



**TOWN OF AMHERSTBURG  
COUNCIL MEETING  
Monday, June 10, 2013  
7:00 PM**

Council Chambers, 271 Sandwich Street South, Amherstburg

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**MINUTES**

**PRESENT**

Mayor Wayne Hurst  
Deputy Mayor Ron Sutherland  
Councillor Robert (Bob) Pillon  
Councillor Diane Pouget  
Councillor Bart DiPasquale  
Councillor John Sutton  
Councillor Carolyn Davies

Kristina Pozar Di Paolo, Acting CAO  
Brenda Percy, Manager of Council & Legislative  
Services/Clerk

**CALL TO ORDER**

The Mayor called the meeting to order at 6:00pm.

**DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**  
*(In-Camera agenda items)*

There were no disclosures of pecuniary interest noted.

**SPECIAL IN-CAMERA MEETING**

Councillor Davies moved, Councillor DiPasquale seconded:

**That Council move into an In-Camera Meeting of Council at 6:00 P.M., pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:**

**ITEM A – Land Acquisition/Disposition – Section 239(2)(c) – A proposed pending acquisition or disposition of land by the municipality or local board and; Section 239(2)(f) – Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.**

The Mayor put the Motion.

**Motion Carried Unanimously**

## **ADJOURNMENT OF IN-CAMERA MEETING**

## **RESUMPTION OF REGULAR COUNCIL MEETING - 7:00 P.M.**

### **PRAYER**

Paula Parker, Deputy Clerk/Risk Manager said prayer.

### **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** *(Public Council Meeting agenda items)*

There were no disclosures of pecuniary interest noted.

### **MINUTES OF PREVIOUS MEETING**

#### **Approval of Minutes**

Councillor Sutton moved, Deputy Mayor Sutherland seconded:

**That the minutes be adopted by Council 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:**

#### **1. Regular Council Meeting Minutes - May 27, 2013**

2. **Special In-Camera Council Meeting Minutes - May 6, 2013**
3. **Special In-Camera Council Meeting Minutes - May 13, 2013**
4. **Special In-Camera Council Meeting Minutes - May 16, 2013**
5. **Special In-Camera Council Meeting Minutes - May 27, 2013**

The Mayor put the Motion.

**Motion Carried Unanimously**

## **DELEGATIONS**

### **9.1 John McDonald and Valerie Buckie, Amherstburg Historical Sites Association - Ladies of Amherstburg Watercolor**

Councillor Davies moved, Councillor Sutton seconded:

**That the delegation be received.**

**And further that Council grant permission for the watercolour to be displayed in Town Hall.**

The Mayor put the Motion.

**Motion Carried Unanimously**

## **PRESENTATIONS**

### **10.1 Joe Levack, Levack Management Consulting - Salary Administration Program (SAP)**

Joe Levack provided an overview of the Salary Administration Program and associated policy before Council.

Councillor DiPasquale moved, Councillor Davies seconded:

**That the presentation by Joe Levack of Levack Management Consulting be received;**

**That the report prepared by Kristina Di Paolo dated June 5, 2013 regarding Management/Non-Union Salary Administration Program be received;**

**That Council approve the Salary Administration Policy and all associated recommendations as presented;**

**That Council approve the implementation of the performance management system effective January 1, 2014;**

**And further that Council approve the retroactive payment of all associated salary changes effective January 1, 2013 or date of most recent appointment (whichever is later).**

The Mayor put the Motion.

**Motion Carried Unanimously**

Councillor Davies moved, Councillor DiPasquale seconded:

**That information reports 17 c and d be brought forward at this time.**

The Mayor put the Motion.

**Motion Carried**

There was discussion regarding items 17 c and d.

Councillor Pouget requested that Administration send a letter to all retired firefighters to let them know about presumptive legislation.

Councillor Sutton moved, Councillor Davies seconded:

**That information reports 17 c and d be received.**

The Mayor put the Motion.

**Motion Carried**

## **REPORTS – POLICE SERVICES**

No reports at this time.

## **REPORTS – RECREATION AND CULTURE**

### **12.1 Branding the Town of Amherstburg – Part II**

Councillor Davies moved, Councillor Pillon seconded:

**That the report by Dean Collver dated June 2, 2013 regarding Branding the Town of Amherstburg – Part II be deferred until the next regular Council Meeting.**

The Mayor put the Motion.

**Motion Carried**

## **REPORTS – ENGINEERING AND INFRASTRUCTURE**

### **13.1 2013 Surface Treatment Program Tender Results**

Councillor Sutton moved, Councillor Davies seconded:

**That the report by Lou Zarlenga dated May 31, 2013 regarding the 2013 Surface Treatment Program Tender Results be received;**

**And further that Council accept Administration's recommendation to award the contract to the lowest bidder, being Shepley Road Maintenance Limited, for the amount of \$189,578.50 plus HST for 2013 Surface Treatment Program.**

The Mayor put the Motion.

**Motion Carried Unanimously**

### **13.2 Request for Drain Maintenance for the Antaya Municipal Drain**

Councillor Pillon moved, Councillor Pouget seconded:

**That the report by Lou Zarlenga dated May 24, 2013 regarding the request for drain maintenance for the Antaya Municipal Drain from Jerry and Bonnie Rempel be received;**

**And further that Council approve the request for drain repairs from Jerry and Bonnie Rempel and that maintenance work be undertaken to the Antaya Municipal Drain consisting of bottom cleaning and brushing, pursuant to the dimensions and elevations provided in the current 1974 drainage report.**

The Mayor put the Motion.

**Motion Carried Unanimously**

### **13.3 Crimestoppers Stickers on Town Vehicles**

Councillor DiPasquale moved, Councillor Pillon seconded:

**That the report by Lou Zarlenga dated May 30, 2013 regarding Crimestoppers Stickers on Town Vehicles be received;**

**And further that Council concur with the recommendation of Administration to place Crimestoppers stickers on the bumpers of all Town vehicles.**

The Mayor put the Motion.

**Motion Carried**

#### **13.4 Thomas Road Yard Waste Depot Operational Review**

Councillor Pillon moved, Councillor Pouget seconded:

**That the report by Lou Zarlenga dated May 6, 2013 regarding the Thomas Road Yard Waste Depot Operational Review be received;**

**And further that Council concur with each of the following recommendations to enhance the operations of the Thomas Road yard waste collection depot:**

- 1. Provide updated signage at this facility for public information;**
- 2. Provide additional equipment to the yard waste depot attendants (i.e. wheelbarrows, various hand tools, etc.);**
- 3. Provide small office shed situated in the vicinity of the entrance gate;**
- 4. Provide industrial portable steps for attendants;**
- 5. Provide an extra attendant as required during noted busy periods;**
- 6. Extending the operating hours by 2 hours per day as follows:**
  - Wednesdays from 8:00am to 2:00pm**
  - Saturdays from 8:00am to 3:00pm**

The Mayor put the Motion.

**Motion Carried Unanimously**

#### **REPORTS – CORPORATE SERVICES**

No reports at this time.

#### **REPORTS – LEGISLATIVE SERVICES**

#### **15.1 Removal of Part Lot Control Big Creek Subdivision (Plan 12M-505)**

Councillor Sutton moved, Councillor Davies seconded:

**That the report from Rebecca Belanger dated May 29, 2013 regarding removal of Part Lot Control – Big Creek Subdivision (Plan 12M-505) be received;**

**That Council approve the application for removal of Part Lot Control for Lots 1, 19, 24, 27, 32, 33, 34, 35, 36, 37, 38, 40, Plan 12M-505, Lots 2 and 3, Plan 12M-505, being Parts 1, 3, 6, 7 on Plan 12R-25431, Lots 21, 22, 23, Plan 12M-505, being Parts 1, 3, 6, 7, 10, 11 on Plan 12R-25430;**

**And further that By-law 2013-60 being a by-law to remove certain lands from Part Lot Control (12M-505) be taken as having been read three times and finally passed and the Mayor and Clerk be authorized to sign same.**

The Mayor put the Motion.

**Motion Carried Unanimously**

**15.2 Comparison Between the Designation of a Heritage District and Urban Design Guidelines**

Councillor DiPasquale moved, Councillor Davies seconded:

**That the report by Rebecca Belanger dated May 30, 2013, regarding the Comparison between the designation of a Heritage District under the Ontario Heritage Act and Urban Design Guidelines implemented under the provisions of the Planning Act, be received;**

**And further that Council direct Administration to 1) hold a Public Open House in September 2013, to gauge the interest and support for a Heritage District in downtown and/or town wide urban design guidelines and 2) bring back a report advising of the public comments received at the open house as well as the process for implementation of these initiatives, benefits and implications associated with Council proceeding with these initiatives.**

The Mayor put the Motion.

**Motion Carried Unanimously**

**15.3 Heritage Rebate Applications for the 2012 Calendar Year**

Councillor Sutton inquired about listing the attributes of the homes listed in a report format for Council's information.

Councillor Pouget moved, Councillor Davies seconded:

**That the report by Stephen Brown dated April 19, 2013 regarding the Heritage Tax Rebate Applications for 2012 be received;**

**And further, that Council concur with the recommendation from the Heritage Committee to approve the Heritage Tax rebates pursuant to the Municipal By-law 2012-122 for the properties listed herein and accordingly direct the Tax department to expedite the rebates for the approved properties and notify the applicant's whose applications have been rejected.**

The Mayor put the Motion.

**Motion Carried**

#### **15.4 Amherstburg Library Main Entrance Steps**

Deputy Mayor Sutherland moved, Councillor Sutton seconded:

**That the report prepared by Paula Parker, Deputy Clerk/Risk Manager dated May 30, 2013 regarding Amherstburg Library Main Entrance Steps be received;**

**And further that Council direct Administration to investigate safer options for resurfacing the main entrance steps and report back by the next Council meeting.**

The Mayor put the Motion.

**Motion Carried Unanimously**

#### **15.5 New Amherstburg Community Services (ACS) Proposal**

Councillor Davies requested that Administration bring back in the next report any suggestions to support ACS with their own purchase of insurance.

Councillor DiPasquale moved, Councillor Davies seconded:

**That the report prepared by Paula Parker, Deputy Clerk/Risk Manager dated May 30, 2013 regarding New Amherstburg Community Services (ACS) Proposal be received;**

**And further that Council direct Administration to review other options with ACS.**

The Mayor put the Motion.

**Motion Carried Unanimously**



15.6 **Reducing Cost of Risk Assessment**

Councillor Sutton moved, Deputy Mayor Sutherland seconded:

**That the report prepared by Paula Parker, Deputy Clerk/Risk Manager dated June 3, 2013 regarding Reducing Cost of Risk Assessment be received;**

**And further that Council approve the transfer of \$1,679.00 from the General Insurance Reserve to utilize the risk assessment services of Doug Wyseman.**

The Mayor put the Motion.

**Motion Carried Unanimously**

**REPORTS - CAO's OFFICE**

16.1 **CAO Delegation of Authority**

Deputy Mayor Sutherland moved, Councillor DiPasquale seconded:

**That the report submitted by Kristina Di Paolo dated June 5, 2013 regarding the CAO Delegation of Authority Designations be received;**

**And further that Council approve the following Designations with Delegation of Authority in the absence of the CAO as referenced in all Town policies and procedures:**

**Director of Corporate Services with respect to decisions regarding all matters pertaining to Human Resources, IT, Finance, Strategic Asset Management and Municipally Owned Property,**

**Director of Engineering and Infrastructure with respect to decisions regarding all matters pertaining to Engineering, Public Works, Water, Wastewater and Roads,**

**Director of Legislative Services/Clerk with respect to decisions regarding all matters pertaining to Fire, Building, Planning, By-Law Enforcement, Clerks, Council Services and Privately Owned Property and;**

**Director of Recreation and Culture with respect to decisions regarding all matters pertaining to Recreation, United Communities Credit Union Complex Operations, Tourism, Culture and Parks.**

The Mayor put the Motion.

**Motion Carried Unanimously**

## **INFORMATION REPORTS**

Deputy Mayor Sutherland moved, Councillor Pillon seconded:

**That the consent reports 17 a and b be received.**

- a) Temporary Liquor License Extension – Knights of Columbus Hall – 190 Richmond Street**
- b) Accounts Paid for the Period of May 15, 2013 to May 30, 2013**
- c) Presumptive Legislation (as dealt with above)**
- d) Tiered Response (as dealt with above)**

The Mayor put the Motion.

**Motion Carried Unanimously**

## **CONSENT CORRESPONDENCE**

Councillor Sutton moved, Deputy Mayor Sutherland seconded:

**That the correspondence be received.**

- a) County Resolution regarding Wrestling**
- b) Essex County Library thank you letter**
- c) Food and Fellowship Mission Invitation**
- d) Ontario Family Fishing Event**
- e) Brampton Correspondence - Hire a Veteran**
- f) 2013 CEO Award of Excellence - Parks Canada Nomination - Anne Rota**

The Mayor put the Motion.

**Motion Carried Unanimously**

## **CONSENT OTHER MINUTES**

Councillor DiPasquale moved, Councillor Sutton seconded:

**That the following minutes be received:**

- a) Co-An Park Committee Minutes - April 10, 2013**
- b) Committee of Adjustment Meeting Minutes- April 30, 2013**

The Mayor put the Motion.

**Motion Carried Unanimously**

## **OTHER MINUTES**

### **20.1 Traffic Committee Minutes April 11, 2013**

Councillor Pillon moved, Councillor Sutton seconded:

**That the Traffic Committee Minutes of April 11, 2013 be received;**

**That Council concur with the Traffic Committee's recommendation that the No Parking restriction from 2am-8am be removed from Rankin Street between Dalhousie Street and Sandwich Street;**

**That Council concur with the Traffic Committee's recommendation that the No Parking restriction from 2am-8am be removed on Main Street from Military southward;**

**That Council concur with the Traffic Committee's recommendation that additional enforcement from Police continue on the 3rd Concession North in the 3000 block;**

**And further that Council concur with the Traffic Committee's recommendation to keep the parking regulation on Ramsay between Murray and Gore Street as all day parking.**

The Mayor put the Motion.

**Motion Carried Unanimously**

## **UNFINISHED BUSINESS**

Unfinished Business items as of Monday, June 10, 2013

## **NEW BUSINESS**

Councillor Davies commented on the Waste Reduction Act and requested that Administration send a letter of support regarding this topic.

## **REPORT FROM IN-CAMERA SESSION**

Report from In Camera Meeting held Monday, June 10, 2013

## **COUNCIL IN CAMERA SESSION – REPORTING OUT June 10, 2013 MEETING**

Council met at 6:00 pm. on June 10, 2013 for a Special In-Camera meeting and discussed one (1) items as provided for under Section 239 of the Municipal Act.

**ITEM A -** Land Acquisition/Disposition was heard under Section 239(2)(c) and (f) of the Municipal Act. As a result of that discussion, the following motion is before Council:

Councillor Pouget moved, Deputy Mayor Sutherland seconded:

**That the Administrative Recommendation in the Confidential In-Camera Session regarding the Land Acquisition/Disposition matter be approved.**

The Mayor put the Motion.

**Motion Carried**

### **COUNCIL IN CAMERA SESSION – REPORTING OUT May 6, 2013 MEETING**

Council met at pm. on May 6, 2013 for a Special In-Camera meeting and discussed one (1) items as provided for under Section 239 of the Municipal Act.

**ITEM A –** CAO Search was heard under Section 239(2)(b) and (d) of the Municipal Act. There is nothing further to report on this matter.

### **COUNCIL IN CAMERA SESSION – REPORTING OUT May 16, 2013 MEETING**

Council met at pm. on May 16, 2013 for a Special In-Camera meeting and discussed two (2) items as provided for under Section 239 of the Municipal Act.

**ITEM A –** CAO Search was heard under Section 239(2)(b) and (d) of the Municipal Act. There is nothing further to report on this matter.

**ITEM B -** Acting CAO Update was heard under Section 239(2) (b) and (d) of the Municipal Act. There is nothing further to report on this matter.

### **NOTICES OF MOTION**

There were no Notices of Motion.

### **BY-LAWS**

25.1 **By-law 2013-59- Zoning Bylaw Amendment- 580 Middle Sdrd- Pacitti**

Councillor Sutton moved, Deputy Mayor Sutherland seconded:

**That By-law 2013-59 being a By-law to amend Zoning By-law No. 1999-52 be taken as having been read three times and finally passed and the Mayor and Clerk be authorized to sign same thereto.**

The Mayor put the Motion.

**Motion Carried**

25.2 **Confirmatory By-law**

Councillor Pillon moved, Councillor Sutton seconded:

**That By-law 2013-62 being a By-law to confirm all resolutions of the Municipal Council Meetings held on June 10, 2013 be taken as having been read three times and finally passed and the Mayor and Clerk be authorized to sign same thereto.**

The Mayor put the Motion.

**Motion Carried Unanimously**

**ADJOURNMENT**

Deputy Mayor Sutherland moved, Councillor Davies seconded:

**That Council rise and adjourn at 8:45 p.m.**

The Mayor put the Motion.

**Motion Carried Unanimously**

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MAYOR – WAYNE HURST

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CLERK – BRENDA M. PERCY