



**TOWN OF AMHERSTBURG  
REGULAR COUNCIL MEETING**

**Monday, September 27, 2021  
6:00 P.M.**

**MINUTES**

**PRESENT**

Mayor Aldo DiCarlo  
Deputy Mayor Leo Meloche  
Councillor Peter Courtney – *Participated Electronically*  
Councillor Donald McArthur  
Councillor Michael Prue  
Councillor Marc Renaud  
Councillor Patricia Simone

Antonietta Giofu, Acting CAO  
Paula Parker, Clerk  
Kevin Fox, Deputy Clerk

Public participation was conducted via livestream.

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**1. CALL TO ORDER**

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

**2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

There were no disclosures of pecuniary interest noted.

**3. LAND ACKNOWLEDGMENT**

We will begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations (comprising the Ojibway, the Odawa, and the Potawatomie Peoples), and of the Huron-Wendat and Wyandot Peoples. We recognize the land as an expression of gratitude to those whose traditional territory we reside on, and a way of honouring the Indigenous people who have been living and thriving on the land since time immemorial. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island.

**4. MINUTES OF PREVIOUS MEETING**

Resolution # 20210927-284

**Moved By** Deputy Mayor Meloche  
**Seconded By** Councillor Simone

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

- 4.1 **Special In-Camera Council Meeting Minutes - August 25, 2021**
- 4.2 **Special In-Camera Council Meeting Minutes - September 13, 2021**
- 4.3 **Regular Council Meeting Minutes - September 13, 2021**
- 4.4 **Special In-Camera Council Meeting Minutes - September 16, 2021**

The Mayor put the Motion.

**Motion Carried**

**5. DELEGATIONS**

- 5.1 **General Amherst High School 100 Year Celebration - Linden Crain and Jen Desjardins-Grondin, General Amherst HS 100 Year Celebration Committee Members**

Resolution # 20210927-285

**Moved By** Councillor Prue  
**Seconded By** Deputy Mayor Meloche

That:

1. The request for the General Amherst High School 100 Year Celebration **BE APPROVED** in principle; and,
2. The request to waive fees for the General Amherst High School 100 Year Celebration **BE DEFERRED** until a report from staff can be provided indicating the fees to be waived.

The Mayor put the Motion.

**Motion Carried**

## 6. REPORTS – CORPORATE SERVICES

### 6.1 Municipal Modernization Program Intake 3 - Grant Application

Resolution # 20210927-286

**Moved By** Deputy Mayor Meloche  
**Seconded By** Councillor Renaud

It is recommended that:

1. Administration **BE APPROVED** to submit an application for the implementation stream of the Municipal Modernization Program Intake 3 for the Bluebeam software for digital plans review; and,
2. Administration **BE APPROVED** to submit an application for the review stream of the Municipal Modernization Program Intake 3 for a staff utilization and organizational review study.

The Mayor put the Motion.

**Motion Carried**

### 6.2 2021 Second Quarter (Q2) Variance as at June 30th, 2021

Resolution # 20210927-287

**Moved By** Councillor Courtney  
**Seconded By** Deputy Mayor Meloche

It is recommended that:

1. A transfer to the Plans and Studies Reserve from surplus professional fees within the Human Resources budget centre not to exceed

\$57,500 **BE APPROVED** to fund the compensation review and HR strategic plan in a future budget; and,

2. A transfer to the Information Technology Reserve from surplus computer maintenance expenditures not to exceed \$56,500 **BE APPROVED** to fund the Bluebeam project in a future budget.

The Mayor put the Motion.

**Motion Carried**

**7. REPORTS – COMMUNITY & PROTECTIVE SERVICES**

There are no reports.

**8. REPORTS – INFRASTRUCTURE SERVICES**

**8.1 2021 Sidewalk Maintenance Additional Works**

Resolution # 20210927-288

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor Simone

It is recommended that:

1. The 2021 Sidewalk Maintenance Program **BE EXTENDED** with Giorgi Brothers (1994) Inc. for a sum of \$30,000 excluding HST.

The Mayor put the Motion.

**Motion Carried**

**9. REPORTS - PLANNING & DEVELOPMENT SERVICES**

There were no reports.

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

**10.1 Amendments to the Accounts Payable Policy**

Resolution # 20210927-289

**Moved By** Councillor Simone

**Seconded By** Councillor Prue

It is recommended that:

1. The Accounts Payable Policy **BE AMENDED** in accordance with the report of August 20, 2021 entitled Amendments to the Accounts Payable Policy.

The Mayor put the Motion.

**Motion Carried**

## **10.2 Amendments to the Bank Accounts Policy**

Resolution # 20210927-290

**Moved By** Councillor McArthur  
**Seconded By** Councillor Renaud

It is recommended that:

1. The Bank Accounts Policy **BE AMENDED** as detailed in the report of August 30, 2021, entitled Amendments to the Bank Accounts Policy.

The Mayor put the Motion.

**Motion Carried**

## **10.3 Amendments to the Cash Receipts Control Policy**

Resolution # 20210927-291

**Moved By** Deputy Mayor Meloche  
**Seconded By** Councillor Courtney

It is recommended that:

1. The Cash Receipts Control Policy **BE AMENDED** as detailed in the report of August 20, 2021, titled Amendments to the Cash Receipts Control Policy.

The Mayor put the Motion.

**Motion Carried**

## **11. INFORMATION REPORTS**

Resolution # 20210927-292

**Moved By** Deputy Mayor Meloche  
**Seconded By** Councillor Prue

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

- 11.1 **Cheque Listing for the Months of July and August 2021**
- 11.2 **Monthly Fire Department Activity Report - June, July and August 2021**

The Mayor put the Motion.

**Motion Carried**

## 12. **CONSENT CORRESPONDENCE**

Resolution # 20210927-293

**Moved By** Councillor McArthur  
**Seconded By** Councillor Simone

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

- 12.1 **3rd Quarter Statistics - Windsor Police Service, Amherstburg Detachment**
- 12.2 **Regional Affordable Housing Strategy and Review of Social Housing Cost Sharing Agreement - County of Essex**
- 12.3 **Request for Broadband Internet as an Essential Service - Town of Essex Resolution**
- 12.4 **2022 Military Service Recognition Book - The Royal Canadian Legion Ontario Command**
- 12.5 **2021-2022 Business Windsor Essex Feature - The Windsor Star**
- 12.6 **Structure Inventory and Inspections - Township of Scugog Resolution**
- 12.7 **Renovictions in the Province of Ontario - City of Sarnia Resolution**

The Mayor put the Motion.

**Motion Carried**

Resolution # 20210927-294

**Moved By** Councillor Prue  
**Seconded By** Councillor Courtney

That a quarter page, black and white advertisement **BE PURCHASED** in the Military Service Recognition Book of the Royal Canadian Legion Ontario Command.

The Mayor put the Motion.

**Motion Carried**

Resolution # 20210927-295

**Moved By** Councillor Prue  
**Seconded By** Councillor Simone

That a letter **BE DRAFTED** by the Mayor that Council agrees with the position of the County of Essex on Affordable Housing.

The Mayor put the Motion.

**Motion Carried**

### 13. CORRESPONDENCE

#### 13.1 World Polio Day, October 24, 2021 - Rotary International Proclamation

Resolution # 20210927-296

**Moved By** Councillor Renaud  
**Seconded By** Deputy Mayor Meloche

It is recommended that:

1. The Proclamation from the Rotary Club of Amherstburg **BE RECEIVED**; and,
2. October 24, 2021, **BE PROCLAIMED** as World Polio Day in the Town of Amherstburg.

The Mayor put the Motion.

**Motion Carried**

**14. CONSENT OTHER MINUTES**

Resolution # 20210927-297

**Moved By** Deputy Mayor Meloche

**Seconded By** Councillor Simone

That the following minutes **BE RECEIVED**:

**14.1 Parks and Recreation Advisory Committee Meeting Minutes -  
September 8, 2021**

The Mayor put the Motion.

**Motion Carried**

**15. UNFINISHED BUSINESS**

1. Councillor Prue asked the Clerk for an update on those UFB items that could be struck as complete.

The Clerk provided an update on resolutions 20200113-004, 20200113-006 and 20200914-293 all relate to the Noise By-law that is currently in progress with the Manager of Licensing and Enforcement. Resolution 2020309-094 is now with the AAAC. 20200914-292 was with respect to regulating B&B, 44 currently regulated, based upon a preliminary search only a handful of complaints, a report is expected in December. Resolution 20210308-070, the Manager of Licensing and Enforcement is preparing a safe route map for consideration by the County of Essex and without County of Essex approval there would be no safe route. Resolution 20210712-230 the Animal Control By-law is over four By-laws and will be consolidated into a single By-law and could be ready for spring of 2022. The Clerk reported that the Decorative Crosswalk policy is with legal services for review.

2. Councillor Prue raised that resolution 20190909-447 appears complete and asked that it be struck without opposition. Councillor Prue indicated that all of Mr. Hertel's recommendations of 28<sup>th</sup> of October, 2019 were actioned and that he felt a letter of thanks should be sent to his widow.

Resolution # 20210927-298

**Moved By** Councillor Prue

**Seconded By** Councillor McArthur

That a letter of thanks **BE SENT** from the Mayor to the wife of the late Paul Hertel explaining that Council has actioned all of his requests.



The Mayor put the Motion.

**Motion Carried**

3. Councillor Prue inquired whether a report would be forthcoming on the February 10<sup>th</sup>, 2020 resolution regarding the potential to prohibit on-street parking during heavy snowfalls. The Acting CAO explained that a report was being assembled by the Manager of Roads and Fleet for Council's consideration.
4. Councillor Prue inquired about the resolution of February 24, 2020 regarding a Transportation Study to be brought to budget and whether this was still required. The Clerk advised that a Transportation Study would be included in the budget for Council's consideration in 2022.
5. Councillor Prue inquired about the March 9<sup>th</sup>, 2020 resolution of Administration to bring back a report on vacant building registries. The CAO indicated that an update on the UFB list would be forthcoming at a future meeting from all managers.
6. Councillor Prue inquired about the August 10, 2020 resolution regarding the delivery of gravel on the waterfront. The Acting CAO explained that a land use assessment was done on those lands and it was determined that this was an appropriate use based upon the existing zoning.
7. Councillor Prue inquired about the August 10, 2020 resolution regarding the addition of a Welcome to Amherstburg sign on the ERCA Trail network. The Acting CAO indicated that there have been changes in leadership at ERCA that affected the works on this and Administration continues to advance this matter.
8. Councillor Prue inquired about the resolution of the September 14<sup>th</sup>, 2020 regarding the provision of rain barrels. The Manager of Engineering Services indicated he would bring an update on this matter after consultation with the Manager of Environmental Services.
9. Councillor Prue inquired about resolution 20200928-309 regarding the feasibility of a Public Art dedication fund. The Acting CAO indicated that is with the Manager of Planning Services and Administration continues to work on this matter.

10. Councillor Prue inquired about the resolution regarding public consultation on a BIA. The Clerk indicated that Administration continues to work on this matter.
11. Councillor Prue inquired about the resolution of October 13<sup>th</sup>, 2020 regarding the speed limit in the downtown core. The Acting CAO indicated this would be addressed in the Transportation Master Study to be included in the 2022 draft budget.
12. Councillor Prue inquired about renovations of the tennis courts at Villanova High School and stated that he believed there was no interest in proceeding with the project. The Mayor indicated that was his understanding as well and Councillor Prue asked that it be struck from the UFB list, and this was unopposed.
13. Councillor Prue inquired about a resolution to analyze our User Fees against our comparators. The Treasurer indicated that the User Fee By-law is reviewed annually as a standard process and brought back to Council.
14. Councillor Prue inquired about the resolution of December 14, 2020, regarding the speed limit reduction between the areas of Pacific and Fryer and wondered if it could be struck as completed. Councillor McArthur stated this was outstanding due to the crosswalk to be completed. The Manager of Engineering Services indicated that an RFP had recently closed, inclusive of detailed drawings of the crosswalk at that location and that he was hopeful that construction could be completed in 2021.
15. Councillor Prue inquired about the June 14, 2021 resolution regarding the raising of an Indigenous flag. The Director of Community and Protective Services indicated Administration will be reaching out to consult with the communities to ensure that the appropriate recognition is utilized.
16. Councillor Simone inquired about the Windsor Transit Pilot Project. The Acting CAO indicated that the pilot project was paused for COVID-19 as the ridership numbers would be reduced by the ongoing pandemic and that we will revisit it as the situation changes.

**16. NEW BUSINESS**

1. The Mayor asked for Council to move and approve the following recommendation regarding the national day of Truth and Reconciliation:

Resolution # 20210927-299

**Moved By** Councillor Prue

**Seconded By** Deputy Mayor Meloche

That the Town of Amherstburg **ACKNOWLEDGE** and **SUPPORT** our First Nations communities by facilitating the following program of recognition:

1. Starting September 30<sup>th</sup>, and for the duration of two weeks after the Town Hall **BE LIT** orange, an Every Child Matters message **BE DISPLAYED** on the North and South Gateway signs, residents **BE ENCOURAGED** to wear orange on September 30<sup>th</sup> and to place an orange ribbon on their mailbox or tree in front of their house;
2. The Human Resources Division **BE DIRECTED** to research and implement Indigenous corporate training for staff and Council; and,
3. Truth and Reconciliation awareness and educational messages **BE SHARED** on social media commencing September 30<sup>th</sup> and continuing throughout a two week duration.

The Mayor put the Motion.

**Motion Carried**

2. Deputy Mayor Meloche asked for an update on the Town's fibre optics program. The Mayor indicated that nearly the entire community has been connected to date with only a small area remaining to be completed that Bell continues to complete.
3. Councillor Simone received a number of calls regarding the temporary Skateboard Park location including increases in public mischief, littering vandalism and neighbour complaints. She asked a report be brought back before the end of the year on the possible permanent locations of the Skateboard Park. Councillor McArthur asked that it be inclusive of the pros and cons of the site selection process. The Director of Community and Protective Services explained that a report would be forthcoming inclusive of those elements.
4. Councillor Prue asked whether a letter could be sent to Taras Natayshak's office regarding providing Essex Power access to Hydro One's infrastructure.

Resolution # 20210927-300

**Moved By** Councillor Prue  
**Seconded By** Councillor Simone

That a letter **BE SENT** to the office of the Honourable MPP Taras Natyshak regarding providing Essex Power access to conduct repairs within Hydro One's area of operations.

The Mayor put the Motion.

**Motion Carried**

5. Councillor Prue indicated he had received complaints for a resident regarding light pollution from Walmart. The Manager of Engineering Services indicated that it would be investigated.
6. Councillor Prue wished for clarity about whether the Land Acknowledgement is reflective of accurate information. The Mayor indicated that the land acknowledgement was heavily researched but staff will follow up to ensure it is accurate.
7. Councillor Prue stated he received communications from a Kingsbridge resident regarding flooding in that area and inquired whether staff could investigate the concerns being raised. The Clerk indicated that the Building and Planning Divisions continue to work on addressing this matter appropriately.

## 17. NOTICE OF MOTION

There are no Notices of Motion.

## 18. BY-LAWS

### 18.1 By-law 2021-055 - Confirmatory By-law

Resolution # 20210927-301

**Moved By** Councillor Prue  
**Seconded By** Councillor Renaud

That **By-law 2021-055** being a by-law to Confirm all the Resolutions of the Municipal Council Meetings held on September 16th and 27th, 2021, 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**

**19. SPECIAL IN-CAMERA COUNCIL MEETING**

Resolution # 20210927-302

**Moved By** Councillor

**Seconded By** Councillor Simone

**That Council move into an In-Camera Meeting of Council at 8:14 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reasons:**

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

The Mayor put the Motion.

**Motion Carried**

*Council moved into an in-camera session.*

**ADJOURNMENT @ 11:55 p.m.**

  
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MAYOR – Aldo DiCarlo

  
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DEPUTY CLERK – Kevin Fox

