agreement Amendment between 1027579 Ontario Limited, 1078217 Ontario Limited and the Town of Amherstburg for Kingsbridge Subdivision Phase 5G be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. **BACKGROUND:**

The Town is in receipt of a request from Mr. Michael Dunn on behalf of 1027579 Ontario Limited to amend the subdivision agreement for Phase 5G (legally described as Part of Lots 11 and 12, Concession 1 (formerly Township of Anderdon, now Town of Amherstburg)).

The Subdivision (Phase 5G) Agreement applies to a 7.14 hectare vacant parcel of land generally located south of Pat Thrasher Park and east of Knobb Hill Drive, within Kingsbridge Subdivision. A key map has been attached below.

The approval of Phase 5G of Kingsbridge Subdivision would require the westerly extension of McLellan Ave. The draft plan of subdivision consists of lots for sixteen (16) single detached dwellings and ninety (90) townhomes.



At their January 27, 2020 meeting Council approved a Subdivision Agreement to satisfy all of the requirements, financial and otherwise, of the Town concerning the installation of roads, services, drainage, the dedication and naming of streets, the granting of easements and parkland and other matters.

On March 2, 2020 Council endorsed a minor redline plan to amend the Subdivision Agreement and notified the County of Essex of the Town's endorsement of the redline plan. The Subdivision Agreement requires a minor amendment to incorporate the redline plan and allow for registration of the redline plan. The redline plan included a layout shift to accommodate a 5 metre easement that will now include 87 townhomes and 16 single detached dwellings.

3. DISCUSSION:

Provincial Policy Statement (PPS)

The application is consistent with the PPS in that the development promotes the efficient use of existing designated land and promotes cost-effective development patterns and standards to minimize land consumption and servicing costs.

County Official Plan (COP)

The application conforms to the policies of the COP.

Town of Amherstburg Official Plan (OP)

The subject lands are designated Low Density Residential in the OP which allows for residential development. Therefore the proposal conforms to the basic land use policies of the OP. The developer has obtained an Endangered Species Act authorization from the Ministry of Natural Resources and Forestry to allow for the construction of the subdivision.

Zoning By-law

The subject lands are designated to Holding Residential (h-R2) Zone and holding Residential Multiple First Density (h-RM-1) Zone. The zoning permits single detached dwellings and townhomes. The hold may be removed as the original Subdivision Agreement of January 2020 has been finalized and registered on title of the subject lands, and is recommended to be removed under a separate report on the May 25, 2020 regular Council meeting agenda. The Amending Subdivision Agreement will also be registered on title.

The subject development conforms to Zoning By-law 1999-52, as amended.

Plan of Subdivision

A Plan of Subdivision is a legal survey (M-Plan) that divides a parcel of land into smaller lots or blocks and secures the developer's obligations through a Subdivision Agreement with the Town. The recommended minor Subdivision Agreement amendment for Phase 5G under By-law 2020-034 (attached as Schedule A) will still continue to include all provisions of the previous Subdivision Agreement from January 27, 2020, except for the agreement will replace the schedules to include the endorsed redline plan.

4. RISK ANALYSIS:

Approval of the minor amendment to the Subdivision Agreement for Phase 5G will form one component of the completion of requirements for final approval of the subdivision approval process under the *Planning Act*. The Subdivision Agreement must be registered against the lands to which it applies prior to the final registration of the Plan of Subdivision.

5. FINANCIAL MATTERS:

The Subdivision Agreement amendment for Phase 5G outlines responsibilities and obligations of the parties, including financial obligations of the Developer to design, construct and install services, etc. at its own expense, to provide securities, and all pay fees and charges related to the development.

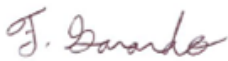
The costs associated with the applications and planning processes are the responsibility of the developer. Once developed, residential taxes will be assessed by the Town for each residential dwelling unit built in the subdivision.

6. CONSULTATIONS:

Todd Hewitt, Manager of Engineering

7. CONCLUSION:

Approval of the Subdivision Agreement Amendment with 1027579 Ontario Limited and 1078217 Ontario Limited for Kingsbridge Subdivision Phase 5G under By-law 2020-034 is recommended. The proposed Subdivision Agreement complies with the Town's planning documents, incorporates the conditions of draft plan approval and addresses site servicing details and other issues in accordance with the requirements of the Planning Act.



Frank Garardo
Manager of Planning Services

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX
N/A				

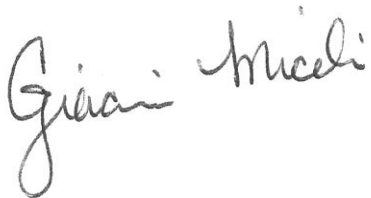
Report Approval Details

Document Title:	Kingsbridge Subdivision Phase 5G - Minor Subdivision Amendment File No. 37-T-13003.docx
Attachments:	- 2020-034- Amend Sub Agmt-KB Phase 5G-ATTACHEMNTS.pdf
Final Approval Date:	May 19, 2020

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



Cheryl Horrobin



John Miceli



Paula Parker

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2020-034

**Being a by-law to authorize the execution of an
Amending Subdivision Agreement between 1027579 Ontario Limited, 1078217
Ontario Limited and
the Council of the Corporation of the Town of Amherstburg
Kingsbridge Subdivision
(Phase 5G)**

WHEREAS a Subdivision Agreement was entered into between 1027579 Ontario Limited, and the Corporation of the Town of Amherstburg on the 27th day of January, 2020 for the subdivision and servicing of lands within Part of Lots 11 and 12, Concession 1, (formerly Township of Anderdon) now Town of Amherstburg;

AND WHEREAS the Developer, 1027579 Ontario Limited, has requested an amendment to the Subdivision Agreement, through a red line amendment attached hereto;

AND WHEREAS Schedule "A" of the subject agreement containing the legal description of the property will be replaced will Schedule "A", attached hereto;

AND WHEREAS Schedule "C" of the subject agreement is amended to include revisions under Road Allowances to dedicate part of Lot 12, Concession 1 Anderdon designated as Part 1, Plan 12R-28183 as a public highway, to be a part of McLellan Avenue after registration of the plan of subdivision;

AND WHEREAS the Council of the Town of Amherstburg and the Developer of the said property have agreed to the terms and conditions of an Amending Subdivision Agreement in the form annexed hereto;

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

1. THAT the Corporation of the Town of Amherstburg enter into an Amending Subdivision Agreement with 1027579 Ontario Limited and 1078217 Ontario Limited, in the form hereto annexed, and the Mayor and Clerk be and they are hereby authorized and directed to sign the original and copies thereof and affix the Corporate Seal thereto.
2. THAT this By-law shall come into force and take effect on the date of final passage hereof.

Read a first, second and third time and finally passed this 25th day of May, 2020.

Mayor- Aldo DiCarlo

Clerk- Paula Parker

1027579 ONTARIO LIMITED

Per: _____
Michael Dunn, President
*I have authority to bind the
Corporation*

1078217 ONTARIO LIMITED

Per: _____
Michael Dunn, President
*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

SCHEDULE "A"
LEGAL DESCRIPTION

Concession 1, Part of Lots 11 and 12,
being Part 5, Plan 12R-18129,
save and except Part 2, Plan 12R-22789, and
Concession 1, Part of Lot 12,
being Part 5, Plan 12R-28115,
Geographic Township of Anderdon,
now in the Town of Amherstburg,
County of Essex,
Province of Ontario

NOTES
 BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.
 DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9999482.

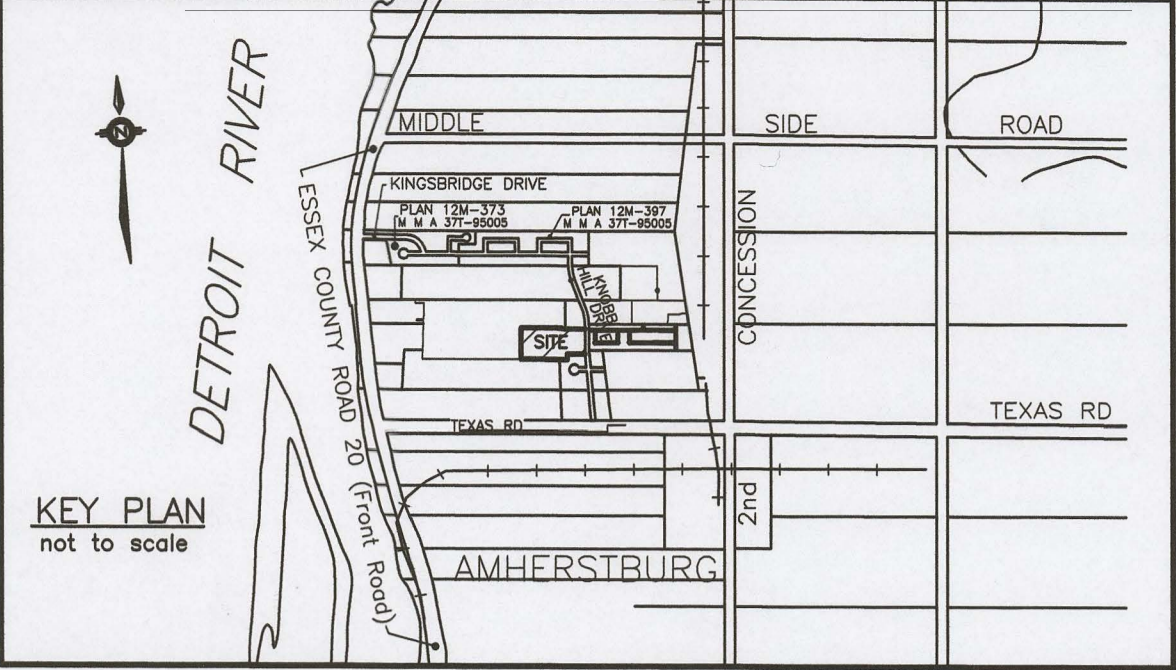
INTEGRATION DATA

COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0).
 COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.R.G. 216/10

POINT ID	NORTHING	EASTING
ORP-A	N4666356.95	E326240.68
ORP-B	N4666573.27	E325823.66

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

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



RED LINE - MARCH 2, 2020

DRAFT PLAN OF SUBDIVISION
 OF
PART OF LOTS 11 and 12, REVISED #2
CONCESSION 1,
 GEOGRAPHIC TOWNSHIP OF ANDERDON
 NOW IN THE
TOWN OF AMHERSTBURG
 COUNTY OF ESSEX, ONTARIO

REBECCA BELANGER, M.C.P., R.P.P.
 Manager, Planning Services
 County of Essex

© VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC.

SCALE = 1:1000

LEGEND

ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.
 SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
 SSIB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
 IB DENOTES 18mm X 18mm X 0.61m IRON BAR
 SIB DENOTES 19mm diameter X 0.61m ROUND IRON BAR
 CC DENOTES CUT-CROSS
 CP DENOTES 5mm X 50mm STEEL PIN
 DENOTES SURVEY MONUMENT FOUND
 DENOTES SURVEY MONUMENT SET AND MARKED 1744
 DENOTES WITNESS L DENOTES PERPENDICULAR
 (S) DENOTES SET (M) DENOTES MEASURED (O) DENOTES DEED
 DENOTES OBSERVED REFERENCE POINT
 ORP DENOTES ORIGIN UNKNOWN
 (P) DENOTES PLAN 12M-397 (P1) DENOTES PLAN 12M-441
 (P2) DENOTES PLAN 12R-28118 (P3) DENOTES PLAN 12R-13059
 (1744) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
 (1201) DENOTES CLARKE SURVEYORS INC., O.L.S.
 (KV4) DENOTES VERHAEGEN AND BEZAIRE LIMITED, O.L.S.

ADDITIONAL INFORMATION

REQUIRED UNDER SECTION 51(17) OF THE PLANNING ACT, (R.S.O. 1990)

(A) AS SHOWN ON PLAN	(F) AS SHOWN ON PLAN
(B) AS SHOWN ON PLAN	(G) AS SHOWN ON PLAN
(C) AS SHOWN ON PLAN	(H) PIPED MUNICIPAL WATER
(D) SINGLE FAMILY RESIDENTIAL	(I) CLAY LOAM
(E) WEST - FUTURE RESIDENTIAL	(J) AS SHOWN ON PLAN
(K) ALL SERVICES TO BE PROVIDED	(L) AS SHOWN ON PLAN

LAND USE SCHEDULE

LAND USE SCHEDULE	AREA	%
SINGLE FAMILY LOTS 1 to 16	1.13 Ha.	15.0% - 15.1%
TOWNHOUSE BLOCKS 17 to 38	3.43 Ha.	47.0% - 47.4%
STREET and BLOCKS 39 to 44	2.41 Ha.	32.0% - 34.2%
OPEN SPACE, (BLOCK 45)	0.23 Ha.	3.2% - 3.3%
TOTAL AREA -	7.44 Ha.	100.0%

OWNER'S CERTIFICATE

I CERTIFY THAT:
 I AM AUTHORIZED TO SUBMIT THIS DRAFT PLAN OF SUBDIVISION ON BEHALF OF THE OWNER, 1078217 ONTARIO LTD.

DATE March 25, 2020 *Michael R Dunn*
 MICHAEL DUNN
 I HAVE THE AUTHORITY TO BIND THE CORPORATION"

OWNER'S CERTIFICATE

I CERTIFY THAT:
 I AM AUTHORIZED TO SUBMIT THIS DRAFT PLAN OF SUBDIVISION ON BEHALF OF THE OWNER, 1027579 ONTARIO LTD.

DATE March 25, 2020 *Michael R Dunn*
 MICHAEL DUNN
 I HAVE THE AUTHORITY TO BIND THE CORPORATION"

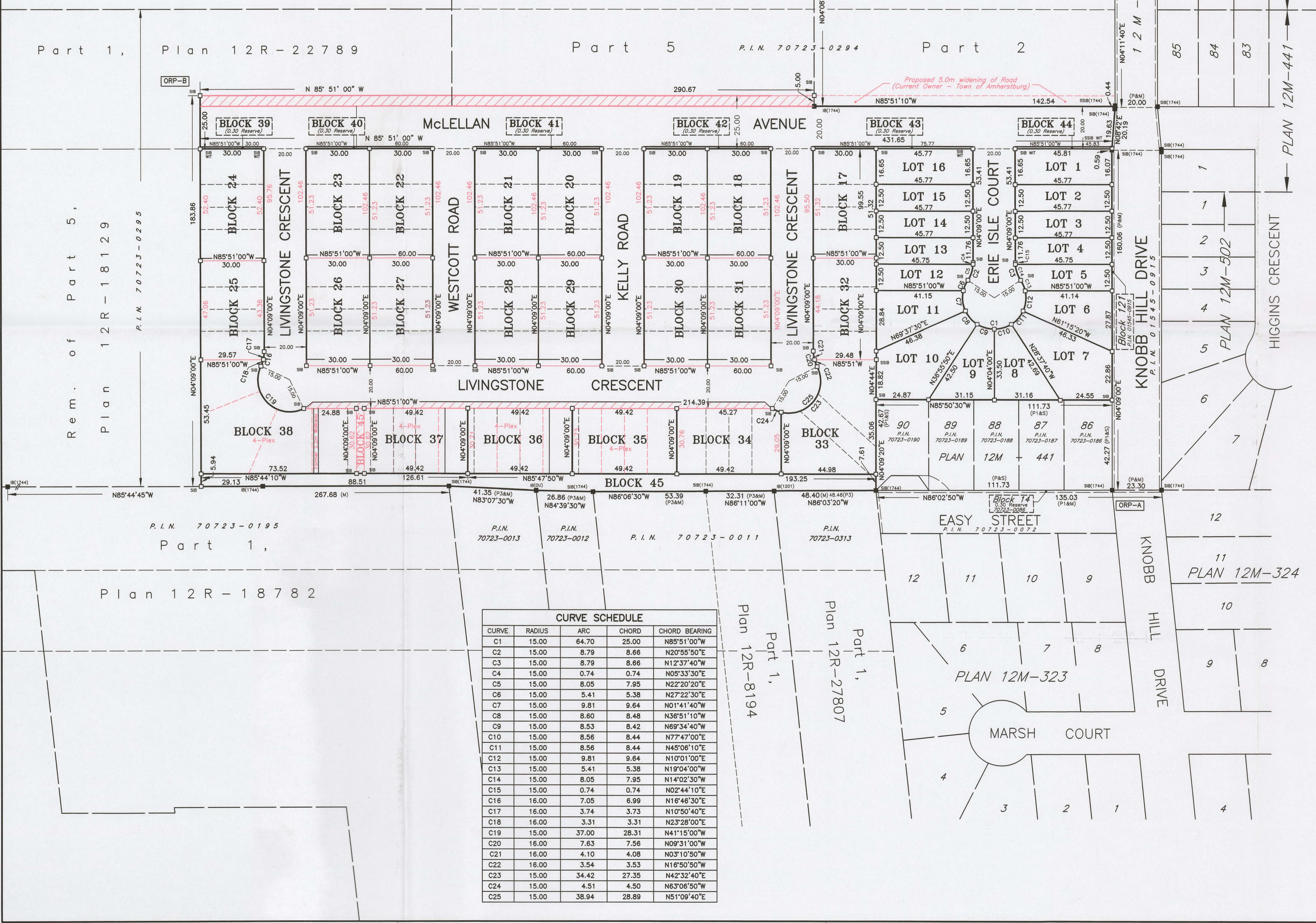
SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
 THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS HAVE BEEN ACCURATELY AND CORRECTLY SHOWN.

DATE MARCH 2, 2020 *Andrew S. Mantha*
 ANDREW S. MANTHA
 ONTARIO LAND SURVEYOR
 FOR VERHAEGEN • STUBBERFIELD • HARTLEY
 BREWER • BEZAIRE INC.



DRAWN BY: A.S.M.	CHECKED BY: A.S.M.	REFERENCE NO.: 19-47-356-00
FILE: 19-47-356-00.dwg	E-AND-1-12	CAD Date: March 25, 2020 4:21 PM CAD File: 19-47-356-01 Draft Plan.dwg



CURVE SCHEDULE

CURVE	RADIUS	ARC	CHORD	CHORD BEARING
C1	15.00	64.70	25.00	N85°51'00"W
C2	15.00	8.79	8.66	N20°55'50"E
C3	15.00	8.79	8.66	N12°37'40"W
C4	15.00	0.74	0.74	N05°33'30"E
C5	15.00	8.05	7.95	N22°20'20"E
C6	15.00	5.41	5.38	N27°22'30"E
C7	15.00	9.81	9.64	N01°41'40"W
C8	15.00	8.60	8.48	N36°51'10"W
C9	15.00	8.53	8.42	N69°34'40"W
C10	15.00	8.56	8.44	N77°47'00"E
C11	15.00	8.56	8.44	N45°06'10"E
C12	15.00	9.81	9.64	N10°01'00"E
C13	15.00	5.41	5.38	N19°04'00"W
C14	15.00	8.05	7.95	N14°02'30"W
C15	15.00	0.74	0.74	N02°44'10"E
C16	16.00	7.05	6.99	N16°46'30"E
C17	16.00	3.74	3.73	N10°50'40"E
C18	16.00	3.31	3.31	N23°28'00"E
C19	15.00	37.00	28.31	N41°15'00"W
C20	16.00	7.63	7.56	N09°31'00"W
C21	16.00	4.10	4.08	N03°10'50"W
C22	16.00	3.54	3.53	N16°50'50"W
C23	15.00	34.42	27.35	N42°32'40"E
C24	15.00	4.51	4.50	N63°06'50"W
C25	15.00	38.94	28.89	N51°09'40"E

LEGEND AND NOTES

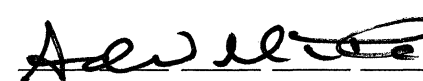
BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99994582

INTEGRATION DATA

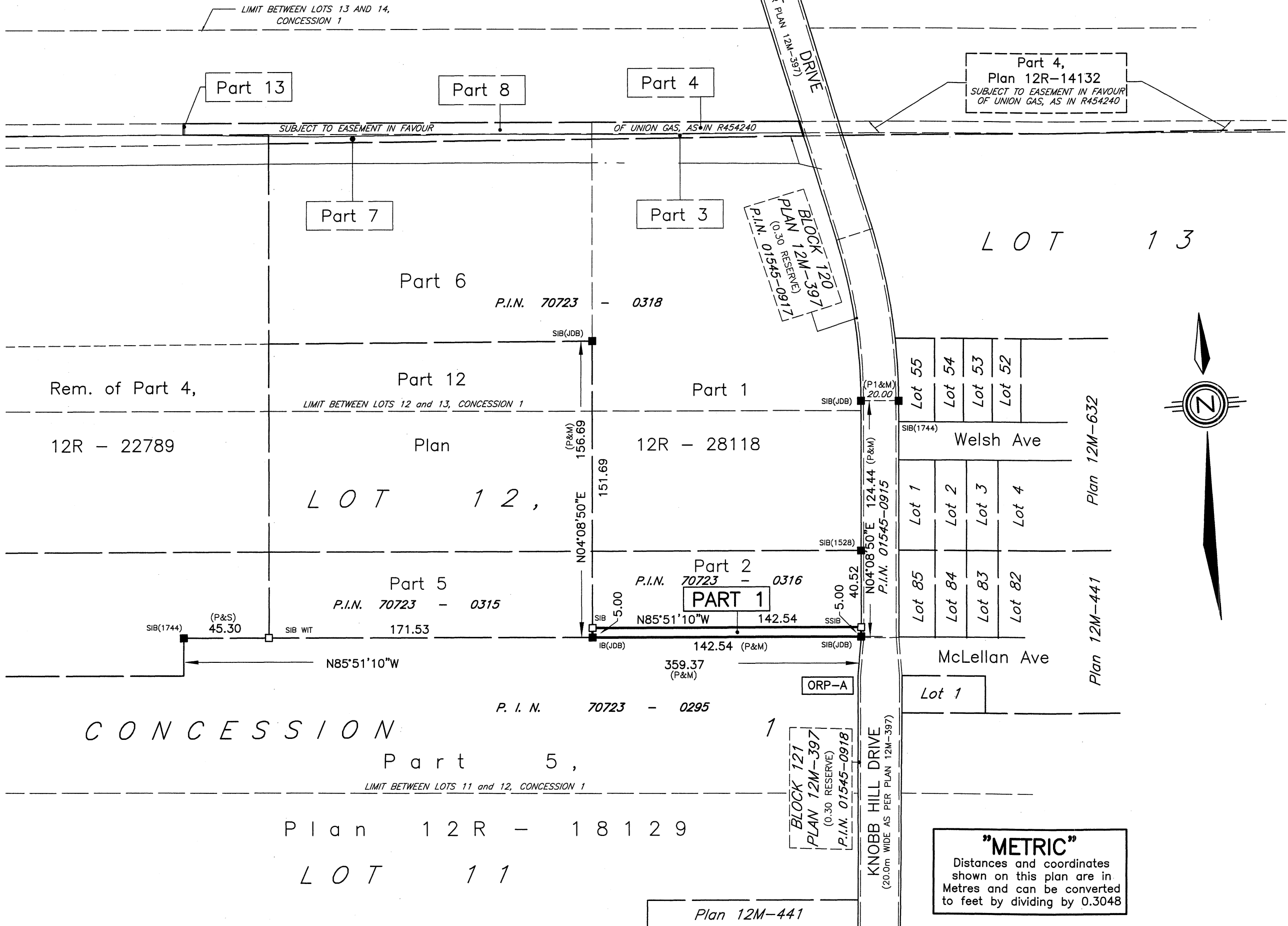
COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (GSR) (2010.0). COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10		
POINT ID	NORTHING	EASTING
ORP-A	N4666537.01	E326255.35
ORP-B	N4666662.38	E325448.24
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

PARTS SCHEDULE				
PART	LOT	CON/PLAN	P.I.N.	AREA (m ²)
1	PART OF LOT 12	CONCESSION 1	PT 70723-0316	712.7

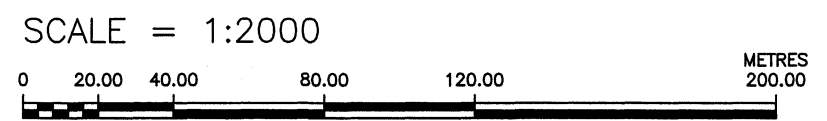
I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.
 DATE MARCH 22, 2020

 ANDREW S. MANTHA
 ONTARIO LAND SURVEYOR

PLAN 12R-28183
 RECEIVED AND DEPOSITED
 DATE 2020 MAR 27
LINDA BURSEY
 AN ASSISTANT DEPUTY LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)

Plan 12R - 14132



PLAN OF SURVEY
 OF
PART OF LOT 12, CONCESSION 1
 GEOGRAPHIC TOWNSHIP OF ANDERDON
 NOW IN THE
TOWN OF AMHERSTBURG
 COUNTY OF ESSEX, ONTARIO
 VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC.

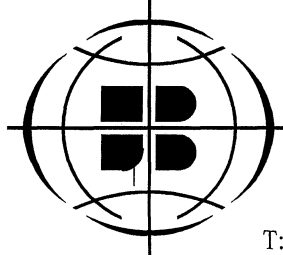


- LEGEND**
- ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (IB) UNLESS OTHERWISE NOTED.
 - SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
 - SSIB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
 - IB DENOTES 16mm X 16mm X 0.61m IRON BAR
 - IB Ø DENOTES 19mm diameter X 0.61m ROUND IRON BAR
 - CC DENOTES CUT-CROSS
 - CP DENOTES 5mm X 50mm STEEL PIN
 - DENOTES SURVEY MONUMENT FOUND
 - DENOTES SURVEY MONUMENT SET AND MARKED 1744
 - WIT. DENOTES WITNESS ⊥ DENOTES PERPENDICULAR
 - (S) DENOTES SET (M) DENOTES MEASURED (D) DENOTES DEED
 - ORP DENOTES OBSERVED REFERENCE POINT
 - SSIB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF SIB'S WHERE THE POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.
 - (S/P) DENOTES SET PROPORTIONALLY (OU) DENOTES ORIGIN UNKNOWN
 - (P) DENOTES PLAN 12R-28118 (P1) DENOTES 12M-397
 - (1744) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
 - (A) DENOTES C.G.R. ARMSTRONG, O.L.S.
 - (1194) DENOTES JOHN B. SMEETON INC., O.L.S.
 - (JDB) DENOTES J.D. BARNES, O.L.S.

SURVEYOR'S CERTIFICATE
 I CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 2. THIS SURVEY WAS COMPLETED ON THE 5th DAY OF MARCH, 2020.

DATE MARCH 17, 2020

 ANDREW S. MANTHA
 ONTARIO LAND SURVEYOR
 for VERHAEGEN • STUBBERFIELD • HARTLEY
 BREWER • BEZAIRE INC.



VERHAEGEN SURVEYING
 LAND SURVEYORS MAPPING
 A DIVISION OF J.D. BARNES LTD. GIS
 944 OTTAWA STREET, WINDSOR, ON, N8X 2E1
 T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY: A.J.M.	CHECKED BY: A.S.M.	REFERENCE NO.: 19-47-356-00
FILE: 19-47-356-03.dwg	E-AND-1-12	CAD Date: March 25, 2020 1:04 PM CAD File: 19-47-356-03.dwg

"METRIC"
 Distances and coordinates shown on this plan are in Metres and can be converted to feet by dividing by 0.3048

May 11th, 2020

1027579 Ontario Limited/Flynn Development Ltd.

Attention: [REDACTED]

Subject: Decision to Change the Conditions of Draft Approval
Municipality: Town of Amherstburg
Location: Part of Lots 11 and 12, Concession 1 (Anderdon)
Applicant: 1027579 Ontario Limited/Flynn Development Ltd.
File No.: 37-T-13003 – Re-issued

Dear [REDACTED]:

This notice is being given in accordance with Ontario Regulation 149/20 “Special Rules Relating to Declared Emergency” under the Planning Act. The prior Notice related to the Decision to Change the Conditions of Draft Approval dated March 26, 2020 has been deemed not to have been given and is now ineffective. This correspondence provides the re-issued notice of approval.

This letter is further to the submission of the above-noted proposed draft plan of subdivision. The change in conditions would further amend the date of the draft plan and amend and approve a redline revision to widen McLellan to 25 metres. Further Blocks 17 through 38 inclusive, have been re-aligned to support the proposed 87 townhouses. Block 45 continues to be depicted as it was previously identified to occupy the remaining lands along the southerly boundary of the development as open space with no change.

Pursuant to Subsection 51(44) of the Planning Act, the conditions of the approval of the above noted application are changed as follows:

Condition #1 is deleted in its entirety and replaced with the following

- “1. That this approval applies to the amended Redline Revision of Draft Plan of Subdivision prepared by Verhaegen Land Surveyors, a Division of J.D. Barnes Ltd. and certified by Andrew Mantha, O.L.S., VHSBB Inc., dated March 2, 2020.
- Sixteen (16) lots for single detached residential units;
 - Twenty-two (22) lots for eighty-seven (87) street rowhouse dwelling units;
 - Six (6) blocks for 0.3 metre reserves.”

May 11, 2020

All other conditions and notations remain unchanged, including the lapsing date of September 17, 2020.

Please note that this change in the Conditions of Draft Approval is deemed to be minor in nature, and therefore the County of Essex is not required under subsection 51(47) of the Planning Act to give notice.

If you have any questions with regard to this matter, please do not hesitate to contact the undersigned.

Yours truly,



REBECCA L. BELANGER, MCIP, RPP
Manager, Planning Services

cc. Town of Amherstburg
ERCA
MMAH
GECDSB
WECDSB
Canada Post
VSHBB (Andrew Mantha)
MPAC



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

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

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

To: Mayor and Members of Town Council

Subject: Removal of Holding Zone for Kingsbridge Subdivision Phase 5G, 7A, and 9A&B

1. RECOMMENDATION:

It is recommended that:

- 1. By-law 2020-033 being a by-law to amend Zoning By-law 1999-52 to Remove a Holding Zone for Kingsbridge Subdivision Phases 5G, 7A and 9A&B, 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 a request from 1078217 Ontario Limited and 1027579 Ontario Limited for the removal of the Holding Symbol for Phases 5G, 7A, and 9A&B of Kingsbridge Subdivision.

The lands affected by this By-law encompass three phases of the Kingsbridge subdivision development.

Phase 5G is legally described as Concession 1, Part Lots 11 and 12; 12R-13059, Part 1. Phase 7A is legally described as Concession 1 North, Part of Lot 15; 12M-373, Block 47; and Registered Plan 13568, Part of Part 1. Phase 9A&B is legally described as Concession 1, Part Lots 12-14; 12R-14132, Part 3 and Part of Parts 1, 2, 4 and 6; 12R-15429, Part 1; Anderdon.

Council endorsed the Draft Plan of Subdivision for Phase 5G in December 2013 and the County of Essex granted draft plan approval on September 17, 2014 subject to a number of conditions including that the applicant enter into a Subdivision Agreement to

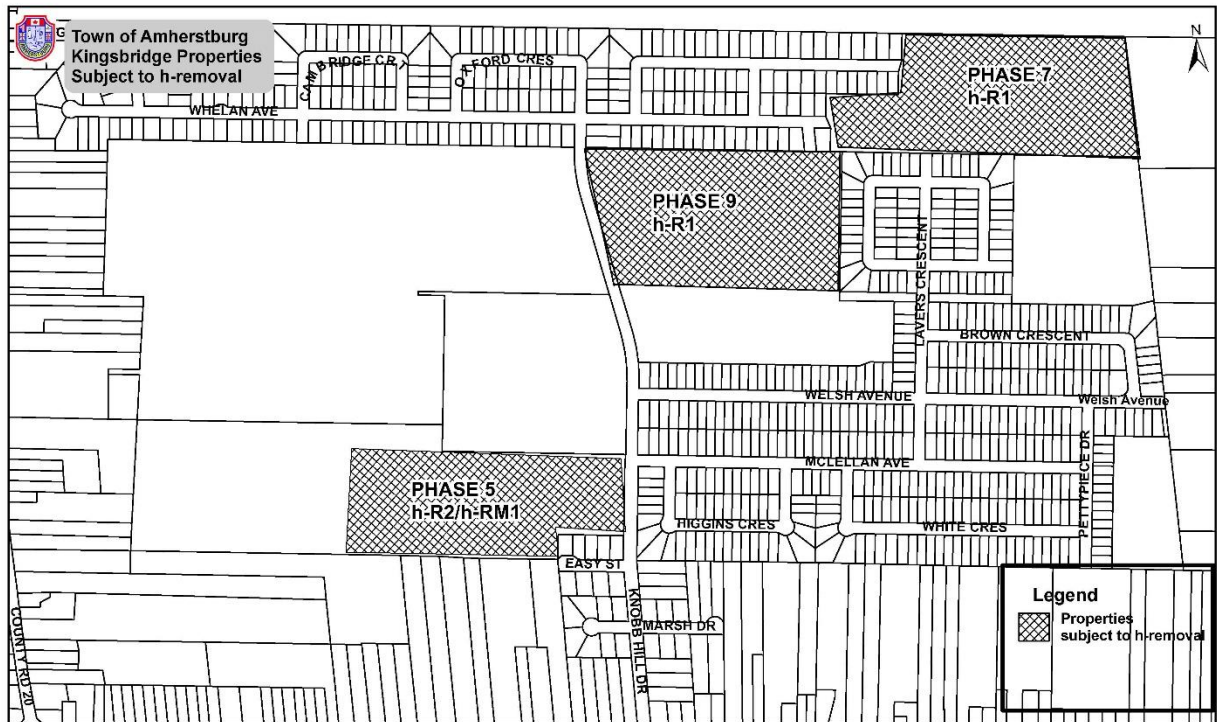
satisfy all of the requirements, financial and otherwise, for the provision of services and other matters. The draft plan approval was extended in July 2017. The Subdivision Agreement was approved by By-law 2020-010 on January 27, 2020 and the redline plan endorsed on March 2, 2020. The Subdivision Agreement provides for the development of 16 lots for single detached dwellings and 87 lots for townhomes.

Council endorsed the Draft Plan of Subdivision for all of *Phase 7* on September 24, 2018 and the County of Essex granted draft plan approval on November 19, 2019 subject to a number of conditions including that the applicant enter into a Subdivision Agreement to satisfy all of the requirements, financial and otherwise, for the provision of services and other matters. The Subdivision Agreement was approved by By-law 2019-012 on February 12, 2019. The Subdivision Agreement provides for the hold release of 53 lots for single detached dwellings.

Council endorsed the Draft Plan of Subdivision for all of *Phase 9* on February 25, 2019 and the County of Essex granted draft plan approval on February 28, 2019 subject to a number of conditions including that the applicant enter into a Subdivision Agreement to satisfy all of the requirements, financial and otherwise, for the provision of services and other matters. The Subdivision Agreement was approved by By-law 2019-011 on March 11, 2019. The Subdivision Agreement provides for the hold release of 76 lots for single detached dwellings.

The Removal of Holding Zone will allow the phases of the Kingsbridge Subdivision to be developed in accordance with the approved plans of subdivision and Subdivision Agreements. The figure below identifies the area of phases of Kingsbridge that are requesting the removal of the Holding Zone.

Figure 1



3. DISCUSSION:

The proponent is proceeding with the development of Phases 5G, 7A, and 9A&B in accordance with the approved plans of subdivision and Subdivision Agreements. The Developer has entered into subdivisions agreements and provided securities.

The amendment to the Zoning By-law is in conformity with the Official Plan. The prerequisite for the removal of the Holding Symbol “h” as set out in By-law 1999-52, as amended is the allocation of sanitary sewer capacity pursuant to Section 51 of the Planning Act. The developer has entered into the required development agreements to ensure adequate sanitary sewer capacity to accommodate for these phases of the subdivision development. The removal of the hold is a housekeeping matter.

The amendment to the Zoning By-law will amend the zoning of Phase 5G from ‘holding Residential Second Density (h-R2)/holding Residential Multiple First Density (h-RM1)’ to ‘Residential Second Density (R2)/Residential Multiple First Density (RM1)’, the zoning of Phase 7A from ‘holding Residential First Density (h-R1)’ to ‘Residential First Density (R1)’ and the zoning for Phase 9A&B from ‘holding Residential First Density (h-R1)’ to ‘Residential First Density (R1)’.

The Engineering and Public Works Department has confirmed adequate servicing for these phases of the subdivision. The Subdivision Agreements have been signed and registered and securities have been collected from the developer.

A by-law considered by Council to Remove a Holding Symbol under Section 36 of the Planning Act, is not subject to the requirement to hold a public meeting.

4. RISK ANALYSIS:

The recommendation presents little to no risk to the municipality. The proponent has met the obligations of the Official Plan and Zoning By-law 1999-52, with regard to addressing servicing.

5. FINANCIAL MATTERS:

The costs associated with the application and planning process are the responsibility of the developer. The Removal of the Holding Symbol will facilitate the Kingsbridge development as outlined in the related Subdivision Agreements.

Development Charges and property taxes are collected toward funding the growth-related capital infrastructure costs and the ongoing cost of services provided by the Town respectively.

6. CONSULTATIONS:

The proposed Removal of the Holding Symbol was published in the River Town Times and posted on the Town’s website.

The Engineering and Public Works Department has identified that they have no concerns with the Removal of the Holding Symbol.

7. **CONCLUSION:**

Administration is recommending approval of Zoning By-law 2020-033, being a Zoning By-law Amendment to remove the Holding Zone from Phases 5G, 7A, and 9A&B of Kingsbridge Subdivision.



Frank Garardo
Manager of Planning Services

SF

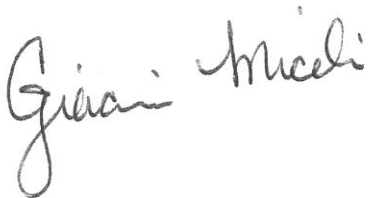
Report Approval Details

Document Title:	Removal of Holding Kingsbridge Subdivision Phases 5G, 7A, and 9AB.docx
Attachments:	- Report to Council-May 25-Kingsbridge Subdivision h-removal-ATTACHMENTS.pdf
Final Approval Date:	May 19, 2020

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



Cheryl Horrobin



John Miceli



Paula Parker

CORPORATION OF THE TOWN OF AMHERSTBURG

**NOTICE OF INTENTION TO PASS A
BY-LAW TO REMOVE A HOLDING SYMBOL
FROM ZONING BY-LAW NO. 1999-52**

TAKE NOTICE that the Council of the Corporation of the Town of Amherstburg intends to pass By-law 2020-033 on **Monday, May 25, 2020** at a meeting commencing at 6:00 p.m. in the Town of Amherstburg Council Chambers, 271 Sandwich Street South, Amherstburg, Ontario to amend Zoning By-law No. 1999-52 to remove a holding symbol under Section 36 of the Planning Act, R.S.O. 1990, c.P. 13.

The lands affected by this by-law encompass three phases of the Kingsbridge subdivision development. The first phase (Phase 7A) is located in the northeast corner of the Kingsbridge Development and legally described as Concession 1 North, Part Lot 15, 12M373 Block 47 and RP13568, Part 1.

The second phase (Phase 9A & B) is located on the east side of Knobb Hill Drive and south of Whelan Drive legally described as Concession 1 Part Lots 12-14 RP 12R14132 Part 3, Parts 1, 2, 4 and 6 RP 12R15429 Part 1, Anderdon.

The third phase (Phase 5) is located on the west side of Knobb Hill Drive and south of McLellan Avenue legally described as Concession 1 Part Lots 11 and 12, RP 12R13059 Part 1, Anderdon.

THE PURPOSE of the amending By-law 2020-030 is to remove the Holding Symbol “h” on the subject lands from holding Residential First Density (h-R1) Zone, holding Residential Second Density (h-R2) and holding-Residential Multiple First Density (h-RM1) to Residential First Density (R1) Zone, Residential Second Density Zone and Residential Multiple First Density to permit the continued development of the subdivision. The accompanying Key Map shows the location of the lands to which the zoning amendment applies.

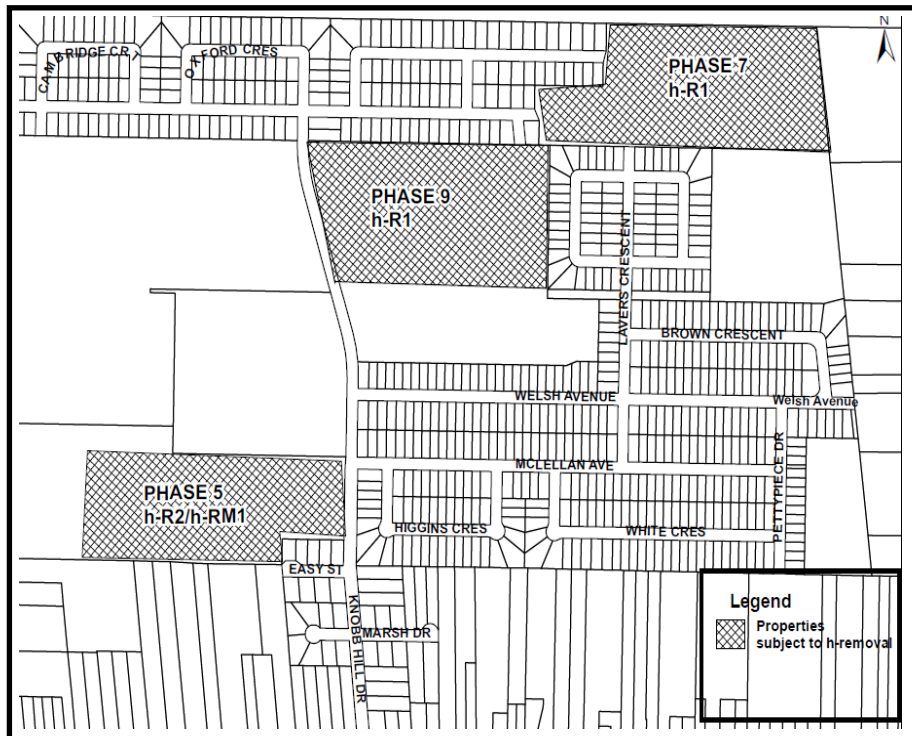
The amendment to the Zoning By-law is in conformity with the Official Plan. The prerequisite for the removal of the Holding Symbol “h” as set out in By-law 1999-52, as amended is the allocation of sanitary sewer capacity pursuant to Section 51 of the Planning Act. The developer has entered into the required development agreements to ensure adequate sanitary sewer capacity to accommodate for these phases of the subdivision development.

If you wish to be notified of the passage of By-law 2020-033, you must make a written request to the Town of Amherstburg at the address below. A by-law considered by Council to remove a holding symbol under Section 36 of the Planning Act is not subject to the requirement of a public meeting and cannot be appealed by anyone other than the applicant.

ADDITIONAL INFORMATION relating to the zoning amendment is available for inspection at the Town of Amherstburg Libro Centre at 3295 Meloche Road during normal office hours 8:30 a.m. to 4:30 p.m. or on the Town’s website, www.amherstburg.ca.

DATED at the Town of Amherstburg this 6th day of May, 2020.

KEY MAP



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

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

**CORPORATION OF THE TOWN AMHERSTBURG
BY-LAW NO. 2020-033**

**Being a by-law to amend Zoning By-law No. 1999-52, as amended for,
Concession 1 North, Part Lot 15, 12M373 Block 47 and RP13568, Part 1,
1 Part Lots 12-14 RP 12R14132 Part 3, Parts 1, 2, 4 and 6 RP 12R15429 Part 1,
Anderdon, and
Concession 1 Part Lots 11 and 12, RP 12R13059 Part 1, Anderdon
Kingsbridge Subdivision, Amherstburg
(Phase 5G, 7A, and 9A&B)**

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

AND WHEREAS the Council of the Town of Amherstburg deems it appropriate and in the best interest of proper planning to amend By-law 1999-52, as herein provided;

AND WHEREAS this By-law conforms to the Official Plan for the Town of Amherstburg;

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

1. Schedule "A" Map 19 of Bylaw 1999-52, as amended, is hereby further amended by changing the zone symbol on those lands shown on Schedule "A" attached hereto and forming part of this Bylaw as "Zone Change from h-R1 to R1" from "holding Residential First Density (h-R1) Zone" to "Residential First Density (R1) Zone".
2. Schedule "A" Map 20 of Bylaw 1999-52, as amended, is hereby further amended by changing the zone symbol on those lands shown on Schedule "A" attached hereto and forming part of this Bylaw as "Zone Change from h-R2 to R2" from "holding Residential Second Density (h-R2) Zone" to Residential Second Density (R2) and "Zone Change from h-RM1 to RM1" from "holding Residential Multiple First Density (h-RM1) to "Residential Multiple First Density (RM1) Zone".

THIS By-law shall take effect from the date of passage by Council and shall come into force in accordance with Sections 34 and 36 of the Planning Act, R.S.O. 1990, c. P. 13.

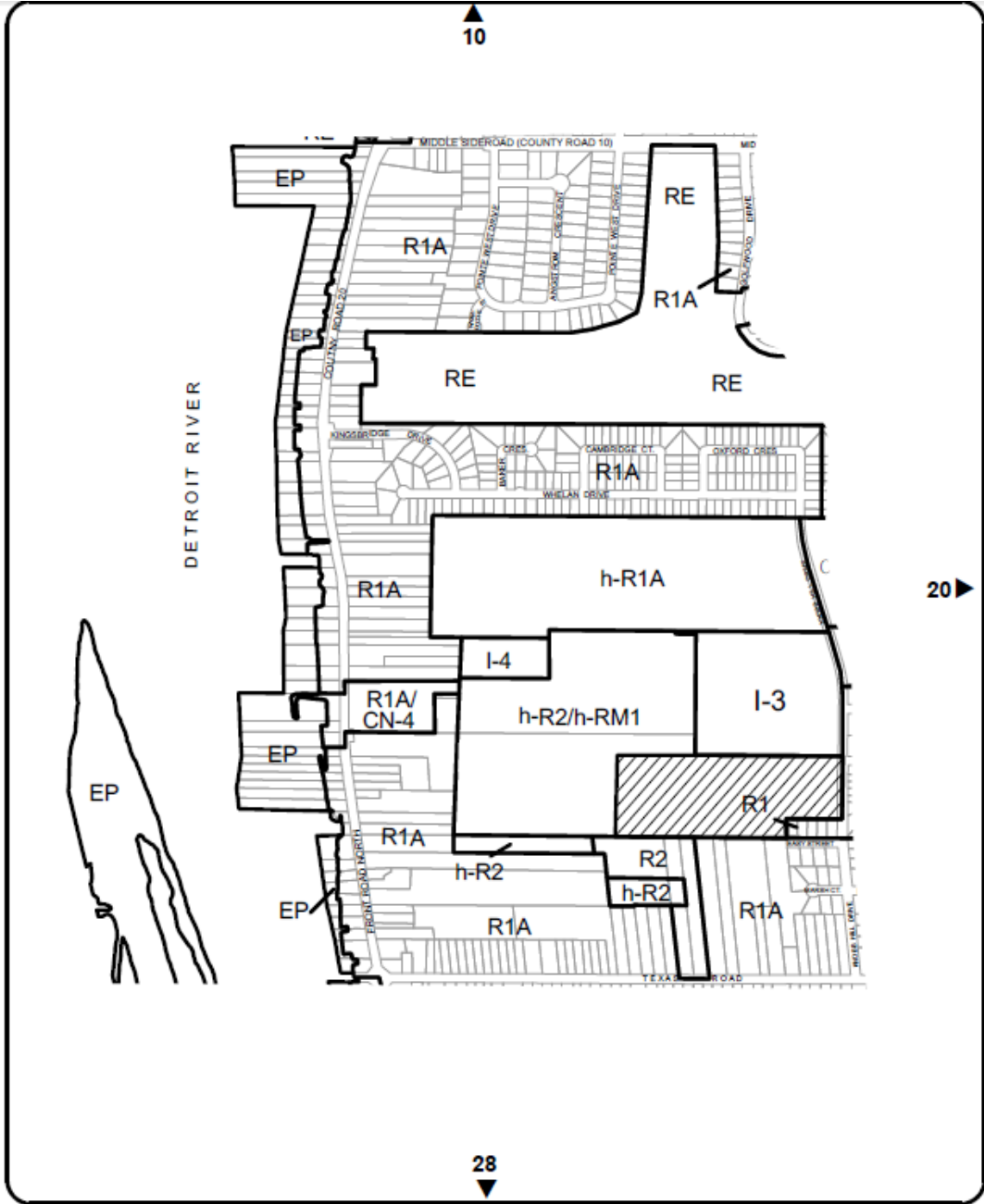
Read a first, second and third time and finally passed this 25th day of May, 2020.

MAYOR- ALDO DICARLO


CLERK- PAULA PARKER

TOWN OF AMHERSTBURG

SCHEDULE "A" TO BY-LAW NO. 2020-033
 A BY-LAW TO AMEND BY-LAW NO. 1999-52



SCHEDULE 'A'
MAP 19
 ZONING BY-LAW NO. 1999-52

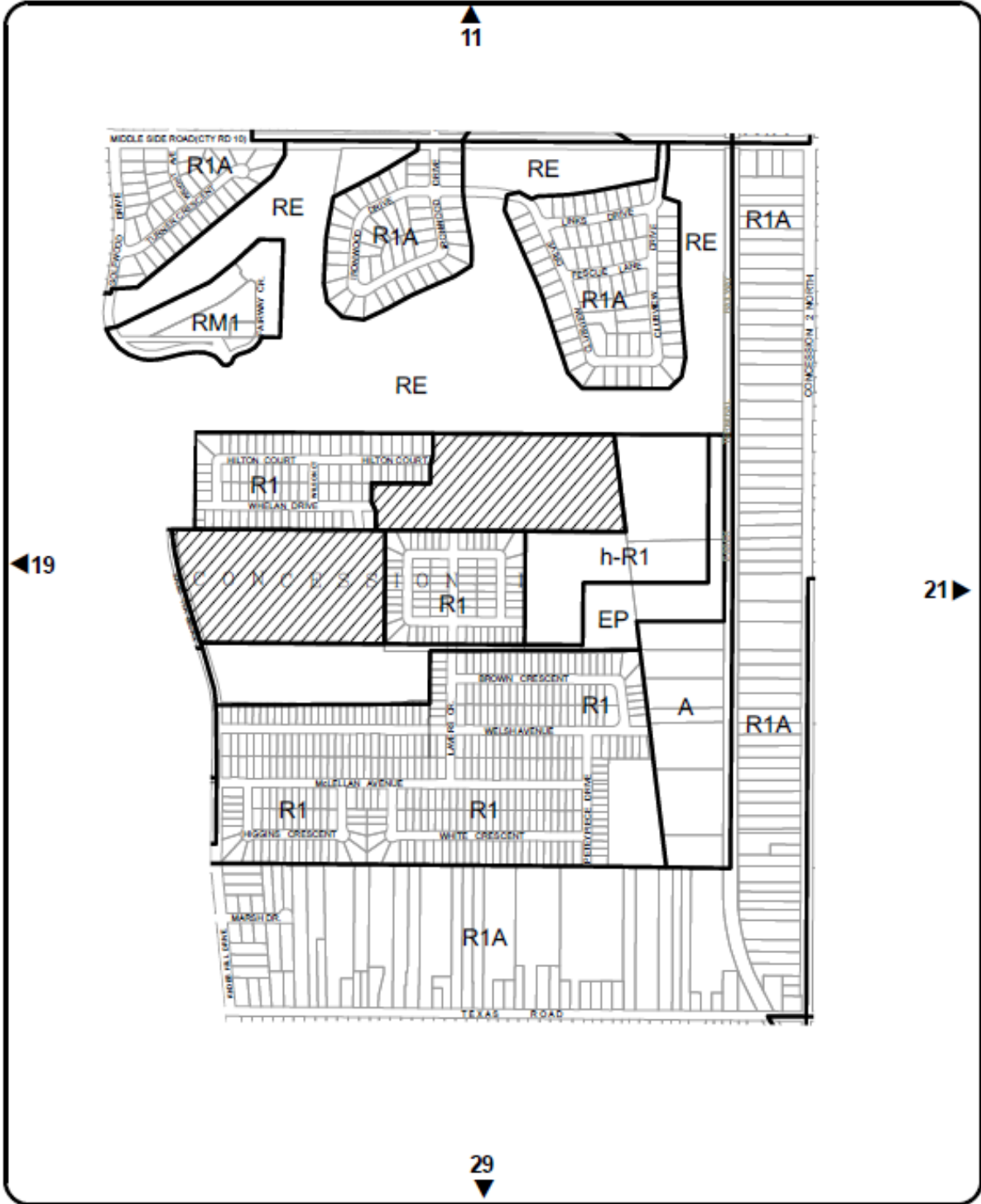
h-R2/h-RM1
to R2/RM1 

MAYOR- ALDO DICARLO


CLERK- PAULA PARKER

TOWN OF AMHERSTBURG

SCHEDULE "A" TO BY-LAW NO. 2020-033
 A BY-LAW TO AMEND BY-LAW NO. 1999-52



SCHEDULE 'A'
MAP 20
 ZONING BY-LAW NO. 1999-52

h-R1 to R1 

MAYOR- ALDO DICARLO

CLERK- PAULA PARKER

Application No. ZBA-04-20

FORM 1
PLANNING ACT
APPLICATION FOR ZONING BY-LAW AMENDMENT
TOWN OF AMHERSTBURG

- 1. Name of approval authority Town of Amherstburg
- 2. Date application received by municipality May 1, 2020
- 3. Date application deemed complete by municipality May 1, 2020
- 4. Name of registered owner 1078217 ONTARIO LIMITED / 1027579 ONTARIO LIMITED
- Telephone number (519) 996-1257
- Address [REDACTED]
- Email [REDACTED]
- Name of registered owner's solicitor or authorized agent (if any) [REDACTED]
- Telephone number [REDACTED]
- Address [REDACTED]
- Email [REDACTED]

Please specify to whom all communications should be sent:

- registered owner
- solicitor
- agent

- 5. Name and address of any mortgages, charges or other encumbrances in respect of the subject land:
M.R. DUNN MANAGEMENT CO. LTD., 948 ALBERT LANE, BELLE RIVER, ONTARIO NORIAC
- 6. Location and description of subject land: (SEE ATTACHED SCHEDULE "A")
- Concession No. _____ Lot(s) No. _____
- Registered Plan No. _____ Lot(s) No. _____
- Reference Plan No. _____ Part(s) No. _____
- Street Address _____ Assessment Roll No. _____

- 7. Size of subject parcel:
- Frontage VARIED Depth VARIED Area 32.92 Ha

- 8. Access to subject parcel:
- Municipal Road County Road Provincial Highway
- Private Road Water

If access to the subject land is **by water** only, state the parking and docking facilities used or to be used and the approximate distance between these facilities and the nearest public road

- 9. (a) Current Official Plan Land Use designation of subject land RESIDENTIAL
- (b) Explanation of how application conforms to the Official Plan ORDERLY EXTENSION OF THE EXISTING KINGSBRIDGE DEVELOPMENT

(c) Does the application implement an alteration to the boundary of an area of settlement or implement a new area of settlement?

Yes No

If yes, provide details of the official plan or official plan amendment that deals with this matter:

- 10. Current Zoning of subject land H-RM1 + H-R1 + HR2
- 11. Nature and extent of rezoning requested REMOVAL OF HOLDING DESIGNATION H-RM1 to RM1 / H-R1 to R1 / H-R2 to R2
- 12. Reasons why rezoning is requested SATISFACTION OF REQUIREMENTS TO REMOVE HOLDING DESIGNATION
- 13. Current use of subject land AGRICULTURAL
- 14. Length of time current use of subject land has continued 70+ YEARS
- 15. Is the subject land within an area where the municipality has pre-determined:
 - (a) minimum and maximum density requirements
 - Yes No
 - (b) minimum and maximum height requirements
 - Yes No

If yes, state the requirements _____

16. Number and type of buildings or structures **existing** on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area:

NONE

17. Date of construction of existing buildings and structures on the subject land:

N/A

18. Date subject land acquired by current registered owner SEE ATTACHED SCHEDULE "A"

19. Proposed use of subject land RESIDENTIAL

20. Number and type of buildings or structures **proposed** to be built on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area:

SEE ATTACHED SCHEDULE "A"

21. Type of water supply:
- municipally owned and operated piped water supply
 - well
 - Other (specify) _____

22. Type of sanitary sewage disposal:
- municipally owned and operated sanitary sewers
 - septic system
 - Other (specify) _____

If the requested amendment permits development on a privately owned and operated individual or communal septic system and more than 4,500 litres of effluent will be produced per day as a result of the development being completed the applicant is required to submit a:

- (i) servicing options report, and
- (ii) a hydrogeological report

23. Type of storm drainage:
- sewers
 - ditches
 - swales
 - Other (specify) _____

24. If known, indicate whether the subject land is the subject of an application under the Planning Act for:

- consent to sever
- approval of a plan of subdivision

If known, indicate the file number and status of the foregoing application:

25. If known, indicate if the subject land has ever been the subject of an application for rezoning under Section 34 of the Planning Act:

UNKNOWN

If known, indicate whether the subject land has ever been the subject of a Minister's Zoning Order and, if known, the Ontario Regulation number of that order.

UNKNOWN

26. Does the requested amendment remove the subject land from an area of employment in the official plan?

- Yes
- No

If yes, state the current official plan policies, if any, dealing with the removal of land from an area of employment.

27. Is the subject land within an area where zoning with conditions may apply?

- Yes
- No

If yes, how does this application conform to the official plan policies relating to zoning with conditions?

THOMAS RAY...
 ...
 ...

28. Is the requested amendment consistent with policy statements issued under subsection 3(1) of the Planning Act (i.e. 2005 Provincial Policy Statement)?

Yes No

Comments _____

29. Is the subject land within an area of land designated under any provincial plan or plans?

Yes No

If yes, does the requested amendment conform to or does not conflict with the provincial plan or plans?

30. Is the land associated with any natural environment area or adjacent to or abutting lands that are designated as a Wetland or Natural Environment?

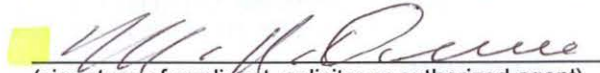
Yes No

If yes, an Environmental Impact Assessment is required, for approval by the Town and Essex Region Conservation Authority, to be completed in accordance with the County of Essex Guidelines for Environmental Impact Assessments or when Council considers it appropriate, additional requirements may be made to the Guidelines in accordance with more detailed locally adopted terms of reference for an Environmental Impact Assessment.

31. Will the proposed project include the addition of permanent above ground fuel storage?


Yes No

Dated at the TOWN of LAKESHORE this 30th day of APRIL, 2020


(signature of applicant, solicitor or authorized agent)

I, MICHAEL R. DUNN of the TOWN OF LAKESHORE
in the County/~~District~~/Regional Municipality of ESSEX solemnly declare that
all the statements contained in this application are true, and I make this solemn declaration
conscientiously believing it to be true, and knowing that it is of the same force and effect as
if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the TOWN of LAKESHORE in the COUNTY
of ESSEX this 30th day of APRIL, 2020.


Applicant, Solicitor or Authorized Agent


A Commissioner, etc.

**THOMAS HAROLD ROBSON, a Commissioner,
etc., Province of Ontario, for 378567 Ontario
Limited and its subsidiaries and affiliates.
Expires June 9, 2020.**

SCHEDULE "A"

**PLANNING ACT
APPLICATION FOR ZONING BY-LAW AMENDMENT
TOWN OF AMHERSTBURG**

SUPPLEMENTARY INFORMATION

Section 6 Location and Description of Subject Lands

The application applies to Phase 5, 7A, 9A and 9B of the Kingsbridge Subdivision which are described as Parts of Lots 11, 12, 13, 14 and 15, Concession 1, Geographic Township of Anderdon, Town of Amherstburg.

The application encompasses both Plan 12M-663 and Plan 12M-666 comprised of the following streets:

- Whelan Avenue (part)
- Hilton Court (part)
- Lambert Street
- Lundy Street
- Boyle Street
- Clarke Street

The application encompasses Draft Plan of Subdivision application 37-T-13003 comprised of the following streets:

- McLellan Avenue (part)
- Erie Isle Court
- Livingstone Crescent
- Kelly Road
- Westcott Road

Section 18 Date of Acquisition

1078217 Ontario Limited	December 30 th , 1994
1027579 Ontario Limited	1/3 interest - July 16, 1993 2/3 interest - November 21, 2019

Section 20 Number and Type of Buildings

Phase 5 - 16 single family homes/87 street rowhouse dwelling units
Phase 7A/9A – 53 single family homes
Phase 9B – 76 single family homes

All buildings will be built in accordance with municipal zoning requirements.

Declaration Section

Michael R. Dunn declares as the President of each of the corporate Owners.



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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

Author's Name: Giovanni (John) Miceli	Report Date: May 5, 2020
Author's Phone: 519 739-0012 ext. 2228	Date to Council: May 25, 2020
Author's E-mail: jmiceli@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: 2020 05 25 – Request to Waive User Fees – Unauthorized Open Burn

1. **RECOMMENDATION:**

It is recommended that:

1. The request to waive user fees for an unauthorized open burn, as shown in the invoice in the Private and Confidential (P & C) Memo from the CAO dated May 5, 2020 **BE DENIED**.

2. **BACKGROUND:**

Municipalities have authority under Municipal Act Section 391 to impose user charges, for any municipal service, whether mandatory or not, and can be based on capital as well as operating costs.

On January 22, 2018 Council adopted By-law 2018-01 being a By-law to regulate open air burning within the Town of Amherstburg.

Thereafter, fees and charges related to open air burning were incorporated into the Town's fees and charges By-laws annually, with the most recent being By-law 2019-082 adopted September 23, 2019.

On December 9, 2019, Council considered a report regarding 'Fire Permit System Review and Open Air Burn By-law Amendment', and adopted By-law 2019-099 being a By-law to amend By-law 2018-01.

3. DISCUSSION:

Administration has received a request to waive fees for an unauthorized open burn with a total value of \$235.00, based on the invoice shown in the P&C memo. These fees were charged in accordance with By-law 2019-099 (Regulate Open Air Burn) and By-law 2019-082 (User Fee By-law) fee for 'Open-Burn – Duty Officer Response' (Appendix A).

Given that municipal revenue is largely comprised of property taxes, user fees, and transfers from federal and provincial governments, cost recovery outlined in the user fee schedule is vital to offsetting costs and mitigating the impact to the public as a whole through the tax base.

No extenuating circumstances have been identified that would support or warrant the waiver of fees charged to the requestor.

4. RISK ANALYSIS:

A user fee is a charge levied upon an individual for the use of a specific public service. Waiving fees as it relates to the service used, results in a loss of revenue and will have an adverse effect on the cost to the general ratepayer. As well, waiving fees and charges may set precedent for others to request waivers of such charges, thereby putting further pressure on the Town's tax levy demand and tax rates.

Further, some fees are in place to serve as a deterrent for not following the Town's permit processes, which are established to support safety and legislative compliance. Waiver of fees where there has been non-compliance, as is the case in this request, diminishes the Town's ability to maintain the safety of the community through such preventative measures.

5. FINANCIAL MATTERS:

As noted above, the Town's financial model is established based on the collection of fees and charges, as a means of offsetting the general tax levy demand and attributing costs where there is a direct benefit to the user. The request before Council is to waive such a fee, which is contrary to the Town's approved policy (under the referenced By-laws) and financial model.

The 2020 Budget anticipates fee revenue of \$18,000 under the Fire budget centre, of which \$7,000 is related to open air burns. It should be noted that the amount charged to residents are not reflective of full cost recovery; but rather they do represent an amount to recognize the additional efforts spent by the municipality to address the specific matter of benefit to the user. Most importantly the waiving of such fees will result in costs associated with this additional service provided to the specific ratepayer that will then be attributable to the general ratepayer as a whole.

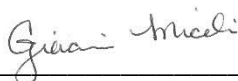
6. **CONSULTATIONS:**

N/A

7. **CONCLUSION:**

Council has adopted user fees for the purpose of recovering costs for services in order to reduce the burden on the general ratepayer. The fees charged by the municipality are fees charged in accordance with User Fee By-law 2010-082 and are attributable to services provided to the specific ratepayer as a result of municipal resources used to address the matter.

No extenuating circumstances have been identified that would support or warrant the waiver of fees charged to the requestor. As such, Administration strongly recommends that the charges be upheld.



Giovanni (John) Miceli
Chief Administrative Officer

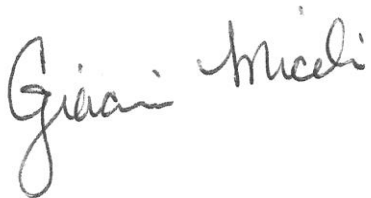
Report Approval Details

Document Title:	2020 05 25 - Request to Waive User Fees.docx
Attachments:	- 2019-082 - User Fee By-law.pdf
Final Approval Date:	May 19, 2020

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



Cheryl Horrobin



John Miceli



Paula Parker

The Corporation of the Town of Amherstburg

By-law No. 2019-082

**To Establish User Fees or Charges for Services,
Activities or the Use of Property**

Whereas Section 391 of the Municipal Act, 2001 S.O. 2001 as amended, allows municipalities to pass By-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control;

And Whereas The Municipal Act, 2001 S.O. 2001 grants a municipality power to pass By-laws that impose specific fees for licensing, services, permits and other reasons;

And Whereas Section 7 of the The Building Code Act, 1992 S.O. 1992 authorizes the Council of a municipality to pass By-laws requiring the payment of fees on application for and the issuance of permits and prescribing the amounts thereof;

And Whereas Section 69 of The Planning Act, R.S.O. 1990, as amended, grants the Council of a municipality, by By-law, and a planning board, by resolution, authority to establish a tariff of fees for the processing of applications made in respect of planning matters;

And Whereas Section 446(1) of the Municipal Act, 2001 S.O. 2001 authorizes the municipality under this or any other Act or under By-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

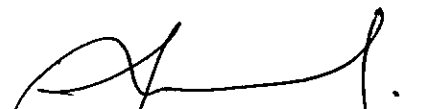
And Whereas, the Council of the Corporation of the Town of Amherstburg wishes to establish and maintain a list of services, activities and the use of property subject to fees or charges and the amount of each fee or charge;

Now Therefore the Council of the Corporation of the Town of Amherstburg enacts as follows:

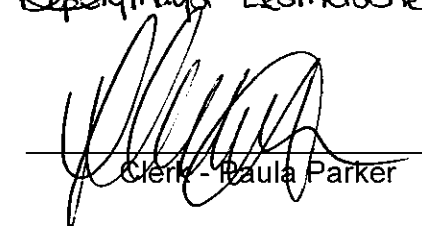
1. This By-law may be cited as the Town of Amherstburg "User Fees By-law".
2. Schedules 'A'-'H' to this By-law are hereby adopted as prescribing the fees/charges assessed by the Corporation of the Town of Amherstburg, subject to Consumer Price Index (CPI) adjustments under item 7, and shall be in effect from January 1, 2020, except as stated otherwise.
3. Any person who makes an application to, or a request for services of, or enters into an agreement with, or obtains an approval from, the Town, in respect of things or matters set out in this By-law, shall pay to the Treasurer the applicable administrative fees and charges set out in the Schedules to this By-law unless otherwise provided for in this By-law, and such administrative fees and charges are not refundable, unless otherwise provided for in this By-law, and are payable upon the person making such application or requiring services or entering into such agreement or obtaining such approval.
4. That such services and activities will not be provided until payment of the appropriate fee or charge has been received.

5. That payment of any fee or charge in this By-law shall be in Canadian currency.
6. Any fees and charges imposed under this By-law constitute a debt of the person to the Town and may be added by the Treasurer, together with interest, to the tax roll for any real property in the municipality all of the owners of which are responsible for paying such administrative fees and charges to be collected in a like manner as municipal taxes.
7. The fees in Schedules A through H shall be adjusted annually unless prohibited by legislation, without amendment to this By-law, on the 1st of January, except as stated otherwise, in accordance with the applied year over year change in the Consumer Price Index (CPI). Fees, including indexing adjustments, may then be rounded up, as follows:
 - a. Fees up to \$5 per unit rounded up to the nearest \$0.05 (five cents);
 - b. Fees greater than \$5 per unit rounded up to the nearest \$1.00 (one dollar).
8. The user deposit amounts in various schedules and the user rates for water and wastewater (Schedule G), under this By-law are not subject to annual CPI indexing, but are as established under this By-law in accordance with actual cost demands and related strategic plans respectively.
9. All fees and charges will be charged plus applicable taxes, unless otherwise noted.
10. Should any section, subsection, clause or provision of this By-law or its Schedules be declared by a court of competent jurisdiction to be invalid, the said section, subsection, clause or provision shall not affect the validity of this By-law or its Schedules as a whole or any part thereof, other than the part so declared to be invalid.
11. All previous By-laws concerning the fees detailed in Schedules A through H passed by the Town of Amherstburg are hereby repealed.
12. This By-law shall come into force and take effect on January 1, 2020.

Read a first, second and third time this 23rd day of September, 2019.



Mayor - Aldo DiCarlo
Deputy Mayor - Les Meloche



Clerk - Paula Parker

**Town of Amherstburg User Fee Schedule
Schedule A
Administrative Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Photocopies	Per Copy	\$ 0.30	1
Pins	Per Pin	\$ 0.75	1
Town Spoon	Per Spoon	\$ 5.00	1
Flags	Per Flag	\$ 76.50	1
2 x 3 Street Maps	Per Map	\$ 10.00	1
Commissioning of Documents - Residents	Per Document	\$ 10.00	1
Commissioning of Documents - Non-residents	Per Document	\$ 15.00	1
MFFIPA Application Fee	Per Application	\$ 5.00	2
MFFIPA Other Fees	Actual Cost	As per Ontario Regulation 823	2
Transfer of Electronic Documents (USB, Email)	Per Document	\$ 10.00	1
Integrity Commissioner Filing fee	Per Filing	\$ 125.00	2
Election Nomination Fee - Mayor	Per Nomination	\$ 200.00	2
Election Nomination Fee - Deputy Mayor/Councillor	Per Nomination	\$ 100.00	2
Copies of recorded council meeting	Per Copy	\$ 10.00	1
Administrative Charge for subrogated third party damages	Per Claim	\$ 102.00	1

**Town of Amherstburg User Fee Schedule
Schedule B
Building Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Part 1-General Building Fees			
Minimum Building Permit Fee	per permit	\$ 130.00	2
Lawyers Letter-Legal property information requests	per letter	\$ 85.00	2
Business Licence Inspection	per inspection	\$ 85.00	2
Liquour Licence Review	per review	\$ 100.00	2
911 addressing in rural area	per Sq Ft	\$ 85.00	2
Change of Use Permit	per Sq Ft	\$ 150.00	2
Change of Address	per permit	\$ 250.00	2
Transfer of Permit	per permit	\$ 100.00	2
Inspection fee-work incomplete not ready for inspection	per inspection	\$ 70.00	2
Inspections outside normal working hours	per inspection	\$100 /hr min. 2 hours	2
Inspections for other agencies (Rent tribunal, Ontario	per inspection	\$ 200.00	2
Additional work request (inspections, cursory plan review	per hour	\$ 70.00	2
Construction started without permit	per application	25% of permit fee	2
Construction completed without permit	per application	Double the applicable fee	
Building permit revoked	per permit	no refund	2
Building permit withdrawn or cancelled by owner	per permit	25% of permit fee	2
Part 2- Residential Construction Permit-Group C			
Single Family Dwelling-above grade level	per sq. ft.	\$ 1.05	2
Semi-Detached, Duplex, Triplex, Townhomes-above grade	per sq. ft.	\$ 1.05	2
Multi-Unit Dwelling-Condominium, Apartments	per sq. ft.	\$ 1.05	2
Basement new construction (foundation)	per sq. ft.	\$ 0.10	2
Secondary Units-within dwelling	per sq. ft.	\$ 0.75	2
Secondary Units-with in existing accessory structure	per sq. ft.	\$ 0.95	2
Secondary Units-with in a new accessory structure	per sq. ft.	\$ 1.05	2
Accessory structure (garage, sheds)	per sq. ft.	\$ 0.48	2
Residential additions / Renovations	construction value	\$12 / \$1000	2
Decks / Porches	per permit	\$ 175.00	2
Gazebos	per permit	\$ 150.00	2
Part 3-Assembly Occupancy Group 'A' and Institutional Occupancy Group 'B'			
Group A and B Occupancies	per sq. ft.	\$ 1.05	2
Part 4-Business and Personal Service Occupancy-Group 'D'			
Group D Occupancies-Building Shell Only	per sq. ft.	\$ 1.05	2
Group D-Interior fit up (submitted separately)	per sq. ft.	\$ 0.50	2
Group D-Combined (both applications submitted at the	per sq. ft.	\$ 1.40	2
Part 5-Mercantile Occupancy-Group 'E'			
Group E Occupancies-Building Shell Only	per sq. ft.	\$ 1.05	2
Group E-Interior fit up (submitted separately)	per sq. ft.	\$ 0.50	2
Group E-Combined (both applications submitted at the	per sq. ft.	\$ 1.40	2
Part 6-Industrial Occupancy-Group 'F'			
Group F- Occupancies-Building Shell Only	per sq. ft.	\$ 1.05	2
Group F- Interior fit up (submitted separately)	per sq. ft.	\$ 0.50	2
Group F-Combined (both applications submitted at the	per sq. ft.	\$ 1.40	2
Part 7-Interior Finishing-Tenant Fit Up			
Group D, E, F where permit has been issued for the	per sq. ft.	\$ 0.50	2
Part 8-Greenhoused and Farm Buildings			
Barns-new and addtions	per sq. ft.	\$ 0.20	2
Greenhouse	per sq. ft.	\$ 0.20	2
For all other ancillary uses other than greenhouse or barn	construction value	\$12 / \$1000	2
Part 9-Projects not listed in Schedule			
Projects not listed within this schedule will be based on project construction value	construction value	\$12 / \$1000	2
Part 10-Plumbing-Residential			
Single Detached, Semi Detached, Townhomes	per unit	\$ 200.00	2
Multi Unit	per unit	\$ 125.00	2
Renovations and Additions	per permit	\$75+12.50 / fixture	2
Backwater valve	per permit	\$ 75.00	2
Sump pump overflow	per permit	\$ 50.00	2

**Town of Amherstburg User Fee Schedule
Schedule B
Building Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Installation of new sanitary or storm sewer for single family, Semi Detached or Townhome units	each	\$ 100.00	2
Part 11-Plumbing-Non Residential			
Site serviceing-storm and sanitary piping-each 50 feet	per 50 feet	\$ 12.00	2
Internal Plumbing	per application	\$100+12.50 / fixture	2
Backflow	per application	\$ 75.00	2
Catch basin / manholes	per application	\$ 50.00	2
Water Heater	per unit	\$ 15.00	2
Roof drain	per unit	\$ 10.00	2
Grease and oil interceptor	per unit	\$ 25.00	2
Water Distribution piping	per space	\$ 75.00	2
Part 12-Heating Non-Residential			
Heating Unit	per unit	\$ 75.00	2
Distribution ductwork	per unit space	\$ 75.00	2
Part 13-Sewage Septic Systems			
New installation or replacement (any type)	per permit	\$ 800.00	2
Holding tank	per permit	\$ 800.00	2
Repair or alteration to existing system	per permit	\$ 250.00	2
The decommissioning of septic systems and/or installing new lateral sanitary sewers	per permit	\$ 250.00	2
Part 14-Demolition			
Demolition of structures	per sq ft	\$ 0.12	2
Part 15-Designated Structures			
Designated structures to include -Solar collectors, retaining walls, wind turbines, loading docks, towers, tanks		\$12 / \$1000	2
Tents		\$ 100.00	2
Signs (permenant)	per sign face	\$ 100.00	2
Part 16-Swimming Pool Enclosures			
Swimming Pool Enclosures	per permit	\$ 110.00	2
Part 17-Indemnity Deposits-Policy			
Residential	deposit	\$ 1,000.00	2
Non-Residential (commercial, industrial, institutional)	deposit	\$ 1,000.00	2
Swimming Pool Enclosures (inground pools)	deposit	\$ 1,000.00	2
Swimming Pool Enclosures (above ground pools)	deposit	\$ 500.00	2
Accessory Structures-residential	deposit	\$ 500.00	2
Farm buildings	deposit	\$ 500.00	2
Decks and porches	deposit	\$ 500.00	2
Notes:			
1. To indemnify the Town from any loss or damage it may sustain by reason of the work carried out under such permit. Upon the completion of all work performed under the said permit, the amount of such indemnity fee shall be returned to the applicant after deductions of the amount of any loss or damage to any property or installations of the Town or any public utility, which loss or damage, in the opinion of the authority having jurisdiction arose out of the performance of such work. Outstanding permit fees will be deducted from the indemnity fee at the time of release. The Municipality will levy a fifty dollar (\$50.00) non-refundable fee to cover costs of the indemnity inspections.			
2. Extra fees with respect to extra inspections, commencement of work prior to permit application being field will be deducted automatically from indenmity fees.			
3. New construction indeminty deposit will be refundalble up to 3 years from issuance of permit less any additional extra fees.			

**Town of Amherstburg User Fee Schedule
Schedule C
Finance and IT Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Finance and Taxation:			
Adding Charges to Roll	Per Transaction	\$ 102.00	2
Financing Administrative Fee	Per Property	\$ 102.00	2
Indemnity Processing Charge	Per Occurrence	\$ 51.00	2
Misdirected Payment	Per Transaction	\$ 26.00	2
NSF/Returned Payment Charge	Per Occurrence	\$ 41.00	2
Refund Charge	Per Occurrence	\$ 26.00	2
Tax Certificates	Per Certificate	\$ 75.00	2
Tax Certificates or Statement - Required within 3 business days	Per Certificate	\$ 150.00	2
Tax Research (For Tax, Accounting or Finance)	Per hour	\$ 51.00	2
Tax Sale Registration 2nd Letter	Per letter	\$ 51.00	2
Tax Sale Registration Final Letter Before Registration	Per letter	\$ 51.00	2
Title Search - 2 years arrear	Per Search	\$ 51.00	2
Interest on trade receivables over 30 days past due per month	1.25% of arrears	as calculated	2
Penalty and interest on tax account arrears per month	1..25% of arrears	as calculated	2
Mapping:			
8 1/2 x 11 Town core Street map (B & W)	Per Map	\$ 1.00	1
8 1/2 x 11 Town core Street map (Colour)	Per Map	\$ 1.00	1
11 x 17 Town core Street map (B & W)	Per Map	\$ 2.00	1
11 x 17 Town core Street map (Colour)	Per Map	\$ 2.00	1
8 1/2 x 11 Fenced Area Specified by Customer (B&W) W/Aerial	Per Map	\$ 2.00	1
8 1/2 x 11 Fenced Area Specified by Customer (Colour) W/Aerial	Per Map	\$ 2.00	1
11 x 17 Fenced Area Specified by Customer (B&W) W/Aerial	Per Map	\$ 2.00	1
11 x 17 Fenced Area Specified by Customer (Colour) W/Aerial	Per Map	\$ 4.00	1
Standard Products - Laser Plots (enlarged on plotter)	Per Sq. Ft.	\$ 2.55	1
Custom Mapping	Per Hour	\$ 33.00	1

**Town of Amherstburg User Fee Schedule
Schedule D
Fire Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Fire Search (Lawyer Letter)	Per Search	\$ 82.00	2
Fire Report (No Investigation)	Per Report	\$ 84.00	1
Fire Report (Investigation)	Per Report	\$ 262.00	1
Inspection with Fire Code Deficiencies	Per Hour	\$ 84.00	1
Re-Inspection after Notice of Violation	Per Hour	\$ 84.00	1
Request Inspection (letter required)	Per Hour	\$ 84.00	1
Firework Application and Review	Per Hour	\$ 84.00	2
Fire Safety Plan Review	Per Hour	\$ 84.00	2
Lockbox Program	One Time Fee	\$ 84.00	2
MVA Response to Non Resident Vehicles	Per hour/Per truck	*Current MTO rate	1
Smoke Alarm Installation	Per Smoke Alarm	\$ 41.00	1
Risk & Safety Management Level 1 Propane/Natural Gas	Per Hour	\$ 82.00	1
Risk & Safety Management Level 2 Propane/Natural Gas	Per Hour	\$ 82.00	1
Open Air Fire Permit (Farm Registered Properties Exempt)	Per	\$ 25.00	2
Open Air Fire Permit Special Event	Per	\$ 75.00	2
Open Burn - Duty Officer Response	per Officer	\$ 235.00	1
Open Burn	Per Call (5 or less Firefighters)	\$ 470.00	1
Open Burn	Per Call (6 or more Firefighters)	\$ 944.00	1
Assistance for Private Standby Beyond Normal Fire Protection	Per hour/Per truck	*Current MTO rate	1
Annual Business License Inspection	Per Hour	\$ 84.00	2
False Alarm (After 3 Occurrences in 12 month period)	Per truck	*Current MTO rate	1
Emergency Response-Fire Department	per hour/per truck	*Current MTO rate	1
Emergency Response-Fire Department	personnel per hour/personnel per call	**Current rate	1
Any other costs associated with the response of each and every call		Actual Cost	1

* Current MTO rate will be determined by the Clerk as per the Ministry of Transportation rate at the date of invoice

** Current personnel per hour and per call rates will be determined based on the hourly

**Town of Amherstburg User Fee Schedule
Schedule E
Licencing & Enforcement Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Licences:			
Auctioneer	Per Licence	\$ 80.00	2
Lotteries/Bingos/Raffles	Per Licence	3% of the prize value	2
Carnivals, Fairs/Midways	Per Licence	\$ 153.00	2
Circuses	Per Licence	\$ 153.00	2
Concerts	Per Licence	\$ 153.00	2
Driving Schools	Per Licence	\$ 153.00	2
Festivals	Per Licence	\$ 153.00	2
Flea Markets	Per Licence	\$ 153.00	2
Hawkers and Peddlers	Per Licence	\$ 80.00	2
Horse Drawn Carriage Owners Drivers	Per Licence	\$ -	2
Limousine Driver	Per Licence	\$ 80.00	2
Limousine Owner	Per Licence	\$ 80.00	2
Pedi cabs Owners/Drivers	Per Licence	\$ 80.00	2
Petting Zoos	Per Licence	\$ 153.00	2
Portable Sign Contractors	Per Licence	\$ 102.00	2
Produce Vendors	Per Licence	\$ 153.00	2
Refreshment Vehicles (All Classes)	Per Licence	\$ 80.00	2
Second Hand Shops	Per Licence	\$ 204.00	2
Special Event Sales	Per Licence	\$ 80.00	2
Taxicab Broker	Per Licence	\$ 77.00	2
Taxicab Driver	Per Licence	\$ 61.00	2
Taxicab Owner	Per Licence	\$ 71.00	2
Trade Shows	Per Licence	\$ 153.00	2
Amusement Arcades	Per Licence	\$ 204.00	2
Automobile Body Repair Shops	Per Licence	\$ 204.00	2
Barbershops	Per Licence	\$ 204.00	2
Beauty Salons	Per Licence	\$ 204.00	2
Bed and Breakfasts	Per Licence	\$ 204.00	2
Bingo Halls	Per Licence	\$ 204.00	2
Boarding/Lodging/Rooming Houses	Per Licence	\$ 204.00	2
Body piercing parlours	Per Licence	\$ 204.00	2
Bowling Alleys	Per Licence	\$ 204.00	2
Business Service Establishments	Per Licence	\$ 204.00	2
Campgrounds/Trailer Parks	Per Licence	\$ 204.00	2
Caterers	Per Licence	\$ 204.00	2
Dry Cleaners	Per Licence	\$ 204.00	2
Florist Shops	Per Licence	\$ 204.00	2
Food Shops	Per Licence	\$ 204.00	2
Gas Stations	Per Licence	\$ 204.00	2
Hotels/Motels	Per Licence	\$ 204.00	2
Indoor Recreational Establishments	Per Licence	\$ 204.00	2
Office (General, Business, Service)	Per Licence	\$ 204.00	2
Pet Groomers	Per Licence	\$ 204.00	2
Pet Shops	Per Licence	\$ 204.00	2
Public Halls (all classes)	Per Licence	\$ 204.00	2
Race Tracks	Per Licence	\$ 153.00	2
Restaurants	Per Licence	\$ 204.00	2
Retail Store	Per Licence	\$ 204.00	2
Snack Bars	Per Licence	\$ 204.00	2
Swimming Pools	Per Licence	\$ 204.00	2
Tattoo parlours	Per Licence	\$ 204.00	2
Theatres	Per Licence	\$ 204.00	2

**Town of Amherstburg User Fee Schedule
Schedule E
Licencing & Enforcement Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Wrecking Yards	Per Licence	\$ 204.00	2
Adult Book/Magazine Sales	Per Licence	\$ 102.00	2
Adult Entertainment Attendants	Per Licence	\$ 80.00	2
Adult Entertainment Parlours	Per Licence	\$ 204.00	2
Adult Merchandise Sales	Per Licence	\$ 204.00	2
Adult Videotape Sales/Rental	Per Licence	\$ 204.00	2
Marriage Licences	Per Licence	\$ 119.00	2
Dog Licence	Per Spayed / Neutered Dog	\$ 15.00	2
Dog Licence	Per Unspayed / Un-neutered Dog	\$ 26.00	2
Late Fee - Dog Tag -After April 30	Per Licence	\$ 10.00	2
Other Fees and Charges:			
Civil Marriage Ceremony during regular business hours	Per Ceremony	\$ 255.00	1
Civil Marriage Ceremony off site mileage cost	Per Km	Canada Revenue rate	1
Civil Marriage Ceremony Cancellation Fee	With 24 hours notice	\$ 64.00	1
During regular business hours Civil Marriage Ceremony Cancellation Fee	Without 24 hours notice	\$ 128.00	1
Civil Marriage Ceremony Rehearsal	Per Rehearsal	\$ 51.00	1
Civil Marriage Ceremony Witnesses	Per 2 witnesses	\$ 31.00	1
Liquor Licence Application Processing	Per Application	\$ 51.00	1
Application for Noise Exemption	Per Application	\$ 51.00	2
Death Registration	Per Registration	\$ 15.00	2
Application for Fence Variance	Per application	\$ 51.00	2
Fence Viewing	Per application	\$ 408.00	2
Appear before Property Standards Committee	per appeal	\$ 102.00	2
Property Standards Order	Per order	\$ 102.00	2
Property Standards Order Reinspection	Per order	\$ 102.00	2
Register Property Standards Order on Title (actual registration costs charged in addition to base fee)	Per Registration	\$ 51.00	2
By-law Violation - Administrative Fee -Work Completed by the Town	Per violation (Greater of Base fee and 20% of calculated cost)	\$ 102.00	2
Sign Removal	Per Sign Greater of Base Fee and actual cost)	\$ 204.00	2
Sign Storage - size up to 4 square metres	Per Sign per day (or part thereof)	\$ 2.04	2
Sign Storage - size greater than 4 square metres	Per Sign per square metre/per day (or part thereof)	\$ 0.51	2

**Town of Amherstburg User Fee Schedule
Schedule F
Planning & Development Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Minimum Deposit to Accompany Application*	Fee (Non Refundable) plus actual costs	Flat Fee	Tax
Official Plan Amendment	Per Application	\$ 1,000.00		\$ 2,500.00	2
Zoning By-law Amendment	Per Application	\$ 1,000.00		\$ 2,200.00	2
Zoning By-law Amendment to A-36	Per Application	\$ -		\$ 1,000.00	2
Zoning By-Law Amendment to Remove a Holding (h) Symbol	Per Application	\$ -		\$ 1,000.00	2
Consideration of an Application to the County of Essex for Approval of a Plan of Subdivision/Condo - up to 20 Lots/Blocks/Units	Per Application	\$ 2,000.00		\$ 4,000.00	2
Consideration of an Application to the County of Essex for Approval of a Plan of Subdivision/Condo - 21 to 50 Lots/Blocks/Units	Per Application	\$ 2,000.00		\$ 4,000.00	2
Consideration of an Application to the County of Essex for Approval of a Plan of Subdivision/Condo - more than 50 Lots/Blocks/Units	Per Application	\$ 2,000.00		\$ 4,000.00	2
Consideration of an Application to the County of Essex Official Plan Amendment	Per Application	\$ 2,000.00		\$ -	2
Application for the Approval of Site Plans & Site Plan Agreement for New Development within Designated Site Plan Control Area	Per Application	\$ 1,000.00		\$ 2,000.00	2
Application for the Amendment of Site Plans & Site Plan Agreements	Per Application			\$ 1,000.00	2
Plan of Condominium	Per Application	\$ 2,000.00		\$ 4,000.00	2
Part Lot Control Exemption By-law	Per Application	\$ 500.00		\$ 1,000.00	2
Consent to Sever Land	Per Application	\$ -		\$ 1,000.00	2
Minor Variance or Permission to Enlarge, Extend or Alter the Use of a Legal Non-conforming Use	Per Application			\$ 695.00	2
Certificate of Validation	Per Application			\$ 255.00	2
Special Committee of Adjustment Hearing at Request of Applicant	Per Hearing			\$ 383.00	2
Planning Act Applications Deferral (Applicant Request)	Per Deferral			\$ 117.00	2
Official Plan or Zoning Bylaw (copy)	Per Copy			\$ 51.00	1
Planning Letter	Per Inquiry			\$ 75.00	2
Application for DC Deferral (valid up to 4 months)	Per unit per 4 month deferral			\$ 78.00	2

* Deposits are collected with respect to Applications to: amend the Official Plan, amend the Zoning By-law, the County of Essex for approval of a Plan of Subdivision, obtain approval of Site Plans within a Designated Site Plan Control area, the County of Essex for approval of Plan of Condominium and Part Lot Control Exemption By-law. For application processing, if the subject planning application exceeds the amount of the deposit, an invoice will be issued to the applicant whom, upon receipt, shall promptly pay the Town of Amherstburg. If the costs of the Municipality for processing the subject application are less than the amount of the deposit, the Town shall promptly pay to the applicant the difference.

**Town of Amherstburg User Fee Schedule
Schedule G
Engineering and Public Works Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Lawyers Inquiries	Per Inquiry	\$ 75.00	2
Public Works			
Street Sweeper - Cleaning Roads	per hour	\$ 204.00	1
Street Sweeper - Hydro excavation	per hour	\$ 255.00	1
Backhoe w/ Operator	per hour	\$ 92.00	1
Dump Truck w/ Operator	per hour	\$ 82.00	1
Pick-up Truck w/ Operator	per hour	\$ 51.00	1
Right Of Way Permit	per permit	\$ 204.00	2
Indemnity Deposit (Refundable up to 3 years from permit issuance)	\$1,000 Deposit per permit		
Drainage			
Drainage Apportionment Fee for Consent	per service	\$ 500.00	1
Drainage Apportionment Fee for Land Severance	per service	\$ 500.00	1
Water			
Water Turn On/Off (Season)	Per Inquiry	\$ 51.00	1
Water Meter Fee	3/4" Permit/Water Meter Fee	\$ 480.00	1
Water Meter Fee	1" Permit/Water Meter Fee	\$ 571.00	1
Water Meter Fee	1 1/2" Permit/Water Meter Fee	\$ 1,040.00	1
Water Meter Fee	2" Permit/Water Meter Fee	\$ 1,158.00	1
Water Pit Meter Fee	3/4" Permit/Water Pit Meter Fee	\$ 950.00	1
Water Pit Meter Fee	1" Permit/Water Pit Meter Fee	\$ 1,360.00	1
Disconnection /Removal of Water Service	Per disconnection	\$ 2,040.00	1
Water Meter Testing for Customer	Per test	\$ 255.00	1
Hydrant Valve (Hydrant Hookup Box)	Per valve per day	\$ 128.00	1
Hydrant Water Usage Fee	per usage		1
Overstrength Sewage Treatment – Amherstburg Wastewater Treatment Plant	per kg	based on previous year actual	1
Processed Organic Waste	per Imp. Gallon	\$ 0.12	1
New Water Service:			
Connection - 3/4" Water Service	Per Service	\$ 2,805.00	1
Connection - 1" Water Service	Per Service	\$ 3,009.00	1
Connection -1 1/2 " & 2" Water Service	Per Service	Actual Cost	1
All new service connections - Monthly Service fee until meter is installed and passes inspection	Per Service,per month	\$ 102.00	1
After Hours Water Shut Off/Turn On	per service	\$ 179.00	1
Missed Appointment fee	per instance	\$ 55.00	1
Consumption	Per Cubic Metre	\$ 1.187	1

**Town of Amherstburg User Fee Schedule
Schedule G
Engineering and Public Works Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Base Monthly Charge by Meter Size:			
5/8 and 3/4 inches	Per Month	\$ 22.56	1
1 inch	Per Month	\$ 30.01	1
1 1/4 and 1 1/2 inches	Per Month	\$ 37.56	1
2 inches	Per Month	\$ 56.34	1
3 inches	Per Month	\$ 73.81	1
4 inches	Per Month	\$ 140.88	1
6 inches	Per Month	\$ 449.19	1
8 and 10 inches	Per Month	\$ 563.50	1
Wastewater			
Consumption	Per Cubic Metre	\$ 2.196	1
Base Monthly Charge by Meter Size:			
5/8 and 3/4 inches	Per Month	\$ 32.42	1
1 inch	Per Month	\$ 43.23	1
1 1/4 and 1 1/2 inches	Per Month	\$ 54.05	1
2 inches	Per Month	\$ 81.07	1
3 inches	Per Month	\$ 112.59	1
4 inches	Per Month	\$ 202.65	1
6 inches	Per Month	\$ 540.42	1
8 and 10 inches	Per Month	\$ 810.63	1

**Town of Amherstburg User Fee Schedule
Schedule H
Parks, Facilities, Recreation and Culture Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Administration Fees			
Security Deposit (refundable net of costs incurred)	per rental	\$ 250.00	2
Refund Admin Fee - programs and rentals	per transaction	\$ 26.00	1
Set-up / Take Down Fee	per rental	\$ 26.00	1
Equipment Rental - Multimedia Station	per rental	\$ 21.00	1
Equipment Rental - Recreation Equipment	per rental	\$ 16.00	1
Equipment Rental - Chairs	per chair	\$ 1.25	1
Equipment Rental - Tables	per table	\$ 6.00	1
Equipment Rental - Sound System	per rental	\$ 21.00	1
Banner Application Fee	per banner	\$ 150.00	1
Advertising Fees			
Rink Board Advertising (High Visibility) per year	34" x 120"	\$ 816.00	1
Rink Board Advertising (Low Visibility) per year	34" x 120"	\$ 612.00	1
Mezzanine Ads per year	36" x 72"	\$ 510.00	1
Backlit Signs per year	48" x 96"	\$ 1,530.00	1
Ice Logo per year	72 sq feet (6' x 12')	\$ 2,550.00	1
Goal Rink Advertising per year	34" x 120"	\$ 306.00	1
Zamboni Advertising per year	1 machine	\$ 4,590.00	1
Municipal Guide - Back Cover	per edition	\$ 408.00	1
Municipal Guide - Back Cover	2 editions	\$ 714.00	1
Municipal Guide - Inside Front or Inside Back	per edition	\$ 357.00	1
Municipal Guide - Inside Front or Inside Back	2 editions	\$ 663.00	1
Municipal Guide - Full Page	per edition	\$ 281.00	1
Municipal Guide - Full Page	2 editions	\$ 510.00	1
Municipal Guide - Half Page	per edition	\$ 204.00	1
Municipal Guide - Half Page	2 editions	\$ 357.00	1
Municipal Guide - Quarter Page	per edition	\$ 153.00	1
Municipal Guide - Quarter Page	2 editions	\$ 281.00	1
Municipal Guide - Business Card Size	per edition	\$ 102.00	1
Municipal Guide - Business Card Size	2 editions	\$ 179.00	1
Electronic Advertising - Libro Credit Union Centre (1 month)	1 month	\$ 41.00	1
Electronic Advertising - Libro Credit Union Centre (3 months)	per month	\$ 33.00	1
Electronic Advertising - Libro Credit Union Centre (6 months)	per month	\$ 32.00	1
Electronic Advertising - Libro Credit Union Centre (12 months)	per month	\$ 31.00	1
Electronic Advertising - Town Hall (1 month)	1 month	\$ 21.00	1
Electronic Advertising - Town Hall (3 months)	per month	\$ 17.00	1
Electronic Advertising - Town Hall (6 months)	per month	\$ 16.00	1
Electronic Advertising - Town Hall (1 months)	per month	\$ 16.00	1
Electronic Advertising - Libro Centre & Town Hall (1 month)	1 month	\$ 51.00	1
Electronic Advertising - Libro Centre & Town Hall (3 months)	per month	\$ 39.00	1
Electronic Advertising - Libro Centre & Town Hall (6 months)	per month	\$ 36.00	1
Electronic Advertising - Libro Centre & Town Hall (12 months)	per month	\$ 34.00	1
** Administration has ability to negotiate price for multiple advertising opportunities			

**Town of Amherstburg User Fee Schedule
Schedule H
Parks, Facilities, Recreation and Culture Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Community Programming Fees			
Seasonal Activities and Programs			
Parent & Tot	per class	\$ 6.50	2
Pre-School	per class	\$ 6.50	2
Youth (under age 14)	per class	\$ 9.00	2
Adult	per class	\$ 11.25	3
Senior	per drop-in	\$ 5.25	3
Children & Youth (under age 14)- Drop In	per drop-in	\$ 8.00	2
Adult - Drop - In	per drop-in	\$ 8.25	3
Day Camp			
Daily	per day	\$ 31.00	2
Weekly	per week	\$ 133.00	2
Specialty Camp	per week	\$ 148.00	2
Hot Lunch fee	per lunch	\$ 6.00	2
*Family will include 5 members max. / Youth under 14 years are exempt from HST			
Indoor Recreation Facilities Fees			
Ice Time		1-Jan-20	1-Aug-20
Capital Surcharge	per hour	\$ 6.00	\$ 6.00 2
Prime Time Rental	per hour	\$ 171.20	\$ 175.00 1
Non-Prime Time Rental	per hour	\$ 149.40	\$ 153.00 1
Off-Off Prime Time Rental	per hour	\$ 62.05	\$ 64.00 1
Local Minor Sports Association Prime Time Rental	per hour	\$ 168.50	\$ 172.00 1
Local Minor Sports Association Non-Prime Time Rental	per hour	\$ 147.04	\$ 150.00 1
Goalie Pad	per hour	\$ 36.58	\$ 38.00 1
Public Skating - General (per person)	per person	\$ 3.25	\$ 3.25 3
Public Skating - General (per family)	Max of 5	\$ 9.00	\$ 9.00 3
Senior Public Skate	per person	\$ 5.25	\$ 5.25 3
Parent & Tots (per person)	per person	\$ 3.25	\$ 3.25 3
Hockey / Figure Skating drop-in	per person	\$ 8.25	\$ 8.25 3
Indoor Soccer Field		1-Jan-20	1-Aug-20
Capital Surcharge	per hour	\$ 6.00	\$ 6.00 2
Prime Time Rental	per hour	\$ 117.68	\$ 121.00 1
Non-Prime Time Rental	per hour	\$ 107.89	\$ 111.00 1
Local Minor Sports Association Prime	per hour	\$ 115.82	\$ 119.00 1
Local Minor Sports Association Non-Prime	per hour	\$ 106.18	\$ 109.00 1
Youth (under age 14) - Drop-in Soccer	per hour	\$ 3.00	\$ 3.00 2
Adult - Drop-in Soccer	per hour	\$ 8.00	\$ 8.00 3
Adult - Drop-in Baseball	per hour	\$ 8.00	\$ 8.00 3
Dry Floor Time			
Capital Surcharge	per hour	\$ 6.00	2
Arena Floor Rental Prime Time	per hour	\$ 64.00	1
Arena Floor Rental Non-Prime	per hour	\$ 59.00	1
**Show/Sale (in advance) per day	per day	\$ 529.00	1
Multi Purpose Room Upstairs in Arena (Small room)			
Capital Surcharge	per hour	\$ 3.00	2
Prime Time Rental	per hour	\$ 25.00	1
Non -Prime Time Rental	per hour	\$ 20.00	1
Local Minor Sports Association Prime Time Rental	per hour	\$ 24.00	1
Local Minor Sports Association Non-Prime Time Rental	per hour	\$ 20.00	1
Weekend - Daily Alcohol & Non-Alcohol - Half Day (4 hours)	per event	\$ 244.00	1
Weekend - Daily Alcohol & Non-Alcohol - Full Day (8 hours)	per event	\$ 439.00	1
Board Room In Arena (Office Area)			

**Town of Amherstburg User Fee Schedule
Schedule H
Parks, Facilities, Recreation and Culture Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
All Hours	Non-Profit Group	No Charge	

**Town of Amherstburg User Fee Schedule
Schedule H
Parks, Facilities, Recreation and Culture Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee		Tax	
Ground Floor Multipurpose Room/Essex Power Energy Zone					
Capital Surcharge	per hour	\$	3.00	2	
Prime Time Rental	per hour	\$	39.00	1	
Non -Prime Time Rental	per hour	\$	29.00	1	
Community Room					
Capital Surcharge	per hour	\$	3.00	2	
Prime Time Rental	per hour	\$	49.00	1	
Non -Prime Time Rental	per hour	\$	39.00	1	
Kitchen - Prime or Non-Prime	per hour	\$	20.00	1	
Weekend - Daily Alcohol & Non-Alcohol - Half Day (4 hours)	per event	\$	244.00	1	
Weekend - Daily Alcohol & Non-Alcohol - full Day (8 hours)	per event	\$	439.00	1	
** Kitchen included in half day and full day rentals					
Outdoor Recreation Facilities Fees					
Pavilion Rentals					
Capital Surcharge	per 2 hours	\$	6.00	2	
Wedding / Special Event	per 2 hours	\$	74.00	1	
** There is no alcohol allowed in KNYF Please refer to KNYF passive By-Law					
Full Park Rentals, Special Events & Equipment					
Capital Surcharge (rentals)	per hour	\$	6.00	2	
Family Reunion/Picnic, etc. (no alcohol)	per rental	\$	88.00	1	
Special Event Park Rental	per rental	\$	238.00	1	
Special Event Road Rental	per rental	\$	238.00	1	
Garbage Barrels	per barrel	\$	10.00	1	
Garbage Bags	per 100	\$	28.00	1	
Road Barriers	per barrier	\$	10.00	1	
Pylons	per pylon	\$	15.00	1	
Picnic Table rental	per table	\$	25.00	1	
Recycle Bin with wheels	per unit	\$	-	1	
Recycle Box	per unit	\$	-	1	
Rim Stands/Per Stand	per unit	\$	20.00	1	
Baseball Diamonds					
			1-Jan-20	1-Aug-20	
Capital Surcharge	per game	\$	6.00	\$ 6.00	2
Ball Diamond	per game	\$	7.64	\$ 8.00	1
Baseball Diamond - Libro Credit Union Centre - Un-Lit	per game	\$	32.87	\$ 34.00	1
Baseball Diamond - Libro Credit Union Centre - Lit	per game	\$	53.53	\$ 55.00	1
Local Minor Sports Association - Libro (Un-lit)	per game	\$	32.35	\$ 33.00	1
Local Minor Sports Association - Libro (Lit)	per game	\$	52.68	\$ 54.00	1
Baseball Diamond - Half Day (4 hours)	per day	\$	30.05	\$ 31.00	1
Baseball Diamond - Per Day (8 hours)	per day	\$	59.16	\$ 61.00	1
Local Minor Baseball Association (T-Ball)	per player	\$	7.00	\$ 8.00	1
Local Minor Baseball Association	per player	\$	14.00	\$ 15.00	1
Soccer/Football Field					
			1-Jan-20	1-Aug-20	
Capital Surcharge	per game	\$	6.00	\$ 6.00	2
Grass Field	per game	\$	7.64	\$ 8.00	1
Local Minor Sports Association - Grass Field	per game	No Charge			1
Premier Turf Field - Un-Lit	per game	\$	33.43	\$ 35.00	1
Premier Turf Field - Lit	per game	\$	54.42	\$ 56.00	1
Local Minor Sports Association - Premier Turf (Un-lit)	per game	\$	32.90	\$ 34.00	1
Local Minor Sports Association - Premier Turf (Lit)	per game	\$	53.56	\$ 55.00	1
Football Field Grass - Half Day (4 hours)	per day	\$	30.55	\$ 32.00	1
Football Field Grass- Per Day (8 hours)	per day	\$	60.14	\$ 62.00	1
Local Minor Sports Association - Football Field Grass (Half Day)	per day	\$	30.07	\$ 31.00	1
Local Minor Sports Association - Football Field Grass (Full Day)	per day	\$	59.20	\$ 61.00	1
Minor Soccer Association	per player	\$	14.00	\$ 15.00	1

**Town of Amherstburg User Fee Schedule
Schedule H
Parks, Facilities, Recreation and Culture Services**

Applicable Taxes will be added to all fees (1: Applicable Taxes extra, 2: Tax exempt, 3: Taxes included)

Service	Fee Basis	Fee	Tax
Tennis Courts			
Single Court	per hour	\$ 4.00	1
All Courts at location	per day	\$ 10.00	1
All courts - Half Day (4 hours)	4 hours	\$ 29.00	1
All Courts - Per Day (8 hours)	per evening	\$ 58.00	1
Field and Track Area			
Evening (with alcohol)	per evening	\$ 188.00	1
All day(with alcohol)	per day	\$ 376.00	1
Private Rental (no alcohol)	per day	\$ 94.00	1
(**LCBO Special Occasion Permit is Mandatory along with Insurance Certificate covering days booked**)			



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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

Author's Name: Paula Parker	Report Date: May 12, 2020
Author's Phone: 519 736 0012 ext. 2238	Date to Council: May 25, 2020
Author's E-mail: pparker@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Amherstburg Environmental Advisory Committee – Additional Considerations to Terms of Reference

1. RECOMMENDATION:

It is recommended that:

1. Based on the report from the Municipal Clerk dated May 12, 2020 regarding Amherstburg Environmental Advisory Committee - Additional Considerations to the Terms of Reference, the Terms of Reference for the Amherstburg Environmental Advisory Committee **BE AMENDED** as outlined in Appendix C to the report; and,
2. Administration **BE DIRECTED** to advertise for Committee representation based on the amended Terms of Reference and in accordance with the Boards and Committees Appointment Policy.

2. BACKGROUND:

The Town previously had an Amherstburg Advisory Committee on the Environment (ACE). ACE was created in 2007 and held its first meeting on May 24th of that year. It held meetings until June 2013 when the Committee was dissolved upon recommendation by its staff liaison, the Town Planner. The Committee found it difficult to set an agenda without duplicating efforts of regional bodies, or that did not conflict with the mandate of those other bodies. Although the Town's commitment to the environment remained unchanged, there was realization that the ACE might not be the best vehicle to achieve those ends. Due to this realization and the apparent difficulties with the Committee's functionality, the Committee was dissolved in 2013.

On October 28, 2019 Council passed the following motion (Resolution #20191028-507):

“That:

The delegation **BE RECEIVED** and Mr. Hertel's report BE SENT to the Manager of Planning Services for inclusion at the November 12, 2019 Official Plan meeting;

A green review **BE DEVELOPED** on Town fleet;

Green festivals **BE INVESTIGATED**;

Green builds **BE INVESTIGATED** on all new housing and building developments, and existing commercial, industrial and residential assessed property; and,

Administration **BE DIRECTED** to bring back a report on the feasibility of a Committee on the Environment inclusive of Terms of Reference.”

On February 24, 2020, Council passed the following motion:

“That:

The report **BE RECEIVED**;

That the Terms of Reference for the Amherstburg Environmental Advisory Committee (AEAC) **BE APPROVED**, as amended; and,

Administration **BE DIRECTED** to advertise, as per the Boards and Committee’s Appointment Policy to fulfill the composition of the newly created AEAC.”

In fulfilling Council’s requests and amending the Terms of Reference to reflect the changes, Administration has now identified potential conflicts with the intentions stated by Council. To avoid further complications, Administration has endeavoured to gather the appropriate information to meet the stated intentions and the spirit of Council’s motion. This report presents those possible amendments to the Terms of Reference for the Amherstburg Environmental Advisory Committee for Council’s consideration.

3. DISCUSSION:

The Terms of Reference for the Amherstburg Environmental Advisory Committee, as adopted, contain some conflicting language and do not include a role for the AEAC within planning matters. During Council’s deliberations and as part of the approved amendments to the terms of reference, Council made known its intention to have the AEAC involved in the review of the Official Plan. For this reason, Administration has further investigated the addition of a planning component to the Terms of Reference.

Should Council wish to proceed with the adopted Terms of Reference and begin advertising for the AEAC, the approved Terms of Reference have been included as Appendix A. It is important to note that the role of an Advisory Committee is to provide recommendations, advice and information to Council on those specialized matters

which relate to the purpose of the Advisory Committee. It is for this purpose that Council should ensure that those seeking to become members of the committee have the specialized knowledge as it relates to the subject matter.

Appendix B contains the suggested further amendments to the Terms of Reference for Council's consideration. These have been proposed to anticipate potential issues in the execution of the adopted Terms of Reference and to anticipate any complications in executing the will of Council. Administration recognizes the desire of Council and the community to have the AEAC begin its work as expeditiously as possible, and has presented these possible amendments with explanations for each change. Each amendment can be referenced to the appropriate section of the Terms of Reference to provide Council the ability to draw out sections for further amendment or deletion as they deem appropriate.

Suggested Amendments (Amended Terms of Reference – Appendix B):

2.1.10 Collaborate with the Essex Region Conservation Authority (ERCA) to provide recommendations to Council on environmental components of the Town's Official Plan.

Collaboration with ERCA on environmental components of the Town's Official Plan will prevent some of the problems of redundancy in planning matters given the mandate of the conservation authority. A close working relationship will allow the committee and the conservation authority to work cooperatively and prevent disillusionment or strain. It is suggested that the one of the required Council reps be the corresponding Council representation on the ERCA Board as well as the appointed Amherstburg representative to the ERCA Board to maintain consistency.

4.1.1. A staff liaison will provide assistance and support to the Amherstburg Environmental Advisory Committee.

(Additional members of administration may be called upon for specific subject matter expertise as committee resources)

The original terms of reference were designed with a composition that leveraged specific staff skill sets to create a standing committee model, as was found in a study of effective municipal environmental committees. The adopted terms of reference remove staff as members and place them into the role of liaisons. The Town's committee structure does not support multiple staff liaisons, as it creates conflicts of reporting and responsibility allocation which are unnecessary and burdensome. A single staff liaison is all that is required for this model of a committee, and that staff liaison would then call upon other staff as subject matter experts as required.

4.1.2 Citizen members will have demonstrated technical, professional or lived experiences. Such experience may be derived from training in environmentally related disciplines and work experience.

4.1.2.1 Related environmental disciplines may include: Environmental Sciences, Biology, Botany, Chemistry, Ecology, Plant Science, Mineralogy, Limnology, Soil Science, Geology, Zoology, Physical Geography, Atmospheric Science, Resource Management, Forestry and Environmental Engineering.

4.1.3 Involvement in environmental action groups and initiatives will be a secondary qualification consideration.

4.1.3.1 Recognized environmental action groups may include, but are not limited to, the Citizens Environment Alliance, the Essex County Field Naturalist Club and the Holiday Beach Migration Observatory (HBMO).

These sections are recommended by Administration in the proposed Terms of Reference to ensure the advice received by Council is informed by technical and professional expertise in related disciplines, as a supplement to advice from Administration. Providing a list of expected qualifications to applicants lets those who wish to apply know what is expected of them and also ensures that those who are applying are adequately educated to prevent the exposure to risk or loss. Those providing Council with advice should be well versed in the subject matter and keenly aware of the best practices so that the Town can avoid bad investments, hasty decisions or improperly researched policy decisions. This is critical in order for Council to receive the appropriate advice from the committee. The addition of the 'lived experiences' category embraces an understanding that not all knowledge is gained through rigorous study or scientific testing. Ultimately, Council is the final arbiter of all applications received and has it within their authority to embrace those it deems have sufficient experience or expertise to act in an advisory capacity. It is the power and responsibility of Council members to weigh an applicant's merit against the risk that comes with the advice they may provide. Council remains ultimately responsible and accountable for their decisions.

4.1.4 Where possible, one citizen member will be drawn from those under the age of 25. Preference will be given to those enrolled or employed at the time of appointment in an environmentally related field of study, as noted above.

The adopted Terms of Reference include that one citizen member should be sought from among those under the age of 25 but removes the recommendation that the individual be someone training or employed in a related field of study. While a youth perspective brings value for its own sake, a student, apprentice or someone beginning their career will bring additional benefits. This is of mutual benefit to the Town and the member, as they will earn valuable job experience and build upon their budding career while providing the Town with advice based upon the best practices in their field of study. This may assist the Town in retaining those with professional and technical expertise and growing passion for environmental and ecological growth in our community.

4.1.5 One citizen member and one Council member shall be a stakeholder member from the Essex Region Conservation Authority (ERCA).

Should Council wish to include a planning component in the committee terms of reference, a stakeholder representative and a Council representative from ERCA should be included. The Town's representatives on ERCA should also serve as a conduit between the conservation authority and the committee to expedite collaborations and encourage greater degrees of partnership, offers great benefit to the committee and the Town. While it may be more difficult to fill such a position, it will help to alleviate the concerns that have arisen in the past with the Town's Environment Committee and the

Conservation Authority working at cross purposes due to miscommunications and redundant mandates.

As the Town's previous environment advisory committee (ACE) was dissolved due to the duplication of responsibilities with ERCA and as outlined above, the measures recommended in this report would help to offset the possibility of those issues arising again, while strengthening the ability for the AEAC to provide the best possible advice to Council, as a supplement to advice from Administration.

Though this is not the recommended approach by Administration, the amended draft Terms of Reference in Appendix B are provided for consideration if Council wishes to continue to include a mandate for the AEAC to advise them on planning matters,

4. RISK ANALYSIS:

The Terms of Reference provide a standard to measure the quality of advice and recommendations being sought by Council, to augment the advice they receive from Administration, and there is a risk that removing provisions intended to provide the best suited candidates may weaken the quality of advice being offered. Should Council receive and follow advice that is improper in some manner, there are innumerable risks that may arise. This report presents amendments to AEAC Terms of Reference intended to seek those best suited to providing supplementary advice to Council.

There are additional risks inherent in the AEAC becoming involved in making recommendations and providing advice on planning matters without sufficient training or experience and becomes critical to the success of the committee and the Town going forward should Council appoint members to AEAC without the appropriate qualifications and experience. Private development applications are required to comply with the Provincial Policy Statement in regards to environmental matters, providing comments outside of this framework could conflict with legislation. It should be noted that due to the risk inherent in this, Administration does not recommend that this body have any role in advising Council on planning matters. Should Council wish to proceed, this report provides an amended draft Terms of Reference (Appendix B) that is provided to assist in mitigating the risks, but does alleviate them.

As ERCA has the mandate to provide advice and recommendations on environmental planning matters, should the approved terms of reference (Appendix A) proceed without the recommended amendments, it should be noted by Council that risks may be compounded further. For example, should the professional opinion of ERCA differ with that provided by the committee members, and Council opt to follow the advice of the AEAC, then the Town could create opportunities for decisions to be challenged and lawsuits filed thus resulting in additional legal costs and reputational damage to the Town going forward.

The best form of risk aversion would be for Council to seek advice from ERCA as the duly recognized professional authority on all environmental planning matters. Should Council wish to incorporate the recommended amendments without a role for the AEAC in planning matters, Appendix C is recommended.

5. FINANCIAL MATTERS:

There is no way to accurately determine the potential financial impact that may result from Council's reliance on advice from the AEAC on planning matters. Administration recommends that amended Terms of Reference for the AEAC be adopted, which exclude a mandate to provide advice on planning matters, and mitigate that risk.

There is no identified financial impact to the recommendations in this report.

6. CONSULTATIONS:

Kevin Fox, Policy and Committee Coordinator
Frank Gerardo, Manager of Planning Services

7. CONCLUSION:

Considering the risks outlined above with respect to this Committee's involvement providing advice to Council on planning matters, the amended draft Terms of Reference outlined in Appendix C are recommended. These terms remove the planning component that was added through amendments in February 2020. It is recommended that Council reconsider its previously adopted Terms of Reference for this committee and adopt Appendix C as the new Terms of Reference for the AEAC.



Paula Parker
Municipal Clerk

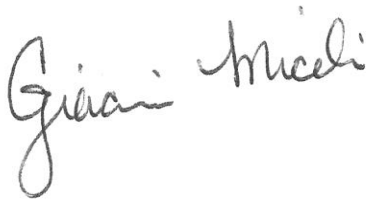
Report Approval Details

Document Title:	Amherstburg Environment Advisory Committee - Additional Amendments to Terms of Reference.docx
Attachments:	- Appendix B - 2020 05 25 - AEAC TOR - Amended Version.docx - Appendix C - 2020 05 25 - AEAC TOR - No Planning Component.docx - Appendix A - 2020 01 24 - AEAC TOR.pdf
Final Approval Date:	May 20, 2020

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



Cheryl Horrobin




John Miceli



Paula Parker

TERMS OF REFERENCE

Appendix B

	Committee:	Amherstburg Environmental Advisory Committee (AEAC)
	Type:	Advisory Committee
	Term:	2018-2022
	Approval Date:	DRAFT
	Replaces:	N/A
	Attachment(s):	N/A

1. PURPOSE

- 1.1. The Amherstburg Environmental Advisory Committee (AEAC) serves as an advisory resource and information support which provides guidance to Council on conservation practices, environmental policy development, environmental management and protection.
- 1.2. The Amherstburg Environmental Advisory Committee ensures a progressive approach to addressing the effects of climate change and working in collaboration with members of administration, Council and stakeholder groups.

2. MANDATE

- 2.1. The mandate of the Amherstburg Environmental Advisory Committee is to provide advice to Council on a range of environmental and sustainability issues including, but not limited to:
 - 2.1.1. To assist with and provide advice with respect to Town properties and assets best suited for multi-faceted environmental conservation practices;
 - 2.1.2. Provide advice as to how sustainable environmental practices may be achieved;
 - 2.1.3. Assist with criteria for the evaluation of municipal assets being considered for environmental upgrades;
 - 2.1.4. Investigate and recommend funding opportunities that may be available for undertaking environmental upgrades and fostering greater appreciation for sustainable developments within the Town;
 - 2.1.5. Investigate and recommend environmental project opportunities and long-term sustainable development within the Town;
 - 2.1.6. Assist with the creation, improvement and enhancement of waste reduction, reuse and recycling programs, water and energy conservation measures and climate change mitigation measures;
 - 2.1.7. Identify and recommend to Council implementation of community outreach activities which support the growth of environmental awareness and appreciation;
 - 2.1.8. Investigate and recommend to Council opportunities for reforestation or rehabilitation of natural heritage features of municipal property; and,

- 2.1.9. Investigate and recommend to Council opportunities to work with municipal partners on environmental projects and collaborations to improve the Town's natural heritage features, conservation practices or in addressing environmental concerns.
 - 2.1.10. Collaborate with the Essex Region Conservation Authority (ERCA) to provide recommendations to Council on environmental components of the Town's Official Plan.
- 2.2 A committee work plan shall be developed by the Committee liaison based on the committee's mandate and will appear as a standing item on the agenda so as to facilitate a regular review by the committee.

3. **TERM**

- 3.1. The Amherstburg Environmental Advisory Committee serves a term coinciding with that of the appointing Council or until dissolved by a resolution of Council.

4. **COMPOSITION**

- 4.1. The Amherstburg Environmental Advisory Committee consists of seven (7) members. The composition shall be two (2) members of Council and five (5) citizen members, one of the citizen members should be under the age of 25, if possible.

~~4.1.1. A Staff liaison will provide assistance and support to the Amherstburg Environmental Advisory Committee. *be drawn from those with appropriate specializations and requisite knowledge consisting of:*~~

~~4.1.1.1. The Director of Public Works and Engineering; and,~~

~~4.1.1.2. The Manager of Planning Services.~~

(Additional members of Administration may be called on for specific subject matter expertise as committee resources.)

~~4.1.2. Citizen members *will be chosen from among those with an emphasis on environmental and ecological interest* will have demonstrated technical, professional or lived experiences. Such experience may be derived from training in environmentally related disciplines and work experience.~~

~~4.1.2.1. Related environmental disciplines may include: Environmental Sciences, Biology, Botany, Chemistry, Ecology, Plant Science, Mineralogy, Limnology, Soil Science, Geology, Zoology, Physical Geography, Atmospheric Science, Resource Management, Forestry and Environmental Engineering.~~

~~4.1.3. Involvement in environmental action groups and initiatives will be a secondary qualification consideration.~~

4.1.3.1. Recognized environmental action groups may include, but are not limited to, the Citizens Environment Alliance, the Essex County Field Naturalist Club and the Holiday Beach Migration Observatory (HBMO).

4.1.4. Where possible, one citizen member will be drawn from those under the age of 25. Preference will be given to those enrolled or employed at the time of appointment in an environmentally related field of study, as noted above.

4.1.5. One citizen member and one Council member shall be a stakeholder member from the Essex Region Conservation Authority (ERCA).

4.2. Unless otherwise noted above, Committee members shall:

- Be committed to the Code of Conduct of the Town of Amherstburg for Members of Council, Committees and Local Boards;
- Be a tenant or owner of land in the Town of Amherstburg, or the spouse of such owner or tenant;
- Be 18 years of age or older;
- Have a demonstrated expertise, interest, and involvement in the field of study of the committee;
- Fairly represent the field of expertise of the committee; and,
- Be committed to the time required to work on the Committee.


5. ADMINISTRATION

5.1. The Committee will be procedurally governed by the Terms of Reference for Local Boards and Committees and the Town's procedural by-law. The Clerk, or designate, shall provide procedural support for the committee and the assign the role of the recording secretary for the Amherstburg Environmental Advisory Committee.

5.2. The Amherstburg Environmental Advisory Committee will meet bi-monthly.

TERMS OF REFERENCE

Appendix C

	Committee:	Amherstburg Environmental Advisory Committee (AEAC)
	Type:	Advisory Committee
	Term:	2018-2022
	Approval Date:	DRAFT
	Replaces:	N/A
	Attachment(s):	N/A

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 - 2.1.3. Assist with criteria for the evaluation of municipal assets being considered for environmental upgrades;
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 - 2.1.5. Investigate and recommend environmental project opportunities and long-term sustainable development within the Town;
 - 2.1.6. Assist with the creation, improvement and enhancement of waste reduction, reuse and recycling programs, water and energy conservation measures and climate change mitigation measures;
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2.1.9. Investigate and recommend to Council opportunities to work with municipal partners on environmental projects and collaborations to improve the Town's natural heritage features, conservation practices or in addressing environmental concerns.

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TERMS OF REFERENCE

	Committee:	Amherstburg Environmental Advisory Committee (AEAC)
	Type:	Advisory Committee
	Term:	2018-2022
	Approval Date:	February 24, 2020
	Replaces:	N/A
	Attachment(s):	N/A

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4.1.2. Citizen members will be chosen from among those with an emphasis on environmental and ecological interest.

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5.2. The Amherstburg Environmental Advisory Committee will meet bi-monthly.



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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

Author's Name: Paula Parker	Report Date: May 12, 2020
Author's Phone: 519 736 0012 ext. 2238	Date to Council: May 25, 2020
Author's E-mail: pparker@amherstburg.ca	Resolution #: 20191125-555

To: Mayor and Members of Town Council

Subject: Open Mic Budget Session May 2020 – Further Direction Required

1. **RECOMMENDATION:**

It is recommended that:

1. The motion of Council from November 25, 2019 contained within Resolution #20191125-555 pertaining to 2021 Budget specifically stating "That Administration be directed to schedule an open mic meeting with residents in May 2020" **BE RESCINDED**; and
2. Consideration of amending the approach to public engagement on the Town's budget **BE DEFERRED** until the completion of the Town's Service Delivery Review so it can be evaluated in the context of service levels, strategic priorities and the long-term financial plan.

2. **BACKGROUND:**

On November 25, 2019, Council passed a motion requiring a report back on items 1-9 for consideration prior to 2021 Budget including the following (Resolution # 20191125-555):

".....Schedule an open mic meeting with residents in May 2020....."

On March 17, 2020, the Province of Ontario declared a state of emergency due to COVID-19 pandemic, following which the Town declared a state of emergency on March 22, 2020 and implemented a restricted service level based on essential services. In the ensuing period, Ontario has introduced a number of restrictive measures on gatherings, business operations, physical distancing, etc.

3. DISCUSSION:

In 2019, Council began hosting a series of 'open mic' sessions for public engagement and input. While these sessions are not required or mandatory under legislation, Council has directed that such sessions continue to be scheduled in 2020, including a May session specifically for 2021 Budget input.

The spirit of an open mic meeting is to allow for the community at large to address Council openly with its comments by attending a meeting on a dedicated date and time without the requirement of delegation to a formal council meeting.

Unfortunately, due to unforeseen circumstances and restrictions forced upon us by the Province related to COVID-19, a true open mic style meeting poses a challenge at this time. Therefore, this report is seeking further direction on the motion of Council.

At this time, the Province has allowed for electronic participation in council meetings and some municipalities have made arrangements to accommodate this. The Town of Amherstburg has adopted an amendment to its Procedural By-law to allow for such participation in Council/Committee meetings during a declared emergency.

The pandemic emergency has stretched already limited Administrative resources beyond their capacity, requiring the reduction or deferral of service levels being offered. The Town continues to provide limited public engagement at this time due to restrictions and limitations of technology. Zoom capabilities for the public appear to be limited to allowing the public to submit typed questions during a meeting. This would require a facilitator to organize and present the submissions or would require technical access and approval before speaking; therefore not achieving the spirit of an open mic style meeting.

If Council wishes to seek 2021 budget input earlier than the November 7, 2020 Public Engagement Session, new options should be considered. New options could be:

- **Talk the Burg** June 2020 – community engagement can be encouraged via comments submitted through the Town's online engagement platform
- **Zoom Meeting "Controlled Access"** June 2020– community engagement can be encouraged by advertising a date and time for individuals to register with the Clerk to receive a dedicated speaking order for participation in a Zoom meeting where they will log in to the meeting to address Council with questions pertaining to the 2021 budget and the remainder of the community can participate by watching it live. This would be achieved by promoting the individual to speak in the meeting and removing access when they are done. (Similar to council meetings but with a specific budget purpose)
- **Zoom Meeting "Webinar style"** June 2020– community engagement can be encouraged via comments submitted during a public meeting (prior to a Council meeting) where Council is available live to answer questions electronically submitted through Zoom's chat feature, where questions can be considered and read aloud by the Mayor/Chair. This will allow for anyone to participate in the meeting but does come with some risks, as outlined below.

It should be noted that based upon the motion of Council on November 25, 2019, the Public Budget Consultation Meeting scheduled for November 7, 2020 will be a community engagement meeting that a member of Council will now chair to provide an enhanced level of control over the proceedings. In light of this change directed by Council, this meeting may now fulfill the spirit of the open style that Council was aiming for in May 2020 and therefore further engagement may not be necessary.

It is important to note that more fundamental than the timing or format for obtaining public engagement in relation to the budget, is the foundation on which the budget is built. To that end, Administration is seeking a better understanding of the purpose and intent of the pre-draft budget consultation. Specifically to determine how it relates to strategic direction, policy and service levels of the Town. It is essential that the Town's budget provide funding for the services being provided and that those services align with the Town's statutory/contractual obligations and strategic direction.

Therefore, it is strongly recommended that Council consider how to align the public consultation on budget with affirming or amending the services and service levels provided by the Town, in the context of statutory/contractual obligations and strategic direction, as support to providing direction to Administration on developing a budget strategy for funding those services. Such a strategy would look beyond a fiscal budget period to the Town's longer term financial strategy and meeting the strategic priority of financial sustainability.

The Town is currently undertaking a fulsome Service Delivery Review that is expected to provide insights that would inform Council's direction on services provided; which may in turn inform the Town's long-term financial plan and fiscal budgets.

Based on the impacts of the pandemic emergency and anticipated information from the Service Delivery Review, it is recommended that consideration of amending the approach to public engagement on the Town's budget be deferred for consideration in future in the context of service levels, strategic priorities and the long-term financial plan.

4. RISK ANALYSIS:

Allowing for full open participation electronically comes with risk. The increased use of Zoom by municipalities to livestream their Council meetings, has triggered the interest of "trolls." There have been some recent reports of unwanted internet material finding its way into livestream feed. By choosing a webinar style meeting, this risk increases.

5. FINANCIAL MATTERS:

There is no additional financial impact related to the use of Talk the Burg, Zoom or by relying on the already scheduled November 7, 2020 Public Budget Consultation Meeting.

6. CONSULTATIONS:

The Manager of Information Technology and the Director of Corporate Services were consulted on this report.

7. CONCLUSION:

Due to unforeseen circumstances and restrictions forced upon us by the province related to COVID19, a true open mic style meeting is not attainable at this time. Therefore, the portion of the motion passed by Council on November 25, 2019 relating to scheduling an Open Mic Meeting for 2021 Budget Input is not achievable.

It is recommended that Council provide further direction to administration based on the additional options provided above.



Paula Parker
Municipal Clerk

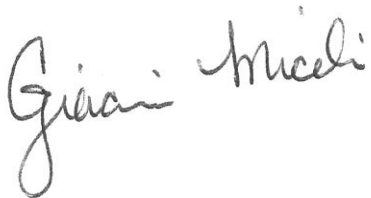
Report Approval Details

Document Title:	Open Mic Budget Session - May 2020 - Further Direction Required.docx
Attachments:	
Final Approval Date:	May 20, 2020

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



Cheryl Horrobin



John Miceli



Paula Parker



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

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

Author's Name: B. Montone	Report Date: May 11, 2020
Author's Phone: 519 736-6500 ext. 2241	Date to Council: May 25, 2020
Author's E-mail: bmontone@amherstburg.ca	Resolution #: 20160411-145

To: Mayor and Members of Town Council

Subject: Monthly Fire Department Activity Report – April 2020

1. RECOMMENDATION:

It is recommended that:

1. The report from the Fire Chief dated May 11, 2020 regarding the Monthly Fire Department Activity Report – April 2020 **BE RECEIVED for information.**

2. BACKGROUND:

On April 11, 2016, Council adopted the following:

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

3. DISCUSSION:

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

To achieve this goal the Amherstburg Fire Department utilizes fire suppression and rescue activities, fire inspections, fire investigation, public fire safety education and other fire protection programs as defined by the Fire Protection and Prevention Act, R.S.O.1997. and the Town of Amherstburg, Establishing and Regulating

By-Law # 2017 – 67. The attached, represents activities and program information for the month of April 2020.

4. **RISK ANALYSIS:**

N/A

5. **FINANCIAL MATTERS:**

N/A

6. **CONSULTATIONS:**

N/A

7. **CONCLUSION:**

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



Bruce Montone
Fire Chief

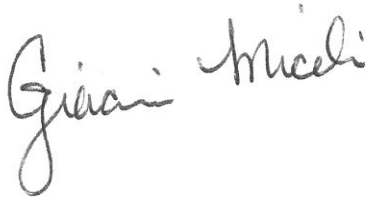
Report Approval Details

Document Title:	Monthly Fire department Activity Report - April 2020.docx
Attachments:	- Monthly Dashboard Report April 20.pdf
Final Approval Date:	May 19, 2020

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



Cheryl Horrobin



John Miceli



Paula Parker



FIRE SERVICES DASHBOARD

1 - SERVICE LEVEL DELIVERY		2019	YTD 2020	Apr-19	Apr-20
INCIDENTS		331	97	25	22
Inident Types	OFM codes				
Fire	01 - 29	60	21	4	6
False Fire Alarms	31 - 39	101	21	9	7
Public Hazard	41 - 59	49	9	1	1
Rescues	601 - 69	70	23	9	4
Medical	701 - 899	41	17	1	3
Others	91 - 99	10	6	1	1

Number of calls by station		2019	YTD 2020	Apr-19	Apr-20
Station # 1		102	35	10	7
Station # 2		107	27	9	4
Station # 3		40	11	1	2
Duty Officer		81	24	5	9

3 - AVERAGE RESPONSE Targets		2019	YTD 2020	April-20 AVG	Apr-20
Alarm Processing Time	90th Percentile	0:03:48	0:03:18	0:01:27	0:01:49
Turnout Time	90th Percentile	0:07:18	0:06:49	0:03:54	0:06:29
Travel Time	90th Percentile	0:09:10	0:08:23	0:03:46	0:06:46

3 - OTHER STATISTICS		2019	YTD 2020	Apr-19	Apr-20
Total Training Session		203	31	27	0
Total Training Session (Station 1)		47	10	4	0
Total Training Session (Station 2)		45	10	4	0
Total Training Session (Station 3)		45	10	5	0
Total Training Session (Extra)		66	1	14	0
Total Routine Station Maintenance & Inspection		147	34	12	4
Fire Prevention Inspections		64	7	8	0
Business Licenese Inspections		18	6	3	0
Fire Prevention Program Activities (i.e. Lockbox, Special Event)		146	32	10	8
Fire Safety Plan Reviews (Emergency Plans, Fire Safety Plans)		172	80	11	25
Vulnerable Occupancy Annual Inspections		30	9	2	3
Smoke and CO Alarm Install		13	7	0	2
Fire Permits Issued		442	365	123	138
Fire Permit Inspections		252	154	39	87

4 - COMMUNITY IMPACT		2019	YTD 2020	Apr-19	Apr-20
Total \$ Loss (Estimate)		526,000	303,000	0	50,000
Total \$ Saved (Estimate)		960,000	450,000	0	0
Residential Fire Related Injuries (Entire)		0	0	0	0
Fire Fighter		0	0	0	0
Public		0	0	0	0
Residential Fire Related Fatalities (Entire)		1	0	0	0
Fire Fighter		0	0	0	0
Public		1	0	0	0



FIRE SERVICES

DASHBOARD

5 - CHIEF'S COMMENTS

Business was anything but as usual as weekly Community Control Group meetings continued throughout the Month. To limit staff face to face interactions meetings are held on an alternating basis virtually and at the EOC. Coordination efforts with county partners continues. Regular Training and Weekly maintenance continue to be suspended, with minimum mandatory service requirements being met after calls and by Day Staff.

Flood Planning continues including communications with the Public and affected property owners. AMA's (Ask Me Anything) facebook discussions were held on alternating Thursdays to provide the public with an additional means to inquire about topics important to them.

30-Apr-20

Second Quarter - 2020 Policing Activities Report

Windsor Police Services - Amherstburg Detachment

	Apr-19	Apr-20	% Change	May-19	May-20	% Change	Jun-19	Jun-20	% Change
CALLS FOR SERVICE									
Dispatch Generated Incidents (CAD Calls)	504	377	-25%						
Self-Generated Walk-in Incidents	47	0	N/A						
Reports	118	125	6%						
Arrests	13	6	-53%						
PROVINCIAL OFFENCES									
Traffic Offences	233	27	N/A						
Part III Summons	2	0	N/A						
Liquor Offences	0	2	N/A						
Other Provincial Offences	0	0	0						
TOTAL									
COMMUNITY OUTREACH ACTIVITIES									
Community Service Calls	26	0	N/A						
Persons in Crisis	29	14	-52%						
COAST Follow Ups	24	66	175%						

YTD Totals	YTD % Change



The Essex and Kent Scottish Regiment Association
c/o Major F.A. Tilston, VC Armoury, 4007 Sandwich Street, Windsor, Ontario, N9C 1C3

30 April 2020

Association Members and Friends

Operation Laser – Support Care Packages to Deployed Troops

Dear Friends:

A large contingent of our soldiers in The Essex and Kent Scottish have volunteered and are deployed to Borden, Ontario as a military contingent in support of Canadians during this pandemic COVID – 19. They are on assignment until end of August 2020. They are living in very austere conditions, and like our soldiers who have been deployed overseas on operations, there is a desire to provide them care packages. The deployment they are on is called OPERATION LASER.

A request was received several weeks ago to provide our regimental soldiers with some assistance. The list was quite lengthy, and members of our extended Regimental family commenced in getting these items for the soldiers. We were placed on hold for a short period of time until details could be worked out on whether we could ship them or not due to the pandemic. That has now been sorted out. With this effort, of course, comes a cost. We are asking people to consider donating funds towards this effort. Any donation of \$20 or more will receive a tax receipt. There are two ways to donate: send a cheque or you can contact our Treasurer directly, Kevin Shaw, at his e-mail address: kevinshaw@hotmail.com and he can give you the details on how to do an e-transfer. All cheques should be made out to ***The Essex and Kent Scottish Regiment Association*** and identify that the donation is to go to support our soldiers' care packages. Please send cheques to Kevin Shaw, 30 Allen St, Chatham, ON N7M 5E6. As the Treasurer, he will prepare the income tax receipts.

Thank you for considering this request. Our Board Members of your Association send their fondest regards and hope that you are all safe and healthy.

Sincerely yours:

Morris W. Brause, President



The Corporation of the Town of Tecumseh

May 14, 2020

Postmedia Network Inc.
365 Bloor Street East
Toronto, Ontario M4W 3L4

Attention: President, Andrew MacLeod

Dear Mr. MacLeod,

The Council of the Town of Tecumseh, at its regular meeting held Tuesday, May 12, 2020, gave consideration to a motion put forth by Deputy Mayor Joe Bachetti, requesting reconsideration of the permanent closing of the Shoreline Week and its sister community weekly newspapers owned by Post Media Inc.

At their meeting, Tecumseh Council passed the following resolution:

“Whereas community newspapers, including Shoreline Week, provide the only print source of local coverage and information in their communities, and facilitates pride and a sense of community that residents and businesses are proud of;

And Whereas the Shoreline Week maintains a strong readership and a valuable media source that residents go to for their local news;

And Whereas the Shoreline Week often provides the only voice for residents to facilitate involvement on local issues that ultimately shape our community, or to celebrate and acknowledge the Town’s rich history, businesses and its people;

And Whereas community newspapers fulfill a major gap in local news coverage, where media coverage originating from larger municipalities is minimal or scarce;

And Whereas the permanent closure of operations for Shoreline Week, and other community newspapers will have a devastating effect on informing residents of news and events in small and rural communities, and shut down a community voice for discussion on local decisions;

And Whereas community newspapers are vital communications to area residents by municipalities and marketing tool for businesses in small and rural communities;

Now Therefore Be It Hereby Resolved that the permanent closure of **Shoreline Week and its sister** community weekly newspapers owned by Postmedia Network Inc. will hinder the ongoing efforts of the Town of Tecumseh to effectively reach and inform all residents of key Council decisions that affect their community and opportunities to participate in local community events;

And that Postmedia Network Inc. reconsider their decision to permanently close Shoreline Week and other local community weekly newspapers in an effort to preserve an open forum for accountability and transparency in local government and continue to facilitate community engagement;

And that Postmedia Network Inc. consider the introduction of alternative models to maintain local news coverage in communities such as Tecumseh, such as continuing online community newspapers with portals such as those provided by Metroland Media Group;

And further that this resolution **be circulated** to Postmedia Network Inc. president Andrew MacLeod, and area municipalities for support.

Thank you in advance for your consideration of Tecumseh Council's request.

Yours very truly,



Laura Moy, Dipl.M.M., CMMIII HR Professional
Director Corporate Services & Clerk

LM/kc

cc: Town of LaSalle, arobertson@lasalle.ca
Town of Leamington, bpercy@leamington.ca
Town of Kingsville, jastrologo@kingsville.ca
Town of Lakeshore, knewman@lakeshore.ca
Town of Amherstburg, pparker@amherstburg.ca
Town of Essex, rauger@essex.ca
County of Essex, mbirch@countyofessex.ca



**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk
160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3
Phone: 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010
Email: skim@grimsby.ca

May 6, 2020

SENT VIA EMAIL

The Honourable Justin Trudeau
Prime Minister of Canada
80 Wellington Street
Ottawa, ON K1A 0A2

The Honourable William Francis Morneau
Minister of Finance
90 Elgin Street
Ottawa, ON K1A 0G5

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Prime Minister Trudeau, Minister of Finance Morneau and Premier Ford:

Re: Support for Commercial Rent Assistance Program

At its meeting of May 4, 2020, the Town of Grimsby Council passed the following resolution:

*Moved by Councillor Ritchie; Seconded by Councillor Vaine;
Whereas these are unprecedented times that have not been seen in generations;
and,
Whereas on April 16, 2020 the Canadian Federal Government announced a new
program called the Canada Emergency Commercial Rent Assistance; and,
Whereas this program is to be developed in unison with the Provincial and
Territorial counterparts; and,*



**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk
160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3
Phone: 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010
Email: skim@grimsby.ca

*Whereas this program is to provide relief to small business (in Grimsby and throughout Canada) with their rent for the months of April, May, and June; and,
Whereas many Provincial programs have been announced to date but have generally aimed at the residential, rather than the commercial, rent markets; and,
Whereas many small businesses in the Town of Grimsby have been affected financially due to COVID-19, thus making rent payments difficult;
Therefore be it resolved that the Town of Grimsby endorse this program whole heartedly, and request the Federal Government of Canada to work with its Provincial and Territorial Partners to expedite this program and offer this program as soon as possible; and,
Be it further resolved that the Town of Grimsby ask the Federal Government, and Provincial and Territorial Partners look at the possibility of extending this program if the impacts of COVID-19 continue past the month of June; and,
Be it further resolved that the Town of Grimsby ask the Federal Government and its Provincial, and Territorial Partners to make this program 100 percent forgiving to the small businesses effected; and,
Be it further resolved that this motion be distributed to the Right Honourable Prime Minister of Canada, the Honourable Minister of Finance, the Honourable Premier of Ontario, and all municipalities in Ontario*

Regards,

Sarah Kim
Town Clerk

SK/dk

Cc: Ontario Municipalities



**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3

Phone: 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010

Email: skim@grimsby.ca



Friday May 8, 2020

Hon. Rod Phillips
Ministry Office, Ministry of Finance
Frost Building South, 7th Floor
7 Queen's Park Cres.
Toronto, Ontario
M7A 1Y7

Dear Minister Phillips,

I write to you today on behalf of the Oakville Economic Task Force. The Task Force – comprising the Town of Oakville's Economic Development Department, the Oakville Chamber of Commerce, Oakville Business Improvement Associations, and myself – continues to engage our business community to understand what support is needed to ensure local businesses are able to survive this period of uncertainty and are in a position to play a role in the recovery of our local economy.

The Task Force is encouraged by the cooperation between the Federal and Provincial government to develop the Ontario-Canada Emergency Commercial Rent Assistance Program. While we recognize rent is a provincial concern and we are grateful for the federal government partnering with provinces, it is important to keep in mind that in order to work the program needs to address certain points that both levels of government need to be aware of in order to collaborate successfully, such as:

- Many landlords have declined to apply and others face the onerous process of having to apply for each commercial unit where they own many
- Many tenants cannot benefit from the program or qualify and are facing eviction.

We appreciate the Canada Mortgage and Housing Corporation indicating that they will address the issue of landlords with no mortgages "in the near future" but some tenants facing eviction do not have very much time to wait for a new program.

The feedback we are hearing from the local business community indicates that, based on the current program details, there are many businesses who will be unable to benefit from the program as-is and will face eviction. Therefore, we are proposing the following changes to the program:

1. Suspend evictions of commercial tenants for a minimum of 6 months



2. Allow tenants to make an application for the rent assistance if the property owner does not want to apply or is ineligible
3. Allow property owners to make one application for all of their properties rather than individual applications
4. Lower the 70% revenue decline threshold for tenants

I urge to you consider these proposed changes as you develop and roll out the program details. Without changes, an increasingly large number of small businesses will be put in a position where they may be faced with permanent closure.

We look forward to continuing to work together with you in supporting the Oakville business community.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Burton".

Mayor Rob Burton
Oakville Economic Task Force



April 27th, 2020

The Right Honourable Justin Trudeau via email
Prime Minister of Canada
Langevin Block
Ottawa, Ontario, K1A 0A2

Re: Federal Assistance for Municipalities

Dear Prime Minister:

Municipalities across Canada are working hard to respond to the ongoing international crisis. On a day-to-day level, Canadians depend on municipal services including fire and emergency services, essential road maintenance, garbage and recycling, bylaw enforcement, and building permits. However, municipalities need help from our federal partners to deliver these services while also supporting their residents.

At the Regular Meeting of April 21st, 2020, the Council of the Township of Montague passed the following motion:

MOVED BY: J. Carroll
SECONDED BY: I. Streight

RESOLUTION NO: 88-2020
DATE: April 21, 2020

That the Township of Montague supports the proposal in principle from the Town of Midland, for the federal government to provide grant funding municipalities to forgive tax payments.

And that the motion be sent to all municipalities across Ontario; local MPs and MPPs and AMO

CARRIED

Please find the attached letter from the Town of Midland detailing a potential funding arrangement. The Township of Montague supports this, or the proposed funding arrangement recommended by the Federation of Canadian Municipalities through the Gas Tax Fund, also attached.

Thank you,

Jasmin Ralph
Clerk Administrator

Cc: Association of Municipalities of Ontario
Cc: All Ontario Municipalities



March 23, 2020

By Fax to: 613.941.6900 & Twitter @CanadianPM, @JustinTrudeau

The Right Honourable Justin Trudeau
Prime Minister of Canada
Langevin Block,
Ottawa, Ontario, K1A 0A2

Dear Prime Minister:

Re: Direct Payment of Federal Funds to Municipalities to Waive Property Taxes for the Year 2020 - Financial help to alleviate the suffering from COVID-19 Pandemic

It is trite to repeat the human and financial toll of the COVID-19 Pandemic. Similarly, the commitment of the federal, provincial and municipal governments toward alleviating the suffering of Canadians does not require repeating.

We, at the Town of Midland, in the Province of Ontario, are proposing what we believe to be a simple but effective solution to facilitate the delivery of our common and shared commitment to the financial and psychological well-being of all Canadians.

Proposal:

1. Residential Properties (primary residence only)

- a. Waive 100% of the 2020 property taxes for all residential properties currently assessed at or below \$ 500,000.00 by each governing provincial property assessment body; and
- b. Waive 50% of the 2020 property taxes for all residential properties currently assessed below \$ 1,000,000.00; and
- c. Waive 25% of the 2020 property taxes for all residential properties currently assessed above \$1,000,000.00.

2. Industrial, Commercial and Farm Properties

- a. Waive 100% of the 2020 property taxes for all; industrial, commercial and farm properties currently assessed at under \$ 10,000,000.00; and
- b. Waive 50% of the property taxes for the year 2020 for all industrial, commercial and farm properties currently assessed between \$10,000,000.00 and \$ 50,000,000.00; and
- c. Waive 25% of the property taxes for the year 2020 for all industrial, commercial and farm properties assessed above \$50,000,000.00.

3. Federal Transfer Payment to Canadian Municipalities

- a. In lieu of the annual municipal property taxes, the Federal Government transfers funds to municipalities across Canada, as a one-time grant.

Advantages of the Proposal:

1. Quick and timely relief;
2. Direct relief to all Canadian homeowners and the business community;
3. Directly protects Canadians who although may be solvent, are unable to easily meet the financial pressures beyond their personal capacity due to COVID-19;
4. No additional resources required to assess individual need and delivery of the relief;
5. Negligible overhead costs for the disbursement of the relief. In fact, it may cut-down on some of the work for municipal staff; and
6. The financial stimulus received from the federal government will come into circulation immediately and will stay in the community.

There are a multitude of other direct and indirect financial and non-financial benefits that will result from the implementation of this proposal. The biggest non-financial impact is that Canadians will see an immediate financial relief respecting the pressures to make their property tax payments and be better positioned to address other essential needs. In turn, removing this added stress will provide some relief to the already strained financial and health systems.

As you are aware, Canadians are entering this time of crisis with a very high amount of house-hold debt and a great deal of financial fragility. Taking this simple step should alleviate some of those pressures. At the same time, it will keep your municipal governments, and school boards primed for continued productivity and forward momentum to address the fallout from COVID-19.

Thanking you in anticipation of a favourable response.

Sincerely,

The Corporation of the Town of Midland



Stewart Strathearn,
Mayor
ssrathearn@midland.ca



Amanpreet Singh Sidhu,
Chief Administrative Officer
asidhu@midland.ca

- c: Town of Midland Council
Association of Municipalities of Ontario
Province of Ontario

Protecting vital municipal services

Urgent federal recommendations to
address the financial crisis in our cities
and communities due to COVID-19

April 23, 2020

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This is a crisis

A message from FCM's president

In a matter of weeks, the COVID-19 pandemic has turned life upside down. We now face a public health and economic challenge unlike anything we've seen in our lifetime. As municipalities across the country work to support frontline action and ready essential response services, the financial impact to our operations has created a crisis—and threatens to put the Canadians we serve at further risk.

Across Canada, cities and communities are seeing their finances drift toward collapse. This crisis exposes the cracks in an outdated model that is fundamentally misaligned with the modern reality of the role of local governments. Revenues are plummeting. Unanticipated costs are rising. With few fiscal tools available—and no legal ability to run operating deficits—local leaders face stark choices. Protecting essential services now requires support from other orders of government.

Today, FCM is making that urgent request on behalf of cities and communities across the country. We are calling for emergency operating funding for municipalities—to keep essential services running and Canadians safe and protected.

Canadians are depending on the vital services their local leaders provide, from ensuring tap water is clean to sending paramedics to help the sick to safely sheltering our most vulnerable residents. Cutting back services in the middle of a pandemic would put Canadians at further risk. Instead, municipal leaders must continue to help lead the way, supporting people and businesses through this public health and economic storm. To ensure this work continues with the urgency required—on the ground, where Canadians live—direct emergency federal funding is the only option.

Our federal-municipal partnership has delivered remarkable results. Deepening that partnership now will protect Canadians through this pandemic. And when the time comes, local leaders will be ready to help lead Canada's recovery, so this country can prosper and thrive once again.

A handwritten signature in black ink that reads "Bill Karsten". The signature is fluid and cursive, with a long horizontal stroke at the end.

Bill Karsten
FCM President

Local leaders on the front lines

Our cities and communities are the front lines of the COVID-19 pandemic. These are the places where Canadians go to work, buy homes, start families, launch businesses, and build the future of this country. As the governments closest to daily life, municipal leaders are mobilizing urgently to keep Canadians safe, and to help people and businesses weather the economic storm.

Municipalities of all sizes are taking extraordinary measures to support Canadians—including our most vulnerable—through this unprecedented public health and economic challenge. They're turning arenas into shelters for the homeless. They're setting up portable hygiene stations. They're deferring property taxes and utility bills for struggling families.

Municipalities are also working day and night to keep essential services running. Bus drivers, paramedics, firefighters, social workers and countless other frontline staff are putting themselves at risk every day to keep Canadians safe and to provide the services people rely on.

In the face of this challenge, essential workers and local leaders are stepping up together as champions for their communities, and this country.

As the national voice for local governments, FCM is fully engaged in this nationwide crisis. We're bringing together communities across the country to help protect people and businesses. Through regular touchpoints with our members—from FCM's Big City Mayors' Caucus and Rural Forum to our provincial-territorial municipal association partners and others—we're convening local expertise, sharing resources and coordinating frontline response efforts.

We're also working directly with federal departments, agencies and decision-makers to help inform Canada's pandemic response. That includes regular scheduled calls with the deputy prime minister and key ministers. This unprecedented engagement is bringing local realities to new federal initiatives—from the Canada Emergency Response Benefit to the Canada Emergency Wage Subsidy—to ensure they meet the needs of Canadians on the ground.

Municipalities in action

The **City of Edmonton, AB** has waived transit fares on all routes and has deployed larger buses to encourage physical distancing, while ensuring essential workers have a safe and reliable way to get to work.

The public library in the **Town of Halton Hills, ON** is using 3D printers to make face shield parts for frontline health care workers. It's also left its Wi-Fi on—despite being closed—so residents without Internet access can apply for provincial and federal resources.

The municipality of **Canton De Gore, QC** has set up a home delivery service for seniors and vulnerable residents—staffed by volunteers—to bring groceries and prescriptions to people confined to their homes.

For more examples of municipal action during the pandemic, go to fcm.ca/COVID19.

Vital municipal services at a glance

COVID-19 is shining a spotlight on the vital role municipalities play in daily life. Now more than ever, Canadians are depending on their local leaders to keep essential services running—to keep people safe and secure through this pandemic. That includes:

- ▶ Local police, ambulance and fire services
- ▶ Maintenance of roads, bridges and other essential infrastructure
- ▶ Safe public transit for essential workers
- ▶ Clean water and wastewater services
- ▶ Garbage collection and recycling
- ▶ Local social services and housing for vulnerable residents
- ▶ Local public health agencies
- ▶ Sustainability and environmental initiatives



Paramedics are on the frontlines providing life-saving services including emergency and non-emergency pre-hospital care to residents. *Photo: City of Toronto*

When the time comes, municipalities will also be ready to lead Canada's recovery, along with our federal partners. Local leaders are already delivering frontline results for Canadians. And they are exceptionally well-placed to deliver stimulus funding quickly—to create jobs and get the economy going. Deepening the federal-municipal partnership even further will help Canada thrive and prosper once again.

Anatomy of our financial crisis

At the best of times, Canada's municipal governments manage a razor-thin fiscal balance to deliver for residents. On the revenue side, they have scant ground to till beyond property taxes and user fees. On the expense side, operating and capital, they must be tremendously cost-efficient with every dollar available. With no legal standing to carry operating deficits, they diligently maintain reserves to carry our communities through cyclical shifts and disruptions.

But these are *historically challenging times*. Municipalities are incurring deep losses due to COVID-19—a combination of foregone revenues (from property taxes and user/utility fees) and unanticipated costs (including public safety measures and support for vulnerable populations). This is not limited to a cash flow challenge; this is a crisis of non-recoverable losses. To continue delivering essential services, many are drawing down limited reserves that were not designed for a crisis of this scale or duration.

Today's crisis exposes cracks in the fundamentally outdated fiscal framework in which municipalities are still forced to operate. And as we now approach a tipping point, our next steps will reverberate

through the lives of Canadians. Insolvency is not an option. Bridge loans cannot address this crisis of permanent losses. Cutting essential services is not an acceptable option, not when Canadians need us most. This is why we are turning to our federal partners for emergency operating funding—to sustain municipal operations and essential services through these extraordinary times.



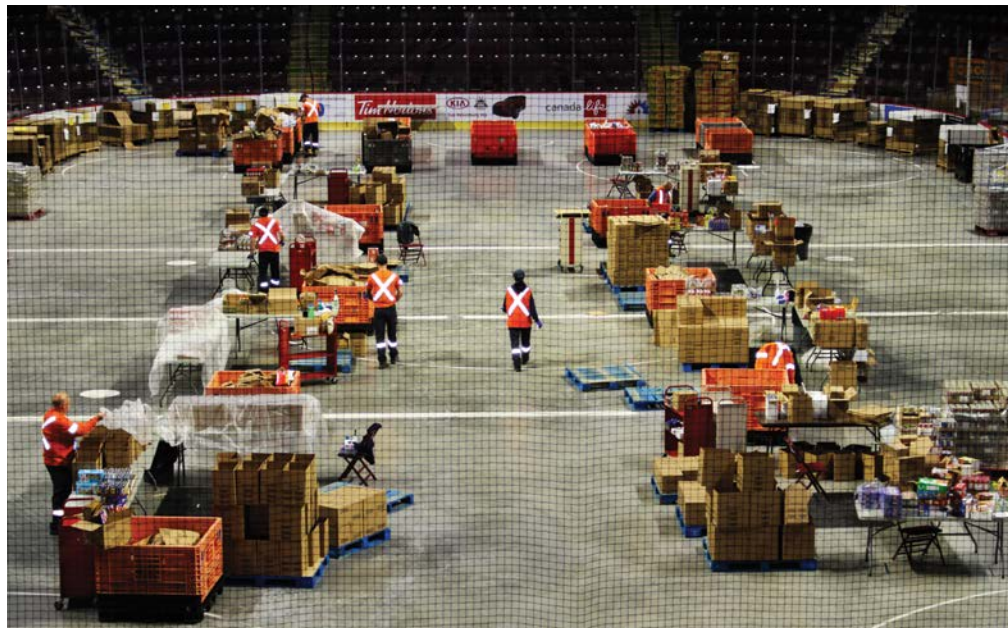
Municipal waste collection operators are keeping municipalities clean and green, while delivering essential services so residents can stay at home.

Photo: City of Toronto

This action will protect essential services Canadians rely on. No one should have to worry if their tap water is clean, whether their garbage will stay on the curb, or when a fire truck or ambulance will arrive.



To keep drivers and riders safe, the City of Selkirk, MB, installed Plexiglas shields and closed off alternating rows inside the buses to encourage physical distancing. *Photo: City of Selkirk*



The City of Windsor's WFCU Centre, home of the Windsor Spitfires Junior-A hockey club, has been transformed into a make-shift foodbank to help those in need during the pandemic. *Photo: City of Windsor*

This action will protect the most vulnerable among us. We must continue deploying extraordinary measures to protect people who face enormous challenges staying safe—in our shelters, on our streets.

This action will support Canada's economic recovery. Municipalities will need to hit the ground running to turn stimulus funds into outcomes—and not be cancelling even *existing* capital projects.

Like never before, our municipal-federal partnership has been building better lives for Canadians. Our partnership is grounded in our respective strengths—local leaders are delivery experts closest to people's real needs, the federal government has the fiscal heft to drive nationwide progress. Today, right now, this partnership is the key to carrying Canadians through this pandemic into better days ahead.

Protecting property taxpayers

Covering municipal losses through a one-time property tax levy is not a viable alternative to federal emergency funding given the significant impact it would have on households trying to weather the economic downturn. Bridging municipalities' 2020 fiscal shortfalls without cutting services—assuming six months of physical distancing—would require dramatic residential property tax levies:

Toronto	56%
Calgary	23%
Vancouver	22%
Montreal	18%
Mississauga	17%

Fiscal impacts of COVID-19

The fiscal impacts of COVID-19 have been swift and dramatic. Non-recoverable municipal losses driven by falling revenues and rising costs have led to an unprecedented financial crisis. To absorb this staggering hit in the near term, we are calling for a federal operating infusion of \$10–15 billion over the next six months. This crisis may compound as physical distancing measures continue, and depending on the timing and pace of future economic recovery.

FCM continues to develop insight on the scale of losses that municipalities may face on the road ahead. The extent and nature of losses vary widely by community, depending on multiple factors:

- ▶ Municipalities with **public transit systems** face significant revenue losses at the fare box—estimated at \$400 million per month nationwide. This accounts for 30–50 percent of monthly net losses for these municipalities. In Metro Vancouver, Translink is losing \$75 million monthly. The Toronto Transit Commission reports a \$23.5 million weekly burn rate—with an 85 percent revenue drop in April alone. Critically, transit is an essential service for frontline workers in this pandemic, but with limited ability to reduce operating expenditures, many transit systems are already scaling back service to ensure solvency.
- ▶ Municipalities are deferring **property taxes, utility and other fees** to support struggling residents in the near-term—another major revenue hit. Even after these deferral programs end, there remains a significant risk of property tax delinquency. With even a 10 percent increase in property tax and utility bill delinquencies, the cities of Vancouver and Toronto estimate revenue losses in 2020 of \$130 million and \$684 million, respectively.
- ▶ Municipalities reliant on **hard-hit industries** face compounding pressures. In tourism-driven Banff, Alberta, 85 percent of workers have been laid off. Tourism Calgary has temporarily laid off more than half of its staff, and the city could lose the \$540 million economic impact of the Calgary Stampede. Agriculture: meat plants in High River, Alberta, and in Montreal have closed temporarily, impacting a third of Canada's beef processing capacity and most pork exports. Natural resources: Western Canadian Select is trading at negative prices, and sawmill closures have put thousands out of work, jeopardizing pulp mill jobs in northern and remote communities.



Like many municipalities, the City of Yorkton has converted one of their public rinks into a temporary site run by public health to help alleviate the impact on local hospitals and emergency rooms. *Photo: City of Yorkton*

- ▶ The loss of **user fees from parking and community, culture, and recreation facilities** is another source of foregone revenue. Many municipalities have already temporarily laid off staff at these facilities to reduce costs. The City of Mississauga estimates lost revenue from recreation facilities to reach \$23.3 million by the end of June. The City of Toronto is losing almost \$17 million monthly from foregone parking fees alone. Smaller communities, at relative scale, stand to take a significant hit as well. Prince George, B.C., estimates a monthly loss of \$15-20 per capita.
- ▶ Without emergency operating funding, municipalities will need to reduce planned **capital expenditures** in 2020 to make up for lost revenues. This will further slow economic activity across the country and increase future repair costs. And this scaling-back is enormously counter-productive to the coming need to drive Canada's economic recovery through new capital investment in municipal assets, including core infrastructure and housing.



The Gatineau Police Department controls movement at the entrance to the territory. *Photo: City of Gatineau*

- ▶ **Rural and small communities** face their own unique economic challenges. The agriculture sector has been hit hard. Some municipalities have begun laying off staff—despite having so few to begin with. With limited access to broadband Internet, many rural Canadians are unable to work from home. New Brunswick's Francophone municipalities are facing a total monthly loss of \$10.5 million. Even before the pandemic hit, eight percent of Atlantic Canada's workforce was already depending on Employment Insurance benefits.

Summary of recommendations

With plummeting revenues, rising expenses and a legal proscription against running operating deficits, municipalities are at imminent risk of having to cut essential services to Canadians to remain solvent. The acceptable alternative is emergency operating funding for municipalities, provided by our stable, trusted, national partner: the Government of Canada.

This section summarizes FCM's urgent recommendation. This is based on the best available data on the projected financial impact of COVID-19—amounting to a near-term gap of \$10–15 billion for municipalities nationwide. It assumes that physical distancing directives substantially persist for six months, with direct municipal revenue impacts continuing through the end of 2020 and possibly into 2021 depending on the pace of economic recovery.

The core of our recommendation is an allocation-based formula to deliver a base level of support to all local governments. This is supplemented by targeted measures to meet distinct needs of municipalities as they continue to keep Canadians fully served and protected.

Immediate action

1. **Deliver at least \$10 billion in targeted emergency operating funding to all local governments as direct allocations—with a new hybrid formula modelled on both the proven federal Gas Tax Fund (GTF) and a ridership-based allocation for municipalities that operate transit systems.**
 - ▶ Specifically, allocate at least \$7.6 billion of the fund using a GTF-style allocation formula for all local governments, and \$2.4 billion based 100% on transit ridership.
 - ▶ For municipalities that operate transit systems, provide a single blended transfer.
 - ▶ Immediately provide advance payments to municipalities facing urgent liquidity issues.
 - ▶ Leverage the administrative infrastructure of the federal Gas Tax Fund, where possible, to expedite the rollout of dedicated emergency operating grants.



Municipal road maintenance staff are working around the clock to keep roads safe and accessible for those delivering essential services. *Photo: City of Toronto*

2. Deliver additional emergency operating funding to individual local governments facing unique financial pressures related to COVID-19 that are not fully met by the hybrid formula above. Our largest urban centres face distinct challenges supporting self-isolation, sanitation and good health among populations struggling with homelessness and mental health challenges. Smaller communities face unique challenges, starting with access to health care services that can support isolation requirements and urgent care. These and other unique cost drivers will continue to require targeted supports for the full duration of this crisis.



Selkirk, MB Mayor Larry Johansson stopped at a resident's window to admire children's drawings showing their appreciation for essential workers. *Photo: City of Selkirk*

Medium-term action

- 3. Commit to revisit the need for additional operating funding within four months.**
 - ▶ Monitor trends in property tax delinquencies and consider additional supports for individuals and businesses that may not be able to pay property taxes after the expiry of short-term municipal deferral programs.
 - ▶ Depending on the duration and severity of the COVID-19 crisis, prepare for possible additional operating funding assistance in both 2020 and 2021.
- 4. Provide local governments with the ability to transfer unused allocations** to the federal Gas Tax Fund program for capital expenditures as part of Canada's COVID-19 economic recovery plan.

Proposed funding model

This section presents additional guidance for the emergency operating funding outlined in recommendation #1. Our proposed model features two components: a base allocation for all municipalities, and a supplementary allocation for municipalities that own and operate transit systems. To function—efficiently and nationwide—its design must be straightforward, direct and flexible.

Base allocation *(for all municipalities)*

- ▶ At least \$7.6 billion based on the federal Gas Tax Fund formula.
- ▶ Assumes average of \$35 per capita per month, and six months of physical distancing (starting March 2020).

Supplementary allocation *(for municipalities that own and operate transit systems)*

- ▶ \$2.4 billion based entirely on 2019 transit ridership (population not included in formula).
- ▶ Based on Canadian Urban Transit Association needs assessment (\$400 million/month for six months) and validated through individual city estimates.

Design considerations

- ▶ Municipalities should receive a single transfer that combines the base and supplementary allocation (except in the case of provincially-owned transit systems, such as BC Transit and Metrolinx).
- ▶ This single transfer should provide maximum flexibility to local governments to apply funds towards all operating impacts (foregone revenue and/or unanticipated costs) related to the COVID-19 pandemic.

- ▶ No provincial or municipal matching funds should be required.
- ▶ Requiring provincial matching could cause delays given the varied fiscal capacities of provincial/territorial governments. However, provinces and territories continue to have an important role to play in providing targeted supports for local governments including, but not limited to:
 - ▷ direct support for COVID-19 emergency response and support for vulnerable populations;
 - ▷ expansion or backstop of property tax deferral programs (especially long-term deferment programs that will delay taxes beyond a single fiscal year);
 - ▷ block operating grants for local governments.
- ▶ Given significant downside risks—including the likelihood of future pandemic waves that require physical distancing, and the potential for property tax delinquencies—it is likely that the full allocation under an emergency operating grant will be fully utilized by local governments.



The Vulnerable Person's Registry is a critical program where the elderly and people with special needs are contacted daily, making sure that they are safe and their needs are being met. *Photo: Regional Municipality of Wood Buffalo*

- ▶ Any limited unused funding could be reserved for additional COVID-19-related operating shortfalls in 2020 or 2021, or transferred to the federal Gas Tax Fund to be used for incremental capital expenditures as part of Canada's COVID-19 recovery plan.

Potential impact *(all numbers rounded and approximate):*

Municipality	Preliminary net losses*	Base allocation (GTF formula)	Supplementary allocation (transit)	Total allocation
City of Toronto	\$1.690B	\$575M	\$575M	\$1.150B
Metro Vancouver**	\$900M	\$510M	\$290M	\$795M
City of Calgary	\$400M	\$255M	\$115M	\$370M

* preliminary estimates assuming full year impact of six months of physical distancing

** extrapolation of data provided by City of Vancouver (local government not including transit) and TransLink (transit)

Eyes on the future

Right now our focus is on tackling the public health and economic crisis in our cities and communities—and ensuring local leaders can continue to deliver the essential services Canadians rely on. But we're also keeping an eye on the future—for when Canada is ready to move from response to recovery.

Across the country, municipalities have already begun taking steps to help drive the massive nation-building effort that will be required when the pandemic ends—from getting local businesses back on their feet to implementing job-creating stimulus projects. FCM is supporting this work by collecting and analyzing on-the-ground data that will inform recommendations for Canada's recovery. From housing, to infrastructure, to green, sustainable and resilient projects, cities and communities have a long track-record of delivering results efficiently and effectively. Municipalities will be essential partners in rebuilding the economy we want for the future.

But as with any crisis, it will be just as important to learn lessons from this pandemic. We will honour and celebrate how Canadians and their governments came together in common cause. We will also need to take a critical look at the foundational cracks that have been more harshly exposed in how we approach the role of local governments. In clear view are the outdated tools and authorities granted to municipal leaders, and how they simply do not match the modern role cities and communities play in supporting Canadians and driving our economy. When the time is right, FCM and local leaders will be ready to have that conversation.

In the immediate, we will continue working flat-out, as partners on the front lines, to keep Canadians as safe as possible, and ready our economy for the comeback we're confident we can collectively drive. We're all in this together.



FCM

FCM.ca



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jeff.bunn@kitchener.ca
TTY: 519-741-2385

May 15, 2020

The Right Honourable Justin Trudeau, Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

This is to advise that City Council, at a special electronic meeting held on May 11, 2020, passed the following resolution regarding universal basic income:

“WHEREAS The World Health Organization (WHO) on March 11, 2020 declared COVID-19 a pandemic, pointing to the growing number of cases of the coronavirus illness around the world and the sustained risk of further global spread; and,

WHEREAS in response to the COVID-19 pandemic, the Province of Ontario and the City of Kitchener have declared a state of emergency under the Emergency Management and Civil Protection Act; and,

WHEREAS the City of Kitchener has approved the Early Economic Support Plan, which provides financial and economic support measures to help reduce the financial strain on citizens and businesses during the COVID-19 pandemic; and,

WHEREAS Statistics Canada has reported that the unemployment rate has risen to 7.8 per cent, with 1,011,000 jobs lost in March 2020, and that the COVID-19 pandemic has impacted the employment of 3.1 million Canadians; and,

WHEREAS the Federal government has announced \$82 billion in relief funding for the COVID-19 Economic Response Plan, utilizing tax deferrals, subsidies, loans, and credits to support citizens, businesses, and industries; and,

WHEREAS according to a 2018 Parliamentary Budget Office report, a Canada-wide basic income of the type previously piloted in Ontario would have an annual net cost of \$44 billion; and,

WHEREAS a universal basic income would likely have many positive effects, including reducing poverty, reducing strain on health care and social assistance systems, supporting businesses and the economy, reducing crime, as well as reducing administrative complexity and creating efficiencies for those in need of financial and economic support measures;

THEREFORE BE IT RESOLVED that the Council of the City of Kitchener urges the Ontario Provincial government to pursue a partnership with the Federal government for the establishment of a universal basic income;

BE IT FINALLY RESOLVED that this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; the Minister of Children, Community and Social Services; the Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; the Local Members of Provincial Parliament; the Region of Waterloo; all Municipalities within the Province of Ontario; and, the Federation of Canadian Municipalities.”

Yours truly,



J. Bunn
Manager, Council & Committee Services/
Deputy City Clerk

- c. Honourable, Doug Ford, Premier
Honourable Amy Fee, M.P.P.
Honourable Belinda Karahalios, M.P.P.
Honourable Catherine Fife, M.P.P.
Honourable Laura Mae Lindo, M.P.P.
Honourable Mike Harris, M.P.P.
Honourable Todd Smith, Minister of Children, Community & Social Services
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Monika Turner, Association of Municipalities of Ontario
Kris Fletcher, Regional Clerk, Region of Waterloo
Bill Karsten, Federation of Canadian Municipalities
Ashley Sage, Clerk, Township of North Dumfries
Danielle Manton, City Clerk, City of Cambridge
Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk, Township of Wilmot
Grace Kosch, Clerk, Township of Wellesley
Olga Smith, City Clerk, City of Waterloo
Val Hummel, Director of Corporate Services/Clerk, Township of Woolwich
All Ontario Municipalities



Community Services

Legislative Services

May 20, 2020
File #120203

Sent via email: deputyclerk@armourtownship.ca

Charlene Watt, Deputy Clerk
Township of Armour
56 Ontario Street, P.O. Box 533
Burk's Falls, ON P0A 1C0

Dear Ms. Watt:

Re: Request of support for High Speed Internet Connectivity in Rural Ontario

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of May 19, 2020 received your correspondence dated April 29, 2020 and supported the motion passed by the Council of the Township of Armour supporting Councillor Rod Ward's letter regarding the need to make substantial investments in high-speed internet connectivity in the rural areas of Ontario.

On behalf of Council, thank you for your correspondence.

Yours very truly,

Carol Schofield, Dipl.M.A.
Manager, Legislative Services/Clerk
cschofield@forterie.ca

c.c.

Sent via email

The Honourable Doug Ford, Premier of Ontario premier@ontario.ca
Wayne Gates, MPP-Niagara Falls, Legislative Assembly of Ontario wgates-co@ndp.on.ca
Tony Baldinelli, MP- Niagara Falls Tony.Baldinelli@parl.gc.ca
Ontario Municipalities

Mailing Address:

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca

Unfinished Business List - eScribe as at May 25, 2020

Agenda Item	Assigned To	Comment	Description	Date
NEW BUSINESS	Nicole Rubli	20190227 - awaiting LPAT decision. RTC will cover full animal control by-law. Public Consultation Meeting was held May 14th, 2019 for Animal control By-law including kennels. Anticipate report to Council in 2020.	Resolution # 20180910-301 Lavigne/Meloche That Administration BE DIRECTED to look at surrounding municipalities and their by-law regarding dogs and kennels and bring a report back for Council's consideration.	10-Sep-18
NEW BUSINESS	Angelo Avolio	Reviewing best practices and comparator municipalities. Anticipate Council report for 2nd quarter 2020.	Resolution # 20180910-302 Lavigne/Meloche That Administration BE DIRECTED to look at surrounding municipalities regarding fill by-laws and bring back a report for Council's consideration.	10-Sep-18
UNFINISHED BUSINESS	Nicole Rubli	First public consultation scheduled for May 14th. Anticipate report to Council fourth quarter of 2020.	Resolution # 20181023-356 Fryer/Courtney That Administration BE DIRECTED to bring the report regarding urban chickens along with permit fees for Council's consideration.	23-Oct-18
Off-Road Vehicle Use on Municipal Roadways - Kevin Schmidt and Shawn Ellenberger, Essex County ATV Club	Nicole Rubli	Meeting held with County and ERCA Administration. Anticipate report to Council in Fall 2019 Administration will hold this report until the regulations associated with Bill 107 are passed by the Province, in speaking with AMO Policy Advisor this is expected in 2020.	Resolution # 20190325-202 Prue/Renaud That Administration continue to work with the Essex County ATV Club, the County of Essex, ERCA, and the Police to find a possible trial area for off-road vehicle use.	25-Mar-19
NEW BUSINESS	Eric Chamberlain, Antonietta Giofu	This will be a long term plan for the downtown core/future developments. Pending outcome of EA process (former Duffy's property) and progress of new developments (i.e. hotel), could affect timing of this report and recommendations presented to Council. Council Resolution #20180212-38 notes: A downtown core parking study, with funding to be allocated in a future year budget, after the completion of the development of the former Duffy lands BE SUPPORTED.". Estimated timing per Development Charge Study is 2020-2021.	Resolution # 20190408-238 Prue/McArthur That Administration BE DIRECTED to prepare a report regarding angled parking on the west side of Dalhousie Street from Richmond Street to Gore Street with the possibility of one-way traffic going south bound.	08-Apr-19
NEW BUSINESS	Antonietta Giofu	Administration is coordinating options with the County of Essex and discussing possible inclusion into CWATs master plan with CWATs committee. Report to Council expected Summer 2020.	Resolution # 20190624-TBD Courtney/McArthur That Administration BE DIRECTED to provide a report to Council regarding the feasibility of safe pedestrian travel along County Road 10.	24-Jun-19
NEW BUSINESS	Paula Parker	In Progress - Anticipated report to Council May 25, 2020	Resolution # 20190812-420 Courtney/Prue That Administration BE DIRECTED to re-evaluate the Towns election system and a report be brought back with options including at-large, ward or a hybrid approach to the 2022 Election for Councils consideration.	12-Aug-19
SPECIAL PLANNING REPORTS	Cheryl Horrobin	Item cannot be completed until Proclamation date for legislation is determined.	Resolution # 20190826-TBD Prue/Simone That Administration BE DIRECTED to report back to Council at the meeting prior to the 2020 Budget Deliberations and regularly thereafter through 2020 to ensure pertinent deadlines arent missed for Community Benefit Charges and Community Use By-laws, etc.	26-Aug-19
NEW BUSINESS	Justin Rousseau, Cheryl Horrobin, Paula Parker	Policy work in progress	Resolution # 20190909-446 McArthur/Meloche That: Administration BE DIRECTED to reach out to the Miracle League to advise them of the charitable number that is available to them; and, A policy BE DEVELOPED outlining the use of charitable numbers for other organizations.	09-Sep-19
NEW BUSINESS	Anne Rota, Phil Roberts	Tourism administration in 2020 introduced a new festival (TRUE Festival) as supported by the Canadian Experience grant. Additionally the Department has been task with investigating creating green festivals to which preparation is underway for participation in the Great Global Cleanup - Detroit River. The impact of these events will be included, along with an assessment of other events in the pending report. Consultation with the TWEPI to help frame to elements of an economic impact statement requires further action. Report to council expected for June 2020.	Resolution # 20190909-447 Simone/Meloche That: Administration BE DIRECTED to prepare a report exploring the economics, rationale and feasibility of introducing other festivals and events within the Town of Amherstburg for Council consideration in the 2020 Operating Budget; Administration BE DIRECTED to look at all possible venues within the Town of Amherstburg to hold events/festivals.	09-Sep-19

Unfinished Business List - eScribe as at May 25, 2020

Agenda Item	Assigned To	Comment	Description	Date
NEW BUSINESS	Antonietta Giofu, Frank Garardo	Administration compiling information. Anticipate report to Council in 3rd quarter 2020.	Resolution # 20191015-497 Prue/Simone That Administration BE DIRECTED to bring back a report regarding the finalization of the development of the north end of Boblo Island with the intent to enforce the by-law and development agreement relating to roads, sidewalks, curbs, and lighting, and to outline all municipal costs, if any.	15-Oct-19
Request for the Town of Amherstburg to Take Part in 'Green' Initiatives - Paul Hertel	Eric Chamberlain, Antonietta Giofu, Anne Rota, Phil Roberts, Frank Garardo, Paula Parker	Committee liaison has been appointed. Anticipate Terms of Reference before Council February 10, 2020. Parks and Tourism administration is organizing participation in the Great Global Cleanup - Detroit River event for April 25th, 2020 as a leading green festival initiative with the goal to build on the Detroit River Canadian Cleanup events and the 50th anniversary of Earth Day	Resolution # 20191028-507 Prue/Courtney That: The delegation BE RECEIVED and Mr. Hertel's report BE SENT to the Manager of Planning Services for inclusion at the November 12, 2019 Official Plan meeting; A green review BE DEVELOPED on Town fleet; Green festivals BE INVESTIGATED; Green builds BE INVESTIGATED on all new housing and building developments, and existing commercial, industrial and residential assessed property; and, Administration BE DIRECTED to bring back a report on the feasibility of a Committee on the Environment inclusive of Terms of Reference.	28-Oct-19
Parking on Windermere Place - Mark & Heidi Olivito and Lisa Carnelos, Windermere Place Residents	Antonietta Giofu	Administration is gathering information and working with residents to determine feasibility. Estimated completion summer 2020.	Resolution # 20191028-508 Prue/Simone That: The delegation BE RECEIVED; The neighbours be encouraged to work with Administration on a Local Improvement Plan; and, A report BE BROUGHT back if the issue cannot be resolved.	28-Oct-19
Climate Change Emergency Declaration - Councillor McArthur	Tammy Fowkes, Dawn Morencie		Resolution # 20191112-535 McArthur/Prue WHEREAS the Windsor-Essex County Environment Committee is sounding the alarm and urging the City of Windsor and the County of Essex to declare Climate Emergencies and work together to reduce emissions; and WHEREAS more than 444 Canadian municipalities (including Chatham- Kent, London, Sarnia, Hamilton, St. Catharines, Guelph, Kingston, Kitchener and the Waterloo Region) have declared Climate Emergencies, some of which are also implementing strategic plans in order to help reduce global carbon emissions and mitigate the impacts of climate change; and WHEREAS Amherstburg distributed sandbags to residents this summer in the face of historic water levels and has 43.7 km of shoreline along the Detroit River and Lake Erie, along with 12.4 km of shoreline on inland waterways, and is thus greatly affected by water levels in the Great Lakes basin; and WHEREAS the most recent report by the UN Intergovernmental Panel on Climate Change (IPCC) has indicated that within 12 years, in order to keep the global average temperature increase to 1.5 degree C and maintain a climate compatible with human civilization, there must be a reduction in carbon emissions of about 45% from 2010 levels, reaching net zero carbon emissions by 2050; and WHEREAS based on current projections of the future impacts of human- caused climate change, climate change will adversely the local economy, local infrastructure and property, put a strain on municipal budgets and result in significant economic and health burdens for local residents, particularly our vulnerable populations; and WHEREAS climate change will jeopardize the health and survival of many local plant and animal species as well as their natural environments and ecosystems; and WHEREAS Amherstburg and the surrounding region is already experiencing climate change impacts including, but not limited to, overland flooding, heavy rain event flooding, emergence of invasive species, an increased number of high heat days, the rise of vector borne diseases, the re-emergence of blue-green algae and harmful algal blooms in our lakes and rivers; and	12-Nov-19
2020 BUDGET DELIBERATIONS	John Miceli	Report to follow Service Delivery Review	Resolution # 20191119-TBD Meloche/McArthur That an internal departmental review of Corporate Services BE BROUGHT to Council for consideration.	19-Nov-19
2020 BUDGET DELIBERATIONS	John Miceli	Report to follow Service Delivery Review	Resolution # 20191119-TBD Meloche/Simone That Administration BE DIRECTED to bring back a report on the strategic use of 99 Thomas Road.	19-Nov-19
2020 BUDGET DELIBERATIONS	John Miceli	Report to follow Service Delivery Review	Resolution # 20191119-TBD Meloche/McArthur That Administration BE DIRECTED to bring back a report on the organizational structure of the Engineering and Public Works department prior to any further request for staffing.	19-Nov-19

Unfinished Business List - eScribe as at May 25, 2020

Agenda Item	Assigned To	Comment	Description	Date
Economic Development Advisory Committee Minutes - November 14, 2019	John Miceli, Paula Parker	Anticipate report to Council Spring 2020.	Resolution # 20191125-554 Prue/Simone That Administration EXPLORE opportunities for safe public access to the grounds of Belle Vue with a report provided to Council regarding same.	25-Nov-19
UNFINISHED BUSINESS	Justin Rousseau, Cheryl Horrobin	Administration will consider this direction for future budget process or reporting as applicable.	Prue/Simone Resolution # 20191125-555 That the following items 1-9 BE CONSIDERED in a staff report back to Council in the new year prior to 2021 Budget: Previous year's actuals should be contained in budget charts both in dollar and percentage variance; Consolidated schedule of reserves listing both monies coming in and those expended for both capital and operations; Bench marks comparison based on each \$100,000 of property value not just on the average household; An analysis by type (salaries, benefits, consultants, supplies, etc.) aligning with audited statements; Reserve analysis for the preceding (4) four years indicating balances; Establish a target percentage of the budget to fund reserves; Black and red fonts used instead of current brackets; The public consultation meeting be Chaired by a member of Council with well established rules, time limits, and policies to eliminate rowdiness; Council to have input on possible tax increases prior to budget release; Schedule an open mic meeting with residents in May 2020; and, Supply copies of the budget without applying the user fees	25-Nov-19
NEW BUSINESS	Justin Rousseau, Cheryl Horrobin	Report will follow the 2019 year end	Resolution # 20191209-567 Courtney/Meloche That Administration BE DIRECTED to bring back an information report which outlines the 2020 budget with actuals from 2019 final 4th quarter results.	09-Dec-19
NEW BUSINESS	Antonietta Giofu	Engineer has been retained. Data is currently being collected. Report to Council expected April 2020.	Resolution # 20191209-576 McArthur/Prue That Administration BE DIRECTED to investigate the feasibility of a 4-way stop at Pickering Drive and Cherrylawn Crescent, at the intersection closest to Sandwich Street South.	09-Dec-19
Opposing SunParlour R/C Flyers Noise Exemption Request - Tom and Mary Bateman	Nicole Rubli	Public consultation required. Anticipate report to Council late Q3 early Q4	Resolution # 20200113-004 Prue/Simone That Administration BE DIRECTED to bring back a report with an amendment to Section 3 of Noise By-law 2001-43.	13-Jan-20
Live Music on Legion Patio from May to October - Laurie Cavanaugh, President, Royal Canadian Legion, Fort Malden Branch 157	Nicole Rubli	Public consultation required. Anticipate report to Council late Q3 early Q4	Resolution # 20200113-006 McArthur/Prue That Administration BE DIRECTED to amend Noise By-law 2001-43 to allow commercial properties with patios to request seasonal exemptions to allow for outdoor music and to allow a reading of 70 decibels from the source of where music is produced.	13-Jan-20
NEW BUSINESS	Paula Parker	Administration is in contact with a committee representative and in the process of determining the best course of action for Council as representation on this committee. A report is anticipated for March/April 2020.	Resolution # 20200113-017 McArthur/Courtney The Administration BE DIRECTED to contact the Essex County Nurse Practitioner Led Clinic (ECNPLC) to understand their request for Municipal representation on their Community Advisory Committee.	13-Jan-20
Kingsbridge Subdivision Parkland Conveyance	Phil Roberts, Frank Garardo	A special meeting of the Park and Recreation Committee has been called for April 8th, 2020 at 6:00 pm in Council chambers to develop concepts for funding from Parks capital reserve and dedicated park reserves. Recommendations from the committee will go before council with due process.	Resolution # 20200127-029 McArthur/Simone - amended motion That: The amended method of meeting parkland dedication requirements for the full Kingsbridge Subdivision development as outlined in the report from the Manager of Planning dated January 22, 2020 BE APPROVED; The conveyance of Parts 5 and 12 on the draft 12R plan (2.67 hectares) to 1078217 Ontario Limited in exchange for cash in lieu of parkland in the amount of \$66,170 BE APPROVED and the funds BE COMMITTED for use solely at Pat Thrasher Park; Part 6 on the draft 12R Plan (2.02 hectares) BE DESIGNATED as conservation lands and Administration BE DIRECTED to bring related amendment to the Zoning By-law (1999-52 as amended); Administration BE DIRECTED to explore opportunities for future development and upgrades to Pat Thrasher Park in consultation with the Parks and Recreation Advisory Committee and via community engagement.	27-Jan-20

Unfinished Business List - eScribe as at May 25, 2020

Agenda Item	Assigned To	Comment	Description	Date
Driveway Alteration or Installation Policy	Kevin Fox		Resolution # 20200323-TBD Simone/Prue That the Driveway Alteration or Installation Policy BE DEFERRED until the Environmental Committee can review the policy and provide recommendations to Council.	23-Mar-20
Emergency Preparedness Information Report	Bruce Montone		Resolution # 20200406-TBD Prue/Meloche That: The report from the CEMC/Fire Chief dated March 29, 2020, BE RECEIVED for information; and, The Fire Chief BE DIRECTED to send a formal letter to the disbanded volunteer Community Control Group (CCG) recognizing them for their past service and contributions.	23-Mar-20
Request to Remove Water Charges - Walter Afanasiew	Justin Rousseau, Cheryl Horrobin		Resolution# 20200414-TBD Prue/Meloche That: The delegation BE RECEIVED; Mr. Afanasiew, owner of 1287713 Ontario Ltd., pay the outstanding water charges billed against the property at 1175 Concession 2 N within 1 year, and that interest on the water charges BE WAIVED.	14-Apr-20
NEW BUSINESS	Paula Parker		Resolution # 20200414-TBD Simone/Prue That the Economic Development Advisory Committee INVESTIGATE types of assistance that can be extended to small businesses as a result of the pandemic.	14-Apr-20

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2020-035

**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 May 11th and 25th, 2020, meetings of Council, are hereby adopted and confirmed, as if the same were expressly contained in this By-law;
2. THAT the Mayor and proper officials of the Corporation of the Town of Amherstburg are hereby authorized and directed to do all things necessary to give effect to the action(s) of the Council of the Corporation of the Town of Amherstburg during the said meetings referred to in paragraph 1 of this By-law;
3. THAT the Mayor and Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Town of Amherstburg to all documents referred to in said paragraph 1.

Read a first, second and third time and finally passed this 25th day of May, 2020.

MAYOR – Aldo DiCarlo

CLERK – Paula Parker