



TOWN OF AMHERSTBURG REGULAR COUNCIL MEETING

REVISED AGENDA

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<https://www.amherstburg.ca/livestream>

Monday, January 9, 2023

6:00 PM

Council Chambers

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

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Pages

1. CALL TO ORDER
2. NATIONAL ANTHEM
3. ROLL CALL
4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

(Public Council Meeting Agenda Items)

5. LAND ACKNOWLEDGEMENT

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.

6. RECOGNITIONS

6.1 Ontario Volunteer Service Award Recipients - Jennie Lajoie, Janet Willoughby, Mark Usher and Karen Usher, and, Councillor Linden Crain

7. DELEGATIONS

7.1 *Delegation Request by Lee Seguin regarding North Sideroad Roadway* 5

That the delegation **BE RECEIVED**.

8. REPORTS – CORPORATE SERVICES

8.1 **2023 User Fees By-law** 9

It is recommended that:

1. The changes in fees and charges for the 2023 User Fees By-law **BE APPROVED** as outlined in the report; and, **By-law 2023-010** being a by-law to Establish User Fees or Charges for Services, Activities or the Use of Property be taken as having been read 3 times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

9. REPORTS - PARKS, FACILITIES, RECREATION AND CULTURE

There are no reports.

10. **REPORTS - INFRASTRUCTURE SERVICES**

There are no reports.

11. **REPORTS - PLANNING AND DEVELOPMENT SERVICES**

11.1 **Road Dedication of Blocks A and B, Plan M-101 (Road Widening of South Riverview Drive) as a Public Highway** 30

It is recommended that:

1. The dedication of Block A on Plan M-101 (road widening of South Riverview Drive) as a Public Highway **BE APPROVED**;
2. The dedication of Block B on Plan M-101 (road widening of South Riverview Drive) as a Public Highway **BE APPROVED**; and,
3. **By-law 2023-008** being a by-law to dedicate Blocks A and B on Plan M-101 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.

11.2 **Planning Pre-Consultation By-law** 36

It is recommended that:

1. Council **ENACT** By-law 2023-009, being a By-law to establish the planning pre-consultation process.

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

There are no reports.

13. **INFORMATION REPORTS**

There are no reports.

14. CONSENT CORRESPONDENCE

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

- 14.1 Submission to the Fourth Independent Review of the AODA - Association of Municipalities of Ontario (AMO) 43

15. UNFINISHED BUSINESS 51

16. NEW BUSINESS

17. NOTICE OF MOTION

18. BY-LAWS

- 18.1 By-law 2023-013 - Confirmatory By-law 55

That **By-law 2023-013** being a by-law to Confirm all Resolutions of the Municipal Council Meeting held on January 9th, 2023 be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

- 18.2 By-law 2023-012 - Appointment of Drainage Superintendent and Tile Inspector 56

That **By-law 2023-012** being a by-law to Appoint a Drainage Superintendent and Tile Inspector to the Town of Amherstburg be taken as having been read three time and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

19. ADJOURNMENT

That Council rise and adjourn at p.m.



Town of Amherstburg Delegation Request Form

I wish to appear before:

Council

Advisory Committee of Council Specify: _____

Date of Meeting: JAN 09/23

Name of Delegate(s): LEE SEGUIN

Attending as an Individual

Representing a Group/Organization _____
(Name of Group/Organization/Business)

Have you contacted Administration regarding this matter? Yes No

If yes, who? ERIC CHAMBERLAIN

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

UNDERSTOOD THIS WAS ON "AGENDA" BUT
NEED TO VERIFY

(Use a separate page if more space is required or attach additional documentation.)

If your request is in response to an agenda item, are you in favour of the recommendation? If not, please provide your reasoning below:

N/A

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

Additional documentation attached? Yes No

Will a PowerPoint presentation be made? Yes No

Note: An electronic copy of the PowerPoint presentation is required to be submitted to the Town Clerk no later than 12:00 noon on the Friday before the meeting.

The completed Delegation Request Form is to be submitted to the Town Clerk, Town of Amherstburg, 271 Sandwich Street South, Amherstburg, ON N9V 2A5
Phone: 519.736.0012 Fax: 519.736.5403 or email pparker@amherstburg.ca.

kfox@amherstburg.ca

For office use only:

Date request received: _____ Request Received by (initials): _____

Request relates to: _____

Staff Report: _____ Staff Name: _____

Personal information contained on this form is authorized under Section 5 of the Town of Amherstburg's Procedure By-law, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Council or an Advisory Committee of Council. The Delegation Request Form may be published in its entirety with the public agenda which is also posted on the Town's website. The Procedure By-law is a requirement of Section 238(2) of the Municipal Act, 2001.

Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority. Questions regarding collection of the information on this form or additional accessibility requirements may be directed to the Municipal Clerk, 271 Sandwich Street South, Amherstburg, ON N9V 2A5, 519.736.0012.



Town of Amherstburg Delegation Request Form

In accordance with the Town's Procedure By-law, a by-law governing the proceedings of Council, the conduct of its members and the calling of meeting for the Town of Amherstburg:

- Delegations may address Council or Committee for the purpose of bringing a specific matter before Council. In this instance, the request form must be received prior to the preparation of the agenda, no later than 12: 00 noon on the Wednesday prior to the Monday meeting.
- Delegations may address Council or Committee with respect to an item on the agenda, to which the individual/group has a bona fide interest and verbally present information on matters of fact. In this instance, the request form must be received by 12:00 noon on the Friday preceding the Council meeting.
- There is a strict time limit for delegations at meetings. Delegations will have 5 minutes to speak, not inclusive of questions from Council or the Committee. No more than 4 delegations will be heard per item of discussion by Council.
- Delegation requests received after the deadline will not be added to the public agenda. In the event registration with the Clerk is not made by 12:00 noon on the Friday preceding the meeting, but prior to 4:00 pm on the date of the meeting, the Clerk will bring the request to the attention of Council. Council, on a majority vote, may decide to hear the delegation.
- PowerPoint presentations are permitted provided that an electronic copy of the presentation is submitted to the Town Clerk no later than 12:00 noon on the Friday before the meeting. A copy of the presentation will be distributed to Council or Committee, as the case may be, as part of the delegation submission.
- A copy of the delegations speaking notes/presentation material must be submitted with the delegation request form to comply with Section 5.11 of the Procedure By-law.

Delegation Request Notes

Please see the bullet points proposal for North, SD,RD

- Address council introduce myself
- Discuss proposed tar and chipping of North sd, rd. To be discussed for this years budget.
- Submit case study to council that spells out benefits and cost savings of tar and chip of road VS gravel.
- Submit pictures of current road and hazards.
- Hazards are related to the following
- Closing of 5th con for bridge replacement how it will add to additional traffic and only a one lane bridge between the 6th and 5th con on North sd, rd
- 4 serious accidents that have recently happened between the 6th and 5th con, related to road condition.
- Bus route
- River Canard proximity to North sd rd



THE CORPORATION OF THE TOWN OF AMHERSTBURG

CORPORATE SERVICES

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

Author's Name: Tracy Prince	Report Date: November 22, 2022
Author's Phone: 519 736-0012 ext. 2254	Date to Council: January 9, 2023
Author's E-mail: tprince@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: 2023 User Fees By-law

1. **RECOMMENDATION:**

It is recommended that:

1. The changes in fees and charges for the 2023 User Fees By-law **BE APPROVED** as outlined in the report; and, **By-law 2023-010** being a by-law to Establish User Fees or Charges for Services, Activities or the Use of Property be taken as having been read 3 times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

2. **BACKGROUND:**

The Municipal Act authorizes a municipality to impose fees and charges on persons for services or activities provided.

3. **DISCUSSION:**

This report is provided to recommend changes to the Town's user fees and charges through adoption of By-law 2023-010 which is before Council for consideration. Adoption of this By-law as presented will continue fees and user rates previously adopted by Council, indexed based on the Consumer Price Index (CPI) as applicable, and approve fees and rates as recommended in this report.

All previous By-laws for user fees and charges will be repealed upon adoption of the new By-law.

Schedules A through H of By-law 2023-010 have been adjusted by the current CPI index, so that users of the related services share in the increased cost to provide those services. In some instances, it is being recommended that fees be eliminated from the Schedule, decreased, and/or add new fees not currently being captured in the Schedule. The following is further detail of these recommendations.

Fees recommended to be eliminated:

Service		2022 Fee	2023 Fee
Schedule E – Licensing & Enforcement Services			
Civil Marriage Ceremony off-site mileage	Per km	CRA Rate	eliminate
Schedule H – Recreation Services			
Equipment Rental-Chairs	Per chair	\$1.35	Included in room rate
Equipment Rental-Tables	Per table	\$7.00	Included in room rate
Garbage Barrels	Per barrel	\$13	Eliminate
Garbage Bags	Per 100	\$34	Eliminate
Road Barriers	Per barrier	\$13	Eliminate
Pylons	Per pylon	\$19	Eliminate
Picnic Tables	Per table	\$30	Eliminate
Rim Stands	Per stand	\$24	Eliminate

Schedule E – Licensing & Enforcement Services

Off-site Civil Marriage Ceremonies are no longer being performed by Town staff. There are local businesses that can adequately meet these requests, which will allow the Town staff and resources to focus on other demands.

Schedule H - Recreation

For convenience to rental groups at the Libro, it is being recommended that the per chair and per table charge be eliminated and for the room rental fees to now include set-up and tear-down of tables and up to 50 chairs. For 51-100 chairs, there will be a set-up/tear-down flat rate added to each room rental.

Regarding the equipment supplied by Parks for Special Events and such, it is recommended that these services no longer be provided by the Town. Due to limited resources and limited quantity and quality of inventory, the Parks department will continue to promote local businesses that provide rental and set up services for barrels, road barriers, pylons etc.

Fees adjusted to Market Rates

The following fees are recommended to either remain at 2022 rates or adjusted slightly below/beyond the CPI calculated rate:

Service		2022 Fee	2023 Fee
Schedule B – Building Services			
Lawyers Letter-Legal property information requests	Per letter	\$85.00	\$85.00
Business Licence Inspection	Per inspection	\$85.00	\$85.00
Plumbing Residential: Renovations, Additions, Secondary units	Per permit	\$94.00	\$100.00 + \$13.40/fixture
Plumbing Non-residential: Internal plumbing	Per application	\$117.00	\$125.00 + \$13.40/fixture
Indemnity Deposits (Refundable up to 3 years from permit issuance)			
Residential	deposit	\$1000.00	\$1000.00
Non-Residential (commercial, industrial, institutional)	deposit	\$1000.00	\$1000.00
Swimming pool enclosures (in-ground pools)	deposit	\$1000.00	\$1000.00
Swimming pool enclosures (above ground pools)	deposit	\$500.00	\$500.00
Accessory structures-residential	deposit	\$500.00	\$500.00
Farm buildings	deposit	\$500.00	\$500.00
Decks and porches	deposit	\$500.00	\$500.00
Schedule G – Engineering & Public Works			
Hydrant Valve (Hydrant Hookup Box)	Per Valve Per Day	\$142.00	\$150.00
Schedule H – Recreation Services			
Day Camp			
Daily (maximum 9 hrs/day)	Per day	\$37.00	\$37.00
Weekly	Per Week	\$163.00	\$148.00
Specialty Camp	Per Week	\$159.00	\$175.00
Indoor Recreation Facilities Fees			
Ice Time			
Prime Time Rental	Per Hour	\$217.00	\$209.00
Non-Prime Time Rental	Per Hour	\$189.00	\$118.00
Non-Prime Time Senior & School Rate	Per Hour	\$80.00	\$74.00
Local Minor Sports Assoc. Prime Time Rental	Per Hour	\$198.00	\$205.00
Local Minor Sports Assoc. Non-Prime Time Rental	Per Hour	\$173.00	\$180.00
Goalie Pad	Per Hour	\$44.00	\$46.00
Indoor Soccer Field			
Prime Time Rental-Full Turf (incl. Minor Sport Assoc.)	Per Hour	\$130.00	\$90.00
Non-Prime Time Rental-Full Turf (incl. Minor Sport Assoc.)	Per Hour	\$120.00	\$50.00
Dry Floor Time			
Arena Floor Rental Prime Time	Per Hour	\$70.00	\$90.00
Arena Floor Rental Non-Prime Time	Per Hour	\$64.00	\$50.00

Baseball Diamonds			
Local Minor Sports Assoc- Libro (Lit)	Per Game	\$59.00	\$62.00
Baseball Diamond Half Day (4 Hours)	Per Day	\$34.00	\$35.00
Baseball Diamond Full Day (8 Hours) Un-lit	Per Day	\$66.00	\$70.00
Soccer/Football Field			
Premier Turf Field (Un-lit)	Per Game	\$38.00	\$40.00
Premier Turf Field (Lit)	Per Game	\$61.00	\$65.00
Local Sports Assoc. Premier Turf Field (Un-lit)	Per Game	\$37.00	\$39.00
Local Sports Assoc. Premier Turf Field (Lit)	Per Game	\$60.00	\$62.00
Football Grass Field Half Day (4 Hours)	Per Day	\$35.00	\$35.00
Football Grass Field Full Day (8 Hours)	Per Day	\$68.00	\$70.00

As per above, Schedules B, G and H were adjusted to reflect current market values. In some instances, these rates increased using the CPI, but in other instances, it is being recommended that the above noted recreation fees either remain the same or *decrease*. The reasons for this are to keep in line with other local municipalities and also, it is an attempt to increase rental opportunities, ultimately helping to increase overall revenues.

The effects of COVID have hit the area of recreation significantly. The Libro Centre is under-utilized during weekdays or during what is referred to as 'Non-Prime' time hours. The building is open and expending resources such as staffing and utilities, with customer levels below capacity. Recreation fees have been reduced where there is intention to increase booking opportunities during times of excessive availability (i.e. weekdays 8am – 3pm).

Historically, on August 1st of each year, Amherstburg has presented their fee increases for sport field allocations. The 2023 fees presented in the chart above, are a blended rate of what historically would have been the January 1st rate and the August 1st rate. The intention is to have those fee increases effective April 1st each year, and to remain in effect until the end of March the following year. For example, a soccer field booking fee in July is different than the increased rate in August. These timelines will coincide with the respective sport seasons.

Fees increased beyond the CPI Index:

Service		2022 Fee	2023 Fee
Schedule E – Licensing & Enforcement Services			
Property Standards Order	Per order	\$109.00	\$150.00
Property Standards Order Re-inspection	Per order	\$109.00	\$150.00
By-law Violation-Admin Fee-Work completed by the Town	Per Violation	\$109.00	\$150.00
Parking Violation	Per violation	\$18.00	\$25.00
Schedule F – Planning Services			
Official Plan Amendment-Major	Per application	\$2,603.00	\$5,355.00
Official Plan Amendment-Minor	Per application	\$2,603.00	\$2,678.00
Zoning By-law Amendment-Major	Per application	\$2,290.00	\$5,355.00
Zoning By-law Amendment-Minor	Per application	\$2,290.00	\$2,678.00

Application to the County of Essex for approval of a plan of subdivision/condo or Amendment to a draft plan or extension of DPA	Per application	\$4,164.00	\$9,135.00
Site Plan Control & Development Agreement - Major	Per application	\$2,082.00	\$4,515.00
Site Plan Control & Development Agreement - Minor	Per application	\$2,082.00	\$2,258.00
Amendment of Site Plans & Development Agreement	Per application	\$1,041.00	\$2,520.00
Part Lot Control Exemption By-law	Per application	\$1,041.00	\$2,415.00
Minor Variance or Permission to Enlarge, Extend or Alter the Use of a Legal Non-conforming Use	Per application	\$723.00	\$1,155.00
Planning Act Applications Deferral (Applicant Request)	Per application	\$122.00	\$534.00
Schedule G – Engineering & Public Works			
Water Meter Testing for Customer	Per test	\$283.00	\$325.00
After Hours Water Shut Off/Turn ON	Per service	\$198.00	\$220.00
All new water service connections-service fee until meter is installed and passes inspection	Per Month	\$114.00	\$125.00

Schedule E-Licensing & Enforcement Services

There is a significant amount of resources expended for property standard orders and to investigating by-law violations. The fees presented represent a full-cost recovery model and will be assessed to the persons charged for each order or violation, as opposed to these costs being subsidized by the tax base.

The Town of Amherstburg parking violation fee was significantly below neighbouring municipalities. The average fee for general parking fines in the county is \$30.00. The Town is recommending an increase from \$18.00 to \$25.00 for 2023.

Schedule F- Planning Services

Amherstburg Planning Fees were significantly below other local municipality rates. The recommended planning rates bring Amherstburg in line with our neighbours. The department is also recommending in some cases, a split for major and for minor applications, as the work is significantly less for those that are considered minor.

Schedule G – Engineering & Public Works

Costs for these services such as overtime for example, were not fully recovered in prior years, while some expenses like shipping, have risen beyond the CPI Index.

Schedule H - Recreation

The Advertising rates recommended in By-law 2023-010 have been adjusted by the CPI Index. It should be noted that Administration intends to bring forward to Council, a sponsorship program to address Advertising Fees that will incorporate some or all of these fees, for Council consideration.

New Annual Proposed Fees starting in 2023:

Service		2022 Fee	2023 Fee
Schedule B – Building Services			
Minimum Residential Permit Fee	Per permit	New 2023	\$1200.00
Lateral sewer connection to existing house	each	New 2023	\$158.00
Schedule C – Corporate Services			
EV Charging Stations			
Level 2 Charging	Per hour	New 2023	\$2.00
Level 3 Charging	Per minute	New 2023	\$0.50
Charging station-Unattended, Fully charged vehicle (30 min after full charge has been achieved)	Per occurrence	New 2023	\$50.00
Schedule F – Planning Services			
Combined Official Plan Amendment and Zoning By-law Amendment	Per application	New 2023	\$7,770.00
Combined Consent to Sever Land and Minor Variance	Per application	New 2023	\$2,310.00
Ontario Land Tribunal Appeal	Per application	New 2023	\$1,000.00
Schedule G – Engineering & Public Works			
Roads Operator	Per hour	New 2023	Actual cost
Water Operator	Per hour	New 2023	Actual cost
Water Supervisor	Per hour	New 2023	Actual cost
Water Meter Fee w/transmitter 1.5” or greater	Per permit/Water Meter	New 2023	Actual cost with \$3500 deposit required
Curb Box Replacement	Per service	New 2023	\$650.00
Private Development Watermain Commissioning (4” or larger, less than 100m in length)	Per Project	New 2023	\$1,070.00
Private Development Watermain Commissioning (4” or larger, less than 100m in length)	Per Project	New 2023	\$1,070.00
Private Development Watermain Commissioning (4” or larger, larger than 100m in length)	Per Project	New 2023	\$1,810.00
Schedule H – Recreation Services			
Indoor Soccer Field			
Prime Time Rental- Half Turf (incl. Minor Sport Assoc.)	Per Hour	New 2023	\$45.00
Non-Prime Time Rental- Half Turf (incl. Minor Sport Assoc.)	Per Hour	New 2023	\$25.00
Drop-Ins (unsupervised, unstructured, max 2.5 hours)*			
Parent & Tot (ages 4 & under)	Per hour	New 2023	\$2.00
Pre-School (ages 3-5)	Per hour	New 2023	\$2.00

Youth (ages 6-14)	Per hour	New 2023	\$3.00
Teen (ages 15-17)	Per hour	New 2023	\$3.00
Adult (ages 18-59)	Per hour	New 2023	\$5.00
Senior (ages 60+)	Per hour	New 2023	\$4.00
Day Camp			
Late Pick-up Fee	Per occurrence	New 2023	100% Full Cost Recovery
Field Trip Fee	Per Trip	New 2023	\$18.00
Community Room			
Kitchen (Half Day) (4 Hours)	Per Half Day	New 2023	\$100.00*
Kitchen (Full Day) (8 Hours)	Per Full Day	New 2023	\$175.00
Sport & Facility Services			
Electrician	Per event	New 2023	100% Full Cost Recovery
Forklift	Per event	New 2023	100% Full Cost Recovery
Set up/Tear down (Libro) 0-50 Chairs	Per event	New 2023	Included in Room Rental
Set up/Tear down (Libro) 51-100 Chairs	Per event	New 2023	\$50.00
Transient office for User Group/tournament organizers, etc	Per hour	New 2023	\$12.00
Transient office for User Group/tournament organizers, etc	Per day	New 2023	\$75.00
Staff Overtime (groups staying beyond allocated time)	Per occurrence	New 2023	100% Full Cost Recovery
Dedicated storage space	Per sq ft-annually	New 2023	\$2.60
Dedicated office space	Per sq ft-annually	New 2023	\$12.00
Extra cleaning fee (rooms)	Per cleaning	New 2023	100% Full Cost Recovery
Extra cleaning fee (dressing rooms)	Per cleaning	New 2023	\$20.00

Schedule B – Building Services

The new Minimum Residential Permit Fee is geared toward new additional dwelling units. These are typically very small buildings that the standard square foot fee does not cover the cost of inspections and work that goes into these type of dwellings.

The Lateral Sewer Connection Fee is for requests for this service to existing homes, not new builds.

Schedule C – Corporate Services

The EV Charging Services fees have been added to the User Fee Schedule as a result of the recent installation of public-use electronic vehicle charging stations. These fees will be collected electronically at the stations. Having these fees included in the User Fee Schedule ensures they will be reviewed each year.

Schedule F- Planning Services

Amherstburg Planning Fees were significantly below other local municipality rates. The recommended planning rates bring Amherstburg in line with our neighbours. The department is also recommending in some cases, a split for major and for minor applications, as the work is significantly less for those that are considered minor.

Schedule G-Engineering & Public Works

In 2022, User Fees were separated, the department is proposing a return to the 2021 rate structure and thus, several fee lines have been eliminated, combined and renamed accordingly.

Schedule H-Recreation

There are several new fees added to the Recreation schedule based on customer demand and/or requests, as well as a need to ensure transparency when requiring an approved fee for a service provided.

For example, the department regularly receives calls inquiring about renting only a portion of the indoor soccer turf, rather than the entire area. Recreation is introducing these new fees for Prime Time as well as a reduced rate for Non-Prime Time. Again, this is an attempt to increase rentals and revenue opportunities.

Drop-In Fees: Recreation offers drop-in programs which are unstructured, unsupervised activities scheduled at specific times, for specific age groups. These drop-in fees have now been defined in Schedule H by age.

Regarding the new fees for day camps, there is a proposed late pick up fee to cover additional staffing costs that are incurred when children are not picked up on time after day camp has concluded. In addition, there is a new Field Trip Fee of \$18 to help mitigate transportation costs for off-site excursions to other local facilities such as Colasanti's Tropical Garden, a movie theatre, etc.

There is also a recommended change to the fees for Libro's kitchen rental. Rental groups have advised that they do not always wish to have the kitchen as part of their rental and would like the option to exclude it from the Community Room rental fee. In previous years, there was also a rental fee of \$22/hour. To simplify bookings for users, this fee has been separated out and there is now an opportunity for a group to rent the kitchen *per event* i.e. a 4-hour or 8-hour event and only if required. The new fee was increased to \$100 for a 4-hour event, or \$175 for an 8-hour event. These rates more adequately cover the maintenance cost for use of the industrial appliances, electricity usage, etc.

Also being recommended to Schedule H are Sport and Facility Service Fees. Although these are new fees for Amherstburg, they are common in other municipalities and are a way to recover lost revenues. There are several rooms, services and staff resources that are provided to customers and/or special event groups that are not being charged accordingly. Where a higher level of service is being requested or expected, these rates are reflected in the Sport and Facility Service Fees Section.

4. RISK ANALYSIS:

User fees are required to be reviewed on an annual basis. A failure to do so may result in a significant time period lapsing before fees are adjusted to meet appropriate levels. This may result in lost opportunities for the Town to recover costs and as a result may place additional pressure on the general tax levy.

5. FINANCIAL MATTERS:

User fees and charges for taxation funded service areas are designed to mitigate the costs associated with providing services to individuals. Fees are recommended with consideration to recovering direct program costs, such as program supplies, but generally do not cover the full cost of the service. Further, in some areas fees have been constrained to achieve market comparability (e.g. recreation and arena fees).

Fee revenue is included in annual budget requests and offsets the cost of programs and services that must otherwise be recovered through taxation. Where 2023 revenue budgets require adjusting, budget issue papers will be included for consideration in the Proposed 2023 Operating Budget.

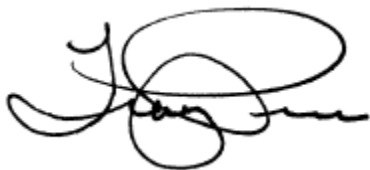
Water and Wastewater operations are not taxation funded, but are to be 'self-funding' through water and wastewater user rates. The user rates set for these services are established to provide sustainable funding of both current and long-term costs for operations and capital infrastructure. The water and Wastewater Rate Review Study is on track to be presented to Council before end of first quarter 2023. This study is considering the existing assets and future infrastructure costs to determine a rate model to support the fee of these costs. The water and wastewater fees will be further updated at that time and brought forward to Council for approval.

6. CONSULTATIONS:

SMT and Management staff

7. CONCLUSION:

Approval of the User Fee By-law will allow the Town of Amherstburg to charge users for services at a comparable rate to that of other municipality's user fees within the Essex County Region.



Tracy Prince
Director of Corporate Services/Chief Financial Officer

Report Approval Details

Document Title:	FINAL 2023 User Fee By-Law-Report.docx
Attachments:	- By-law 2023-010 FINAL.pdf
Final Approval Date:	Dec 19, 2022

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



Valerie Critchley



Kevin Fox

The Corporation of the Town of Amherstburg

By-law No. 2023-010

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, 2023, 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, 2023.

Read a first, second and third time this 9th day of January, 2023.

Mayor - Michael Prue

Clerk – Kevin Fox

**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 Page	\$ 0.45	1
Commissioning of Documents - Residents	Per Document	\$ 21.00	1
Commissioning of Documents - Non-residents	Per Document	\$ 27.00	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	\$ 11.00	1
Code of Conduct Complaint (refundable on recommendation of Integrity Commissioner)	Per Filing	\$ 134.00	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	\$ 11.00	1
Administrative Charge for Subrogated Loss Program	Per Claim	\$ 147.00	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
General Building Fees			
Minimum Building Permit Fee	per permit	\$ 150.00	2
Lawyers Letter-Legal property information requests	per letter	\$ 85.00	2
Business Licence Inspection	per inspection	\$ 85.00	2
Liquor Licence Review	per review	\$ 113.00	2
911 addressing in rural area	per Sq Ft	\$ 91.00	2
Change of Use Permit	per Sq Ft	\$ 170.00	2
Change of Address	per permit	\$ 283.00	2
Transfer of Permit	per permit	\$ 113.00	2
Inspection fee-work incomplete not ready for inspection	per inspection	\$ 79.00	2
Inspections outside normal working hours (minimum 2 hour charge)	per hour per inspection	\$ 111.00	2
Inspections for other agencies (Rent tribunal, Ontario Renovates)	per inspection	\$ 227.00	2
Additional work request (inspections, cursory plan review etc.)	per hour	\$ 79.00	2
Construction started without permit	per application	25% of permit fee	2
Construction completed without permit	per application	Double the applicable fee	2
Building permit revoked	per permit	no refund	2
Building permit withdrawn or cancelled by owner	per permit	25% of permit fee	2
Application for DC Deferral (valid up to 4 months)	Per unit per 4 month deferral	\$ 87.00	2
Residential Construction Permit-Group C			
Minimum Residential Permit Fee	per permit	\$ 1,200.00	2
Single Family Dwelling-above grade level	per sq. ft.	\$ 1.25	2
Semi-Detached, Duplex, Triplex, Townhomes-above grade level	per sq. ft.	\$ 1.25	2
Multi-Unit Dwelling-Condominium, Apartments	per sq. ft.	\$ 1.25	2
Basement new construction (foundation)	per sq. ft.	\$ 0.20	2
Finished basement after new construction	per sq. ft.	\$ 0.60	2
Secondary Units-within existing dwelling	per sq. ft.	\$ 1.25	2
Secondary Units-within dwelling	per sq. ft.	\$ 1.25	2
Secondary Units-with in existing accessory structure	per sq. ft.	\$ 1.15	2
Secondary Units-with in a new accessory structure	per sq. ft.	\$ 1.25	2
Accessory structure (garage, sheds)	per sq. ft.	\$ 0.50	2
Residential additions / Renovations	Per \$1,000 of Construction Value	\$ 13.00	2
Decks / Porches	per permit	\$ 200.00	2
Gazebos	per permit	\$ 170.00	2
Assembly Occupancy Group 'A' and Institutional Occupancy Group 'B'			
Group A and B Occupancies	per sq. ft.	\$ 1.20	2
Business and Personal Service Occupancy-Group 'D'			
Group D Occupancies-Building Shell Only	per sq. ft.	\$ 1.20	2
Group D-Interior fit up (submitted separately)	per sq. ft.	\$ 0.60	2
Group D-Combined (both applications submitted at the same time)	per sq. ft.	\$ 1.65	2
Mercantile Occupancy-Group 'E'			
Group E Occupancies-Building Shell Only	per sq. ft.	\$ 1.20	2
Group E-Interior fit up (submitted separately)	per sq. ft.	\$ 0.60	2
Group E-Combined (both applications submitted at the same time)	per sq. ft.	\$ 1.65	2

Industrial Occupancy-Group 'F'			
Group F- Occupancies-Building Shell Only	per sq. ft.	\$ 1.20	2
Group F- Interior fit up (submitted separately)	per sq. ft.	\$ 0.60	2
Group F-Combined (both applications submitted at the same time)	per sq. ft.	\$ 1.65	2
Interior Finishing-Tenant Fit Up			
Group D, E, F where permit has been issued for the building shell	per sq. ft.	\$ 0.60	2
Greenhoused and Farm Buildings			
Barns-new and additions	per sq. ft.	\$ 0.30	2
Greenhouse	per sq. ft.	\$ 0.05	2
For all other ancillary uses other than greenhouse or barn	Per \$1,000 of Construction Value	\$ 13.00	2
Projects not listed in Schedule			
Projects not listed within this schedule will be based on project construction value	Per \$1,000 of Construction Value	\$ 13.00	2
Plumbing-Residential			
Single Detached, Semi Detached, Townhomes	per unit	\$ 228.00	2
Multi Unit	per unit	\$ 144.00	2
Renovations, Additions, Secondary Units	per permit	\$100 + \$13.40/fixture	2
Backwater valve	per permit	\$ 80.00	2
Sump pump overflow	per permit	\$ 53.00	2
Installation of new sanitary or storm sewer for single family, Semi Detached or Townhome units	each	\$ 115.00	2
Lateral sewer connection to existing house	each	\$ 158.00	2
Plumbing-Non Residential			
Site servicing-storm and sanitary piping-each 50 feet	per 50 feet	\$ 13.00	2
Internal Plumbing	per application	\$125 + \$13.40/fixture	2
Backflow	per application	\$ 75.00	2
Catch basin / manholes	per application	\$ 50.00	2
Water Heater	per unit	\$ 17.00	2
Roof drain	per unit	\$ 11.00	2
Grease and oil interceptor	per unit	\$ 28.00	2
Water Distribution piping	per space	\$ 83.00	2
Heating Multi Residential and Non-Residential			
Heating Unit	per unit	\$ 84.00	2
Distribution ductwork	per unit space	\$ 84.00	2
Sewage Septic Systems			
New installation or replacement (any type)	per permit	\$ 908.00	2
Holding tank	per permit	\$ 908.00	2
Repair or alteration to existing system	per permit	\$ 267.00	2
The decommissioning of septic systems and/or installing new lateral sanitary sewers	per permit	\$ 283.00	2
Demolition			
Demolition of structures	per sq. ft.	\$ 0.25	2
Designated Structures			
Designated structures to include -Solar collectors, retaining walls, wind turbines, loading docks, towers, tanks	Per \$1,000 of Construction Value	\$ 13.00	2
Tents	per permit	\$ 113.00	2
Signs (permanent)	per sign face	\$ 113.00	2
Swimming Pool Enclosures			
Swimming Pool Enclosures	per permit	\$ 125.00	2
Indemnity Deposits (Refundable up to 3 years from permit issuance)			
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

**Town of Amherstburg User Fee Schedule
Schedule C
Corporate 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	\$ 117.00	2
Financing Administrative Fee	Per Property	\$ 117.00	2
Indemnity Processing Charge	Per Occurrence	\$ 59.00	2
Misdirected Payment	Per Transaction	\$ 29.00	2
NSF/Returned Payment Charge	Per Occurrence	\$ 48.00	2
Refund Charge	Per Occurrence	\$ 29.00	2
Tax Certificates	Per Certificate	\$ 83.00	2
Tax Certificates or Statement - Required within 3 business days	Per Certificate	\$ 167.00	2
Tax Research (For Tax, Accounting or Finance)	Per hour	\$ 59.00	2
Tax Sale Registration 2nd Letter	Per letter	\$ 59.00	2
Tax Sale Registration Final Letter Before Registration	Per letter	\$ 59.00	2
Title Search - 2 years arrear	Per Search	\$ 59.00	2
Prescribed Interest Rate	Per Occurrence	3% + Bank of Canada Rate	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
EV Charging Stations			
Level 2 Charging	per hour	\$ 2.00	3
Level 3 Charging	per minute	\$ 0.50	3
Unattended-Fully charged vehicle left plugged in, 30 min after fully charged	Flat rate	\$ 50.00	3

**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
File Search (Lawyer Letter)	Per Search	\$ 97.00	2
Fire Report (No Investigation)	Per Report	\$ 97.00	1
Fire Report (Investigation)	Per Report	\$ 298.00	1
Inspection with Fire Code Deficiencies	Per Hour	\$ 97.00	1
Re-Inspection after Notice of Violation	Per Hour	\$ 97.00	1
Request Inspection (letter required)	Per Hour	\$ 97.00	1
Firework Application and Review	Per Hour	\$ 97.00	2
Fire Safety Plan Review	Per Hour	\$ 97.00	2
Lockbox Program	One Time Fee	\$ 97.00	2
MVA Response to Non Resident Vehicles	Per hour/Per truck	*Current MTO rate	1
Smoke/CO Alarm Installation	Per Smoke Alarm	\$ 48.00	1
Risk & Safety Management Level 1 Propane/Natural Gas	Per Hour	\$ 97.00	1
Risk & Safety Management Level 2 Propane/Natural Gas	Per Hour	\$ 97.00	1
Open Air Permit Site Inspection Fee	Per	\$ 97.00	
Open Burn - Duty Officer Response	per Officer	\$ 268.00	1
Open Burn	Per Call (5 or less Firefighters)	\$ 534.00	1
Open Burn	Per Call (6 or more Firefighters)	\$ 1,072.00	1
Assistance for Private Standby Beyond Normal Fire Protection	Per hour/Per truck	*Current MTO rate	1
Annual Business License Inspection	Per Hour	\$ 97.00	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 rate of

**Town of Amherstburg User Fee Schedule
Schedule E
Licensing & 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	\$ 92.00	2
Lotteries/Bingos/Raffles	Per Licence	3% of the prize value	2
Carnivals, Fairs/Midways	Per Licence	\$ 175.00	2
Circuses	Per Licence	\$ 175.00	2
Concerts	Per Licence	\$ 175.00	2
Driving Schools	Per Licence	\$ 175.00	2
Festivals	Per Licence	\$ 175.00	2
Flea Markets	Per Licence	\$ 175.00	2
Hawkers and Peddlers	Per Licence	\$ 92.00	2
Horse Drawn Carriage Owners Drivers	Per Licence	\$ 92.00	2
Limousine Driver	Per Licence	\$ 92.00	2
Limousine Owner	Per Licence	\$ 92.00	2
Pedi cabs Owners/Drivers	Per Licence	\$ 92.00	2
Petting Zoos	Per Licence	\$ 175.00	2
Portable Sign Contractors	Per Licence	\$ 117.00	2
Produce Vendors	Per Licence	\$ 175.00	2
Refreshment Vehicles (All Classes)	Per Licence	\$ 232.00	2
Second Hand Shops	Per Licence	\$ 232.00	2
Special Event Sales	Per Licence	\$ 92.00	2
Taxicab Broker	Per Licence	\$ 87.00	2
Taxicab Driver	Per Licence	\$ 69.00	2
Taxicab Owner	Per Licence	\$ 80.00	2
Trade Shows	Per Licence	\$ 175.00	2
Amusement Arcades	Per Licence	\$ 232.00	2
Automobile Body Repair Shops	Per Licence	\$ 232.00	2
Barbershops	Per Licence	\$ 232.00	2
Beauty Salons	Per Licence	\$ 232.00	2
Bed and Breakfasts	Per Licence	\$ 232.00	2
Bingo Halls	Per Licence	\$ 232.00	2
Boarding/Lodging/Rooming Houses	Per Licence	\$ 232.00	2
Body piercing parlours	Per Licence	\$ 232.00	2
Bowling Alleys	Per Licence	\$ 232.00	2
Business Service Establishments	Per Licence	\$ 232.00	2
Campgrounds/Trailer Parks	Per Licence	\$ 232.00	2
Caterers	Per Licence	\$ 232.00	2
Dry Cleaners	Per Licence	\$ 232.00	2
Florist Shops	Per Licence	\$ 232.00	2
Food Shops	Per Licence	\$ 232.00	2
Gas Stations	Per Licence	\$ 232.00	2
Hotels/Motels	Per Licence	\$ 232.00	2
Indoor Recreational Establishments	Per Licence	\$ 232.00	2
Office (General, Business, Service)	Per Licence	\$ 232.00	2
Pet Groomers	Per Licence	\$ 232.00	2
Pet Shops	Per Licence	\$ 232.00	2
Public Halls (all classes)	Per Licence	\$ 232.00	2
Race Tracks	Per Licence	\$ 175.00	2
Restaurants	Per Licence	\$ 232.00	2
Retail Store	Per Licence	\$ 232.00	2
Snack Bars	Per Licence	\$ 232.00	2
Swimming Pools	Per Licence	\$ 232.00	2
Tattoo parlours	Per Licence	\$ 232.00	2
Theatres	Per Licence	\$ 232.00	2
Wrecking Yards	Per Licence	\$ 232.00	2
Adult Book/Magazine Sales	Per Licence	\$ 117.00	2
Adult Entertainment Attendants	Per Licence	\$ 92.00	2
Adult Entertainment Parlours	Per Licence	\$ 232.00	2
Adult Merchandise Sales	Per Licence	\$ 232.00	2
Adult Videotape Sales/Rental	Per Licence	\$ 232.00	2
Marriage Licences	Per Licence	\$ 137.00	2

Dog Licence	Per Spayed / Neutered Dog	\$ 18.00	2
Dog Licence - Senior Citizen Rate	Per Spayed / Neutered Dog	\$ 12.00	2
Dog Licence	Per Unspayed / Un-neutered Dog	\$ 29.00	2
Dog Licence - Senior Citizen Rate	Per Unspayed / Un-neutered Dog	\$ 23.00	2
Late Fee - Dog Tag -After April 30	Per Licence	\$ 12.00	2
Replacement tag for lost dog tag	Per replacement	\$ 11.00	2
Transfer of tag	Per Transfer	\$ 11.00	2
Other Fees and Charges:			
Civil Marriage Ceremony during regular business hours	Per Ceremony	\$ 290.00	1
Civil Marriage Ceremony Cancellation Fee	With 24 hours notice	\$ 73.00	1
During regular business hours Civil Marriage Ceremony Cancellation Fee	Without 24 hours notice	\$ 145.00	1
Civil Marriage Ceremony Rehearsal	Per Rehearsal	\$ 59.00	1
Civil Marriage Ceremony Witnesses	Per 2 witnesses	\$ 37.00	1
Liquor Licence Application Processing	Per Application	\$ 59.00	1
Application for Noise Exemption	Per Application	\$ 59.00	2
Death Registration	Per Registration	\$ 18.00	2
Application for Fence Variance	Per application	\$ 59.00	2
Fence Viewing	Per application	\$ 464.00	2
Appear before Property Standards Committee	per appeal	\$ 117.00	2
Property Standards Order, minimum 1 hour	Per Hour	\$ 150.00	2
Property Standards Order Reinspection, minimum 1 hour	Per Hour	\$ 150.00	2
Register Property Standards Order on Title (actual registration costs charged in addition to base fee)	Per Registration	\$ 59.00	2
Parking Violation	Per Violation	\$ 25.00	2
By-law Violation - Administrative Fee -Work Completed by the Town, minimum 1 hour	Per Hour	\$ 150.00	2
Sign Removal	Per Sign Greater of Base Fee and actual cost)	\$ 232.00	2
Sign Storage - size up to 4 square metres	Per Sign per day (or part thereof)	\$ 2.40	2
Sign Storage - size greater than 4 square metres	Per Sign per square metre/per day (or part thereof)	\$ 0.65	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)	Tax
Official Plan Amendment- Major	Per Application	\$ 1,000.00	\$ 5,355.00	2
Official Plan Amendment- Minor	Per Application	\$ 1,000.00	\$ 2,678.00	2
Zoning By-law Amendment- Major	Per Application	\$ 1,000.00	\$ 5,355.00	2
Zoning By-law Amendment- Minor	Per Application	\$ 1,000.00	\$ 2,678.00	2
Zoning By-law Amendment as a Result of an Condition of Consent	Per Application	\$ -	\$ 1,114.00	2
Zoning By-Law Amendment to Remove a Holding (h) Symbol	Per Application	\$ -	\$ 1,114.00	2
Combined Official Plan Amendment and Zoning By-law Amendment	Per Application	\$ 2,000.00	\$ 7,770.00	2
Consideration of an Application to the County of Essex for Approval of a Plan of Subdivision/Condo or Amendment to a Draft Plan or Extension of DPA	Per Application	\$ 2,000.00	\$ 9,135.00	2
Site Plan Control & Development Agreement- Major	Per Application	\$ 1,000.00	\$ 4,515.00	2
Site Plan Control & Development Agreement- Minor	Per Application		\$ 2,258.00	2
Amendment of Site Plans & Development Agreement	Per Application	\$ 1,000.00	\$ 2,520.00	2
Part Lot Control Exemption By-law	Per Application	\$ 500.00	\$ 2,415.00	2
Consent to Sever Land-Initial Application	Per Application	\$ -	\$ 1,470.00	2
Consent to Sever Land-Additional Lots to Initial Application	Per Application		\$ 546.00	2
Parkland Dedication Fee (as a condition of consent application under the Planning Act S.42, 53)	Per New Lot		\$ 1,070.00	2
Minor Variance or Permission to Enlarge, Extend or Alter the Use of a Legal Non-conforming Use	Per Application		\$ 1,155.00	2
Combined Consent to Sever Land and Minor Variance			\$ 2,310.00	2
Certificate of Validation	Per Application		\$ 284.00	2
Special Committee of Adjustment Hearing at Request of Applicant	Per Hearing		\$ 427.00	2
Planning Act Applications Deferral (Applicant Request)	Per Deferral		\$ 534.00	2
Ontario Land Tribunal Appeal			\$ 1,000.00	2
Official Plan or Zoning Bylaw (copy)	Per Copy		\$ 57.00	1
Planning Letter	Per Inquiry		\$ 83.00	2

**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	\$ 89.00	2
Roads			
Street Sweeper - Cleaning Roads	per hour	\$ 241.00	1
Street Sweeper - Hydro excavation	per hour	\$ 301.00	1
Backhoe	per hour	\$ 109.00	1
Dump Truck	per hour	\$ 97.00	1
Light Duty Vehicle	per hour	\$ 37.00	1
Roads Operator	per hour	actual cost	1
Supervisor	per hour	actual cost	1
Right Of Way Permit	per permit	\$ 241.00	2
Indemnity Deposit (Refundable up to 3 years from permit issuance)	\$1,000 Deposit per permit		
Storm Connection	Per Service	Actual cost, \$2000 deposit required	1
Drainage			
Drainage Apportionment Fee for Consent	per service	\$ 535.00	1
Drainage Apportionment Fee for Land Severance	per service	\$ 535.00	1
Water Rates to be brought forward to Council once the Rate Study is complete			
Water Operator	per hour	actual cost	1
Supervisor	per hour	actual cost	1
Water Meter Fee w/transmitter	3/4" Permit/Water Meter Fee	\$ 500.00	2
Water Meter Fee w/transmitter	1" Permit/Water Meter Fee	\$ 655.00	2
Water Meter Fee w/transmitter	1.5" or greater Permit/Water Meter Fee	Actual cost, \$3500 deposit required	2
Abandonment of Water Service	Per disconnection	\$ 5,000.00	2
Water Meter Testing for Customer	Per test	\$ 325.00	2
Coin Operated Filling Stations	Per Cubic Metre	\$ 2.00	2
Hydrant Valve (Hydrant Hookup Box)	Per valve per day	\$ 150.00	2
Hydrant Water Usage Fee	per usage	Actual Cost	2
Illegal Connection Charge	Per Offense	\$ 344.00	2
Curb Box Replacement	Per Service	\$ 320.00	
After Hours Water Shut Off/Turn On	per service	\$ 220.00	2
Missed Appointment fee	per instance	\$ 65.00	2
New Water Service Rates to be brought forward to Council once the Rate Study is complete			
Connection - 3/4" Water Service	Per Service	\$ 3,710.00	2
3/4" Meter Pit Componenets & Installation	Per Service	\$ 1,060.00	2
Connection - 1" Water Service	Per Service	\$ 3,880.00	2
1" Meter Pit Componenets & Installation	Per Service	\$ 1,290.00	2
Connection - 2" or greater Water Service	Per Service	Actual cost, \$5000 deposit required	2
All new service connections - Monthly Service fee until meter is installed and passes inspection	Per Service,per month	\$ 125.00	2
Private Development Watermain Commisioning (4" or Larger, less than 100m in length)	Per Project	\$ 1,070.00	2
Private Development Watermain Commisioning (4" or Larger, greater than 100m in length)	Per Project	\$ 1,810.00	2
Consumption	Per Cubic Metre	\$ 1.278	2
Base Monthly Charge by Meter Size:			
5/8 and 3/4 inches	Per Month	\$ 24.28	2
1 inch	Per Month	\$ 32.30	2
1 1/4 and 1 1/2 inches	Per Month	\$ 40.40	2
2 inches	Per Month	\$ 60.64	2
3 inches	Per Month	\$ 79.44	2
4 inches	Per Month	\$ 151.62	2
6 inches	Per Month	\$ 483.44	2
8 and 10 inches	Per Month	\$ 606.47	2
Wastewater Rates to be brought forward to Council once the Rate Study is complete			
Sanitary Connection	Per Service	Actual cost, \$3000 deposit required	1
Processed Organic Waste	per Litre	\$ 0.13	1
Imported Sewage	per Litre	\$ 0.10	1
Imported Pre-treated Sewage	per Litre	\$ 0.008	
Consumption	Per Cubic Metre	\$ 2.36	1
Base Monthly Charge by Meter Size:			
5/8 and 3/4 inches	Per Month	\$ 34.89	1
1 inch	Per Month	\$ 46.55	1
1 1/4 and 1 1/2 inches	Per Month	\$ 58.17	1
2 inches	Per Month	\$ 87.24	1
3 inches	Per Month	\$ 121.17	1
4 inches	Per Month	\$ 218.11	1
6 inches	Per Month	\$ 581.63	1
8 and 10 inches	Per Month	\$ 872.45	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	\$ 268.00	2
Refund Admin Fee - programs and rentals	per transaction	\$ 30.00	1
Set-up / Take Down Fee	per rental	\$ 30.00	1
Equipment Rental - Multimedia Station	per rental	\$ 24.00	1
Equipment Rental - Recreation Equipment	per rental	\$ 19.00	1
Equipment Rental - Sound System	per rental	\$ 24.00	1
Banner Fee	per banner	\$ 550.00	1
Kantech Access Cards			
New or replacement	Per Card	\$ 25.00	1
Reprogramming of card	Per Card	\$ 15.00	1
Card cancellations	Per Card	No Charge	
Keys			
Additional per key	Per Key	\$ 7.50	1
Lost/rekeying lock required	Per Lock	\$ 75.00	1
Cancellation Fees	Once permits are created, cancellations will not be permitted		

Advertising Fees			
Rink Board Advertising (High Visibility) per year	34" x 120"	\$ 933.00	1
Rink Board Advertising (Low Visibility) per year	34" x 120"	\$ 700.00	1
Mezzanine Ads per year	36" x 72"	\$ 583.00	1
Backlit Signs per year	48" x 96"	\$ 1,747.00	1
Ice Logo per year	72 sq feet (6' x 12')	\$ 2,910.00	1
Goal Rink Advertising per year	34" x 120"	\$ 350.00	1
Zamboni Advertising per year	1 machine	\$ 5,236.00	1
Municipal Guide - Back Cover	per edition	\$ 467.00	1
Municipal Guide - Back Cover	2 editions	\$ 816.00	1
Municipal Guide - Inside Front or Inside Back	per edition	\$ 409.00	1
Municipal Guide - Inside Front or Inside Back	2 editions	\$ 757.00	1
Municipal Guide - Full Page	per edition	\$ 322.00	1
Municipal Guide - Full Page	2 editions	\$ 583.00	1
Municipal Guide - Half Page	per edition	\$ 234.00	1
Municipal Guide - Half Page	2 editions	\$ 409.00	1
Municipal Guide - Quarter Page	per edition	\$ 176.00	1
Municipal Guide - Quarter Page	2 editions	\$ 322.00	1
Municipal Guide - Business Card Size	per edition	\$ 117.00	1
Municipal Guide - Business Card Size	2 editions	\$ 206.00	1
Electronic Advertising - Libro Credit Union Centre (1 month)	1 month	\$ 48.00	1
Electronic Advertising - Libro Credit Union Centre (3 months)	per month	\$ 39.00	1
Electronic Advertising - Libro Credit Union Centre (6 months)	per month	\$ 38.00	1
Electronic Advertising - Libro Credit Union Centre (12 months)	per month	\$ 37.00	1
Electronic Advertising - Town Hall (1 month)	1 month	\$ 26.00	1
Electronic Advertising - Town Hall (3 months)	per month	\$ 21.00	1
Electronic Advertising - Town Hall (6 months)	per month	\$ 20.00	1
Electronic Advertising - Town Hall (1 months)	per month	\$ 20.00	1
Electronic Advertising - Libro Centre & Town Hall (1 month)	1 month	\$ 59.00	1
Electronic Advertising - Libro Centre & Town Hall (3 months)	per month	\$ 45.00	1
Electronic Advertising - Libro Centre & Town Hall (6 months)	per month	\$ 42.00	1
Electronic Advertising - Libro Centre & Town Hall (12 months)	per month	\$ 40.00	1
** Administration has ability to negotiate price for multiple advertising opportunities			

Community Programming Fees				
Seasonal Activities and Programs				
Parent & Tot (ages 4 & under)	per class	\$	9.00	2
Pre-School (ages 3-5)	per class	\$	9.00	2
Youth (ages 6-14)	per class	\$	12.00	2
Teen (ages 15-17)	per class	\$	13.00	2
Adult (ages 18-59)	per class	\$	14.00	3
Senior (ages 60+)	per class	\$	8.00	3
Drop-Ins (unsupervised, unstructured, max 2.5 hours)				
Parent & Tot (ages 4 & under)		\$	2.00	2
Pre-School (ages 3-5)		\$	2.00	2
Youth (ages 6-14)		\$	3.00	2
Teen (ages 15-17)		\$	3.00	1
Adult (ages 18-59)		\$	5.00	1
Senior (ages 60+)		\$	4.00	1
Day Camp				
Daily (Maximum 9 hrs/day)	per day	\$	37.00	2
Weekly	per week	\$	148.00	2
Specialty Camp	per week	\$	175.00	2
Hot Lunch fee	per lunch	\$	9.00	2
Late Pick up Fee (when staff is required to stay beyond scheduled time)	per occurrence		100% Full cost recovery	1
Field Trip Fee	per trip	\$	18.00	2
*Family will include 5 members max. / Youth under 14 years are exempt from HST				
Indoor Recreation Facilities Fees				
Ice Time		Effective April 1st		
Capital Surcharge	per hour	\$	8.00	2
Prime Time Rental	per hour	\$	209.00	1
Non-Prime Time Rental	per hour	\$	118.00	1
Non-Prime Time Senior & School Rate	per hour	\$	74.00	1
Local Minor Sports Association Prime Time Rental	per hour	\$	205.00	1
Local Minor Sports Association Non-Prime Time Rental	per hour	\$	180.00	1
Goalie Pad	per hour	\$	46.00	1
Public Skating - General (per person)	per person	\$	4.00	2
Public Skating - General (per family from same household)	Max of 5	\$	12.00	2
Indoor Soccer Field		Effective April 1st		
Capital Surcharge	per hour	\$	8.00	2
Prime Time Rental - Full Turf (includes local minor sports)	per hour	\$	90.00	1
Non-Prime Time Rental Full Turf (includes local minor sports)	per hour	\$	50.00	1
Prime Time Rental Half-Turf (includes local minor sports)	per hour	\$	45.00	1
Non-Prime Time Rental Half-Turf (includes local minor sports)	per hour	\$	25.00	1
Dry Floor Time				
Capital Surcharge	per hour	\$	8.00	2
Arena Floor Rental Prime Time	per hour	\$	90.00	1
Arena Floor Rental Non-Prime	per hour	\$	50.00	1
**Show/Sale (in advance)	per day	\$	606.00	1
Multi Purpose Room Upstairs in Arena (Small room)/Libro Lobby				
Capital Surcharge	per hour	\$	3.70	2
Prime Time Rental	per hour	\$	44.00	1
Non -Prime Time Rental	per hour	\$	34.00	1
Local Minor Sports Association Prime Time Rental	per hour	\$	29.00	1
Local Minor Sports Association Non-Prime Time Rental	per hour	\$	24.00	1
Weekend - Daily Alcohol & Non-Alcohol - Half Day (4 hours)	per event	\$	280.00	1
Weekend - Daily Alcohol & Non-Alcohol - Full Day (8 hours)	per event	\$	503.00	1
Board Room In Arena (Office Area)				
All Hours	Non-Profit Group		No Charge	
Ground Floor Multipurpose Room/Essex Power Energy Zone				
Capital Surcharge	per hour	\$	3.70	2
Prime Time Rental	per hour	\$	45.00	1
Non -Prime Time Rental	per hour	\$	35.00	1
Community Room				
Capital Surcharge	per hour	\$	3.70	2
Prime Time Rental	per hour	\$	57.00	1
Non -Prime Time Rental	per hour	\$	45.00	1
Kitchen - Prime or Non-Prime Half Day (4 hours)	per half day	\$	100.00	1
Kitchen - Prime or Non-Prime Full Day (8 hours)	per full day	\$	175.00	1
Weekend - Daily Alcohol & Non-Alcohol - Half Day (4 hours)	per event	\$	280.00	1
Weekend - Daily Alcohol & Non-Alcohol - full Day (8 hours)	per event	\$	503.00	1

Outdoor Recreation Facilities Fees			
Pavilion Rentals			
Capital Surcharge	per 2 hours	\$	8.00 2
Wedding / Special Event	per 2 hours	\$	86.00 1
** There is no alcohol allowed in KNYP Please refer to KNYP passive By-Law			
Full Park Rentals, Special Events & Equipment			
Capital Surcharge (rentals)	per hour	\$	- 2
Family Reunion/Picnic, etc. (no alcohol)	per rental	\$	- 1
Special Event Rental	per rental	\$	- 1
Special Event Road Rental	per rental	\$	- 1
Baseball Diamonds			
Effective April 1st			
Capital Surcharge	per game	\$	8.00 2
Ball Diamond	per game	\$	11.00 1
Baseball Diamond - Libro Credit Union Centre - Un-Lit	per game	\$	40.00 1
Baseball Diamond - Libro Credit Union Centre - Lit	per game	\$	65.00 1
Local Minor Sports Association - Libro (Un-lit)	per game	\$	39.00 1
Local Minor Sports Association - Libro (Lit)	per game	\$	62.00 1
Baseball Diamond - Half Day (4 hours)	per day	\$	35.00 1
Baseball Diamond - Per Day (8 hours) (Un-lit)	per day	\$	70.00 1
Local Minor Baseball Association (T-Ball) (per season)	per player	\$	10.00 1
Local Minor Baseball Association (per season)	per player	\$	19.00 1
Soccer/Football Field			
Effective April 1st			
Capital Surcharge	per game	\$	8.00 2
Grass Field	per game	\$	11.00 1
Premier Turf Field - Un-Lit	per game	\$	40.00 1
Premier Turf Field - Lit	per game	\$	65.00 1
Local Minor Sports Association - Premier Turf (Un-lit)	per game	\$	39.00 1
Local Minor Sports Association - Premier Turf (Lit)	per game	\$	62.00 1
Football Field Grass - Half Day (4 hours)	per day	\$	35.00 1
Football Field Grass- Per Day (8 hours)	per day	\$	70.00 1
Minor Soccer Association (per season)	per player	\$	19.00 1
Tennis Courts			
Single Court	per hour	\$	4.60 1
All Courts at location	per day	\$	13.00 1
All courts - Half Day (4 hours)	4 hours	\$	35.00 1
All Courts - Per Day (8 hours)	per evening	\$	68.00 1
Field and Track Area			
Evening (with alcohol)	per evening	\$	216.00 1
All day(with alcohol)	per day	\$	431.00 1
Private Rental (no alcohol)	per day	\$	108.00 1
(**LCBO Special Occasion Permit is Mandatory along with Insurance Certificate covering days booked**)			

Sport & Facility Services			
Electrician	per event	100% Full cost recovery	1
Forklift	per event	100% Full cost recovery	1
Set up/Tear down (Libro) (0-50 Chairs)	per event	Included in Room Rental	1
Set up/Tear down (Libro) (51-100 Chairs)	per event	\$	50.00 1
Transient Office for user groups/tournament organizers, etc.	per hour	\$	12.00 1
	per day	\$	75.00 1
Staff Overtime (groups staying beyond allocated time)		100% Full cost recovery	1
Dedicated Storage Space	per square foot/annually	\$	2.60 1
Dedicated Office Space	per square foot/annually	\$	12.00 1
Extra Cleaning Fee (rooms)	per cleaning	100% Full cost recovery	1
Extra Cleaning Fee (dressing rooms)	per cleaning	\$	20.00 1



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF DEVELOPMENT 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: Road Dedication of Blocks A and B, Plan M-101 (Road Widening of South Riverview Drive) as a Public Highway

1. RECOMMENDATION:

It is recommended that:

- 1. The dedication of Block A on Plan M-101 (road widening of South Riverview Drive) as a Public Highway BE APPROVED;
2. The dedication of Block B on Plan M-101 (road widening of South Riverview Drive) as a Public Highway BE APPROVED; and,
3. By-law 2023-008 being a by-law to dedicate Blocks A and B on Plan M-101 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.

2. BACKGROUND:

A By-law dedicating Blocks A and B, Plan M-101 as a public highway is being presented for Council's consideration. The Municipal Act, R.S.O. 2001, c.25 Sections 24-68 authorizes the Council of every municipality to pass a By-law for establishing, laying out, acquiring, assuming, or naming a highway.

3. DISCUSSION:

As a result of an upcoming property conveyance at 165 South Riverview Drive, it was determined that Blocks A and B, Plan M-101, being South Riverview Drive, have not yet

been dedicated as a public highway. It is now appropriate to dedicate these parcels as a public highway as this matter is an oversight which occurred many years ago. This will allow legal access from South Riverview Drive to 19 properties on South Riverview and onto Beneteau Drive from South Riverview. Blocks A and B were taken at the time of the subdivision development for the purpose of road widening of South Riverview Drive. At the time the land was transferred to the Township of Anderdon but was never dedicated as a public highway.

4. RISK ANALYSIS:

The recommendations in this report represent a typical level of risk associated with municipal liability for public services. Maintenance and repair of municipal infrastructure will continue to be the responsibility of the Town of Amherstburg.

5. FINANCIAL MATTERS:


The dedication of this road will result in a new tangible capital asset (TCA) that the Town will be responsible for. This will include future operational, maintenance and replacement costs over the lifetime of the road. Administration will ensure that the Town's TCA inventory reflects the subject property as part of the road infrastructure under both the TCA inventory and Asset Management Plan.

6. CONSULTATIONS:

The Engineering and Infrastructure Department was consulted and confirmed no concerns with the road dedication. The Engineering and Infrastructure Department confirmed that it is appropriate to dedicate this portion of the right-of-way as a public highway.

7. CONCLUSION:

The Municipal Act, R.S.O. 2001, c 25 Sections 24-68 provides specific municipal powers regarding highways. It is appropriate to dedicate this Part as a public highway at this time.



Janine Mastronardi
Planner



Christopher Aspila
Manager, Planning Services

Report Approval Details

Document Title:	Road Dedication of Block B, Plan M101 (Road Widening of South Riverview) as a Public Highway.docx
Attachments:	- Aerial for Road Dedication on South Riverview.pdf - Plan M-101 for Road Dedication on South Riverview.pdf - 2023-008- Road Dedication- Widening on South Riverview.pdf
Final Approval Date:	Dec 19, 2022

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



Melissa Osborne



Tracy Prince



Valerie Critchley



Kevin Fox



TOWN OF AMHERSTBURG
Blocks A and B, Plan M-101



Approved under Section 33 of THE PLANNING ACT, This 19th day of May, 1977
John R. Bouda
 John R. Bouda
 Minister of Housing

PLAN M-101 REGISTERED 20 MAY 1977
 ENTERED ON PARCEL 14-1
 SECTION ANDERDON-2
 TOWNSHIP OF ANDERDON
 COUNTY OF ESSEX, ONTARIO
 APPROVED FOR REGISTRATION
 20 MAY 1977
John R. Bouda
 Asst. EXAMINER OF SURVEYS
 CERTIFICATES, CONSENTS AND DEDICATIONS ARE FILED UNDER NO 29749
 L - 1759

CURVE DATA SCHEDULE					CURVE DATA SCHEDULE				
LOT	RADIUS	ARC	CHORD	CHD. BEARING	LOT	RADIUS	ARC	CHORD	CHD. BEARING
18	287.00'	38.88'	38.88'	N 25° 37' 00" W	53	50.00'	40.35'	39.24'	N 29° 06' 52" W
19	287.00'	82.00'	81.72'	N 38° 00' 58" W	58	50.00'	29.58'	29.15'	N 63° 11' 02" W
20	287.00'	82.00'	81.72'	N 54° 23' 10" W	59	50.00'	21.37'	21.40'	N 73° 46' 32" W
21	287.00'	82.00'	81.72'	N 70° 45' 22" W	60	50.00'	65.00'	60.52'	N 24° 10' 27" W
22	287.00'	45.96'	45.91'	N 83° 31' 44" W	61	50.00'	29.53'	29.08'	N 47° 10' 36" E
26	50.00'	42.25'	42.48'	N 23° 10' 30" W	62	50.00'	5.47'	5.47'	N 78° 09' 33" E
27	50.00'	33.39'	32.76'	N 71° 22' 00" W	63	50.00'	24.17'	23.86'	N 81° 11' 57" E
28	50.00'	42.50'	41.23'	N 65° 09' 00" E	64	487.00'	8.28'	8.28'	N 47° 40' 17" E
29	50.00'	7.53'	7.53'	N 45° 06' 11" E	65	220.00'	5.53'	5.53'	N 58° 27' 13" W
30	50.00'	74.23'	67.61'	N 88° 08' 29" W	66	220.00'	85.85'	85.31'	N 64° 21' 11" W
31	50.00'	52.00'	49.89'	N 15° 41' 42" W	67	220.00'	46.08'	46.00'	N 82° 01' 58" W
32	50.00'	52.00'	49.89'	N 43° 33' 34" E	69	317.84'	41.80'	41.87'	N 84° 12' 02" W
33	50.00'	13.60'	13.76'	N 87° 35' 56" E	70	317.84'	50.00'	50.92'	N 75° 23' 49" W
34	118.00'	31.83'	31.40'	N 77° 41' 57" W	71	317.84'	100.00'	99.99'	N 61° 14' 42" W
35	118.00'	23.64'	23.59'	N 58° 33' 07" W	72	215.00'	14.88'	14.89'	N 39° 46' 05" E
36	118.00'	23.56'	23.52'	N 46° 24' 52" W	73	230.73'	45.91'	45.83'	N 33° 36' 59" W
37	118.00'	53.00'	54.49'	N 27° 00' 44" W	74	230.73'	60.00'	59.83'	N 20° 27' 37" W
38	118.00'	31.00'	30.91'	N 57° 45' 21" W	77	230.73'	60.00'	59.83'	N 5° 33' 59" W
44	147.00'	23.90'	23.50'	N 87° 17' 08" E	78	144.73'	118.45'	119.92'	N 10° 43' 00" W
45	251.84'	113.84'	112.87'	N 85° 10' 58" W	79	215.00'	65.03'	64.86'	N 84° 26' 50" E
49	30.00'	37.98'	35.49'	N 55° 41' 44" E	80	353.00'	70.08'	69.97'	N 82° 25' 46" W
49	30.00'	16.51'	16.45'	N 28° 11' 09" E	91	353.00'	75.00'	74.86'	N 70° 39' 18" W
50	70.00'	52.00'	51.00'	N 84° 39' 34" E	91	353.00'	84.18'	83.99'	N 57° 44' 09" W
51	70.00'	48.41'	48.39'	N 84° 05' 18" W	92	353.00'	69.74'	69.74'	N 53° 43' 32" E
52	70.00'	34.47'	33.10'	N 41° 35' 32" W	92	353.00'	69.74'	69.74'	N 34° 54' 07" W
53	70.00'	16.26'	16.23'	N 12° 40' 31" W	92	147.00'	134.90'	131.24'	N 88° 31' 33" E
					93	353.00'	46.55'	46.51'	N 25° 02' 50" W

CURVE DATA SCHEDULE					CURVE DATA SCHEDULE				
LOT	RADIUS	ARC	CHORD	CHD. BEARING	LOT	RADIUS	ARC	CHORD	CHD. BEARING
101	30.00'	6.78'	6.78'	N 23° 21' 42" W	108	50.00'	4.25'	4.24'	N 18° 45' 43" E
102	35.00'	16.94'	16.87'	N 20° 47' 13" E	107	50.00'	49.01'	47.07'	N 14° 45' 58" W
101	35.00'	53.27'	51.31'	N 15° 47' 02" E	108	50.00'	39.71'	38.67'	N 65° 34' 58" W
103	55.00'	45.27'	44.00'	N 67° 08' 35" E	111	233.00'	49.88'	49.78'	N 86° 32' 02" E
104	55.00'	45.27'	44.00'	N 65° 44' 02" E	112	233.00'	69.33'	69.07'	N 70° 52' 59" E
105	55.00'	45.27'	44.00'	N 18° 34' 40" E	BLOCK E	164.73'	1.00'	1.00'	N 1° 42' 37" E
106	55.00'	25.40'	25.18'	N 18° 13' 52" W	BLOCK F	230.73'	1.00'	1.00'	N 17° 45' 28" E
108	50.00'	43.33'	41.99'	N 47° 30' 44" W	LOT RADIUS	ARC	CHORD	CHD. BEARING	



PLAN OF SUBDIVISION
 OF PART OF FARM LOT 14
 CONCESSION 2
 IN THE
 TOWNSHIP OF ANDERDON
 COUNTY OF ESSEX, ONTARIO
 SCALE: 1" = 100'
 ROSS A. CLARKE, O.L.S. (1977)

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY:
 1. That this survey and plan are correct and in accordance with THE SURVEYS ACT and THE LAND TITLES ACT and the regulations made thereunder;
 2. That I was present at and did personally supervise the survey represented by this plan;
 3. That this plan contains a true copy of the field notes of survey;
 4. That the survey was completed on the 6th day of January 1977.

January 31, 1977.
 Ross A. Clarke
 Ontario Land Surveyor
 for: ROSS A. CLARKE LIMITED

OWNER'S CERTIFICATE
 Lots 1 to 112 inclusive, Blocks A & B (widening), Block 'E' (1' Reserve), Blocks C & D and the streets namely: Beneteau Drive, David Crescent, Hyde Park Road, Lamp Road and Lydia Crescent as designated within the area of survey outlined have been laid out in accordance with our instructions and the streets and the street widenings are hereby dedicated as public highways.

Karl Lamp
 KARL LAMP
Karl Heidt
 KARL HEIDT

BEARING NOTE
 Bearings are astronomic and referred to the southern limit of Part 1, Plan 12R-3552 shown as N 88° 07' W according to said plan.

LEGEND & NOTES
 □ - Denotes 1" x 1" x 4'-0" Standard Iron Bar
 ● - Denotes 5/8" diam. x 2'-0" Round Iron Bar
 WIT. - Denotes a witness monument
 P.C. - Denotes point of curvature
 P.R.C. - Denotes point of reverse curvature
 Distances shown on curves are arc distances
 All hanging lines have been verified
 All monuments are set unless shown Fd. (Found)
 ⊥ - Denotes perpendicular distance

Ross A. Clarke Limited
 ONTARIO LAND SURVEYORS
 640 Victoria Avenue
 Windsor, Ontario
 DRAWN BY: W.J.
 CHECKED BY: WS
 SHEET NO.: 1 of 2
 BLOCK 'E'
 JOB NO.: 10635
 FILE NO.: S-80
 PLAN FILE NO.: 1F-834

**THE CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2023-008**

**By-law to dedicate certain lands in the
Town of Amherstburg as a Public Highway
(widening of South Riverview Drive)**

WHEREAS the Municipal Act, R.S.O. 2001, c.25 Sections 24-68 authorizes the Council of every municipality to pass a by-law for establishing, laying out, acquiring, assuming, or naming a highway;

AND WHEREAS land has been transferred to the Town to be dedicated as a public highway for the widening of South Riverview Drive and it is now appropriate to dedicate Blocks A and B on Plan M-101 as follows:

<u>Plan M-101, Block A</u>	<u>1552.19 square metres (approx.)</u>
<u>Plan M-101, Block B</u>	<u>2050.5 square metres (approx.)</u>

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

1. THAT the lands described as Block A, Plan M-101 with a size of area of approximately 1552.19 square metres in the Town of Amherstburg, County of Essex, Province of Ontario is hereby dedicated as a public highway, and forms part of South Riverview Drive.
2. THAT the lands described as Block B, Plan M-101 with a size of area of approximately 2050.5 square metres in the Town of Amherstburg, County of Essex, Province of Ontario is hereby dedicated as a public highway, and forms part of South Riverview Drive.
3. THAT this By-law shall come into force and take effect immediately upon the final passing thereof at which time all by-laws that are inconsistent with the provisions of this by-law and the same are hereby amended insofar as it is necessary to give effect to the provisions of this by-law.

Read a first, second and third time and finally passed this 9th day of January, 2023.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF DEVELOPMENT 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: Planning Pre-Consultation By-law

1. RECOMMENDATION:

It is recommended that:

- 1. Council ENACT By-law 2023-009, being a By-law to establish the planning pre-consultation process.

2. BACKGROUND:

In September 2022 the Planning Department consulted with the County of Essex and advised of our intention to bring forward policies to help implement portions of Bill 109, More Homes for Everyone Act, 2022. On October 25, 2022 Council endorsed Town of Amherstburg Official Plan Amendment (OPA) No. 19 – Bill 109 Policy Changes and instructed Administration to forward OPA No. 19 to the County of Essex for approval.

On October 30, 2022, Administration forwarded OPA No. 19 to the County of Essex and on November 23, 2022 the County of Essex issued a Notice of Decision to approve OPA No. 19. A final Notice of Decision was received on December 14, 2022.

One of the components of OPA No. 19 is the creation of the following policy in the Town of Amherstburg Official Plan that allows for the creation of a Pre-Consultation By-law:

- 7.19 Council may adopt a Pre-Consultation By-law for the purposes of requiring potential applicants to consult with the Town of Amherstburg prior to submitting an application under the Planning Act R.S.O. 1990, c.P.13.

3. DISCUSSION:

It is prudent for the Town of Amherstburg to enact a Pre-Consultation By-law given the reduction in duration of time to process Planning Act applications in response to the implementation of Phase II of Bill 109, effective January 1, 2023. This is particularly important for municipalities in the context of Zoning By-law Amendments and Site Plan Control applications for which municipalities are subject to refunding between 50% and 100% of application fees should a decision not be made prior to the prescribed Planning Act timelines of 90 days for a Zoning By-law Amendment and 60 days for a Site Plan Control application.

The impact of Bill 109 on Planning Act applications is that much and in most cases all of the work preparing support studies and information will need to be done on the front-end by applicants so that the applications can be deemed complete. This is where pre-consultation becomes a vital part of the planning process.

The way the pre-consultation process at the Town of Amherstburg is now intended to work is an applicant will submit an application for pre-consultation to the Development Services Department. Administration will review the application and initiate circulation for comments to other municipal departments and relevant agencies, boards, commissions and utilities. The Planner assigned to the file will review the comments and a letter will be sent to the applicant either deeming the application to be complete or incomplete with additional instructions to work towards completing the application.

Using the Zoning By-law Amendment timeline that is the tightest timeline for a Planning Act application for the Town of Amherstburg. When the Planning Act timelines and Town of Amherstburg internal timelines are considered in the context of a Zoning By-law Amendment with a 90-day timeline to make a decision:

- Notice is required 20 days in advance of a Statutory Public Meeting, in order to meet this timeline with our local newspaper we need to typically place our advertisement approximately 29 or 30 days in advance of the meeting. This leaves 60 or 61 days.
- Following the Statutory Public Meeting, Administration needs to review the comments and write the Planning report for Council consideration. Depending on the complexity of the matter being considered and any additional information or studies requested by Council this typically takes anywhere between 7 and 14 days – sometimes longer if studies require substantial revisions or the Planning Department is working on a high volume of applications. This leaves 47 to 53 days to get the report to Council for decision.
- Reports are typically due 17 days in advance of Council. This leaves 30 to 36 days for Council to make a decision. Given the volume of workload and current staffing levels, it is possible that at times much of the 30 to 36 days could be consumed while processing applications.

The benefit of this pre-consultation process is that all of the work is typically completed in advance of the application moving forward to discussion at a Statutory Public Meeting (when applicable) or for decision by Council / Administration / Committee of Adjustment.

Council should note that there is still some uncertainty with respect to the recently passed Bill 23 about implications on the Planning Act and several other Acts that may impact timelines. Administration has based this report on the best information currently available and further amendments may be brought forward should the need arise as more information becomes available from the Province.

4. RISK ANALYSIS:

Implementation of this By-law helps to minimize the financial risk of having to return application fees to applicants for failure to meet the new Planning Act timelines implemented by Bill 109.

5. FINANCIAL MATTERS:

Based on current staffing levels and application levels it is forecast that between 8 and 10 Zoning By-law Amendments and 15 and 20 Site Plan Control Applications would not be completed within the new Planning Act timelines. The estimated financial cost of the corresponding refund of fees, assuming worst case refunds of 100%, is between \$50,000 and \$60,000 using the current 2022 fees.

While this process will provide some assistance with these new challenges, Administration will be recommending an additional staff resource for stronger mitigation measures to avoid refunding fees. The pending 2023 User Fees include increases in planning application fees to be more in line with other municipalities in our region. The increase in fees is forecasted to cover the cost of an additional resource, rather than needing to request the funding as part of the municipal tax base.

6. CONSULTATIONS:

Deputy CAO / Director of Development Services
County of Essex – Manager of Planning Services

7. CONCLUSION:

Administration recommends Council take the progressive approach of enacting a Pre-Consultation By-law.



Christopher Aspila
Manager, Planning Services

Report Approval Details

Document Title:	Planning Pre-Consultation By-law.docx
Attachments:	- 2023-009- Preconsultation By-law.docx
Final Approval Date:	Dec 19, 2022

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



Melissa Osborne



Tracy Prince



Valerie Critchley



Kevin Fox

**CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2023-009**

By-law to enact a Planning Pre-consultation Process

WHEREAS Sections 22(3.1), 34(10.0.1), 41(3.1) and 51(16.1) of the *Planning Act* R.S.O. 1990, as amended, allow municipalities to pass by-laws to require applicants to consult with the municipality prior to the submission of planning applications;

AND WHEREAS Sections 22(6.1), 34(10.4) and 51(19.1) of the *Planning Act* R.S.O. 1990, as amended, authorizes Council to review completeness of the planning applications;

AND WHERAS the Council of the Corporation of the Town of Amherstburg deems it necessary to require pre-application consultation with Owners and/or Applicants submitting planning applications;

AND WHEREAS the Council of the Corporation of the Town of Amherstburg has deemed it expedient to delegate certain duties of the *Planning Act* R.S.O. 1990,

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

Planning Pre-Application Consultation and Delegation of Authority for Completeness of Planning Applications By-law

Table of Contents

- 1. Definitions**
- 2. Pre-consultation requirements**
- 3. Complete planning application requirements**
- 4. Exemptions**
- 5. Administration**
- 6. Enactment**

1. Definitions

In this By-law:

“Act” means the *Planning Act, R.S.O. 1990* as amended from time to time;

“Applicant” means the Owner of the property that is the subject of Planning Act Application or the person who is authorized in writing by the Owner to make a Planning Act. Authorization is provided through declaration on the application form, which has been provided by the Town;

“Council” means the Council of the Town of Amherstburg;

“County” means the Corporation of the County of Essex;

“Township” means the Corporation of the Town of Amherstburg;

“Owner” means a person(s), corporation(s) or partnership who is the registered Owner of the relevant property, as recorded in the local registry office;

“Planner” means the Director, Development Services of the Town of Amherstburg or designate;

“Planning Application” means Official Plan Amendment, Zoning By-law Amendment, Site Plan Approval, Draft Plan of Subdivision, Draft Plan of Condominium, Consent, Deeming By-law and Part-Lot Control By-law, pursuant to the Act; and any other Planning/Development matters;

“Pre-application Consultation” means Pre-consultation within this By-law;

“Pre-consultation” means the process for fulfilling the requirements set out in the Act and this By-law; and

“Province” means the Government of the Province of Ontario.

2. Pre-consultation Requirements

2.1. That the Owner or Applicant intending to make application to the Town of Amherstburg for a Planning Application be required to submit a pre-application consultation request to the Planner, prior to submitting a Planning Application.

2.2. That the Planner be authorized to identify the information and material necessary to process the Planning Application, prior to formal submission and deeming the Planning Application complete.

2.3. The Planner shall prepare a Record of Consultation and deliver it to the Applicant within the prescribed period set out in the Act of the date of the last consultation meeting.

3. Complete Planning Application Requirements

3.1. That the Owner or Applicant, with the Planning Application, shall submit the following:

3.1.1. Planning Application;

3.1.2. Required fees pursuant to the Town’s User Fees By-law pursuant to Section 69 of the Act;

3.1.3. Record of Consultation; and

3.1.4. Reports, Studies, Drawings and any information required in the Record of Consultation.

3.2. That the Planner is authorized to deem an application complete and incomplete within the prescribed period of time set out in the Act.

3.3. That in the absence of consultation, the Planner is authorized to deem a Planning Application incomplete and refuse to accept the Planning Application until such time as the pre-application consultation is completed in accordance with Section 2 of this By-law.

4. Exemptions

4.1. Despite, Section 2.1 the Planner can waive the requirements for pre-consultation on the Planning Application, if the Planner determines that there is no need for a pre-consultation prior to the Planning Application being submitted.

5. Administration

5.1. Abandoned Files

5.1.1. Any pre-consultation on a Planning Application shall submit the Planning Application, within one year of the date the Record of Consultation has occurred, otherwise will be considered to be abandoned and subsequently closed by the Town.

5.1.2. The Record of Consultation shall be considered to be abandoned and subsequently closed by the Town, if:

5.1.2.1. The Province has enacted legislative changes to the Act, that established new provisions;

5.1.2.2. The Province has issued a new Provincial Policy Statement, that established new provincial policy direction;

5.1.2.3. The County has adopted a County Official Plan, that establishes new land use policy direction;

5.1.2.4. The Town has adopted an Official Plan or Official Plan Amendment, that established new land use policy directions; and

5.1.2.5. The Town has enacted a Zoning By-law or Zoning By-law Amendment, that established changes to land use regulation.

5.1.3. Upon Section 4.1.1. or Section 4.2.2. of this By-law occurring, a new pre-consultation pursuant to Section 2 of this By-law, will be required for future consideration of the Planning Application.

5.2. Fees

5.2.1. Pre-consultation may be subject to a fee as set out in the Town's User Fees By-law, as amended time to time.

6. Enactment

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

Read a first, second and third time and finally passed this 9th day of January, 2023.

MAYOR- MICHAEL PRUE

CLERK- KEVIN FOX

Sent via attachment: <https://www.aodareview4.com/feedback>

November 29, 2022

Rich Donovan
Independent Reviewer of the
Accessibility for Ontarians with Disabilities Act (AODA)

Dear Rich Donovan:

Re: AMO Submission to the Fourth Independent Review of the AODA

On behalf of the Association of Municipalities of Ontario (AMO), please accept this letter as our written submission for the fourth independent review of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

AMO welcomes the opportunity to provide input for your review. AMO is well positioned to do so as the implementation of individual standards under the Act impacts on every facet of municipal operations for our residents. AMO shares the Ontario government's commitment to a fully accessible Ontario by 2025 and continues to support the need for increased and improved accessibility for Ontarians in all aspects of community and civic life. Municipal governments are doing their part at the forefront of efforts to create more accessible communities for their residents.

Our goal is to improve the municipal ability and capacity to meet the objectives of the Act. Since the enactment of the legislation in 2005, AMO has focused on ensuring that the regulations under the AODA meaningfully meet the needs of persons with disabilities in Ontario's communities. At the same time, AMO seeks to achieve accessibility in a way that is affordable, efficient, and sustainable for municipal governments and the residents that they serve.

Overall, important advancements through the AODA have furthered movement toward a more accessible Ontario. There is, however, further action that can be taken to improve the effectiveness of the Act. This letter outlines our recommendations for your consideration.

We trust that the review will generate useful advice to you based on input from all the obligated sectors and the public, including most importantly persons with disabilities.

If you have any questions regarding this submission, please feel free to contact AMO's policy staff, Michael Jacek. He is reachable via e-mail at mjacek@amo.on.ca or by telephone at 416-971-9856 ext. 329. Our Accessibility Task Force is also available to meet with you at you as needed.

Thank you for your consideration of our input.

Sincerely,



Colin Best
AMO President
Mayor of the Town of Parry Sound

cc: Brenda Orchard, Chair of AMO's Accessibility Task Force and CAO of Lennox and Addington County

AMO's Recommendations

1. The government should undertake a public outreach and educational campaign to promote achievement of the goals of an accessible Ontario by 2025.

Everyone in the province can play a role to ensure that we achieve an accessible Ontario by 2025. Government cannot do it alone. This requires an 'all hands-on deck' approach with a full societal mobilization of government, the obligated sectors, and individuals. The province can help to facilitate this effort by undertaking a public outreach and educational campaign to promote the value proposition of an accessible Ontario from both a social inclusion and economic perspective to get everyone on board.

2. The government should establish a plan for accessibility in the province beyond 2025.

There are goals for an accessible Ontario by 2025. However, further work will need to be done to truly achieve a fully accessible province for all persons. Disabilities will increase as the population ages. It is therefore imperative that we not declare the job done by 2025 but continue to plan for goals beyond that. The province may be accessible going forward if everything remains on track to completion; still, there will be retroactive work to be completed especially for the built environment.

3. The government should work with post-secondary and training institutions to facilitate the inclusion of accessibility requirements in university and college curriculums to ensure a workforce that is well versed in accessibility requirements and technical specifications.

Ontario's municipal governments, and other obligated sectors, need a skilled labour force and vendors of goods and services well versed in the requirements of the AODA. Working with post-secondary and training institutions to incorporate AODA training into sector specific courses (such as Architecture, Marketing, Communications, Information Technology, Engineering, etc.) is one way to help ensure that graduating students entering the workforce have the requisite skills and knowledge to apply this to the sector in which they work.

There is a clear business case for doing this, both from a social inclusion and economic development lens. Furthering accessibility in all occupations in private non-profit and public sectors will advance Ontario's economic output by utilizing the buying power of persons with disabilities and the buying power of government for goods and services.

4. The government should work with school boards to further generational change in attitudes and behaviours by incorporating accessibility in the education curriculum.

This would serve to inform students about their rights, obligations, and the potential for persons with disabilities to live full lives and obtain meaningful employment opportunities on par with other job seekers. There is an opportunity for the government to make this change when considering revising the education curriculum. The Ministry of Seniors and Accessibility can work with the Ministry of Education to make this happen.

5. The government should aid compliance in the private sector by requiring companies to demonstrate they have consulted with persons with disabilities who purchase their goods and services about their needs.

More could be done to increase compliance in the private sector. The situation has been observed by Municipal Accessibility Advisory Committees (MAACs) who often receive complaints from the public and by municipal governments who have experienced challenges contracting with vendors that can demonstrably meet the accessibility requirements. There is concern that MAACs are being asked to play an inappropriate role to help the private sector facilitate compliance. This was not part of the MAACs' original mandate.

In the absence of an accessibility advisory structure, the private sector could benefit from a mandated requirement to demonstrate how they have consulted with persons with disabilities who purchase their goods and services about their needs.

6. The government should help support capacity building for Municipal Accessibility Advisory Committees (MAACs) so that they can effectively fulfill their legislated obligations, including establishing a funding program for municipal governments to provide remuneration to persons with disabilities serving on MAACs.

Overall, the MAACs are a successful means to encourage innovation, community collaboration, and facilitation of a high level of engagement of people with disabilities in local governance.

Previously, under the *Ontarians with Disabilities Act (ODA)*, the role of the MAAC was to advise municipalities on finding local solutions to local problems. However, under the AODA, more prescriptive regulations and accompanying compliance dates require the MAACs to provide advice to municipal councils about the requirements and implementation of accessibility standards and the preparation of accessibility reports. This change of role has made it difficult for committees to continue to identify and prevent local barriers at the same time as advising on implementation.

The AODA is more technical and administrative than the ODA. MAACs were not originally established for the purpose of reviewing such detailed requirements and administrative transactions. There is a challenge in that the MAACs are required by the legislation to consult on everything no matter how technical and administrative the subject matter may be. This scope under the AODA is more than many MAACs are equipped to handle appropriately as citizen volunteers or laypersons.

The provincial government should play a greater role to provide resources to MAACs including training and orientation curriculum for new members.

In addition, persons with disabilities are volunteers on MAACs. Providing remuneration is the right thing to do. A provincial funding pool could help make this happen in municipalities across Ontario of varying fiscal capacity.

7. The Government should assist smaller municipal governments that do not have Municipal Accessibility Advisory Committees (MAACs) including exploring the option of helping to establish regionally based committees and facilitating joint committees as a best practice.

At least two hundred municipal governments are not mandated in legislation to have MMACs due to their population size. In many cases, there is not the capacity to create these committees even on a voluntarily basis. The challenge is that the AODA requirements still apply and there is a gap in the provision of technical advice. The government should explore ways with these municipal governments on how best to assist them. One option to explore may be to establish regionally based advisory bodies. Joint committees have also been identified as a best practice.

8. The government should issue clearer and more comprehensive policy guidelines to aid in the interpretation of the standards, as well as more tools and resources to support implementation and compliance.

There is inconsistency arising from varying interpretations of the legislation and the standards. In some sections of the AODA, it is generally up to municipal governments and other obligated sector organizations to individually interpret the standards with their legal counsel. It would aid clarity, decrease legal costs, and facilitate greater consistency across the obligated sectors if the Ministry developed more in-depth policy guidelines and helped with legal support especially to smaller organizations. This could include including disseminating legal opinions.

In recent years, the Ministry of Seniors and Accessibility has decreased the amount and range of the valuable tools and resources available to the obligated sectors to aid compliance. There needs to be a renewed emphasis on providing these critical supports.

9. The government should address the high cost of implementation by providing direct financial assistance to municipal governments, especially for built environment projects and web accessibility.

Municipal governments are struggling to budget for the long-term resource needs for AODA implementation. Financial assistance from the provincial government should include a modest funding pool to help municipal governments, especially smaller ones, to contract consultants to conduct accessibility assessments and to project the costs of compliance. Further funding to help cost-share capital projects, particularly to meet compliance with the Built Environment Standard and incorporate projections into asset management plans, would also be welcome.

The Government should amend the legislation to include a provincial obligation to provide both financial and other non-financial assistance and resources to the obligated sectors to further overall compliance and exceeding of the requirements. Currently, the legislation only authorizes the government to provide incentives. Such incentives have not been provided.

10. The government should direct that new standard development, or revisions, should be:

(i) backed by thorough cost-impact analysis

(ii) staggered and reasonable timelines for implementation (beyond January 1, 2025)

(iii) supported by dissemination of best practices and training.

When revising standards, it should be clearly demonstrated that they are effectively and efficiently meeting the needs of persons with disabilities and not just unnecessarily creating administrative burden for the obligated sectors.

Amendments to the reviewed standards can have significant impact on municipal governments with new requirements that must be met. Accompanying supports and resources must be provided based on the analysis.

11. The government should streamline and simplify the legislation and compliance reporting requirements to reduce unnecessary administrative burden on the obligated sectors.

Under the AODA, municipalities are required to provide many reports. The government should only require reporting that provides useful and essential information to the ministry and back to the obligated sectors. There are administratively burdensome reporting requirements for public sector organizations. Large designated public sector organizations are required to: review and update the multi-year accessibility plan at least every five years; provide annual status reports on implementation activities; and complete the Province's Accessibility Compliance Reports every two years. They can also be audited by the ministry. These requirements are too frequent, administratively burdensome, and

detract from the focus on the actual implementation. Recuing and streamlining will divert more resources and focus on front-line work, rather than administration.

12. The government should find ways to share and disseminate information back from reports and plans from the obligated sectors to facilitate learning and continuous improvement in the sector.

Reports submitted as part of the AODA requirements are often not reported back out on. The Ministry of Seniors and Accessibility could play a greater role to feed back the aggregate information to the obligated sector.

It would also be beneficial to the municipal sector if the government developed performance measures to assist self-evaluation and the tools to measure success based on outcomes. This would aid compliance and allow communities to report out to their local communities on achievements.

13. The government should conduct a comprehensive review on how best to align the standards and cross-reference with other relevant legislation and regulations (e.g., Human Rights Code, Ontario Building Code, and the federal legislation).

There has been progress with harmonization of the standards with other related legislation and regulations in recent years. Further alignment will help ensure consistency in application. For example, the AODA could be cross referenced in the Ontario Building Code. On the other side, incorporating language into the AODA that recognizes disability as a social determinant of health, drawing from the Ontario Public Health Standards, would be appropriate and strengthen the legislation.

With new national accessibility legislation passed by Canada's legislature, it may be worth exploring if it is value-added to harmonize at all with the new federal act.

14. The government should conduct a review to assess and implement appropriate actions to meet the housing needs of persons with disabilities.

Many persons with disabilities struggle to find and maintain suitable, safe, and appropriate accommodations that they can afford. It is both a supply issue and a housing affordability issue. People in receipt of income support from the Ontario Disability Support Program (ODSP) often can not afford accommodation that will meet their needs. Recent media reports have profiled some tragic cases where people with disabilities are considering opting for Medical Assistance in Dying (MAID) in the absence of other viable options. This should not be happening.

The Ministry of Seniors and Accessibility should jointly lead a review with the Ministry of Municipal Affairs and Housing and the Ministry of Children, Community and Social Services to assess the need and the actions required going forward. Exploring new options for affordable and supportive housing as well as home

renovation funding programs are likely warranted. Raising levels of government assisted income support is another option to consider.

UNFINISHED BUSINESS LIST

Council Question #	Agenda Item	Assigned To	Description	Meeting Type	Meeting Date	Comments
CQ 20-005	NEW BUSINESS	Valerie Critchley, Bill Tetler	Resolution # 20200309-096 Prue/Courtney That: 1. Administration BE DIRECTED to bring back a report on vacant building registries and to investigate the City of Hamiltons by-law with respect to vacant buildings for discussion; and, 2. Administration BE DIRECTED to bring back a report on an Agent of Change by-law for discussion.	Regular Council Meeting	3/9/2020	Agent of Change Report Complete. See CQ 21-012. Vacant Building registries is under review.
CQ 20-006	Water Bill Fee - Dennis Richardson	Tracy Prince	Resolution # 20200713-194 Prue/Renaud That Administration BE DIRECTED to bring back a report with respect to the feasibility of the following: Employee discretion when adding the administrative fee to past due water bills consideration of a 14 day grace period.	Regular Council Meeting	7/13/2020	Report coming to Council in Q2 2023.
CQ 20-011	NEW BUSINESS	Melissa Osborne	Resolution # 20200928-309 Prue/Simone That Administration BE DIRECTED to bring a report back regarding the feasibility of a public art dedication fund as a provision in future development agreements.	Regular Council Meeting	9/28/2020	Administration is investigating the feasibility of a public art dedication fund.
CQ 20-014	Easement Documentation and By-law 2020-059 - Nicole Keogh and Mary Canton, Amherst Point Association	Valerie Critchley, Bill Tetler	Resolution # 20201109-358 Prue/Meloche That Administration BE DIRECTED to prepare a report to determine costs and impacts for all Town encroachments and that the report be brought back to Council for consideration.	Regular Council Meeting	11/9/2020	Options will be brought back for consideration.

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.

UNFINISHED BUSINESS LIST

CQ 21-003	Off-Road Vehicle Use on Amherstburg Roadways	Valerie Critchley, Bill Tetler	Resolution # 20210308-070 McArthur/Simone That Administration BE DIRECTED to consult with the applicants as to the feasibility and desire to allow off-road vehicles on Amherstburg roads knowing that they won't be able to access County roads.	Regular Council Meeting	3/8/2021	Will coordinate a meeting with the Essex County ATV Club
CQ 21-011	Indigenous Peoples Flag Proposal - Linden Crain, Amherstburg Resident	Heidi Baillargeon, Jennifer Ibrahim, Rita Chappell	Resolution # 20210614-190 Prue/Meloche That: The delegation BE RECEIVED; and, Administration BE DIRECTED to convene a meeting with First Nations representatives, both on and off the Reserve, to seek input on an Indigenous flag to be raised in the Town of Amherstburg with the costs to BE INCLUDED in the 2022 Budget.	Regular Council Meeting	6/14/2021	With Administration.
CQ 21-012	Agent of Change Policies	Valerie Critchley, Bill Tetler	Resolution # 20210614-203 Prue/Courtney That Administration BE DIRECTED to prepare a by-law regarding Agent of Change as soon as possible.	Regular Council Meeting	6/14/2021	In Progress
CQ 21-014	Amherstburg Environmental Advisory Committee Minutes - June 9, 2021	Heidi Baillargeon, Rita Chappell	Resolution # 20210712-241 Prue/Courtney Administration BE DIRECTED to bring back a report on how the Town can best utilize the trees received by ERCA, outline the costs associated, and outline where the trees can be planted in the Towns parklands.	Regular Council Meeting	7/12/2021	In Progress
CQ 22-04	NEW BUSINESS	Antonietta Giofu	Resolution # 20220214-25 Moved By Councillor Prue Seconded By Councillor Simone That Administration BE DIRECTED to bring a report regarding Torontos Green Standard to see if that initiative is feasible in Amherstburg.	Regular Council Meeting	2/14/2022	Administration is investigating the feasibility of bringing initiative to Amherstburg

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.

UNFINISHED BUSINESS LIST

CQ 22-05	Libro Centre Outdoor Turf Upgrade Request - Terry Sawchuk, Jim Jariett, and Vancho Cirvoski, Amherstburg Minor Soccer Association (AMSA)	Terry Fasan, Heidi Baillargeon	Resolution # 20220314-03 Moved By Councillor Prue Seconded By Councillor Courtney That the delegation BE RECEIVED; and, Administration BE DIRECTED to bring back a report outlining the feasibility and costs to accomplish AMSA's outdoor turf upgrade requests.	Regular Council Meeting	3/14/2022	In Progress
CQ 22-10	Fort Erie Resolution re. Climate Change Action Plan	Antonietta Giofu	Resolution # 20220411-13 Prue/Courtney That Administration BE DIRECTED to review Fort Eries resolution and determine whether the Towns Climate Action Plan could be strengthened by adding Fort Eries recommendations.	Regular Council Meeting	4/11/2022	Administration is investigating the feasibility of bringing initiative to Amherstburg
CQ 22-14	Proactive Committee Oversight	Valerie Critchley, Kevin Fox	Resolution # 20210222-053 Prue/Simone The report regarding Proactive Committee Oversight BE RECEIVED; and, Administration BE DIRECTED to prepare a report regarding the establishment of a striking committee prior to the end of the current term of Council so that it can be considered at the first meeting of the new term of Council.	Regular Council Meeting	2/22/2022	In Progress
CQ 22-17	Request for Public Boat Ramp at Ranta Park - Rodney Ferris, AMA Sportsmens' Association	Heidi Baillargeon, Viktorya Paller	Resolution # 20220613-06 McArthur/Courtney That The delegation BE RECEIVED; and, Administration BE DIRECTED to plan for a boat ramp and water access at Ranta Memorial Park inclusive of considerations for Provincial and Federal funding opportunities.	Regular Council Meeting	6/13/2022	In Progress

Blue Shaded Items are completed and will be removed next meeting.

Green Shaded Items are actioned to come before council shortly.

UNFINISHED BUSINESS LIST

CQ 22-20	Proposed Gymnasium - Joseph Thachen-Cary, Amherstburg Indoor Sports Association (AISA)	Heidi Baillargeon, Viktorya Paller	<p>McArthur/Simone That: The delegation BE RECEIVED; Administration BE DIRECTED to work with Amherstburg Indoor Sports Association on potential funding strategies and grant opportunities to help reduce the overall operational and capital expenditure for the gymnasium or explore other options; Administration BE DIRECTED to contract a third party to evaluate the feasibility and potential cost associated with the Amherstburg Indoor Sports Associations suggestion of incorporating the gymnasium at the Libro Centre Facility; The use of the balance of the \$97,000, previously approved to provide the gymnasium design presented this evening, for use in exploring the Libro Centre Facility location BE APPROVED; and, Administration BE DIRECTED to include in the 2023 Capital Budget funding for a gymnasium for Council to consider in concert with other priorities and initiatives of the Town.</p>	Special Council Meeting	8/15/2022	In Progress
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THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2023-013

**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 January 9th, 2023, 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 9th day of January, 2023.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX

**THE CORPORATION OF THE TOWN OF AMHERSTBURG
BY-LAW NO. 2023-012**

**By-law to Appoint Drainage Superintendent/Tile Drain Inspector
for the Corporation of Town of Amherstburg**

WHEREAS Section 227 of the Municipal Act, 2001 provides for officers and employees of the municipality to implement and carry out council's decisions, to establish administrative practices and procedures, to provide advice to council on municipal policies and programs, and to carry out duties required by legislation;

AND WHEREAS Section 11 of the Municipal Act, 2001 S.R. c25 gives municipalities general spheres of jurisdiction including the area of drainage;

AND WHEREAS Section 93 of the Drainage Act, RSO 1990 authorizes the Council of a local municipality to appoint a drainage superintendent and provide for his remuneration for the purposes in the manner set out therein;

AND WHEREAS Section 4 of the Tile Drainage Act, R.S.O. 1990, c.d.8 provides that Council may appoint a tile drain inspector;

AND WHEREAS the Council of the Corporation of the Town of Amherstburg deems it expedient to approve the appointments of Drainage Superintendent and Tile Drain Inspector;

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

1. That **Sam Paglia** is hereby appointed as Drainage Superintendent and Tile Drain Inspector for the Town of Amherstburg effective January 9, 2023.
2. The Drainage Superintendent and Tile Drain Inspector appointed hereunder shall receive such remuneration as shall be mutually agreed upon by themselves and Council and shall hold office until such time as they resign or their employment is terminated.
3. The Drainage Superintendent/Tile Drain Inspector shall carry out the duties imposed upon them pursuant to the Drainage Act, and the Tile Drainage Act, R.S.O. 1990 and shall submit reports and carry out such other duties as may be required of them by Council from time to time.
4. Bylaw 2016-71 is hereby repealed.
5. This by-law shall come into force on the passing thereof.

Read three times and finally passed this 9th day of January, 2023.

MAYOR – MICHAEL PRUE

CLERK – KEVIN FOX