



**TOWN OF AMHERSTBURG  
COUNCIL MEETING  
Monday, September 26, 2016  
6:00 PM**

Council Chambers, 271 Sandwich Street South, Amherstburg

**A G E N D A**

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**1. CALL TO ORDER**

**2. SPECIAL IN-CAMERA MEETING**

**RECOMMENDATION**

That Council move into an In-Camera Meeting of Council at 4:30 pm pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reason:

**ITEM A – Removal of Holding Zone for 7809 Howard Ave. – Legal & Risk Analysis** - Section 239(2)(f) – Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**  
*(In-Camera Council Meeting Agenda items)*

**4. ADJOURNMENT OF IN-CAMERA MEETING**

**5. RESUMPTION OF REGULAR COUNCIL MEETING**

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For inquiries regarding this agenda, or to make arrangements for accessible accommodations for anyone attending a Council meeting, please contact: Tammy Fowkes, Deputy Clerk at 519-736-0012 x. 2216 or TTY 519-736-9860, or by email at [tfowkes@amherstburg.ca](mailto:tfowkes@amherstburg.ca) (please note that advance notice is required)

**6. MOMENT OF SILENT REFLECTION**

**7. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**  
*(Regular Council Meeting Agenda Items)*

**8. MINUTES OF PREVIOUS MEETING**

**Approval of Minutes**

**RECOMMENDATION**

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

1. Special Council Meeting Minutes – Planning - September 12, 2016
2. Special In-Camera Meeting Minutes – September 12, 2016 (*3:30 pm session*)
3. Regular Council Meeting Minutes – September 12, 2016
4. Special In-Camera Meeting Minutes – September 12, 2016 (*after Regular session*)

**9. DELEGATIONS**

**9.1 Texas Road Thank You – Betty Federico, Joanne DiPierdomenico, & Anne Pietrangelo**

**RECOMMENDATION**

That the delegation **BE RECEIVED**.

**9.2 Support for Dave Scott, Coach, General Amherst, to be inducted into the Windsor Essex County Hall of Fame – Dave Heath**

RECOMMENDATION

That the delegation **BE RECEIVED**.

**9.3 Preservation and Alternate Usage of Belle Vue – Michael Prue**

RECOMMENDATION

That the delegation **BE RECEIVED**.

**10. PRESENTATIONS**

**10.1 2016 Assessment Update – Tracy Pringle, Account Manager, Zone 1, Municipal & Stakeholder Relations, MPAC**

RECOMMENDATION

That the presentation **BE RECEIVED**.

**11. REPORTS – POLICE SERVICES**

There are no reports.

**12. REPORTS – CORPORATE SERVICES**

There are no reports.

**13. REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE**

There are no reports.

**14. REPORTS – ENGINEERING AND PUBLIC WORKS**

There are no reports.

## **15. REPORT – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES**

### **15.1 Essex County ATV Club By-law 2008-53 – Repeal**

#### **RECOMMENDATION**

It is recommended that:

1. The report from the Manager of Licensing and Enforcement dated August 23, 2016, regarding Essex County ATV Club By-law 2008-53 - Repeal **BE RECEIVED**; and,
2. By-law 2008-53 and its amending By-law 2010-43 **BE REPEALED**.

### **15.2 Zoning By-law Amendment for Meadow View Estates Subdivision, Outcome from Statutory Public Meeting**

#### **RECOMMENDATION**

It is recommended that:

1. The report from the Manager of Planning Services dated September 13, 2016, regarding the Zoning By-law Amendment for Part Lot 23, Concession 2, Meadow View Estates, Outcome from the Statutory Public Meeting, **BE RECEIVED**; and,
2. **Zoning By-law 2016-79** being a by-law to amend Zoning By-law No. 1999-52, Meadow View Estates, Amherstburg be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

**15.3 Development Agreement for 580 Middle Sideroad- Pacitti Contracting Company**

**RECOMMENDATION**

It is recommended that:

1. The report from the Manager of Planning Services dated September 12, 2016, regarding the Development Agreement for 580 Middle Sideroad **BE RECEIVED**;
2. The site plan and development agreement for 580 Middle Sideroad for phase two of the neighbourhood commercial development **BE APPROVED**; and,
3. **By-law 2016-86** being a by-law to authorize the signing of a development agreement be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign the same.

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

There are no reports.

**17. INFORMATION REPORTS**

**RECOMMENDATION**

That the information reports **BE RECEIVED**:

- a) 2016 Second Quarter Financial Reports
- b) August 2016 Reserve and Restricted Cash Update
- c) September 8, 2016 – September 21, 2016, Accounts Payable

**18. CONSENT CORRESPONDENCE**

RECOMMENDATION

That the consent correspondence **BE RECEIVED:**

- a) 2015 Annual Report – Amherstburg Police Service

**19. CONSENT OTHER MINUTES**

RECOMMENDATION

That the following minutes **BE RECEIVED:**

- a) Economic Development Advisory Committee Meeting Minutes - May 3, 2016
- b) Economic Development Advisory Committee Meeting Minutes - August 9, 2016
- c) Drainage Board Meeting Minutes - August 2, 2016

**20. UNFINISHED BUSINESS**

Unfinished Business items as of Monday, September 26<sup>th</sup>, 2016.

**21. NEW BUSINESS**

**22. NOTICE OF MOTION**

**22.1 Councillor Fryer - Denied Removal of Holding Zone for 7809 Howard Ave.**

A motion to **RECONSIDER** the motion of September 19, 2016, that Council DENY the request to remove holding symbol of the Jones property.

## **23. BY-LAWS**

### **23.1 By-law 2016-88 - Confirmatory By-law**

#### **RECOMMENDATION**

That **By-law 2016-88** being a by-law to confirm all resolutions of the Municipal Council Meetings held September 19<sup>th</sup> and 26<sup>th</sup>, 2016, be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

## **24. ADJOURNMENT**

#### **RECOMMENDATION**

That Council rise and adjourn at     p.m.



**TOWN OF AMHERSTBURG  
SPECIAL COUNCIL MEETING – PLANNING  
Monday September 12, 2016**

**5:30 PM**

Council Chambers, 271 Sandwich Street South, Amherstburg

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**MINUTES**

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**PRESENT**

Mayor Aldo DiCarlo  
Deputy Mayor Bart DiPasquale  
Councillor Joan Courtney  
Councillor Rick Fryer  
Councillor Jason Lavigne  
Councillor Leo Meloche  
Councillor Diane Pouget

Giovanni (John) Miceli, Chief Administrative Officer  
Paula Parker, Clerk  
Tammy Fowkes, Deputy Clerk

**CALL TO ORDER**

The Mayor called the meeting to order at 6:20 p.m.

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

There were no disclosures of pecuniary interest noted.

The Mayor invited members of the public to provide input with respect to the Zoning By-law Amendment for Meadow View Estates Subdivision. No one from the public spoke on the matter.

## **SPECIAL PLANNING REPORTS**

### **3.1 Zoning By-law Amendment Public Meeting – Meadow View Estates Subdivision**

The Manager of Planning Services provided Council with an overview of the Zoning By-law Amendment for Meadow View Estates Subdivision and answered Council questions.

#### **Resolution 20160912-343**

Councillor Fryer moved, Deputy Mayor DiPasquale seconded:

**That:**

- 1. The report from the Manager of Planning Services dated August 26, 2016, regarding the Zoning By-law Amendment Public Meeting - Meadow View Estates Subdivision BE RECEIVED; and,**
  
- 2. Pending Council consideration of written and oral comments received at this public meeting, Zoning By-law 2016-79 BE CONSIDERED at an upcoming Regular Council meeting.**

The Mayor put the Motion.

**Motion Carried**

## **ADJOURNMENT**

Councillor Lavigne moved, Councillor Fryer seconded:

**That Council rise and adjourn at 6:24 p.m.**

The Mayor put the Motion.

**Motion Carried**

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MAYOR – ALDO DICARLO

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CLERK – PAULA PARKER



**TOWN OF AMHERSTBURG  
SPECIAL COUNCIL MEETING – PLANNING  
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**MINUTES**

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**PRESENT**

Mayor Aldo DiCarlo  
Deputy Mayor Bart DiPasquale  
Councillor Joan Courtney  
Councillor Rick Fryer  
Councillor Jason Lavigne  
Councillor Leo Meloche  
Councillor Diane Pouget

Giovanni (John) Miceli, Chief Administrative Officer  
Paula Parker, Clerk  
Tammy Fowkes, Deputy Clerk

**CALL TO ORDER**

The Mayor called the meeting to order at 6:20 p.m.

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

There were no disclosures of pecuniary interest noted.

The Mayor invited members of the public to provide input with respect to the Zoning By-law Amendment for Meadow View Estates Subdivision. No one from the public spoke on the matter.

## **SPECIAL PLANNING REPORTS**

### **3.1 Zoning By-law Amendment Public Meeting – Meadow View Estates Subdivision**

The Manager of Planning Services provided Council with an overview of the Zoning By-law Amendment for Meadow View Estates Subdivision and answered Council questions.

#### **Resolution 20160912-343**

Councillor Fryer moved, Deputy Mayor DiPasquale seconded:

**That:**

- 1. The report from the Manager of Planning Services dated August 26, 2016, regarding the Zoning By-law Amendment Public Meeting - Meadow View Estates Subdivision BE RECEIVED; and,**
  
- 2. Pending Council consideration of written and oral comments received at this public meeting, Zoning By-law 2016-79 BE CONSIDERED at an upcoming Regular Council meeting.**

The Mayor put the Motion.

**Motion Carried**

## **ADJOURNMENT**

Councillor Lavigne moved, Councillor Fryer seconded:

**That Council rise and adjourn at 6:24 p.m.**

The Mayor put the Motion.

**Motion Carried**

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MAYOR – ALDO DICARLO

---

CLERK – PAULA PARKER



**TOWN OF AMHERSTBURG  
COUNCIL MEETING  
Monday, September 12, 2016  
6:00 PM**

Council Chambers, 271 Sandwich Street South, Amherstburg

**MINUTES**

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**PRESENT**

Mayor Aldo DiCarlo  
Deputy Mayor Bart DiPasquale  
Councillor Joan Courtney  
Councillor Rick Fryer  
Councillor Jason Lavigne  
Councillor Leo Meloche  
Councillor Diane Pouget

Giovanni (John) Miceli, Chief Administrative Officer  
Paula Parker, Clerk  
Tammy Fowkes, Deputy Clerk

**CALL TO ORDER**

The Mayor called the meeting to order at 3:36 P.M.

**SPECIAL IN-CAMERA MEETING**

**Resolution 20160912-344**

Councillor Meloche moved, Councillor Lavigne seconded:

**That Council move into an In-Camera Meeting of Council at 3:36 pm pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:**

**ITEM A – Update on Current By-law Enforcement Matter - Section 239(2)(f) – Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.**

**ITEM B – Possible Property Acquisition – Section 239(2)(c) - A proposed or pending acquisition or disposition of land by the municipality or local board.**

**ITEM C – Possible Property Acquisition – Section 239(2)(c) - A proposed or pending acquisition or disposition of land by the municipality or local board.**

**ITEM D – Update on Current By-law Enforcement Matter - Section 239(2)(f) – Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.**

The Mayor put the Motion.

**Motion Carried**

Item D, scheduled for the In-Camera session directly following Regular session, was moved forward.

**DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF  
(*In-Camera Council Meeting Agenda items*)**

There were no disclosures of pecuniary interest noted.

**ADJOURNMENT OF IN-CAMERA MEETING @ 6:06 p.m.**

**RESUMPTION OF REGULAR COUNCIL MEETING**

Councillor Fryer moved, Deputy Mayor DiPasquale seconded:

**That Council resume Regular session at 6:26 p.m.**

The Mayor put the Motion.

**Motion Carried**

## **MOMENT OF SILENT REFLECTION**

### **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** *(Regular Council Meeting Agenda Items)*

There were no disclosures of pecuniary interest noted.

## **MINUTES OF PREVIOUS MEETING**

### **Approval of Minutes**

#### **Resolution 20160912-345**

Councillor Fryer moved, Councillor Courtney seconded:

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

- 1. Regular Council Meeting Minutes – August 8, 2016**
- 2. Special In-Camera Council Meeting Minutes – August 8, 2016**
- 3. Special Council Meeting Minutes – August 18, 2016**

The Mayor put the Motion.

**Motion Carried**

## **DELEGATIONS**

- 9.1 **Libro Centre Indoor Turf Rental Rates – Terry Sawchuk, President, Amherstburg Soccer Club**

Terry Sawchuk, President, Amherstburg Soccer Club, requested that the indoor turf rental rates be reduced by 40%.

#### **Resolution 20160912-346**

Councillor Fryer moved, Councillor Lavigne seconded:

**That:**

- 1. The delegation BE RECEIVED; and,**
- 2. Administration BE DIRECTED to bring back a report outlining reduced rental rates and how the reduced rates will affect the overall budget.**

The Mayor put the Motion.

**Motion Carried**

Agenda item 16.2 was brought forward.

#### **REPORTS - CAO's OFFICE**

##### **16.2 Council Support – Amendments to Provincial Nuclear Emergency Response Plan (PNERP) and Municipal Nuclear Emergency Response Plan**

The Clerk introduced Dave Nodwell, Deputy Chief, Planning and Program Development – Office of the Fire Marshal and Emergency Management, who was on the telephone line for discussion on the report. Also present to answer Council questions was Phil Berthiaume, Essex County CEMC and Dr. Gary Kirk, Medical Officer of Health and CEO, Windsor Essex County Health Unit.

##### **Resolution 20120912-347**

Councillor Fryer moved the motion with an amendment that correspondence be sent to all Essex County municipalities, the MP and MPP requesting additional support for the Town of Amherstburg's requested changes to the PNERP and additional funding for the Town's nuclear emergency response plan.

Councillor Fryer moved, Councillor Pouget seconded:

**That:**

- 1. The report from the Municipal Clerk and Deputy Fire Chief/CEMC dated August 3, 2016 regarding Council Support – Amendments to Provincial Nuclear Emergency Response Plan and Municipal Nuclear Emergency Response Plan BE RECEIVED;**

2. The amendments to the primary zone in the PNERP from the existing 23 km to the current US standard of 16km BE SUPPORTED;
3. The provincial updates to the PNERP BE SUPPORTED with the inclusion of all relevant requested amendments by the Town of Amherstburg;
4. The Municipal Nuclear Emergency Response Plan BE AMENDED according to the PNERP amendments, with the assistance of the Province; and,
5. New negotiations between the Province, the Town of Amherstburg and Detroit Edison for purpose of securing additional funding and support for the municipality BE SUPPORTED.
6. Administration BE DIRECTED to send correspondence to all Essex County municipalities, the MP and MPP requesting additional support for the Town of Amherstburg's requested changes to the PNERP and additional funding for the Town's nuclear emergency response plan.

The Mayor put the Motion.

Motion Carried

## PRESENTATIONS

### 10.1 Community Based Strategic Plan – MDB Insight

Lauren Millier, MDB Insight, provided a power point presentation to Council with respect to the Community Based Strategic Plan.

Agenda item # 15.2 was moved forward.

### Resolution 20160912-348

Councillor Fryer moved, Councillor Pouget seconded:

That:

1. The report from the CAO and the Manager of Planning Services dated August 17, 2016 regarding Stakeholder Consultation on Community Based Strategic Plan BE RECEIVED;

2. The 2016-2021 Community Based Strategic Plan BE ADOPTED with the revisions from the Committees of Council on the attached table and additional comments received on the Plan; and,
3. Administration BE DIRECTED to develop a five year business plan that identifies specific actions and the allocation of resources and the annual strategic plan report card for the roll-out of the 2016-2021 Community Based Strategic Plan.

The Mayor put the Motion.

Motion Carried

**Resolution # 20160912-349**

Councillor Fryer moved, Councillor Meloche seconded:

**That the presentation BE RECEIVED.**

The Mayor put the Motion.

Motion Carried

**REPORTS – POLICE SERVICES**

There were no reports.

**REPORTS – CORPORATE SERVICES**

There were no reports.

**REPORTS – PARKS, FACILITIES, RECREATION AND CULTURE**

**13.1 Ontario 150 - Community Capital Program**

**Resolution 20160912-350**

Councillor Lavigne moved the motion with an amendment to include the resurfacing of two courts each at Centennial Park, Malden, and Anderdon.

Councillor Lavigne moved, Deputy Mayor DiPasquale seconded:

**That:**

1. **The report from the Manager of Recreation Services dated August 29, 2016, regarding the Ontario 150 – Community Capital Program, BE RECEIVED; and,**
2. **Administration BE DIRECTED to submit an application to the Ontario 150 – Community Capital Program to receive funding for the restoration of tennis courts at Malden Centre, Anderdon, and Centennial Park.**

The Mayor put the Motion.

**Motion Carried**

## **REPORTS – ENGINEERING AND PUBLIC WORKS**

### **14.1 Repair and Improvements to the Ouellette Drain – Tender Results**

#### **Resolution 20160912-351**

Councillor Fryer moved, Councillor Meloche seconded:

**That:**

1. **The report from the Drainage Superintendent and Engineering Coordinator dated August 26, 2016, regarding the Repair and Improvements to the Ouellette Drain - Tender Results BE RECEIVED;**
2. **An agreement with Rivard Excavating Ltd. to complete the Repair and Improvements to the Ouellette Drain BE AUTHORIZED in the amount of \$260,111.75 (excluding H.S.T.) to be BE FUNDED from Capital funding from current operations as per the 2015 Capital budget, and assessment to the County of Essex and Town Residents; and,**
3. **By-law 2016-78 being a by-law to enter into an agreement with Rivard Excavating Ltd. to complete the Repair and Improvements to the Ouellette Drain be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

**Motion Carried**

## **REPORT – PLANNING, DEVELOPMENT AND LEGISLATIVE SERVICES**

### **15.1 Consent Agreement, W/S/Creek Rd, Giuseppe DiCecco**

#### **Resolution 20160912-352**

Councillor Fryer moved, Councillor Lavigne seconded:

**That:**

- 1. The report from the Manager of Planning Services dated August 30, 2016, regarding Consent Agreement, W/S/Creek Rd, Giuseppe DiCecco BE RECEIVED;**
- 2. The execution of a Consent Agreement with Giuseppe DiCecco associated with Consent File numbers B/16-19/14 inclusive BE APPROVED; and,**
- 3. By-law 2016-74 being a By-law to authorize the signing of a Consent Agreement be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

**Motion Carried**

### **15.2 Stakeholder Consultation on Community Based Strategic Plan (As dealt with above)**

### **15.3 Church Service, Kings Navy Yard Park – New Proposed 2016 Event**

John Busterd, Lead Pastor, answered Council questions with respect to the Church service requested in the Kings Navy Yard Park.

#### **Resolution 20160912-354**

Councillor Meloche moved, Deputy Mayor DiPasquale seconded:

**That:**

- 1. The report from the Public Events Committee (PEC) dated August 25, 2016, regarding Church Service, Kings Navy Yard Park – New Proposed 2016 Event BE RECEIVED;**

- 2. The Religious Service event at Kings Navy Yard Park BE APPROVED;**
- 3. An exemption to Section 5 of By-law 2002-72 BE GRANTED to allow a religious service in the Kings Navy Yard Park on September 25, 2016 from 10:30am to 12:30pm; and,**
- 4. The Public Events Committee BE DIRECTED to confirm the requirements identified by the Committee are met prior to the event.**

The Mayor put the Motion.

**Motion Carried**

**15.4 Sign By-law 2006-26 Amendment to Remove Off-Site Portable Signage**

**Resolution 20160912-355**

Councillor Meloche moved, Deputy Mayor DiPasquale seconded:

**That:**

- 1. The report from the Manager of Licensing and Enforcement dated August 18, 2016, regarding Sign By-law 2006-26 Amendment to Remove Off-Site Portable Signage BE RECEIVED; and,**
- 2. The amendment to Sign By-law 2006-26 to remove off-site portable signage BE TABLED to allow for public consultation and be brought back at a future Council meeting for consideration.**

The Mayor put the Motion.

**Motion Carried**

**15.5 Proposed Private Property Tree By-law and Proposed Public Tree By-law**

Bill Roesel, certified Arborist & consultant for the Town, provided clarification with respect to the draft proposed Private Property Tree By-law and answered Council questions.

**Resolution 20120912-356**

Councillor Meloche moved, Councillor Pouget seconded:

**That:**

1. **The report from the Manager of Licensing and Enforcement dated August 25, 2016, regarding Proposed Private Property Tree By-law and Proposed Public Tree By-law BE RECEIVED; and,**
2. **The proposed Private Property Tree By-law and Proposed Public Tree By-law BE TABLED to allow for public consultation and be brought back at a future Council meeting for consideration.**

The Mayor put the Motion.

**Motion Carried**

## **REPORTS - CAO's OFFICE**

- 16.1 **Appointment of Proxyholder for Essex Power Shareholders' 2015 Annual Meeting**

**Resolution 20120912-357**

Councillor Fryer moved, Councillor Meloche seconded:

**That:**

1. **The report from the Deputy Clerk dated August 29, 2016, regarding Appointment of Proxyholder for Essex Power Shareholders' 2015 Annual Meeting BE RECEIVED;**
2. **Mayor Aldo DiCarlo BE APPOINTED proxyholder for the Town of Amherstburg for Essex Power Corporation's 2015 Shareholder Annual Meeting;**
3. **Bill Wark BE APPOINTED as an alternate proxyholder for the Town of Amherstburg for Essex Power Corporation's 2015 Shareholder Annual Meeting;**
4. **Bill Wark BE RE-APPOINTED as the layperson representative of the Essex Power Board for an additional term commencing November 1, 2016 – October 31, 2019; and,**
5. **The Clerk BE AUTHORIZED to sign all necessary proxy forms to implement this resolution and forward them to Essex Power Corporation.**

The Mayor put the Motion.

**Motion Carried**

**16.2 Council Support – Amendments to Provincial Nuclear Emergency Response Plan (PNERP) and Municipal Nuclear Emergency Response Plan  
(As deal with above)**

**INFORMATION REPORTS**

**Resolution 20120912-358**

Councillor Fryer moved, Councillor Lavigne seconded:

**That the information reports BE RECEIVED:**

- a) Senator Eugene and Mrs. Elizabeth Whelan Plaque Update
- b) August 4, 2016 – September 7, 2016 Accounts Payable
- c) Monthly Update to Council – Fire Services

The Mayor put the Motion.

**Motion Carried**

**CONSENT CORRESPONDENCE**

**Resolution 20120912-359**

Councillor Meloche moved, Councillor Fryer seconded:

**That the consent correspondence BE RECEIVED:**

- a) Asbestos Use in Canada - County of Essex Resolution
- b) Letter to City of Windsor regarding Proposed Marathon Oil Refinery Expansion – Minister of Environment & Climate Change
- c) Carbon Gas Tax on Union Gas Bill - Town of LaSalle Resolution
- d) Debt Incurred from the 2015 Pan Am & Parapan Am Games - Town of Lakeshore
- e) Thank you letter - Community Living, Essex County
- f) Thank you letter - Motorcycle Ride for Dad, Windsor Chapter
- g) 5th Annual Premier Golf Tournament - Tourism Windsor Essex Pelee Island (TWEPI)
- h) Belle Vue Cultural Foundation Letter - Paul Hertel, President

- i) **Support Bill 171, Highway Traffic Amendment Act, 2016 - Township of Carlow/Mayo Resolution**
- j) **2016 Young Heritage Leaders and Lieutenant Governor's Ontario Heritage Awards**
- k) **2017 OGRA Conference, Toronto - Ontario Good Roads Association**
- l) **200 Veterans with 200 Students - Veterans Memories Project**

The Mayor put the Motion.

Motion Carried

## **CORRESPONDENCE**

- 19.1 **Letter of Support for Continued Production at the General Motors Autoplex in Oshawa**

**Resolution 20160912-360**

Councillor Fryer moved, Councillor Lavigne seconded:

**That:**

1. **The correspondence BE RECEIVED; and,**
2. **Correspondence BE SENT to the Mayor of Oshawa in support of continued production at the General Motors Autoplex.**

The Mayor put the Motion.

Motion Carried

- 19.2 **Ahmadiyya Muslim Jama't Month - September 2016**

**Resolution 20160912-361**

Deputy Mayor DiPasquale moved, Councillor Meloche seconded:

**That:**

1. **The correspondence regarding Ahmadiyya Muslim Jama't Month BE RECEIVED; and,**

**2. September BE PROCLAIMED as Ahmadiyya Muslim Jama't Month in the Town of Amherstburg.**

The Mayor put the Motion.

**Motion Carried**

**19.3 Suicide Prevention Awareness Week – September 10-16, 2016**

**Resolution 20160912-362**

Councillor Fryer moved, Councillor Courtney seconded:

**That:**

- 1. The correspondence regarding Suicide Prevention Awareness Week BE RECEIVED; and,**
- 2. September 10-16, 2016, BE PROCLAIMED as Suicide Prevention Awareness Week in the Town of Amherstburg.**

The Mayor put the Motion.

**Motion Carried**

**CONSENT OTHER MINUTES**

**Resolution 20160912-363**

Councillor Meloche moved, Councillor Lavigne seconded:

**That the following minutes BE RECEIVED:**

- a) Co-An Park Committee Minutes – August 10, 2016**

The Mayor put the Motion.

**Motion Carried**

## **OTHER MINUTES**

### **21.1 Traffic Committee Minutes - June 2nd, 2016**

#### **Resolution 20160912-364**

Councillor Meloche moved, Councillor Courtney seconded:

**That:**

- 1. The Traffic Committee Minutes of June 2nd, 2016 BE RECEIVED;**
- 2. Police speed enforcement at Shangri-La Street, Edgewater BE APPROVED;**
- 3. Alternate parking on Bathurst Street between Park Street and Gore Street BE APPROVED;**
- 3. Parking enforcement on Richmond Street at the intersection with States Avenue BE APPROVED;**
- 4. 'Children Playing' signs at Claremont Lane BE APPROVED and further the request for a reduction of the speed limit BE DENIED; and,**
- 5. Warning signs BE ERECTED on each approach to the bend on Crown Ridge Boulevard at the intersection with Pine Ridge Avenue.**

The Mayor put the Motion.

**Motion Carried**

## **UNFINISHED BUSINESS**

1. Councillor Fryer asked if a street lighting project would be brought before Council for the 2017 Budget. Councillor Fryer advised Council that he is concerned with the area on Front Road between Malden Road and Ranta Marina.

The Director of Engineering and Public Works stated that proposals are being received for the LED conversion program and as a part of that initiative, a costing has been requested for that stretch of road and will be brought before Council for consideration in the 2017 Budget.

## **NEW BUSINESS**

1. Councillor Pouget advised Council that she would like to speak about the Essex County Library Board.

Mayor DiCarlo and Deputy Mayor DiPasquale declared a conflict of interest and removed themselves from discussion and voting on the matter. Mayor DiCarlo's wife is an employee with the Essex County Library and Deputy Mayor DiPasquale is a member of the Essex County Library Board.

Councillor Fryer moved, Councillor Pouget seconded:

**That Councillor Courtney assume Chair.**

The Clerk put the Motion.

**Motion Carried**

Councillor Lavigne moved, Councillor Fryer seconded:

**That the Rules of Order BE WAIVED to allow Ian Nash, President, CUPE 2974, to speak.**

The Chair put the Motion.

**Motion Carried**

Mr. Nash advised Council that contract negotiations would be resuming over the next two days.

## **Resolution # 20160912-365**

Councillor Fryer moved, Councillor Pouget seconded:

**That Administration BE DIRECTED to send another letter to the Essex County Library Board and Essex County Councillors in support of getting back to the table and finding a resolve in the upcoming set of contract negotiation talks with CUPE 2974.**

The Chair put the Motion.

**Motion Carried**

The Mayor assumed Chair.

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

### **September 12, 2016 Meeting**

Council met on September 12<sup>th</sup>, 2016, for a Special In-Camera meeting at 3:36 pm and discussed (4) items as provided for under Section 239 of the Municipal Act:

**ITEM A – Update on Current By-law Enforcement Matter** heard under Section 239(2)(f) of the Act. There is nothing further to report on this matter.

**ITEM B – Proposed Property Acquisition heard under Section 239(2)(c) of the Act.** As a result of this discussion the following motion is before Council for consideration:

#### **Resolution # 20160912-366**

Councillor Pouget and Councillor Lavigne declared a conflict and removed themselves from discussion and voting on the matter. Councillor Pouget lives near the property and Councillor Lavigne's parents live near the property.

Deputy Mayor DiPasquale moved, Councillor Meloche seconded:

**That:**

- 1. The CAO BE AUTHORIZED to remove the final condition of the Agreement of Purchase and Sale for the Acquisition of Belle Vue property at 525 Dalhousie, Amherstburg , Ontario;**
- 2. The Mayor and Clerk BE AUTHORIZED to execute all necessary documents required to complete the acquisition of 525 Dalhousie (Belle Vue);**
- 3. Administration BE DIRECTED to seek senior levels of government funding to assist in the Belle Vue redevelopment plan;**
- 4. Administration BE DIRECTED to seek fund raising initiatives with stakeholder groups to assist in the Belle Vue plan; and,**

- 5. The redevelopment of 525 Dalhousie (Belle Vue) BE SUBJECT to Council approval once funding opportunities have materialized**

The Mayor put the motion.

**Motion Lost**

**ITEM C - Proposed Property Acquisition heard under Section 239(2)(c) of the Act.** As a result of this discussion the following motion is before Council for consideration:

**Resolution # 20160912-367**

Councillor Fryer moved, Councillor Meloche seconded:

**That:**

- 1. The CAO BE AUTHORIZED to move forward with the professional services required to remove conditions of the Agreement of Purchase and Sale for the Acquisition of 306 Dalhousie (Duffy's), Amherstburg , Ontario;**
- 2. The Mayor and Clerk BE AUTHORIZED to execute all necessary documents required to complete the acquisition of 306 Dalhousie (Duffy's);**
- 3. Administration BE DIRECTED to seek senior levels of government funding to assist in the redevelopment plan of 306 Dalhousie (Duffy's) ;**
- 4. Administration BE DIRECTED to seek fundraising initiatives with stakeholder groups to assist in the redevelopment of 306 Dalhousie; and,**
- 5. The redevelopment of 306 Dalhousie (Duffy's) BE SUBJECT to Council approval once funding opportunities have materialized.**

The Mayor put the motion.

	<b>Yes/Concur</b>	<b>No/Not Concur</b>
Councillor Courtney	X	
Deputy Mayor DiPasquale	X	
Councillor Fryer	X	
Councillor Lavigne	X	
Councillor Meloche	X	
Councillor Pouget		X
Mayor DiCarlo	X	

**Motion Carried**

**ITEM D - Update on Current By-law Enforcement Matter** heard under Section 239(2)(f) of the Act. There is nothing further to report on this matter.

## **NOTICE OF MOTION**

**24.1 Councillor Meloche - 2017 Capital Budget Project Consideration  
Resolution 20160912-368**

Councillor Meloche moved, Councillor Fryer seconded:

**That the construction of a sidewalk/pathway that links the Canard Valley Subdivision, the Gardiner Subdivision, the ERCA Trail (currently in the planning stage) and the residential area of Middle Side Road to Walker Road be considered in the 2017 Capital Budget.**

The Mayor put the Motion.

**Motion Carried**

## **BY-LAWS**

**25.1 By-law 2016-83 - Confirmatory By-law  
Resolution 20160912-369**

Councillor Fryer moved, Councillor Meloche seconded:

**That By-law 2016-83 being a by-law to confirm all resolutions of the Municipal Council Meetings held August 18<sup>th</sup> and September 12<sup>th</sup>, 2016, be taken as having been read three times and finally passed and the Mayor and Clerk BE AUTHORIZED to sign same.**

The Mayor put the Motion.

**Motion Carried**

## **SPECIAL IN-CAMERA MEETING**

### **Resolution # 20160912-370**

Councillor Fryer moved, Councillor Meloche seconded:

**That Council move into an In-Camera Meeting of Council at 9:18 p.m., pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reason:**

**ITEM E – 99 Thomas Road – Section 239(2)(a) - The security of the property of the municipality or local board; and, Section 239(2)(c) - A proposed or pending acquisition or disposition of land by the municipality or local board.**

The Mayor put the Motion.

**Motion Carried**

## **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF (*In-Camera Council Meeting Agenda items*)**

There were no disclosures of pecuniary interest noted.

## **ADJOURNMENT OF IN-CAMERA MEETING @ 9:43 P.M.**

## **RESUMPTION OF REGULAR COUNCIL MEETING**

Councillor Fryer moved, Councillor Courtney seconded:

**That Council resume Regular session at 9:44 p.m.**

The Mayor put the Motion.

**Motion Carried**

**ADJOURNMENT**

Councillor Meloche moved, Deputy Mayor DiPasquale seconded:

**That Council rise and adjourn at 9:45 p.m.**

The Mayor put the Motion.

**Motion Carried**

---

MAYOR – ALDO DICARLO

---

CLERK – PAULA PARKER



## TOWN OF AMHERSTBURG

### ***DELEGATION REGISTRATION FORM***

NAME: BETTY FEDERICO / JOANNE D'PIERDOMENICO / ANNE PIETRANGELO

The date you wish to appear: Sept. 26/16.

(This form must be returned to the Clerk's office no later than 12:00 p.m. on the Wednesday prior to the meeting indicated above. If this Wednesday falls on an observed holiday, the deadline is no later than 12:00 pm on the Tuesday (day before).)

The subject you wish to discuss with Council:

(Please be advised all delegations are limited to 5 minutes. This time limit is strictly enforced as per Procedural By-law # 2014-91).

Thankyou - TEXAS RD

Details on the Subject (please explain below or attach a report). Please ensure that you include exactly what you are requesting from Council (to receive the information, etc.)

Thankyou - TEXAS RD

\*\*\*Please ensure that both the front and back of this request form are completed\*\*\*

I, BETTY FEDERICO, have been advised that all public meetings of the Council of the Town of Amherstburg are recorded by an electronic audio recorder.

Date: Sept 21/16

Signature: 

**\*Required\***

**Contact Information:**

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

**\*Staff Use Only\***



'Guide for Delegations' has been provided to delegate

(Sept 21/16)



On agenda for Sept 20/16



Brochure/Report is attached to be provided to Council as a supplement to this delegation



Forwarded to staff for review/report before appearing at Council

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA and all other relevant legislation. Personal information may form part of meeting agendas and minutes, and therefore may be made available to members of the public at the meetings, through requests, and through the website of the Corporation of the Town of Amherstburg. Questions regarding the collection, use, and disclosure of this personal information may be directed to Town of Amherstburg, Clerk's Department.



## TOWN OF AMHERSTBURG

### ***DELEGATION REGISTRATION FORM***

NAME: Dave Heath

The date you wish to appear: Sept 26/14

(This form must be returned to the Clerk's office no later than 12:00 p.m. on the Wednesday prior to the meeting indicated above. If this Wednesday falls on an observed holiday, the deadline is no later than 12:00 pm on the Tuesday (day before).)

The subject you wish to discuss with Council:

(Please be advised all delegations are limited to 5 minutes. This time limit is strictly enforced as per Procedural By-law # 2014-91).

To support nomination of Dave Scott  
to Windsor Essex County Hall of Fame.

Details on the Subject (please explain below or attach a report). Please ensure that you include exactly what you are requesting from Council (to receive the information, etc.)

Dave has been a coach at General Amherst for 50 yrs. He achieved:  
20 straight years of winning Track  
and Field plus coached Football & basketball.  
He has coached the lives of 1000's of  
student from Amherstburg. He deserves  
recognition for his efforts and guidance  
to these individuals

\*\*\*Please ensure that both the front and back of this request form are completed\*\*\*

I, Dave Heath

, have been advised that all public meetings of the Council of the Town of Amherstburg are recorded by an electronic audio recorder.

Date: Sept 15/16

Signature: Dave Heath

**\*Required\***

**Contact Information:**

**Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**\*Staff Use Only\***



'Guide for Delegations' has been provided to delegate

(Sept. 15/16)



On agenda for Sept. 26/16



Brochure/Report is attached to be provided to Council as a supplement to this delegation



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## TOWN OF AMHERSTBURG

### ***Delegation registration form***

NAME: MICHAEL PRUE

The date you wish to appear: 26/9/16

(This form must be returned to the Clerk's office no later than 12:00 p.m. on the Wednesday prior to the meeting indicated above. If this Wednesday falls on an observed holiday, the deadline is no later than 12:00 pm on the Tuesday (day before).)

#### **The subject you wish to discuss with Council:**

(Please be advised all delegations are limited to 5 minutes. This time limit is strictly enforced as per Procedural By-law # 2014-91).

PLEASE NOTE : WE INTEND TO SPEAK FOR 5 MINUTES  
BUT OUR PRESENTATION IS PREFACED BY TWO  
SHORT PRESENTATIONS - ONE OF WHICH IS ANIMATED.

Details on the Subject (please explain below or attach a report). Please ensure that you include exactly what you are requesting from Council (to receive the information, etc.)

PLEASE SEE ATTACHED APPLICATION

I WISH TO PRESENT OPTIONS TO  
COUNCIL FOR THEIR CONSIDERATION AND  
POSSIBLE ACTION TO PRESERVE BELLE VUE LANDS  
IN WHOLE OR IN PART AND TO SEEK ALTERNATE  
USAGE

\*\*\*Please ensure that both the front and back of this request form are completed\*\*\*

I, Michael Prue, have been advised that all public meetings of the Council of the Town of Amherstburg are recorded by an electronic audio recorder.

Date: 20/9/16

Signature: Michael Prue

\*Required\*

*Contact Information:*

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

\*Staff Use Only\*

- 'Guide for Delegations' has been provided to delegate (emailed Sept. 20/16).
- On agenda for Sept. 20/16.
- Brochure/Report is attached to be provided to Council as a supplement to this delegation
- Forwarded to staff for review/report before appearing at Council

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## **Application for Sept 26**

To address council concerning agenda item #29 of the regular Council meeting of Sept. 12, 2016 and the following motion:

*"It is recommended that:*

1. **The CAO BE AUTHORIZED to remove the final condition of the Agreement of Purchase and Sale for the Acquisition of Belle Vue property at 525 Dalhousie, Amherstburg, Ontario;**
2. **The Mayor and Clerk BE AUTHORIZED to execute all necessary documents required to complete the acquisition of 525 Dalhousie (Belle Vue);**
3. **Administration BE DIRECTED to seek senior levels of government funding to assist in the Belle Vue redevelopment plan;**
4. **Administration BE DIRECTED to seek funding initiatives with stakeholder groups to assist in the Belle Vue plan; and**
5. **The redevelopment of 525 Dalhousie (Belle Vue) BE SUBJECT to Council approval once funding opportunities have materialized. "**

We wish to have the CD animated presentation " Belle Vue-Final Walk Through " and "Belle Vue Power Point Presentation" shown by the IT department at the beginning of our presentation.

We request that all members of council have available their file entitled "In Camera Confidential File" Date to Council Sept. 12, 2016 Report Date August 19, 2016 From CAO. J. Miceli to Council. Subject: Belle Vue Update and Business Plan



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

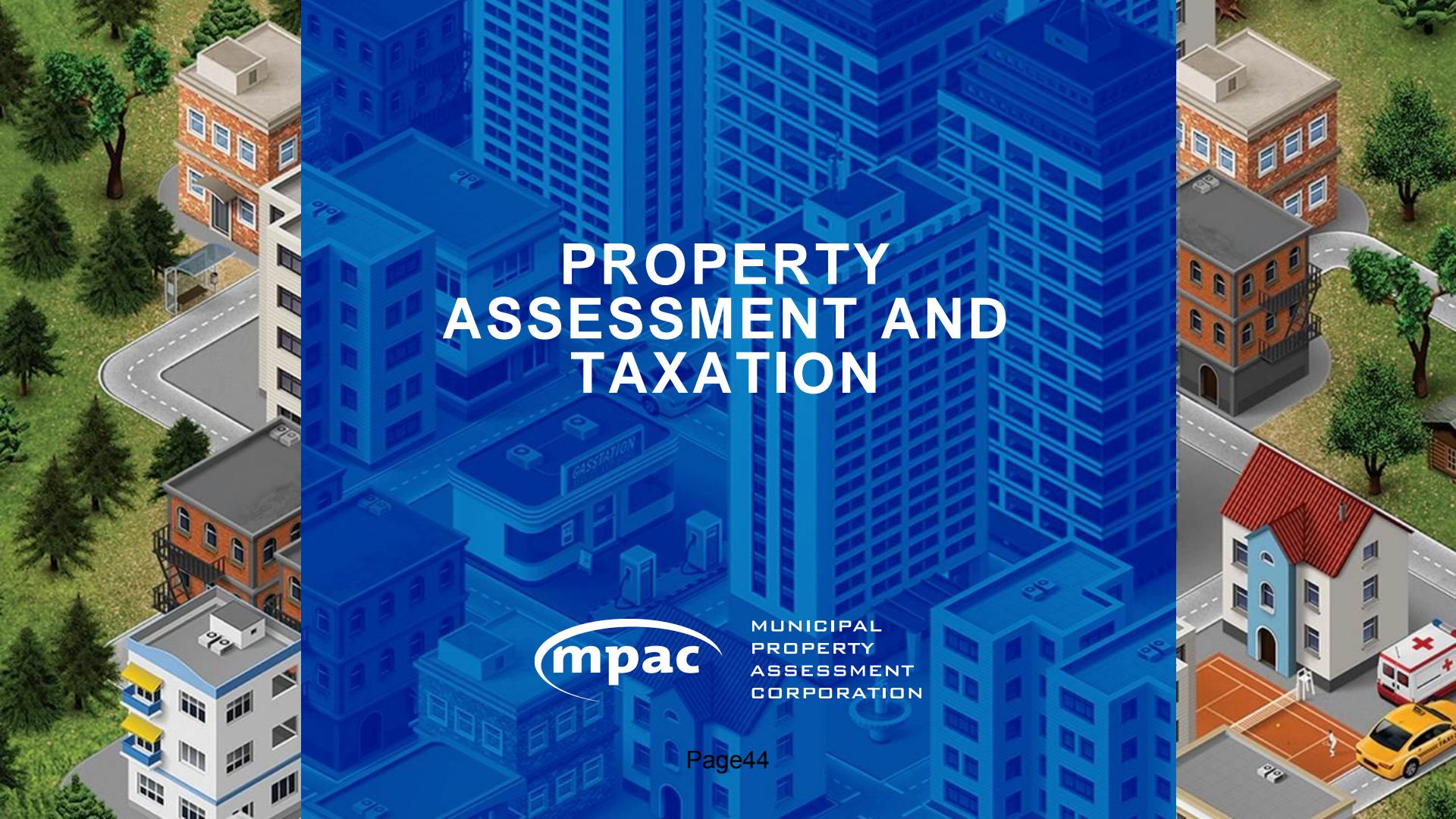
# Delivering the 2016 Assessment Update

**Mayor and Council**  
**Town of Amherstburg**  
**September 26, 2016**

**Tracy Pringle**  
**Account Manager, Municipal**  
**and Stakeholder Relations**

# AGENDA

- Property Assessment and Taxation
- 2016 Assessment Update – the Residential Experience
- How can I learn more about my assessment?
- Enhancing Municipal Engagement
- Preliminary Residential Market Trends



# PROPERTY ASSESSMENT AND TAXATION



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

# PROPERTY ASSESSMENT & PROPERTY TAXES

The Ontario  
Property  
Taxpayer



**The Municipal Property Assessment Corporation** determines Current Value Assessments and classifications for all properties in Ontario.

**The Provincial Government** passes legislation, sets assessment policies and determines education tax rates. The Province also operates an independent assessment appeal tribunal – the Assessment Review Board (ARB).



**Municipalities** determine revenue requirements, set municipal tax rates and collect property taxes to pay for your municipal services.



Police and  
fire protection



Roads, sidewalks,  
public transit



Waste  
management



Parks & leisure  
facilities

# ONTARIO'S ASSESSMENT CYCLE

**2008**

**2009-2012**

**Tax Years**

*January 1, 2008  
(valuation date)*

**2012**

**2013-2016**

**Tax Years**

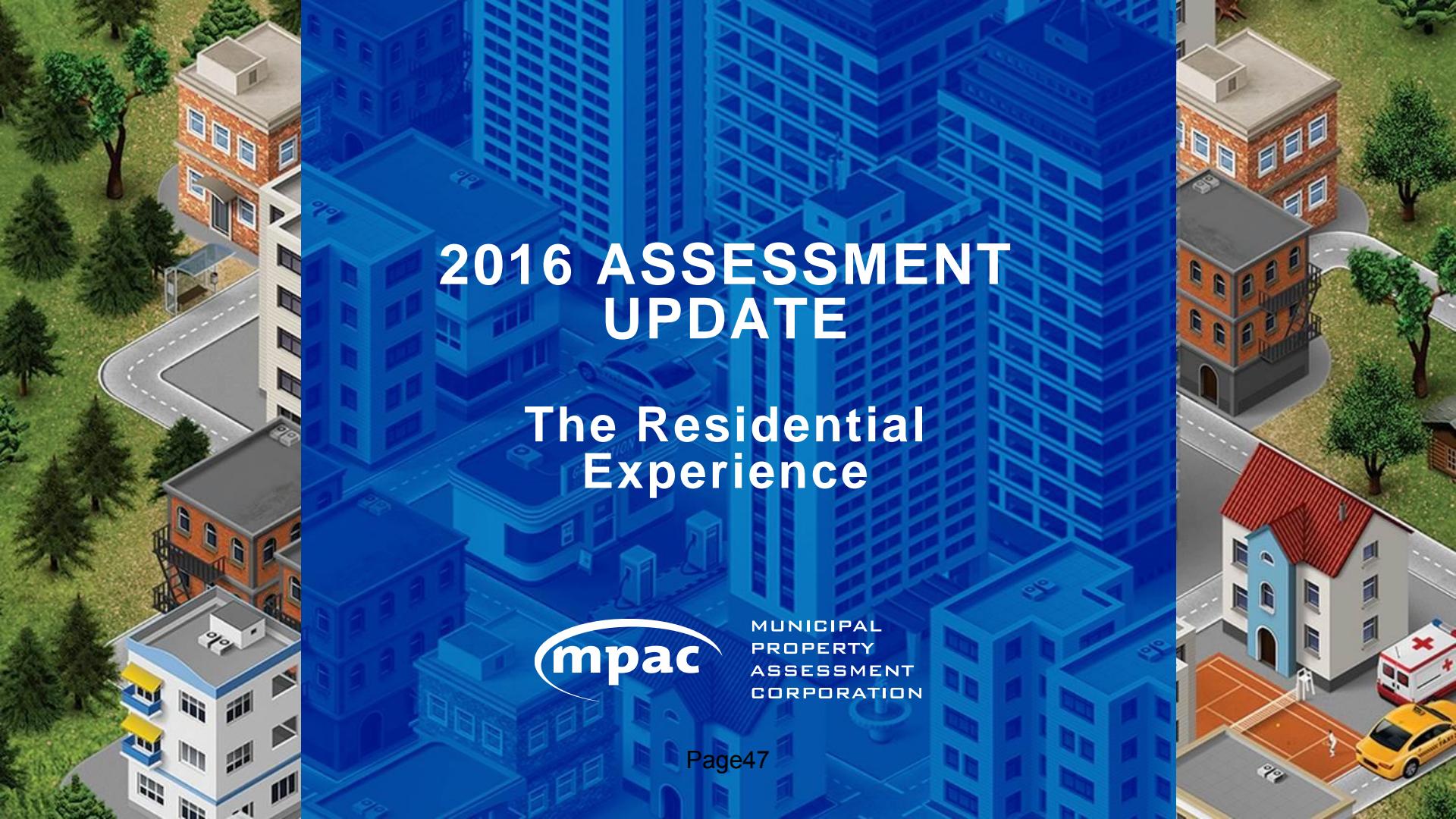
*January 1, 2012  
(valuation date)*

**2016**

**2017-2020**

**Tax Years**

*January 1, 2016  
(valuation date)*



# 2016 ASSESSMENT UPDATE

## The Residential Experience



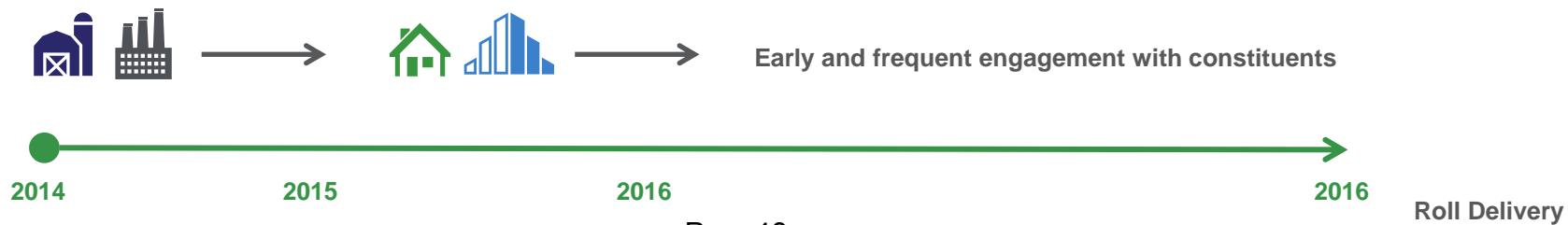
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ASSESSMENT  
CORPORATION

# 2016 ASSESSMENT UPDATE

## 2012 ASSESSMENT UPDATE



## 2016 ASSESSMENT UPDATE



# TRANSPARENCY AND SHARED UNDERSTANDING

## **Level 1 - Methodology Guides**

Comprehensive guides that explain assessment methodology.

## **Level 2 – Market Valuation Reports**

Comprehensive reports that explain how assessment methodology was applied at the sector level to value properties for the 2016 Assessment Update

## **Level 3 – Property Specific Valuation Information**

Detailed information that is available through secure-access only

# BENEFITS OF ADVANCED DISCLOSURE

## Benefits for municipalities:

- ✓ Improved roll predictability and stability

- ✓ Improved risk analysis

- ✓ No surprises

- ✓ Opportunity to provide feedback

## Benefits for property taxpayers:

- ✓ Increased satisfaction and confidence

- ✓ Easy access to property information

- ✓ No surprises

- ✓ Opportunity to provide feedback

# 2016 PROPERTY ASSESSMENT NOTICES



Residential property owners received their Property Assessment Notices starting **August 8<sup>th</sup>**



Farm Property Assessment Notices will be mailed **October 11<sup>th</sup>**



Multi-Residential and Business Notices will be mailed **October 18<sup>th</sup>**

**THE NEW ASSESSMENTS WILL SERVE AS THE BASIS FOR  
CALCULATING PROPERTY TAXES FOR 2017 – 2020**

# 2016 PROPERTY ASSESSMENT NOTICE



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

1234567890  
JACKSON JASON  
ABC IMPORTS LIMITED  
200 MAIN STREET  
UNIT 100  
11 FLOOR  
ANYWHERE ON M4K 1B3

**THIS IS NOT A TAX BILL.**

Issue Date:  
April 4, 2016

## Property Assessment Notice

For the 2017 to 2020  
property taxation years

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing more than five million properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario.

**MPAC's 2016 assessed value of your property is \$228,000**

### Account Information:

Roll Number	12 34 567 899 12345 1234
AboutMyProperty™ Access Key	ABCD EFG1 HJK2
Your property's location and description	900 Dynes Rd. PLAN169 BLK 1 PT LOT4
Municipality	Ottawa City
School support	English-Public

### Assessment overview:

MPAC's assessed value of your property as of January 1, 2016	\$228,000
MPAC's assessed value of your property as of January 1, 2012	\$162,000
Between 2012 and 2016, your property's assessed value changed by	\$66,000

If you disagree with MPAC's assessment or classification, you can file a Request for Reconsideration and MPAC will review your assessment.

### How will my municipality use MPAC's property assessment?

Under the phase-in provision in the *Assessment Act*, an increase in assessed value is introduced gradually. A decrease in assessed value will be introduced immediately. The assessed value and classification of your property is used as the basis for calculating your property taxes.

Property Classification:	Residential
Tax Year	Assessed Value
2016	\$162,000
2017	\$178,500
2018	\$195,000
2019	\$211,500
2020	\$228,000

To learn more about how your property was assessed, see the information on page two of this Notice. For more information on the Request for Reconsideration process, market trends in your area, property assessment and taxation, visit [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca).

This Property Assessment Notice has important information for you as a property owner.

Please review it and file it away for your records.

**No action is required**  
unless you disagree with your assessment.

### CONTACT US

1 866 296-MPAC (6722)  
TTY 1 877 889-MPAC (6722)  
Monday to Friday  
8 a.m. to 5 p.m.

If you have accessibility needs, please call us for assistance.

[www.aboutmyproperty.ca](http://www.aboutmyproperty.ca)



Page 52

### How does MPAC assess my property?

Roll Number: 12 34 567 899 12345 1234

#### Property summary:

Property type	Single Family Dwelling
Property information	Frontage: 54.23 feet Depth: 150.00 feet Lot area: 8,100.00 square feet
Building – exterior square footage	1,053 square feet
Year of construction	1974

For residential properties, there are **five major factors** that generally account for 85% of your property value.



Location



Age of the property,  
adjusted for any  
major renovations  
or additions



Lot dimensions



Quality of  
construction

To establish your property's assessed value, MPAC analyzes property sales in your area. This method, called Current Value Assessment, is used by most assessment jurisdictions in North America. MPAC's assessments and data are also used by banks, insurance companies and the real estate industry.

### Have questions about your assessment?

#### Log on to AboutMyProperty™ to learn more...

Visit [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca) to learn more about how your property was assessed, see the information we have on file, as well as compare it to others in your neighbourhood. Still not sure about your property's assessed value? You have the option to file a Request for Reconsideration. Your deadline to file a Request for Reconsideration is on page one of this Notice.

Log on to [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca) with your Roll Number and Access Key. These are found on page one of this Notice.

#### Still have questions?

We're here to help. Contact us and one of our property assessment experts will help guide you through your Notice. Have a question about your property taxes? Contact your municipality for assistance.

### Ontario's property assessment system



The Municipal Property Assessment Corporation determines Current Value Assessments and classifications for all properties in Ontario.



The Provincial Government passes legislation, sets assessment policies and determines education tax rates. The Province also operates an independent assessment appeal tribunal – the Assessment Review Board (ARB).



Municipalities determine revenue requirements, set municipal tax rates and collect property taxes to pay for your municipal services. These services may include:



Police and fire protection



Roads, sidewalks and public transit



Waste management



Parks and leisure facilities

# 2016 PROPERTY ASSESSMENT NOTICE



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION



1234567890

JACKSON JASON  
ABC IMPORTS LIMITED  
200 MAIN STREET  
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11 FLOOR  
ANYWHERE ON M4K 1B3

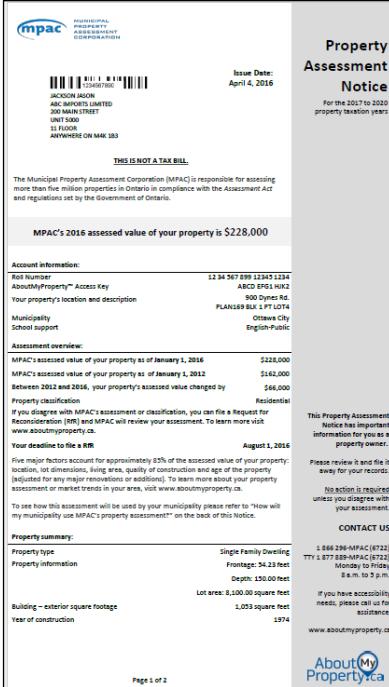
Issue Date:  
April 4, 2016

Municipal-specific Issue Date

## Property Assessment Notice

For the 2017 to 2020  
property taxation years

# CHANGES TO FILING A REVIEW (BILL 144)



- Residential property owners have **120 days** from the **Issue Date** of their Property Assessment Notice to file a Request for Reconsideration (RfR)
- The RfR deadline for **Amherstburg** is **December 6, 2016**
- The **Issue Date** and **RfR deadline** are included on the Notice
- The early delivery of Assessment Notices and a 120-day RfR deadline will allow RfRs to be processed before Assessment Rolls are sent to municipalities – greater stability and accuracy

# 2016 PROPERTY ASSESSMENT NOTICE

MPAC's 2016 assessed value of your property is **\$658,000**

2016 Assessed Value

## Account Information:

Roll Number	12 34 567 899 12345 1234
AboutMyProperty™ Access Key	ABCD EFG1 HJK2
Your property's location and description	900 Dynes Rd. PLAN169 BLK 1 PT LOT4
Municipality	Ottawa City
School support – see Attachment (1)	Residential - English-Public Exempt - Not Applicable

## Assessment overview:

MPAC's assessed value of your property as of <b>January 1, 2016</b>	\$658,000
MPAC's assessed value of your property as of <b>January 1, 2012</b>	\$620,615
Between <b>2012 and 2016</b> , your property's assessed value changed by	\$37,385

If you disagree with MPAC's assessment or classification, you can file a Request for Reconsideration and MPAC will review your assessment.

## How will my municipality use MPAC's property assessment?

Under the phase-in provision in the *Assessment Act*, an increase in assessed value is introduced gradually. A decrease in assessed value will be introduced immediately. The assessed value and classification of your property is used as the basis for calculating your property taxes.

This Property Assessment Notice has important information for you as a property owner.

Please review it and file it away for your records.

**No action is required**

unless you disagree with your assessment.

## Assessment Overview

- Assessed Value as of January 1, 2016
- Assessed Value as of January 1, 2012
- Change between 2012 and 2016

# 2016 PROPERTY ASSESSMENT NOTICE

Property Classification:		Residential	Exempt	Request for Reconsideration Deadline
Tax Year	Assessed Value	Total		
2016	\$438,836	\$181,779	<b>\$620,618</b>	
2017	\$444,077	\$185,884	\$629,961	August 1, 2016
2018	\$449,318	\$189,990	\$639,308	March 31, 2018
2019	\$454,559	\$194,095	\$648,654	March 31, 2019
2020	\$459,800	\$198,200	<b>\$658,000</b>	March 31, 2020

To learn more about how your property was assessed, see the information on page two of this Notice. For more information on the Request for Reconsideration process, market trends in your area, property assessment and taxation, visit [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca).

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If you have accessibility needs, please call us for assistance.

[www.aboutmyproperty.ca](http://www.aboutmyproperty.ca)



Contact information

Key information

- **Property Classification**
- **Phase in Assessed Values (2017-2020 tax years)**
- **RfR Deadline (by tax year)**

# 2016 PROPERTY ASSESSMENT NOTICE

## How does MPAC assess my property?

Roll Number:	12 34 567 899 12345 1234
<b>Property summary:</b>	
Property type	Single Family Dwelling
Property information	Frontage: 54.23 feet Depth: 150.00 feet Lot area: 8,100.00 square feet
Building – exterior square footage	1,053 square feet
Year of construction	1974

For residential properties, there are **five major factors** that generally account for 85% of your property value.



Location



Lot dimensions



Age of the property,  
adjusted for any  
major renovations  
or additions



Living area



Quality of  
construction



## Property Details

### How does MPAC assess my property?

- ✓ Five major factors affecting residential values

To establish your property's assessed value, MPAC analyzes property sales in your area. This method, called Current Value Assessment, is used by most assessment jurisdictions in North America. MPAC's assessments and data are also used by banks, insurance companies and the real estate industry.

# 2016 PROPERTY ASSESSMENT NOTICE

Have questions about your assessment?

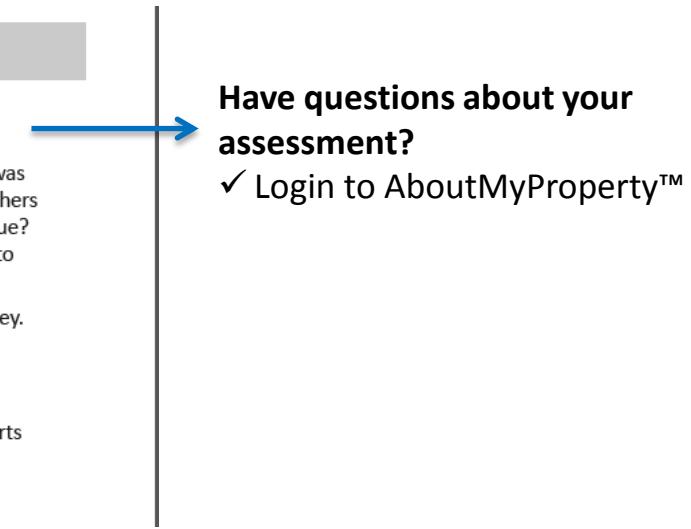
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# 2016 PROPERTY ASSESSMENT NOTICE

## Ontario's property assessment system



### The Municipal Property Assessment Corporation

determines Current Value Assessments and classifications for all properties in Ontario.



### The Ontario Property Taxpayer



### The Provincial Government

passes legislation, sets assessment policies and determines education tax rates. The Province also operates an independent assessment appeal tribunal – the Assessment Review Board (ARB).



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Police and fire protection



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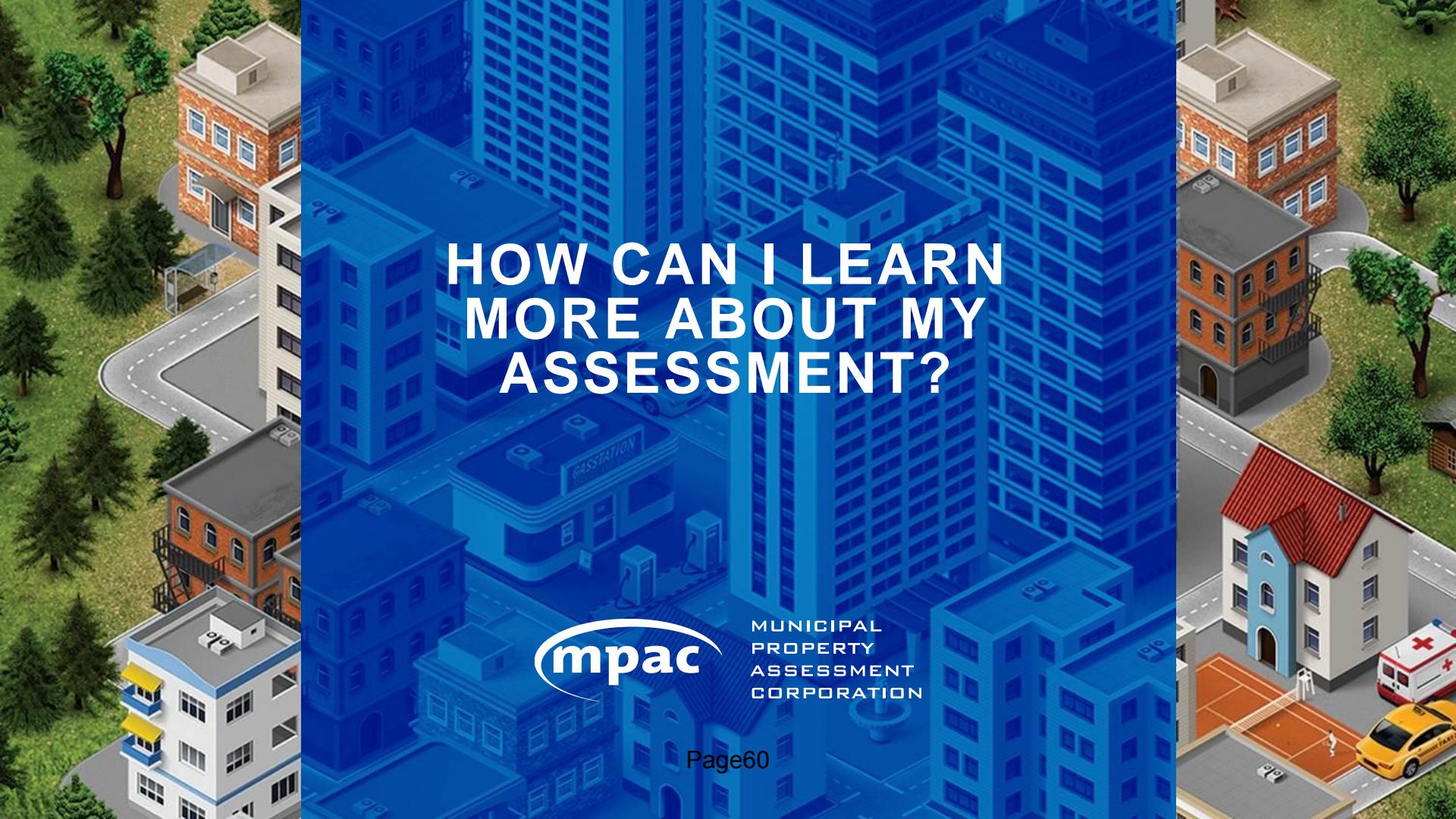
Waste management



Parks and leisure facilities



## Description of Ontario's property assessment system



# HOW CAN I LEARN MORE ABOUT MY ASSESSMENT?



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

# ABOUTMYPROPERTY.CA



Home | Market Trends | Tutorials | How Assessment Works | Contact Us

## QUESTIONS ABOUT PROPERTY ASSESSMENT?

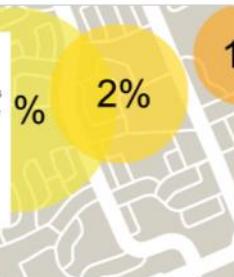
[LEARN MORE](#)



### MARKET TRENDS

Learn more about the market trends in your neighbourhood through MarketSnapshot. This report provides information on residential sale prices trends in neighbourhoods and municipalities across Ontario.

[READ MORE](#)



### HOW ASSESSMENT WORKS

Interested in learning how your property was assessed? Want to compare your assessment to others in your community? Register and log on to learn more...

[READ MORE](#)



Through **AboutMyProperty™** property owners can:

- ✓ Access information on how their property was assessed
- ✓ Compare their assessment to others in their community
- ✓ Learn more about property values through Market Trends (available before login)

Login information is included on every Notice mailed.

# ABOUTMYPROPERTY.CA



Your Property.  
Our Assessment.  
Know More About It.

[Home](#) | [Market Trends](#) | [Tutorials](#) | [How Assessment Works](#) | [Contact Us](#)

The screenshot shows a map interface for "Market Trends". A central button reads "Market Trends™". Below it is a search bar labeled "PLACE" with the placeholder "Enter the name of a neighbourhood or municipality" and a green "GO" button. The map background is a grayscale satellite view of a city area, overlaid with numerous yellow circles of varying sizes. Some circles contain the number "2%" and others "1%". A callout box in the bottom left corner contains the text: "Learn more about the market trends in your neighbourhood through MarketSnapshot." Another text block at the bottom right states: "This report provides information on residential sale prices trends in neighbourhoods and municipalities across Ontario."

Market Trends™

PLACE

Enter the name of a neighbourhood or municipality

GO

Learn more about the market trends in your neighbourhood through MarketSnapshot.

This report provides information on residential sale prices trends in neighbourhoods and municipalities across Ontario.

Page62

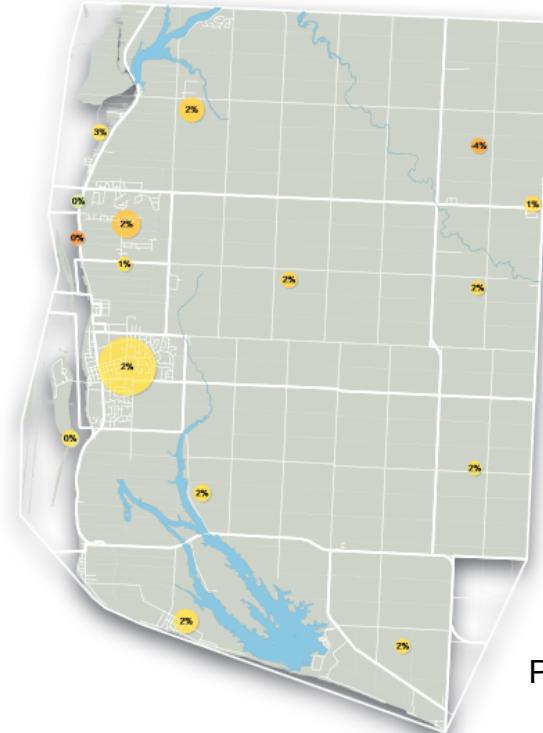
# RESIDENTIAL MARKET TRENDS

RESIDENTIAL  
Market Trends™

About My  
Property.ca

Your Property.  
Our Assessment.  
Know More About It.

## Amherstburg



### Property values up 2% in Amherstburg

Residential property owners will see an average assessment increase of approximately 2% in 2017.

### Value of a typical home

The assessed value of a typical residential home in Amherstburg is \$206,000.

### Condominium values in Amherstburg

The assessed value of a typical condominium is \$93,000.

### Waterfront property values

The assessed value of a typical residence on water in Amherstburg is \$312,000.

### More about Amherstburg

Amherstburg is located along the shorelines of the Detroit River and Lake Erie. The market includes both residential properties and rural agricultural land. Overall, the residential market remains stable.

# RESOLVING ASSESSMENT CONCERNS

**STEP 1:** Ask yourself: “could I have sold my property for the assessed value on January 1, 2016?”



**STEP 2:** Visit [aboutmyproperty.ca](http://aboutmyproperty.ca) to review the information MPAC has on file for your property.

**STEP 3: Contact MPAC**

**STEP 4: File a Request for Reconsideration**

**STEP 5: File an appeal with the Assessment Review Board**



Online: [aboutmyproperty.ca](http://aboutmyproperty.ca)

OR



[mpac.ca>ContactUs](http://mpac.ca>ContactUs)



Fax: 1-866-297-6703



Mail:  
MPAC, PO Box 9808  
Toronto ON M1S 5T9

# CONTACT MPAC

We are here to help. Contact MPAC with any questions you may have regarding your property assessment.

**CALL** our Customer Contact Centre 1 866 296-MPAC (6722)  
1 877-889-MPAC (6722) TTY

**ONLINE** at [mpac.ca](http://mpac.ca)

**VISIT** a local field office

**WRITE** to P.O. Box 9808, Toronto ON M1S 5T9

**FAX** 1 866 297 6703

If you have accessibility needs, please let us know how we can best accommodate you



# ENHANCING MUNICIPAL ENGAGEMENT



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

# MUNICIPAL CONNECT™

- Redesigned Municipal Connect™ launching April 4
  - Increased transparency
  - Improved stability and predictability in the municipal tax base
  - Modern and flexible way to access assessment information
- Access to 2016 base year values (2017-2020 tax years)
  - Support municipal understanding of assessed values
  - Early consultation/discussion for greater roll stability
  - Insight into assessment at risk



# MUNICIPAL TOOLKIT

To support municipalities in their communication efforts regarding the 2016 province-wide Assessment Update, MPAC has prepared a fully customizable toolkit that includes:

- Contact information for Municipal and Stakeholder Relations representatives
- Key Messages and Frequently Asked Questions
- Information regarding changes to Property Assessment Notices and Notice Mailing Dates
- Changes regarding Requests for Reconsideration
- Written Material for Print or Web
- Social Media Materials
- Highlights on AboutMyProperty and Municipal Connect
- Links/references to other resources including:
  - MPAC's full suite of brochures (links to mpac.ca)
  - Videos (will be housed on MPAC's YouTube Channel)
  - Buckslip for insertion in municipal tax bills (editable)



# PRELIMINARY RESIDENTIAL MARKET TRENDS



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

# ZONE 1: DATA COLLECTION & PREPARATION

Property Owner Enquiries

Tax and Vacancy Applications

**Site Variable Update Project**

**REQUESTS FOR RECONSIDERATION**

# **Sales Reviews**

Farm Forestry Exemptions

# **BUILDING PERMITS**

## Data Integrity Checks

Municipal Requests

**APPEALS**

Severances and Consolidations

# **PROCESS CONTROLS**

MPAC Initiated Reviews



Data Touch Points

Essex County – 52,542

Amherstburg – 5,229

# RESIDENTIAL MARKET TRENDS

	Town of Amherstburg			Essex County		
Property Type	% Change*	\$ Change**	Typical 2016 CVA Value	% Change*	\$ Change**	Typical 2016 CVA Value
Residential	+2.0%			+3.2%		
Single-family Detached	+2.0%	+\$15,000	\$206,000	+3.2%	+\$26,000	\$229,000
Condominium	+2.1%	+\$8,000	\$93,000	+2.3%	+\$13,000	\$158,000
Waterfront	+1.1%	+\$14,000	\$312,000	+2.5%	+\$26,000	\$298,000

These are **preliminary** values as of June 28, 2016

\*the primary **median** % change in assessed value from 2016 – 2017

\*\* change in **median** assessed value between base valuation years 2012 - 2016



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

# QUESTIONS?



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

#### **MISSION STATEMENT:**

<b>Author's Name:</b> Nicole Rubli	<b>Report Date:</b> August 23, 2016
<b>Author's Phone:</b> 519 736-0012 ext. 2251	<b>Date to Council:</b> September 12, 2016
<b>Author's E-mail:</b> nrubli@amherstburg.ca	<b>Resolution #:</b> N/A

**To:** Mayor and Members of Town Council

**Subject:** Essex County ATV Club By-law 2008-53 – Repeal

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#### **1. RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Licensing and Enforcement dated August 23, 2016, regarding Essex County ATV Club By-law 2008-53 - Repeal **BE RECEIVED;** and,
2. By-law 2008-53 and its amending By-law 2010-43 **BE REPEALED.**

#### **2. BACKGROUND:**

On June 12, 2008, the Essex County ATV Club approached the Town regarding the use of a municipal road allowance and municipal lands for all-terrain vehicle use. As a result of that meeting the following motion was passed:

*"That the report by Pamela Malott, dated June 12, 2008 regarding the Essex County ATV Club Use of Municipal Road Allowance be received And further that Council direct the Clerk to prepare a by-law to permit and control the operation of ATVs on highways under the jurisdiction of the Corporation of the Town of Amherstburg for consideration at a future Council meeting."*

At the August 18<sup>th</sup> 2008 meeting, Council passed By-law 2008-53 authorizing the Essex County ATV Club to use select highways in the Town of Amherstburg. This By-law and its amending By-law form appendices to this report.

In 2010, Amherstburg Police requested minor housekeeping amendments to the By-law to allow for proper enforcement of the By-law. By-law 2010-43 was passed on April 12, 2010 amending By-law 2008-53.

By-law 2008-53, as amended, provided the Essex County ATV club with use of a section of Concession 8 between Middle Side road and Texas Road. The Town owns the McGregor Lagoon site located at 9420 Walker Rd. This property stretches from Walker Road straight through to the 8<sup>th</sup> Concession. On the 8<sup>th</sup> Concession, the property is fenced along the road right of way with a gated entrance to the McGregor Lagoons. The gate was left open for the ATV club to access the property and connect to a trail located on the adjoining property to the south, which is owned privately.

### **3. DISCUSSION:**

Administration has recently been approached by residents inquiring about suitable locations to ride ATVs in the Town of Amherstburg. As part of that request administration reviewed applicable legislation and Town By-laws. Through this search administration reviewed By-law 2008-53 and the permissions granted to the Essex County ATV by the Town to use select highways to ride all-terrain vehicles.

Administration contacted the past president of the Essex County ATV Club and was advised that the ATV Club had disbanded a few years ago and at the present time does not exist. A search through the Town's insurance records indicates that proof of insurance has never been provided to the Town as required under section 5 of By-law 2008-53.

Section 3 of By-law 2008-53 states that the ATV Club would pay all associated costs for the use of Town property. A search through the Town's accounts receivable records revealed that administration has never issued invoices to the ATV club and therefore no payments to the Town have been received from the Essex County ATV Club for associated costs.

In June 2014, administration installed new gates and locks at the rear entrance to the McGregor Lagoons. It was discovered that trespassers have been bypassing the gate and cutting through an opening in the fence. The fence has been recently repaired and new 'no-trespassing' signs have been installed. Due to the research for this report, it is known that the Essex County ATV Club had already disbanded at that time of trespass.

Based on the information learned from reviewing the By-law and through communication with the past president of the Essex County ATV Club, administration is recommending that By-law 2008-53 and amending By-law 2010-43 be repealed.

#### **4. RISK ANALYSIS:**

Allowing continued access through the McGregor Lagoon increases the Town's liability to third party injury/death on municipal property. Once an individual has accessed the lagoon property, there are no barriers preventing them from entering any one of three retention ponds. By repealing the existing by-law and maintaining the no-trespass signage the Town mitigates this risk.

#### **5. FINANCIAL MATTERS:**

There are no financial implications associated with this report.

#### **6. CONSULTATIONS:**

Amherstburg Police, the Manager of Environmental Services and the Clerk were consulted on the report and concur with the recommendation.

#### **7. CONCLUSION:**

In order to mitigate the risk of injury or death and considering the Essex County ATV Club no longer exists, administration recommends that By-law 2008-53 and amending By-law 2010-43 be repealed.



---

Nicole Rubli  
**Manager of Licensing and Enforcement**

NR

<b>DEPARTMENTS/OTHERS CONSULTED:</b>
--------------------------------------

Name:

Phone #: 519 ext.

<b>NOTIFICATION :</b>
-----------------------

Name	Address	Email Address	Telephone	FAX

## Report Approval Details

Document Title:	Essex County ATV Club By-law 2008-53-Repeal.docx
Attachments:	- 2008-53 ATV Road Allowance-SIGNED.pdf - 2010-43 Amendment ATV bylaw.pdf
Final Approval Date:	Sep 19, 2016

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



**Mark Galvin - Sep 14, 2016 - 4:03 PM**



**Justin Rousseau - Sep 15, 2016 - 8:58 AM**

  
John Miceli

**John Miceli - Sep 15, 2016 - 11:52 AM**



**Paula Parker - Sep 19, 2016 - 10:58 AM**

**CORPORATION OF THE TOWN OF AMHERSTBURG**

**BY-LAW NUMBER 2008-53**

**BEING A BY-LAW TO PERMIT, REGULATE AND RESTRICT THE OPERATION OF ALL – TERRAIN VEHICLES (ATVs) ON HIGHWAYS UNDER THE JURISDICTION OF THE CORPORATION OF THE TOWN OF AMHERSTBURG**

**WHEREAS THE ESSEX COUNTY ATV CLUB WISHES TO USE SELECT HIGHWAYS IN THE TOWN OF AMHERSTBURG;**

**AND WHEREAS** the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended, and the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended authorizes the Council of a municipality to pass by-laws permitting the operation of All-Terrain Vehicles, hereinafter referred to as ATV(s) on any part or parts of a highway under the jurisdiction of the municipality;

**AND WHEREAS** the Council of the Town of Amherstburg has agreed to permit the use subject to certain conditions;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF AMHERSTBURG HEREBY ENACTS AS FOLLOWS:**

**INTERPRETATION**

1. In this by-law:

**"ATV"** means an "Off Road Vehicle" as defined in the *Off Road Vehicles Act* R.S.O. 1990, as amended;

**"Club"** means the Essex County ATV Club;

**"Municipal Highway"** includes a common and public highway, road, street, avenue, parkway, driveway, square, place bridge, viaduct or trestle designed and intended for, or used by the general public for the passage of vehicles and is under the jurisdiction of the municipality;

**"Highway Traffic Act"** means the *Highway Traffic Act*, R.S.O. 1990, c.H.8, as amended;

**"Police Officer"** means a member of the Amherstburg Police Services

**"Roadway"** means that part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and where a highway includes two or more separate roadways, roadway refers to any one roadway separately and not to all the roadways collectively;

**"Shoulder"** means that portion of the highway lying adjacent to the roadway, where there is no barrier curb, that is improved with granular or paved surface and extends for a maximum width of three metres;

**"Town"** means the Corporation of the Town of Lakshore;

**"Traffic Infraction Notice"** means a Certificate of Offence issued pursuant to Part 1 of the Provincial Offences Act;

**REGULATION AND OPERATION OF ATV'S ON**

**8<sup>th</sup> CONCESSION BETWEEN MIDDLE SIDEROAD AND TEXAS ROAD**

2. The Town agrees to permit the Club to use the highways listed in Schedule "A" of this By-law.
3. The Club shall pay all costs associated with the use.

4. The Club agrees to notify the Amherstburg Police Department with respect to the need for additional Police Officers required for any events and to pay the cost for the additional Police Officers.
5. The Club shall provide the Town on an annual basis with written proof of liability insurance in an amount of not less than \$5,000,000.00 (Five Million Dollars) and shall also include the Municipality as an additional insured.
6. The Club shall insure all ATV riders participating in events are:
  - (a) Formally registered as participants.
  - (b) Meet all of the ATV operational requirements of the relevant Provincial legislation and accompanying Regulations, including but not limited to the Highway Traffic Act.
7. No person shall participate in events unless they have formally registered with the Club prior to the commencement of the said event.
8. No person shall participate in events unless they have met all of the ATV operational requirements of the relevant Provincial Legislation and accompanying Regulations, including but not limited to the Highway Traffic Act.

#### **ENFORCEMENT**

9. Members of the Amherstburg Police Service shall have the duty of enforcing the provisions of this by-law.

#### **EXEMPTION**

10. The provisions of this by-law shall not apply to any municipally owned Fire Department ATVs, Police Department ATVs, or to any ambulance ATV, while the said ATVs are responding to a call, but this exemption shall not excuse a driver of any such ATV from exercising due care.

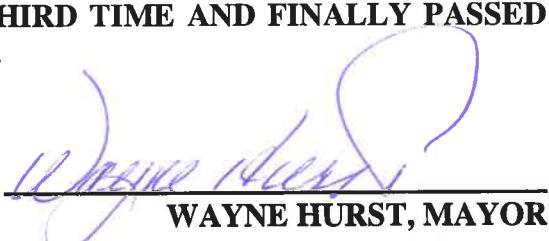
#### **PENALTY**

11. Every person who contravenes any of the provisions of this by-law is guilty of an offence and upon conviction is liable to a penalty as provided in the *Provincial Offences Act* and or the *Highway Traffic Act* exclusive of costs.

#### **SEVERABILITY**

12. Should a court of competent jurisdiction declare any section, clause or provision of this by-law invalid the same shall be deemed to be severable and shall not affect the remainder of this by-law.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 18<sup>TH</sup> DAY OF AUGUST, 2008.**



WAYNE HURST, MAYOR



PAMELA MALOTT, CAO/CLERK

Schedule A



**CORPORATION OF THE TOWN OF AMHERSTBURG  
BY-LAW NUMBER 2010- 43**

A By-law to amend Town of Amherstburg By-law 2008-53  
(By-law to permit, regulate and restrict the operation of  
All-Terrain Vehicles (ATV's) on Highways)

**WHEREAS** on the 18th day of August, 2008, Council of the Corporation of the Town of Amherstburg enacted By-law No. 2008-53 to permit, regulate and restrict the operation of All-Terrain Vehicles (ATV's) on highways under the jurisdiction of the Corporation of the Town of Amherstburg;

**AND WHEREAS** Council of the Corporation of the Town of Amherstburg now deems it expedient to amend certain provisions within By-law No. 2008-53;

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

1. That By-law 2008-53 is hereby amended by removing Section 1 – Town as follows:

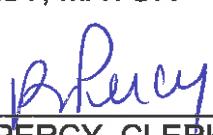
"Town" means the Corporation of the Town of Lakeshore.
2. That By-law 2008-53 is hereby amended by inserting Section 1 - Town as follows:

"Town" means the Corporation of the Town of Amherstburg.
3. That By-law 2008-53 is hereby amended by removing Section 10 as follows:
  10. The provisions of this by-law shall not apply to any municipally owned Fire Department ATVs, Police Department ATVs, or to any ambulance ATV, while the said ATVs are responding to a call, but this exemption shall not excuse a driver of any such ATV from exercising due care.
4. That By-law 2008-53 is hereby amended by inserting Section 10 as follows:
  10. The provisions of this by-law shall not apply to any municipally owned Fire Department ATVs, Police Department ATVs, or to any ambulance ATVs, while in the lawful execution of their duties. This exemption shall not excuse a driver of any such ATV from exercising due care.
5. Said By-law 2008-53 of the Corporation of the Town of Amherstburg as heretofore amended is hereby ratified and confirmed in all respects save and except as amended hereby.

THIS By-law shall come into force and effect upon the final passing thereof.

Read a first, second and third time and finally passed this 12<sup>th</sup> day of April, 2010.

  
WAYNE HURST, MAYOR

  
BRENDA M. PERCY, CLERK



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

#### **MISSION STATEMENT:**

<b>Author's Name:</b> Rebecca Belanger	<b>Report Date:</b> September 13, 2016
<b>Author's Phone:</b> 519 736-5408 ext. 2124	<b>Date to Council:</b> September 26, 2016
<b>Author's E-mail:</b> rbelanger@amherstburg.ca	<b>Resolution #:</b> N/A

**To:** Mayor and Members of Town Council

**Subject:** Zoning By-law Amendment for Meadow View Estates Subdivision,  
Outcome from Statutory Public Meeting

---

#### **1. RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Planning Services dated September 13, 2016, regarding the Zoning By-law Amendment for Part Lot 23, Concession 2, Meadow View Estates, Outcome from the Statutory Public Meeting, **BE RECEIVED**; and,
2. **Zoning By-law 2016-79** being a by-law to amend Zoning By-law No. 1999-52, Meadow View Estates, Amherstburg be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

#### **2. BACKGROUND:**

The Statutory Public Meeting was held at 5:30 p.m. on September 12, 2016 to hear public comments on an application for a Zoning By-law Amendment for Meadow View Estates Subdivision. The application was submitted by Norbert Bolger and Jason Laframboise on behalf of Great Lakes Properties. The subject lands affected by the proposed amendment are described as Part of Lot 23, Concession 2.

The purpose of the Zoning By-law Amendment is to change the Zoning for the subject lands noted above from the “Residential Second Density (R2) Zone” to “Residential Second Density (R2) /Special Provision Residential Second Density (R2-4) Zone”.

The developer has also submitted an application for draft plan of subdivision approval and the public meeting has already been held to consider the proposed subdivision. The rezoning is necessary to facilitate the planning approval process for the draft plan of subdivision which must be in conformity with Zoning By-law 1999-52, as amended.

### **3. DISCUSSION:**

There were public enquiries regarding this rezoning in advance of the public meeting and no one spoke at the public meeting. The record of attendance from the public meeting has been attached to this report. There were questions raised by members of Council which were answered by Planning Administration; there are no outstanding issues regarding the rezoning application.

There were no concerns raised by Town departments or external agencies regarding the proposed Zoning By-law Amendment.

The subject lands are designated Low Density Residential in the Town of Amherstburg Official Plan.

### **4. RISK ANALYSIS:**

The recommendation presents no risk to the municipality.

### **5. FINANCIAL MATTERS:**

The costs associated with the application and planning processes are the responsibility of the developer. The development of single and semi-detached units will provide development charge revenue and new residential tax assessment.

### **6. CONSULTATIONS:**

No further consultation is required to meet the statutory requirements of the Planning Act regarding this Zoning By-law Amendment.

**7. CONCLUSION:**

Administration is recommending that Zoning By-law 2016-79 be approved by Council, given three readings and finally passed and the Mayor and Clerk be authorized to sign same.



---

Rebecca Belanger  
**Manager Planning Services**

af

**DEPARTMENTS/OTHERS CONSULTED:**

Name:  
Phone #: 519 ext.

**NOTIFICATION :**

Name	Address	Email Address	Telephone	FAX

## Report Approval Details

Document Title:	Zoning By-Law Amendment for Meadow View Estates Subdivision - Outcome from Statutory Public Meeting.docx
Attachments:	- 2016-79- ZBA- Meadow View Estates.pdf
Final Approval Date:	Sep 19, 2016

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



**Mark Galvin - Sep 14, 2016 - 4:25 PM**



**Justin Rousseau - Sep 15, 2016 - 9:00 AM**



**John Miceli - Sep 15, 2016 - 11:21 AM**



**Paula Parker - Sep 19, 2016 - 10:33 AM**

**CORPORATION OF THE TOWN AMHERSTBURG**  
**BY-LAW NO. 2016-79**

**By-law to amend Zoning By-law No. 1999-52,  
Meadow View Estates, Amherstburg**

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

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

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

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

1. Section 8(4) of the Town of Amherstburg Zoning By-law 1999-52 is hereby amended by adding subsection (d) as follows:

“(d) R2-4

Notwithstanding the provisions of this By-law to the contrary, within any area zoned R2-4 on Schedule “A” hereto, the following special provisions shall apply:

(i) Zone Requirements

1. Lot Frontage (Minimum)  
a. Semi-detached dwelling                            18m
2. Exterior Side Yard (Minimum)  
a. Semi-detached dwelling                            4m
3. Lot Coverage (Maximum)  
a. Semi-detached dwelling                            60%

All other regulations of the By-law apply.”

2. Schedule “A”, Map 39 of By-law 1999-52, as amended, is hereby amended by changing the zone symbol on those lands shown as “Zone Change from R2 to R2/R2-4”
3. This By-law shall take effect from the date of passage by Council and shall come into force in accordance with Section 34 of the Planning Act, R.S.O. 1990.

Read a first, second and third time and finally passed this 26<sup>th</sup> day of September, 2016.

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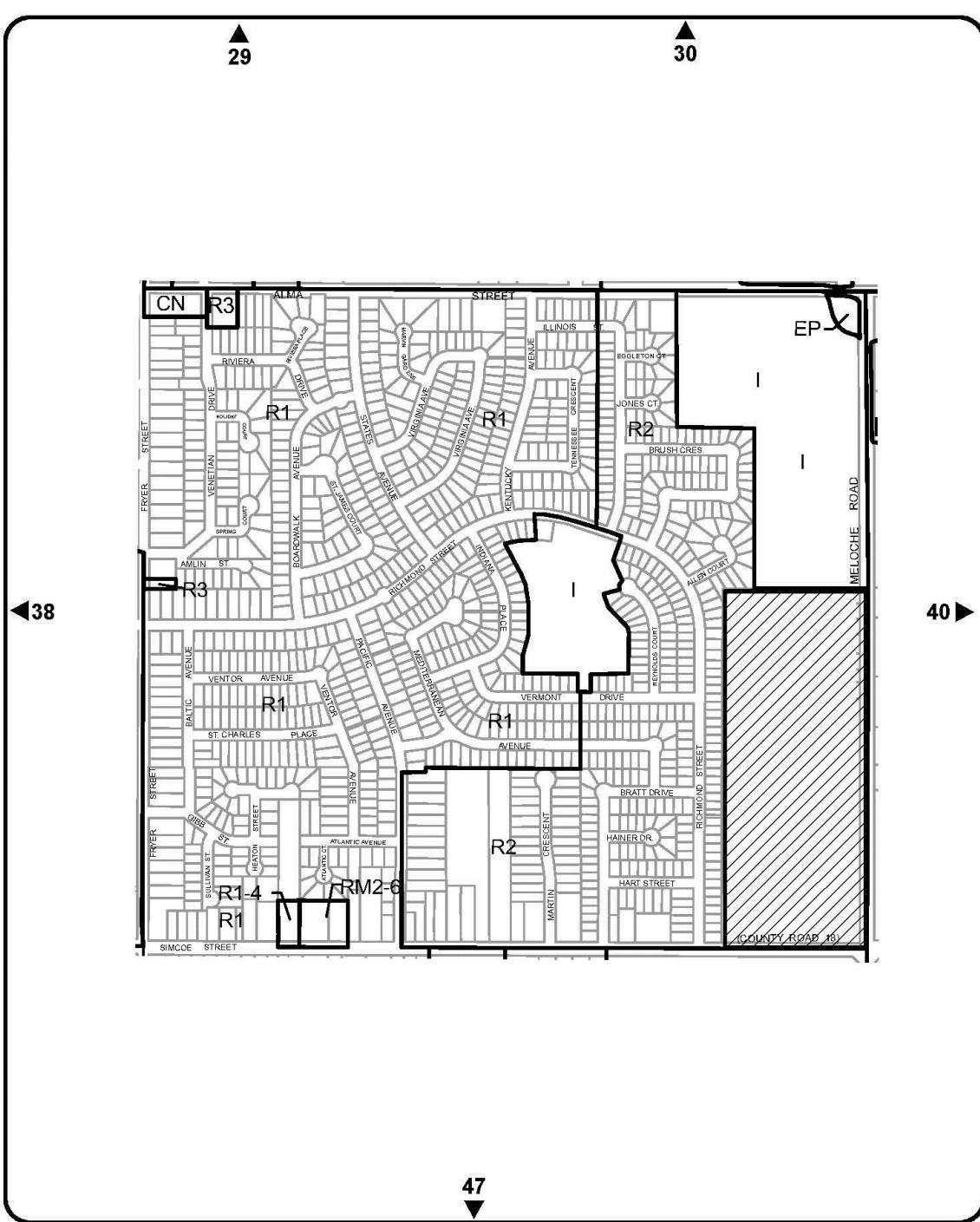
MAYOR- ALDO DICARLO

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CLERK- PAULA PARKER

## **TOWN OF AMHERSTBURG**

SCHEDULE "A" TO BY-LAW NO. 2016-79  
A BY-LAW TO AMEND BY-LAW NO. 1999-52



**SCHEDULE 'A'**  
**MAP 39**

R2 to R2/R2-4

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MAYOR- ALDO DICARLO

---

**CLERK- PAULA PARKER**

**PUBLIC MEETING ATTENDANCE RECORD**

## Zoning By-law Amendment – Meadow View Estates

Personal information on this form is collected under the authority of the Municipal Act, 2011. The information will be used to send you minutes of this meeting, and/or agendas for future meetings/events. Questions about this collection can be directed to Paula Parker, Clerk at 271 Sandwich Street South, Amherstburg, Ontario N9V 2A5, telephone 519-736-0012.



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES

#### ***MISSION STATEMENT:***

<b>Author's Name:</b> Rebecca Belanger	<b>Report Date:</b> September 12, 2016
<b>Author's Phone:</b> 519 736-5408 ext. 2124	<b>Date to Council:</b> September 26, 2016
<b>Author's E-mail:</b> rbelanger@amherstburg.ca	<b>Resolution #:</b> N/A

**To:** Mayor and Members of Town Council

**Subject:** Development Agreement for 580 Middle Sideroad- Pacitti Contracting Company

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#### **1. RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Planning Services dated September 12, 2016, regarding the Development Agreement for 580 Middle Sideroad **BE RECEIVED**;
2. The site plan and development agreement for 580 Middle Sideroad for phase two of the neighbourhood commercial development **BE APPROVED**; and,
3. **By-law 2016-86** being a by-law to authorize the signing of a development agreement be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign the same.

#### **2. BACKGROUND:**

The Town is in receipt of an application for site plan control in accordance with Section 41 of the Planning Act, from Dillon Consulting on behalf of Pacitti Contracting Company. The property is legally described as Part of Lot 19, Concession 1, at the northwest corner of County Road 10 (Middle Sideroad) and Second Concession. The applicant is proposing the development of phase two of a 6145 square foot neighbourhood commercial development located at 580 Middle Sideroad. The proposed structure will have a hip style (cottage) roof construction with brick façade.

### **3. DISCUSSION:**

The property is zoned Special Provision Commercial Neighbourhood/Residential Type 1A (CN-12/R1A) Zone in Zoning By-law 1999-52, as amended. The subject lands which are located at the corner of Middle Sideroad and Concession 2N have 465.5 ft. of frontage with a total area of 4.5 acres. Phase one of the commercial development is subject to a development agreement from 2004 which was amended in 2009. The amendment in 2009 was specific to the stormwater management system. Mr. Pacitti did not commence the construction of his development in 2004 although he had an approved development agreement with the Town.

In 2009, the original stormwater management pipe was replaced with a pond and pumping system outletting to the west side of the railroad tracks to the Ouellette Drain. The system was proposed as an alternative due to the condition of the existing culvert under the railroad tracks. A formal amendment to the development agreement was not recommended at that time due to the minor nature of the issue, and through a Council resolution the amended drawings were appended to the 2004 development agreement validating same.

In May of this year, the owner obtained rezoning to permit a larger commercial gross floor area for each permitted use to allow for a greater flexibility with his future tenants for phase two of the development. The rezoning was consistent with the permitted land use of the site for phase one. The Commercial Neighbourhood Zone will permit a full range of commercial neighbourhood uses such as medical/dental offices, personal service shop, retail store, convenience store, etc.

Administration has reviewed the site plan and offers the following comments regarding its compliance with the Zoning By-law:

The location of the structure on the property complies with the regulations for required yards. There is provision for a total of eighty (80) parking spaces (including 4 barrier free spaces) which exceeds the by-law requirements. One loading space has been provided which complies with the Zoning By-law. The plan also provides for the driveway, parking and loading areas to be asphalted. Catchbasins are shown within the parking area for purposes of storm drainage which will outlet to the existing stormwater management pond. The plan provides for landscaping around the perimeter of the second phase to match the first phase including grassed areas, trees and river rock accents.

The Development Agreement deals with the normal site servicing issues, required approvals from the various Ministries and Agencies and details relative to the site plan.

The following are highlights of the Development Agreement:

- (i) Sections 1 to 7 set out the Schedules and required approvals from the various Ministries and Agencies and exterior wall construction.
- (ii) Sections 8 to 18 address parking and loading areas, minimum number of parking spaces, walkways, damage to curbs and sidewalks, garbage and refuse storage, snow removal and stormwater management.

- (iii) Sections 19 to 44 address lighting, landscaping, legal obligations for completion of the work and inspections, alterations to the plans, interpretation and application of the agreement.

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

#### **4. RISK ANALYSIS:**

The recommendation presents little to no risk to the municipality. The proposed site plan provides further neighbourhood commercial use on the site as supported by the policies in the Town's Official Plan. The Site Plan Control process, regulated by Section 41 of the Planning Act serves to protect the municipality's interest as the agreement will be registered on the title of the property. Section 41 of the Planning Act is applicable law to the Ontario Building Code and a permit cannot be issued until the agreement has been registered.

#### **5. FINANCIAL MATTERS:**

All costs associated with the application are the responsibility of the applicant. Support of commercial land uses promotes stability in commercial assessment base.

#### **6. CONSULTATIONS:**

The Essex Region Conservation Authority was circulated the site plan and provided correspondence which stated that the northern portion of the above noted lands are subject to the Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the *Conservation Authorities Act*, (Ontario Regulation No. 158/06). At time of writing this report, they have not had an opportunity to review the submitted stormwater management reassessment report and related plans. However if it is determined that additional stormwater management measures and/or modifications to the original report are required, the findings of the reassessment will form a component of the ERCA permit approval.

The Accessibility Advisory Committee was circulated the site plan and provided correspondence with stated that consideration should be given to widening the two (2) proposed accessible parking spaces to enable side loading. The proponent proposed eliminating a parking space in front of the building to accommodate widening of the barrier free spaces. The comments from the AAC were sent to Dillon Consulting Ltd. and the changes were made to the site plan removing a typical parking space to widen the barrier free spaces.

**7. CONCLUSION:**

It is recommended that the Development Agreement 580 Middle Sideroad be approved by Council and By-law 2016-86 be adopted by Council as recommended. The agreement will then be sent for registration.



Rebecca Belanger  
**Manager of Planning Services**

af

**DEPARTMENTS/OTHERS CONSULTED:**

**Name:**  
**Phone #: ext.**

**NOTIFICATION :**

Name	Address	Email Address	Telephone	FAX

## **Report Approval Details**

Document Title:	<b>Development Agreement for 580 Middle Sideroad- Pacitti Contracting Company</b>
Attachments:	Development Agreement – 580 Middleside Road – ATTACHMENTS.pdf
Final Approval Date:	Sept. 19, 2016

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



**Mark Galvin – Sept. 14, 2016**



**Justin Rousseau – Sept. 15, 2016**

  
Giancarlo Miceli

**John Miceli – Sept. 15, 2016**



**Paula Parker – Sept. 19, 2016**

**CORPORATION OF THE TOWN OF AMHERSTBURG  
BY-LAW NO. 2016-86**

**By-law to authorize the execution of a Development Agreement between  
Pacitti Contracting Company Incorporated and the Council of  
The Corporation of the Town of Amherstburg  
580 Middle Sideroad, Amherstburg**

---

**WHEREAS** under Section 8 of the Municipal Act 2001, S.O., 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

**AND WHEREAS** under Section 9. (1) (a) and (b) of the Municipal Act 2001, S.O., 2001, c. 25, as amended, Section 8 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

**AND WHEREAS** the Council of The Corporation of the Town of Amherstburg and owners of said property have agreed to the terms and conditions of a Development Agreement in the form annexed hereto;

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

1. THAT By-law 2004-52 is hereby repealed;
2. THAT the Mayor and Clerk be hereby authorized to enter into a Development Agreement between Pacitti Contracting Company Incorporated and the Corporation of the Town of Amherstburg for the development of 580 Middle Sideroad for a commercial development, said agreement affixed hereto;
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 26<sup>th</sup> day of September, 2016.

---

MAYOR – ALDO DICARLO

---

CLERK – PAULA PARKER

**DEVELOPMENT AGREEMENT**

**THIS AGREEMENT** made in quadruplicate this 26<sup>th</sup> day of September, 2016.

BETWEEN:

**PACITTI CONTRACTING COMPANY INC.**

A corporation incorporated pursuant to and subsisting under the laws of the Province of Ontario

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

OF THE FIRST PART;

- and -

**THE CORPORATION OF THE TOWN OF AMHERSTBURG**

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

OF THE SECOND PART;

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

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

**AND WHEREAS** the Pacitti Contracting Company Inc. warrants it is the registered owner of the Lands outlined in Schedule "A";

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

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

**AND WHEREAS** the Owner intends to develop or redevelop the said lands for neighbourhood commercial use in accordance with the Site Plan attached hereto as Schedule "B", and hereinafter referred to as the "**Site Plan**";

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

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises, along with the sum of FIVE (\$5.00) DOLLARS of lawful money of Canada, now paid by each of the Parties hereto to each of the other parties hereto, the receipt and sufficiency of which are hereby acknowledged, the Owner hereby covenants and agrees with the Corporation as follows:

1. The following Schedules attached hereto, are hereby made a part of this Agreement, as fully and to all intents and purposes as though recited in full herein:

Schedule "A" - Legal description of the Development Lands

Schedule "B" - Topographic Survey

Schedule "C" - Phase 2 Build- Out, Existing Development

Schedule "D" - Phase 2 Build- Out, Phase 2, Site Plan including without the generality thereof:

- (a) The location of all buildings and structures to be erected;
  - (b) The location and provision of parking facilities and access driveways, including driveways for emergency vehicles;
  - (c) Walkways and all other means of pedestrian access; and
  - (d) The location and provision for the collection and storage of garbage and other waste materials.
  - (e) The location of grass and landscaped areas.
  - (f) The location of the existing stormwater management pond.
  - (g) The location of the existing and proposed septic tile beds.
- Schedule "E"- Landscape Site Plan (LS);
- Schedule "F"- Building Elevations (A-1 & A-2);
- Schedule "G"- Stormwater Management Plan for Proposed New Development, Dillon Consulting, July 11, 2016
- Schedule "H"- Stormwater Management Plan from the first phase of the development, 2004
- Schedule "I"- Amending Site Plan drawings 2009, including the Site Grading, Storm Sewer and Watermain Layout, Site Plan and Landscape Design, Sheets 1, 2 and E/M
2. The Owner shall be responsible for consulting with and obtaining any necessary approvals from Hydro One regarding any matters that relate to services for the Development Lands to be provided by Hydro One. In addition, the Owner shall be responsible for any costs associated with the reconstruction, relocation or changes to the hydro system resulting from this development.
  3. The Owner shall be responsible for consulting with and obtaining any necessary approvals from Union Gas and Bell Canada regarding any matters that relate to services to be provided by Union Gas and Bell Canada. In addition, the Owner shall be responsible for any costs associated with the reconstruction, relocation or changes to these services resulting from this development.
  4. If any proposed upgrades to the existing utilities within the municipal right-of-way are required, the Owner must provide copies of the plans on any utility work to the Corporation.
  5. The Owner shall be responsible for consulting with and obtaining any necessary approval or permits from the Ministry of the Environment and Climate Change, the County of Essex and/or the Essex Region Conservation Authority (E.R.C.A.).
  6. The Owner shall be responsible for consulting with and obtaining any necessary approvals from the Ministry of Culture, Tourism and Sport.
  7. All of the exterior walls of the building shall be as per the elevation drawings as shown on Schedules "D" hereto.
  8. All parking or loading areas and lanes and driveways shall be paved with concrete, asphalt or other material capable of permitting accessibility under all climatic conditions, as shown on Schedules "C" and "D" and together with

crushed stone or gravel, having a combined depth of at least 15.2 cm and with provisions for drainage facilities.

9. The Owner shall maintain a minimum of parking spaces, as designated on Schedules "C" and "D".
10. All walkways on the said lands, where so designated on Schedule "C" and "D", shall be constructed of concrete, asphalt or other material capable of permitting accessibility under all climatic conditions by the Owner to the satisfaction of the Corporation. To ensure that this development is accessible to persons with disabilities, the Owner acknowledges that all sidewalks, walkways and islands within this development shall be constructed in such a manner as to safely accommodate persons with special mobility needs.
11. If any curbs, sidewalks, boulevards or highway surfaces of the Corporation are damaged during the development by the Owner, such damage shall be repaired or replaced by the Owner.
12. Snow removal from the parking or loading areas and lanes, driveways and walkways shall be the responsibility of the Owner.
13. The Owner shall install, maintain and direct a system for the disposal of storm and surface water as indicated on the Schedules to the satisfaction of the Corporation, so that no such water will flow along the surface from the said lands onto any adjoining lands. The Owner shall provide a stormwater management plan as necessary to the satisfaction of the criteria of the Corporation and the E.R.C.A.
14. The Owner shall retain the services of a duly qualified engineer to finalize a stormwater quality and quantity management plan to determine the effects of increased surface run-off due to the development of the lands described on Schedule "A" attached hereto. In addition, the said plan, shall ensure that the measures shall control any increases in flows in the downstream watercourses, so as to ensure that the capacity of the watercourses can be maintained up to and including 1:100 year storm event. The stormwater management and floodplain management plans shall be submitted to the E.R.C.A. and the Corporation for approval.
15. The Owner shall, at their own expense, install and implement any and all stormwater quality and quantity management measures and floodplain management measures so identified in the said engineering plans which measures must be implemented or installed to the satisfaction of E.R.C.A. and the Corporation. The Owners shall obtain any and all permits necessary from E.R.C.A. prior to the commencement of any construction or site alteration activities on the subject lands, including placement and the grading of fill material.
16. Site drainage shall be provided for the building in locations and according to the specifications prescribed by the approved Site Services Plan and as approved by the Corporation. Site drainage shall be installed contemporaneously with the construction of the building.
17. The Owners shall, at their own expense, prepare a site grading plan and site drainage plan for this development, which plan shall be filed with the Corporation. The final elevations of all buildings, and the final site grades relating thereto shall conform to the site grading and site drainage plan as filed. A Consulting Engineer, an Ontario Land Surveyor or a Certified Engineering Technologist shall certify or declare, upon completion of the construction of the building that the said site grading and site drainage plan has been complied with, and until such time as the said certification or declaration has been received by the Corporation, occupancy of the building on the subject lands shall not be granted.

18. Any garbage or refuse that is stored outside shall be stored in a non-combustible container and maintained so that the garbage or refuse does not blow or fall out of the container.
19. Any and all lighting shall be installed and maintained in accordance with the standards set out in the Town's Development Manual, and, so as to not, in the opinion of the Corporation, interfere with the use or enjoyment of adjacent properties or with the safe flow of traffic on abutting or adjacent streets.
20. The Owner shall landscape and maintain the ground cover acceptable to the Corporation those lands so indicated on Schedules "E". The Owner agrees that the site will be inspected on an annual basis and any deficiencies will require immediate correction in accordance with the approved site plan.
21. The Owner shall provide a lot grading plan for the development detailing the finished grade elevation of the Lands as well as all drainage services, works and facilities required for the proper development of the Lands.
22. The Owner agrees that any Municipal property, including without limiting the generality of the foregoing, curbs, gutters, pavements, sidewalks, or landscaped areas on the public highway and any property belonging to a third party, which are damaged during construction or otherwise, shall be restored to the satisfaction of the Town. The Owner shall keep the subject lands in a state of good repair (including the cutting of weeds) and upon written notice from the Town shall correct deficiencies in the state of repair within ten (10) days thereof.
23. All driveways for emergency vehicles shall:
  - 1) Be connected with a public thoroughfare;
  - 2) Be designed and constructed to support expected loads imposed by firefighting equipment;
  - 3) Be surfaced with concrete, asphalt or other material capable of permitting accessibility under all climatic conditions;
  - 4) Have a clear width of 3 metres at all times;
  - 5) Be located not less than 3 metres and not more than 15.2 metres measured horizontally and at right angles from the face of the building;
  - 6) Have an overhead clearance not less than 4.5 metres;
  - 7) Have a change in gradient of not more than 1 in 12.5 over a minimum distance of 15.2 metres; and
  - 8) Have approved signs displayed to indicate the emergency route.
24. If the Ontario Building Code requires that an architect or professional engineer or both shall be responsible for the field review of any new building or extension provided for in this Agreement, the Owner shall not occupy or use or permit to be occupied or used any said new building or extension until after an architect or professional engineer has given to the Corporation a letter addressed to the Corporation and signed by him certifying that all services on or in the said lands, required for this development or redevelopment, newly installed by the Owner in connection with this development or redevelopment and not contained within a building, have been installed and completed in a manner satisfactory to the architect or professional engineer.
25. The Corporation through its servants, officers and agents including its building inspector, plumbing inspector, fire chief and Director of Engineering and Public Works may from time to time and at any time enter on the Lands to inspect:
  - 1) The progress of development;
  - 2) The state of maintenance as provided for in this Agreement.

26. In the event of any servant, officer or agent of the Corporation determining upon inspection that the development is not proceeding in strict accord with the plans and specifications filed with the Corporation, such servant, officer or agent shall forthwith place a notice requiring all work to be stopped upon the Lands, and shall forward a copy by registered mail to the Owner at his last address as shown by the revised assessment rolls, and the Owner shall forthwith correct the deficiency or deviation.
27. In the event of any servant, officer or agent of the Corporation upon inspection being of the opinion that the state of maintenance is not satisfactory, such servant, officer or agent shall forthwith forward notice of such opinion to the Owner by registered mail at his last address as shown from the revised assessment rolls, and the Owner shall forthwith correct the deficiency or appeal to Council of the Corporation as hereinafter provided.
28. In the event that an Owner should disagree with the opinion of the servant, officer or agent of the Corporation as to the progress of the development or as to the state of maintenance, such Owner shall appear before Council of the Corporation, which after hearing the Owner, shall be permitted to express its position as to whether such progress or maintenance is satisfactory, following which Council of the Corporation shall make a decision, by resolution, as to whether to lift or sustain the prior decision of the Corporation's servant, officer or agent, which shall constitute a final determination of the matter.
29. In the event that an Owner should fail to obey a stop work order issued under Section 26. hereof, the Owner recognizes the right of the Corporation to apply to the Courts for a restraining order.
30. In the event that an Owner should fail to correct a deviation or deficiency after notice pursuant to Sections 26 or 27 or after notice of an opinion, which Council of the Corporation determines is correct under Section 28, the Council of the Corporation may by law direct or default of the matter or thing being done by the Owner, after two (2) weeks notice to it by registered mail at the last shown address of the Owner pursuant to the revised assessment rolls of passage of such by-law, that such matter or thing be done by the Corporation at the expense of the Owner, which expense may be recovered by action or like manner as municipal taxes.
31. In the event of an Owner wishing to change at any time any of the buildings, structures or facilities described in the plans annexed or referred to in Section 1 hereof, it shall make application to Council of the Corporation for approval and shall not proceed with such change until approval is given by such Council, or in default by the Ontario Municipal Board, under the procedure set out in Section 41 of the Planning Act, R.S.O. 1990 herebefore referred to.
32. This Agreement and the provisions thereof do not give to the Owner or any person acquiring any interest in the said lands any rights against the Corporation with respect to the failure of the Owner to perform or fully perform any of its obligations under this Agreement or any negligence of the Owner in its performance of the said obligations.
33. In the event that no construction on the Lands has commenced on or before the expiry of one (1) year from the date of registration of this Agreement, the Corporation may subsequently, at its option, on one month's written notice to the Owner, terminate this Agreement, whereupon the Owner acknowledges that agrees that it will not be able to undertake any development construction on the Lands (or any further development or construction) on the Lands.
34. All facilities and matters required by this Agreement shall be provided and maintained by the Owner at its sole risk and expense to the satisfaction of the

Corporation and in accordance with the standards determined by the Corporation and in default thereof and without limiting other remedies available to the Corporation, the provisions of Section 446 of the Municipal Act shall apply.

35. A financial guarantee (certified cheque or irrevocable letter of credit – self renewing without burden of proof) for FIFTY PERCENT (50%) of the value of on-site improvements of this development, exclusive of buildings and structures, is required to be paid and/or posted with the Corporation, in addition to further financial security in the amount of ONE HUNDRED PERCENT (100%) for all off-site works required as part of this development. The Owner's engineer is required to provide a certified estimate of the cost of the on-site and off-site work for consideration by the Town's Director of Engineering and Infrastructure for his/her approval, with any decision by the Town's Director of Engineering and Infrastructure in this regard to be final and binding upon the Owner . Once the Town has inspected and approved the construction of the on-site and off-site works, the Owner will be required to provide security for a ONE (1) year maintenance period in the amount of FIFTEEN PERCENT (15%) of the cost of on-site and off-site improvements.
36. This Agreement shall be registered against the land to which it applies, at the expense of the Owner, and the Corporation shall be entitled, subject to the provisions of the Registry Act and the Land Titles Act, to enforce its provisions against the Owner named herein and any and all subsequent owners of the lands.
37. This Agreement shall ensure to the benefit of and be binding upon the Parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.
38. This Agreement shall be governed by, and interpreted according to, the laws of the Province of Ontario and the laws of Canada applicable therein, and shall be treated in all respects as an Ontario Contract.
39. If any provision or part thereof of this Agreement be illegal or unenforceable, it or they shall be considered separate and severable from the Agreement, and the remaining provisions of the Agreement shall remain in force and effect and shall be binding upon the Parties hereto as though the said provision or part thereof had never been including in this Agreement.
40. The division of this Agreement into Articles, sections and subsections and the insertion of headings are for convenience of reference only and shall not effect the construction or interpretation hereof.
41. This Agreement may be executed in several counterparts, each of which when so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument and shall be effective as of the date set out above.
42. Words importing the singular number include the plural and vice versa; words importing the masculine gender include the feminine and neutral genders.
43. Schedules and other documents attached or referred to in this Agreement are an integral part of this Agreement, and are hereby incorporated into this Agreement by reference.
44. This Agreement constitutes the entire agreement among the Parties and except as herein stated and in the instruments and documents to be executed and delivered pursuant hereto, contains all of the representations and warranties of the respective Parties. There are no oral representations or warranties among the Parties of any kind. This Agreement may not be amended or modified in any respect except by written instrument signed by both Parties.

**IN WITNESS WHEREOF** the Owner and the Corporation (the latter under the hands and seals of its officers duly authorized in this regard), have executed this Agreement as of the date first above written.

**OWNER:** **PACITTI CONTRACTING COMPANY INC**

Per Aldo Pacitti

*I have authority to bind the Corporation*

**THE CORPORATION OF THE  
TOWN OF AMHERSTBURG**

Per Aldo DiCarlo, Mayor

Per Paula Parker, Clerk

*We have authority to bind the Corporation*

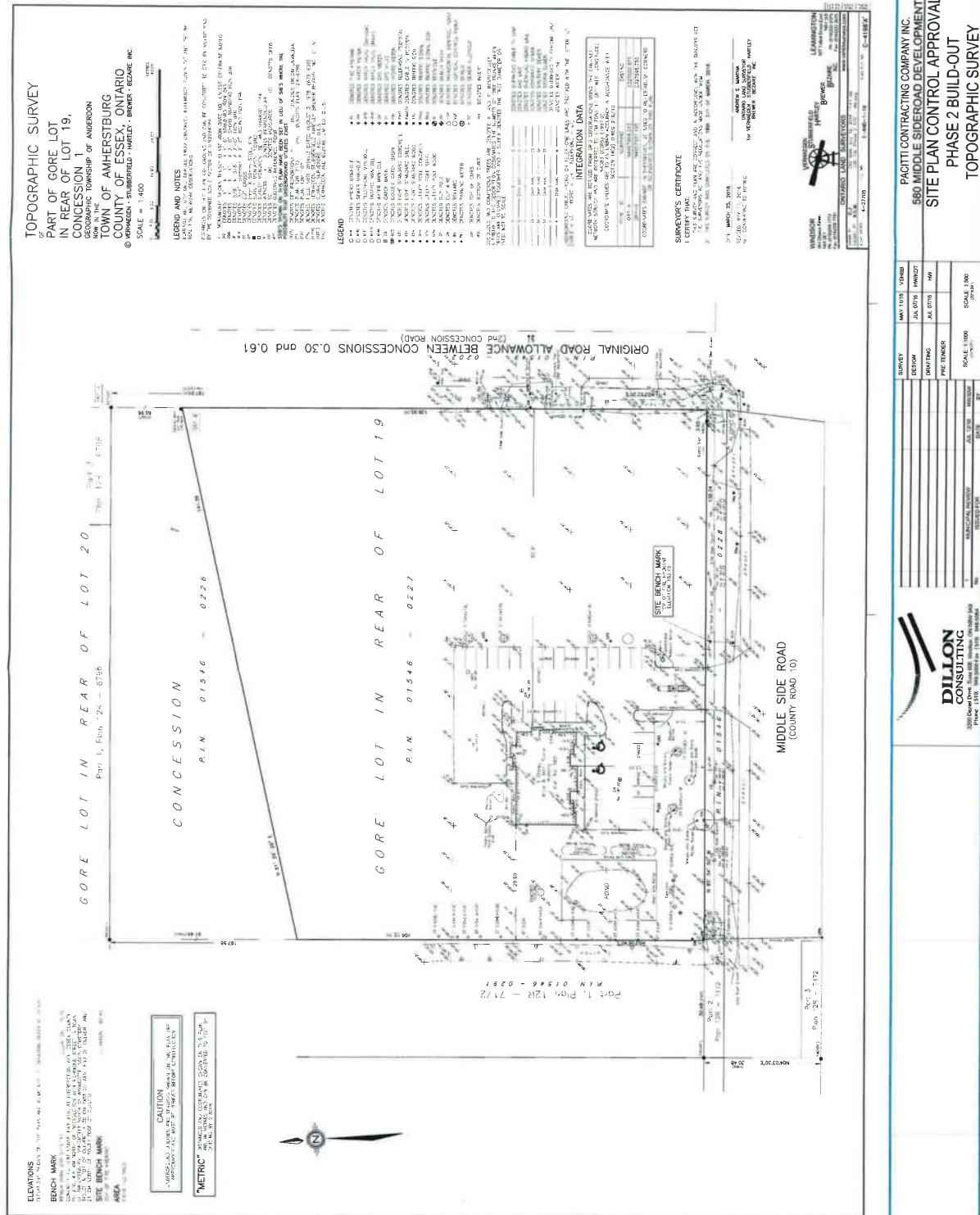
Authorized and approved by By-law No.  
2016-86 enacted the 26<sup>th</sup> day of  
September, 2016.

**SCHEDULE "A"**

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

Part of Gore Lot, in the Rear of Lot 19, Concession 1,  
Town of Amherstburg, County of Essex, Province of Ontario  
P.I.N. 01546-0226 and 01546-0227

DRAFT



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# SPC-6-16



SITE STATISTICS:

TOTAL SITE AREA

= 16,789 m<sup>2</sup> (180,719 ft<sup>2</sup>)

BUILDING FOOTPRINT

= 377 m<sup>2</sup> (4,060 ft<sup>2</sup>)

LOT COVERAGE (%)

= 2.25%

PARKING REQUIREMENTS

Number of spaces required based on calculated usage for the major purpose or uses of the development. This calculation does not consider the number of spaces required for minor purposes. Each space is to be developed separately.

NOTES:  
1. PROVIDED  
2. CALCULATED  
3. APPROXIMATE SURFACE AREA

SPACES PROVIDED

= 40

ACCESSIBLE SPACES REQUIRED

= 1

ACCESSIBLE SPACES PROVIDED

= 2

ASPHALT PARKING AREA

= 1,855 m<sup>2</sup> (19,757 ft<sup>2</sup>)

CONCRETE SIDEWALK AREA

= 186 m<sup>2</sup> (2,002 ft<sup>2</sup>)

LANDSCAPING AREA

= 13,949 m<sup>2</sup> (150,600 ft<sup>2</sup>)

CURBING LENGTH

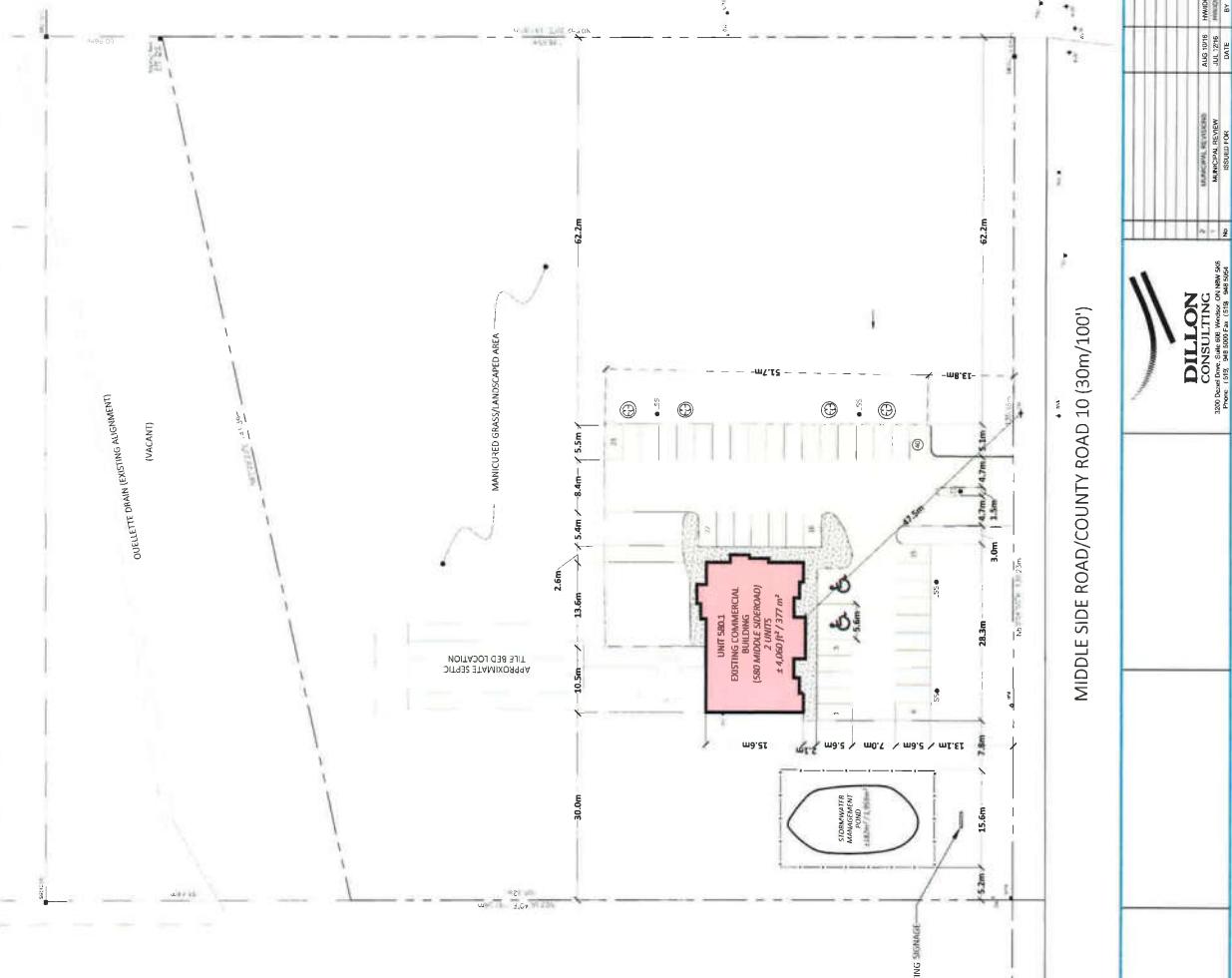
= 180 m (591 ft)

NOTES:  
EXISTING PARKING SPACE MINIMUM SIZE:  
PHASE 1: 1.6 m x 5.5 m  
EXISTING ACCESSIBLE SPACE SIZE:  
PHASE 1: 1.5 m x 5.5 m  
EXISTING COLLECTOR ANGLE MINIMUM WIDTH:  
PHASE 1: 1.70 m  
ALL MUNICIPAL RIGHT OF WAYS OWN ARE 20m WIDE (66')

LEGEND

- EXISTING PHASE 1 BUILDING
- ACCESSIBLE PARKING SPACE
- ASPHALT PAVEMENT
- CONCRETE SIDEWALK
- EXISTING PLANTING
- EXISTING FENCE
- SSS

## 2ND CONCESSION ROAD NORTH (20m/66')



SCHEDULE "C" TO BY-LAW 2016-86  
PACITI CONTRACTING COMPANY INC.

Aldo Pacitti

TOWN OF AMHERSTBURG

Mayor - Aldo Dicarlo

Clerk - Paula Parker

SOURCE PLAN OF SURVEY C-4198A - VSHBB (2016)		PACITI CONTRACTING COMPANY INC. 580 MIDDLE SIDEROAD DEVELOPMENT SITE PLAN CONTROL APPROVAL PHASE 2 BUILD-OUT EXISTING DEVELOPMENT	
PRODUCT/NO	15-201-2000	Sheet No	2
DATE	SEP 10, 2016	DATE	SEP 10, 2016
SCALE	1:1250	SCALE	1:1250
DRAGNET	AK-00716-HANCO	DRAGNET	AK-00716-HW
PRE-CHECKER		PRE-CHECKER	
MAP/DOCS	MAP/DOCS	MAP/DOCS	MAP/DOCS
REVISION	REV-A	REVISION	REV-A
STATUS	STATUS	STATUS	STATUS



**PLANT LIST**

GLOBAL BUSINESS NAME	COMMON NAME	QTY	SIZE	COND.	SPACING
DECIDUOUS TREES					
LT	Liriodendron tulipifera	2	50mm cal. 50mm cal. 50mm cal.	WB WB WB	AS SHOWN (APPROX. 10-11m) (APPROX. 10-11m) (APPROX. 10-11m)
QT	Quercus rubra	6	1.0m ac		
PC	Prunus cerasifera				
SUBURB AND DECORATIVE GRASSES					
TC	Rhus aromatica "Gro-Low"	7	60cm ht.	3' grid	
CC	Calamagrostis ochroleuca "Kewer Grass"	43	pat.	2' grid	

**PLANTING NOTES:**

1. THE CONTRACTOR SHALL SUPPLY ALL MATERIALS IN QUANTITIES SUFFICIENT TO COMPLETE THE WORK DRAWN ON THESE DRAWINGS AND THOSE REQUIRED BY THE DRAWINGS, SHALIAS, AND REPORTED TO THE CONTRACTOR ADMINISTRATOR FOR DIRECTION NO. PLANNING, MATERIALS, AUTHORIZED LANDSCAPE ARCHITECT, OR CONTRACTOR ADMINISTRATOR IN WRITING.
2. ALL WORK AND PLANT MATERIALS ARE TO BE GUARANTEED BY THE CONTRACTOR FOR A MINIMUM OF TWO (2) FULL GROWING SEASON AT THE TIME OF PLANTING. THE CONTRACTOR IS RESPONSIBLE FOR REMOVING ANY PLANT MATERIALS WHICH FAIL TO GROW AND FOR REPLACEMENTS OR PROVIDED PLANT REPLACEMENTS.
3. ALL PLANT INSTALLATION MATERIALS SUCH AS STAKES AND TIE-UPS MUST BE BUDGESSABLE; THEY SHOULD BE SUITABLY STRONG ENOUGH TO PROVIDE SUPPORT AGAINST SNOW/WIND IN EXPOSED SPOTS, AND EROSION FOR TWO (2) FULL GROWING SEASONS.
4. CALIPER TREE TO BE SPACED APPROXIMATELY 8' C/C.
5. SHRUBS TO BE SPACED 1M. O/C UNLESS OTHERWISE NOTED ON THE PLANTING LIST. SHRUBS OF THE SAME SPECIES SHOULD BE SPACED IN CLUSTERS OR SPACED INDIVIDUALLY.
6. PRODUCE A MICROBENZINE (UNION-BASED CARBON PLANT) AT THE TIME OF PLANTING. MYKE PRO IS AVAILABLE FROM:

Premier Tech  
1 Premier Avenue  
Rivière-du-Loup, Québec G5R 6C1  
(800) 605-6926 [www.usermyke.com](http://www.usermyke.com)

**LEGEND**

**SHRUB AND DECORATIVE GRASS PLANTING DETAIL**

**2nd CONCESSION ROAD**

**MIDDLE SIDE ROAD (COUNTY ROAD 10)**

**Conditions of Use**

Verbal discussions and extensions can be made at the discretion of Dillon Consulting Limited.  
Report and documents to Dillon Consulting Limited.  
Do not modify drawings in any way, or alter them for purposes other than written permission from Dillon Consulting Limited.

**SCHEDULE "E" TO BY-LAW 2016-86**

**PACITTI CONTRACTING COMPANY INC.**

**TOWN OF AMHERSTBURG**

**Aldo Pacitti**

**Mayor - Aldo DiCarlo**

**Clerk - Paula Parker**

**LANDSCAPE SITE PLAN**

PLAN	PACITTI CONTRACTING COMPANY INC.	PACITTI COMPANY INC.	Pacitti Commercial Site Development Phase 2	Phase 2	15/2016/0000
1230	DILLON CONSULTING				SET OUT
					APRIL 2016
					JULY 2016
					AS SHOWN

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**PACITTI**  
CONTRACTING COMPANY INC.

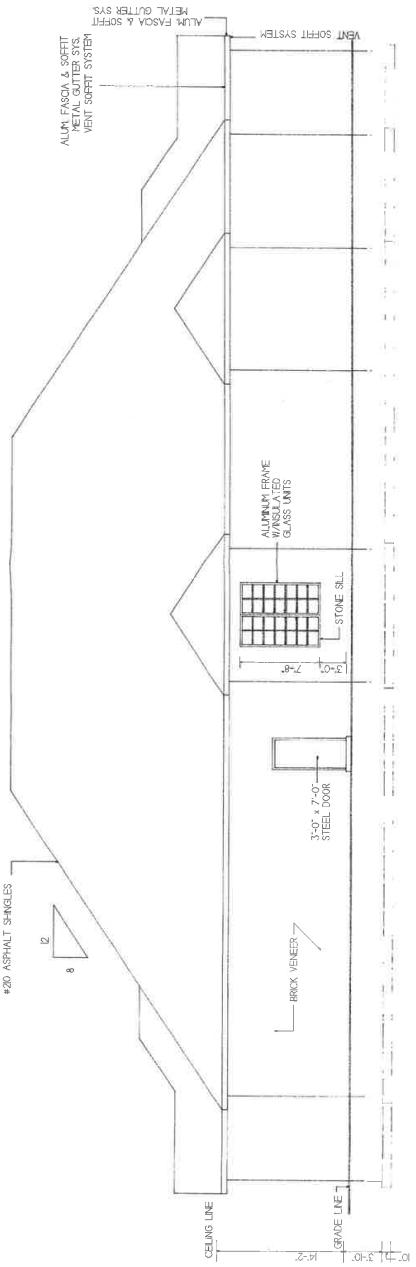
DETAIL LEGEND  
 Detail sketch  
 Location view  
 Digital sheet

REVISIONS - DRAWING ISSUE  
 DATE ISSUED FOR

DRAWN BY: A. P.  
 CHECKED BY:  
 PREP. BY: A. P.  
 PROJECT NUMBER: PAC16-001

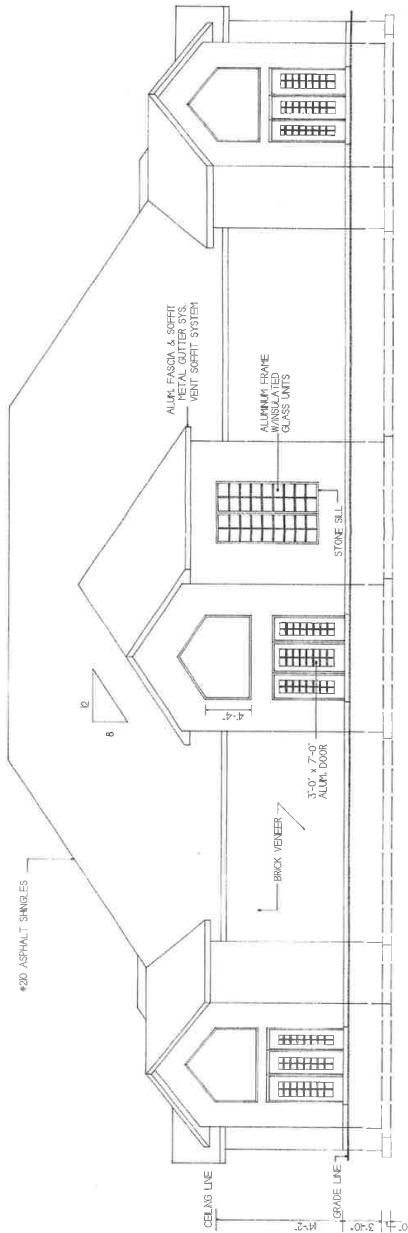
DATE: MARCH 1, 2016  
 PROJECT TITLE: COMMERCIAL 6000 SQ. FT.  
 SCALE: AS NOTED  
 DRAWING TITLE: ELEVATIONS  
 DRAWING NUMBER:

A-1



NORTH ELEVATION

SCALE: 3/16" = 1'-0"



SOUTH ELEVATION

SCHEDULE "F" TO BY-LAW 2016-86  
 PACITTI CONTRACTING COMPANY INC.

Aldo Pacitti \_\_\_\_\_

TOWN OF AMHERSTBURG \_\_\_\_\_

Mayor- Aldo DiCarlo \_\_\_\_\_

Clerk- Paula Parker \_\_\_\_\_

**PACITI**  
CONTRACTING COMPANY INC.

**DETAIL LEGEND**



**REVISIONS - DRAWING ISSUE**

DATE ISSUED FOR

DRAWN BY:  
**A.P.**

CHECKED BY:

PREP. BY:  
**A. P.**

PROJECT NUMBER:

**PAC16-001**

DATE:  
**MARCH 1, 2016**

PROJECT TITLE:  
**COMMERCIAL  
6000 SQ. FT.**

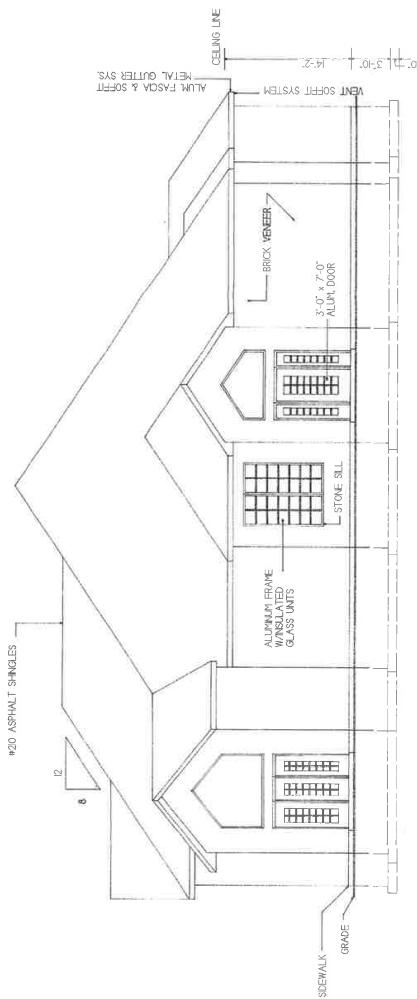
SCALE:  
**AS NOTED**

DRAWING TITLE:

**ELEVATIONS**

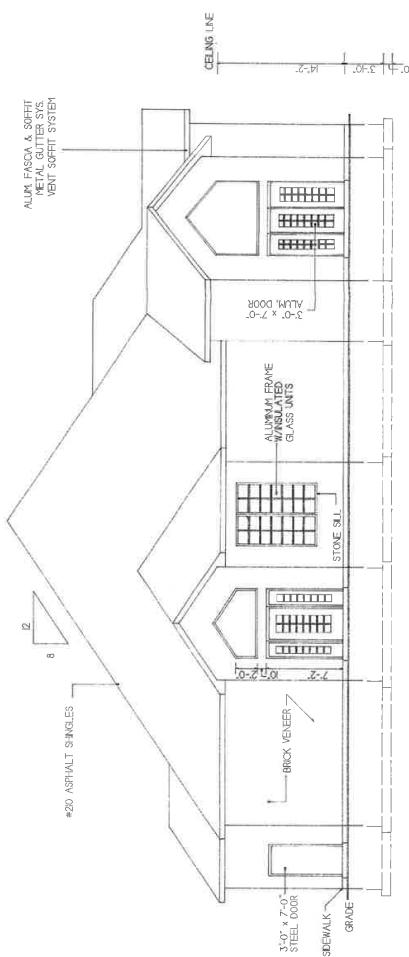
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**A - 2**



**EAST ELEVATION**

SCALE: 3/16" = 1'-0"



**WEST ELEVATION**

# MEMO

**TO:** John Henderson, P. Eng. - Essex Region Conservation Authority  
 Todd Hewitt, C.E.T. - Town of Amherstburg

**FROM:** Ian Wilson, P. Eng. - Dillon Consulting Limited

**cc:** Rebecca Belanger, Manager of Planning Services – Town of Amherstburg

**DATE:** July 11, 2016

**SUBJECT:** 580 Middle Sideroad – Stormwater Management Plan for Proposed New Development

**OUR FILE:** 15-2001-2000

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Aldo Pacitti

TOWN OF AMHERSTBURG

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Mayor- Aldo DiCarlo

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Clerk- Paula Parker

Dillon Consulting Limited (Dillon) was retained by Pacitti Contracting Company Inc. (Pacitti) to provide professional services for a Site Plan Approval (SPA) application and site servicing for the proposed development at 580 Middle Sideroad (County Road 10), Amherstburg, Ontario (the site). Refer to **Figure 1** for a site location map. This memo summarizes the proposed stormwater management (SWM) design criteria, SWM assessment methodology/tools, and proposed SWM mitigation strategy for the site.

This memo will be submitted to the Essex Region Conservation Authority (ERCA) in support of the site's development permit and to the Town of Amherstburg (Town) in support of the site's SPA application.

## 1. Site History and Background

The subject property (580 Middle Sideroad) is currently zoned Commercial Neighbourhood type 11 (CN-11) and has a total site area of approximately 1.68 ha, where the western region is currently developed. The existing development on the property includes a single commercial building with parking lot and quantity control SWM pond. The remainder of the site is currently covered with manicured/mowed grass.

The existing quantity control pond was sized for zero release to accommodate runoff from the upstream development. However, the pond is currently pumped under the Essex Terminal Railway to the west of the site at nominal rate of approximately 4 l/s. There are currently no stormwater runoff quality control treatment solutions implemented on-site. The Essex County Soils Survey characterizes the soils on-site as Perth Clay Loam with slow drainage and a Hydrologic Soil Group (HSG) type of C.

On April 11, 2016, the *Ouellette Drain East Town of Amherstburg Drainage Report* by Stantec Consulting Limited dated August 22, 2014 was approved by the Town's Council. This Drainage Report confirmed that the site is within the Ouellette Drain East Watershed and is permitted to discharge to the same.

On May 6<sup>th</sup>, 2016 a meeting was held with the Town's Planning Services, the Town's Engineering Operations, and ERCA's Watershed Management Services where input was provided on the preliminary site plan. On June 29<sup>th</sup>, 2016 a meeting was held with the Ouellette Drain East's Drainage Engineer (Don Joudrey) who confirmed the proposed Drain inverts on the site will be lowered 0.35 m to accommodate positive drainage for the site's runoff. Correspondence and minutes are included in Appendix A.

## **2. Stormwater Management Assessment Tools and Methodology**

The AutoDesk Storm and Sanitary Analysis 2014 (SSA) software was the hydrologic and hydraulic modelling tool utilized to estimate the site's characteristics under proposed conditions. The Rational Method was utilized to assess the allowable release rate. SSA is a comprehensive modelling package for analyzing and designing urban drainage systems and stormwater sewers which incorporates codes from various sources including USEPA SWM 5. In the SSA assessment, the hydrologic method considered was EPA SWMM SCS CN with hydrodynamic hydraulic link routing.

Data for the return period design storms were obtained from Environment Canada's Short Duration Rainfall Intensity-Duration-Frequency Data (Environment Canada, February 9, 2012) for the Windsor A Station (6139525). The design events were modelled as 24 hour events with a SCS type II distribution.

## **3. Design Criteria**

In discussions with the ERCA and the Town it was confirmed that the allowable release rate for the site should follow the recommendations outlined in the *Ouellette Drain East Town of Amherstburg Drainage Report* (August 22, 2014). The Report's Drainage Engineer confirmed that the allowable release rate for the site shall be per a Rational Method "C" value of 0.60 under a 5 year storm event. **Appendix A** includes correspondence with the Drainage Engineer and meeting minutes with the Town and ERCA.

The total site area is approximately 1.68 ha, however, the existing and proposed development are within a smaller envelope of approximately 0.65 ha. The remainder of the site approximately 1.02 ha will remain as grassed lands and will continue to drain to the existing road side ditch on Middle Sideroad, the road side ditch on 2<sup>nd</sup> Concession Road, and to the Ouellette Drain East. Refer to **Figure 2** for a catchment map delineating the area of the site to have restricted runoff. The allowable release rate was estimated using the Rational Method and SSA was also used for a check as outlined in **Table 1**.

**Table 1: Estimates of Allowable Release Rate**

<u>Rational Method</u>		<u>SSA</u>	
Parameter	Value	Parameter	Value
Area	0.65 ha	Area	0.65 ha
Time of Concentration	10 min	Average Slope	0.5%
C Value	0.60	Percent Impervious*	57%
Peak Flow	120 l/s	Peak Flow	110 l/s

\*Note: Percent impervious was estimated by converting the C value using the following formula:

$$\%IMP = \frac{C-0.02}{0.7}$$

The peak flow estimates from both methods produced similar results, but **120 l/s shall be utilized as the maximum allowable peak flow**, per the design requirements from the Town and ERCA.

ERCA confirmed that a **normal level of quality protection (70% TSS removal) shall be provided for the entire site** including the lands that have already been developed.

In regards to flood protection, **the lowest openings on all buildings shall be a minimum of 0.30 m above the highest estimated 100 year water level**.

#### **4. Proposed Ultimate Conditions – Summary SWM of Improvements**

The proposed SWM improvements for the site include the installation of new catch basins, new storm storms, and a new storm service connection to provide drainage for the proposed new building and parking lot expansion in the eastern region of the site.

A new water quality treatment unit is proposed downstream of the existing v-bottom pond. The pond outlet, currently pumped, shall be replaced with a new gravity outlet to the Ouellette Drain East. The existing pump and forcemain shall be abandoned. Refer to the attached drawings (Sheet 1) to see proposed ultimate conditions improvements.

#### **5. Proposed Temporary Conditions – Summary SWM of Improvements**

With the site owner's preferred completion date for construction being September, 2016; it is likely that the proposed drainage improvements to the Ouellette Drain East may not be completed prior to this date. To provide gravity drainage to the site the most significant improvement would be the new open drain to the east of the 2<sup>nd</sup> Concession Road. If the open drain is not completed by this time temporary SWM measures would be required on-site.

The proposed temporary conditions are recommended **until the Ouellette Drain East improvements east of 2<sup>nd</sup> Concession Road (i.e. the open drain sections) are completed**. Temporary conditions are presented in the attached drawings, refer to Sheet 2. It is anticipated that temporary conditions will only be required for a period less than one year. ERCA provided comments on the stormwater servicing requirements for the site's temporary conditions, refer to **Appendix A**.

In general, the temporary conditions SWM improvements will be the same as ultimate conditions except that the existing pump station will be utilized as the site's outlet and a temporary second storage pond to the north of the proposed development will be constructed by berming the existing downslope approximately 0.8 m above grade and cutting approximately 0.9m below grade. The temporary berm is proposed with a 3:1 side slope and shall be outside the existing floodplain. The hydraulic connection between the existing pond and proposed temporary pond will be provided by constructing a portion of the ultimate conditions gravity outlet.

#### **6. Proposed Ultimate Conditions – Quantity Control**

The proposed conditions model was developed to simulate the hydrologic and hydraulic characteristics of the site, including the potential backwater impact anticipated in the improved Ouellette Drain East.

The hydrologic elements (catchment areas) of the model included the catchments upstream of the site's storm sewer network, the catchment draining to the pond, and upstream areas outletting to the Ouellette Drain East. The catchments parameters are summarized in **Table 2**. The properties for catchment areas external to the site were approximated with aerial images provided by ESRI base mapping and Government of Canada - Canadian Digital Elevation Data (CDED) downloaded from GeoGratis.

**Table 2: Summary of Proposed Conditions Catchments**

	Catchment ID	Area (Ha)	Average Slope (%)	Percent Impervious (%)	Equivalent Width (m)
Areas Upstream of SWM Pond	PR_N	0.08	0.5	100	15
	PR_SE	0.12	0.5	100	25
	PR_SW	0.03	0.5	100	15
	EX_N	0.07	0.5	100	20
	EX_C	0.13	0.5	100	20
	EX_S	0.09	0.5	55	30
	EX_P	0.13	0.14	15	30
External Areas	EXT_1	3.02	0.14	35	60
	EXT_2	20.98	0.14	35	115

The hydraulic elements of the model included existing and proposed storm sewers, the existing pond, the proposed new gravity outlet from the pond, and the outlet drain approximately 260 m downstream of the site. The modelled portion of the proposed Ouellette Drain East improvements included the 600 mm diameter sewer drain downstream of the site, the 900 mm diameter culvert proposed to cross under 2<sup>nd</sup> Concession Road, and 80 m of open ditch downstream of the culvert. **Figure 3** provides a schematic of the proposed conditions model complete with catchments and hydraulic links.

A summary of the estimated hydrologic and hydraulic ultimate conditions for the proposed improvements are summarized in **Table 3**. The lowest top of bank of the existing pond is approximately 181.15 m.

**Table 3: Summary of Estimated Hydraulic Ultimate Conditions**

Design Storm	Peak Inflow to Pond (l/s)	Peak WSEL in Existing Pond (m)	Peak Storage in Existing Pond (m <sup>3</sup> )	Peak Outflow from Ex. Pond (l/s)	Peak WSEL in Drain D/S of Pond Outlet (m)
2 Year	90	179.63	20	60	179.20
5 Year	110	179.85	40	70	179.39
100 Year	215	180.62	130	85	180.31

Note: WSEL- indicates water surface elevation

From the findings outlined in the above **Table 3** the proposed ultimate conditions SWM solution provides adequate quantity control. The estimated 100 year peak flow from the site is 85 l/s which is less than the allowable release rate of 120 l/s. A freeboard greater 0.30 m is provided from the pond's top of bank to the estimated 100 year high water level.

## **7. Proposed Temporary Conditions – Quantity Control**

The ultimate conditions SSA model was altered to reflect the proposed temporary conditions on-site. The alterations to the model included:

- removing the downstream Ouellette Drain East hydraulic links and associated external drainage areas;
- providing a pump type outflow control from the existing pond (limited to 4 l/s);
- providing a hydraulic connection from the existing pond to the temporary pond via the ultimate conditions 300 mm diameter outlet sewer; and
- providing a catchment to account for the additional upstream drainage area that would outlet to the temporary pond (approximately 0.14 ha).

**Table 4: Summary of Estimated Hydraulic Temporary Conditions**

Design Storm	Peak Inflow to Ex. Pond (l/s)	Peak WSEL in Existing Pond (m)	Peak WSEL in Temp. Pond (m)	Combined Peak Storage in Ex. & Temp. Pond (m <sup>3</sup> )	Peak Outflow from Pump Station (l/s)
2 Year	85	179.89	179.89	145	3.8
5 Year	110	180.12	180.12	210	3.8
100 Year	220	180.69	180.69	420	4.0

Note: WSEL- indicates water surface elevation

From the findings outlined in the above, in **Table 4**, the proposed ultimate conditions SWM solution provides adequate quantity control. The estimated 100 year peak WSEL in the site's ponds are 180.69 m which provides a freeboard greater 0.30 m in both the existing pond and proposed temporary pond.

## **8. Proposed Conditions – Quality Control**

The quality control objective for the proposed development was noted to be a normal level of treatment (70% TSS removal) per the MOECC Stormwater Management Planning and Design Manual (2003). It is recommended that an ADS Water Quality Treatment Unit, 3612WQ, be installed as outlined in the attached Drawings. Supplier information including recommended unit sizing and unit operation is provided in **Appendix D**.

## **9. Proposed Conditions – Flood Protection and Management**

The finished floor elevations of the existing building is approximately **181.74 m** and the finished floor of the proposed new building is **182.10 m**. The lowest openings on these structures will be at or above these respective elevations. The following summarizes the estimated 100 year water surface elevations for the site's ultimate and temporary conditions:

- Ultimate Conditions under the 100 Year Event:
  - Existing Pond – 180.62 m
  - Ouellette Drain East (most upstream end site adjacent) – 180.33 m
  - Maximum Hydraulic Grade Line; site's storm sewer – 180.86 m
- Temporary Conditions under the 100 Year Event:
  - Existing Pond – 180.69 m
  - Temporary Pond – 180.69 m
  - Maximum Hydraulic Grade Line; site's storm sewer – 180.89 m

Under normal operations the existing pond will discharge through the proposed gravity outlet structure. However, under extreme conditions the gravity outlet system may become clogged, restricted, etc.; therefore an overflow spillway is provided to convey flow north of the site to catchbasin directly connected to the Ouellette Drain East.

## **10. Operational Maintenance of Stormwater Infrastructure**

Proper maintenance is fundamental to insuring the proposed stormwater solutions operate as intended. Routine inspections of the condition of the catch basins, manholes, pond, treatment unit, pond outfall, and site grounds should be undertaken. The following summarizes the recommended maintenance procedures for the site.

### Storm Sewers, Catch Basins and Manholes

Within the first two years of operation, the system should be inspected after major rainfall events and at a minimum of four times per year. After the first two years, inspections should be completed annually and include a visual check for standing water or build-up of debris in the catch basins /manholes:

- If sediment accumulation is observed in catch basins/manholes then maintenance will include removal of sediment with a vacuum truck.
- If there is an observed blockage in the sewer then a flushing and a video inspection may be required.

### Pond

Within the first two years of operation, this system should be inspected after major rainfall events and at a minimum of four times per year. After the first two years, inspections should be completed annually with a visual check. The inspection could consider the following:

- Is the pond level higher than the normal permanent pool more than 24 hours after the storm? This could indicate an issue with the pond outlet.
- Is there an oily sheen on the water near the inlet or outlet; is the water frothy; or is there an unusual colour to the water? This may indicate the occurrence of oil and the need for cleanup.

Overgrown vegetation at the outfall of the pond should be cleared on an as-required basis to facilitate discharge from the site.

### ADS Water Quality Treatment Unit

The manufacturer's recommendations for operations, maintenance and cleaning should be followed as outlined **Appendix D**. The maintenance interval will vary depending on the sediment loading to the unit.

## **11. Erosion and Sediment Control – Construction Period Measures**

To minimize the potential for impairment of the quality of receiving waters during construction, an erosion abatement control plan will be implemented prior to and during construction. The plan will consist of the following:

- Silt fencing will be installed at the toe of the proposed stockpiles to intercept suspended solids carried by overland flow and to prevent the runoff from directly entering existing watercourses;
- Straw bale barriers will be installed in existing swales, drains, or at critical downstream flow points to intercept suspended solids carried by overland flow and to prevent the runoff from directly entering existing watercourses;
- Topsoil will be stripped only from areas necessary for new construction; and
- Appropriate grading techniques will be used to prevent increased runoff potential and maintain positive drainage.

A comprehensive erosion and sediment control plan will be developed by the site's contractor, which will be implemented prior to construction.

## **12. Discussion and Closure**

The proposed stormwater solutions for the site considered quantity control requirements, water quality treatment, and flood protection.

The site's land owner intends to have the site's new building completed by September 2016; however it is unlikely the proposed improvements to the Ouellette Drain East will be completed by this time. Therefore a potential temporary condition's stormwater solution was also presented in this memo. Under ultimate conditions a gravity outlet will be provided to relieve the site's stormwater runoff; where runoff from all storms up to and including the 100 year event will be restricted to the allowable release rate or a lesser flow rate.

To provide a normal level of water quality protection it is recommended an ADS Water Quality Treatment Unit be installed.

All finish floor elevations and lowest openings will all be at least 0.30 m above the estimated 100 year WSEL summarized in this memo. An overflow spillway will be provided where under emergency conditions (i.e. clogged outlet pipe, etc.) potential floodwaters from the pond will be conveyed to the Ouellette Drain East.



Ian Wilson, P. Eng., M.A.Sc.

## **Appendix A**

*Town of Amherstburg, ERCA  
& Drainage Engineer Correspondence*



# MEETING MINUTES

**Subject:** 580 Middle Sideroad – Approval Agencies Site Review Meeting  
**Date and Time:** May 6, 2016 9:00 a.m.  
**Location:** Essex Region Conservation Authority, 360 Fairview Avenue West, Essex, Ontario  
**Our File:** 15-2001

## Attendees

John Henderson	Essex Region Conservation Authority (ERCA)
Todd Hewitt	Town of Amherstburg (Town)
Rebecca Belanger	Town of Amherstburg (Town)
Aldo Pacitti	Pacitti Contracting Company Inc.
D. Pacitti	Pacitti Contracting Company Inc.
Ian Wilson	Dillon Consulting Limited (Dillon)
Harry White	Dillon Consulting Limited (Dillon)

## Notes

Item	Discussion	Action By
1.	<b>General – Review Draft Site Layout and Servicing</b>	
1.1.	Reviewed site layout and confirmed the Owner's requirement for site development and building construction to be completed prior to September 1 <sup>st</sup> , 2016.	Info.
1.2.	New construction of a 6000 square foot building to the east of the existing building is proposed. The number of uses within the new building has not been confirmed.	Info.
2.	<b>Planning</b>	
2.1.	It was confirmed that a Zoning By-Law amendment is required for the proposed building use. The amendment public notice process will start immediately once paper work is received by the Town.	Dillon/Town
2.2.	It was confirmed that a Site Plan Approval (SPA) for the site is required. The process will be completed concurrently with the Zoning amendment. But the Zoning amendment will be presented to Council first.	Dillon/Town
2.3.	For the SPA, it was confirmed the following would be required: landscaping drawing, grading plan, stormwater management plan, building cross-sections, and legal survey.	Dillon

<b>3.</b>	<b>Ouellette Drainage Act Report</b>	
3.1.	It was noted that the proposed improvements in the drain will start after July 1 <sup>st</sup> , 2016; however, the duration of this work may extend past September 1 <sup>st</sup> , 2016.	<b>Info.</b>
3.2.	If the site development is completed prior to the drain improvements, it was confirmed that temporary stormwater management measures would be acceptable, but they must provide an adequate solution for up to the 100 year event. Increasing the 100 year flood plain in the Ouellette Drain at this time was noted as acceptable.	<b>Dillon</b> Comment from J. Henderson: This was acceptable provided that the only impacts were to lands owned by Mr. Pacitti. <b>Dillon</b>
3.3.	The stormwater management allowable release rate shall be confirmed with the Drainage Engineer.	
3.4.	To be conservative, the existing 100 year flood line elevation of 180.31 m shall be utilized for future design unless an updated number is confirmed.	<b>Info.</b>
<b>4.</b>	<b>Stormwater Servicing</b>	
4.1.	It was confirmed that a normal level of quality treatment protection shall be provided for the site. Where quality control was previously provided by the limited release rate from the pond.	<b>Dillon</b>
4.2.	The lowest opening on all buildings shall be a minimum 0.30 m above the highest 100 year estimated water level.	<b>Dillon</b>
4.3.	Appropriate overland flow routes shall be provided to the proposed stormwater management measures and as an emergency flow from the stormwater management measures (i.e. pond).	<b>Dillon</b>
4.4.	An ERCA permit shall be required for the site. The estimated permit cost was \$1,750. The required supporting documentation shall include a stormwater management plan, a stormwater management report and site grading plan.	<b>Info./Dillon</b>
<b>5.</b>	<b>Sanitary Servicing</b>	
5.1.	A private sewage disposal system shall be provided for the proposed new building; which shall be outside the existing flood line. Septic system to be designed by others.	<b>Info.</b>
<b>6.</b>	<b>Watermain Servicing</b>	
6.1.	The proposed watermain service shall be off of the existing watermain on County Road 10 (Middle Sideroad).	<b>Info.</b>
6.2.	A 50 mm service to the new building will be provided. Potential	<b>Info./Town/Dillon</b>

install options include (A) a single meter to the building with a single water bill for the site or (B) a service to the new building with a common utility room with separate meters for each unit.

**7. Lighting and Hydro**

- |      |   |                     |
|------|---|---------------------|
| 7.1. | For the SPA, it was confirmed that a lighting plan is not required; however, lighting details shall be included on the site plan. | <b>Info./Dillon</b> |
| 7.2. | Hydro service will be provided by Hydro One.  | <b>Info.</b>        |

**Errors and/or Omissions**

These minutes were prepared by Ian Wilson, P.Eng., (email: iwilson@dillon.ca), who should be notified of any errors and/or omissions.

**Distribution**

All Present

Eric Chamberlain	-	Town of Amherstburg
Flavio Forest	-	Dillon Consulting Limited

IDW:d

May 9, 2016

## Ouellette Drain East: Potential to lower the top end of the proposed drain

Wilson, Ian <iwilson@dillon.ca>

Wed, Jun 29, 2016 at 10:02 AM

To: "donjoudrey@crozierbaird.ca" <donjoudrey@crozierbaird.ca>

Cc: Flavio Forest <fforest@dillon.ca>, Shane McVitty <smcvitty@amherstburg.ca>

Hi All,

The following summarizes the phone meeting (June 29, 9:30 am) with Don Joudrey (Drainage Engineer for the Ouellette Drain East) regarding the lowering of the Ouellette Drain East:

- It was confirmed that the proposed 600 mm pipe on Aldo Pacitti's property could be lowered by 350 mm;
- The lowering may be accomplished by making the slope of the downstream open drain milder (to be confirm by the Drainage Engineer); and
- Dillon will submit documentation supporting Mr. Pacitti's Site Plan Control Application, Rezoning Application, and ERCA permit with the understanding the drain will be lowered 350 mm.

Don, please let me know of any errors or omissions. Thanks and take care,



70 years

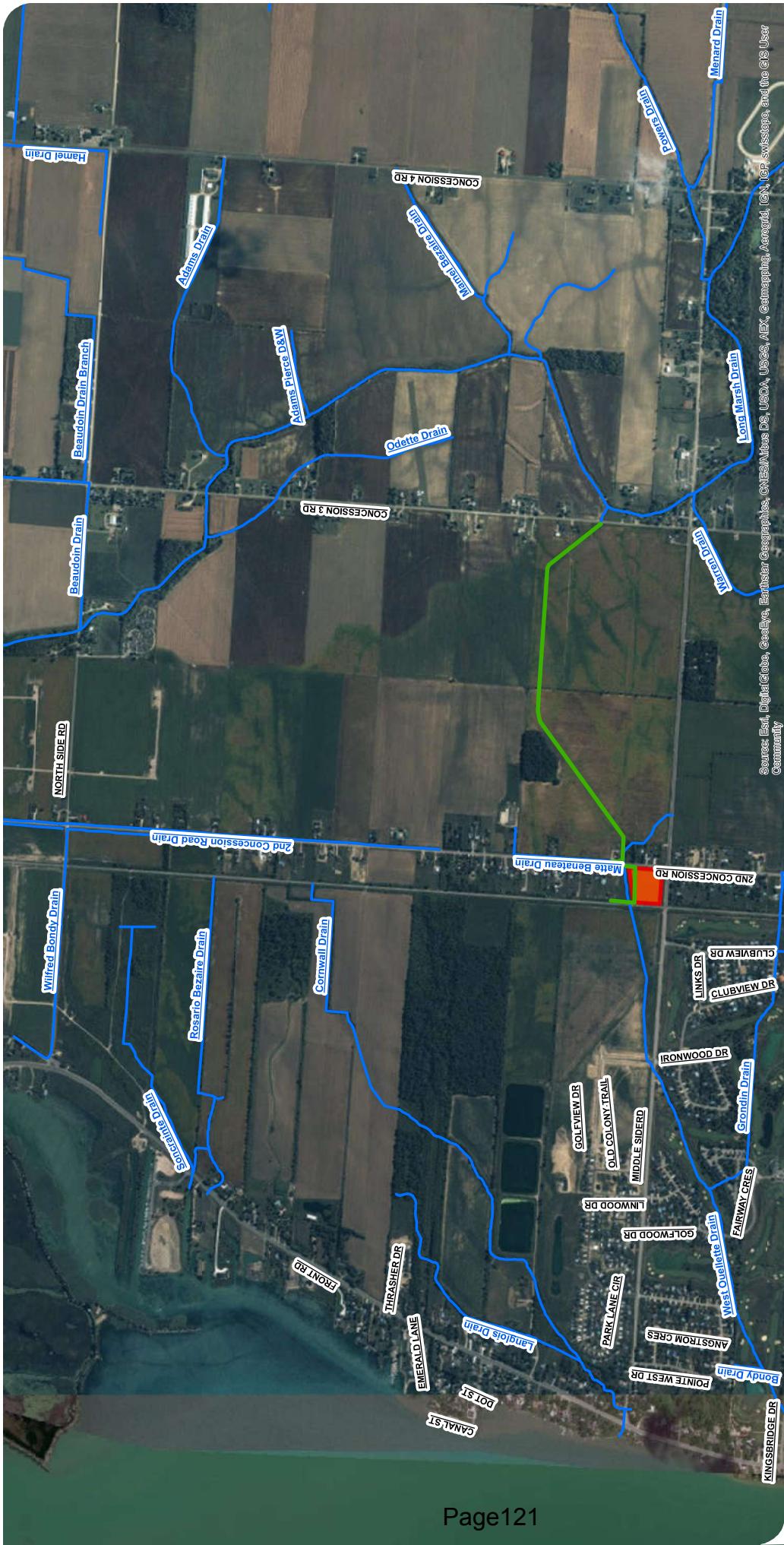
**Ian Wilson, P. Eng., MASc**  
**Dillon Consulting Limited**  
3200 Deziel Drive Suite 608  
Windsor, Ontario, N8W 5K8  
T - 519.948.4243 ext. 3228  
F - 519.948.5054  
M - 519.791.2169  
IWilson@dillon.ca  
www.dillon.ca

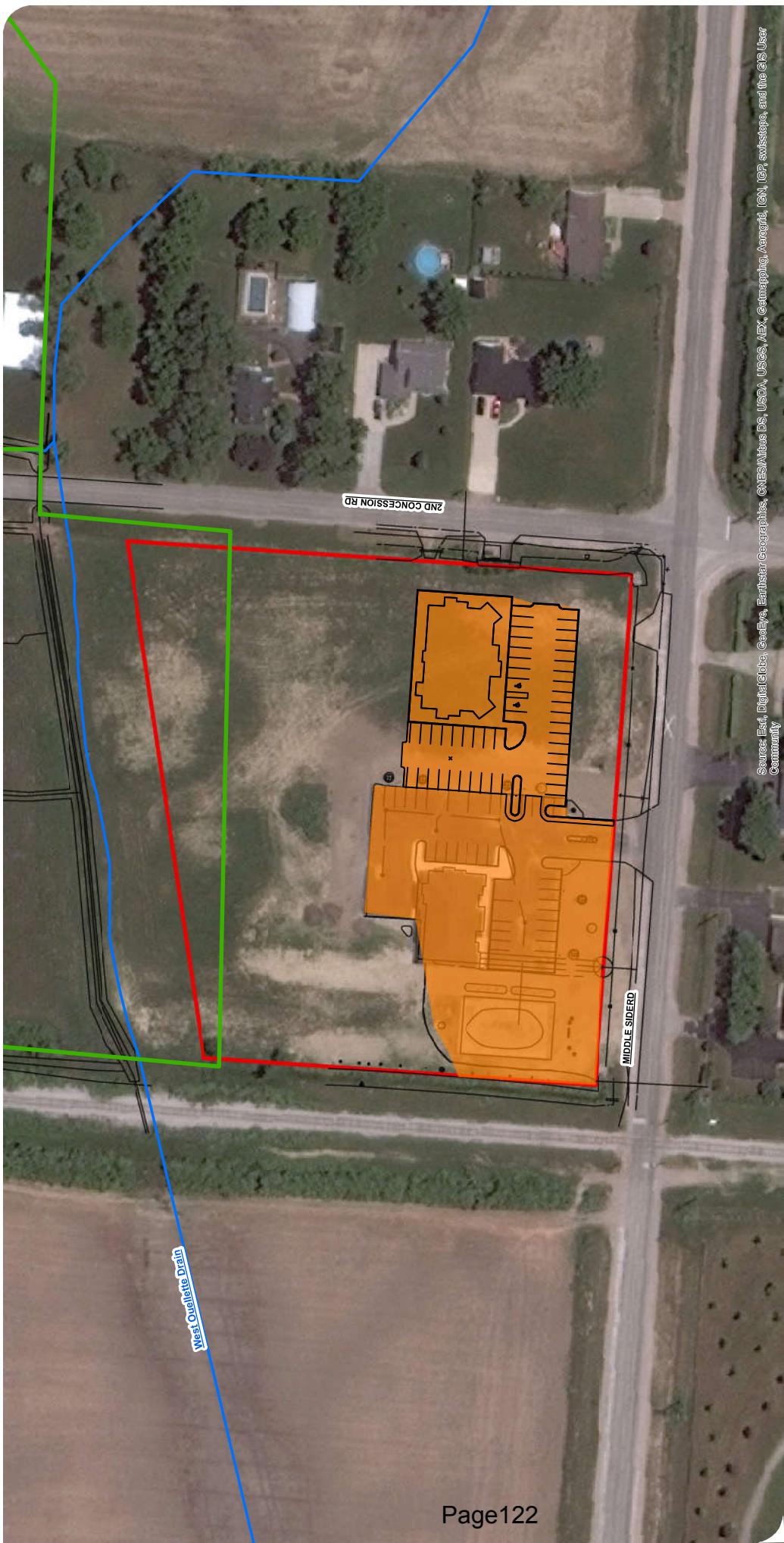
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## Appendix B

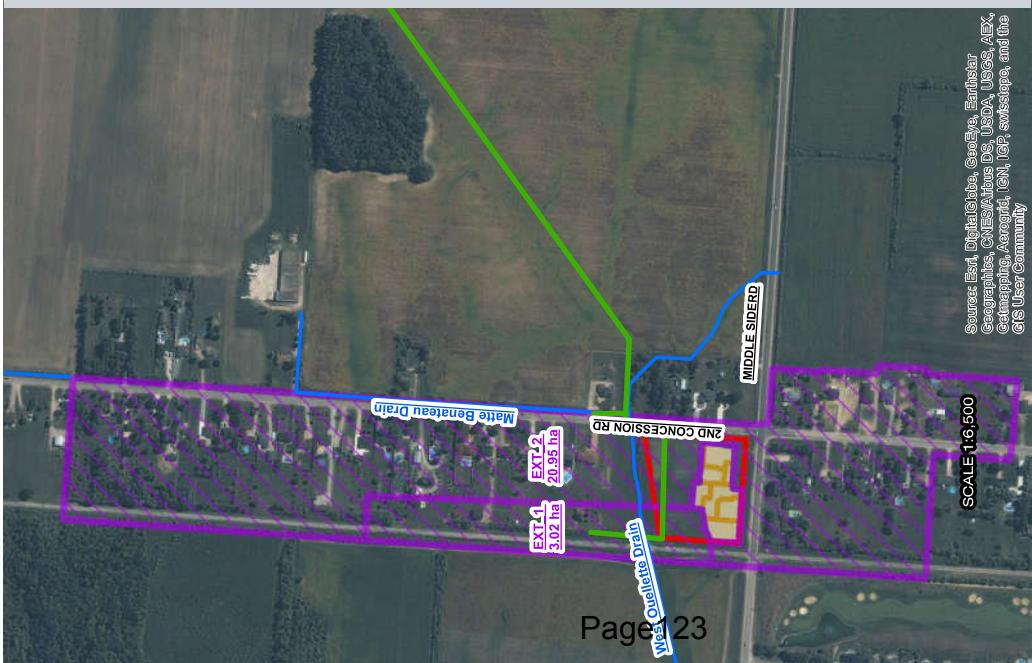
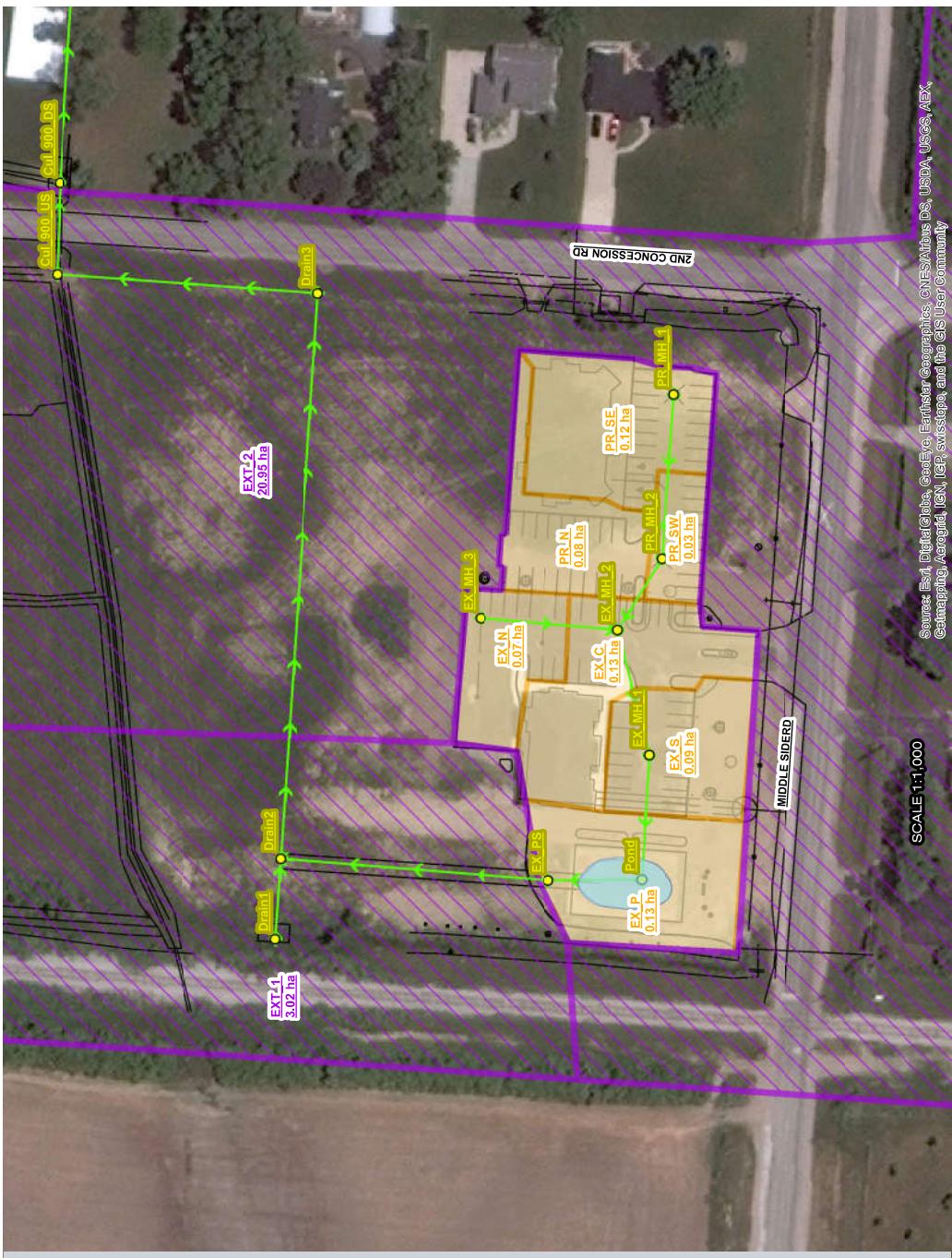
*Supporting Figures*





THIS DRAWING IS FOR INFORMATIONAL PURPOSES ONLY.

PROJECT: 15-2001 STATUS: FINAL DATE: 08/06/16



**STORMWATER MANAGEMENT**

**PLAN**  
360 MIDDLE SIDEROD

**PROPOSED ULTIMATE CONDITIONS**

**CATCHMENT MAP & HYDRAULIC LINKS**

FIGURE 3

Page 23

- PROPOSED ALIGNMENT OF OUELETTE DRAIN EAST (BY OTHERS)
- EXISTING MUNICIPAL DRAINS
- INTERNAL CATCHMENTS
- EXTERNAL CATCHMENTS
- HYDRAULIC LINKS

Source: Esri DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, GeoSmith, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

SCALE 1:1,000

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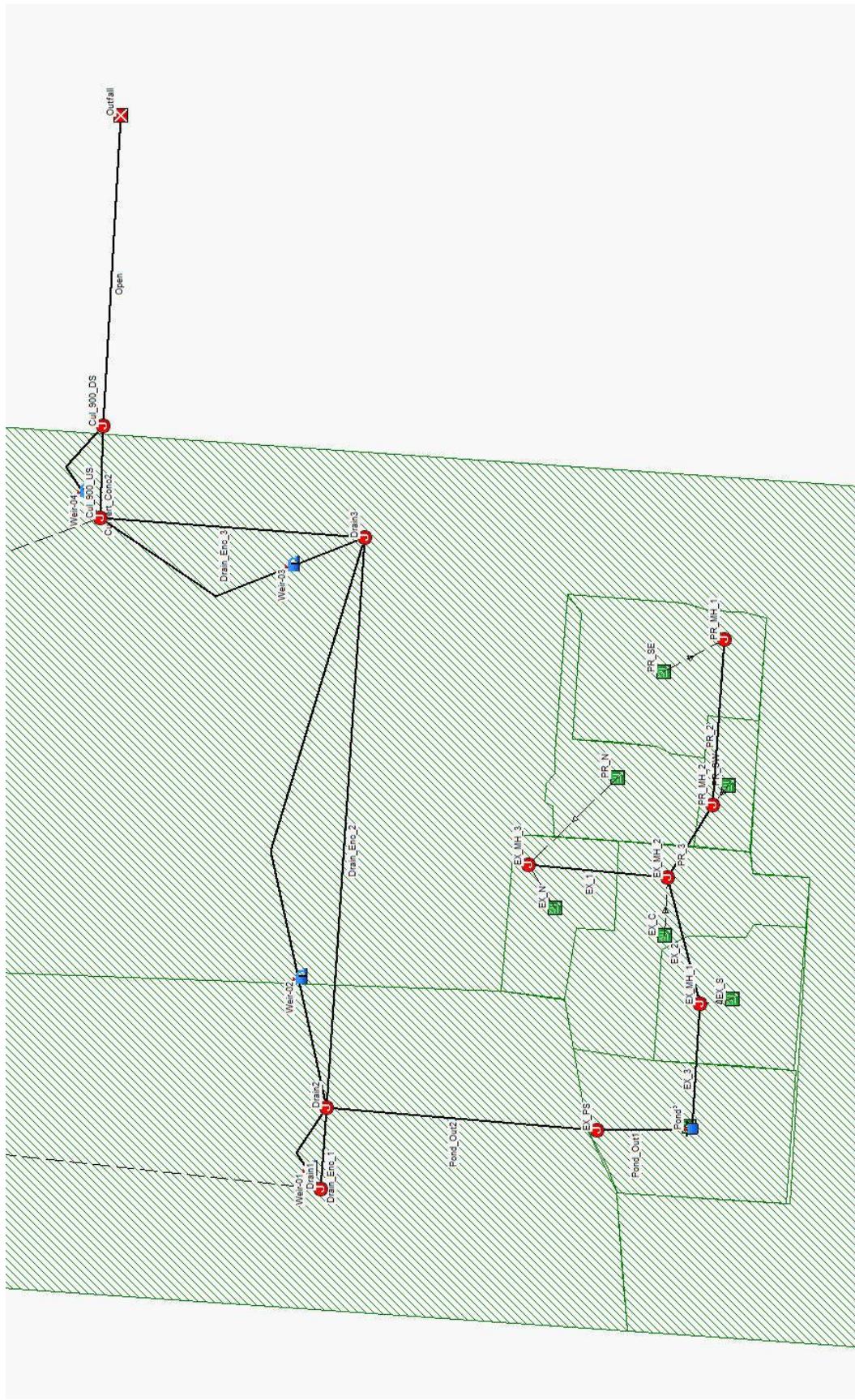
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## **Appendix C**

### ***Quantity Control Calculations***

**580 Middle Sideroad – Stormwater Management Plan for Proposed New Development**

Allowable Release Rate Assessment - Rational Method						
Rainfall Intensity ( $I = A(T)^B$ )						
A	2 yr	5 yr	10 yr	25 yr	50 yr	100 yr
A	24	31	35.7	41.7	46	50.4
B	-0.71	-0.709	-0.708	-0.707	-0.707	-0.706
Time of Concentration = T (min)	10.0	10.0	10.0	10.0	10.0	10.0
Intensity = I (mm/hr)	85.6	110.4	126.9	148.0	163.3	178.6
Peak Flow using Rational Method ( $Q = 0.00278 \times C \times I \times A$ )						
Area = A (ha)	0.65					
Runoff Coefficient = C	0.60	0.60	0.60	0.66	0.720	0.750
<b>Peak Flow = Q (m³/s)</b>	<b>0.093</b>	<b>0.120</b>	<b>0.138</b>	<b>0.177</b>	<b>0.212</b>	<b>0.242</b>



SSA Model Outputs 100 Year Event - Ultimate Conditions

Autodesk® Storm and Sanitary Analysis 2014 - Version 8.1.48 (Build 1)

```
*****
Project Description
*****
File Name ..... Pacitti-Updated.SPF

*****
Analysis Options
*****
Flow Units ..... LPS
Subbasin Hydrograph Method. EPA SWMM
Infiltration Method ..... SCS Curve Number
Link Routing Method ..... Hydrodynamic
Storage Node Exfiltration.. Constant rate, wetted area
Starting Date ..... JUN-06-2016 00:00:00
Ending Date ..... JUN-07-2016 06:00:00
Antecedent Dry Days ..... 0.0
Report Time Step ..... 00:02:00
Wet Time Step ..... 00:05:00
Dry Time Step ..... 01:00:00
Routing Time Step ..... 2.00 sec
```

```
*****
Element Count
*****
Number of rain gages ..... 1
Number of subbasins ..... 10
Number of nodes ..... 14
Number of links ..... 16
Number of pollutants ..... 0
Number of land uses ..... 0
```

```
*****
Subbasin Summary
*****
Subbasin          Total      Equiv.      Imperv.      Average      Raingage
ID              Area       Width       Area        Slope
                hectares    m          %           %
-----
Allow            0.65     150.00     57.00      0.5000      -
EX_C             0.13     20.00     100.00      0.5000      -
EX_N             0.07     20.00     100.00      0.5000      -
EX_P             0.13     30.00     15.00      0.1400      -
EX_S             0.09     30.00     55.00      0.5000      -
EXT_1            3.02     60.00     35.00      0.1400      -
EXT_2            20.99    115.00     35.00      0.1400      -
PR_N             0.08     15.00     100.00      0.5000      -
PR_SE            0.12     25.00     100.00      0.5000      -
PR_SW            0.03     15.00     100.00      0.5000      -
```

```
*****
Node Summary
*****
Node              Element          Invert      Maximum      Ponded      External
ID              Type           Elevation   Elev.       Area       Inflow
                  m               m          m²
-----
Cul_900_DS       JUNCTION      178.02     181.43      0.00
Cul_900_US       JUNCTION      178.05     181.43      0.00
```

SSA Model Outputs 100 Year Event - Ultimate Conditions

Drain1	JUNCTION	178.80	180.40	0.00
Drain2	JUNCTION	178.76	180.40	0.00
Drain3	JUNCTION	178.41	180.35	0.00
EX_MH_1	JUNCTION	178.99	181.22	0.00
EX_MH_2	JUNCTION	179.11	181.38	0.00
EX_MH_3	JUNCTION	179.68	181.47	0.00
EX_PS	JUNCTION	178.33	181.29	0.00
PR_MH_2	JUNCTION	179.50	181.75	0.00
PR_MH_3	JUNCTION	179.33	181.63	0.00
Allowable	OUTFALL	0.00	0.00	0.00
Outfall	OUTFALL	177.87	179.38	0.00
Pond	STORAGE	179.00	181.20	0.00

\*\*\*\*\*  
Link Summary  
\*\*\*\*\*

Link ID	From Node	To Node	Element Type	Length m	Slope %	Manning's Roughness
Culvert_Conc2	Cul_900_US	Cul_900_DS	CONDUIT	20.3	0.1478	0.0150
Drain_Enc_1	Drain1	Drain2	CONDUIT	17.9	0.2235	0.0150
Drain_Enc_2	Drain2	Drain3	CONDUIT	125.8	0.1828	0.0150
Drain_Enc_3	Drain3	Cul_900_US	CONDUIT	58.2	0.1890	0.0150
EX_1	EX_MH_3	EX_MH_2	CONDUIT	30.7	0.7818	0.0150
EX_2	EX_MH_2	EX_MH_1	CONDUIT	28.6	0.4196	0.0150
EX_3	EX_MH_1	Pond	CONDUIT	27.7	0.4332	0.0150
Open	Cul_900_DS	Outfall	CHANNEL	81.9	0.1099	0.0320
Pond_Out1	Pond	EX_PS	CONDUIT	10.7	0.2804	0.0150
Pond_Out2	EX_PS	Drain2	CONDUIT	58.5	0.2735	0.0150
PR_2	PR_MH_2	PR_MH_3	CONDUIT	36.6	0.3825	0.0150
PR_3	PR_MH_3	EX_MH_2	CONDUIT	18.6	0.3763	0.0150
Weir-01	Drain1	Drain2	WEIR			
Weir-02	Drain2	Drain3	WEIR			
Weir-03	Drain3	Cul_900_US	WEIR			
Weir-04	Cul_900_US	Cul_900_DS	WEIR			

\*\*\*\*\*  
Cross Section Summary  
\*\*\*\*\*

Link Design Flow Capacity LPS	Shape	Depth/ Diameter m	Width m	No. of Barrels	Cross Sectional Area m <sup>2</sup>	Full Hydraulic Radius m
Culvert_Conc2	CIRCULAR	0.90	0.90	1	0.64	0.23
603.18						
Drain_Enc_1	CIRCULAR	0.60	0.60	1	0.28	0.15
251.57						
Drain_Enc_2	CIRCULAR	0.60	0.60	1	0.28	0.15
227.55						
Drain_Enc_3	CIRCULAR	0.60	0.60	1	0.28	0.15
231.36						
EX_1	CIRCULAR	0.30	0.30	1	0.07	0.07
74.10						
EX_2	CIRCULAR	0.45	0.45	1	0.16	0.11
160.06						
EX_3	CIRCULAR	0.45	0.45	1	0.16	0.11
162.64						

SSA Model Outputs 100 Year Event - Ultimate Conditions

Open 3899.18	TRAPEZOIDAL	1.45	5.35	1	4.60	0.74
Pond_Out1 44.38	CIRCULAR	0.30	0.30	1	0.07	0.07
Pond_Out2 43.83	CIRCULAR	0.30	0.30	1	0.07	0.07
PR_2 51.84	CIRCULAR	0.30	0.30	1	0.07	0.07
PR_3 51.42	CIRCULAR	0.30	0.30	1	0.07	0.07

Runoff Quantity Continuity	Volume hectare-m	Depth mm
Total Precipitation .....	2.731	107.900
Evaporation Loss .....	0.000	0.000
Infiltration Loss .....	0.806	31.865
Surface Runoff .....	1.651	65.231
Final Surface Storage ....	0.275	10.846
Continuity Error (%) .....	-0.039	

Flow Routing Continuity	Volume hectare-m	Volume Mliters
Dry Weather Inflow .....	0.000	0.000
Wet Weather Inflow .....	1.651	16.509
Groundwater Inflow .....	0.000	0.000
RDII Inflow .....	0.000	0.000
External Inflow .....	0.000	0.000
External Outflow .....	1.657	16.569
Surface Flooding .....	0.000	0.000
Evaporation Loss .....	0.000	0.000
Initial Stored Volume ....	0.005	0.051
Final Stored Volume .....	0.001	0.013
Continuity Error (%) .....	-0.134	

Composite Curve Number Computations Report

-----  
Subbasin Allow

Soil/Surface Description	Area (ha)	Soil Group	CN
> 75% grass cover, Good	0.69	C	74.00
Composite Area & Weighted CN	0.69		74.00

-----  
Subbasin EX\_C

Soil/Surface Description	Area (ha)	Soil Group	CN
-	0.13	-	74.00
Composite Area & Weighted CN	0.13		74.00

-----  
Subbasin EX\_N

Soil/Surface Description	Area (ha)	Soil Group	CN
--------------------------	--------------	---------------	----

SSA Model Outputs 100 Year Event - Ultimate Conditions

-	0.07	-	74.00
Composite Area & Weighted CN	0.07		74.00
<hr/>			
Subbasin EX_P			
<hr/>			
Soil/Surface Description	Area (ha)	Soil Group	CN
-	0.13	-	74.00
Composite Area & Weighted CN	0.13		74.00
<hr/>			
Subbasin EX_S			
<hr/>			
Soil/Surface Description	Area (ha)	Soil Group	CN
-	0.09	-	74.00
Composite Area & Weighted CN	0.09		74.00
<hr/>			
Subbasin EXT_1			
<hr/>			
Soil/Surface Description	Area (ha)	Soil Group	CN
-	3.02	-	74.00
Composite Area & Weighted CN	3.02		74.00
<hr/>			
Subbasin EXT_2			
<hr/>			
Soil/Surface Description	Area (ha)	Soil Group	CN
-	20.95	-	74.00
Composite Area & Weighted CN	20.95		74.00
<hr/>			
Subbasin PR_N			
<hr/>			
Soil/Surface Description	Area (ha)	Soil Group	CN
-	0.12	-	74.00
Composite Area & Weighted CN	0.12		74.00
<hr/>			
Subbasin PR_SE			
<hr/>			
Soil/Surface Description	Area (ha)	Soil Group	CN
-	0.12	-	74.00
Composite Area & Weighted CN	0.12		74.00
<hr/>			
Subbasin PR_SW			
<hr/>			
Soil/Surface Description	Area (ha)	Soil Group	CN
-	0.03	-	74.00
Composite Area & Weighted CN	0.03		74.00

## SSA Model Outputs 100 Year Event - Ultimate Conditions

```
*****
EPA SWMM Time of Concentration Computations Report
*****
```

$$Tc = (0.94 * (L^{0.6} * (n^{0.6})) / ((i^{0.4}) * (S^{0.3})))$$

Where:

Tc = Time of Concentration (min)

L = Flow Length (ft)

n = Manning's Roughness

i = Rainfall Intensity (in/hr)

S = Slope (ft/ft)

```
-----
Subbasin Allow
-----
```

Flow length (m):	43.33
Pervious Manning's Roughness:	0.10000
Impervious Manning's Roughness:	0.01500
Pervious Rainfall Intensity (mm/hr):	4.49583
Impervious Rainfall Intensity (mm/hr):	4.49583
Slope (%):	0.50000
Computed TOC (minutes):	27.30

```
-----
Subbasin EX_C
-----
```

Flow length (m):	65.00
Pervious Manning's Roughness:	0.10000
Impervious Manning's Roughness:	0.01500
Pervious Rainfall Intensity (mm/hr):	4.49583
Impervious Rainfall Intensity (mm/hr):	4.49583
Slope (%):	0.50000
Computed TOC (minutes):	18.51

```
-----
Subbasin EX_N
-----
```

Flow length (m):	35.00
Pervious Manning's Roughness:	0.10000
Impervious Manning's Roughness:	0.01500
Pervious Rainfall Intensity (mm/hr):	4.49583
Impervious Rainfall Intensity (mm/hr):	4.49583
Slope (%):	0.50000
Computed TOC (minutes):	12.77

```
-----
Subbasin EX_P
-----
```

Flow length (m):	43.33
Pervious Manning's Roughness:	0.10000
Impervious Manning's Roughness:	0.01500
Pervious Rainfall Intensity (mm/hr):	4.49583
Impervious Rainfall Intensity (mm/hr):	4.49583
Slope (%):	0.14000
Computed TOC (minutes):	60.20

```
-----
Subbasin EX_S
```

SSA Model Outputs 100 Year Event - Ultimate Conditions

-----  
Flow length (m): 30.00  
Pervious Manning's Roughness: 0.10000  
Impervious Manning's Roughness: 0.01500  
Pervious Rainfall Intensity (mm/hr): 4.49583  
Impervious Rainfall Intensity (mm/hr): 4.49583  
Slope (%): 0.50000  
Computed TOC (minutes): 22.50

-----  
Subbasin EXT\_1  
-----

Flow length (m): 503.33  
Pervious Manning's Roughness: 0.10000  
Impervious Manning's Roughness: 0.01500  
Pervious Rainfall Intensity (mm/hr): 4.49583  
Impervious Rainfall Intensity (mm/hr): 4.49583  
Slope (%): 0.14000  
Computed TOC (minutes): 223.21

-----  
Subbasin EXT\_2  
-----

Flow length (m): 1825.22  
Pervious Manning's Roughness: 0.10000  
Impervious Manning's Roughness: 0.01500  
Pervious Rainfall Intensity (mm/hr): 4.49583  
Impervious Rainfall Intensity (mm/hr): 4.49583  
Slope (%): 0.14000  
Computed TOC (minutes): 483.48

-----  
Subbasin PR\_N  
-----

Flow length (m): 52.67  
Pervious Manning's Roughness: 0.10000  
Impervious Manning's Roughness: 0.01500  
Pervious Rainfall Intensity (mm/hr): 4.49583  
Impervious Rainfall Intensity (mm/hr): 4.49583  
Slope (%): 0.50000  
Computed TOC (minutes): 16.31

-----  
Subbasin PR\_SE  
-----

Flow length (m): 48.00  
Pervious Manning's Roughness: 0.10000  
Impervious Manning's Roughness: 0.01500  
Pervious Rainfall Intensity (mm/hr): 4.49583  
Impervious Rainfall Intensity (mm/hr): 4.49583  
Slope (%): 0.50000  
Computed TOC (minutes): 15.43

-----  
Subbasin PR\_SW  
-----

Flow length (m): 20.00  
Pervious Manning's Roughness: 0.10000  
Impervious Manning's Roughness: 0.01500  
Pervious Rainfall Intensity (mm/hr): 4.49583

SSA Model Outputs 100 Year Event - Ultimate Conditions

Impervious Rainfall Intensity (mm/hr):	4.49583
Slope (%):	0.50000
Computed TOC (minutes):	9.13

\*\*\*\*\*
Subbasin Runoff Summary
\*\*\*\*\*

Subbasin Time of ID Concentration	Total Rainfall mm	Total Runon mm	Total Evap. mm	Total Infil. mm	Total Runoff mm	Total Runoff LPS	Peak Coefficient	Runoff days
hh:mm:ss								
Allow 00:27:18	107.90	0.00	0.00	21.62	83.63	202.51	0.775	0
EX_C 00:18:30	107.90	0.00	0.00	0.00	106.67	49.67	0.989	0
EX_N 00:12:46	107.90	0.00	0.00	0.00	106.71	28.06	0.989	0
EX_P 01:00:11	107.90	0.00	0.00	42.74	61.18	19.82	0.567	0
EX_S 00:22:30	107.90	0.00	0.00	22.63	82.88	28.53	0.768	0
EXT_1 03:43:12	107.90	0.00	0.00	32.69	69.54	336.47	0.644	0
EXT_2 08:03:28	107.90	0.00	0.00	32.69	63.14	1353.91	0.585	0
PR_N 00:16:18	107.90	0.00	0.00	0.00	106.69	30.81	0.989	0
PR_SE 00:15:25	107.90	0.00	0.00	0.00	106.70	47.16	0.989	0
PR_SW 00:09:07	107.90	0.00	0.00	0.00	106.68	12.24	0.989	0

\*\*\*\*\*
Node Depth Summary
\*\*\*\*\*

Node ID	Average Depth Attained m	Maximum Depth Attained m	Maximum HGL Attained m	Time of Max Occurrence days hh:mm	Total Flooded Volume ha-mm	Total Flooded Time minutes	Retention Time hh:mm:ss
Cul_900_DS	0.27	0.93	178.95	0 12:07	0	0	0:00:00
Cul_900_US	0.30	1.62	179.67	0 12:06	0	0	0:00:00
Drain1	0.13	1.53	180.33	0 12:06	0	0	0:00:00
Drain2	0.15	1.55	180.31	0 12:07	0	0	0:00:00
Drain3	0.14	1.63	180.04	0 12:07	0	0	0:00:00
EX_MH_1	0.36	1.64	180.63	0 12:09	0	0	0:00:00
EX_MH_2	0.35	1.61	180.72	0 12:06	0	0	0:00:00
EX_MH_3	0.32	1.14	180.82	0 12:06	0	0	0:00:00
EX_PS	0.69	2.21	180.54	0 12:11	0	0	0:00:00
PR_MH_2	0.33	1.36	180.86	0 12:06	0	0	0:00:00

SSA Model Outputs 100 Year Event - Ultimate Conditions

PR_MH_3	0.33	1.46	180.79	0	12:06	0	0	0:00:00
Allowable	0.00	0.00	0.00	0	00:00	0	0	0:00:00
Outfall	0.00	0.00	177.87	0	00:00	0	0	0:00:00
Pond	0.09	1.62	180.62	0	12:13	0	0	0:00:00

\*\*\*\*\*  
Node Flow Summary  
\*\*\*\*\*

Node ID	Element Type	Maximum Lateral Inflow LPS	Peak Inflow LPS	Time of Peak Occurrence days hh:mm	Maximum Flooding Overflow LPS	Time of Peak Flooding Occurrence days hh:mm
Cul_900_DS	JUNCTION	0.00	1681.08	0 12:06	0.00	
Cul_900_US	JUNCTION	1353.59	1685.00	0 12:06	0.00	
Drain1	JUNCTION	336.44	336.44	0 12:06	0.00	
Drain2	JUNCTION	0.00	371.72	0 12:06	0.00	
Drain3	JUNCTION	0.00	367.32	0 12:06	0.00	
EX_MH_1	JUNCTION	28.53	196.27	0 12:00	0.00	
EX_MH_2	JUNCTION	49.66	167.81	0 12:00	0.00	
EX_MH_3	JUNCTION	58.87	58.87	0 12:00	0.00	
EX_PS	JUNCTION	0.00	83.15	0 12:30	0.00	
PR_MH_2	JUNCTION	47.15	47.15	0 12:00	0.00	
PR_MH_3	JUNCTION	12.24	59.37	0 12:00	0.00	
Allowable	OUTFALL	202.47	202.47	0 12:00	0.00	
Outfall	OUTFALL	0.00	1662.36	0 12:07	0.00	
Pond	STORAGE	19.81	214.90	0 12:00	0.00	

\*\*\*\*\*  
Storage Node Summary  
\*\*\*\*\*

Storage Node ID	Maximum Time of Max.	Maximum Total Ponded Volume 1000 m³	Maximum Exfiltration Rate	Maximum Exfiltration Volume 1000 m³	Time of Max. Ponded Volume	Average Ponded Volume 1000 m³	Average Ponded (%)	Maximum Storage Node Outflow LPS
cmm	hh:mm:ss	1000 m³		(%)	days hh:mm	1000 m³	(%)	LPS
Pond	0.00 0:00:00	0.129 0.000	55	0 12:13	0.003	1	83.15	

\*\*\*\*\*  
Outfall Loading Summary  
\*\*\*\*\*

Outfall Node ID	Flow Frequency (%)	Average Flow LPS	Peak Inflow LPS
Allowable	79.69	6.54	202.47
Outfall	100.00	151.02	1662.36

SSA Model Outputs 100 Year Event - Ultimate Conditions

System 89.84 157.56 1792.58

\*\*\*\*\*  
Link Flow Summary  
\*\*\*\*\*

Link ID	Element Type	Time of Peak Flow Occurrence	Maximum Velocity	Length Factor	Peak Flow during Analysis	Design Capacity LPS	Ratio of Maximum Flow /Design LPS
Ratio of Maximum Flow	Total Time Condition		days hh:mm	m/sec			
1.00	Culvert_Conc2 CONDUIT SURCHARGED	0 12:06	2.64	1.00	1681.08	603.18	2.79
1.00	Drain_Enc_1 CONDUIT SURCHARGED	0 12:02	1.09	1.00	309.31	251.57	1.23
1.00	Drain_Enc_2 CONDUIT SURCHARGED	0 12:03	1.11	1.00	313.79	227.55	1.38
1.00	Drain_Enc_3 CONDUIT SURCHARGED	0 12:07	1.27	1.00	359.11	231.36	1.55
1.00	EX_1 CONDUIT SURCHARGED	0 12:00	1.04	1.00	58.84	74.10	0.79
1.00	EX_2 CONDUIT SURCHARGED	0 12:00	1.05	1.00	167.74	160.06	1.05
1.00	EX_3 CONDUIT SURCHARGED	0 12:00	1.23	1.00	196.09	162.64	1.21
1.00	Open CHANNEL Calculated	0 12:07	1.12	1.00	1662.36	3899.18	0.43
0.49	Pond_Out1 CONDUIT SURCHARGED	0 12:30	1.18	1.00	83.15	44.38	1.87
1.00	Pond_Out2 CONDUIT SURCHARGED	0 12:30	1.18	1.00	83.23	43.83	1.90
1.00	PR_2 CONDUIT SURCHARGED	0 12:00	0.71	1.00	47.15	51.84	0.91
1.00	PR_3 CONDUIT SURCHARGED	0 12:00	0.84	1.00	59.35	51.42	1.15
1.00	Weir-01 WEIR SURCHARGED	0 12:06			183.32		
0.62	Weir-02 WEIR SURCHARGED	0 12:07			127.78		
0.42	Weir-03 WEIR SURCHARGED	0 00:00			0.00		
0.00	Weir-04 WEIR SURCHARGED	0 00:00			0.00		
0.00							

\*\*\*\*\*  
Flow Classification Summary  
\*\*\*\*\*

Link	--- Fraction of Time in Flow Class ---								Avg. Froude Number	Avg. Flow Change
	Dry	Up Dry	Down Dry	Sub Crit	Sup Crit	Up Crit	Down Crit			
Culvert_Conc2	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.43	0.0001	
Drain_Enc_1	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.34	0.0001	

SSA Model Outputs 100 Year Event - Ultimate Conditions

Drain_Enc_2	0.00	0.00	0.00	0.07	0.00	0.00	0.93	0.55	0.0001
Drain_Enc_3	0.00	0.00	0.00	0.32	0.00	0.00	0.68	0.53	0.0001
EX_1	0.04	0.00	0.00	0.03	0.00	0.00	0.92	0.85	0.0000
EX_2	0.05	0.00	0.00	0.94	0.00	0.00	0.01	0.52	0.0000
EX_3	0.06	0.00	0.00	0.04	0.00	0.00	0.90	0.70	0.0000
Open	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.35	0.0000
Pond_Out1	0.01	0.00	0.00	0.92	0.00	0.00	0.07	0.48	0.0001
Pond_Out2	0.06	0.01	0.00	0.81	0.00	0.00	0.11	0.35	0.0001
PR_2	0.05	0.00	0.00	0.04	0.00	0.00	0.91	0.61	0.0000
PR_3	0.07	0.00	0.00	0.04	0.00	0.00	0.89	0.60	0.0001

\*\*\*\*\*

Time-Step Critical Elements

\*\*\*\*\*

None

\*\*\*\*\*

Highest Flow Instability Indexes

\*\*\*\*\*

All links are stable.

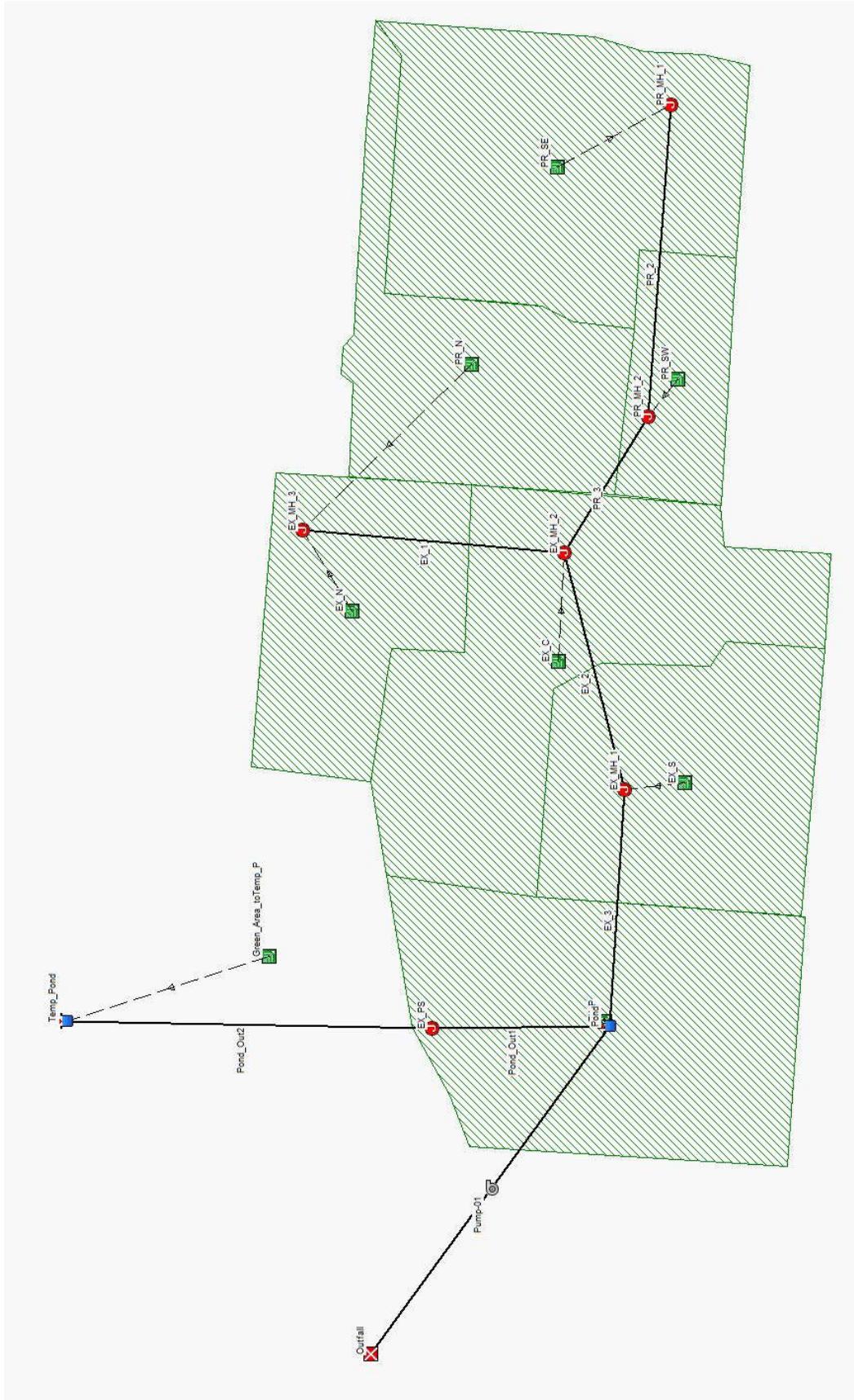
\*\*\*\*\*

Routing Time Step Summary

\*\*\*\*\*

Minimum Time Step	:	0.50 sec
Average Time Step	:	2.00 sec
Maximum Time Step	:	2.00 sec
Percent in Steady State	:	0.00
Average Iterations per Step	:	2.01

Analysis began on: Mon Jul 11 14:26:53 2016  
Analysis ended on: Mon Jul 11 14:26:57 2016  
Total elapsed time: 00:00:04



SSA Model Schematic - Temporary Conditions

*Autodesk Storm and Sanitary Analysis*

## SSA Model Outputs 100 Year Event - Temporary Conditions

Autodesk® Storm and Sanitary Analysis 2014 - Version 8.1.48 (Build 1)

\*\*\*\*\*  
Project Description  
\*\*\*\*\*  
File Name ..... Pacitti-Updated - Temp Conditions.SPF

\*\*\*\*\*  
Analysis Options  
\*\*\*\*\*  
Flow Units ..... LPS  
Subbasin Hydrograph Method. EPA SWMM  
Infiltration Method ..... SCS Curve Number  
Link Routing Method ..... Hydrodynamic  
Storage Node Exfiltration.. Constant rate, wetted area  
Starting Date ..... JUN-06-2016 00:00:00  
Ending Date ..... JUN-07-2016 06:00:00  
Antecedent Dry Days ..... 0.0  
Report Time Step ..... 00:02:00  
Wet Time Step ..... 00:05:00  
Dry Time Step ..... 01:00:00  
Routing Time Step ..... 1.00 sec

\*\*\*\*\*  
Element Count  
\*\*\*\*\*  
Number of rain gages ..... 1  
Number of subbasins ..... 9  
Number of nodes ..... 10  
Number of links ..... 8  
Number of pollutants ..... 0  
Number of land uses ..... 0

\*\*\*\*\*  
Subbasin Summary  
\*\*\*\*\*  

Subbasin ID	Total Area hectares	Equiv. Width m	Imperv. Area %	Average Slope %	Raingage
Allow	0.69	150.00	57.00	0.5000	-
EX_C	0.13	20.00	100.00	0.5000	-
EX_N	0.07	20.00	100.00	0.5000	-
EX_P	0.13	30.00	15.00	0.1400	-
EX_S	0.09	30.00	55.00	0.5000	-
Green_Area_toTemp_P	0.14	30.00	28.00	0.5000	-
PR_N	0.08	15.00	100.00	0.5000	-
PR_SE	0.12	25.00	100.00	0.5000	-
PR_SW	0.03	15.00	100.00	0.5000	-

\*\*\*\*\*  
Node Summary  
\*\*\*\*\*  

Node ID	Element Type	Invert Elevation m	Maximum Elev. m	Ponded Area m²	External Inflow
EX_MH_1	JUNCTION	178.99	181.22	0.00	
EX_MH_2	JUNCTION	179.11	181.38	0.00	
EX_MH_3	JUNCTION	179.68	181.47	0.00	

SSA Model Outputs 100 Year Event - Temporary Conditions

EX_PS	JUNCTION	178.33	181.29	0.00
PR_MH_1	JUNCTION	179.50	181.75	0.00
PR_MH_2	JUNCTION	179.33	181.63	0.00
Allowable	OUTFALL	0.00	0.00	0.00
Outfall	OUTFALL	0.00	0.00	0.00
Pond	STORAGE	179.00	181.20	0.00
Temp_Pond	STORAGE	178.86	181.10	0.00

\*\*\*\*\*  
Link Summary  
\*\*\*\*\*

Link ID	From Node	To Node	Element Type	Length m	Slope %	Manning's Roughness
EX_1	EX_MH_3	EX_MH_2	CONDUIT	30.7	0.7818	0.0150
EX_2	EX_MH_2	EX_MH_1	CONDUIT	28.6	0.4196	0.0150
EX_3	EX_MH_1	Pond	CONDUIT	27.7	0.4332	0.0150
Pond_Out1	Pond	EX_PS	CONDUIT	10.7	0.2804	0.0150
Pond_Out2	EX_PS	Temp_Pond	CONDUIT	38.6	0.2850	0.0150
PR_2	PR_MH_1	PR_MH_2	CONDUIT	36.6	0.3825	0.0150
PR_3	PR_MH_2	EX_MH_2	CONDUIT	18.6	0.3763	0.0150
Pump-01	Pond	Outfall	TYPE2 PUMP			

\*\*\*\*\*  
Cross Section Summary  
\*\*\*\*\*

Link Design ID	Shape	Depth/ Diameter	Width	No. of Barrels	Cross Sectional Area	Full Flow Hydraulic Radius
Flow Capacity LPS		m	m		m <sup>2</sup>	m
EX_1	CIRCULAR	0.30	0.30	1	0.07	0.07
74.10						
EX_2	CIRCULAR	0.45	0.45	1	0.16	0.11
160.06						
EX_3	CIRCULAR	0.45	0.45	1	0.16	0.11
162.64						
Pond_Out1	CIRCULAR	0.30	0.30	1	0.07	0.07
44.38						
Pond_Out2	CIRCULAR	0.30	0.30	1	0.07	0.07
44.74						
PR_2	CIRCULAR	0.30	0.30	1	0.07	0.07
51.84						
PR_3	CIRCULAR	0.30	0.30	1	0.07	0.07
51.42						

Runoff Quantity Continuity	Volume hectare-m	Depth mm
*****	-----	-----
Total Precipitation .....	0.160	107.900
Evaporation Loss .....	0.000	0.000
Infiltration Loss .....	0.028	18.650
Surface Runoff .....	0.128	86.858
Final Surface Storage ....	0.004	2.607
Continuity Error (%) .....	-0.199	

SSA Model Outputs 100 Year Event - Temporary Conditions

Flow Routing Continuity	Volume hectare-m	Volume Mliters
Dry Weather Inflow .....	0.000	0.000
Wet Weather Inflow .....	0.129	1.285
Groundwater Inflow .....	0.000	0.000
RDII Inflow .....	0.000	0.000
External Inflow .....	0.000	0.000
External Outflow .....	0.094	0.936
Surface Flooding .....	0.000	0.000
Evaporation Loss .....	0.000	0.000
Initial Stored Volume .....	0.001	0.006
Final Stored Volume .....	0.034	0.343
Continuity Error (%) .....	0.948	

\*\*\*\*\*  
 Composite Curve Number Computations Report  
 \*\*\*\*\*

-----  
 Subbasin Allow

Soil/Surface Description	Area (ha)	Soil Group	CN
> 75% grass cover, Good	0.69	C	74.00
Composite Area & Weighted CN	0.69		74.00

-----  
 Subbasin EX\_C

Soil/Surface Description	Area (ha)	Soil Group	CN
-	0.13	-	74.00
Composite Area & Weighted CN	0.13		74.00

-----  
 Subbasin EX\_N

Soil/Surface Description	Area (ha)	Soil Group	CN
-	0.07	-	74.00
Composite Area & Weighted CN	0.07		74.00

-----  
 Subbasin EX\_P

Soil/Surface Description	Area (ha)	Soil Group	CN
-	0.13	-	74.00
Composite Area & Weighted CN	0.13		74.00

-----  
 Subbasin EX\_S

Soil/Surface Description	Area (ha)	Soil Group	CN
-	0.09	-	74.00
Composite Area & Weighted CN	0.09		74.00

SSA Model Outputs 100 Year Event - Temporary Conditions

Subbasin Green_Area_toTemp_P			
Soil/Surface Description	Area (ha)	Soil Group	CN
-	0.14	-	74.00
Composite Area & Weighted CN	0.14		74.00

Subbasin PR_N			
Soil/Surface Description	Area (ha)	Soil Group	CN
-	0.12	-	74.00
Composite Area & Weighted CN	0.12		74.00

Subbasin PR_SE			
Soil/Surface Description	Area (ha)	Soil Group	CN
-	0.12	-	74.00
Composite Area & Weighted CN	0.12		74.00

Subbasin PR_SW			
Soil/Surface Description	Area (ha)	Soil Group	CN
-	0.03	-	74.00
Composite Area & Weighted CN	0.03		74.00

\*\*\*\*\*
EPA SWMM Time of Concentration Computations Report
\*\*\*\*\*

$$Tc = (0.94 * (L^{0.6}) * (n^{0.6})) / ((i^{0.4}) * (S^{0.3}))$$

Where:

Tc = Time of Concentration (min)  
 L = Flow Length (ft)  
 n = Manning's Roughness  
 i = Rainfall Intensity (in/hr)  
 S = Slope (ft/ft)

-----
Subbasin Allow
-----

Flow length (m):	46.00
Pervious Manning's Roughness:	0.10000
Impervious Manning's Roughness:	0.01500
Pervious Rainfall Intensity (mm/hr):	4.49583
Impervious Rainfall Intensity (mm/hr):	4.49583
Slope (%):	0.50000
Computed TOC (minutes):	28.30

-----
Subbasin EX\_C
-----

SSA Model Outputs 100 Year Event - Temporary Conditions

Flow length (m):	65.00
Pervious Manning's Roughness:	0.10000
Impervious Manning's Roughness:	0.01500
Pervious Rainfall Intensity (mm/hr):	4.49583
Impervious Rainfall Intensity (mm/hr):	4.49583
Slope (%):	0.50000
Computed TOC (minutes):	18.51

-----  
Subbasin EX\_N  
-----

Flow length (m):	35.00
Pervious Manning's Roughness:	0.10000
Impervious Manning's Roughness:	0.01500
Pervious Rainfall Intensity (mm/hr):	4.49583
Impervious Rainfall Intensity (mm/hr):	4.49583
Slope (%):	0.50000
Computed TOC (minutes):	12.77

-----  
Subbasin EX\_P  
-----

Flow length (m):	43.33
Pervious Manning's Roughness:	0.10000
Impervious Manning's Roughness:	0.01500
Pervious Rainfall Intensity (mm/hr):	4.49583
Impervious Rainfall Intensity (mm/hr):	4.49583
Slope (%):	0.14000
Computed TOC (minutes):	60.20

-----  
Subbasin EX\_S  
-----

Flow length (m):	30.00
Pervious Manning's Roughness:	0.10000
Impervious Manning's Roughness:	0.01500
Pervious Rainfall Intensity (mm/hr):	4.49583
Impervious Rainfall Intensity (mm/hr):	4.49583
Slope (%):	0.50000
Computed TOC (minutes):	22.50

-----  
Subbasin Green\_Area\_toTemp\_P  
-----

Flow length (m):	46.67
Pervious Manning's Roughness:	0.10000
Impervious Manning's Roughness:	0.01500
Pervious Rainfall Intensity (mm/hr):	4.49583
Impervious Rainfall Intensity (mm/hr):	4.49583
Slope (%):	0.50000
Computed TOC (minutes):	38.89

-----  
Subbasin PR\_N  
-----

Flow length (m):	52.67
Pervious Manning's Roughness:	0.10000
Impervious Manning's Roughness:	0.01500
Pervious Rainfall Intensity (mm/hr):	4.49583
Impervious Rainfall Intensity (mm/hr):	4.49583
Slope (%):	0.50000

SSA Model Outputs 100 Year Event - Temporary Conditions

Computed TOC (minutes) : 16.31

-----  
Subbasin PR\_SE  
-----

Flow length (m):	48.00
Pervious Manning's Roughness:	0.10000
Impervious Manning's Roughness:	0.01500
Pervious Rainfall Intensity (mm/hr):	4.49583
Impervious Rainfall Intensity (mm/hr):	4.49583
Slope (%):	0.50000
Computed TOC (minutes):	15.43

-----  
Subbasin PR\_SW  
-----

Flow length (m):	20.00
Pervious Manning's Roughness:	0.10000
Impervious Manning's Roughness:	0.01500
Pervious Rainfall Intensity (mm/hr):	4.49583
Impervious Rainfall Intensity (mm/hr):	4.49583
Slope (%):	0.50000
Computed TOC (minutes):	9.13

\*\*\*\*\*  
Subbasin Runoff Summary  
\*\*\*\*\*

Subbasin Time of ID Concentration hh:mm:ss	Total Rainfall mm	Total Runon mm	Total Evap. mm	Total Infil. mm	Total Runoff mm	Peak Runoff LPS	Runoff Coefficient days
Allow 00:28:17	107.90	0.00	0.00	21.62	83.63	213.61	0.775 0
EX_C 00:18:30	107.90	0.00	0.00	0.00	106.67	49.67	0.989 0
EX_N 00:12:46	107.90	0.00	0.00	0.00	106.71	28.06	0.989 0
EX_P 01:00:11	107.90	0.00	0.00	42.74	61.18	19.82	0.567 0
EX_S 00:22:30	107.90	0.00	0.00	22.63	82.88	28.53	0.768 0
Green_Area_toTemp_P 0 00:38:53	107.90	0.00	0.00	36.21	68.40	30.93	0.634
PR_N 00:16:18	107.90	0.00	0.00	0.00	106.69	30.81	0.989 0
PR_SE 00:15:25	107.90	0.00	0.00	0.00	106.70	47.16	0.989 0
PR_SW 00:09:07	107.90	0.00	0.00	0.00	106.68	12.24	0.989 0

SSA Model Outputs 100 Year Event - Temporary Conditions

\*\*\*\*\*
Node Depth Summary
\*\*\*\*\*

Node ID	Average Attained Depth m	Maximum Attained Depth m	Maximum Attained HGL m	Time of Max Occurrence days hh:mm	Total Flooded Volume ha-mm	Total Flooded minutes	Retention Time hh:mm:ss
EX_MH_1	1.11	1.70	180.69	0 18:19	0	0	0:00:00
EX_MH_2	1.04	1.63	180.74	0 12:06	0	0	0:00:00
EX_MH_3	0.69	1.17	180.85	0 12:06	0	0	0:00:00
EX_PS	1.68	2.36	180.69	0 18:20	0	0	0:00:00
PR_MH_1	0.80	1.39	180.89	0 12:06	0	0	0:00:00
PR_MH_2	0.90	1.48	180.81	0 12:06	0	0	0:00:00
Allowable	0.00	0.00	0.00	0 00:00	0	0	0:00:00
Outfall	0.00	0.00	0.00	0 00:00	0	0	0:00:00
Pond	1.01	1.69	180.69	0 18:20	0	0	0:00:00
Temp_Pond	1.15	1.83	180.69	0 18:20	0	0	0:00:00

\*\*\*\*\*
Node Flow Summary
\*\*\*\*\*

Node ID	Element Type	Maximum Lateral Inflow LPS	Peak Inflow LPS	Time of Peak Inflow Occurrence days hh:mm	Maximum Flooding Overflow LPS	Time of Peak Flooding Occurrence days hh:mm
EX_MH_1	JUNCTION	28.53	196.33	0 12:00	0.00	
EX_MH_2	JUNCTION	49.67	167.84	0 12:00	0.00	
EX_MH_3	JUNCTION	58.87	58.87	0 12:00	0.00	
EX_PS	JUNCTION	0.00	71.67	0 12:06	0.00	
PR_MH_1	JUNCTION	47.16	47.16	0 12:00	0.00	
PR_MH_2	JUNCTION	12.24	59.38	0 12:00	0.00	
Allowable	OUTFALL	213.61	213.61	0 12:00	0.00	
Outfall	OUTFALL	0.00	4.00	0 13:31	0.00	
Pond	STORAGE	19.82	215.12	0 12:00	0.00	
Temp_Pond	STORAGE	30.93	99.76	0 12:06	0.00	

\*\*\*\*\*
Storage Node Summary
\*\*\*\*\*

Storage Node ID	Maximum Time of Max.	Maximum Total Ponded Volume 1000 m³	Maximum Exfiltration Rate Volume 1000 m³	Time of Max. Ponded Volume	Average Ponded Volume	Average Ponded Volume	Maximum Storage Node Outflow LPS
Rate	Rate hh:mm:ss	(%)	days hh:mm	1000 m³	1000 m³	(%)	LPS
Pond	0.00 0:00:00	0.142	60	0 18:20	0.079	34	75.47
Temp_Pond	0.00 0:00:00	0.000	70	0 18:20	0.160	40	3.18

SSA Model Outputs 100 Year Event - Temporary Conditions

\*\*\*\*\*  
Outfall Loading Summary  
\*\*\*\*\*

Outfall Node ID	Flow Frequency (%)	Average Flow LPS	Peak Inflow LPS
Allowable	79.93	6.69	213.61
Outfall	85.33	3.89	4.00
System	82.63	10.58	217.41

\*\*\*\*\*  
Link Flow Summary  
\*\*\*\*\*

Link ID Ratio of Maximum Flow Depth	Total Time minutes	Element Reported Type Condition	Time of	Maximum	Length	Peak Flow	Design	Ratio of
			Peak Flow	Velocity	Factor	during	Flow	Maximum
			Occurrence	Attained		Analysis	Capacity	/Design
Surcharged			days hh:mm	m/sec		LPS	LPS	Flow
EX_1 1.00	1083	CONDUIT SURCHARGED	0 12:00	0.96	1.00	58.85	74.10	0.79
EX_2 1.00	1086	CONDUIT SURCHARGED	0 12:00	1.06	1.00	167.84	160.06	1.05
EX_3 1.00	1088	CONDUIT SURCHARGED	0 12:00	1.23	1.00	196.31	162.64	1.21
Pond_Out1 1.00	1123	CONDUIT SURCHARGED	0 12:06	1.01	1.00	71.67	44.38	1.62
Pond_Out2 1.00	1130	CONDUIT SURCHARGED	0 12:06	1.01	1.00	71.65	44.74	1.60
PR_2 1.00	1084	CONDUIT SURCHARGED	0 12:00	0.67	1.00	47.14	51.84	0.91
PR_3 1.00	1085	CONDUIT SURCHARGED	0 12:00	0.84	1.00	59.38	51.42	1.15
Pump-01 1536		PUMP	0 13:31			4.00		1.00

\*\*\*\*\*  
Flow Classification Summary  
\*\*\*\*\*

Link	--- Fraction of Time in Flow Class ---								Avg. Froude Number	Avg. Flow Change
	Up Dry	Down Dry	Sub Dry	Sup Crit	Up Crit	Down Crit	Froude			
	Dry	Dry	Dry	Crit	Crit	Crit	Number			
EX_1	0.04	0.00	0.00	0.60	0.00	0.00	0.35	0.34	0.0000	
EX_2	0.05	0.00	0.00	0.94	0.00	0.00	0.01	0.22	0.0000	
EX_3	0.06	0.00	0.00	0.63	0.00	0.00	0.31	0.26	0.0000	
Pond_Out1	0.01	0.00	0.00	0.99	0.00	0.00	0.00	0.03	0.0000	

SSA Model Outputs 100 Year Event - Temporary Conditions

Pond_Out2	0.00	0.00	0.00	0.99	0.00	0.01	0.00	0.01	0.0000
PR_2	0.05	0.00	0.00	0.61	0.00	0.00	0.34	0.25	0.0000
PR_3	0.07	0.00	0.00	0.61	0.00	0.00	0.33	0.24	0.0000

\*\*\*\*\*

Highest Continuity Errors

\*\*\*\*\*

Node PR\_MH\_2 (1.78%)

Node EX\_MH\_2 (1.14%)

Node EX\_MH\_1 (1.12%)

\*\*\*\*\*

Time-Step Critical Elements

\*\*\*\*\*

None

\*\*\*\*\*

Highest Flow Instability Indexes

\*\*\*\*\*

All links are stable.

\*\*\*\*\*

Routing Time Step Summary

\*\*\*\*\*

Minimum Time Step : 0.78 sec

Average Time Step : 1.00 sec

Maximum Time Step : 1.00 sec

Percent in Steady State : 0.00

Average Iterations per Step : 2.00

Analysis began on: Mon Jul 11 16:50:07 2016  
Analysis ended on: Mon Jul 11 16:50:11 2016  
Total elapsed time: 00:00:04

## **Appendix D**

### ***ADS Quality Treatment Unit***



## ADVANCED DRAINAGE SYSTEMS NET ANNUAL TSS REMOVAL EFFICIENCY



<b>Units:</b>	<b>Metric</b>
<b>Project Name:</b>	<b>580 Middle Sideroad</b>
<b>Project Location:</b>	<b>Windsor</b>
<b>Mean Annual Rainfall:</b>	<b>805.20 mm</b>
<b>Site Drainage Area:</b>	<b>0.66 ha</b>
<b>Runoff Coefficient, C:</b>	<b>0.74</b>
<b>Length, L:</b>	<b>0.21 km</b>
<b>Slope, S:</b>	<b>0.5 %</b>
<b>Assumed Sediment:</b>	<b>F-35</b>
<b>Proposed Unit:</b>	<b>3612WQA</b>
<b>Number of Units:</b>	<b>1</b>
<b>Time of Concentration:</b>	<b>0.24 hrs</b>
<b>Intensity Scaling Factor:</b>	<b>25.69</b>

Rainfall Intensities for Standard Return Periods (mm/hr)					
Duration (h)	2 year	5 year	10 year	25 year	50 year
0.083	138.2	178.6	206.3	240.4	266.4
0.167	84.6	109.5	126.5	147.5	163.4
0.25	63.5	82.2	95.0	110.8	122.8
0.50	38.9	50.4	58.2	68.0	75.3
1	23.8	30.9	35.7	41.7	46.2
2	14.6	18.9	21.9	25.6	28.3
6	6.7	8.7	10.1	11.8	13.1
12	4.1	5.3	6.2	7.2	8.0
24	2.5	3.3	3.8	4.4	4.9
					5.4

Runoff (Rational Method) for Standard Return Periods (m³/s)					
Duration (h)	2 year	5 year	10 year	25 year	50 year
0.083	#N/A	#N/A	#N/A	#N/A	#N/A
0.167	#N/A	#N/A	#N/A	#N/A	#N/A
0.25	0.086	0.112	0.129	0.150	0.167
0.5	0.053	0.068	0.079	0.092	0.102
1	0.032	0.042	0.048	0.057	0.063
2	0.020	0.026	0.030	0.035	0.038
6	0.009	0.012	0.014	0.016	0.018
12	0.006	0.007	0.008	0.010	0.011
24	0.003	0.004	0.005	0.006	0.007

Removal Efficiency-Treated Flow: **90.46%**

Net Removal Efficiency: **88.51%**

Portion of Total Runoff Treated: **96.62%**

(Restricted) Removal Efficiency-Treated Flow: **#VALUE!**

(Restricted) Net Removal Efficiency: **#VALUE!**

(Restricted) Portion of Total Runoff Treated: **#VALUE!**

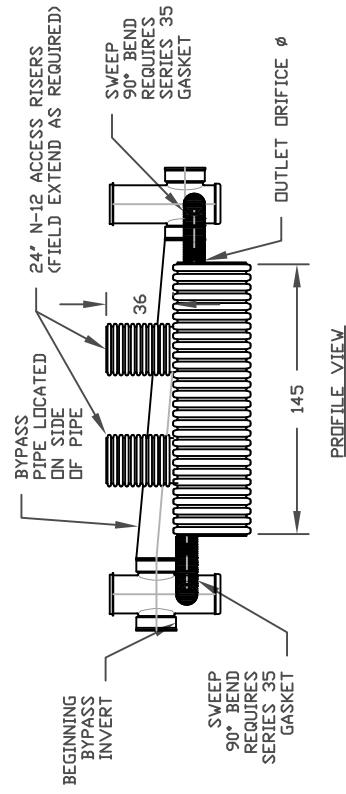
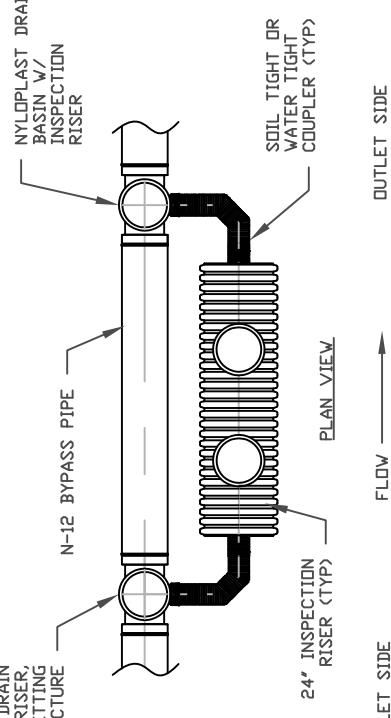
For more information about this Efficiency Calculation Spreadsheet, please contact:

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ADS HDPE WATER QUALITY UNIT  
3612WQ(A/B)XX

SHOWN AS NYLOPLAST DRAIN  
BASIN W/ INSPECTION RISER,  
CAN BE FABRICATED FITTING  
OR OTHER STRUCTURE



FLOW →

PROFILE VIEW

NOTES:

1. REFERENCE TECHNICAL NOTE 1-03 FOR ADDITIONAL INFORMATION.
2. ELEVATION CHANGE DENOTES THE ELEVATION DROP FROM INVERT OF BY-PASS AT INLET TO INVERT OF BY-PASS AT OUTLET.

XX DENOTES A BY-PASS SIZE OF 12", 15", 18", 24", 30", 36", 42", 48", OR 60"

XX=00 DENOTES UNITS W/OUT A BY-PASS. THE OUTLET PIPE Ø WILL MATCH THE INLET PIPE Ø.

\* ELEVATION CHANGE FOR UNITS WITHOUT A BY-PASS IS 2"

ADS MODEL #	MAIN PIPE DIA.	SIEVE SIZE	PARTICLE SIZE (CM)	TREATED FLOW RATE (CFS)	INLET Ø	OUTLET Ø	ELEVATION CHANGE*
3612WQAXX	36"	140	0.0106	0.86	10"	10"	5.94" 11.9"
3612WQBXX	36"	200	0.0075	0.43	10"	10"	4.20" 11.9"

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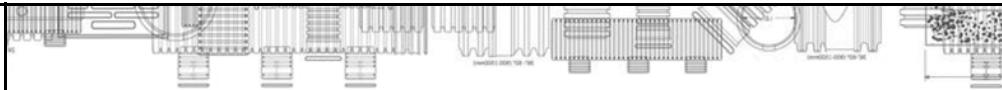
REVISIONS	
BY	DATE

**ADS**

DRAWN BY CRM 8-23-10

APPROVED BY CRM

DWG. SCALE: 1 : 100



# INSTALLATION GUIDE

Storm Water Quality Units

IG 2.01  
October 2008

ADS polyethylene products and a well-constructed backfill envelope work together to support soil and live loads. Although backfill has special significance in applications involving high loads, it is important to take reasonable precautions during any pipe installation. Correct installation will ensure long-term trouble-free service for all types of pipe systems.

The recommendations presented here detail how to correctly install Water Quality Units. Installation with proper backfill materials, compaction levels, and placement procedures are essential to achieve long term system performance. These recommendations assume the drainage designer used design criteria available from ASTM D2321 and ADS. The designer should discuss installations involving conditions not covered by that document (poor soils, high loads, or other factors that may affect the performance of the system) with ADS Regional Engineers or Application Engineering through the nearest manufacturing location. All installations must comply with local, state, and federal regulations.

## Backfill Material Selection

- Structural backfill material must be a Class I material described in Table 1.
- Native soil meeting class II, III, or IV, as described in Table 1, are NOT acceptable initial backfill materials. However, they may be used as final backfill once the initial backfill is placed and compacted.
- Class I materials shall be compacted to a minimum Standard Proctor Density of 95%.
- In regions where Class I backfill material may not be readily obtainable, flowable fill may be a suitable alternative. Where flowable fill is used, precaution must be taken to prevent flotation during installation.

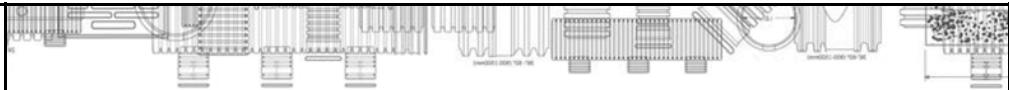
**Table 1**  
**Acceptable Backfill Material and Compaction Requirements**

Description	Soil Classification		Minimum	Maximum* Compaction
	ASTM D2321	ASTM D2487	Standard Density (%)	Layer Height (in.)
Flowable Fill	n/a	n/a	Dumped	**
Graded or crushed stone Crushed gravel	Class I	-	Compacted	12 (0.3m)
Well-graded sand, gravels, and gravel/sand mixtures; Poorly graded sand,gravels and gravel/sand mixtures; little or no fines	Class II	GW GP SW SP	Material Not Recommended	
Silty or clayey gravels, Gravels/sand/silt or gravels and/clay mixtures, silty or clayey sands, sand/clay or sand/silt mixtures	Class III	GM GC SM SC	Material Not Recommended	
Inorganic silts and low to medium plasticity clays; gravelly, sandy, or silty clays; some fine sands	Class IV A	ML CL	Material Not Recommended	

\*Layer Heights should not exceed one-half the pipe diameter. Layer heights may also need to be reduced to accommodate compaction method.

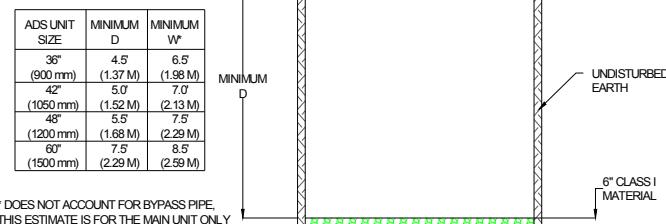
\*\*Where flowable fill is used, precaution must be taken to prevent flotation.

*NOTE: These recommendations are general in nature and are not meant to be specific. Consult a geotechnical engineer for project specific design and installation recommendations.*

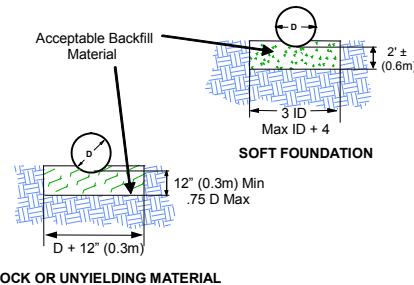


## Trench Construction

- Trench or ditch should be just wide enough to place and compact backfill around the entire pipe. A minimum width of OD + 36" but no greater than OD + 72" is recommended. *Trench width does not account for the bypass pipe, this estimate is for the main unit only.*
- As with any pipe, groundwater or seasonal high water tables may impede installation. De-watering is necessary for safe, efficient installation.



- Trench or ditch bottoms containing bedrock, soft muck or refuse, or other material unable to provide long-term pipe support are unacceptable.
- If a firm foundation is exposed, replace excavated material with acceptable backfill and compact as shown.
- Remove rock or unyielding material 1-foot (0.3m) below grade and 6" (0.15m) on either side of pipe.\*
- Excavate soft areas approximately 2 feet (0.6m) below grade and three times pipe width.\*
- If soft area remains after excavation or if native soil can migrate into backfill, use synthetic fabric (geotextile) to separate native soil from backfill.\*
- For a flat bottom trench, the middle of bedding equal to 1/3 the pipe OD shall be loosely placed while the remainder shall be compacted in accordance with Table 1.

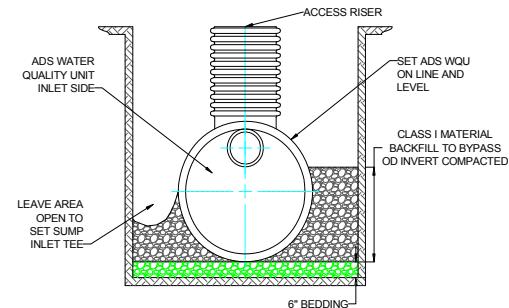


\*These recommendations are general in nature and are not meant to be specific. Consult a geotechnical engineer for project specific design and installation recommendations

## Backfill Envelope Construction

### Placing Unit and Initial Backfill

- Utilize care when lowering unit into the trench. Handle using nylon slings and two pick points. Do not use slings around risers.
- Place and compact Class I backfill in layers to meet requirements of Table 1.
- When the unit consists of two sections, place the downstream section first. Properly lube the bell and spigot to connect and home the remaining section.



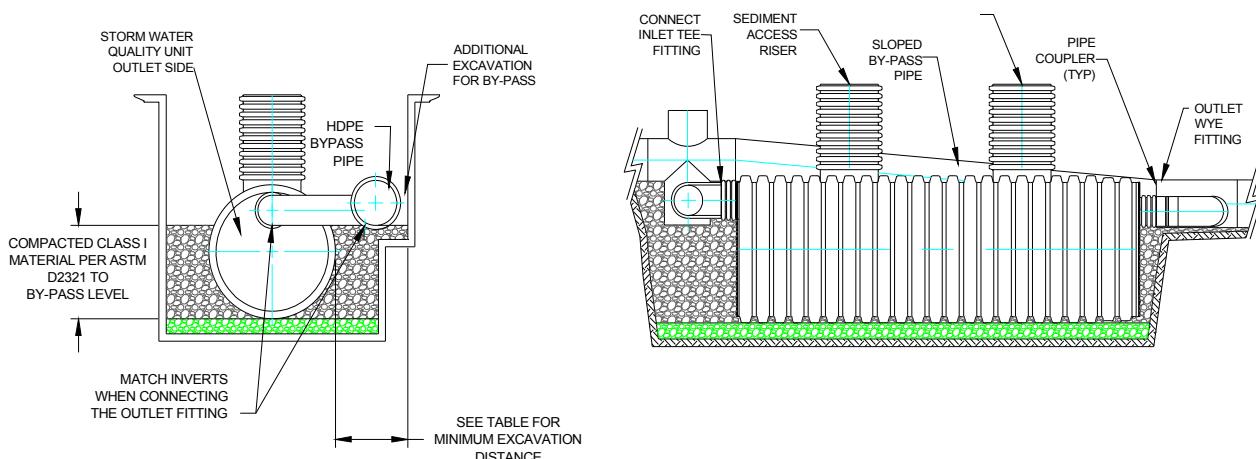


## Connecting the Bypass

- Start on the downstream end by connecting the outlet fitting – be sure to match the inverts of the unit outlet and bypass pipe.
- The bypass pipe of the ADS WQU is designed to convey the peak storm water flow of the storm line. For example, at a 1% slope, peak flow rates for the bypass are as follows:

Diam. (in)	CFS	L/S	Diam. (in)	CFS	L/S
12	4	100	36	72	1900
15	7	190	42	110	2900
18	11	300	48	160	4200
24	24	660	60	280	7600
30	44	1200			

- Bypass fittings can be connected using the same couplers as the main storm sewer pipe. Couplers may be split couplers, gasketed split couplers, bell-bell couplers or welded couplers.



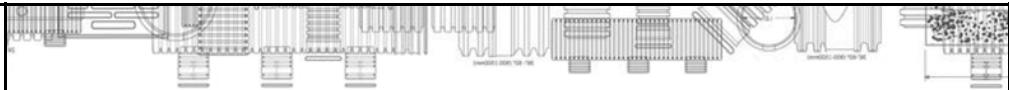
- Place and compact initial backfill in layers around pipe to at least 12" (0.3m) above the crown as shown.
- Avoid impacting pipe or separator unit with compaction equipment.

## Backfill Around the Unit and Bypass

- Distance from outside diameter of SWQU (trench side) to bypass outer trench wall are provided in the following table (see detail above for distance reference):

Bypass Pipe Diameter, in (mm)								
12 (300)	15 (375)	18 (450)	24 (600)	30 (750)	36 (900)	42 (1050)	48 (1200)	60 (1500)
41 (1041)	44 (1118)	49 (1245)	56 (1422)	64 (1626)	71 (1803)	78 (1981)	85 (2159)	100 (2540)

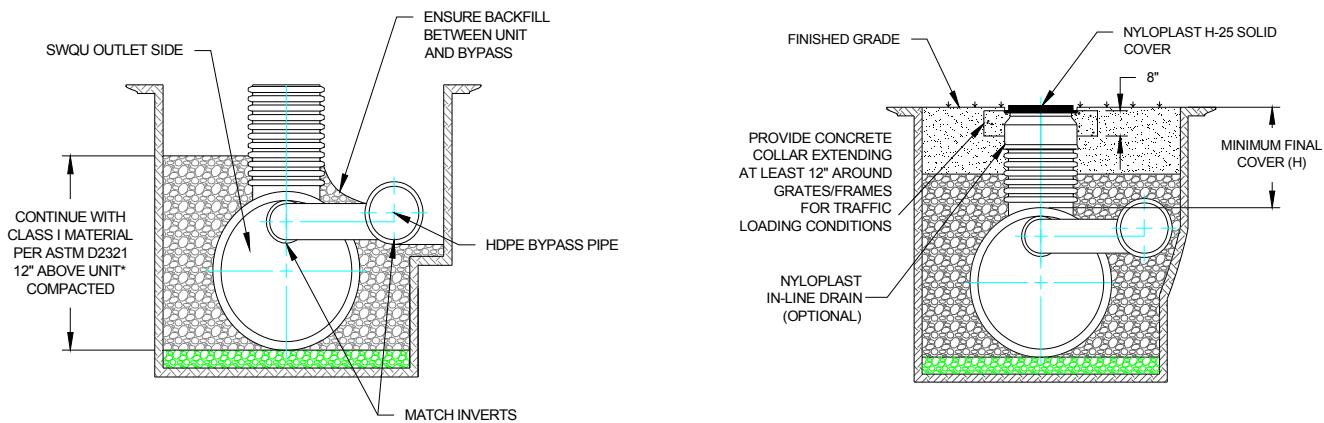
- Continue backfill with Class I material to 12" above the Water Quality Unit (24" for 60" units).
- Place and compact initial backfill in layers around pipe to at least 12" (0.3m) above the crown.

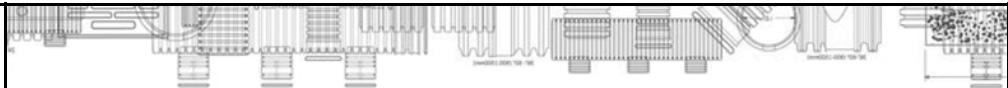


- Avoid impacting pipe or separator unit with compaction equipment.
- Final backfill and compaction should be appropriate for anticipated loading.
- Fill unit with water to the top of the sediment weir plate once backfill is placed and compacted 12" above the unit.

## Final Cover and Riser Extensions

- For non-traffic loading,  $H=12"$  for 36", 42", and 48" units measured from the top of the unit to the bottom of bituminous pavement or top of rigid pavement.  $H=24"$  for 60" units.
- For traffic loading,  $H=24"$  for 36", 42", and 48" units measured from the top of the unit to the bottom of bituminous pavement or top of rigid pavement.
- If sufficient cover is provided, no further precautions are required.
- If sufficient cover is not provided, mound and compact material over pipe to provide minimum cover needed for load during construction. Final backfill and compaction should be appropriate for anticipated loading.





# INSTALLATION GUIDE

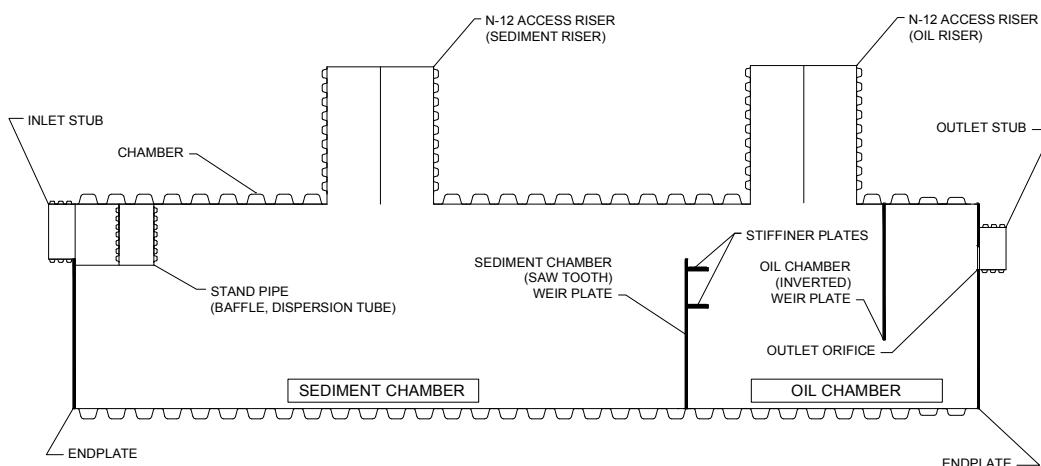
Storm Water Quality Units – Inspection & Maintenance

IG 2.02  
October 2008

## Description / Basic Function

The ADS Water Quality Unit harnesses the proven concepts utilized in municipal sewage treatment systems and transforms it into a compact Water Quality Unit.

The unit is ideal for storm water applications including gas stations and fast food restaurants; this system gives you a highly effective BMP solution to meet EPA requirements.



### Risers

The ADS Water Quality Unit consists of two risers. A 24" riser is centered over Sediment and Oil Chambers. These two risers provide access to the individual chambers of the Storm Water Quality Unit for maintenance and inspection. Entry into the WQU should be considered an OSHA confined space and appropriate guidelines should be followed.

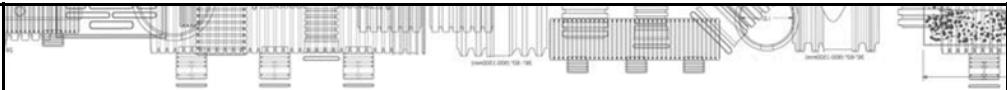
## Maintenance Overview

The purpose of maintaining a clean and obstruction free Water Quality Unit is to ensure the system performs its intended function. A build up of debris in excess of the design storage volume could reduce the efficiency of the system.

A company specializing in such activities should perform inspection and maintenance of the Water Quality Unit.

### Inspection / Maintenance Frequency for the ADS Water Quality Unit

- Inspected quarterly (4 times a year) and after major storm events.
- Cleaned (pumped and pressure washed) a minimum of once a calendar year
- Site or surrounding site conditions may require more inspections and maintenance



## Inspection

An inspection should be performed when the system is installed. This allows the owner to measure the invert prior to accumulation of sediment. This survey will allow the monitoring of sediment build-up without entering the system, thereby eliminating the need for confined space entry. Documentation of pre-inspection data should be captured.

### Procedures

1. In the By-Pass Structure inspect for blockage. Inspect the diversion structure and weir for damage and sediment buildup. Any damage should be repaired and sediment should be removed as required.
2. On the Water Quality Unit, locate the risers. The risers will be 24" in diameter.
3. Remove the lid of each riser. It is recommend that this be done one at a time so an open riser is not left exposed during inspection or maintenance of the other risers.
4. In the 24" riser over the Sediment Chamber, inspect the amount of floatable debris. Then measure the sediment buildup with a measuring device such as a Sludge Judge®. Also inspect that the inlet pipe does not have any blockage. Blockage inspection is better suited after unit is vacuumed. Any confined space entry would be done through this riser and OSHA requirements must be followed.
5. In the 24" riser over the Oil Chamber, measure / inspect the oil depth.
6. Inspect structure and components for any damage.
7. Replace all riser lids.

## Maintenance

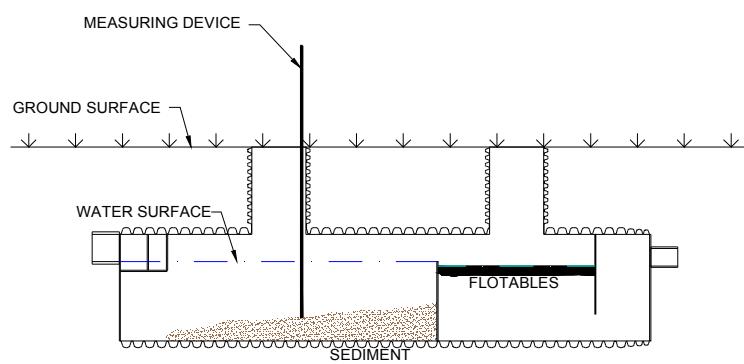
Cleaning should be performed if **sediment volume has reduced the storage area by 20% or if the depth of sediment has reached approximately 25% of the diameter of the structure (See Table 1 for cleanout depth information)**. Furthermore, the system may need cleaning in the event a spill of a foreign substance enters the unit.

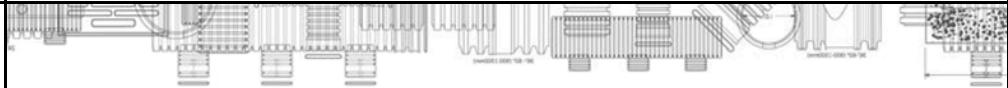
### Inspection Procedures (Measuring Sediment Depth)

1. Lower measuring device into sediment riser of unit.
2. Read measurement at ground surface.
3. Subtract the current measurement reading from the distance between the ground surface to the invert of the SWQU (obtained when unit was first installed or is clean).
4. Compare calculated difference to the respective value in Table 1. If resulting value is equal to or greater than the respective value on the Table 1, maintenance shall be performed. The figure below illustrates the inspection procedure.

**Table 1**  
**Sediment Depth at Cleanout**

Model Number	Diameter (in)	Sediment Depth (in)
3620WQ	36	9
3640WQ	36	9
4220WQ	42	10
4240WQ	42	10
4820WQ	48	12
4840WQ	48	12
6020WQ	60	15
6040WQ	60	15

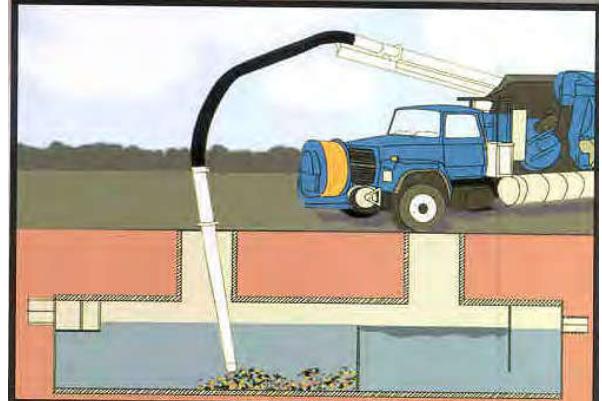




## Cleaning Procedures

1. Insert vacuum hose into By-Pass Structure and pump out. Inspect By-Pass Structure for any damage.
2. Insert vacuum hose into 24" riser and pump out the Sediment Chamber. Pressure wash this Chamber if needed. Inspect for any damage. Inspect the inlet pipe for any blockage. Also inspect weir plate for damage.
3. Insert vacuum hose into other 24" riser. This will pump out the Oil Chamber. Inspect for any structural damage. Pressure wash this Chamber if needed.
4. Refill water quality unit with water.
5. Replace all riser lids.

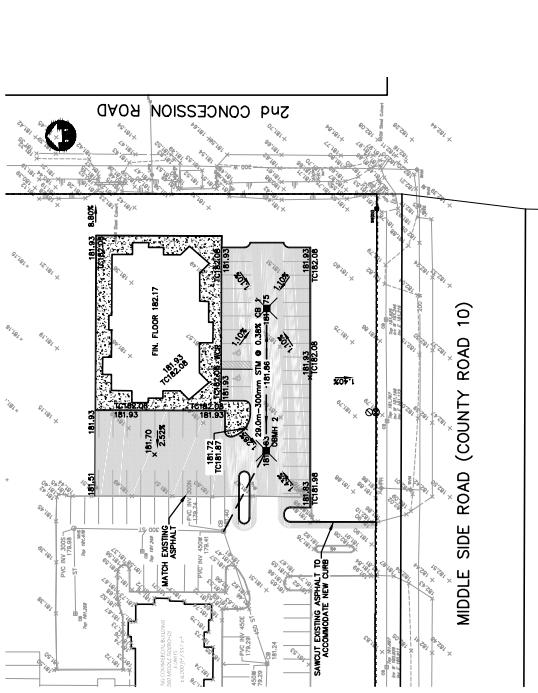
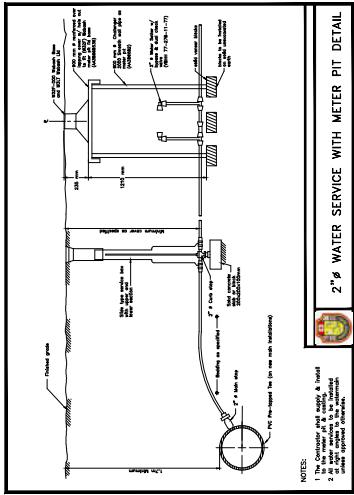
The owner or operator is responsible for meeting all federal, state, and local laws and regulations during the maintenance and cleanout operations.



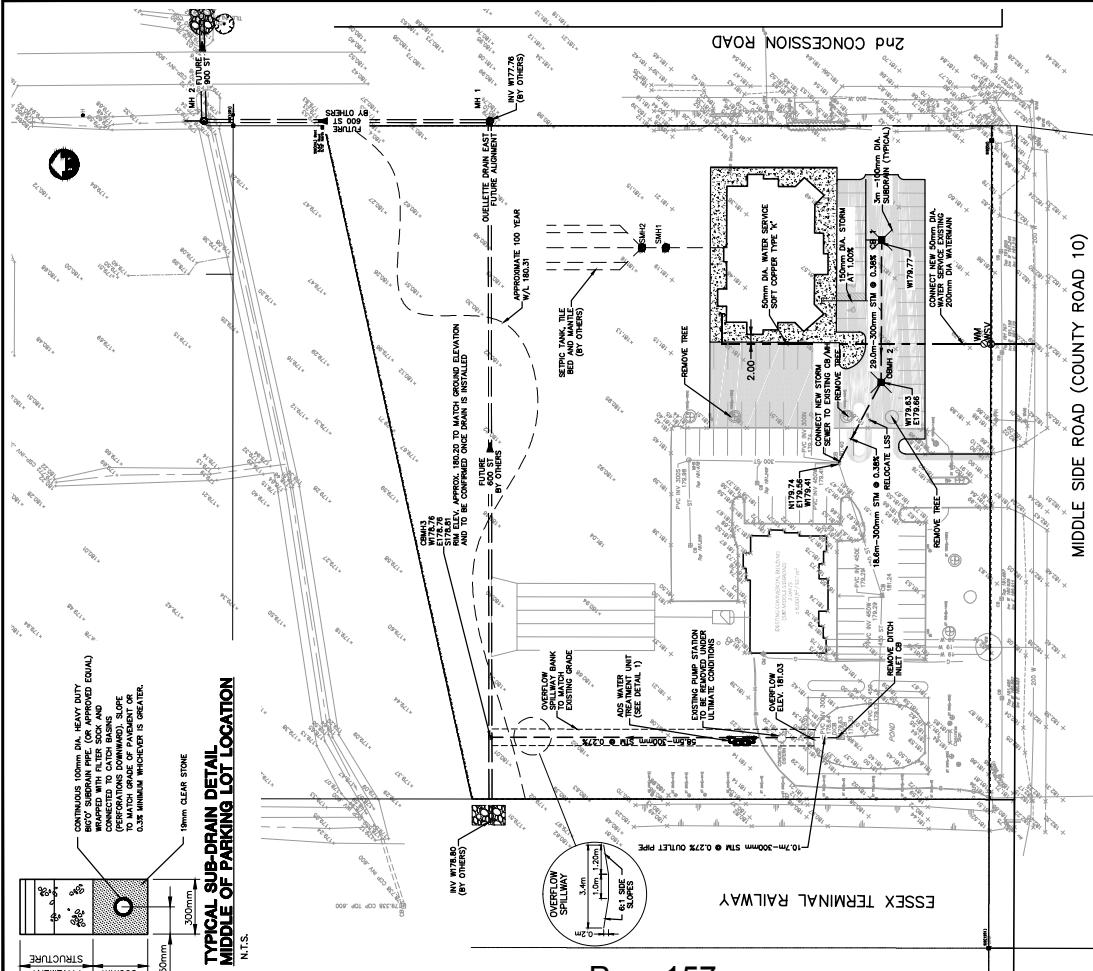
## Material Disposal

Owners are responsible for complying with all federal, state, and local regulations when disposing of material collected from the storm water quality unit. Water and sediment from cleanout procedures should not be dumped into sanitary sewer.

**FOR SITE PLAN APPLICATION  
NOT FOR CONSTRUCTION**



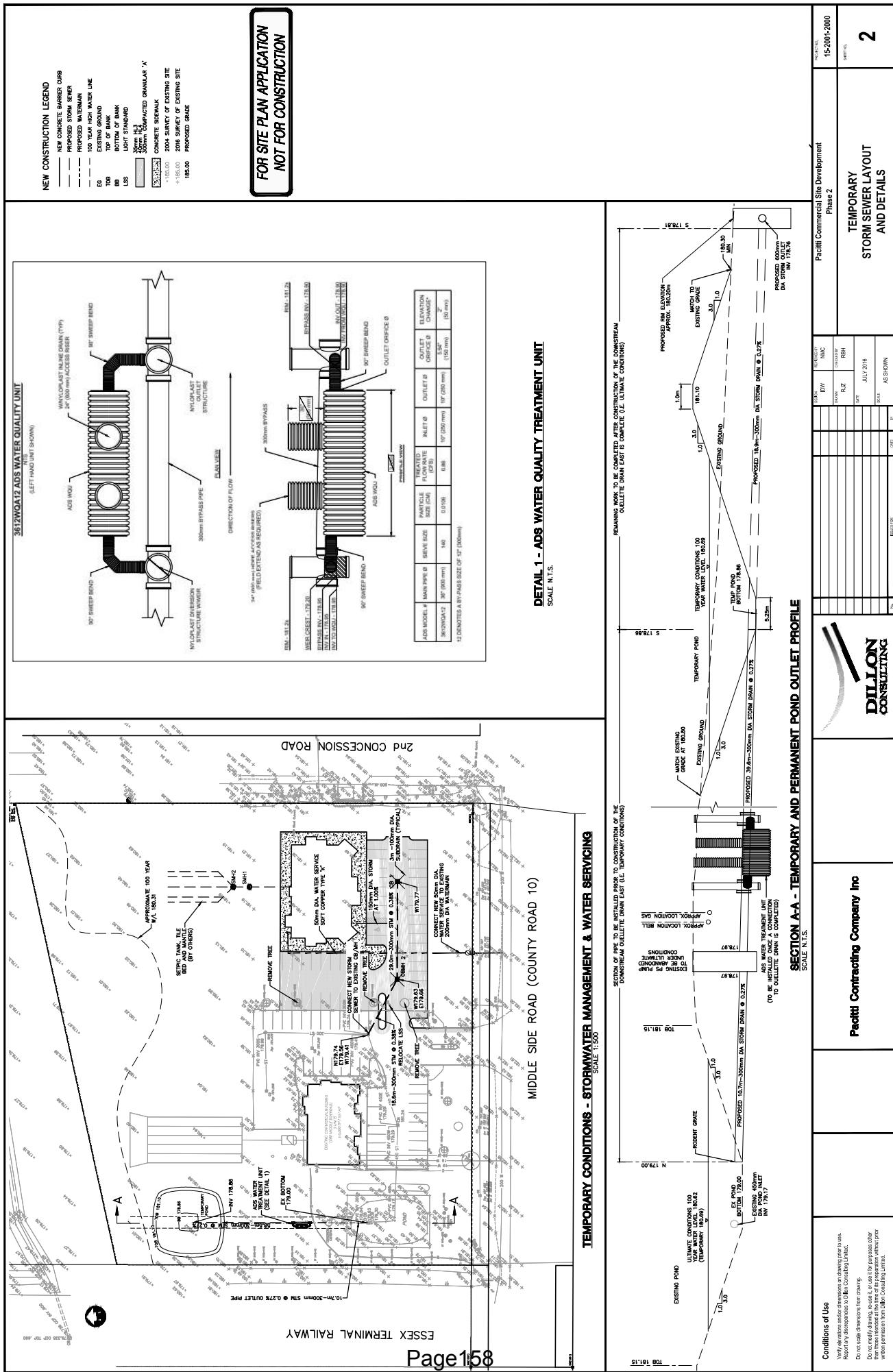
**NEW CONSTRUCTION**



ULTIMATE CONDITIONS - STORMWATER MANAGEMENT & WATER SERVICING

Bechtel Contracting Company, Inc.

**REMOVALS, SITE GRADING  
STORMWATER MANAGEMENT**



PROJECT NO.: 04-3072-1000  
DESIGN BY: SES  
DATE: April 19, 2004

**PACITTI DEVELOPMENT**  
**ON-SITE STORM WATER DETENTION CALCULATIONS**

**A. PRE-DEVELOPED SITE CONDITIONS:**

Ex. Site Area = 3304 sq.m = 0.33 Ha

**B. PROPOSED SITE CONDITIONS:**

Commercial (C=0.62)= 3304 sq.m = 0.33 Ha

**C. RUNOFF COEFFICIENTS:**

EXISTING: Cund= 0.20 (1:5 yr freq)

FUTURE: Cdev= 0.63 (1:5 yr freq)

**D. PRE-DEVELOPED (ALLOWABLE) DISCHARGE FOR 1:5 YEAR FREQUENCY STORM:**

Average Runoff Coefficient, Cund = 0.20

Time of Concentration = 16.6 min. (for 1:5 year)

Intensity, i = 86.75 mm/hr Where Intensity,  $i = 125 * 25.4 / (T+20)$ ,  
for CITY OF WINDSOR 1:5 year frequency stor

Qund = 2.78 C i A  
= 15.94 L/s

**E. POST-DEVELOPMENT DISCHARGE FOR 1:5 YEAR FREQUENCY STORM:**

Average Runoff Coefficient, Cdev = 0.63

Qdev = 2.78 C i A  
= 0.58 \* i L/s

**F. STORM VOLUME CALCULATIONS FOR 1:5 YEAR FREQUENCY STORM:**

Duration (min.) t	Intensity* (mm/hr) i	Qd=2.78CIA (L/s)	Storm Volume (cu.m.)** V1=Qd t 60	Relief Volume*** (cu.m.)** V2=Qu t 60	Storage (cu.m.) V1 - V2
0	158.75	0.00	0.00	0.00	0.00
5	127.00	22.24	6.67	4.78	1.89
10	105.83	37.07	22.24	9.56	12.68
15	90.71	47.66	42.89	14.34	28.55
20	79.38	46.15	55.38	19.12	36.26
25	70.56	41.02	61.53	23.90	37.63
30	63.50	36.92	66.46	28.68	37.77 ***
35	57.73	33.56	70.48	33.47	37.02
40	52.92	30.77	73.84	38.25	35.59
45	48.85	28.40	76.68	43.03	33.65
50	45.36	26.37	79.11	47.81	31.31
55	42.33	24.61	81.22	52.59	28.64
60	39.69	23.08	83.07	57.37	25.70

\* Where Intensity,  $i = 125 * 25.4 / (T+20)$ , for CITY OF WINDSOR 1:5 year frequency Storm

\*\* Where Qd or Qu is entered in cms

\*\*\* Qund = 15.94 L/s for 1:5 year storm

\*\*\*\* Max. volume to be stored = 37.77 cu.m. for 1:5 year storm

Storage will be provided in the proposed temporary swale proposed with the smaller culvert to restrict flows to the municipal drain to predeveloped flows.

## STORM SEWER DESIGN SHEET

Project Name: Pacific Development  
Project Number: 04-3104-1000

NOTES

- 1) Design Storm = 1:5 Year C.O.W. (125-25.4 ft (Tc=20)) mm/hr  
 2) Manning's Coefficient = 0.013  
 3) Minimum Velocity = 0.60 m/s  
 Maximum Velocity = 3.00 m/s  
 4) Duration = 2.0 fps  
 5) Flow Depth = 9.8 ft/s

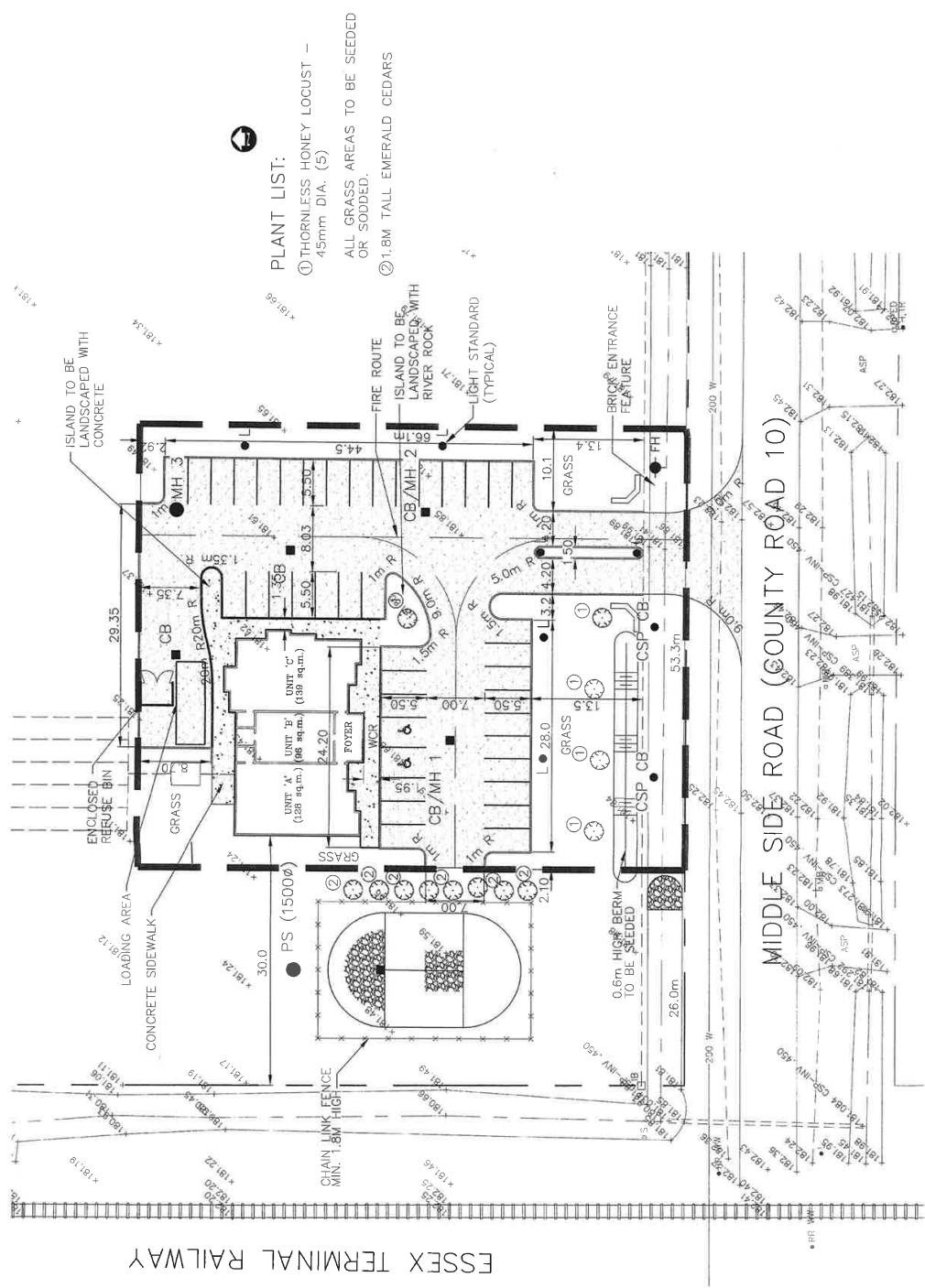
Town of Amherstburg  
County of Essex

Town of Amherstburg  
County of Essex

## STORM SEWER DESIGN SHEET

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ESSEX TERMINAL RAILWAY

**AMENDED SCHEDULE "F" TO BYLAW 2004-52  
COUNCIL RESOLUTION JUNE 15, 2009**

		PROJECT NO.	
		04-3072-0000	
		SHEET NO.	
		2	
		DATE	
		28 Nov 2008	
<b>SITE PLAN AND LANDSCAPE PLAN</b>			
Pacitti Commercial Site Development			
Pacitti Contracting Company Inc			
DILLON CONSULTING CONTRACTING COMPANY INC.			
2000 Bataille Drive, Suite 600, Mississauga, Ontario L4Z 2C9, Canada Phone: (905) 248-30000 or (905) 248-5054			
 <p>DILLON CONSULTING LIMITED F. R. DILLON, P.Eng. November 26, 2008 DATE</p>		 <p>PROFESSIONAL ENGINEERS ONTARIO DIRECTOR PROVINCE OF ONTARIO COUNCIL OF PROFESSIONAL ENGINEERS OF ONTARIO 2011</p>	





## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF CORPORATE SERVICES

#### ***MISSION STATEMENT:***

<b>Author's Name:</b> Wendy Dade	<b>Report Date:</b> September 12, 2016
<b>Author's Phone:</b> 519 736-0012 ext. 2232	<b>Date to Council:</b> September 26, 2016
<b>Author's E-mail:</b> <a href="mailto:wdade@amherstburg.ca">wdade@amherstburg.ca</a>	<b>Resolution #:</b> NA

**To:** Mayor and Members of Town Council

**Subject:** 2016 Second Quarter Financial Reports

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#### **1. RECOMMENDATION:**

It is recommended that:

1. The report from the Manager, Financial Services, dated September 12, 2016 regarding 2016 Second Quarter Financial Reports **BE RECEIVED** for information.

#### **EXECUTIVE SUMMARY:**

N/A

#### **2. BACKGROUND:**

Monthly financial reports are generated in Financial Services and distributed for directors and managers to review. Quarterly, these reports are provided to Council with forecasts of year end results.

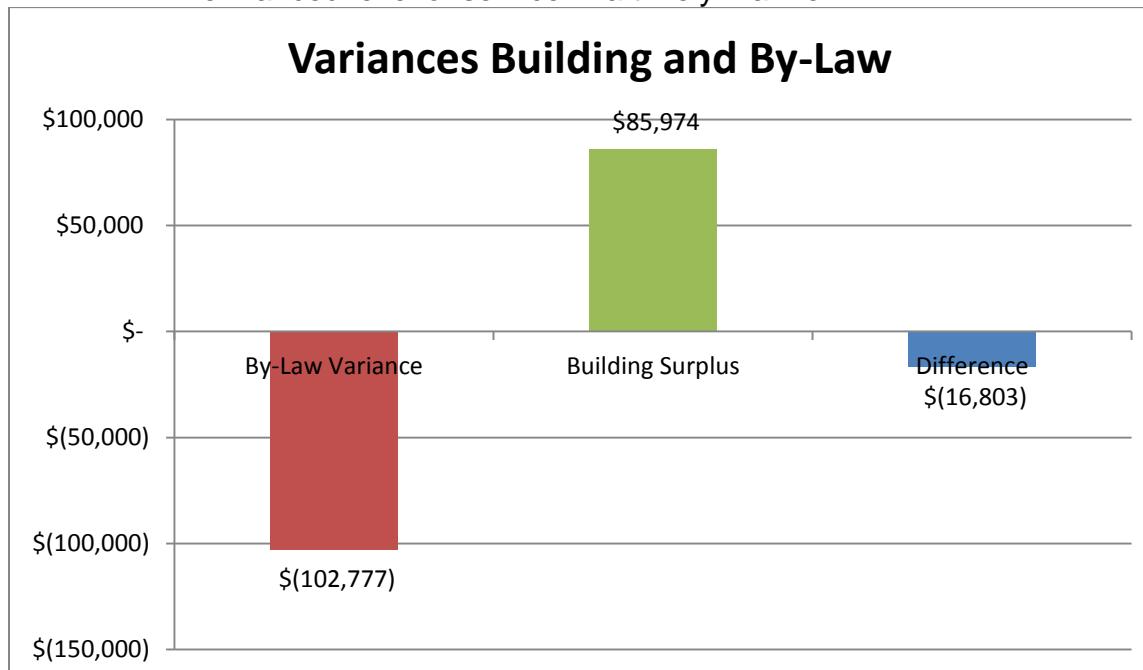
#### **3. DISCUSSION:**

At the end of the second quarter the net variance from budget for the Town that is being forecast is \$339,008 favourable. The unfavourable variance on operating expenses, netted with the favourable variance on non-tax revenues is only \$55,000 apart. The overall favourability is driven by tax revenues.

Taxes levied are \$147,736 higher than budgeted due to assessment values being estimated conservatively during budget. Further, supplementary billings are high in 2016, due to new residential builds. This favourability can also be seen in the Building Department's permit revenues. It is important for Council to note that the number of building lots that are readily available for residential construction is approximately 73. In the event additional lots are not realized, the Town will be at a point where building department revenues will be adversely affected.

Although the operating expense variances are offset by additional non-tax revenue some variances warrant commentary, as follows:

- **Fire Department and Libro Centre** - Both departments show significant unfavourable operating expenses. Administration will provide Council with reports on the expenses from these areas in the near future. These reports will detail the operational challenges being faced by each department in detail and the impact they may have on the Town going forward.
- **Financial Services** - cost saving of \$60,000 are anticipated during this year. The department has been understaffed in 2016, due to the departure of the Procurement and Policy Administrator as well some staffing gaps with Financial Services Clerks. These vacancies have now been filled..
- **Public Works** experienced a delay in hiring a new staff and is anticipating savings in overtime for a total contribution of \$99,000.
- **Licensing and Enforcement and Building** - The \$100,000 adjustment of 'savings to be determined' implemented by Council in the 2016 budget deliberations has required Administration to look at efficiencies between the departments. As shown below, at the present time, when looking across the departments, a difference of \$16,803 has resulted. Administration is examining the resource allocation in these two areas to improve efficiencies, reduce overall cost, and provide the taxpayer with an enhanced level of service in a timely manner.



**Global Expenses** – Legal Fees are forecasted to come in \$30,000 favourable to budget. The forecasted savings are substantially higher due to the hire of a Director of Planning, Development and Legislative Services than originally anticipated. The implementation of diligent cash management practices offers forecasted savings of \$20,000 in Interest Expenses. Offsetting some of the positive variances is unbudgeted Municipal Tax Write Offs. In 2016, Minutes of Settlement (dealt with by MPAC) are in process and a reduction is being anticipated by MPAC for 2 quarry properties relating to the 2013, 2014, 2015 taxation years. The municipal portion of the write offs for the 3 year period is \$77,110.77 and \$47,042.90 respectively. These rebates were attributable to province wide revaluation of quarry lands. This review was based on an assessment review board ruling for quarry property in the Caledon region. The total \$124,153.67 unanticipated write-off is the primary driver for greater than budgeted Municipal write-off's in the current year. This account will be significantly over budget due to write offs related to quarry property.

- **Non-departmental Non-tax Revenues** – Two large transactions have contributed to over \$240,000 in additional cash flows. The monies received from the Ontario Municipal Partnership Fund came in \$143,000 over the amount budgeted. Secondly, surpluses from Green Shield benefit costs will be \$100,000 favourable to budget.
- **Police Revenue** – Grant monies for the guns and gangs program were not anticipated in 2016 but were received in the amount of \$50,000.

Water and Wastewater results and forecasts are also provided, as at June 30, 2016. Both of these divisions are being forecasted close to their budgets. The only item worthy of noting at this time is the savings related to the contracted services with OCWA. Recent renegotiation of this contract will see savings of \$46,000 in 2016.

Also included in this reporting package is an update on all ongoing capital projects. All projects are fully funded as per Council's approvals.

#### **4. RISK ANALYSIS:**

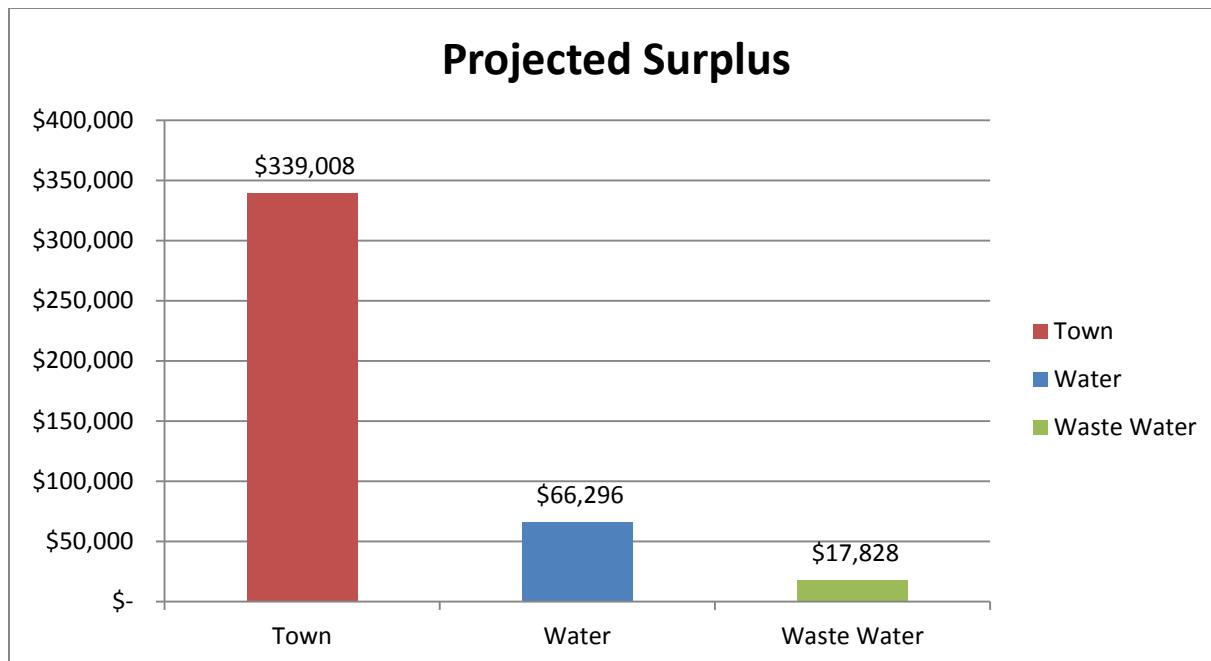
Forecasts are based on many different facts and assumptions in order to provide the best estimates possible. Many factors can cause actual results at the end of the year to vary from the forecasts provided.

If the actuals do land close to today's estimates there will be a favourable variance from budget.

Administration will continue to monitor budgets and results closely and look for further savings wherever possible.

## **5. FINANCIAL MATTERS:**

Net surpluses are being forecast for the Town, Water and Wastewater as at June 30, 2016 in the amounts of \$339,008, \$66,296 and \$17,828, respectively.



## **6. CONSULTATIONS:**

All Managers and Directors in the Town where provided the second quarter reports for review and completed the financial forecasts.

## **7. CONCLUSION:**

Year to date financial reports, as at June 30, 2016, with forecasts to year end, as well as capital reports as at July 31, 2016 are being provided to Council for information.

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Wendy Dade  
**Manager, Financial Services**

WD

## **Report Approval Details**

Document Title:	<b>2016 Second Quarter Financial Reports</b>
Attachments:	Town Fin Rpts June 2016 Water and Wastewater June 2016 Fin Rpts 2016 Capital Status
Final Approval Date:	Sept. 20, 2016

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



**Mark Galvin – Sept. 19, 2016**



**Justin Rousseau – Sept. 19, 2016**

  
John Miceli

**John Miceli – Sept. 19, 2016**



**Paula Parker – Sept. 20, 2016**

**TOWN OF AMHERSTBURG**

**SUMMARY OF OPERATING EXPENSES ON TAX LEVY**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

<u>DEPARTMENT</u> <u>Division</u>	<b>2015 Budget</b>	<b>Unaudited 2015 Actuals</b>	<b>2016 Budget</b>	<b>2016 Year to Date Actuals</b>	<b>% of Budget Remaining</b>	<b>Forecast</b>	<b>Forecasted Surplus (Deficit)</b>
<b>COUNCIL</b>	<b>204,478</b>	<b>161,388</b>	<b>196,122</b>	<b>74,303</b>	<b>62%</b>	<b>196,122</b>	<b>-</b>
<b>CAO OFFICE</b>	<b>461,998</b>	<b>449,761</b>	<b>438,585</b>	<b>227,029</b>	<b>48%</b>	<b>434,890</b>	<b>3,695</b>
<b>CLERK</b> Crossing Guards	<b>279,627</b>	<b>271,385</b>	<b>354,834</b>	<b>193,856</b>	<b>45%</b>	<b>361,044</b>	<b>(6,210)</b>
<b>HUMAN RESOURCES</b>	<b>359,467</b>	<b>344,407</b>	<b>301,816</b>	<b>151,801</b>	<b>50%</b>	<b>300,407</b>	<b>1,409</b>
<b>FIRE</b>	<b>1,276,645</b>	<b>1,704,209</b>	<b>1,435,268</b>	<b>792,502</b>	<b>45%</b>	<b>1,546,956</b>	<b>(111,688)</b>
<b>CORPORATE SERVICES</b> Financial Services Information Technology (Includes GIS)	946,605 992,076	892,670 985,538	1,126,235 974,462	505,647 521,720	55% 46%	1,060,771 986,340	65,464 (11,878)
<b>PLANNING, DEVELOPMENT &amp; LEGISLATIVE SERVICES</b> Economic and Community Development / Purchasing (Dropped) Licensing and Enforcement (Previously By-Law) Planning Building	315,860 320,229 277,135 278,500	235,857 308,713 266,158 283,489	230,620 434,289 199,844 373,474	163,290 109,378	29% 54% 71%	330,797 429,566 303,000	(100,177) 4,723 70,474
<b>PARKS, FACILITIES, RECREATION AND CULTURE</b> Libro Centre Facilities Parks Recreation Services Tourism and Culture	1,368,697 388,500 818,269 500,107 310,290	1,367,072 425,486 737,500 455,388 279,919	1,111,920 605,292 826,640 606,599 300,679	749,742 239,303 342,565 190,322 161,044	33% 60% 59% 69% 46%	1,438,923 544,342 839,452 602,784 300,679	(327,004) 60,950 (12,812) 3,815 0
<b>ENGINEERING &amp; PUBLIC WORKS</b> Public Works Environmental Services	2,555,130 1,186,048	2,464,831 1,146,907	2,550,323 1,227,500	1,187,789 486,994	53% 60%	2,454,760 1,225,000	95,563 2,500
<b>POLICE</b>	<b>5,738,699</b>	<b>5,555,635</b>	<b>5,837,031</b>	<b>2,809,133</b>	<b>52%</b>	<b>5,853,177</b>	<b>(16,146)</b>
<b>GLOBAL EXPENSES</b>	<b>1,339,309</b>	<b>1,306,066</b>	<b>1,675,492</b>	<b>843,324</b>	<b>50%</b>	<b>1,708,493</b>	<b>(33,001)</b>
<b>RETIREE BENEFITS</b>	<b>323,090</b>	<b>353,606</b>	<b>384,626</b>	<b>210,805</b>	<b>45%</b>	<b>382,012</b>	<b>2,613</b>
Subtotals	20,302,644	20,056,967	21,054,244	10,198,636	52%	21,362,794	(308,550)
<b>DEBT PRINCIPAL AND INTEREST</b>	<b>1,848,628</b>	<b>1,836,035</b>	<b>1,803,454</b>	<b>901,756</b>	<b>50%</b>	<b>1,803,454</b>	<b>-</b>
<b>TOTAL OPERATING EXPENSES ON TAX LEVY</b>	<b>22,151,272</b>	<b>21,893,002</b>	<b>22,857,698</b>	<b>11,100,391</b>	<b>51%</b>	<b>23,166,248</b>	<b>(308,550)</b>
<b>NET CAPITAL EXPENDITURES</b>	<b>1,679,000</b>	<b>1,679,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>0%</b>	<b>1,200,000</b>	<b>-</b>
<b>CAPITAL RESERVE CONTRIBUTIONS</b>			<b>469,946</b>	<b>469,946</b>	<b>0%</b>	<b>469,946</b>	<b>-</b>
<b>TRANSFER OF CAPITAL LEVIES TO RESERVES</b>			<b>770,989</b>	<b>776,739</b>	<b>-1%</b>	<b>770,989</b>	<b>-</b>
	<b>23,830,272</b>	<b>23,572,002</b>	<b>25,298,633</b>	<b>13,547,076</b>	<b>46%</b>	<b>25,607,184</b>	<b>(308,550)</b>

**TOWN OF AMHERSTBURG**  
**SUMMARY OF REVENUES**

**2016 Budget**  
as at June 30, 2016

<u>DEPARTMENT</u>	<u>Division</u>	2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
CLERKS		(3,000)	(7,619)	(2,500)	(3,043)	-22%	(6,325)	3,825
FINANCIAL SERVICES		(48,000)	(55,336)	(48,000)	(16,405)	66%	(48,000)	-
FIRE		(5,000)	(6,856)	(29,000)	(14,184)	51%	(29,000)	-
PLANNING, DEVELOPMENT & LEGISLATIVE SERVICES	Licensing and Enforcement (Previously By-Law)	(56,600)	(62,633)	(66,600)	(41,274)	38%	(64,000)	(2,600)
	Planning	(39,000)	(49,765)	(42,000)	(45,830)	-9%	(62,000)	20,000
	Building	(287,500)	(347,830)	(287,500)	(180,413)	37%	(303,000)	15,500
PARKS, FACILITIES, RECREATION AND CULTURE	Libro Centre	(682,000)	(675,242)	(697,000)	(305,094)	56%	(719,892)	22,892
	Facilities	(73,278)	(69,207)	(73,278)	(30,378)	59%	(73,278)	-
	Parks	(3,500)	(5,461)	(3,500)	(382)	89%	(3,500)	-
	Recreation Services	(411,200)	(318,848)	(346,400)	(144,437)	58%	(372,200)	25,800
	Tourism and Culture	(33,500)	(30,644)	(26,000)	(8,516)	67%	(12,000)	(14,000)
ENGINEERING AND PUBLIC WORKS	Public Works	(512,361)	(516,620)	(506,861)	(502,090)	1%	(506,861)	-
POLICE		(443,797)	(459,107)	(345,797)	(177,731)	49%	(395,797)	50,000
GLOBAL ADMINISTRATIVE		(703,523)	(703,523)	(703,523)	(703,523)	0%	(703,523)	-
NON-DEPARTMENTAL		<u>(1,791,100)</u>	<u>(1,930,797)</u>	<u>(1,908,301)</u>	<u>(921,793)</u>	52%	<u>(2,150,819)</u>	<u>242,518</u>
TOTAL NON TAX REVENUES		(5,093,359)	(5,239,488)	(5,086,260)	(3,095,093)	39%	(5,450,195)	363,935
LOCAL IMPROVEMENTS		(20,000)	(50,661)	(16,800)	(46,938)	-179%	(46,938)	30,138
SUPPLEMENTARY TAXES		(150,000)	(189,411)	(150,000)		100%	(250,000)	100,000
CAPITAL LEVIES				(770,989)	(776,739)	-1%	(776,739)	5,749
TAXES LEVIED		<u>(18,566,914)</u>	<u>(18,567,203)</u>	<u>(19,274,584)</u>	<u>(19,422,320)</u>	-1%	<u>(19,422,320)</u>	<u>147,736</u>
TOTAL REVENUE		<u>(23,830,273)</u>	<u>(24,046,763)</u>	<u>(25,298,633)</u>	<u>(23,341,090)</u>	8%	<u>(25,946,192)</u>	<u>647,558</u>

**TOWN OF AMHERSTBURG**

**COUNCIL**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

	2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>EXPENSES:</b>							
<b>Salaries and Wages:</b>							
10-5-1001010-0101	Salaries - Council	124,966	124,159	124,966	63,291	49%	124,966
10-5-1001011-0146	Salaries - Per Diem Mayor	4,500	787	2,500	104	96%	2,500
10-5-1001012-0146	Salaries - Per Diem Deputy Mayor	4,500	1,216	2,500	0	100%	2,500
10-5-1001013-0146	Salaries - Per Diem Coun. 1	4,500	2,136	2,500	0	100%	2,500
10-5-1001014-0146	Salaries - Per Diem Coun. 2	4,500	863	2,500	0	100%	2,500
10-5-1001016-0146	Salaries - Per Diem Coun. 3	4,500	1,096	2,500	104	96%	2,500
10-5-1001017-0146	Salaries - Per Diem Coun. 4	4,500	1,823	2,500	104	96%	2,500
10-5-1001018-0146	Salaries - Per Diem Coun. 5	4,500	1,278	2,500	104	96%	2,500
<b>Total Salaries and Wages - Council</b>		<b>156,466</b>	<b>133,358</b>	<b>142,466</b>	<b>63,705</b>	55%	<b>142,466</b>
<b>Benefits:</b>							
10-5-1001010-0201	Benefits - CPP	3,982	3,669	4,186	1,613	61%	4,186
10-5-1001010-0203	Benefits - OMERS	6,393	6,393	7,423	3,197	57%	7,423
10-5-1001010-0204	Benefits - EHT	2,437	1,897	2,347	845	64%	2,347
10-5-1001010-0208	Benefits - WSIB		81	-	-	-	-
10-5-1001010-0214	Benefits - RRSP Contribution		1,105	-	-	-	-
<b>Total Benefits - Council</b>		<b>12,812</b>	<b>13,145</b>	<b>13,956</b>	<b>5,655</b>	59%	<b>13,956</b>
<b>General Expenses:</b>							
10-5-1001010-0340	Public Receptions, Etc...		2,701	2,500	447	82%	2,500
10-5-1001011-0340	Public Receptions - Mayor	500	285	500	350	30%	500
10-5-1001012-0340	Public Receptions - Deputy Mayor	500	50	500	45	91%	500
10-5-1001013-0340	Public Receptions - Councillor 1	500		500	0	100%	500
10-5-1001014-0340	Public Receptions - Councillor 2	500		500	0	100%	500
10-5-1001016-0340	Public Receptions - Councillor 3	500		500	0	100%	500
10-5-1001017-0340	Public Receptions - Councillor 4	500		500	46	91%	500
10-5-1001018-0340	Public Receptions - Councillor 5	500		500	0	100%	500
10-5-1001010-0351	Council - General Training		149	2,000	0	100%	2,000
10-5-1001011-0351	Conventions and Seminars - Mayor	1,000		1,000	0	100%	1,000
10-5-1001012-0351	Conventions and Seminars - Deputy Mayor	1,000		1,000	0	100%	1,000
10-5-1001013-0351	Conventions and Seminars - Councillor 1	1,000	870	1,000	0	100%	1,000
10-5-1001014-0351	Conventions and Seminars - Councillor 2	1,000		1,000	0	100%	1,000
10-5-1001016-0351	Conventions and Seminars - Councillor 3	1,000		1,000	0	100%	1,000
10-5-1001017-0351	Conventions and Seminars - Councillor 4	1,000	870	1,000	618	38%	1,000
10-5-1001018-0351	Conventions and Seminars - Councillor 5	1,000	158	1,000	55	95%	1,000
10-5-1001011-0352	Travel and Mileage - Mayor	2,000	26	2,000	417	79%	2,000
10-5-1001012-0352	Travel and Mileage - Deputy Mayor	1,500	409	1,500	111	93%	1,500
10-5-1001013-0352	Travel and Mileage - Councillor 1	1,500	599	1,500	0	100%	1,500
10-5-1001014-0352	Travel and Mileage - Councillor 2	1,500		1,500	0	100%	1,500
10-5-1001016-0352	Travel and Mileage - Councillor 3	1,500		1,500	0	100%	1,500
10-5-1001017-0352	Travel and Mileage - Councillor 4	1,500	594	1,500	861	43%	1,500
10-5-1001018-0352	Travel and Mileage - Councillor 5	1,500	27	1,500	58	96%	1,500
10-5-1001011-0354	Communication Allowance - Mayor	1,500	1,057	1,500	0	100%	1,500
10-5-1001012-0354	Communication Allowance - Deputy Mayor	1,500	1,464	1,500	-	100%	1,500
10-5-1001013-0354	Communication Allowance - Councillor 1	1,500	211	1,500	899	40%	1,500
10-5-1001014-0354	Communication Allowance - Councillor 2	1,500	1,337	1,500	0	100%	1,500
10-5-1001016-0354	Communication Allowance - Councillor 3	1,500	1,266	1,500	0	100%	1,500
10-5-1001017-0354	Communication Allowance - Councillor 4	1,500	454	1,500	81	95%	1,500
10-5-1001018-0354	Communication Allowance - Councillor 5	1,500	1,358	1,500	953	36%	1,500
<b>Total General Expenses - Council</b>		<b>32,000</b>	<b>13,885</b>	<b>36,500</b>	<b>4,942</b>	86%	<b>36,500</b>
<b>Other Expenses:</b>							
10-5-1001010-0325	Legal Fees - Council	1,200		1,200	0	100%	1,200
10-5-1001010-0348	Donations	2,000	1,000	2,000	0	100%	2,000
<b>Total General Expenses - Council</b>		<b>3,200</b>	<b>1,000</b>	<b>3,200</b>	<b>-</b>	100%	<b>3,200</b>
<b>Total Expenses - Council</b>		<b>204,478</b>	<b>161,388</b>	<b>196,122</b>	<b>74,303</b>	62%	<b>196,122</b>

**TOWN OF AMHERSTBURG**

**CAO DEPARTMENT**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

		2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>EXPENSES:</b>								
<b>Salaries and Wages:</b>								
10-5-1001023-0101	Salaries - Full Time	304,605	249,725	248,694	124,073	50%	248,694	-
10-5-1001023-0105	Salaries - STD/LTD Credit		-	-	-		-	-
10-5-1001023-0112	Salaries - Part Time	24,140	26,967	22,204	11,568	48%	22,204	-
10-5-1001023-0102	Salaries - Overtime	2,000	1,333	2,000	0	100%	2,000	-
<b>Total Salaries and Wages - CAO</b>		<b>330,745</b>	<b>278,025</b>	<b>272,898</b>	<b>135,641</b>	50%	<b>272,898</b>	-
<b>Benefits:</b>								
10-5-1001023-0201	Benefits - CPP	5,339	7,081	6,059	4,584	24%	6,059	-
10-5-1001023-0202	Benefits - EI	3,500	3,363	2,637	2,175	18%	2,637	-
10-5-1001023-0203	Benefits - OMERS	6,260	31,547	32,228	15,974	50%	32,228	-
10-5-1001023-0204	Benefits - EHT	3,020	5,556	5,322	2,634	51%	5,322	-
10-5-1001023-0205	Benefits - Greenshield	12,000	18,139	12,338	7,042	43%	12,338	-
10-5-1001023-0207	Benefits - Life and Disability	5,919	13,937	11,199	6,114	45%	11,199	-
10-5-1001023-0208	Benefits - WSIB	4,421	5,504	5,129	3,816	26%	5,129	-
10-5-1001023-0209	Benefits - Post Retirement	994	808	975	488	50%	975	-
<b>Total Benefits - CAO</b>		<b>41,453</b>	<b>85,936</b>	<b>75,887</b>	<b>42,826</b>	44%	<b>75,887</b>	-
<b>General Expenses:</b>								
10-5-1001023-0342	Meeting Expenses	3,000	1,361	3,000	493	84%	3,000	-
10-5-1001023-0327	Professional Fees	70,000	10,248	70,000	37,918	46%	70,000	-
10-5-1001023-0251	Subscriptions and Publications	1,000	669	1,000	560	44%	560	440
10-5-1001023-0350	Memberships	10,800	9,813	10,800	7,545	30%	7,545	3,255
10-5-1001023-0351	Training and Conferences	5,000	3,710	5,000	2,047	59%	5,000	-
<b>Total General Expenses - CAO</b>		<b>89,800</b>	<b>25,801</b>	<b>89,800</b>	<b>48,563</b>	46%	<b>86,105</b>	<b>3,695</b>
<b>10-4-1001023-3000</b>	<b>Reserve Transfers - Strategic Plan</b>		<b>60,000</b>					
<b>Total Expenses - CAO Department</b>		<b>461,998</b>	<b>449,761</b>	<b>438,585</b>	<b>227,029</b>	48%	<b>434,890</b>	<b>3,695</b>

**TOWN OF AMHERSTBURG**

**CLERK DIVISION**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

	2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUE:</b>							
10-4-1001020-2163 Insurance Proceeds - Admin				(2,700)			
10-4-1001020-1015 Administrative Charges	(3,000)	(7,619)	(2,500)	(343)	86%	(3,825)	3,825
<b>Total Revenue - Clerk Division</b>	<b>(3,000)</b>	<b>(7,619)</b>	<b>(2,500)</b>	<b>(3,043)</b>	-22%	<b>(6,325)</b>	<b>3,825</b>
<b>EXPENSES:</b>							
<b>Election:</b>							
10-5-1001020-0330 Election Expenses	-	1,654	-	-			
<b>Committees:</b>							
Accessibility Committee	250	112					
10-5-1001020-0150 Committee Honorarium - AAAC	2,050		1,500	200	87%	1,500	-
10-5-7037630-0368 Heritage Committee	1,500	1,072	6,600	2,482	62%	6,600	-
10-5-1001022-0151 Committee of Adjustment - honorarium	4,836	4,800	4,875	0	100%	4,875	-
10-5-1002000-0150 Committee Per Diems				1,523			
10-5-1002000-0560 Fence Viewer Committee	300	500	0	100%	500	-	
10-5-1002000-0561 Livestock Valuer Committee	400	250	(400)	260%	250	-	
10-5-1002000-0562 Parks Advisory Committee			1,500	0	100%	1,500	-
10-5-1002000-0563 Recreation and Culture Committee			1,500	0	100%	1,500	-
10-5-1002000-0564 Economic Development Advisory committee	173	1,500	0	100%	1,500	-	
10-5-1002000-0565 Drainage Board			1,510			1,510	(1,510)
10-5-1002000-0360 Committee Meetings - Sundries		2,000	0	100%	500	1,500	
<b>Total Committees' Expenses - Clerk</b>	<b>8,636</b>	<b>6,857</b>	<b>20,225</b>	<b>5,314</b>	74%	<b>20,235</b>	<b>(10)</b>
<b>Salaries and Wages:</b>							
10-5-1001022-0101 Salaries - Full Time	174,911	130,613	201,748	103,428	49%	201,748	-
10-5-1001022-0102 Salaries - Overtime	5,000	2,344	5,000	1,972	61%	5,000	-
10-5-1001022-0105 Salaries - STD/LTD Credit			-	-		-	-
10-5-1001022-0107 Salaries - Temporary Personnel		42,200	-	-		-	-
<b>Total Salaries and Wages - Clerk</b>	<b>179,911</b>	<b>175,157</b>	<b>206,748</b>	<b>105,399</b>	49%	<b>206,748</b>	<b>-</b>
<b>Benefits:</b>							
10-5-1001022-0201 Benefits - CPP	5,683	7,123	7,548	4,989	34%	7,548	-
10-5-1001022-0202 Benefits - EI	2,734	3,472	3,490	2,419	31%	3,490	-
10-5-1001022-0203 Benefits - OMERS	17,447	21,590	20,524	10,343	50%	20,524	-
10-5-1001022-0204 Benefits - EHT	3,508	3,958	4,032	2,072	49%	4,032	-
10-5-1001022-0205 Benefits - Greenshield	10,500	8,025	19,254	10,177	47%	19,254	-
10-5-1001022-0207 Benefits - Life and Disability	9,848	5,113	9,029	5,711	37%	9,029	-
10-5-1001022-0208 Benefits - WSIB	5,122	5,770	5,744	3,060	47%	5,744	-
10-5-1001022-0209 Benefits - Post Retirement	1,988	1,196	2,990	1,504	50%	2,990	-
<b>Total Benefits - Clerk</b>	<b>56,830</b>	<b>56,247</b>	<b>72,611</b>	<b>40,275</b>	45%	<b>72,611</b>	<b>-</b>
<b>General Expenses:</b>							
10-5-1001022-0251 Subscriptions & Publications	500	1,118	500	247	51%	500	-
10-5-1001029-0317 Records Management	1,500	1,025	10,000	722	93%	10,000	-
10-5-1001022-0327 Professional Fees				3,647		6,200	(6,200)
10-5-1001022-0350 Memberships	1,250	620	750	272	64%	750	-
10-5-1001022-0351 Training and Conferences	6,000	5,155	9,000	4,811	47%	9,000	-
10-5-1001022-0352 Travel & Mileage	2,000	87	2,000	669	67%	2,000	-
10-5-1001022-0342 Meeting	500	1,037	500	0	100%	500	-
<b>Total General Expenses - Clerk</b>	<b>11,750</b>	<b>9,042</b>	<b>22,750</b>	<b>10,368</b>	54%	<b>28,950</b>	<b>(6,200)</b>
<b>Reserve Transfers:</b>							
10-5-1001022-2002 Election Reserve	22,500	22,428	32,500	32,500	0%	32,500	-
<b>Total Reserve Transfers - Clerk</b>	<b>22,500</b>	<b>22,428</b>	<b>32,500</b>	<b>32,500</b>		<b>32,500</b>	<b>-</b>
<b>Total Expenses - Clerk Division</b>	<b>279,627</b>	<b>271,385</b>	<b>354,834</b>	<b>193,856</b>	45%	<b>361,044</b>	<b>(6,210)</b>

**TOWN OF AMHERSTBURG**

**CROSSING GUARDS**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

		<b>2015 Budget</b>	<b>Unaudited 2015 Actuals</b>	<b>2016 Budget</b>	<b>2016 Year to Date Actuals</b>	<b>% of Budget Remaining</b>	<b>Forecast</b>	<b>Forecasted Surplus (Deficit)</b>
<b>EXPENSES:</b>								
10-5-3250000-0116	Salaries - Crossing Guards	55,323	53,320	55,323	34,835	37%	55323	-
10-5-3250000-0201	Benefits - CPP	1,258	709	1,356	552	59%	1356	-
10-5-3250000-0202	Benefits - EI	1,456	1,403	1,456	917	37%	1456	-
10-5-3250000-0203	Benefits - OMERS	430	406	430	259	40%	430	-
10-5-3250000-0204	Benefits - EHT	1,079	1,040	1,079	679	37%	1079	-
10-5-3250000-0208	Benefits - WSIB	1,239	1,536	1,593	1,003	37%	1593	-
10-5-3250000-0252	Uniforms	900	2,471	1,000	0	100%	1842	(842)
10-5-3250000-0307	Advertising	200	97	200	0	100%	200	-
<b>Total Expenses - Crossing Guards</b>		<b>61,885</b>	<b>60,982</b>	<b>62,437</b>	<b>38,245</b>	<b>39%</b>	<b>63,279</b>	<b>(842)</b>

**TOWN OF AMHERSTBURG**

**HUMAN RESOURCES DEPARTMENT**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

		<b>2015 Budget</b>	<b>Unaudited 2015 Actuals</b>	<b>2016 Budget</b>	<b>2016 Year to Date Actuals</b>	<b>% of Budget Remaining</b>	<b>Forecast</b>	<b>Forecasted Surplus (Deficit)</b>
<b>EXPENSES:</b>								
<b>Salaries and Wages:</b>								
10-5-1001024-0101	Salaries - Full Time	218,212	208,234	173,026	89,462	48%	173,026	-
10-5-1001024-0102	Salaries - Overtime	11,600	11,406	5,500	0	100%	-	5,500
10-5-1001024-0107	Salaries - Temporary Personnel				7,192		40,000	(40,000)
<b>Total Salaries and Wages - Human Resources</b>		<b>229,812</b>	<b>219,640</b>	<b>178,526</b>	<b>96,654</b>	<b>46%</b>	<b>213,026</b>	<b>(34,500)</b>
<b>Benefits:</b>								
10-5-1001024-0201	Benefits - CPP	7,277	6,911	4,960	4,340	12%	6,940	(1,980)
10-5-1001024-0202	Benefits - EI	3,403	3,228	2,327	2,112	9%	2,887	(560)
10-5-1001024-0203	Benefits - OMERS	23,039	21,158	19,259	9,257	52%	19,259	-
10-5-1001024-0204	Benefits - EHT	4,481	4,126	3,481	1,787	49%	4,154	(673)
10-5-1001024-0205	Benefits - Greenshield	18,000	15,413	12,338	6,580	47%	12,338	-
10-5-1001024-0207	Benefits - Life and Disability	11,794	7,661	7,784	4,806	38%	7,869	(85)
10-5-1001024-0208	Benefits - WSIB	6,164	5,666	4,591	2,640	43%	5,584	(993)
10-5-1001024-0209	Benefits - Post Retirement	2,982	1,890	1,950	975	50%	1,950	-
10-5-1001024-0213	Benefits - Orthodontic	4,500	2,000	-	-		-	-
<b>Total Benefits - Human Resources</b>		<b>81,640</b>	<b>68,052</b>	<b>56,690</b>	<b>32,498</b>	<b>43%</b>	<b>60,981</b>	<b>(4,291)</b>
<b>General Expenses:</b>								
10-5-1001024-0240	Employee Recognition	6,000	4,284	6,000	1,789	70%	6,000	-
10-5-1001024-0249	Corporate Training	6,000	5,571	12,000	0	100%	12,000	-

**HUMAN RESOURCES DEPARTMENT**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

		<b>2015 Budget</b>	<b>Unaudited 2015 Actuals</b>	<b>2016 Budget</b>	<b>2016 Year to Date Actuals</b>	<b>% of Budget Remaining</b>	<b>Forecast</b>	<b>Forecasted Surplus (Deficit)</b>
<b>EXPENSES:</b>								
<b>Salaries and Wages:</b>								
10-5-1001024-0101	Salaries - Full Time	218,212	208,234	173,026	89,462	48%	173,026	-
10-5-1001024-0102	Salaries - Overtime	11,600	11,406	5,500	0	100%	-	5,500
10-5-1001024-0107	Salaries - Temporary Personnel				7,192		40,000	(40,000)

**TOWN OF AMHERSTBURG**

**FIRE DIVISION**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

		2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUE:</b>								
10-4-2010000-0700	Fire Grant From Essex	(3,000)	(6,000)	(3,000)	0	100%	(3,000)	-
10-4-2010000-1020	Fire Reports	(2,000)	(856)	(1,000)	(475)	53%	(1,000)	-
10-4-2010000-6540	Fire - Miscellaneous Revenue				(13,709)			-
10-4-2010000-0800	EOC Grant			(25,000)	0	100%	(25,000)	-
<b>Total Revenues - Fire</b>		<b>(5,000)</b>	<b>(6,856)</b>	<b>(29,000)</b>	<b>(14,184)</b>	51%	<b>(29,000)</b>	<b>-</b>
<b>EXPENSES:</b>								
<b>Salaries and Wages:</b>								
10-5-2010000-0101	Salaries - Full Time	482,214	641,707	534,891	273,436	49%	525,331	9,560
10-5-2010000-0102	Salaries - Overtime	-	122,834	10,000	11,989	-20%	25,000	(15,000)
10-5-2010000-0105	Salaries - STD/LTD Credit		(20,644)	(58,000)	(921)	98%	(921)	(57,079)
10-5-2010000-0112	Salaries - Part Time	37,847	37,169	37,909	20,235	47%	47,000	(9,091)
10-5-2010000-0120	Salaries - Volunteer	297,896	377,439	262,558	125,543	52%	262,558	-
<b>Total Salaries and Wages - Fire</b>		<b>817,957</b>	<b>1,158,505</b>	<b>787,358</b>	<b>430,282</b>	45%	<b>858,968</b>	<b>(71,610)</b>
<b>Benefits:</b>								
10-5-2010000-0201	Benefits - CPP	16,006	21,414	19,236	14,560	24%	18,315	921
10-5-2010000-0202	Benefits - EI	7,671	10,395	8,673	7,165	17%	7,381	1,292
10-5-2010000-0203	Benefits - OMERS	53,746	55,746	53,938	17,024	68%	38,133	15,805
10-5-2010000-0204	Benefits - EHT	15,828	21,467	18,300	9,835	46%	17,985	315
10-5-2010000-0205	Benefits - Greenshield	36,000	43,045	35,888	25,891	28%	42,057	(6,169)
10-5-2010000-0207	Benefits - Life and Disability	25,690	21,395	25,631	10,097	61%	20,494	5,137
10-5-2010000-0208	Benefits - WSIB	29,393	33,324	20,909	15,384	26%	18,288	2,621
10-5-2010000-0209	Benefits - Post Retirement	5,804	(6,255)	5,135	2,458	52%	5,135	-
<b>Total Benefits - Fire</b>		<b>190,138</b>	<b>200,531</b>	<b>187,710</b>	<b>102,415</b>	45%	<b>167,788</b>	<b>19,922</b>
<b>General Expenses:</b>								
10-5-2010000-0251	Fire Prevention	11,000	6,693	11,000	5,319	52%	11,000	-
10-5-2010000-0252	Uniforms	10,300	11,463	19,000	16,053	16%	19,000	-
10-5-2010000-0254	Fire Fighter Training	13,000	6,578	112,000	49,220	56%	112,000	-
10-5-2010000-0301	Office Supplies	1,500	1,955	1,500	752	50%	1,500	-
10-5-2010000-0307	Advertising	1,000	1,039	1,000	734	27%	1,000	-
10-5-2010000-0318	Janitorial	5,000	1,051	5,000	661	87%	5,000	-
10-5-2010000-0324	Dispatching	39,000	48,056	39,000	24,083	38%	39,000	-
10-5-2010000-0340	Receptions and Awards	5,000	2,698	4,000	2,402	40%	4,000	-
10-5-2010000-0350	Memberships	1,050	1,802	1,000	557	44%	1,000	-
10-5-2010000-0351	Training and Conferences	-	1,954	5,000	1,152	77%	5,000	-
10-5-2010000-0352	Travel and Mileage	1,000	141	1,000	202	80%	1,000	-
10-5-2010000-0360	OFM Investigation	700	143	700	0	100%	700	-
10-5-2010000-0800	EOC Spending			25,000	16,545	34%	25,000	-
<b>Total General Expenses - Fire</b>		<b>88,550</b>	<b>83,573</b>	<b>225,200</b>	<b>117,682</b>	48%	<b>225,200</b>	<b>-</b>
<b>Equipment and Vehicle:</b>								
10-5-2010000-0319	Radio Maintenance	60,000	48,402	60,000	26,716	55%	60,000	-
10-5-2010000-0402	Vehicle and Equipment Maintenance	35,000	45,464	40,000	42,060	-5%	100,000	(60,000)
10-5-2010000-0420	Equipment	85,000	167,734	85,000	21,097	75%	85,000	-
<b>Total Equipment and Vehicle - Fire</b>		<b>180,000</b>	<b>261,600</b>	<b>185,000</b>	<b>89,873</b>	51%	<b>245,000</b>	<b>(60,000)</b>
<b>Reserve Transfers:</b>								
10-5-2010000-2002	Fire Reserve			50,000	52,250	-5%	50,000	-
				<b>50,000</b>	<b>52,250</b>		<b>50,000</b>	<b>-</b>
<b>Total Expenses - Fire Division</b>		<b>1,276,645</b>	<b>1,704,209</b>	<b>1,435,268</b>	<b>792,502</b>	45%	<b>1,546,956</b>	<b>(111,688)</b>
<b>Transfers</b>								
10-5-2010000-2001	Capital Expenditures			<b>150,000</b>	<b>150,000</b>			

**TOWN OF AMHERSTBURG**  
**FINANCIAL SERVICES DEPARTMENT**  
**2016 Budget with Year to Date Actuals and Forecasts to Year End**  
as at June 30, 2016

	2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUE:</b>							
10-4-1001021-1010 Tax Certificates	(40,000)	(40,575)	(40,000)	(15,305)	62%	(40,000)	-
10-4-1001021-1015 Administrative Charges	(8,000)	(14,761)	(8,000)	(1,100)	86%	(8,000)	-
<b>Total Revenue- Financial Services Department</b>	<b>(48,000)</b>	<b>(55,336)</b>	<b>(48,000)</b>	<b>(16,405)</b>	66%	<b>(48,000)</b>	<b>-</b>
<b>EXPENSES:</b>							
<b>Salaries and Wages:</b>							
10-5-1001021-0101 Salaries - Full Time	661,372	616,510	749,822	316,180	58%	685,000	64,822
10-5-1001021-0102 Salaries - Overtime	10,004	5,590	20,007	2,387	88%	20,007	-
10-5-1001021-0105 Salaries - STD/LTD Credit	(72,000)	(35,105)	-	(2,426)		(2,426)	2,426
10-5-1001021-0107 Salaries - Contract Staff	50,544	41,628	-	20,449		26,000	(26,000)
<b>Total Salaries and Wages - Financial Services</b>	<b>649,920</b>	<b>628,623</b>	<b>769,829</b>	<b>336,590</b>	56%	<b>728,581</b>	<b>41,248</b>
<b>Benefits:</b>							
10-5-1001021-0201 Benefits - CPP	22,071	22,050	24,800	14,777	40%	23,466	1,334
10-5-1001021-0202 Benefits - EI	10,618	10,375	11,633	7,101	39%	10,222	1,411
10-5-1001021-0203 Benefits - OMERS	76,554	52,840	78,321	31,825	59%	71,865	6,456
10-5-1001021-0204 Benefits - EHT	14,040	12,392	14,860	6,208	58%	13,744	1,116
10-5-1001021-0205 Benefits - Greenshield	54,000	53,577	65,423	34,405	47%	63,090	2,333
10-5-1001021-0207 Benefits - Life and Disability	30,817	25,470	32,926	16,846	49%	30,468	2,458
10-5-1001021-0208 Benefits - WSIB	19,110	18,506	20,618	9,237	55%	19,085	1,533
10-5-1001021-0209 Benefits - Post Retirement	3,975	3,135	6,825	(4,959)	173%	6,150	675
<b>Total Benefits - Financial Services</b>	<b>231,185</b>	<b>198,345</b>	<b>255,406</b>	<b>115,440</b>	55%	<b>238,090</b>	<b>17,316</b>
<b>General Expenses:</b>							
10-5-1001020-0326 Audit Fees	44,000	54,085	40,000	24,995	38%	40,000	-
10-5-1001021-0303 Tax Notices	7,000	-	-	-		-	-
10-5-1001021-0327 Professional Fees	-	-	40,000	17,299	57%	35,000	5,000
10-5-1001021-0350 Memberships	5,000	2,511	4,000	2,686	33%	3,000	1,000
10-5-1001021-0351 Training and Conferences	8,500	8,402	16,000	8,307	48%	16,000	-
10-5-1001021-0352 Travel and Mileage	1,000	703	1,000	329	67%	100	900
<b>Total General Expenses - Financial Services</b>	<b>65,500</b>	<b>65,702</b>	<b>101,000</b>	<b>53,617</b>	47%	<b>94,100</b>	<b>6,900</b>
<b>Total Expenses - Financial Services Department</b>	<b>946,605</b>	<b>892,670</b>	<b>1,126,235</b>	<b>505,647</b>	55%	<b>1,060,771</b>	<b>65,464</b>

**TOWN OF AMHERSTBURG**  
**INFORMATION TECHNOLOGY DEPARTMENT**  
**2016 Budget with Year to Date Actuals and Forecasts to Year End**  
as at June 30, 2016

	2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>EXPENSES:</b>							
<b>Salaries &amp; Wages:</b>							
10-5-1001025-0101	Salaries - Full Time	260,815	258,470	255,894	128,475	50%	255,894
10-5-1001025-0102	Salaries - Overtime	6,219	2,545	6,500	986	85%	4,500
10-5-1001025-0105	Salaries - STD/LTD Credit				(4,530)		-
10-5-1001025-0112	Salaries - Part Time	62,391	58,163	64,864	30,095	54%	68,000
<b>Total Salaries and Wages - Information Technology</b>		<b>329,425</b>	<b>319,179</b>	<b>327,258</b>	<b>155,025</b>	53%	<b>328,394</b>
<b>Benefits:</b>							
10-5-1001025-0201	Benefits - CPP	10,192	10,145	10,554	7,330	31%	10,554
10-5-1001025-0202	Benefits - EI	5,045	4,937	4,972	3,613	27%	4,972
10-5-1001025-0203	Benefits - OMERS	29,259	29,376	28,356	14,214	50%	28,356
10-5-1001025-0204	Benefits - EHT	6,377	6,385	6,382	3,030	53%	6,382
10-5-1001025-0205	Benefits - Greenshield	19,200	19,418	21,591	10,571	51%	21,591
10-5-1001025-0207	Benefits - Life and Disability	13,874	12,025	11,601	7,311	37%	11,601
10-5-1001025-0208	Benefits - WSIB	8,810	8,753	8,874	4,581	48%	8,874
10-5-1001025-0209	Benefits - Post Retirement	994	1,028	975	495	49%	975
<b>Total Benefits - Information Technology</b>		<b>93,751</b>	<b>92,067</b>	<b>93,305</b>	<b>51,145</b>	45%	<b>93,305</b>
<b>General Expenses:</b>							
10-5-1001025-0301	Office Supplies	1,200	1,443	1,200	992	17%	1,200
10-5-1001025-0308	Photocopies	23,000	25,656	21,000	12,430	41%	19,000
10-5-1001025-0310	Computer Maintenance	225,000	219,667	230,000	90,380	61%	238,000
10-5-1001025-0311	Website Development and Software	15,000	11,957	12,000	6,807	43%	12,000
10-5-1001025-0312	Photocopy Lease	22,000	19,362	22,000	8,644	61%	22,000
10-5-1001025-0315	Telephone	70,000	74,255	65,000	36,652	44%	65,000
10-5-1001025-0332	Internet Access	35,000	40,421	30,000	21,429	29%	30,000
10-5-1001025-0345	Cell Phone	40,000	50,308	35,000	13,447	62%	38,000
10-5-1001025-0350	Memberships	500	486	500	46	91%	500
10-5-1001025-0351	Training and Conferences	7,500	7,288	7,500	9,941	-33%	9,941
10-5-1001025-0352	Travel and Mileage	4,200	2,972	4,200	527	87%	3,500
10-5-1001025-0406	GPS	14,500	9,475	14,500	3,255	78%	14,500
<b>Total General Expenses - Information Technology</b>		<b>457,900</b>	<b>463,292</b>	<b>442,900</b>	<b>204,550</b>	54%	<b>453,641</b>
<b>Reserve Transfers:</b>							
10-5-1001025-2003	Computer Reserve	111,000	111,000	111,000	111,000		111,000
				<b>111,000</b>	<b>111,000</b>		<b>111,000</b>
<b>Total Expenses - Information Technology Department</b>		<b>992,076</b>	<b>985,538</b>	<b>974,462</b>	<b>521,720</b>	46%	<b>986,340</b>
<b>Transfers:</b>							
10-5-1001025-2001	Capital Expenditures			<b>215,000</b>	<b>215,000</b>		
				<b>215,000</b>	<b>215,000</b>		

**TOWN OF AMHERSTBURG**  
**LICENSING AND ENFORCEMENT**  
**2016 Budget with Year to Date Actuals and Forecasts to Year End**  
as at June 30, 2016

		2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUE:</b>								
10-4-2043015-2145	Lottery Licences	(14,000)	(19,075)	(18,500)	(11,392)	38%	(18,500)	-
10-4-2043015-2146	Liquor Licences	(100)	-	(100)	(100)	0%	(100)	-
10-4-2043015-2155	Business Licences	(3,000)	(5,395)	(4,000)	(3,958)	1%	(4,500)	500
10-4-2043015-2156	Marriage Licences	(11,000)	(11,330)	(11,000)	(5,808)	47%	(11,000)	-
10-4-2043015-2105	Animal Control - Dog Tags and Fines	(16,500)	(17,585)	(17,000)	(12,440)	27%	(17,000)	-
10-4-2043015-2119	Pool Permits	(3,000)	(2,750)	(2,400)	(400)	83%	(2,400)	-
10-4-2043015-2130	Sign Permits	(2,000)	(2,075)	(2,000)	(5,117)	-156%	(5,500)	3,500
10-4-2043015-5800	Parking Tickets	(3,000)	(1,725)	(3,000)	(749)	75%	(2,000)	(1,000)
10-4-2043015-6540	Other Revenues	(4,000)	(2,698)	(8,600)	(1,310)	85%	(3,000)	(5,600)
<b>Total Revenue - Licensing and Enforcement</b>		<b>(56,600)</b>	<b>(62,633)</b>	<b>(66,600)</b>	<b>(41,274)</b>	38%	<b>(64,000)</b>	<b>(2,600)</b>
<b>EXPENSES:</b>								
<b>Salaries and Wages:</b>								
10-5-2043015-0101	Salaries - Full Time	200,562	200,933	200,894	102,261	49%	200,894	-
10-5-2043015-0102	Salaries - Overtime	5,000	3,706	5,000	1,086	78%	4,000	1,000
10-5-2043015-0112	Part Time	-	-	-	-	-	-	-
<b>Total Salaries and Wages - Licensing and Enforcement</b>		<b>205,562</b>	<b>204,639</b>	<b>205,894</b>	<b>103,347</b>	50%	<b>204,894</b>	<b>1,000</b>
<b>Benefits:</b>								
10-5-2043015-0201	Benefits - CPP	7,277	6,281	7,440	4,967	33%	7,440	-
10-5-2043015-0202	Benefits - EI	3,403	2,855	3,490	2,404	31%	3,490	-
10-5-2043015-0203	Benefits - OMERS	20,462	17,825	20,326	10,464	49%	20,326	-
10-5-2043015-0204	Benefits - EHT	4,008	3,524	3,986	2,059	48%	3,986	-
10-5-2043015-0205	Benefits - Greenshield	18,000	19,463	20,000	10,484	48%	20,000	-
10-5-2043015-0207	Benefits - Life and Disability	9,255	8,078	8,862	1,726	81%	8,862	-
10-5-2043015-0208	Benefits - WSIB	5,888	5,205	5,887	3,041	48%	5,887	-
10-5-2043015-0209	Benefits - Post Retirement	994	993	975	488	50%	975	-
<b>Total Benefits - Licensing and Enforcement</b>		<b>69,287</b>	<b>64,224</b>	<b>70,966</b>	<b>35,633</b>	50%	<b>70,966</b>	<b>-</b>
<b>General Expenses:</b>								
10-5-2043015-0252	Uniforms	2,000	648	1,200	256	79%	1,200	-
10-5-2043015-0327	Professional Fees - L & E	-	-	-	1,649	-	1,649	(1,649)
10-5-2043015-0342	Meeting Expenses	300	67	300	0	100%	300	-
10-5-2043015-0350	Memberships	700	724	650	178	73%	178	472
10-5-2043015-0351	Training and Conferences	3,500	3,755	6,000	1,888	69%	6,000	-
10-5-2043015-0352	Travel & Mileage	750	508	750	390	48%	750	-
10-5-2043015-0402	Vehicle and Equipment Maintenance	350	502	1,800	0	100%	1,800	-
10-5-2043015-0420	Equipment	4,480	2,656	3,800	1,125	70%	3,800	-
10-5-2043015-0901	Animal Control - Tags	2,000	370	750	0	100%	750	-
10-5-2043015-0903	Animal Control - Contract	25,000	25,440	27,000	12,436	54%	27,000	-
10-5-2043015-0904	Animal Control - Other	1,500	380	5,750	379	93%	5,750	-
10-5-2043015-0910	User Fees Refunded	-	-	-	250	-	-	-
10-5-2043015-2156	Wedding Licences	4,800	4,800	5,760	5,760	0%	5,760	-
<b>Total General Expenses - Licensing and Enforcement</b>		<b>45,380</b>	<b>39,850</b>	<b>53,760</b>	<b>24,309</b>	55%	<b>54,937</b>	<b>(1,177)</b>
Savings to be Determined					<b>(100,000)</b>		-	<b>(100,000)</b>
<b>Total Expenses - Licensing and Enforcement</b>		<b>320,229</b>	<b>308,713</b>	<b>230,620</b>	<b>163,290</b>	29%	<b>330,797</b>	<b>(100,177)</b>

**TOWN OF AMHERSTBURG**

**PLANNING DIVISION**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

	2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUE:</b>							
10-4-8010000-1905 Planning - Minor Variance & Consent	(21,000)	(27,841)	(22,000)	(12,500)	43%	(22,000)	-
10-4-8010000-1910 Planning - Charge Reimbursement	(18,000)	(21,924)	(20,000)	(33,330)	-67%	(40,000)	20,000
<b>Total Revenue - Planning</b>	<b>(39,000)</b>	<b>(49,765)</b>	<b>(42,000)</b>	<b>(45,830)</b>	-9%	<b>(62,000)</b>	<b>20,000</b>
<b>EXPENSES:</b>							
<b>Salaries and Wages:</b>							
10-5-8010000-0101 Salaries - Full Time	165,248	164,065	281,752	138,037	51%	281,752	-
10-5-8010000-0102 Salaries - Overtime	4,500	2,249	4,500	44	99%	4,500	-
10-5-8010000-0112 Salaries - Part Time	-	-	-	-	-	-	-
<b>Total Salaries and Wages - Planning</b>	<b>169,748</b>	<b>166,314</b>	<b>286,252</b>	<b>138,082</b>	52%	<b>286,252</b>	<b>-</b>
<b>Benefits:</b>							
10-5-8010000-0201 Benefits - CPP	4,851	4,948	7,440	6,645	11%	7,440	-
10-5-8010000-0202 Benefits - EI	2,269	2,489	3,490	3,142	10%	3,490	-
10-5-8010000-0203 Benefits - OMERS	18,246	18,281	32,131	15,210	53%	32,131	-
10-5-8010000-0204 Benefits - EHT	3,310	3,451	5,582	2,722	51%	5,582	-
10-5-8010000-0205 Benefits - Greenshield	12,000	12,755	19,254	9,199	52%	19,254	-
10-5-8010000-0207 Benefits - Life and Disability	8,712	7,042	12,538	7,111	43%	12,538	-
10-5-8010000-0208 Benefits - WSIB	4,280	4,466	6,702	4,019	40%	6,702	-
10-5-8010000-0209 Benefits - Post Retirement	994	994	1,950	488	75%	1,950	-
<b>Total Benefits - Planning</b>	<b>54,662</b>	<b>54,426</b>	<b>89,087</b>	<b>48,536</b>	46%	<b>89,087</b>	<b>-</b>
<b>General Expenses:</b>							
10-5-8010000-0301 Office Supplies	1,500	3,634	2,500	1,010	60%	2,500	-
10-5-8010000-0350 Memberships	725	934	950	2,227	-134%	2,227	(1,277)
10-5-8010000-0351 Training and Seminars	3,500	508	8,500	1,821	79%	4,000	4,500
10-5-8010000-0352 Travel and Mileage	2,000	-	2,000	0	100%	500	1,500
<b>Total General Expenses - Planning</b>	<b>7,725</b>	<b>5,076</b>	<b>13,950</b>	<b>5,058</b>	64%	<b>9,227</b>	<b>4,723</b>
<b>Professional and Consulting Fees:</b>							
10-5-8010000-0325 Legal Fees	20,000	26,707	20,000	7,620	62%	20,000	-
10-5-8010000-0327 Professional Fees	25,000	13,635	25,000	0	100%	25,000	-
10-5-8010000-0338 Development Charges Study	-	10,173	-	550	-	-	-
10-5-8010000-0339 Official Plan Review	50,000	-	-	-	-	-	-
<b>Total Professional And Consulting Fees - Planning</b>	<b>95,000</b>	<b>50,515</b>	<b>45,000</b>	<b>8,169</b>	82%	<b>45,000</b>	<b>-</b>
<b>Reserve Transfers:</b>							
10-4-8010000-3000 Transfer from Reserve	(50,000)	(10,173)	-	-	-	-	-
<b>Total Reserve Transfers - Planning</b>	<b>(50,000)</b>	<b>(10,173)</b>	<b>-</b>	<b>-</b>	-	-	-
<b>Total Expenses - Planning Division</b>	<b>277,135</b>	<b>266,158</b>	<b>434,289</b>	<b>199,844</b>	54%	<b>429,566</b>	<b>4,723</b>

**TOWN OF AMHERSTBURG**

**BUILDING DIVISION**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

		2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUE:</b>								
10-4-2043010-1015	Administrative Charges		(200)		-			
10-4-1001020-1045	Indemnity Deposit Admin. Fees	(9,000)	(11,300)	(9,000)	(5,350)	41%	(9,000)	-
10-4-2043010-2115	Build Dept - Building Permits	(275,000)	(331,205)	(275,000)	(172,338)	37%	(287,000)	12,000
10-4-2043010-2120	BUILD DEPT - SEWER PERMITS				(250)			-
10-4-2043010-2135	Build Dept - Building Letters	(3,500)	(5,125)	(3,500)	(2,475)	29%	(7,000)	3,500
<b>Total Revenue - Building</b>		<b>(287,500)</b>	<b>(347,830)</b>	<b>(287,500)</b>	<b>(180,413)</b>	37%	<b>(303,000)</b>	<b>15,500</b>
<b>EXPENSES:</b>								
<b>Salaries and Wages:</b>								
10-5-2043010-0101	Salaries - Full Time	153,203	150,846	265,908	75,805	71%	159,204	106,704
10-5-2043010-0102	Salaries - Overtime	1,067	1,823	1,667	734	56%	1,667	-
10-5-2043010-0112	Salaries - Part Time				-			-
10-5-2043010-0105	CR. RE: S.T.D.		(4,167)		-			-
<b>Total Salaries and Wages - Building</b>		<b>154,270</b>	<b>148,502</b>	<b>267,575</b>	<b>76,538</b>	71%	<b>160,871</b>	<b>106,704</b>
<b>Benefits:</b>								
10-5-2043010-0201	Benefits - CPP	4,851	4,972	9,920	3,608	64%	5,400	4,520
10-5-2043010-0202	Benefits - EI	2,269	2,284	4,653	1,737	63%	2,438	2,215
10-5-2043010-0203	Benefits - OMERS	16,488	16,565	26,816	7,985	70%	16,743	10,073
10-5-2043010-0204	Benefits - EHT	3,008	3,032	5,218	1,490	71%	3,137	2,081
10-5-2043010-0205	Benefits - Greenshield	12,000	15,486	26,916	8,460	69%	20,000	6,916
10-5-2043010-0206	Benefits - Greenshield Retirees	21,751	24,200	24,911	13,473	46%	24,911	(0)
10-5-2043010-0207	Benefits - Life and Disability	8,070	6,534	11,695	8,144	30%	7,128	4,567
10-5-2043010-0208	Benefits - WSIB	4,181	4,195	7,496	2,200	71%	4,422	3,074
10-5-2043010-0209	Benefits - Post Retirement Benefit			1,950	0	100%	813	1,137
<b>Total Benefits - Building</b>		<b>72,618</b>	<b>77,268</b>	<b>119,575</b>	<b>47,098</b>	61%	<b>84,992</b>	<b>34,583</b>
<b>General Expenses:</b>								
10-5-2043010-0252	Uniforms	1,000	573	1,500	0	100%	600	900
10-5-2043010-0350	Memberships	700	823	1,600	323	80%	323	1,277
10-5-2043010-0352	Travel and Mileage	500	361	500	0	100%	500	-
10-5-2043010-0351	Training and Conferences	4,500	2,147	9,000	677	92%	1,000	8,000
10-5-2043010-0301	Office Supplies	3,650	1,176	3,650	584	84%	2,000	1,650
<b>Total General Expenses - Building</b>		<b>10,350</b>	<b>5,080</b>	<b>16,250</b>	<b>1,583</b>	90%	<b>4,423</b>	<b>11,827</b>
<b>Professional Fees:</b>								
10-5-2043010-0327	Professional Fees	60,000	72,416		15,318		80,000	(80,000)
<b>Total Professional fees - Building</b>		<b>60,000</b>	<b>72,416</b>		<b>15,318</b>		<b>80,000</b>	<b>(80,000)</b>
<b>Equipment and Vehicle:</b>								
10-5-2043010-0401	Gasoline				-			-
10-5-2043010-0402	Vehicle & Equipment MTCE.	1,500	461	1,500	268	82%	-	1,500
<b>Total Equipment and Vehicle - Building</b>		<b>1,500</b>	<b>461</b>	<b>1,500</b>	<b>268</b>		<b>-</b>	<b>1,500</b>
<b>Reserve Transfers:</b>								
10-5-2043010-2010	Transfer To/From Accum. Deficit	(20,238)	(20,238)	(31,426)	(31,426)	0%	(27,286)	(4,140)
<b>Total Reserve Transfers - Building</b>		<b>(20,238)</b>	<b>(20,238)</b>	<b>(31,426)</b>	<b>(31,426)</b>		<b>(27,286)</b>	<b>(4,140)</b>
<b>Total Expenses - Building Division</b>		<b>278,500</b>	<b>283,489</b>	<b>373,474</b>	<b>109,378</b>	71%	<b>303,000</b>	<b>70,474</b>
<b>Net Expenses - Building Division</b>		<b>(9,000)</b>	<b>(64,341)</b>	<b>85,974</b>	<b>(71,035)</b>	183%	<b>-</b>	<b>85,974</b>

**TOWN OF AMHERSTBURG**

**LIBRO CENTRE DIVISION**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

		2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUE:</b>								
10-4-7017300-1410	Ice Rentals	(572,500)	(527,627)	(575,000)	(223,782)	61%	(575,000)	-
10-4-7017300-1420	Pro (Skate Shop) Rental	(8,000)	(8,000)	(8,000)	(4,000)	50%	(8,000)	-
10-4-7017300-1425	Room Rentals	(22,000)	(29,308)	(22,000)	(9,797)	55%	(25,000)	3,000
10-4-7017300-1473	Premier Diamond Rental	(5,000)	(5,233)	(5,000)	(3,328)	33%	(5,200)	200
10-4-7017300-1450	Libro - Miscellaneous		(5,164)		-			-
10-4-7017300-1474	AMHA 4 on 4 Hockey		4,853		2,183			-
10-4-7017300-1467	Outdoor Turf Rental	(7,500)	(11,158)	(10,000)	(6,355)	36%	(9,000)	(1,000)
10-4-7017300-1466	Indoor Turf Rental	(40,000)	(65,913)	(50,000)	(57,543)	-15%	(70,000)	20,000
10-4-7017300-5520	Solar Panel Rental Revenue	(9,888)	(9,888)	(9,888)	(2,472)	75%	(9,888)	-
10-4-7017300-5525	Solar Panel Special Share Dividend	(17,112)	(17,804)	(17,112)	0	100%	(17,804)	692
<b>Total Revenue - Libro Centre</b>		<b>(682,000)</b>	<b>(675,242)</b>	<b>(697,000)</b>	<b>(305,094)</b>	56%	<b>(719,892)</b>	<b>22,892</b>
<b>EXPENSES:</b>								
<b>Salaries and Wages:</b>								
10-5-7017300-0101	Salaries - Full Time	379,272	354,138	382,264	166,527	56%	466,264	(84,000)
10-5-7017300-0102	Salaries - Overtime	2,000	882	-	9,255		20,000	(20,000)
10-5-7017300-0105	Salaries - STD/LTD Credit		(63,363)	-	(18,850)		(18,850)	18,850
10-5-7017300-0112	Salaries - Part Time	278,815	281,988	193,498	175,507	9%	190,000	3,498
<b>Total Salaries and Wages - Libro Centre</b>		<b>660,087</b>	<b>573,645</b>	<b>575,762</b>	<b>332,439</b>	42%	<b>657,414</b>	<b>(81,652)</b>
<b>Benefits:</b>								
10-5-7017300-0201	Benefits - CPP	27,351	22,516	24,304	14,807	39%	28,188	(3,884)
10-5-7017300-0202	Benefits - EI	15,120	12,437	9,171	8,521	7%	10,143	(972)
10-5-7017300-0203	Benefits - OMERS	56,154	46,740	51,356	19,100	63%	47,931	3,425
10-5-7017300-0204	Benefits - EHT	13,554	11,382	11,227	6,618	41%	12,757	(1,530)
10-5-7017300-0205	Benefits - Greenshield	42,000	38,828	40,747	16,172	60%	43,799	(3,052)
10-5-7017300-0207	Benefits - Life and Disability	19,759	12,213	15,719	5,931	62%	15,347	372
10-5-7017300-0208	Benefits - WSIB	17,874	18,222	16,371	10,328	37%	18,631	(2,260)
10-5-7017300-0209	Benefits - Post Retirement	3,048	3,082	3,055	1,099	64%	4,095	(1,040)
<b>Total Benefits - Libro Centre</b>		<b>194,860</b>	<b>165,420</b>	<b>171,950</b>	<b>82,575</b>	52%	<b>180,891</b>	<b>(8,941)</b>
<b>Allocation of Salaries and Benefits to Facilities</b>							<b>(149,542)</b>	<b>(74,771)</b>
<b>General Expenses:</b>								
10-5-7017300-0161	Clothing	2,500	2,195	2,500	3,864	-55%	6,500	(4,000)
10-5-7017300-0250	Health and Safety	2,500	1,966	2,000	4,860	-143%	6,000	(4,000)
10-5-7017300-0350	Memberships	1,750	1,261	1,750	1,145	35%	1,145	605
10-5-7017300-0351	Training and Conferences	7,500	3,911	8,500	4,230	50%	4,230	4,270
10-5-7017300-0352	Travel and Mileage	2,000	107	1,000	583	42%	583	417
10-5-7017300-0301	Office Supplies	3,500	7,042	3,000	1,022	66%	1,500	1,500
10-5-7017300-0336	Contracted Services & Refrigeration	8,000	10,801	9,000	8,142	10%	75,000	(66,000)
10-5-7017300-0505	Credit Card Charges	5,000	5,666	5,000	4,297	14%	8,000	(3,000)
<b>Total General Expenses - Libro Centre</b>		<b>32,750</b>	<b>32,949</b>	<b>32,750</b>	<b>28,143</b>	14%	<b>102,958</b>	<b>(70,208)</b>
<b>Building:</b>								
10-5-7017300-0316	Utilities	360,000	443,503	360,000	268,278	25%	490,000	(130,000)
10-5-7017300-0317	Building Maintenance	87,000	123,260	87,000	86,820	0%	120,000	(33,000)
10-5-7017300-0725	Parking Lot Maintenance	2,000	-	2,000	199	90%	500	1,500
10-5-7017300-0318	Janitorial Supplies	15,000	14,064	15,000	9,677	35%	15,000	-
10-5-7017300-0960	Outdoor Soccer (Nat Turf)				4,783		4,783	(4,783)
10-5-7017300-0961	Outdoor/Football Field Turf				519		519	(519)
10-5-7017300-0962	Premier Baseball Field				6,225		400	(400)
<b>Total Building - Libro Centre</b>		<b>464,000</b>	<b>580,827</b>	<b>464,000</b>	<b>376,503</b>	19%	<b>631,202</b>	<b>(167,202)</b>
<b>Equipment and Vehicles:</b>								
10-5-7017300-0401	Propane	7,000	5,603	7,000	2,844	59%	6,000	1,000
10-5-7017300-0402	Vehicle and Equipment Maintenance	10,000	8,628	10,000	2,010	80%	10,000	-
<b>Total Equipment and Vehicles - Libro Centre</b>		<b>17,000</b>	<b>14,231</b>	<b>17,000</b>	<b>4,854</b>	71%	<b>16,000</b>	<b>1,000</b>
<b>Total Expenses - Libro Centre Division</b>		<b>1,368,697</b>	<b>1,367,072</b>	<b>1,111,920</b>	<b>749,742</b>	33%	<b>1,438,923</b>	<b>(327,004)</b>

**TOWN OF AMHERSTBURG**

**FACILITIES**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

	2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUE:</b>							
10-4-7017190-1305 Facility Rentals	(13,900)	(13,877)	(13,900)	(1,249)	91%	(13,900)	-
10-4-1001020-1430 Rent - Municipal Bldg. & Property	(59,378)	(55,330)	(59,378)	(29,129)	51%	(59,378)	-
<b>Total Revenue - Facilities</b>	<b>(73,278)</b>	<b>(69,207)</b>	<b>(73,278)</b>	<b>(30,378)</b>	59%	<b>(73,278)</b>	<b>-</b>
<b>EXPENSES:</b>							
Allocation of Salaries and Benefits from Libro			149,542	74,771		149,542	0
<b>Building Maintenance:</b>							
10-5-1001020-0317 Town Hall	44,000	36,697	30,000	15,049	50%	30,000	-
10-5-3010000-0318 Public Works	50,000	63,310	55,000	15,417	72%	30,000	25,000
10-5-2010000-0317 Fire Hall	20,000	30,480	40,000	27,264	32%	40,000	-
10-5-7010180-0317 Scout Hall	2,000	-	2,000	762	62%	1,000	1,000
10-5-7017010-0317 Parks Buildings	11,500	6,957	10,000	5,158	48%	10,000	-
10-5-7017025-0317 3381 Meloche Road	5,000	611	5,000	0	100%	-	5,000
10-5-7017301-0317 Parks Storage Facility	5,000	2,877		288		500	(500)
10-5-7017730-0317 99 Thomas Road	2,000	-	2,000	0	100%	-	2,000
10-5-7027510-0317 Carnegie Library	4,000	11,042	6,000	2,773	54%	4,000	2,000
10-5-7037140-0317 Malden Community	2,500	5,831	3,000	716	76%	3,000	-
10-5-7037610-0317 ACS Building	3,500	707	2,000	122	94%	750	1,250
10-5-7037620-0317 Gordon House	4,000	5,078	23,000	2,073	91%	23,000	-
10-5-7017000-1315 McGregor	5,000	5,432	30,000	0	100%	30,000	-
10-5-8020000-0317 North Gate Visitor Centre	2,000	4,571	2,000	92	95%	2,000	-
<b>Total Building Maintenance - Facilities</b>	<b>160,500</b>	<b>173,593</b>	<b>210,000</b>	<b>69,712</b>	67%	<b>174,250</b>	<b>35,750</b>
<b>Utilities:</b>							
10-5-1001020-0316 Town Hall	45,000	46,220	40,000	25,345	37%	56,000	(16,000)
10-5-3010000-0316 Public Works	40,000	57,127	80,000	24,660	69%	55,000	25,000
10-5-2010000-0316 Fire Hall	12,000	7,645	20,000	4,396	78%	8,000	12,000
10-5-7010000-0316 KNYP Privy	8,800	16,777	15,000	6,489	57%	15,000	-
10-5-7010170-0316 Toddy Jones	38,000	43,510	38,000	10,211	73%	38,000	-
10-5-7010180-0316 Scout Hall	3,200	3,396	3,000	1,863	38%	3,200	(200)
10-5-7017015-0316 Anderdon Tennis Ct		618	500	203	59%	500	-
10-5-7017035-0316 Wigle Park Washrooms	4,400	3,737	4,000	1,289	68%	4,000	-
10-5-7017040-0316 Centennial Park Washrooms	7,200	5,011	5,500	2,846	48%	4,000	1,500
10-5-7017070-0316 Malden Park Washrooms	2,000	278	1,500	128	91%	750	750
10-5-7017301-0316 Parks Storage	27,000	16,626		596		1,000	(1,000)
10-5-7037140-0316 Malden Community Centre	3,600	3,497	3,500	1,256	64%	2,200	1,300
10-5-7037610-0316 ACS Building	9,700	11,240	8,500	5,904	31%	9,000	(500)
10-5-7037620-0316 Gordon House	7,000	7,007	6,000	3,399	43%	6,000	-
10-5-7017730-0316 99 Thomas Road		5,021		(1,200)		2,400	(2,400)
10-5-8020000-0316 North Gate Visitor Centre	3,600	5,337	3,500	2,675	24%	3,500	-
<b>Total Utilities - Facilities</b>	<b>211,500</b>	<b>233,047</b>	<b>229,000</b>	<b>90,060</b>	61%	<b>208,550</b>	<b>20,450</b>
<b>Lions' Pool:</b>							
10-5-7010160-0317 Pool Building Maintenance	8,000	6,314	8,000	3,256	59%	7,000	1,000
10-5-7010160-0250 Health and Safety	500	141	250	0	100%	500	(250)
10-5-7010160-0316 Utilities	7,000	11,501	8,000	1,344	83%	4,000	4,000
10-5-7010160-0322 General Supplies	1,000	890	500	160	68%	500	-
<b>Total Lions' Pool - Libro Centre</b>	<b>16,500</b>	<b>18,846</b>	<b>16,750</b>	<b>4,760</b>	72%	<b>12,000</b>	<b>4,750</b>
<b>Total Expenses - Facilities Division</b>	<b>388,500</b>	<b>425,486</b>	<b>605,292</b>	<b>239,303</b>	60%	<b>544,342</b>	<b>60,950</b>

**TOWN OF AMHERSTBURG**

**PARKS**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

		2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUE:</b>								
10-4-7017000-1080	Hanging Basket Program Revenue		(2,500)		-			
10-4-7017000-1026	Property Maintenance Income	(3,500)	(2,961)	(3,500)	(382)	89%	(3,500)	(3,500)
<b>Total Revenue - Parks</b>		<b>(3,500)</b>	<b>(5,461)</b>	<b>(3,500)</b>	<b>(382)</b>		<b>(3,500)</b>	<b>(3,500)</b>
<b>EXPENSES:</b>								
<b>Salaries and Wages:</b>								
10-5-7017000-0101	Salaries - Full Time	206,924	197,267	207,216	99,629	52%	207,216	-
10-5-7017000-0104	Salaries - STD/LTD Credit		(16,583)		-			
10-5-7017000-0102	Salaries - Overtime	5,000	2,393	5,000	2,991	40%	5,000	-
10-5-7017000-0109	Salaries - Students	42,741	42,046	52,383	25,949	50%	55,500	(3,117)
10-5-7017000-0105	Salaries - CE.RE .S.T.D				(17,668)		(17,668)	17,668
10-5-7017000-0117	Salaries - Seasonal	205,208	190,781	203,731	57,909	72%	204,025	(294)
<b>Total Salaries and Wages - Parks</b>		<b>459,873</b>	<b>415,904</b>	<b>468,330</b>	<b>168,809</b>	64%	<b>454,073</b>	<b>14,257</b>
<b>Benefits:</b>								
10-5-7017000-0201	Benefits - CPP	19,550	17,292	20,118	7,740	62%	20,276	(158)
10-5-7017000-0202	Benefits - EI	9,929	9,404	8,053	4,185	48%	8,313	(260)
10-5-7017000-0203	Benefits - OMERS	37,247	33,979	36,319	12,216	66%	40,000	(3,681)
10-5-7017000-0204	Benefits - EHT	8,771	8,256	9,132	3,322	64%	9,195	(63)
10-5-7017000-0205	Benefits - Greenshield	18,000	22,197	20,000	11,910	40%	40,000	(20,000)
10-5-7017000-0207	Benefits - Life and Disability	10,272	8,359	9,725	4,682	52%	9,640	85
10-5-7017000-0208	Benefits - WSIB	12,954	12,658	13,488	5,411	60%	13,580	(92)
10-5-7017000-0209	Benefits - Post Retirement	994	994	975	488	50%	4,875	(3,900)
<b>Total Benefits - Parks</b>		<b>117,717</b>	<b>113,139</b>	<b>117,810</b>	<b>49,954</b>	58%	<b>145,879</b>	<b>(28,069)</b>
<b>General Expenses:</b>								
10-5-7017000-0351	Training and Conferences	1,500	2,054	5,000	3,230	35%	5,000	-
10-5-7017000-0771	Special Events	1,920	2,232	2,000	0	100%	2,000	-
10-5-7017000-0352	Travel and Mileage (Parks)	480	203	500	0	100%	-	500
10-5-7017000-0404	Radio Airtime	8,000	7,614	8,000	3,242	59%	7,500	500
10-5-7017000-0336	Contracted Services	57,500	49,306	57,500	26,194	54%	57,500	-
<b>Total General Expenses - Parks</b>		<b>69,400</b>	<b>61,409</b>	<b>73,000</b>	<b>32,667</b>	55%	<b>72,000</b>	<b>1,000</b>
<b>Municipal Partnerships:</b>								
10-5-7017000-1300	CO-AN Park	15,000	15,000	15,000	15,000	0%	15,000	-
10-5-7017000-1310	River Canard Community Centre	5,000	5,000	5,000	-		5,000	-
<b>Total Municipal Partnerships - Parks</b>		<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>15,000</b>	25%	<b>20,000</b>	-
<b>Materials and Supplies:</b>								
10-5-7017000-0322	General Supplies	120,079	98,255	103,500	53,808	48%	103,500	-
10-5-7017000-0402	Vehicle and Equip. Maint.	19,200	22,439	25,000	20,951	16%	25,000	-
10-5-7017000-0420	Parks Tools and Equip.	2,400	2,210	9,000	609	93%	9,000	-
10-5-7017000-0650	Reforestation	9,600	4,144	10,000	768	92%	10,000	-
<b>Total Maintenance - Parks</b>		<b>151,279</b>	<b>127,048</b>	<b>147,500</b>	<b>76,136</b>	48%	<b>147,500</b>	-
<b>Total Expenses - Parks</b>		<b>818,269</b>	<b>737,500</b>	<b>826,640</b>	<b>342,565</b>	59%	<b>839,452</b>	<b>(12,812)</b>
<b>Transfers</b>								
10-5-7017000-2001	Capital Expenditures			30,000	30,000			

**TOWN OF AMHERSTBURG**

**Recreation Services**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

	2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUE:</b>							
<b>Recreation:</b>							
10-4-7010000-1306 Birthday Party (UCCU)	(7,000)	(2,384)	(5,000)	0	100%	(6,000)	1,000
10-4-7017300-1415 Public Skating Program	(6,000)	(4,455)	(6,000)	(3,602)	40%	(6,000)	-
10-4-7010160-1320 Lions' Pool Registration	(8,000)	(5,554)	(6,000)	0	100%	(6,600)	600
10-4-7010160-1325 Lions' Pool Admittance Fee	(4,800)	(2,607)	(5,000)	(2)	100%	(5,000)	-
10-4-7010000-1462 Preschool Programming	(12,000)	(11,771)	(12,000)	(6,234)	48%	(12,000)	-
10-4-7010000-1463 Youth Programming	(25,000)	(18,940)	(17,500)	(15,642)	11%	(18,000)	500
10-4-7010000-1464 Adult Programming	(50,000)	(29,371)	(35,000)	(6,571)	81%	(35,000)	-
10-4-7010000-1449 Activity Guide Revenue	(6,000)	(2,800)	(4,000)	0	100%	(3,200)	(800)
10-4-7010000-1465 Drop In Programming		(4,513)		(5,889)		(9,000)	9,000
10-4-7010000-1451 Day Camp	(45,000)	(27,910)	(37,500)	(1,732)	95%	(40,000)	2,500
<b>Recreation Total - BD and Programs</b>	<b>(163,800)</b>	<b>(110,305)</b>	<b>(128,000)</b>	<b>(39,670)</b>	<b>69%</b>	<b>(140,800)</b>	<b>12,800</b>
<b>Business Development :</b>							
10-4-7010000-1307 Special Events	(10,000)	(10,652)	(10,000)	(10,544)	-5%	(16,000)	6,000
10-4-7017300-1430 Ancillary Complex Income	(60,000)	(33,940)	(35,000)	(18,600)	47%	(35,000)	-
10-4-7017300-1405 Canteen Sales (Indoor)	(155,000)	(148,908)	(155,000)	(66,785)	57%	(165,000)	10,000
10-4-7017300-1407 Vending Machine Sales	(19,000)	(10,143)	(15,000)	(8,837)	41%	(12,000)	(3,000)
10-4-7017000-1075 Income from Memorials (Benches)	(3,400)	(4,900)	(3,400)	0	100%	(3,400)	-
<b>Business Development Total - BD and Programs</b>	<b>(247,400)</b>	<b>(208,543)</b>	<b>(218,400)</b>	<b>(104,766)</b>	<b>52%</b>	<b>(231,400)</b>	<b>13,000</b>
<b>Total Revenues - BD and Programs</b>	<b>(411,200)</b>	<b>(318,848)</b>	<b>(346,400)</b>	<b>(144,437)</b>	<b>58%</b>	<b>(372,200)</b>	<b>25,800</b>
<b>EXPENSES:</b>							
<b>Salaries and Wages:</b>							
10-5-7010000-0101 Salaries - Full Time	85,527	84,421	83,913	42,418	49%	83,913	-
10-5-7010000-0102 Salaries - Overtime				-			-
10-5-7010000-0107 Salaries - Contract Staff				-			-
10-5-7010000-0109 Salaries - Students	51,199	35,419	36,749	0	100%	28,000	8,749
10-5-7010000-0112 Salaries - Part Time	107,622	61,626	159,305	26,866	83%	159,305	-
10-5-7010000-0122 Salaries - Food & Beverage Services	80,094	63,917	84,352	26,049	69%	84,352	-
<b>Total Salaries and Wages - BD and Programs</b>	<b>324,442</b>	<b>245,383</b>	<b>364,319</b>	<b>95,333</b>	<b>74%</b>	<b>355,570</b>	<b>8,749</b>
<b>Benefits:</b>							
10-5-7010000-0201 Benefits - CPP	14,018	6,777	16,360	3,407	79%	16,360	-
10-5-7010000-0202 Benefits - EI	7,390	5,401	6,101	2,413	60%	6,101	-
10-5-7010000-0203 Benefits - OMERS	9,547	9,582	15,797	4,636	71%	15,797	-
10-5-7010000-0204 Benefits - EHT	6,147	4,839	7,104	1,900	73%	7,104	-
10-5-7010000-0205 Benefits - Greenshield	6,000	8,965	6,169	4,939	20%	6,169	-
10-5-7010000-0207 Benefits - Life and Disability	4,549	3,682	4,632	2,180	53%	4,632	-
10-5-7010000-0208 Benefits - WSIB	9,070	7,118	10,492	2,806	73%	10,492	-
10-5-7010000-0209 Benefits - Post Retirement	994	994	975	488	50%	975	-
<b>Total Benefits - BD and Programs</b>	<b>57,715</b>	<b>47,358</b>	<b>67,630</b>	<b>22,768</b>	<b>66%</b>	<b>67,630</b>	<b>-</b>
<b>General Expenses (Recreation):</b>							
10-5-7010000-0351 Training and Conferences	2,300	1,649	3,500	3,040	13%	3,500	-
10-5-7010000-0307 Advertising	12,000	13,592	17,500	7,498	57%	18,500	(1,000)
10-5-7010000-0352 Travel and Mileage	1,500	289	1,500	371	75%	1,500	-
10-5-7010000-0420 Recreation Equipment & Supplies	15,500	24,522	30,000	7,713	74%	30,000	-
10-5-7010000-0350 Memberships	1,650	1,492	1,650	1,584	4%	1,584	66
<b>Total General Expenses (Recreation) - BD and Programs</b>	<b>32,950</b>	<b>41,544</b>	<b>54,150</b>	<b>20,207</b>	<b>63%</b>	<b>55,084</b>	<b>(934)</b>

**TOWN OF AMHERSTBURG**

**Recreation Services**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

	2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>General Expenses (BD):</b>							
10-5-7017300-0384 Concession Product	63,000	89,272	73,000	39,390	46%	78,000	(5,000)
10-5-7010000-0349 Marketing	20,000	16,491	20,000	6,299	69%	20,000	-
10-5-7010000-0771 Special Events		11,798	8,000	4,753	41%	8,000	-
10-5-7010000-0252 Uniforms		988	1,500	844	44%	2,500	(1,000)
10-5-7010000-0301 Office Supplies			3,000	613	80%	3,000	-
10-5-7010000-0421 Concession Equipment		1,007	8,000	116	99%	6,000	2,000
10-5-7010000-0422 Concession Equipment Maintenance			5,000	0	100%	5,000	-
10-5-7010000-0740 Signage Maintenance	2,000	1,547	2,000	0	100%	2,000	-
<b>Total General Expenses (BD) - BD and Programs</b>	<b>85,000</b>	<b>121,103</b>	<b>120,500</b>	<b>52,014</b>	<b>57%</b>	<b>124,500</b>	<b>(4,000)</b>
<b>Reserve Transfers:</b>							
10-5-7010000-2001 Capital Expenditures							
<b>Total Expenses - BD and Programs Division</b>	<b>500,107</b>	<b>455,388</b>	<b>606,599</b>	<b>190,322</b>	<b>69%</b>	<b>602,784</b>	<b>3,815</b>

**TOWN OF AMHERSTBURG**  
**TOURISM AND CULTURE DIVISION**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**  
as at June 30, 2016

		2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUE:</b>								
10-4-8020000-1840	Retail Sales - Tourism Info. Centre	(10,000)	(1,454)	(5,000)	(219)	96%	(3,000)	(2,000)
10-4-7037620-1430	Rent - Gordon House	(5,500)	(5,770)	(3,000)	(2,632)	12%	(3,000)	-
10-4-8020100-1306	Event Revenue	(18,000)	(23,420)	(18,000)	(5,665)	69%	(6,000)	(12,000)
<b>Total Revenue - Tourism and Culture</b>		<b>(33,500)</b>	<b>(30,644)</b>	<b>(26,000)</b>	<b>(8,516)</b>	67%	<b>(12,000)</b>	<b>(14,000)</b>
<b>EXPENSES:</b>								
<b>Salaries and Wages:</b>								
10-5-8020000-0101	Salaries - Full Time	143,576	137,501	140,868	71,216	49%	140,868	0
10-5-8020000-0109	Salaries - Students	12,500	11,815	12,480	6,456	48%	12,480	-
10-5-8020000-0105	Salaries - STD/LTD Credit		(11,750)		-		-	
<b>Total Salaries and Wages - Tourism and Culture</b>		<b>156,076</b>	<b>137,566</b>	<b>153,348</b>	<b>77,672</b>	49%	<b>153,348</b>	<b>0</b>
<b>Benefits:</b>								
10-5-8020000-0201	Benefits - CPP	5,623	5,349	5,578	3,599	35%	5,578	(0)
10-5-8020000-0202	Benefits - EI	2,679	2,589	2,501	1,784	29%	2,501	0
10-5-8020000-0203	Benefits - OMERS	15,082	15,125	14,564	7,290	50%	14,564	(0)
10-5-8020000-0204	Benefits - EHT	3,104	2,763	2,990	1,510	49%	2,990	0
10-5-8020000-0205	Benefits - Greenshield	12,000	12,093	12,338	6,580	47%	12,338	(0)
10-5-8020000-0207	Benefits - Life and Disability	7,604	6,171	6,369	4,016	37%	6,369	-
10-5-8020000-0208	Benefits - WSIB	4,472	4,418	4,416	2,231	49%	4,416	0
10-5-8020000-0209	Benefits - Post Retirement Benefit	994	994	975	488	50%	975	-
<b>Total Benefits - Tourism and Culture</b>		<b>51,558</b>	<b>49,502</b>	<b>49,731</b>	<b>27,498</b>	45%	<b>49,731</b>	<b>0</b>
<b>General Expenses</b>								
10-5-8020000-0301	Office Supplies	1,000	841	1,000	113	89%	1,000	-
10-5-8020000-0307	Advertising	31,625	30,145	30,000	20,127	33%	30,000	-
10-5-8020000-0336	Contracted Services				244		-	
10-5-8020000-0340	Community Events	53,000	46,108	50,000	28,845	42%	50,000	-
10-5-8020000-0350	Memberships	1,500	377	1,200	658	45%	1,200	-
10-5-8020000-0351	Training and Conferences	2,000	1,734	2,000	817	59%	2,000	-
10-5-8020000-0352	Travel and Mileage	1,000	955	1,000	69	93%	1,000	-
10-5-8020000-0355	Promotions	12,531	12,107	12,000	4,694	61%	12,000	-
10-5-8020100-0503	Bank Charges - Special Events		584	400	306	23%	400	-
<b>Total General Expenses - Tourism and Culture</b>		<b>102,656</b>	<b>92,851</b>	<b>97,600</b>	<b>55,874</b>	43%	<b>97,600</b>	<b>-</b>
<b>TOTAL TOURISM AND CULTURE</b>		<b>310,290</b>	<b>279,919</b>	<b>300,679</b>	<b>161,044</b>	46%	<b>300,679</b>	<b>0</b>

**TOWN OF AMHERSTBURG**  
**PUBLIC WORKS DEPARTMENT**  
**2016 Budget with Year to Date Actuals and Forecasts to Year End**  
as at June 30, 2016

		2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUE:</b>								
10-4-3010000-1018	Recovery From Waste Water	(443,731)	(443,731)	(443,731)	(443,731)	0%	(443,731)	-
10-4-3010000-1019	Recovery From Water	(52,530)	(52,530)	(52,530)	(52,530)	0%	(52,530)	-
10-4-3010000-1030	Reports	(600)	(825)	(600)	(675)	-13%	(600)	-
10-4-3010000-1040	Service Charges	(12,500)	(5,010)	(10,000)	(5,110)	49%	(10,000)	-
10-4-3010000-6500	Roads Receipts ( Sales of Equip.)	(3,000)	(16,940)		0			
10-4-3010000-6510	Sale of Materials - Concrete and Asphalt		2,416		(44)			
<b>Total Revenue - Public Works</b>		<b>(512,361)</b>	<b>(516,620)</b>	<b>(506,861)</b>	<b>(502,090)</b>	1%	<b>(506,861)</b>	<b>-</b>
<b>EXPENSES:</b>								
<b>Salaries and Wages:</b>								
10-5-3010000-0101	Salaries - Full Time	876,161	873,664	894,514	460,715	48%	859,550	34,964
10-5-3010000-0102	Salaries - Overtime	100,000	55,317	100,000	18,541	81%	70,000	30,000
10-5-3010000-0105	Salaries - STD/LTD Credit	(28,000)	(34,726)	-	(25,227)		(25,227)	25,227
10-5-3010000-0107	Salaries - Temporary				-			-
10-5-3010000-0109	Salaries - Students	39,077	36,034	40,903	12,877	69%	40,903	-
<b>Total Salaries and Wages - Public Works</b>		<b>987,238</b>	<b>930,289</b>	<b>1,035,417</b>	<b>466,905</b>	55%	<b>945,226</b>	<b>90,191</b>
<b>Benefits:</b>								
10-5-3010000-0201	Benefits - CPP	31,040	30,656	31,784	21,931	31%	31,727	57
10-5-3010000-0202	Benefits - EI	14,641	14,472	14,728	10,435	29%	14,485	243
10-5-3010000-0203	Benefits - OMERS	92,421	91,874	94,496	46,950	50%	89,652	4,844
10-5-3010000-0204	Benefits - EHT	19,797	18,705	20,191	9,219	54%	19,509	682
10-5-3010000-0205	Benefits - Greenshield	68,400	75,016	80,001	42,068	47%	80,001	-
10-5-3010000-0207	Benefits - Life and Disability	43,841	33,838	39,472	22,362	43%	37,933	1,539
10-5-3010000-0208	Benefits - WSIB	26,523	26,158	27,754	14,377	48%	26,747	1,007
10-5-3010000-0209	Benefits - Post Retirement	6,029	6,374	5,980	3,110	48%	5,980	-
<b>Total Benefits - Public Works</b>		<b>302,692</b>	<b>297,093</b>	<b>314,406</b>	<b>170,452</b>	46%	<b>306,034</b>	<b>8,372</b>
<b>Allocation of Salaries and Benefits to Capital</b>					<b>(65,000)</b>		<b>(65,000)</b>	-
<b>General Expenses:</b>								
10-5-3010000-0161	Clothing	7,500	8,412	7,500	2,841	62%	7,500	-
10-5-3010000-0351	Training and Conferences	7,000	7,176	7,000	4,462	36%	7,000	-
10-5-3010000-0250	Health and Safety	2,500	2,893	-	1,545			
10-5-3010000-0350	Memberships	1,500	1,557	1,000	837	16%	1,000	-
10-5-3010000-0301	Office Supplies	7,000	4,884	5,000	2,175	56%	5,000	-
10-5-3010000-0381	Property Taxes	3,200	3,254	5,000	0	100%	5,000	-
10-5-3010000-0328	Professional and Engineering Fees	13,000	13,752	12,000	4,499	63%	12,000	-
<b>Total General Expenses</b>		<b>41,700</b>	<b>41,928</b>	<b>37,500</b>	<b>16,359</b>	56%	<b>37,500</b>	-
<b>Equipment and Vehicles:</b>								
10-5-3010000-0401	Gasoline	150,000	119,999	150,000	45,405	70%	100,000	50,000
10-5-3010000-0402	Vehicle and Equipment Maintenance	110,000	131,827	110,000	52,508	52%	110,000	-
10-5-3010000-0404	Radio Licences	30,000	27,957	40,000	18,372	54%	40,000	-
10-5-3010000-0420	Small Equipment	10,000	12,066	15,000	6,929	54%	15,000	-
10-5-3010000-0425	Vehicle Licences	11,000	10,217	12,000	206	98%	12,000	-
10-5-3010000-0480	Equipment Rentals	15,000	-	5,000	-		5,000	-
10-5-3015010-0420	Mechanic's Equipment	2,500	1,744	1,500	403	73%	1,500	-
<b>Total Equipment and Vehicles - Public Works</b>		<b>328,500</b>	<b>303,810</b>	<b>333,500</b>	<b>123,823</b>	63%	<b>283,500</b>	<b>50,000</b>
<b>Road Maintenance:</b>								
10-5-3010000-0650	Reforestation Expenses	25,000	22,265	25,000	5,139	79%	25,000	-
10-5-3010000-0735	Weedcutting and Spraying	35,000	33,879	35,000	428	99%	35,000	-
10-5-3010000-0736	West Nile Virus Prevention	12,000	2,950	9,000	0	100%	9,000	-
10-5-3010000-0765	Municipal Drain Expense	65,000	28,985	65,000	6,627	90%	65,000	-
10-5-3020000-0710	Dust Control (Summer Roads)	20,000	8,379	10,000	0	100%	10,000	-
10-5-3020000-0715	Stone (roads)	85,000	32,556	50,000	37,874	24%	50,000	-
10-5-3020000-0720	Railway Crossings	3,500	3,116	3,500	1,563	55%	3,500	-
10-5-3020000-0725	Street Repairs and Maintenance	40,000	54,860	50,000	13,901	72%	50,000	-
10-5-3020000-0726	Centre Line Painting	20,000	33,617	30,000	1,552	95%	30,000	-
10-5-3020000-0730	Culverts and Bridges	25,000	34,694	25,000	509	98%	25,000	-
10-5-3020000-0756	Cleaning and Grading of Ditches	10,000	6,067	10,000	4,398	56%	10,000	-
10-5-3020000-0757	Storm and Sewer Drains	25,000	51,145	30,000	23,379	22%	30,000	-
10-5-3030000-0710	Winter Control	162,000	154,346	165,000	102,695	38%	165,000	-
10-5-3060000-0331	Sidewalk Maintenance and Repairs	40,000	40,305	50,000	17,312	65%	50,000	-
<b>Total Road Maintenance - Public Works</b>		<b>567,500</b>	<b>507,164</b>	<b>557,500</b>	<b>215,375</b>	61%	<b>557,500</b>	-
<b>Traffic Signal Maintenance:</b>								
10-5-3010000-0740	Traffic Signal Maintenance	10,000	8,094	15,000	0	100%	15,000	-
10-5-3020000-0740	Traffic Signs and Devices	30,000	46,654	30,000	20,723	31%	30,000	-
10-5-3250000-0316	Utilities for Traffic Control	12,500	13,943	10,000	7,805	22%	13,000	(3,000)
<b>Total Traffic Signal Maintenance - Public Works</b>		<b>52,500</b>	<b>68,691</b>	<b>55,000</b>	<b>28,528</b>	48%	<b>58,000</b>	<b>(3,000)</b>
<b>Traffic Street Light Maintenance:</b>								
10-5-3050000-0316	Utilities	165,000	231,477	190,000	144,064	24%	240,000	(50,000)
10-5-3050000-0331	General Maintenance	110,000	84,379	80,000	22,282	72%	80,000	-
10-5-3050000-0332	Intersection Illumination Program			12,000	0	100%	12,000	-
<b>Total Street Light Maintenance - Public Works</b>		<b>275,000</b>	<b>315,856</b>	<b>282,000</b>	<b>166,346</b>	41%	<b>332,000</b>	<b>(50,000)</b>

**TOWN OF AMHERSTBURG**  
**PUBLIC WORKS DEPARTMENT**  
**2016 Budget with Year to Date Actuals and Forecasts to Year End**  
as at June 30, 2016

	2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
Total Expenses - Public Works Department	<u>2,555,130</u>	<u>2,464,831</u>	<u>2,550,323</u>	<u>1,187,789</u>	53%	<u>2,454,760</u>	<u>95,563</u>
Transfers 10-5-3020000-2001 Capital Expenditures			<u>805,000</u>	<u>805,000</u>			

**TOWN OF AMHERSTBURG**  
**ENVIRONMENTAL SERVICES DIVISION**  
**2016 Budget with Year to Date Actuals and Forecasts to Year End**  
as at June 30, 2016

		2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>EXPENSES:</b>								
<b>Garbage Disposal:</b>								
10-5-4057710-0602	Garbage Collection	402,348	389,005	412,000	165,574	60%	412,000	-
10-5-4057710-0603	White Goods (EWSWA)	5,000	3,813	4,000	1,019	75%	3,500	500
10-5-4067715-0307	Collection Calendar Expense	2,700	1,808	2,500	2,072	17%	2,000	500
10-5-4067715-0602	Refuse - Landfill Tipping Fees	615,000	609,878	655,000	266,529	59%	655,000	-
10-5-4067715-0603	Yard Waste - Hauling to Landfill	100,000	96,694	105,000	40,691	61%	105,000	-
10-5-4067715-0601	Yard Waste - Landfill Tipping Fees	51,000	43,992	44,000	10,503	76%	44,000	-
10-5-4067715-0607	PWD Yard Clean-up Expenses	10,000	1,717	5,000	605	88%	3,500	1,500
<b>Total Garbage Disposal - Environmental Services</b>		<b>1,186,048</b>	<b>1,146,907</b>	<b>1,227,500</b>	<b>486,994</b>	60%	<b>1,225,000</b>	<b>2,500</b>
<b>Total Expenses - Environmental Services Division</b>		<b>1,186,048</b>	<b>1,146,907</b>	<b>1,227,500</b>	<b>486,994</b>	60%	<b>1,225,000</b>	<b>2,500</b>

**TOWN OF AMHERSTBURG**

**POLICE DEPARTMENT**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

		2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>Revenues</b>								
10-4-2020000-0630	CPP Grant	(60,000)	(67,522)	(60,000)	(8,073)	87%	(60,000)	-
10-4-2020000-0631	1000 Officer Program	(35,000)	(35,238)	(35,000)	(11,375)	68%	(35,000)	-
10-4-2020000-0750	POA Revenue	(75,000)	(100,353)	(85,000)	(43,063)	49%	(85,000)	-
10-4-2020000-1022	Provincial Court Service Upload	(35,797)	(42,960)	(35,797)	(44,746)	-25%	(35,797)	-
10-4-2020000-1023	Police - Guns and Gangs	(108,000)	(98,398)		(11,693)		(50,000)	50,000
10-4-2020000-1024	Paid Duty Recoverable	(30,000)	(29,431)	(30,000)	(822)	97%	(30,000)	-
10-4-2020000-1025	Police Reports	(35,000)	(42,567)	(35,000)	(19,155)	45%	(35,000)	-
10-4-2020000-1026	Police Miscellaneous Receipts	(7,500)	(9,855)	(7,500)	(3,062)	59%	(7,500)	-
10-4-2020000-1027	Ride Grant	(13,500)	(13,555)	(13,500)	(21,450)	-59%	(13,500)	-
10-4-2020000-1029	Joint Court Services Return	(40,000)	(15,324)	(40,000)	(14,293)	64%	(40,000)	-
10-4-2024010-0605	YIPI Provincial Grant	(4,000)	(3,904)	(4,000)	0	100%	(4,000)	-
<b>Total Revenues - Police</b>		<b>(443,797)</b>	<b>(459,107)</b>	<b>(345,797)</b>	<b>(177,731)</b>	49%	<b>(395,797)</b>	<b>50,000</b>
<b>Expenses</b>								
<b>Salaries and Wages</b>								
10-5-2020000-0101	Salaries - Full Time	3,409,552	3,276,586	3,404,330	1,745,400	49%	3,404,330	-
10-5-2020000-0102	Salaries - Overtime	189,000	241,260	204,000	(29,936)	115%	204,000	-
10-5-2024010-0112	Salaries - Part Time	4,000	3,569	4,000	0	100%	4,000	-
10-5-2020000-0104	Salaries - CR RE; WSIB		(13,340)		(3,088)		(3,088)	3,088
10-5-2020000-0105	Salaries - CR RE: STD		(3,894)		(3,796)		(3,796)	3,796
10-5-2020000-0108	Salaries - Shift Premium	38,000	40,662	38,000	2,974	92%	38,000	-
	Sick Bank Reduction			75,000	0	100%	75,000	-
<b>Total Salaries and Wages - Police</b>		<b>3,640,552</b>	<b>3,544,843</b>	<b>3,725,330</b>	<b>1,711,554</b>	54%	<b>3,718,446</b>	<b>6,884</b>
<b>Benefits</b>								
10-5-2020000-0201	Benefits - CPP	86,798	87,056	84,318	80,307	5%	84,318	-
10-5-2020000-0202	Benefits - EI	39,872	40,269	39,551	37,479	5%	39,551	-
10-5-2020000-0203	Benefits - OMERS	414,035	414,706	416,720	206,806	50%	416,720	-
10-5-2020000-0204	Benefits - EHT	66,486	68,744	72,566	33,652	54%	72,566	-
10-5-2020000-0205	Benefits - Greenshield	205,000	221,579	241,373	121,911	49%	241,373	-
10-5-2020000-0207	Benefits - Life and Disability	179,096	141,463	152,695	93,518	39%	152,695	-
10-5-2020000-0208	Benefits - WSIB	107,400	71,271	87,063	52,105	40%	87,063	-
10-5-2020000-0209	Benefits - Post Retirement	6,100	6,651	7,280	2,090	71%	7,280	-
10-5-2020000-0212	Benefits - Gym Memberships	7,000	6,304	7,000	350	95%	7,000	-
<b>Total Benefits - Police</b>		<b>1,111,787</b>	<b>1,058,043</b>	<b>1,108,566</b>	<b>628,218</b>	43%	<b>1,108,566</b>	<b>-</b>
<b>General Expenses</b>								
10-5-2020000-0252	Uniforms	36,000	37,833	36,000	25,200	30%	36,000	-
10-5-2020000-0253	Cleaning	250	425	250	172	31%	250	-
10-5-2020000-0254	Police Training	50,000	27,684	52,000	16,974	67%	52,000	-
10-5-2020000-0260	Board Expenses	2,500	3,022	2,500	2,282	9%	2,500	-
10-5-2020000-0261	Board Seminars	2,500	-	2,500	0	100%	2,500	-
10-5-2020000-0301	Office Supplies	7,000	7,721	7,000	4,092	42%	7,000	-
10-5-2020000-0304	Postage	1,000	607	1,000	202	80%	1,000	-
10-5-2020000-0306	Courier and Express	1,000	754	1,000	284	72%	1,000	-
10-5-2020000-0307	Advertising	500	290	500	242	52%	500	-
10-5-2020000-0308	Photocopier Supplies	2,000	1,156	2,000	321	84%	2,000	-
10-5-2020000-0309	Office Machine Maintenance	300	-	300	0	100%	300	-
10-5-2020000-0310	Computer Maintenance	15,000	11,033	15,000	1,917	87%	15,000	-
10-5-2020000-0312	Equipment Leases	2,600	1,249	2,600	892	66%	2,600	-
10-5-2020000-0313	Law Books	1,500	1,600	1,500	780	48%	1,500	-
10-5-2020000-0320	Forensic Identification Expense	2,000	137	2,000	275	86%	2,000	-
10-5-2020000-0329	Optic	33,500	37,347	33,500	21,386	36%	39,000	(5,500)
10-5-2020000-0332	Internet Access	3,000	2,469	3,000	1,496	50%	3,000	-
10-5-2020000-0350	Professional Memberships	3,300	904	3,300	809	75%	3,300	-
<b>Total General Expenses - Police</b>		<b>163,950</b>	<b>134,231</b>	<b>165,950</b>	<b>77,324</b>	53%	<b>171,450</b>	<b>(5,500)</b>

**TOWN OF AMHERSTBURG**

**POLICE DEPARTMENT**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

		2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>Building</b>								
10-5-2020000-0314	General Insurance	17,230	17,462	17,230	7,796	55%	17,230	-
10-5-2020000-0315	Telephone	22,000	22,389	22,000	8,382	62%	22,000	-
10-5-2020000-0316	Utilities	22,000	25,874	22,000	13,281	40%	24,000	(2,000)
10-5-2020000-0317	Building Maintenance	20,000	25,863	20,000	3,388	83%	20,000	-
10-5-2020000-0318	Janitorial	25,000	25,530	25,000	12,587	50%	25,000	-
10-5-2020000-0360	Misc./ Receptions and Awards	4,500	3,535	4,500	4,201	7%	4,500	-
10-5-2020000-0370	Community Services	4,500	5,295	4,500	2,543	43%	4,500	-
10-5-2020000-0371	Prisoner Expenses	3,900	2,229	3,900	1,352	65%	3,900	-
10-5-2020000-0506	Insurance Deductable	5,000		5,000	9,530	-91%	9,530	(4,530)
10-5-2020000-0322	General Supplies	250		250	0	100%	250	-
<b>Total Building - Police</b>		<b>124,380</b>	<b>128,177</b>	<b>124,380</b>	<b>63,060</b>	49%	<b>130,910</b>	<b>(6,530)</b>
<b>Professional and Consulting Fees</b>								
10-5-2020000-0323	Joint Court Costs	25,000	31,250	25,000	6,250	75%	25,000	-
10-5-2020000-0324	Dispatching	293,400	295,066	308,175	77,586	75%	308,175	-
10-5-2020000-0325	Legal Fees	50,000	83,095	50,000	23,886	52%	60,000	(10,000)
10-5-2020000-0327	Professional Fees	29,000	11,315	29,000	3,468	88%	29,000	-
10-5-2020000-0334	Investigation Expense	2,000	249	2,000	0	100%	2,000	-
<b>Total Professional and Consulting Fees - Police</b>		<b>399,400</b>	<b>420,975</b>	<b>414,175</b>	<b>111,190</b>	73%	<b>424,175</b>	<b>(10,000)</b>
<b>Equipment and Vehicle</b>								
10-5-2020000-0319	Radio Maintenance	32,000	21,600	32,000	17,315	46%	42,000	(10,000)
10-5-2020000-0401	Gasoline	71,000	56,187	71,000	35,320	50%	71,000	-
10-5-2020000-0402	Vehicle and Equipment MTCE	21,000	28,520	21,000	10,849	48%	21,000	-
10-5-2020000-0404	Vehicle and Radio Licences	2,500	-	2,500	2,135	15%	2,500	-
10-5-2020000-0405	Vehicle MTCE - Tires	8,000	4,240	8,000	4,012	50%	8,000	-
10-5-2020000-0406	GPS Communications	5,500	2,689	5,500	1,864	66%	5,500	-
<b>Total Equipment and Vehicle - Police</b>		<b>140,000</b>	<b>113,236</b>	<b>140,000</b>	<b>71,496</b>	49%	<b>150,000</b>	<b>(10,000)</b>
<b>Reserve Transfers</b>								
10-5-2020000-2001	Transfer to Reserve - Capital	25,000	25,000	25,000	25,000	0%	25,000	-
10-5-2020000-2002	Transfer to Reserve - Vehicle and Equip.	109,330	109,330	109,330	105,992	3%	109,330	-
10-5-2020000-2003	Transfer to Reserve - Computer	15,300	15,300	15,300	15,300	0%	15,300	-
<b>Total Reserve Transfers - Police</b>		<b>149,630</b>	<b>149,630</b>	<b>149,630</b>	<b>146,292</b>	2%	<b>149,630</b>	-
<b>Total Expenses - Police Department</b>		<b>5,729,699</b>	<b>5,549,135</b>	<b>5,828,031</b>	<b>2,809,133</b>	52%	<b>5,853,177</b>	<b>(25,146)</b>
<b>Police Services - Board Committee</b>								
10-5-1001010-0145	Police Services Board Hon.	6,000	6,000	6,000	0	100%	6,000	-
10-5-1001010-0146	Police Services Board Per Diems	3,000	500	3,000	0	100%	3,000	-
<b>Total Police Services Board Committee</b>		<b>9,000</b>	<b>6,500</b>	<b>9,000</b>	<b>-</b>	100%	<b>9,000</b>	<b>-</b>

**TOWN OF AMHERSTBURG**  
**GLOBAL EXPENSES DEPARTMENT**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

		<b>2015 Budget</b>	<b>Unaudited 2015 Actuals</b>	<b>2016 Budget</b>	<b>2016 Year to Date Actuals</b>	<b>% of Budget Remaining</b>	<b>Forecast</b>	<b>Forecasted Surplus (Deficit)</b>
<b>REVENUE:</b>								
10-4-1001020-1016	Administrative Charges - Water	(510,788)	(510,788)	(510,788)	(510,788)	0%	(510,788)	-
10-4-1001020-1017	Administrative Charges - Waste Water	(192,735)	(192,735)	(192,735)	(192,735)	0%	(192,735)	-
<b>Total Revenue-Global Expense Department</b>		<b>(703,523)</b>	<b>(703,523)</b>	<b>(703,523)</b>	<b>(703,523)</b>	0%	<b>(703,523)</b>	<b>-</b>
<b>EXPENSES:</b>								
<b>General Expenses:</b>								
10-5-1001020-0301	Office Supplies	25,000	22,093	25,000	9,764	61%	25,000	-
10-5-1001020-0304	Postage	25,000	44,883	35,000	12,876	63%	35,000	-
10-5-1001020-0307	Advertising	25,000	22,395	25,000	15,036	40%	25,000	-
10-5-1001020-0314	General Insurance	482,842	554,550	627,695	287,096	54%	627,695	(0)
10-5-1001020-0325	Legal Fees	160,000	117,935	120,000	37,981	68%	90,000	30,000
10-5-1001020-0337	911 Service	12,500	12,081	12,500	6,049	52%	12,500	-
10-5-1001020-0348	Donations				3,000		3,000	(3,000)
10-5-1001020-0361	Contingency Allowance	40,000		40,000	0	100%	40,000	-
10-5-1001020-0501	Municipal Tax Write Offs	150,000	211,240	170,000	86,522	49%	250,000	(80,000)
10-5-1001020-0502	Interest Expense	130,640	47,788	80,000	21,616	73%	60,000	20,000
10-5-1001020-0506	Insurance Deductible	75,000	40,308	75,000	32,837	56%	75,000	-
10-5-1001020-0550	Conservation Authority Levy	106,027	105,979	108,148	55,336	49%	108,148	(0)
10-5-8020600-0353	Grants to Organizations	27,500	27,250	31,500	31,500	0%	31,500	-
	Salary Continuances			170,850	90,392	47%	170,850	-
<b>Total General Expenses - Global</b>		<b>1,259,509</b>	<b>1,206,502</b>	<b>1,520,692</b>	<b>690,007</b>	55%	<b>1,553,693</b>	<b>(33,001)</b>
<b>Reserve Transfers:</b>								
10-5-1001020-2011	Allocation to Ranta Stranded Deficit	54,800	54,800	54,800	54,800	0%	54,800	-
10-5-1001020-2016	Insurance Reserve	25,000	16,143	50,000	48,517	3%	50,000	-
10-4-0000000-3000	Tax Stabilization				0			-
10-5-1001020-2002	Fleet Reserve			50,000	50,000	0%	50,000	-
	Capital Expenditures	28,621		-	0			-
<b>Total Reserve Transfers - Global</b>		<b>79,800</b>	<b>99,564</b>	<b>154,800</b>	<b>153,317</b>	1%	<b>154,800</b>	<b>-</b>
<b>Total Expenses - Global Expenses Department</b>		<b>1,339,309</b>	<b>1,306,066</b>	<b>1,675,492</b>	<b>843,324</b>	50%	<b>1,708,493</b>	<b>(33,001)</b>
<b>Other Reserve Transfers</b>								
10-5-1001020-2003	Capital Reserves			469,946	469,946			
10-5-1001020-2018	Capital Levies			770,989	776,739			
				<b>1,240,935</b>	<b>1,246,685</b>			

**TOWN OF AMHERSTBURG**

**RETIREE BENEFITS**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

	2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>EXPENSES:</b>							
10-5-1001020-0206 Benefits - Administrative Retirees	53,399	60,883	66,947	33,865	49%	76,790	(9,843)
10-5-2010000-0206 Benefits - Fire Retiree Benefits	8,868	22,583	26,163	18,039	31%	26,538	(375)
10-5-2020000-0206 Benefits - Police Retiree Benefits	111,289	114,218	130,996	74,114	43%	126,728	4,268
10-5-8010000-0206 Benefits - Development Services Retirees	13,160	14,362	14,785	7,979	46%	13,621	1,164
10-5-3010000-0206 Benefits - Public Works Retirees	120,537	127,198	130,950	68,830	47%	117,042	13,908
10-5-7017300-0206 Benefits - Arena Retirees	15,837	14,362	14,785	7,979	46%	21,293	(6,508)
<b>Total Expenses - Retiree Benefits</b>	<b>323,090</b>	<b>353,606</b>	<b>384,626</b>	<b>210,805</b>	<b>45%</b>	<b>382,012</b>	<b>2,613</b>
Total without Police	211,801	239,388	253,630	136,691		255,284	(1,654)
Police	111,289	114,218	130,996	74,114		126,728	4,268
<b>Total All</b>	<b>323,090</b>	<b>353,606</b>	<b>384,626</b>	<b>210,805</b>		<b>382,012</b>	<b>2,613</b>

**TOWN OF AMHERSTBURG**

**LONG TERM DEBT PAYMENTS**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

			2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>DEBT PRINCIPAL PAYMENTS</b>									
10-5-1001020-2005	IT	DEBT CHARGES - PRINCIPAL	9,701	9,701	9,903	4,952	50%	9,903	-
10-5-2010000-2005	FIRE	DEBT CHARGES - PRINCIPAL	3,039	3,039	3,168	1,584	50%	3,168	-
10-5-2020000-2005	POLICE	DEBT CHARGES - PRINCIPAL	8,590	8,589	8,839	4,419	50%	8,839	-
10-5-3020000-2005	P.W.	DEBT CHARGES - PRINCIPAL	985,028	985,028	989,903	494,981	50%	989,903	-
10-5-7017190-2005	PARKS	DEBT CHARGES - PRINCIPAL	102,628	102,627	106,915	53,458	50%	106,915	-
10-5-7017300-2005	ARENA	DEBT CHARGES - PRINCIPAL	129,568	129,568	135,330	67,665	50%	135,330	-
10-5-8020000-2005	TOURISM	DEBT CHARGES - PRINCIPAL	40,492	40,492	42,235	21,117	50%	42,235	-
10-5-8048040-2005	DRAINS	DEBT CHARGES - PRINCIPAL	6,527	6,527	6,698	3,349	50%	6,698	-
10-5-8058010-2005	TILE DRAIN	DEBT CHARGES - PRINCIPAL	15,635	15,635	10,554	5,277	50%	10,554	-
10-5-3020000-2005	P.W.	NEW DEBT - PRINCIPAL 2016							
<b>GENERAL TAX DEBT PRINCIPAL PAYMENTS</b>			<b>1,301,208</b>	<b>1,301,206</b>	<b>1,313,545</b>	<b>656,801</b>	<b>50%</b>	<b>1,313,545</b>	<b>-</b>
<b>DEBT INTEREST PAYMENTS</b>									
10-5-1001020-2006	IT	DEBT CHARGES - INTEREST	997	913	795	397	50%	795	-
10-5-2010000-2006	FIRE	DEBT CHARGES - INTEREST	660	596	531	266	50%	531	-
10-5-2020000-2006	POLICE	DEBT CHARGES - INTEREST	2,762	2,658	2,512	1,256	50%	2,512	-
10-5-3020000-2006	P.W.	DEBT CHARGES - INTEREST	246,838	238,730	202,807	101,403	50%	202,807	-
10-5-7017190-2006	PARKS	DEBT CHARGES - INTEREST	18,460	17,275	14,173	7,086	50%	14,173	-
10-5-7017300-2006	ARENA	DEBT CHARGES - INTEREST	265,457	263,087	259,695	129,847	50%	259,695	-
10-5-8020000-2006	TOURISM	DEBT CHARGES - INTEREST	7,046	6,843	5,304	2,652	50%	5,304	-
10-5-8048040-2006	DRAINS	DEBT CHARGES - INTEREST	985	932	815	407	50%	815	-
10-5-8058010-2006	TILE DRAIN	DEBT CHARGES - INTEREST	4,215	3,795	3,277	1,639	50%	3,277	-
10-5-3020000-2006	P.W.	New Debt - Interest 2016							
<b>GENERAL TAX DEBT INTEREST PAYMENTS</b>			<b>547,420</b>	<b>534,829</b>	<b>489,909</b>	<b>244,954</b>	<b>50%</b>	<b>489,909</b>	<b>-</b>
<b>TOTAL GENERAL TAX DEBT PRINCIPAL AND INTEREST PAYMENTS</b>									
			<b>1,848,628</b>	<b>1,836,035</b>	<b>1,803,454</b>	<b>901,756</b>		<b>1,803,454</b>	<b>-</b>

**TOWN OF AMHERSTBURG**

**NON-DEPARTMENTAL**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

	2015 Budget	Unaudited 2015 Actuals	2016 Budget	2016 Year to Date Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUE:</b>							
<b>Grants in Lieu</b>							
10-4-0000000-0540 Federal Government	(37,000)	(25,353)	(37,000)	0	100%	(37,000)	-
10-4-0000000-0545 PIL CBC Radio	(3,600)	-	-	-	-	-	-
10-4-0000000-0550 PIL Provincial	(18,000)	(20,522)	(21,076)	(18,063)	14%	(21,076)	-
10-4-0000000-0560 Municipal PILS	(38,000)	(45,471)	(46,380)	(26,031)	44%	(46,380)	-
10-4-0000000-0561 CF PIL not given to School Board		(67,990)	(81,545)		100%	(81,545)	-
10-4-0000000-0570 PIL Essex Terminal	(3,200)	(3,292)	(3,300)	0	100%	(3,300)	-
<b>Total Grants in Lieu - Non Departmental</b>	<b>(99,800)</b>	<b>(162,628)</b>	<b>(189,301)</b>	<b>(44,094)</b>	77%	<b>(189,301)</b>	-
<b>Other Grants</b>							
10-4-0000000-0607 Federal Employment Grant	(15,000)	(12,894)	(14,000)	0	100%	(12,000)	(2,000)
10-4-0000000-0624 Min. of Nat. Res. - Pits & Quarries	(80,000)	(66,048)	(65,000)	0	100%	(65,000)	-
10-4-0000000-0626 Drainage Superintendent	(25,000)	(15,333)	(20,000)	(17,795)	11%	(17,795)	(2,205)
10-4-0000000-0628 Ontario Municipal Partnership Fund	(1,010,300)	(1,010,300)	(1,000,000)	(571,700)	43%	(1,143,400)	143,400
<b>Total Other Grants - Non Departmental</b>	<b>(1,130,300)</b>	<b>(1,104,575)</b>	<b>(1,099,000)</b>	<b>(589,495)</b>	46%	<b>(1,238,195)</b>	<b>139,195</b>
<b>Investment Income</b>							
10-4-0000000-6538 Interest on Essex Power Investment	(210,000)	(226,927)	(220,000)	0	100%	(220,000)	-
10-4-0000000-7200 Invoice Service Charges			-	0	-	-	-
10-4-0000000-7220 Interest on Bank Accounts	(1,000)	(262)	-	(50)	-	-	-
<b>Total Investment Income - Non Departmental</b>	<b>(211,000)</b>	<b>(227,189)</b>	<b>(220,000)</b>	<b>(50)</b>	100%	<b>(220,000)</b>	-
<b>Other Income</b>							
10-4-0000000-7110 Penalties and Interest on Taxes	(300,000)	(384,788)	(350,000)	(184,831)	47%	(350,000)	-
10-4-0000000-6530 LAS Natural Gas Rebate		(1,617)	-	(3,323)	-	(3,323)	3,323
10-4-0000000-6537 Greenshield Surplus	(50,000)	(50,000)	(50,000)	(100,000)	-100%	(150,000)	100,000
<b>Total Other Income - Non Departmental</b>	<b>(350,000)</b>	<b>(436,405)</b>	<b>(400,000)</b>	<b>(288,154)</b>	28%	<b>(503,323)</b>	<b>103,323</b>
<b>Local Improvements</b>							
10-4-0000000-0240 Municipal Drains		(3,029)	(3,000)	(3,029)	-1%	(3,029)	29
10-4-8030000-0210 Watermains on Taxes		(30,078)	-	(30,078)	-	(30,078)	30,078
10-4-8058010-0220 Tile Loans	(20,000)	(17,554)	(13,800)	(13,831)	0%	(13,831)	31
<b>Total Local Improvements - Non Departmental</b>	<b>(20,000)</b>	<b>(50,661)</b>	<b>(16,800)</b>	<b>(46,938)</b>	-179%	<b>(46,938)</b>	<b>30,138</b>
<b>Total Revenue - Non Departmental</b>	<b>(1,811,100)</b>	<b>(1,981,458)</b>	<b>(1,925,101)</b>	<b>(968,732)</b>	50%	<b>(2,197,757)</b>	<b>272,656</b>
<b>Total Revenue - Non Departmental less Local Improvements</b>	<b>(1,791,100)</b>	<b>(1,930,797)</b>	<b>(1,908,301)</b>	<b>(921,793)</b>	52%	<b>(2,150,819)</b>	<b>242,518</b>

**TOWN OF AMHERSTBURG**

**WATER DEPARTMENT**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

		2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUES:</b>								
80-4-0000000-1610	Sale of Water	(4,464,000)	(4,258,353)	(4,505,000)	(2,189,443)	51%	(4,505,000)	-
80-4-0000000-1630	Water Station Revenue	(3,000)	(3,006)	(3,000)	(1,731)	42%	(3,000)	-
80-4-0000000-1660	Water Labour Revenue		(9,140)		-			-
80-4-0000000-1670	New Service Fees	(12,500)	(5,748)	(20,000)	(2,613)	87%	(10,000)	(10,000)
80-4-0000000-1675	Miscellaneous Revenue	(500)		(500)	-		(500)	-
80-4-0000000-7220	Investment Income		(4,551)		(3,000)	60%	(3,000)	-
<b>Total Revenues - Water</b>		<b>(4,480,000)</b>	<b>(4,280,797)</b>	<b>(4,531,500)</b>	<b>(2,194,973)</b>	<b>52%</b>	<b>(4,521,500)</b>	<b>(10,000)</b>
<b>EXPENSES:</b>								
<b>Salaries and Wages</b>								
80-5-0000000-0101	Salaries - Full Time	616,400	580,057	605,210	286,310	53%	605,210	-
80-5-0000000-0102	Salaries - Overtime	31,500	17,495	31,500	7,287	77%	31,500	-
80-5-0000000-0105	Salaries - STD/LTD Credit	(40,000)	(25,314)		(4,177)			-
80-5-0000000-0109	Salaries - Student Labour	9,769	8,641	10,228	-		10,228	-
<b>Total Salaries and Wages - Water</b>		<b>617,669</b>	<b>580,879</b>	<b>646,938</b>	<b>289,420</b>	<b>55%</b>	<b>646,938</b>	<b>-</b>
<b>Benefits</b>								
80-5-0000000-0201	Benefits - CPP	22,313	21,838	22,826	19,912	13%	22,826	-
80-5-0000000-0202	Benefits - EI	10,467	9,309	10,662	6,425	40%	10,662	-
80-5-0000000-0203	Benefits - OMERS	60,127	57,198	60,039	27,098	55%	60,039	-
80-5-0000000-0204	Benefits - EHT	12,825	11,873	12,001	5,546	54%	12,001	-
80-5-0000000-0205	Benefits - GreenShield	54,000	81,058	61,494	40,775	34%	61,494	-
80-5-0000000-0207	Benefits - Life and Disability	29,433	19,538	25,393	15,220	40%	25,393	-
80-5-0000000-0211	Benefits - Essex Power Retirees	8,868	14,344	14,344	5,876	59%	14,344	-
80-5-0000000-0208	Benefits - WSIB	7,106	8,329	6,691	3,190	52%	6,691	-
80-5-0000000-0209	Benefits - Post Retirement	-	-	-	-		-	-
<b>Total Benefits - Water</b>		<b>205,139</b>	<b>223,488</b>	<b>213,450</b>	<b>124,042</b>	<b>42%</b>	<b>213,450</b>	<b>-</b>
<b>General Expenses</b>								
80-5-0000000-0300	Share of PW Expenses	52,530	52,530	52,530	52,530	0%	52,530	-
80-5-0000000-0130	Administrative Transfer from Town	510,788	510,788	510,788	510,788	0%	510,788	-
80-5-0000000-0249	Training and Conferences	8,000	2,090	8,000	8,928	-12%	8,928	(928)
80-5-0000000-0161	Clothing	8,000	6,440	8,000	2,368	70%	8,000	-
80-5-0000000-0350	Memberships	1,000	644	1,000	-		300	700
80-5-0000000-0301	Office Supplies	1,000	509	1,000	257	74%	1,000	-
80-5-0000000-0307	Advertising	750	-	750	-		500	250
80-5-0000000-0325	Legal Fees		108		-		-	-
80-5-0000000-0327	Professional Fees		213		-		-	-
80-5-0000000-0328	Engineering Fees	32,000	4,313	25,000	11,439	54%	25,000	-
80-5-0000000-0550	ERCA - Clean Water - Work Spaces	64,000	63,684	64,000	33,636	47%	64,000	-
<b>Total General Expenses</b>		<b>678,068</b>	<b>641,320</b>	<b>671,068</b>	<b>619,945</b>	<b>8%</b>	<b>671,046</b>	<b>22</b>
<b>Building Expenses</b>								
80-5-0000000-0314	General Insurance	30,150	30,555	39,195	17,735	55%	39,195	-
80-5-0000000-0316	Utilities	160,000	194,011	200,000	72,097	64%	200,000	-
80-5-0000000-0331	General Maintenance	5,000	5,022	5,000	2,023	60%	5,000	-
80-5-0000000-0381	Property Taxes	23,500	25,354	25,354	-		25,354	-
<b>Total Building Expenses - Water</b>		<b>218,650</b>	<b>254,942</b>	<b>269,549</b>	<b>91,856</b>	<b>66%</b>	<b>269,549</b>	<b>-</b>
<b>Equipment and Vehicles</b>								
80-5-0000000-0402	Vehicle and Equipment MTCE	12,000	9,793	12,000	5,203	57%	12,000	-
80-5-0000000-0404	Vehicle Radio Licences	15,000	14,888	19,500	-		19,500	-
80-5-0000000-0405	Vehicle MTCE - Tires	5,000	981	5,000	1,580	68%	5,000	-
80-5-0000000-0420	Micellaneous Water Equipment	22,000	10,106	20,000	8,787	56%	15,000	5,000
80-5-0000000-0504	Collection and Billing Expense	180,000	175,852	180,000	73,272	59%	180,000	-
<b>Total Equipment and Vehicle - Water</b>		<b>234,000</b>	<b>211,620</b>	<b>236,500</b>	<b>88,842</b>	<b>62%</b>	<b>231,500</b>	<b>5,000</b>
<b>Contracted Services</b>								
80-5-0000000-0604	Contract OCWA	765,000	782,516	765,000	328,500	57%	718,949	46,051
80-5-0000000-0612	OCWA Maintenance Items	70,000	34,371	70,000	3,532	95%	70,000	-
<b>Total Contracted Services - Water</b>		<b>835,000</b>	<b>816,887</b>	<b>835,000</b>	<b>332,033</b>	<b>60%</b>	<b>788,949</b>	<b>46,051</b>
<b>Service Maintenance</b>								
80-5-0000000-0755	Service Maintenance	90,000	81,561	90,000	39,439	56%	85,000	5,000
80-5-0000000-0810	Main Maintenance	60,000	54,322	60,000	10,177	83%	45,000	15,000
80-5-0000000-0833	Water Meter Repairs and Maintenance	80,000	2,468	80,000	33,176	59%	80,000	-
80-5-0000000-0835	Sample Station Repairs	3,000	227	3,000	1,923	36%	3,000	-
80-5-0000000-0840	Water Valve Repair and Maintenance Program	25,000	22,558	25,000	7,520	70%	20,000	5,000
80-5-0000000-0845	Blowoff Repairs, Upgrades, New Installs	5,000	2,586	5,000	-		5,000	-
80-5-0000000-0850	Fire Hydrant Repair and Maintenance	15,000	7,262	15,000	2,818	81%	15,000	-
80-5-0000000-0815	Backflow Prevention	32,000	25,901	32,000	13,184	59%	32,000	-
80-5-0000000-0855	Coin Operated Filling Stations (2)	2,000	3,180	2,000	3,277	-64%	3,277	(1,277)
<b>Total Service Maintenance - Water</b>		<b>312,000</b>	<b>200,064</b>	<b>312,000</b>	<b>111,514</b>	<b>64%</b>	<b>288,277</b>	<b>23,723</b>

**TOWN OF AMHERSTBURG**

**WATER DEPARTMENT**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

		2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>Water Programs</b>								
80-5-0000000-0920	DWQMS Implementation	5,000	1,730	5,000	1,730	65%	5,000	-
80-5-0000000-0951	Water Conservation Program	4,000	1,500	3,000	1,500	50%	1,500	1,500
<b>Total Water Programs - Water</b>		<b>9,000</b>	<b>3,230</b>	<b>8,000</b>	<b>3,230</b>	<b>60%</b>	<b>6,500</b>	<b>1,500</b>
<b>Total Expenses before Reserves and Debt Charges - Water Department</b>		<b>3,109,526</b>	<b>2,932,431</b>	<b>3,192,505</b>	<b>1,660,883</b>	<b>48%</b>	<b>3,116,209</b>	<b>76,296</b>
<b>Transfer to Reserves</b>								
80-5-0000000-2001	Transfer to Capital	525,000	250,000	200,000	200,000	0%	200,000	-
80-5-0000000-2009	Transfer to Reserves	200,000	235,570	586,109	586,109	0%	586,109	-
<b>Total Transfer to Reserve - Water</b>		<b>725,000</b>	<b>485,570</b>	<b>786,109</b>	<b>786,109</b>	<b>0%</b>	<b>786,109</b>	<b>-</b>
<b>Debt Charges - Water</b>								
80-5-0000000-2005	Principle	402,471	402,471	400,446	200,223	50%	400,446	-
80-5-0000000-2006	Interest	149,977	176,060	152,440	76,220	50%	152,440	-
	New P&I	-	-	-	-		-	-
<b>Total Debt Charges - Water</b>		<b>552,448</b>	<b>578,531</b>	<b>552,886</b>	<b>276,443</b>	<b>50%</b>	<b>552,886</b>	<b>-</b>
<b>Total Expenses - Water Department</b>		<b>4,386,974</b>	<b>3,996,531</b>	<b>4,531,500</b>	<b>2,723,435</b>	<b>40%</b>	<b>4,455,204</b>	<b>76,296</b>
<b>Net Revenues and Expenses - Surplus/(Deficit)</b>		<b>93,026</b>	<b>284,266</b>	<b>-</b>	<b>(528,462)</b>		<b>66,296</b>	<b>66,296</b>

**TOWN OF AMHERSTBURG**  
**WASTE WATER DEPARTMENT**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**  
as at June 30, 2016

		2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>REVENUES:</b>								
10-4-4010000-0260	Locals - Sewer	(308,000)	(307,554)	(308,000)	(307,554)	0%	(308,000)	-
10-4-4010000-0265	Locals - Sewer Front and C.	(1,695)	(1,646)	(1,646)	(1,646)	0%	(1,646)	-
10-4-4010000-1705	McGregor Lagoon Joint Use Agreement	(24,000)	(24,000)	(24,000)	(12,000)	50%	(24,000)	-
10-4-4010000-1710	Sewage Surcharge	(5,764,000)	(5,413,116)	(5,715,000)	(2,737,051)	52%	(5,715,000)	-
10-4-4010000-6540	Sanitary Sewer - Misc		(31,109)		-			-
10-4-4010000-7220	Interest Income - Bank Account		(4,633)		(2,201)		(2,201)	2,201
<b>Total Revenue - Waste Water</b>		<b>(6,097,695)</b>	<b>(5,782,058)</b>	<b>(6,048,646)</b>	<b>(3,060,453)</b>	<b>49%</b>	<b>(6,050,847)</b>	<b>2,201</b>
<b>EXPENSES:</b>								
<b>Sanitary Sewer Collection System (SSCS)</b>								
<b>Building</b>								
10-5-4010000-0314	General Insurance	25,850	26,197	33,605	15,206	55%	33,605	-
10-5-4010000-0315	Telephone		18		-			-
10-5-4010000-0381	Property Taxes	25,000	24,431	24,431	-		24,431	-
10-5-4010000-0404	Vehicle and Radio Licences	10,700	784		-			-
<b>Total Building - SSCS</b>		<b>61,550</b>	<b>51,430</b>	<b>58,036</b>	<b>15,206</b>	<b>74%</b>	<b>58,036</b>	<b>-</b>
<b>General Expenses</b>								
10-5-4010000-0131	Transfer of PW Related Expenses	443,731	443,731	443,731	443,731	0%	443,731	-
10-5-4010000-0130	Administrative Transfer from Town	192,735	192,735	192,735	192,735	0%	192,735	-
10-5-4010000-0328	Engineering Fees	23,000	42,063	40,000	4,198	90%	30,000	10,000
10-5-4017740-0307	Advertising	500	-	-	-		-	-
10-5-4017740-0504	Collection and Billing Expense	13,000	12,527	13,000	5,220	60%	13,000	-
<b>Total General Expenses - SSCS</b>		<b>672,966</b>	<b>691,056</b>	<b>689,466</b>	<b>645,884</b>	<b>6%</b>	<b>679,466</b>	<b>10,000</b>
<b>Environmental Services</b>								
10-5-4017740-0331	General Maintenance	20,000	21,988	20,000	687	97%	15,000	5,000
10-5-4017740-0750	Sewer Flushing	50,000	42,962	50,000	11,092	78%	50,000	-
10-5-4017740-0758	Service Connection Inspection and Camera	4,000	1,693	4,000	584	85%	2,500	1,500
10-5-4017740-0759	Service Connection Repair and Maintenance	62,000	49,754	50,000	11,832	76%	45,000	5,000
10-5-4017740-0760	Manhole Cleaning and Maintenance	10,000	3,856	9,000	2,476	72%	9,000	-
<b>Total Environmental Services - SSCS</b>		<b>146,000</b>	<b>120,254</b>	<b>133,000</b>	<b>26,670</b>	<b>80%</b>	<b>121,500</b>	<b>11,500</b>
<b>Total Expenses - Sanitary Sewage Collection System</b>		<b>880,516</b>	<b>862,740</b>	<b>880,502</b>	<b>687,760</b>	<b>22%</b>	<b>859,002</b>	<b>21,500</b>
<b>Amherstburg Sanitary Sewer Treatment System (ASSTS)</b>								
<b>General</b>								
10-5-4017740-0316	Utilities	175,000	247,039	200,000	112,322	44%	200,000	-
10-5-4017740-0381	Property Taxes	6,900	6,594	6,594	-		6,594	-
<b>Total General - ASSTS</b>		<b>181,900</b>	<b>253,633</b>	<b>206,594</b>	<b>112,322</b>	<b>46%</b>	<b>206,594</b>	<b>-</b>
<b>Environmental Services</b>								
10-5-4017740-0602	Sludge - Landfill Tipping Fees	75,000	48,839	60,000	23,575	61%	55,000	5,000
10-5-4017740-0604	Contract OCWA	717,000	694,771	717,000	271,972	62%	488,016	228,984
10-5-4017740-0612	OCWA Maintenance Items	120,000	132,212	120,000	32,167	73%	120,000	-
10-5-4017740-0613	OCWA After Hour Call In	25,000	28,146	25,000	7,362	71%	22,500	2,500
<b>Total Environmental Services - ASSTS</b>		<b>937,000</b>	<b>903,968</b>	<b>922,000</b>	<b>335,076</b>	<b>64%</b>	<b>685,516</b>	<b>236,484</b>
<b>Total Expenses - Amherstburg Sanitary Sewer Treatment System</b>		<b>1,118,900</b>	<b>1,157,601</b>	<b>1,128,594</b>	<b>447,398</b>	<b>60%</b>	<b>892,110</b>	<b>236,484</b>
<b>McGregor Sewage Lagoon System (MSLS)</b>								
<b>Building</b>								
10-5-4017720-0316	Utilities	20,000	16,713	20,000	11,232	44%	20,000	-
10-5-4017720-0381	Property Taxes	1,900	1,908	1,908	-		1,908	-
<b>Total Building Expenses - MSLS</b>		<b>21,900</b>	<b>18,621</b>	<b>21,908</b>	<b>11,232</b>	<b>49%</b>	<b>21,908</b>	<b>-</b>
<b>Environmental Services</b>								
10-5-4017720-0604	Contract OCWA	110,000	105,254	110,000	59,902	46%	151,346	(41,346)
10-5-4017720-0612	OCWA Plant Maintenance Items	40,000	22,066	35,000	7,604	78%	35,000	-
10-5-4017720-0613	OCWA After Hour Call In	12,000	9,176	12,000	4,097	66%	12,000	-
10-5-4017720-0771	Lucier Estates Pump Station Operations	5,000	-	-	-		-	-
<b>Total Environmental Services - MSLS</b>		<b>167,000</b>	<b>136,496</b>	<b>157,000</b>	<b>71,603</b>	<b>54%</b>	<b>198,346</b>	<b>(41,346)</b>
<b>Total Expenses - McGregor Sewage Lagoon System</b>		<b>188,900</b>	<b>155,117</b>	<b>178,908</b>	<b>82,835</b>	<b>54%</b>	<b>220,254</b>	<b>(41,346)</b>
<b>Edgewater Sewage Lagoon System (ESLS)</b>								
<b>Building</b>								
10-5-4017730-0316	Utilities	15,000	24,940	35,000	28,844	18%	50,000	(15,000)
10-5-4017730-0381	Property Taxes	20,230	26,040	26,040	-		26,040	-
<b>Total Building - ESLS</b>		<b>35,230</b>	<b>50,981</b>	<b>61,040</b>	<b>28,844</b>	<b>53%</b>	<b>76,040</b>	<b>(15,000)</b>
<b>Environmental Services</b>								
10-5-4017730-0331	General Maintenance		-	-	-			
10-5-4017730-0612	OCWA Plant Maintenance Items	40,000	15,309	32,000	16,211	49%	32,000	-
10-5-4017730-0613	OCWA After Hour Call In	7,500	9,736	7,000	1,342	81%	7,000	-
10-5-4017730-0771	OCWA Meyers Pump Stations	6,000	8,750	8,000	-		3,000	5,000
10-5-4017730-0604	Contract OCWA	117,000	117,102	117,000	77,104	34%	158,574	(41,574)
10-5-4017730-0609	Lagoon Treatment	75,000	27,691	75,000	11,822	84%	60,000	15,000
<b>Total Environmental Services - ESLS</b>		<b>245,500</b>	<b>178,588</b>	<b>239,000</b>	<b>106,478</b>	<b>55%</b>	<b>260,574</b>	<b>(21,574)</b>

**TOWN OF AMHERSTBURG**

**WASTE WATER DEPARTMENT**

**2016 Budget with Year to Date Actuals and Forecasts to Year End**

as at June 30, 2016

		2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	% of Budget Remaining	Forecast	Forecasted Surplus (Deficit)
<b>Total Expenses - Edgewater Sewage Lagoon System</b>		<b>280,730</b>	<b>229,568</b>	<b>300,040</b>	<b>135,322</b>	<b>55%</b>	<b>336,614</b>	<b>(36,574)</b>
<b>Big Creek Sewage Treatment and Collection System ( Big Creek)</b>								
<b>Building</b>								
10-5-4017750-0316	Utilities	25,000	30,293	30,000	23,881	20%	45,000	(15,000)
<b>Total Building - Big Creek</b>		<b>25,000</b>	<b>30,293</b>	<b>30,000</b>	<b>23,881</b>	<b>20%</b>	<b>45,000</b>	<b>(15,000)</b>
<b>Environmental Services</b>								
10-5-4017750-0604	Contract OCWA - Big Creek Plant	64,000	63,803	64,000	39,174	39%	105,193	(41,193)
10-5-4017750-0612	OCWA Plant Maintenance Items	13,500	15,660	13,500	1,859	86%	12,500	1,000
10-5-4017750-0613	OCWA After Hour Call In	2,500	3,658	2,500	1,633	35%	2,500	-
<b>Total Environmental Service - Big Creek</b>		<b>80,000</b>	<b>83,121</b>	<b>80,000</b>	<b>42,665</b>	<b>47%</b>	<b>120,193</b>	<b>(40,193)</b>
<b>Total Expenses - Big Creek Sewage Treatment and Collection System</b>		<b>105,000</b>	<b>113,415</b>	<b>110,000</b>	<b>66,546</b>	<b>40%</b>	<b>165,193</b>	<b>(55,193)</b>
<b>McLeod SBR Sewage Treatment and Collection System ( Mcleod)</b>								
<b>Building</b>								
10-5-4017755-0316	Utilities	20,000	70,018	40,000	31,933	20%	62,000	(22,000)
10-5-4017755-0381	Property Taxes	18,070	18,884	18,864	-	46%	18,864	-
<b>Total Building - McLeod</b>		<b>38,070</b>	<b>88,903</b>	<b>58,864</b>	<b>31,933</b>		<b>80,864</b>	<b>(22,000)</b>
<b>Environmental Services</b>								
10-5-4017755-0604	Contract OCWA - McLeod Plant	140,000	140,299	140,000	81,697	42%	174,570	(34,570)
10-5-4017755-0612	OCWA Plant Maintenance Items	35,000	21,173	33,000	1,157	96%	33,000	-
10-5-4017755-0613	OCWA After Hour Call In	8,400	15,574	8,400	9,608	-14%	12,500	(4,100)
<b>Total Environmental Services - McLeod</b>		<b>183,400</b>	<b>177,046</b>	<b>181,400</b>	<b>92,461</b>	<b>49%</b>	<b>220,070</b>	<b>(38,670)</b>
<b>Total Expenses - McLeod Sewage Treatment and Collection System</b>		<b>221,470</b>	<b>265,949</b>	<b>240,264</b>	<b>124,394</b>	<b>48%</b>	<b>300,934</b>	<b>(60,670)</b>
<b>Boblo Island Sewage Treatment System</b>								
<b>Building</b>								
10-5-4017760-0316	Utilities	15,000	21,841	15,000	15,662	-4%	30,000	(15,000)
<b>Total Building - Boblo</b>		<b>15,000</b>	<b>21,841</b>	<b>15,000</b>	<b>15,662</b>	<b>-4%</b>	<b>30,000</b>	<b>(15,000)</b>
<b>Environmental Services</b>								
10-5-4017760-0604	Contract OCWA - Boblo Plant	51,000	51,277	51,000	35,565	30%	83,773	(32,773)
10-5-4017760-0612	OCWA Plant Maintenance Items	18,000	21,524	16,000	6,366	60%	16,000	-
10-5-4017760-0613	OCWA After Hours Call In	1,000	8,489	2,000	1,767	12%	2,800	(800)
<b>Total Environmental Service - Boblo</b>		<b>70,000</b>	<b>81,289</b>	<b>69,000</b>	<b>43,698</b>	<b>37%</b>	<b>102,573</b>	<b>(33,573)</b>
<b>Total Expenses - Boblo Island Sewage Treatment System</b>		<b>85,000</b>	<b>103,130</b>	<b>84,000</b>	<b>59,360</b>	<b>29%</b>	<b>132,573</b>	<b>(48,573)</b>
<b>Total Expenses before Reserves and Debt Charges</b>		<b>2,880,516</b>	<b>2,887,520</b>	<b>2,922,308</b>	<b>1,603,616</b>	<b>45%</b>	<b>2,906,681</b>	<b>15,627</b>
<b>Capital/Reserve Transfers</b>								
10-5-4010000-2001	Transfer to Capital	1,010,000	1,010,000	756,152	756,152	0%	756,152	-
10-5-4010000-2002	Transfer to Reserve Fund		226	350,793	350,793	0%	350,793	-
		<b>1,010,000</b>	<b>1,010,226</b>	<b>1,106,945</b>	<b>1,106,945</b>	<b>0%</b>	<b>1,106,945</b>	<b>-</b>
<b>Debt Charges - Waste Water</b>								
10-5-4017740-2005	Principle	1,359,112	1,359,112	1,407,062	703,502	50%	1,407,062	-
10-5-4017740-2006	Interest	1,087,106	1,117,635	1,037,971	566,306	45%	1,037,971	-
10-4-4010000-3015	Less: DC Portion	(425,640)	(504,195)	(425,640)	(212,820)	50%	(425,640)	-
<b>Total Debt Charges - Waste Water</b>		<b>2,020,578</b>	<b>1,972,552</b>	<b>2,019,393</b>	<b>1,056,987</b>	<b>48%</b>	<b>2,019,393</b>	<b>-</b>
<b>Total Expenses - Waste Water Department</b>		<b>5,911,094</b>	<b>5,870,297</b>	<b>6,048,646</b>	<b>3,767,548</b>	<b>38%</b>	<b>6,033,019</b>	<b>15,627</b>
<b>Net Revenues and Expenses - Surplus/(Deficit)</b>		<b>186,601</b>	<b>(88,239)</b>	<b>-</b>	<b>(707,096)</b>		<b>17,828</b>	<b>17,828</b>

## Capital Status Report - Town

as at, July 31, 2016

<u>Department</u>	<u>Project</u>	<u>Budget Amount</u>		<u>Funding Source</u>	WIP as at, Dec. 31, 2015	2016 Spending	Total WIP as at, July 31, 2016	% of Budget <u>Spent</u>	<u>Comments</u>
		\$	<u>Budget Year</u>						
Engineering/PW	Traffic Signal Control Cabinet	75,000	2015	gas tax	4,732	4,353	9,085	12%	this is an ongoing program and work is in progress
Engineering/PW	Texas	5,726,509	2015	various	2,704,845	1,718,094	4,422,940	77%	On schedule for completion in 2016.
Engineering/PW	Pedestrian Bridge (Sucker Creek)	87,000	2016	OCIF	8,873	62	8,934	10%	Project awarded.
Engineering/PW	Culvert #7-6th over McGee drain	-			6,045	-	6,045		this drain currently not scheduled for work - will hold wip for future scheduling
Engineering/PW	Culvert #41-Texas over Wismer drain	156,195	2016	OCIF	6,045	543	6,587	4%	Projects complete. Work not yet paid for.
Engineering/PW	Culvert #64 - North Side over Adams drain	156,195	2016	2016 Tax Rate	6,045	543	6,587	4%	Projects complete. Work not yet paid for.
Engineering/PW	Culvert #42-Texas over Wismer drain	80,148	2016	2016 Tax Rate	6,045	543	6,587	8%	Projects complete. Work not yet paid for.
IT	Website Redesign	60,000	2015	2015 Tax Rate	4,278	28,934	33,212	55%	Project and spending to be complete in Sept. and within budget.
IT	Class Software Upgrade	24,038	2015	2015 Tax Rate	-		-	0%	RFP closed, selection made, contract to be executed.
IT	Software Solutions - Financial Systems	315,000	2015/2016	\$150K - 2015 Tax Rate, \$165K 2016 Tax Rate	-	36,634	36,634	12%	Spending to date for Asset Mgt Software. Contract with Ceridian has also now been signed. Remaining budget will be saved for future Financial/IT use.
Parks	Parks Master Plan	80,000	2015	2015 Tax Rate	-		-	0%	Waiting for finalization of Strategic Plan
Facilities	Townwide Facility Audit	150,000	2015	2015 Tax Rate	-		-	0%	Awaiting permanent Facilities Mgr
Engineering/PW	2016 Roads Pre-Engineering	32,000	2015	2015 Tax Rate	-		-	0%	Earmarked for Alma Street Engineering
Engineering/PW	Ouellette Drain	159,336	2015	2015 Tax Rate	-		-	0%	Project tendered and awaiting approval to finalize contract.

## Capital Status Report - Town

as at, July 31, 2016

Department	Project	Budget Amount		Funding Source	WIP as at, Dec. 31, 2015	2016 Spending	Total WIP as at, July 31, 2016	% of Budget Spent	Comments
		\$	Budget Year						
Engineering/PW	North Townline Drain	28,626	2015	2015 Tax Rate	-		-	0%	85% complete. Some deficiencies remain.
Engineering/PW	Flatbed truck	90,000	2015	2015 Tax Rate	-		-	0%	Tender awarded. Contract to be executed.
Engineering/PW	Alma St. Reconstruction	750,000	2016	\$665,538 Reserves (levy), \$84,462 2016 Rate	-	20,022	20,022	3%	Tender awarded. Contract to be executed.
Engineering/PW	Road Repairs Program	100,000	2016	\$60K Gas Tax, \$3805 OCIF, \$36,195 2016 Rate	-		-	0%	Tender draft has been submitted to Purchasing.
Engineering/PW	Tar & Chip Program	100,000	2016	OCIF	-	120	120	0%	Tender closed and awarded within budget. Work has commenced.
Engineering/PW	CWATS	164,278	2015	\$1278., 2015 Tax Rate, \$163K 2016 Tax Rate	-		-	0%	Tender has been issued by the County.
Engineering/PW	Equip. for One Ton Dump Truck	23,091	2015	2015 Tax Rate	-	17,416	17,416	75%	Spending complete.
Engineering/PW	Bi-Ann. Bridge Inspection	40,000	2016	2016 Tax Rate	-	22,559	22,559	56%	RFP issued and awarded (Keystone). Report complete. Final invoice still to be processed but will be under budget.
Engineering/PW	Dufour Drain	125,000	2016	2016 Tax Rate	-		-	0%	Tribunal hearing held Aug. 31. A decision expected early Oct.
Engineering/PW	Eng. 2017 Projects	50,000	2016	2016 Tax Rate	-		-	0%	This RFP will be issued after the Bridge needs study is received and projects are determined.
Engineering/PW	Nuisance Mosquito Program	55,000	2016	2016 Tax Rate	-		-	0%	Agreement extended per 2015 RFP. Pesalito has commenced 2016 program.
Engineering/PW	Meloche Road	4,250,000		46% will be grant to a max of \$2M. The remainder will be debt.	-	9,088	9,088	0%	Engineering RFP issued and awarded.
Engineering/PW	Road Needs Study	80,000		Reserves	-		-	0%	RFP issued and awarded. Study should be complete in September.

## Capital Status Report - Town

as at, July 31, 2016

<u>Department</u>	<u>Project</u>	<u>Budget Amount</u>		<u>Funding Source</u>	WIP as at, Dec. 31, 2015	2016 Spending	Total WIP as at, July 31, 2016	% of Budget Spent	<u>Comments</u>
		\$	<u>Budget Year</u>						
Fire	<b>Replacement of 1995 Truck</b>	150,000	2016	2016 Tax Rate	-		-	0%	The opportunity for a used truck at this price did not work out. This money will not be spent in 2016.
Facilities	<b>Removal of underground gas tanks</b>	20,000	2016	2016 Tax Rate	-		-	0%	A plan for removal is being established.
IT	<b>Storage, Infrastructure and Server Replacements</b>	110,000	2016	Reserves	-		-	0%	RFP closes Sept. 13
IT	<b>Network Security</b>	12,000	2016	Reserves	-		-	0%	May be deferred to 2017
HR	<b>Health and Safety</b>	50,000	2016	2016 Tax Rate	-	9,917	9,917	20%	Ongoing spending as required
		<u>13,299,416</u>				<u>2,746,906</u>	<u>1,868,826</u>	<u>4,615,732</u>	<u>35%</u>

## Capital Status Report - Water Department

as at, July 31, 2016

<u>Project</u>	<u>Budget Amount</u>		<u>Funding Source</u>	<u>WIP as at, Dec. 31, 2015</u>	<u>2016 Spending</u>	<u>Total WIP as at, July 31, 2016</u>	<u>% of Budget Spent</u>	<u>Comments</u>
	\$	<u>Budget Year</u>						
Control Valve Replacement Program	110,000	2015/2016	2015/2016 Rate - 2015 portion reserved	22,082	4,091	26,173	24%	Work to be completed in summer 2016.
Clarifier Cover	450,000	2015/2016	Debt	31,897	418,939	450,836	100%	Project complete.
Pickering Watermain Upgrade	20,000	2015/2016	2015 Rate - 2015 portion reserved	2,989		2,989	15%	Engineering RFP issued in 2015 Engineering work ongoing
Roof Repairs	75,000	various	previous years rates - fully reserved	7,021	10,858	17,879	24%	Work to be completed in summer 2016.
Actuator/Pneumatic cylinder replacement program	30,000	2015/2016	2015/2016 Rate - 2015 portion reserved	-		-	0%	Work to be completed in summer 2016.
Pickering Watermain Upgrade-Engineering	25,000	2016	2016 Rate	-		-	0%	Engineering RFP issued in 2015 Engineering work ongoing
Low Lift Pump VFD Install	30,000	2016	2016 Rate	-	10,234	10,234	34%	Waiting on final quotes estimated time of completion is the end of August.
High Lift Pump 1 Upgrade	80,000	2016	2016 Rate	-		-	0%	2 of the three valves have been replaced. Coordinating with contractor to replace the third. Quoting rebuild of pump and motor. Start work in September after peak water season. Estimated time of completion: End of November
	<u>820,000</u>			<u>63,990</u>	<u>444,121</u>	<u>508,111</u>	<u>62%</u>	

## Capital Status Report - Wastewater Department

as at, July 31, 2016

<u>Project</u>	<u>Budget Amount \$</u>	<u>Budget Year</u>	<u>Funding Source</u>	<u>WIP as at, Dec. 31, 2015</u>	<u>2016 Spending</u>	<u>Total WIP as at, July 31, 2016</u>	<u>% of Budget Spent</u>	<u>Comments</u>
Pump Station No. 2 Upgrade	5,720,000	2015	various	289,439	2,634,062	2,923,501	51%	construction completion anticipated for Sept 2016
Forcemain/Pump Station-connect Edgewater to AWWTP	3,080,000	2015	various	148,630	34,628	183,258	6%	Engineering ongoing. Aiming for Spring 2017 Tender.
Fuel Sys. Upgrades	35,000	2015	2015 rate	-	40,059	40,059	114%	Work complete. Amounts over budget funded from the savings on the transfer switch project below.
Standby Generator	50,000	2015	2015 rate		66,078	66,078	132%	Generator has been delivered and is ready for use. Amounts over budget funded from savings on the transfer switch project below.
Standby Generator	50,000	2015	2015 rate		59,921	59,921	120%	Generator has been delivered and has been placed at the Bob-lo WWTP. Amounts over budget funded from savings on the transfer switch project below.
Alum Tank Enclosure	25,000	2015	2015 rate			-	0%	Working through engineering issues
Upgrade Electrical Control Panels	60,000	2015	2015 rate	13,955	14,165	28,120	47%	Work will progress fall 2016
I&I Study - Eng.	300,000	2015	2015 rate	9,121	31,464	40,585	14%	Flow monitoring is currently underway
I&I Study	90,000	2015	2015 rate	85,823	21,818	107,641	120%	Commencing investigative work on the sewers along Walker Road and County Road 10
I&I Program	400,000	2015	2015 rate			-	0%	Work will be based on investigative work being completed
Replace San. Connections -Texas Rd	50,000	2016	2016 rate			-	0%	work complete and unbilled
Pump Replacements	18,000	2016	2016 rate			-	0%	Replaced 2 failed pumps and replaced 3 pump bases
Upgrade Electrical Control Panels	60,000	2016	2016 rate			-	0%	Work will progress until fall 2016
I&I Study - Eng.	13,152	2016	2016 rate			-	0%	Work ongoing throughout 2016.
Lucier Estates PS Reconstruct	550,000	2016	2016 rate	4,022	13,017	17,039	3%	Some repairs completed. Waiting on results of the flow monitoring and inflow nad infiltration project to determine scope for Lucier Estates PS
McGregor Lagoon Cleaning	600,000	2016	debt	8,557	2,279	10,837	2%	Awaiting Purchasing to issue tender.

## Capital Status Report - Wastewater Department

as at, July 31, 2016

<b>Project</b>	<b>Budget Amount</b>		<b>Funding Source</b>	<b>WIP as at, Dec. 31, 2015</b>	<b>2016 Spending</b>	<b>Total WIP as at, July 31, 2016</b>	<b>% of Budget Spent</b>	<b>Comments</b>
	<b>\$</b>	<b>Budget Year</b>						
Transfer Switch/Hydro Monitoring	35,000	2016	2016 rate		3,602	3,602	10%	Complete. Savings on this project to fund overage on standby generators above.
PS Pump #2 Replace	15,000	2016	2016 rate			-	0%	Working on pricing.
Willow Beach Storm Pumps-Exhaust sys revisions	15,000	2016	2016 rate			-	0%	Working on pricing.
	<b><u>11,166,152</u></b>				<b><u>559,547</u></b>	<b><u>2,921,092</u></b>	<b><u>3,480,640</u></b>	



**THE CORPORATION OF THE TOWN OF AMHERSTBURG**  
**OFFICE OF CORPORATE SERVICES**

***MISSION STATEMENT:***

<b>Author's Name:</b> Justin Rousseau	<b>Report Date:</b> September 14, 2016
<b>Author's Phone:</b> 519 736-0012 ext. 2259	<b>Date to Council:</b> September 29, 2016
<b>Author's E-mail:</b> <a href="mailto:jrousseau@amherstburg.ca">jrousseau@amherstburg.ca</a>	<b>Resolution #:</b> N/A

**To:** **Mayor and Members of Town Council**

**Subject:** **August 2016 Reserve and Restricted Cash Update**

---

**1. RECOMMENDATION:**

It is recommended that:

1. The report from the Director of Corporate Services/Treasurer dated September 14, 2016, regarding the August 2016 Reserve Funds and Restricted Cash Update, **BE RECEIVED for information.**

**2. BACKGROUND:**

The August 2016 report provides the cash balances of the Reserve Funds and Restricted Cash Accounts for the Town as at August 31, 2016.

In an effort to improve the lines of communication between the Financial Services Department and Council, administration has committed to provide Council with quarterly reports regarding the financial position of Equity Reserves, Reserve Funds and Restricted Cash Funds. The following definitions are presented for Council's review for reference in the reading of this report.

**Reserve Funds** represent amounts segregated from general revenues for designated requirements approved by Council; this is done in accordance with Section 417(1) of the Municipal Act. These accounts should be supported by actual cash flow.

**Equity Reserve** represents the accumulated earnings (accumulated surplus) within the Town.

The above is an accounting figure only; it is not always funded in actual cash flow. It should be noted that in prior reports presented to Council it was unclear if this was properly explained.

**Restricted Cash** represents monies earmarked for a specific purpose and therefore not available for immediate and general use by an organization. The reporting of restricted cash is shown separately from cash and equivalents on the balance sheet when the amount is material. The purpose for which the cash is restricted is generally disclosed in the notes to the financial statements. It is a good practice to support restricted cash accounts with actual cash flow.

Differences in the meanings of the above terms, and the lack of reporting of actual cash balances by previous Administration to Council, was a contributing factor that led to the Town's financial hardship.

### **3. DISCUSSION:**

The following is a list of reserve fund accounts and restricted cash accounts held by the Town:

#### **Reserve Funds**

Watermain Reserve Fund

Life Cycle Replacement Reserve Fund (New levy)

Capital Reserve Levy Fund (New levy – monies held in same account as Life Cycle Replacement Reserve Fund)

#### **Equity Reserves**

WasteWater Capital Reserve Fund

Equity Reserve Fund

Water Capital Reserve Fund

Tax Stabilization

WasteWater Reserve

Water Reserve

#### **Restricted Cash**

Gas Tax Account

OCIF & Grant Account (New bank Account)

Employee Benefit Account

Ranta Memorial Fund Account

Development Charge Account

## Reserve Funds

### Watermain Reserve Fund

Accounting Balance December 31, 2015	Bank Balance August 31, 2016	Accounting Balance August 31, 2016	Difference	Is Account Fully Funded in Cash
\$445,101	\$448,843 (1)	\$448,843.	Nil	Yes

(1) A Net increase of \$3,742 is a result of one contribution of \$2,000 dollars for a watermain and interest income of \$1,742 dollars was also earned in the reserve.

### Life Cycle Replacement Reserve Fund

Accounting Balance December 31, 2015	Bank Balance August 31, 2016	Accounting August 31, 2016	Difference	Is Account Fully Funded in Cash
\$1,287,040	\$1,487,804 (1)	\$1,487,804	Nil	Yes

(1) A net increase of \$200,764 includes 50% of the 2016 Council approved Levy income of \$194,184. The balanceis interest income of \$6,580 dollars, earned in the reserve.

### Capital Reserve Levy Reserve Fund

Accounting Balance December 31, 2015	Bank Balance August 31, 2016	Accounting Balance August 31, 2016	Difference	Is Account Fully Funded in Cash
\$373,175	\$567,359 (1)	\$567,359	Nil	Yes

(1) Includes 50% of the 2016 Council approved Levy income of \$194,184.

## Equity Reserves

### Waste Water Capital Reserve

Accounting Balance December 31, 2015	Bank Balance August 31, 2016	Accounting Balance August 31, 2016	Less: Work In Progress approved in budget from internal funding	Accounting Balance Less WIP	Difference	Is Account Fully Funded in Cash

			sources				
\$1,700,559	\$1,578,150	\$1,670,371	\$(92,221)	1,578,150	Nil	Yes	

The Waste Water Working Capital Reserve follows the new practice established by Administration that encumbers unused capital funds from prior budgets into its own reserve account for working capital. For incomplete projects the approved budget less the amount of Work in Progress will be transferred into the capital reserve.

### Equity Reserves

Name of Reserve	Accounting Balance December 31, 2015	Bank Balance August 31, 2016	Accounting Balance August 31, 2016	Less: Work In Progress approved in budget from internal funding sources	Accounting Balance Less WIP	Difference	Is Account Fully Funded in Cash
Working Capital	\$1,684,443	\$1,910,681	\$1,913,496	\$(716,086)	\$1,197,410	Nil	Yes
Computer Reserve	\$367,389	\$267,039	\$422,889	\$(155,580)	\$267,039	Nil	Yes
Police	\$161,176	\$150,769	\$235,991	\$(85,222)	\$150,769	Nil	Yes
Election	\$22,428	\$37,096	\$37,096		\$37,096	Nil	
Insurance	<u>\$229,013</u>	<u>\$258,097</u>	<u>\$258,097</u>		<u>\$258,097</u>	Nil	Yes
Total	\$2,464,449	\$1,910,681	\$2,867,569	\$(956,888)	\$1,910,681	Nil	Yes

The Working Capital Reserve follows the new practice established by Administration that encumbers unused capital funds from prior budgets into its own reserve account for working capital. For incomplete projects the approved budget less the amount of Work in Progress will be transferred into the capital reserve.

### Water Capital Reserve

Accounting Balance December 31, 2014	Bank Balance August 31, 2016	Accounting Balance August 31, 2016	Less: Work In Progress approved in budget from internal	Accounting Balance Less WIP	Difference	Is Account Fully Funded in Cash

			funding sources			
\$Nil	\$316,839	\$363,880	\$(47,041)	\$316,839	Nil	Yes

The Water Capital Reserve follows the new practice established by Administration that encumbers unused capital funds from prior budgets into its own reserve account for working capital. For incomplete projects the approved budget less the amount of Work in Progress will be transferred into the capital reserve.

#### Tax Stabilization Reserve

Accounting Balance December 31, 2015	Bank Balance August 31, 2016	Accounting Balance August 31, 2016	Difference	Is Account Fully Funded in Cash
\$1,639,288	\$Nil	\$1,639,288	\$(1,639,288)	No

The Tax Stabilization Reserve is the reserve in which the general rate budget surplus or deficit for each year is closed out annually. This represents the surplus earning of the general tax rate over all the years of the Town. This reserve will not be funded in cash because the Town has uses of cash flow that are not reflected in the budget, the largest being the amount of accounts receivable the Town is carrying at any given point in time, this receivable uses the Town's operating cash flow and makes funding the Tax Stabilization Reserve in cash a non-viable financial practice for the Municipality. The Town's General Bank Account will retain any cash flow from operation surpluses from this reserve.

Adjustments to this Reserve are typically only made at year end.

#### Wastewater Reserve

Accounting Balance December 31, 2015	Bank Balance August 31, 2016	Accounting August 31, 2016	Difference	Is Account Fully Funded in Cash
\$365,463	\$Nil	\$365,463	\$(365,463)	No

The Waste Water Reserve is the reserve in which the wastewater budget surplus or deficit for each year is closed out to. This represents the surplus earning of the wastewater rate over all the years of the Town. This reserve will not be funded in cash

because the Town has uses of cash flow that are not reflected in the budget, the largest being the amount of accounts receivable the Town is carrying at any given point in time, this receivable uses the Town's wastewater operating cash flow and makes funding the Waste Water Equity Reserve in cash a non-viable financial practice for the Municipality. The Town's Waste Water Operating Bank Account will retain any cash flow from operation surpluses from this reserve.

Adjustments to this Reserve are typically only made at year end.

### **Water Reserve**

Accounting Balance December 31, 2015	Bank Balance August 31, 2016	Accounting Balance August 31,2016	Difference	Is Account Fully Funded in Cash
\$Nil	\$Nil	\$Nil	\$Nil	No

The Water Reserve is the reserve in which the water budget surplus or deficit for each year is closed out to. This represents the surplus earning of the water rate over all the years of the Town. This reserve will not be funded in cash because the Town has uses of cash flow that are not reflected in the budget, the largest being the amount of accounts receivable the Town is carrying at any given point in time, this receivable uses the Town's water operating cash flow and make funding the Water Equity Reserve in cash a non-viable financial practice for the Municipality. The Town's Water Operating Bank Account will retain any cash flow from operation surpluses from this reserve.

Adjustments to this Reserve are typically only made at year end.

### **Restricted Cash**

#### **Gas Tax**

Accounting Balance December 31, 2015	Collected inclusive of interest	Spent on Capital & Work In Progress	Bank Balance August 31, 2016	Accounting Balance Less WIP August 31, 2016	Difference	Is Account Fully Funded in Cash
\$346,278	\$524,744	\$ (435,722)	\$435,300	435,300	Nil	Yes

Funds spent on Culvert # 32, # 35, # 29 & # 66 as well as Texas Road in 2016

#### **OCIF & Grant Funds**

Accounting Balance December 31, 2015	Collected inclusive of interest	Spent on Capital & Work in Progress	Bank Balance August 31, 2016	Accounting Balance Less WIP August 31, 2016	Difference	Is Account Fully Funded in Cash
\$1,105,452	\$1,456,525 (1)	\$ (1,100,000) (2)	\$1,462,067	\$1,462,067	Nil	Yes

This new account was set up to keep grant and OCIF money in its own account for those specific capital projects.

(1) Includes \$1,100,000 received for Meloche Road and \$355,783 of OCIF formula funds received for 2016 and \$742 of interest income.

(2) Represents funds spent on Texas Road and Texas Road Work in Progress in 2015.

#### Employee Benefits

Bank Balance December 31, 2015	Bank Balance August 31, 2016	Accounting Balance August 31, 2016	Difference	Is Account Fully Funded in Cash
\$185,236	\$201,824	\$201,824	Nil	Yes

#### Ranta Memorial Fund

Bank Balance December 31, 2015	Interest earned	Bank Balance August 31, 2016	Accounting Balance August 31, 2016	Difference	Is Account Fully Funded In Cash
\$157,792	\$612	\$158,404	\$158,404	Nil	Yes

#### Development Charges

Account	2015 Year End Balance	Interest Earned	Contributions Received	Usage	August 31, 2016 Accounting Balance	August 31, 2016 Bank Balance	Difference	Is Account Fully Funded In Cash

Fire	\$91,013		\$47,539		\$138,552	\$138,552	Nil	Yes
Police	\$82,984		\$119		\$83,104	\$83,104	Nil	Yes
Public Works	\$1,405,324		\$240,387	-820,393(1)	\$825,318	\$825,318	Nil	Yes
Parks	\$894,490		\$357		\$894,848	\$894,848	Nil	Yes
Park Land Reserve	\$203,778		\$300		\$204,078	\$204,078	Nil	Yes
Sewer	\$726,599		\$324,244	-504,194 (2)	\$546,649	\$546,649	Nil	Yes
Sewer Anderdon	\$36,271		\$3,818		\$40,089	\$40,089	Nil	Yes
Water	\$1,076,657		\$303,327		\$1,379,984	\$1,379,984	Nil	Yes
Water Anderdon	\$5,832		\$598		\$6,430	\$6,430	Nil	Yes
Recreation	\$8,343		\$900		\$9,243	\$9,243	Nil	Yes
Administration	\$ 8,460		\$9,546		\$18,006	\$18,006	Nil	Yes
Investment Income	\$550,171	\$19,306			\$569,478	\$486,973	\$(82,205)	No
Continued Development	<u>\$63,500</u>				<u>\$63,500</u>	<u>\$63,500</u>	<u>Nil</u>	<u>Yes</u>
Total	\$5,153,424	\$19,306	\$931,136	(1,324,588)	\$4,779,279	\$4,696,774	\$(82,205)	No

- 1) The July 13<sup>th</sup> 2015 Report to Council outlined available transfers of \$859,000 in Cash Financing for the Texas Road project at August 31, 2016 \$820,393 of DC has been used to Finance this work in progress.
- 2) Development charge fund approved annual repayment of the loans for the Amherstburg Waste Water Treatment Plant.

#### **4. RISK ANALYSIS:**

If further planning is not done in 2017 and going forward to increase these Cash Reserve Funds and Restricted Cash Accounts, the Town will continue to fall behind our neighbouring Municipalities with respect to cash reserves and restricted funds to help guard against increasing debt levels and lack of funding for infrastructure.

#### **5. FINANCIAL MATTERS:**

The following information is an update on actual cash held in Reserve Funds and Restricted Cash Accounts. The following is a summary of cash held by the Town.

Account	Bank Balance at August 31, 2016	Accounting Balance at August 31, 2016 Less WIP	Difference	Is account fully funded in cash
<b><u>Reserve Funds</u></b>				
Water Main	\$448,843	\$448,843	Nil	Yes
Life Cycle Replacement Reserve Fund	\$1,487,804	\$1,487,804	Nil	Yes

Capital Reserve Fund	<u>\$567,359</u>	<u>567,359</u>	Nil	Yes
<b>Total Reserve Funds</b>	<b><u>\$2,504,006</u></b>	<b><u>\$2,504,006</u></b>	<b>Nil</b>	<b>Yes</b>
<b>Equity Reserves</b>				
WasteWater Capital Reserve	\$1,578,150	\$1,578,150	Nil	Yes
Water Capital Reserve	\$316,839	\$316,839	Nil	Yes
Equity Reserve	\$1,910,681	\$1,910,681	Nil	Yes
Tax Stabilization	\$ Nil (1)	\$1,639,288	\$(1,639,288)	No (1)
Wastewater Reserve	\$ Nil (1)	\$ 365,463	\$(365,463)	No (1)
Water Reserve	<u>\$ Nil (1)</u>	<u>\$ Nil</u>	<u>\$Nil</u>	<u>No (1)</u>
<b>Total Equity Reserves</b>	<b><u>\$3,805,670</u></b>	<b><u>5,810,421</u></b>	<b><u>\$(2,004,751)</u></b>	<b>No (1)</b>
<b>Restricted Cash</b>				
Gas Tax	\$435,300	\$435,300	Nil	Yes
OCIF & Grant	\$1,462,067	\$1,462,067	Nil	Yes
Employee Benefits	\$201,824	\$201,824	Nil	Yes
Ranta Memorial Fund	\$158,404	\$158,404	Nil	Yes
Development Charges	<u>\$4,696,774</u>	<u>\$4,779,279</u>	<u>\$(82,505) (2)</u>	No
<b>Total Restricted Cash</b>	<b><u>\$6,954,369</u></b>	<b><u>\$7,036,874</u></b>	<b><u>\$(82,505)</u></b>	<b>No</b>
<b>TOTAL Reserves &amp; Restricted Cash</b>	<b><u>\$13,264,045</u></b>	<b><u>\$15,351,301</u></b>	<b><u>\$(2,087,256)</u></b>	<b>No</b>

(1) Cash flow for these reserves is held in the operating accounts of the Town and can fluctuate daily. As at August 31, 2016 these accounts amounted to \$3,380,330, however, no specific bank account exists for these 3 reserves.

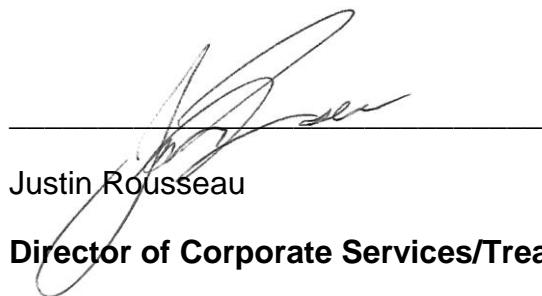
(2) Being repaid in accordance with the Council Approved 2 year repayment plan.

## 6. CONSULTATIONS:

N/A

**7. CONCLUSION:**

The report is provided for the information of the Mayor and Members of Council.



\_\_\_\_\_  
Justin Rousseau  
**Director of Corporate Services/Treasurer**

JR

**DEPARTMENTS/OTHERS CONSULTED:**

**Name:**  
**Phone #:** 519           **ext.**

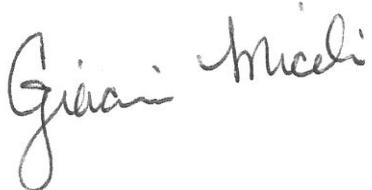
## Report Approval Details

Document Title:	August 31, 2016 Reserve and Restricted Cash Update.docx
Attachments:	N/A
Final Approval Date:	Sep 19, 2016

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



**Mark Galvin - Sep 14, 2016 - 4:56 PM**

  
Gianini Miceli

**John Miceli - Sep 15, 2016 - 12:58 PM**



**Paula Parker - Sep 19, 2016 - 11:02 AM**



**THE CORPORATION OF THE TOWN OF AMHERSTBURG**  
**OFFICE OF CORPORATE SERVICES**

***MISSION STATEMENT:***

<b>Author's Name:</b> Justin Rousseau	<b>Report Date:</b> September 21, 2016
<b>Author's Phone:</b> 519 736-0012 ext. 2259	<b>Date to Council:</b> September 26, 2016
<b>Author's E-mail:</b> jrousseau@amherstburg.ca	<b>Resolution #:</b> NA

**To: Mayor and Members of Town Council**

**Subject: September 8, 2016 – September 21, 2016 Accounts Payable**

---

**1. RECOMMENDATION:**

It is recommended that:

1. The report from the Director of Corporate Services/Treasurer dated September 21, 2016, regarding September 8, 2016 – September 21, 2016 Accounts Payable **BE RECEIVED for information.**

**2. BACKGROUND:**

On July 11, 2016, Council adopted the following motion:

“The Treasurer **BE AUTHORIZED** to release funds for payables as per the Treasurer’s duties, set out in Section 286(1)(c) of the *Municipal Act, 2001*.”

Based on this motion, the accounts payable list will be presented to Council and the public for information at each meeting to continue with open and transparent government operations.

**3. DISCUSSION:**

The Accounts Payables list is attached. All cheques have been signed by approved signing authorities as per the Council approved policies.

**4. RISK ANALYSIS:**

The Town of Amherstburg is a complex entity with many different payment terms and contracts. While the possibility of late payment and interest charges exists, this is mitigated by allowing the Treasurer the ability to rectify the issues as they present themselves.

**5. FINANCIAL MATTERS:**

The funds in the amount of Appendix A have been paid during the applicable period.

**6. CONSULTATIONS:**

N/A

**7. CONCLUSION:**

The following is presented to the Mayor and Council for information.



Justin Rousseau  
**Director of Corporate Services/Treasurer**

JR

**DEPARTMENTS/OTHERS CONSULTED:**

**Name:**

**Phone #: 519 ext.**

**NOTIFICATION :**

Name	Address	Email Address	Telephone	FAX

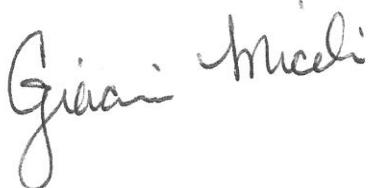
## Report Approval Details

Document Title:	September 8, 2016 - September 21, 2016 Accounts Payable.docx
Attachments:	AP Listing
Final Approval Date:	Sep 19, 2016

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



**Mark Galvin - Sep 15, 2016 - 9:50 AM**



**John Miceli - Sep 15, 2016 - 11:20 AM**



**Paula Parker - Sep 19, 2016 - 10:20 AM**

## TOWN OF AMHERSTBURG

## Council/Board Report By Dept-(Computer)



AP5130

Page : 1  
Date : Sep 21, 2016 Time : 11:04 am

Cheque Print Date : 07-Sep-2016 To 20-Sep-2016

Bank : 1 To 99

Class : All

Vendor : 136423 To ZUL180

Batch : All

Department : All

Vendor Invoice G.L. Account	Vendor Name Description	CC1	CC2	CC3	GL Account Name	Batch Invc Date	Invc Due Date	Amount
DEPARTMENT 0000000	GENERAL							
BOL098	BOLGER DEBRA							
SEP 2016	REFUND ROLL 173-21200					912 02-Sep-2016	02-Sep-2016	
10-1-0000000-2138					A/R PROP TAX REFUND OWING			770.52
EMC530	EMCO CORPORATION							
38602053-01	WTR SERVICE MATERIAL					940 31-Aug-2016	31-Aug-2016	
80-5-0000000-0755					WATER SERVICE MAINTENANCE			2,109.10
ESS273	ESSEX POWERLINES CORPORATION							
JC6464	WATER BILLING - AUG 2016					940 31-Aug-2016	31-Aug-2016	
80-5-0000000-0504					COLLECTION EXPENSE			16,272.97
FEE256	THE FEED STORE							
100149895	MASONRY SAW REPAIRS					913 29-Aug-2016	29-Aug-2016	
80-5-0000000-0420					EQUIPMENT MAINTENANCE			84.66
HEA693	HEATON SANITATION							
27882	WTR SERVICE REPAIRS					940 24-Aug-2016	24-Aug-2016	
80-5-0000000-0755					WATER SERVICE MAINTENANCE			1,695.00
KEL117	KELCOM TELEMESSAGING							
W78745-0916	ANSWERING SERVICES AUG-SEP 2016					932 01-Sep-2016	01-Sep-2016	
80-5-0000000-0316					UTILITIES			35.00
LIT05	LITSTER ERIC							
SEP 2016	REFUND ROLL 550-17800					912 02-Sep-2016	02-Sep-2016	
10-1-0000000-2138					A/R PROP TAX REFUND OWING			1,687.14
MEA01	THE MEARIE GROUP							
25890	SEPTEMBER BENEFITS					914 01-Sep-2016	01-Sep-2016	
80-5-0000000-0211					BENEFITS - ESSEX POWER - WATER DEPARTMEN			803.09
MIC117	MICHELIN NORTH AMERICA (CANADA) INC c/o							
DA0005594942	2 NEW TIRES INSTALLED ON #WM-05					940 22-Aug-2016	22-Aug-2016	
80-5-0000000-0402					VEHICLE & EQUIPMENT MTCE.			604.78
NOR156	NORTRAX CANADA INC.							
584219	REPLACED THROTTLE RETURN SPRING #WM-09					941 06-Sep-2016	06-Sep-2016	
80-5-0000000-0402					VEHICLE & EQUIPMENT MTCE.			28.77
ONT104	ONTARIO ONE CALL LTD							
201670497	LOCATES					940 31-Aug-2016	31-Aug-2016	
80-5-0000000-0810					WATER - MAIN MAINTENANCE			259.17
TDC04	TD CANADA TRUST (BILL PAYMENT INVESTIGATION							
SEP 13, 2016	ROLL 3729-430-10900 REFUND OVERPAYMENT					932 13-Sep-2016	13-Sep-2016	
10-1-0000000-2138					A/R PROP TAX REFUND OWING			623.89
SEP 2016	ROLL 3729-420-58300 REFUND OVERPAYMENT TO TD					912 09-Sep-2016	09-Sep-2016	
10-1-0000000-2138					A/R PROP TAX REFUND OWING			1,072.82
TRI132	TRICKY ET AL TAX TEAM INC.							
9322	ROLL 540-13400 TAX REG COSTS					905 30-Aug-2016	30-Aug-2016	
10-1-0000000-1503					TAX REG. - REGISTRATION C			203.40
WIG035	WIGLE HOME HARDWARE BUILDING CENTRE							
99289	PAINT BRUSHES					940 25-Aug-2016	25-Aug-2016	
80-5-0000000-0850					HYDRANT MAINTENANCE			9.01

Department Totals : 26,259.32



Vendor : 136423 To ZUL180

Cheque Print Date : 07-Sep-2016 To 20-Sep-2016

Batch : All

Bank : 1 To 99

Department : All

Class : All

Vendor Invoice	Vendor Name Description	CC1	CC2	CC3	GL Account Name	Batch Invc Date	Invc Due Date	Amount
DEPARTMENT 1001014	COUNCIL - COUNCILLOR 2							
COU362 COURTNEY JOAN	AUG 14-17, 20 AMO CONFERENCE AUG 14-17, 2016 - COURTNEY					905 14-Aug-2016	14-Aug-2016	
10-5-1001014-0352	COURTNEY - TRAVEL & MILEAGE							123.55
						Department Totals :		123.55
DEPARTMENT 1001020	ADMINISTRATION							
CLA508 CLAIMSPRO INV.	33620-545558 ONGOING CLAIM INV					905 27-Nov-2015	27-Nov-2015	
10-5-1001020-0506	INSURANCE DEDUCTIBLE - ADMINISTRATION							770.50
GRA550 GRAND & TOY	K107110 COPY PAPER					932 01-Sep-2016	01-Sep-2016	
10-5-1001020-0301	OFFICE SUPPLIES							165.43
MON183 MONARCH OFFICE SUPPLY LTD	477693/M AUGUST 2016 OFFICE SUPPLIES					932 30-Aug-2016	30-Aug-2016	
10-5-1001020-0301	OFFICE SUPPLIES							197.88
PUR663 PUREWATER BRAND DIVISION OF 523492 ONTARIO LTD	11763 COOLER RENTAL - AUG 2016					905 31-Aug-2016	31-Aug-2016	
10-5-1001020-0301	OFFICE SUPPLIES							80.58
PUR700 PUROLATOR INC.	432278868 COURIER					912 02-Sep-2016	02-Sep-2016	
10-5-1001020-0301	OFFICE SUPPLIES							4.35
432341969 COURIER	10-5-1001020-0304				POSTAGE & COURIER	932 09-Sep-2016	09-Sep-2016	
								8.86
REM001 REMAX PREFERRED REALTY LTD. IN TRUST	SEP 20, 2016 DEPOSIT FOR DUFFY PROPERTY					953 20-Sep-2016	20-Sep-2016	
40-7-1001020-0003	CAPITAL - ADMINISTRATION							200,000.00
RTT067 RIVER TOWN TIMES	68530 ADVERTISING					905 31-Aug-2016	31-Aug-2016	
10-5-1001020-0307	ADVERTISING							167.81
10-5-1001020-0307	ADVERTISING							83.90
68626 ADVERTISING	10-5-1001020-0307				ADVERTISING	932 07-Sep-2016	07-Sep-2016	
								83.90
10-5-1001020-0307	ADVERTISING							167.81
10-5-1001020-0307	ADVERTISING							83.90
68687 ADVERTISING	10-5-1001020-0307				ADVERTISING	932 14-Sep-2016	14-Sep-2016	
								132.78
10-5-1001020-0307	ADVERTISING							200.58
10-5-1001020-0307	ADVERTISING							83.90
10-5-1001020-0307	ADVERTISING							83.90
10-5-1001020-0307	ADVERTISING							167.80
STA44 STAPLES ADVANTAGE (MIS C/O T04446C)	42314165 OFFICE SUPPLIES					912 07-Sep-2016	07-Sep-2016	
10-5-1001020-0301	OFFICE SUPPLIES							13.27
WIG035 WIGLE HOME HARDWARE BUILDING CENTRE	99569 CLOCK					912 02-Sep-2016	02-Sep-2016	
10-5-1001020-0317	BUILDING MAINT. - TOWN HALL P&F DEPT							28.24
						Department Totals :		202,525.39



Vendor : 136423 To ZUL180

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Batch : All

Bank : 1 To 99

Department : All

Class : All

Vendor Invoice	Vendor Name Description	CC1	CC2	CC3	GL Account Name	Batch Invc Date	Invc Due Date	Amount
<b>DEPARTMENT 1001021 TREASURY</b>								
BRI459	BRINKS CANADA							
0345970840	JULY - ARENA SERVICE					928 01-Aug-2016	01-Aug-2016	
10-5-1001021-0336					CONTRACTED SERVICES - BRINKS			158.20
LEB02	LEBLANC ELKE							
SEP 11-14, 201 FALL 2016 OMTRA						932 16-Sep-2016	16-Sep-2016	
10-5-1001021-0351					TRAINING & CONFERENCES			613.44
10-5-1001021-0351					TRAINING & CONFERENCES			15.00
10-5-1001021-0351					TRAINING & CONFERENCES			35.00
SEP 2016	TEXT - FUND ACCOUNTING					932 16-Sep-2016	16-Sep-2016	
10-5-1001021-0351					TRAINING & CONFERENCES			151.23
<b>Department Totals :</b>								<b>972.87</b>
<hr/>								
<b>DEPARTMENT 1001024 HUMAN RESOURCES</b>								
HUM070	HUMAN CAPITAL INVESTMENT CONSULTING INC.							
IN00682731	PROFESSIONAL FEES					905 09-Aug-2016	09-Aug-2016	
10-5-1001024-0327					PROFESSIONAL FEES			2,595.22
PHY110	PHYSIO-CONTROL CANADA SALES LTD. - C/O T11076C							
216000244A						928 02-May-2016	02-May-2016	
10-5-1001024-0250					HEALTH AND SAFETY - HUMAN RESOURCES			117.47
ROS25	ROSE MICHELLE							
SEP 2016	VARIOUS MILEAGE					932 14-Sep-2016	14-Sep-2016	
10-5-1001024-0352					TRAVEL & MILEAGE - HUMAN RESOURCES			237.60
TOM02	TOME LEE							
SEP 2016	PIZZA FOR EVENING INTERVIEWS					932 14-Sep-2016	14-Sep-2016	
10-5-1001024-0342					MEETING EXPENSES			23.89
UNG911	UNGNADE PETRA							
AUG 2016	POLICE CLEARANCE REFUND					928 31-Aug-2016	31-Aug-2016	
10-5-1001024-0250					HEALTH AND SAFETY - HUMAN RESOURCES			45.00
<b>Department Totals :</b>								<b>3,019.18</b>
<hr/>								
<b>DEPARTMENT 1001025 INFORMATION TECHNOLOGY</b>								
AAR531	AARWAY COMMUNICATIONS LTD							
8128	NETWORK & CABLE FOR BRINKS					912 01-Sep-2016	01-Sep-2016	
10-5-1001025-0310					COMPUTER MAINTENANCE			290.98
ACT409	ACTIVE NETWORK LTD.							
4200008400	CLASS RECREATION SOFTWARE YEARLY RENEWAL DEC 1, 2016 - NOV 30, 2017					905 31-Aug-2016	31-Aug-2016	
10-5-1001025-0310					COMPUTER MAINTENANCE			8,854.33
CDW577	CDW CANADA INC							
FDZ3235	VMWARE LICENSING					932 30-Aug-2016	30-Aug-2016	
40-7-1001025-0002					COMPUTER HARDWARE			5,592.69
COG03	COGECO CONNEXION INC							
8046885	INTERNET - LIBRO					932 08-Sep-2016	08-Sep-2016	
10-5-1001025-0332					INTERNET ACCESS			2,133.44
DIR572	DIRECTDIAL.COM							
IN537806	PHOTOCOPIES					905 29-Aug-2016	29-Aug-2016	
10-5-1001025-0308					PHOTOCOPIES			95.78
IN538895	MONITOR REPLACEMENTS					932 07-Sep-2016	07-Sep-2016	
40-7-1001025-0002					COMPUTER HARDWARE			1,599.23



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Vendor Invoice G.L. Account	Vendor Name Description	CC1	CC2	CC3	GL Account Name	Batch Invc Date	Invc Due Date	Amount
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**DEPARTMENT 1001025 INFORMATION TECHNOLOGY****KEL117 KELCOM TELEMESSAGING**

W78745-0916	ANSWERING SERVICES AUG-SEP 2016	932 01-Sep-2016	01-Sep-2016
10-5-1001025-0315	TELEPHONE		58.33

**KEL860 KELCOM WINDSOR COPIER INC**

X8973374	PHOTOCOPIES	905 24-Aug-2016	24-Aug-2016
10-5-1001025-0308	PHOTOCOPIES		74.65
X8973375	PHOTOCOPIES	905 24-Aug-2016	24-Aug-2016
10-5-1001025-0308	PHOTOCOPIES		339.51
X8973377	PHOTOCOPIES	905 24-Aug-2016	24-Aug-2016
10-5-1001025-0308	PHOTOCOPIES		147.76
X8973378	PHOTOCOPIES	905 24-Aug-2016	24-Aug-2016
10-5-1001025-0308	PHOTOCOPIES		67.03
X8973387	PHOTOCOPIES	905 24-Aug-2016	24-Aug-2016
10-5-1001025-0308	PHOTOCOPIES		89.98

**REN16 RENAUD NICK**

JAN-AUG 2016 JAN - AUG 2016 MILEAGE	932 15-Sep-2016	15-Sep-2016	
10-5-1001025-0352	TRAVEL & MILEAGE		638.28

**STA444 STAPLES ADVANTAGE (MIS C/O T04446C)**

40107797	TAPE & TIES	905 01-Dec-2015	01-Dec-2015
10-5-1001025-0301	OFFICE SUPPLIES		52.93
40447425	IPHONE CASE	905 13-Jan-2016	13-Jan-2016
10-5-1001025-0345	CELL PHONE		44.74
41415841	EXTENSION CORD	905 09-May-2016	09-May-2016
10-5-1001025-0301	OFFICE SUPPLIES		29.19

**TEN282 TENET COMPUTER GROUP**

181064	MONTHLY MAIL ARCHIVING SOFTWARE	905 31-Aug-2016	31-Aug-2016
10-5-1001025-0310	COMPUTER MAINTENANCE		906.83

**THI08 THINKTEL COMMUNICATIONS - A DIVISION OF DISTRIBUTE**

1112241	SIP TRUNK MONTHLY	912 07-Sep-2016	07-Sep-2016
10-5-1001025-0315	TELEPHONE		177.52

**THI235 THINK! WIRELESS SOLUTIONS INC.**

7593	VEHICLE GPS TRACKING MONTHLY PWD	912 01-Sep-2016	01-Sep-2016
10-5-1001025-0406	GPS		766.42

**Department Totals :** 21,959.62

**DEPARTMENT 1001029 RECORDS RETENTION****INF001 THE INFORMATION PROFESSIONALS**

17-176	TOMRMS TRAINING	932 12-Sep-2016	12-Sep-2016
10-5-1001029-0317	BUILDING MAINTENANCE - RECORDS RETENTION		791.00

**Department Totals :** 791.00

**DEPARTMENT 1008030 UNFINANCED DRAINS****BAI027 BAIRD AE**

12-040-07	LEO BEAUDOIN DRAIN IMPROVEMENT REPORT	932 01-Sep-2016	01-Sep-2016
10-1-1008030-9010	LEO BEAUDOIN DRAIN IMPROVEMENTS		2,188.47
14-161-13	OUELLETTE DRAIN TENDER PREP	932 01-Sep-2016	01-Sep-2016
10-1-1008030-9003	OUELLETTE DRAIN		1,181.90



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Vendor : 136423 To ZUL180

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Vendor Invoice G.L. Account	Vendor Name Description	CC1	CC2	CC3	GL Account Name	Batch Invc Date	Invc Due Date	Amount
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**DEPARTMENT 1008030 UNFINANCED DRAINS**

200(16) DRAINAGE ON 3RD CON RD N - CONSULTANT FEES 905 29-Aug-2016 29-Aug-2016  
10-1-1008030-9012 3RD CONC RD DRAIN IMPROVEMENTS 632.80

**PUR700 PUROLATOR INC.**

432136725 COURIER 928 19-Aug-2016 19-Aug-2016  
10-1-1008030-9011 DUFOUR DRAIN IMPROVEMENTS 5.06

**ROO009 ROOD ENGINEERING INC.**

REI-2016064 3RD CONC N DRAINAGE - PWD-MD-2011-021 905 29-Aug-2016 29-Aug-2016  
10-1-1008030-9012 3RD CONC RD DRAIN IMPROVEMENTS 10,879.64

**Department Totals :** 14,887.87**DEPARTMENT 2010000 FIRE DEPARTMENT**

ACK297 ACKLANDS-GRAINGER INC 932 01-Sep-2016 01-Sep-2016  
9214247141 BLOOD PRESSURE MONITORS 406.77  
10-5-2010000-0420 EQUIPMENT

**CAR005 CARLETON UNIFORMS INC.**

69656 ADC UNIFORM 928 29-Aug-2016 29-Aug-2016  
10-5-2010000-0252 UNIFORMS 211.31

**COX01 COXON'S TOWING SERVICE (2000) LTD**

31375 ENGINE 1 TOW 928 15-Aug-2016 15-Aug-2016  
10-5-2010000-0420 EQUIPMENT 169.50

**CUR334 CURRY REPROGRAPHICS LTD.**

I022647 LAMINATION - STATION MAPS 928 22-Aug-2016 22-Aug-2016  
10-5-2010000-0420 EQUIPMENT 244.08

**I022820 LAMINATION - STATION MAPS**

10-5-2010000-0420 EQUIPMENT 67.80

**KEN211 KEN LAPAIN & SONS LTD**

96419 TANKER 2 REPAIR 928 31-Aug-2016 31-Aug-2016  
10-5-2010000-0402 VEHICLE & EQUIPMENT MTCE. 2,175.51

**MON183 MONARCH OFFICE SUPPLY LTD**

477693/M AUGUST 2016 OFFICE SUPPLIES 932 30-Aug-2016 30-Aug-2016  
10-5-2010000-0301 OFFICE SUPPLIES 126.45

**PHY110 PHYSIO-CONTROL CANADA SALES LTD. - C/O T11076C**

416000367 ANNUAL DEFIB CALIBRATION & INSPECTION 928 22-Aug-2016 22-Aug-2016  
10-5-2010000-0402 VEHICLE & EQUIPMENT MTCE. 1,752.63

**RAC462 RACICOT CHRYSLER**

CCCS231122 COMMAND 3 REPAIR 928 13-Sep-2016 13-Sep-2016  
10-5-2010000-0402 VEHICLE & EQUIPMENT MTCE. 33.84

**UNI351 UNIFORM UNIFORMS**

45077 BRAID - OFFICER UNIFORMS 928 24-Jun-2016 24-Jun-2016  
10-5-2010000-0252 UNIFORMS 133.34

**WAA544 W.A. ATKINSON PLUMBING CO. INC.**

WA19842 PLUMBING REPAIRS 928 19-Aug-2016 19-Aug-2016  
10-5-2010000-0317 BUILDING MAINTENANCE - FIRE P&F DEPT 170.70

**WIN101 WINDSOR SPRING & ALIGNMENT**

71611 ANNUAL MTO INSPECTION ENGINE 1 928 26-Aug-2016 26-Aug-2016  
10-5-2010000-0402 VEHICLE & EQUIPMENT MTCE. 2,838.30

**71680 RIM REPAIR - RESCUE 3**

10-5-2010000-0402 VEHICLE & EQUIPMENT MTCE. 734.01



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Vendor Invoice G.L. Account	Vendor Name Description	CC1	CC2	CC3	GL Account Name	Batch Invc Date	Invc Due Date	Amount
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**DEPARTMENT 2010000 FIRE DEPARTMENT**

71712	RESCUE 1 - EXHAUST REPAIR					932 07-Sep-2016	07-Sep-2016	
10-5-2010000-0402					VEHICLE & EQUIPMENT MTCE.			206.84
						<b>Department Totals :</b>		<b>9,271.08</b>

**DEPARTMENT 2020000 POLICE DEPARTMENT**

AGR835	AGRIS CO-OPERATIVE LTD							
600033975	GASOLINE					912 06-Sep-2016	06-Sep-2016	
10-5-2020000-0401				GASOLINE				1,283.62
600034063	GASOLINE					932 07-Sep-2016	07-Sep-2016	
10-5-2020000-0401				GASOLINE				1,192.46
CAN066	CANADA POST CORP							
PBR39005410(	BOX 70 AUGUST 2016 RENTAL FEE					905 31-Aug-2016	31-Aug-2016	
10-5-2020000-0304			POSTAGE					316.40
CAR199	CARSWELL							
8043070	LAW BOOKS					905 26-Aug-2016	26-Aug-2016	
10-5-2020000-0313			LAW BOOKS					303.66
CAR645	CARRIER CENTERS							
04P410845	POLICE DEPT #312 - OIL FILTERS FOR CRUISERS					905 25-Aug-2016	25-Aug-2016	
10-5-2020000-0402			VEHICLE & EQUIPMENT MTCE.					9.02
COU132	COUNTY TOWING INC.							
58704	LAWN TRACTOR					932 03-Sep-2016	03-Sep-2016	
10-5-2020000-0360			MISCELLANEOUS EXPENSES					124.30
DAV133	DAVTECH ANALYTICAL SERVICE INC							
SI-87626	ALCOTESTER - SERVICE					912 02-Sep-2016	02-Sep-2016	
10-5-2020000-0252			UNIFORMS					175.64
FRO400	FRONTLINE OUTFITTERS							
27451	PATROL PANTS					905 26-Aug-2016	26-Aug-2016	
10-5-2020000-0252			UNIFORMS					107.46
HER247	HERITAGE TIRE SALES INC.							
47221	TIRE REPAIR					932 14-Sep-2016	14-Sep-2016	
10-5-2020000-0405			VEHICLE MTCE. - TIRES					39.55
JOE055	JOE MELOCHE FORD SALES LTD							
IJ00243	CAR WASH					928 31-Aug-2016	31-Aug-2016	
10-5-2020000-0402			VEHICLE & EQUIPMENT MTCE.					140.00
RJ00834	DETAILING VEHICLE					928 29-Jul-2016	29-Jul-2016	
10-5-2020000-0402			VEHICLE & EQUIPMENT MTCE.					45.20
RJ00990	VEHICLE SERVICE					928 09-Aug-2016	09-Aug-2016	
10-5-2020000-0402			VEHICLE & EQUIPMENT MTCE.					169.28
KEL198	KELCOM RADIO DIVISION							
80006244	RADIO MAINTENANCE					932 15-Sep-2016	15-Sep-2016	
10-5-2020000-0319			RADIO MAINTENANCE					571.78
80006245	RADIO MAINTENANCE					932 15-Sep-2016	15-Sep-2016	
10-5-2020000-0319			RADIO MAINTENANCE					197.75
KEL860	KELCOM WINDSOR COPIER INC							
X8973376	PHOTOCOPIES					905 24-Aug-2016	24-Aug-2016	
10-5-2020000-0308			PHOTOCOPIER SUPPLIES					143.36
LUC289	LUCAS WORKS! (WINDSOR) INC.							
112456	BOARD SECRETARY					912 08-Sep-2016	08-Sep-2016	

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Vendor	Vendor Name	Description	Batch Invc Date	Invc Due Date	
Invoice					Amount
G.L. Account	CC1	CC2	CC3	GL Account Name	
DEPARTMENT	2020000	POLICE DEPARTMENT			
10-5-2020000-0327		PROFESSIONAL FEES			369.57
MAL256	MALDEN AUTOMOTIVE				
5294-136660	REPLACED WIPER BLADES #303		932 09-Sep-2016	09-Sep-2016	
10-5-2020000-0402		VEHICLE & EQUIPMENT MTCE.			31.09
PAC124	PACIFIC SAFETY PRODUCTS INC				
IN062226	OUTER CARRIER SGT RIDDELL		912 07-Sep-2016	07-Sep-2016	
10-5-2020000-0252		UNIFORMS			173.49
PIZ04	PIZZALA RYAN				
SEP 2016	ONTARIO POLICE COLLEGE		912 07-Sep-2016	07-Sep-2016	
10-5-2020000-0254		POLICE TRAINING			950.00
RTT067	RIVER TOWN TIMES				
68585	ADVERTISING		932 07-Sep-2016	07-Sep-2016	
10-5-2020000-0307		ADVERTISING			111.87
68641	AD FOR POLICE CONSTABLE		932 14-Sep-2016	14-Sep-2016	
10-5-2020000-0307		ADVERTISING			111.87
RUB01	RUBLI NICOLE				
SEP 2016	GUARD DUTY		912 06-Sep-2016	06-Sep-2016	
10-5-2020000-0371		PRISONER EXPENSES			60.00
STA444	STAPLES ADVANTAGE (MIS C/O T04446C				
42324821	OFFICE SUPPLIES		932 08-Sep-2016	08-Sep-2016	
10-5-2020000-0301		OFFICE SUPPLIES			275.20
42373090	STAPLER		932 14-Sep-2016	14-Sep-2016	
10-5-2020000-0322		GENERAL SUPPLIES			124.50
THI235	THINK! WIRELESS SOLUTIONS INC.				
7592	GPS		912 01-Sep-2016	01-Sep-2016	
10-5-2020000-0406		GPS COMMUNICATION			135.60
TRA003	TRAFFIC LOGIX CORPORATION				
I-20406	KEYS FOR TRAFFIC SPEED SIGN		932 01-Sep-2016	01-Sep-2016	
10-5-2020000-0360		MISCELLANEOUS EXPENSES			35.93
TUR070	TURRIS SITES DEVELOPMENT CORP.				
TSDC-1960	TOWER FEES MCGREGOR SEPT 2016		932 13-Sep-2016	13-Sep-2016	
10-5-2020000-0319		RADIO MAINTENANCE			570.65
<b>Department Totals :</b>					<b>7,769.25</b>

DEPARTMENT	2043010	BUILDING DEPARTMENT			
ATT075	ATTWOOD DAVE				
2016-08	AUGUST 2016 INSPECTION & PLAN REVIEW SERVICES		928 31-Aug-2016	31-Aug-2016	
10-5-2043010-0327		PROFESSIONAL FEES			9,215.12
MAL256	MALDEN AUTOMOTIVE				
5294-135951	CREDIT FOR RETURNED CORE #104		932 24-Aug-2016	24-Aug-2016	
10-5-2043010-0402		VEHICLE & EQUIPMENT MTCE.			-31.64
MON183	MONARCH OFFICE SUPPLY LTD				
477693/M	AUGUST 2016 OFFICE SUPPLIES		932 30-Aug-2016	30-Aug-2016	
10-5-2043010-0301		OFFICE SUPPLIES			179.84
SHR156	SHRED-IT INTERNATIONAL ULC				
9001990076	SHREDDING SERVICE		932 01-Sep-2016	01-Sep-2016	
10-5-2043010-0301		OFFICE SUPPLIES			56.95

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Vendor : 136423 To ZUL180

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Vendor Invoice G.L. Account	Vendor Name Description	CC1	CC2	CC3	GL Account Name	Batch Invc Date	Invc Due Date	Amount
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DEPARTMENT 2043010 BUILDING DEPARTMENT

Department Totals : 9,420.27

DEPARTMENT 2043015 LICENSING AND ENFORCEMENT

KEL198 KELCOM RADIO DIVISION								
80006246 RADIO AIRTIME OCT 2016						932 15-Sep-2016	15-Sep-2016	
10-5-2043015-0420					SMALL EQUIPMENT			200.01
								Department Totals : 200.01

DEPARTMENT 3010000 PUBLIC WORKS

ARA105 ARAMARK REFRESHMENT								
2568261 OFFICE SUPPLIES						905 29-Aug-2016	29-Aug-2016	
10-5-3010000-0301					OFFICE SUPPLIES			95.33
ASS04 ASSOC. OF ONT. ROAD SUPERVISORS								
14624 GRADER TRAINING AUG 8, 18-19, 2016						905 24-Aug-2016	24-Aug-2016	
10-5-3010000-0351					CONVENTIONS & SEMINARS			3,947.09
14626 BACKHOE TRAINING - AUG 8-19, 2016						905 24-Aug-2016	24-Aug-2016	
10-5-3010000-0351					CONVENTIONS & SEMINARS			1,684.83

BER1 BERNYK STEVE

SEP 2016 RUBBER BOOTS						912 02-Sep-2016	02-Sep-2016	
10-5-3010000-0161					CLOTHING			61.01

BLU409 BLUELINE RENTAL INC.

234877-0001 REPAIR PARTS FOR THE DRUM ON #CG-1						928 29-Jun-2016	29-Jun-2016	
10-5-3010000-0402					VEHICLE & EQUIPMENT MTCE.			170.74
245721-0001 EQUPMENT RENTAL - ROAD REPAIR						905 29-Aug-2016	29-Aug-2016	
10-5-3010000-0480					EQUIPMENT RENTALS			896.49

CAR645 CARRIER CENTERS

04P410792 FUEL FILTERS FOR #SS-1						905 24-Aug-2016	24-Aug-2016	
10-5-3010000-0402					VEHICLE & EQUIPMENT MTCE.			116.66
04P411352 RIGHT REAR SLACK ADJUSTER FOR #206						932 06-Sep-2016	06-Sep-2016	
10-5-3010000-0402					VEHICLE & EQUIPMENT MTCE.			103.72

CAS09 CASH CHRIS

SEP 2016 RUBBER BOOTS						912 02-Sep-2016	02-Sep-2016	
10-5-3010000-0161					CLOTHING			61.01

CEL645 C &amp; E LAWN SERVICE

6275 WEEDING OF CANARD ESTATES BOULEVARD						905 15-Aug-2016	15-Aug-2016	
10-5-3010000-0735					WEEDCUTTING AND SPRAYING			565.00

CER241 CERTIFIED LABORATORIES

454721 GREASE FOR EQUIPMENT MAINTENANCE						928 31-Aug-2016	31-Aug-2016	
10-5-3010000-0402					VEHICLE & EQUIPMENT MTCE.			375.67

ESS959 ESSEX LINEN SUPPLY LTD

366022 MATS & RUGS						912 01-Sep-2016	01-Sep-2016	
10-5-3010000-0301					OFFICE SUPPLIES			63.68

FEE256 THE FEED STORE

1000149574 WEED TRIMMING LINE						905 22-Aug-2016	22-Aug-2016	
10-5-3010000-0735					WEEDCUTTING AND SPRAYING			59.05

GRE679 GREG BAILEY LTD

47534 REPAIR WATER TANK						905 26-Aug-2016	26-Aug-2016	
10-5-3010000-0402					VEHICLE & EQUIPMENT MTCE.			256.52

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Vendor Invoice	Vendor Name Description		Batch Invc Date	Invc Due Date	
G.L. Account	CC1	CC2	CC3	GL Account Name	Amount

DEPARTMENT 3010000 PUBLIC WORKS

KEL198 KELCOM RADIO DIVISION

105006447-1 REPAIR RADIOS IN TRUCKS 932 07-Sep-2016 07-Sep-2016 261.11  
10-5-3010000-0402 VEHICLE & EQUIPMENT MTCE.

MAL256 MALDEN AUTOMOTIVE

5294-135986 BROKE PARTS CLEANER FOR SHOP SUPPLY 905 25-Aug-2016 25-Aug-2016 26.71  
10-5-3010000-0402 VEHICLE & EQUIPMENT MTCE.  
5294-136167 EXHAUST GASKET & FILTER FOR #610 932 29-Aug-2016 29-Aug-2016 13.41  
10-5-3010000-0402 VEHICLE & EQUIPMENT MTCE.  
5294-136168 MUFFLER CEMENT FOR #610 932 29-Aug-2016 29-Aug-2016 5.25  
10-5-3010000-0402 VEHICLE & EQUIPMENT MTCE.  
5294-136333 NITRITE GLOVES FOR SHOP SUPPLY 932 01-Sep-2016 01-Sep-2016 16.94  
10-5-3010000-0402 VEHICLE & EQUIPMENT MTCE.

MON183 MONARCH OFFICE SUPPLY LTD

477693/M AUGUST 2016 OFFICE SUPPLIES 932 30-Aug-2016 30-Aug-2016 307.86  
10-5-3010000-0301 OFFICE SUPPLIES

NOV04 NOVAJET

P12531-A PRESSURE SENSOR FOR SS-1 RETURNED FOR CREDIT (CREDIT TAKEN ON INV# P17028 - JOE JOHNSON) 905 28-Jun-2016 28-Jun-2016 923.49  
10-5-3010000-0402 VEHICLE & EQUIPMENT MTCE.

PUB100 PUBLIC SAFETY SERVICES

2688 FLASHING AMBER LIGHT 905 01-Aug-2016 01-Aug-2016 438.44  
10-5-3010000-0402 VEHICLE & EQUIPMENT MTCE.

PUR700 PUROLATOR INC.

431946541 COURIER EVC AGREEMENT & LETTER RE: DUCHARME PS 905 29-Jul-2016 29-Jul-2016 4.35  
10-5-3010000-0301 OFFICE SUPPLIES

SHR156 SHRED-IT INTERNATIONAL ULC

9001981363 DOCUMENT SHREDDING 928 25-Aug-2016 25-Aug-2016 57.57  
10-5-3010000-0301 OFFICE SUPPLIES

SOB083 SOBEYS AMHERSTBURG

AUGUST 2016 AUGUST 2016 PURCHASES 932 04-Sep-2016 04-Sep-2016 14.94  
10-5-3010000-0301 OFFICE SUPPLIES

JULY 2016 JULY 2016 PURCHASES

10-5-3010000-0420 EQUIPMENT 905 05-Aug-2016 05-Aug-2016 24.90

STA444 STAPLES ADVANTAGE (MIS C/O T04446C)

40496661 OFFICE SUPPLIES 928 19-Jan-2016 19-Jan-2016 65.80  
10-5-3010000-0301 OFFICE SUPPLIES41418704 OFFICE SUPPLIES 928 09-May-2016 09-May-2016 32.75  
10-5-3010000-0301 OFFICE SUPPLIES42229826 OFFICE SUPPLIES 905 25-Aug-2016 25-Aug-2016 34.41  
10-5-3010000-0301 OFFICE SUPPLIES

STE366 STERLING FUELS

42578 FUEL FOR VEHICLES 905 17-Aug-2016 17-Aug-2016 3,410.27  
10-5-3010000-0401 GASOLINE42586 FUEL FOR TRUCKS 905 17-Aug-2016 17-Aug-2016 371.97  
10-5-3010000-0401 GASOLINE42587 FUEL FOR TRUCKS 905 17-Aug-2016 17-Aug-2016 1,273.76  
10-5-3010000-0401 GASOLINE

42588 FUEL FOR EQUIPMENT 905 17-Aug-2016 17-Aug-2016



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<b>DEPARTMENT 3010000</b>	<b>PUBLIC WORKS</b>		
10-5-3010000-0401	GASOLINE		1,175.01
<b>THR251</b>	<b>THRASHER SALES &amp; LEASING LTD</b>		
631368	OIL FILTERS FOR #610	928	29-Aug-2016 29-Aug-2016
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.		14.51
<b>TIM208</b>	<b>TIM'S TREE SERVICE</b>		
8272	TREE TRIMMING	905	27-Aug-2016 27-Aug-2016
10-5-3010000-0650	REFORESTATION EXPENSES		661.05
8282	TREE TRIMMING	905	28-Aug-2016 28-Aug-2016
10-5-3010000-0650	REFORESTATION EXPENSES		330.52
<b>TRA689</b>	<b>TRACTION WINDSOR</b>		
396242818	REPLACED 1 DEFECTIVE BRAKE CHAMBER #206	932	01-Sep-2016 01-Sep-2016
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.		89.58
396243223	BRAKE PARTS CLEANER FOR SHOP SUPPLY	932	09-Sep-2016 09-Sep-2016
10-5-3010000-0402	VEHICLE & EQUIPMENT MTCE.		25.31
<b>TRI249</b>	<b>TRI GRAPHICS</b>		
4980	BUSINESS CARDS	905	25-Aug-2016 25-Aug-2016
10-5-3010000-0301	OFFICE SUPPLIES		88.15
<b>WAL10</b>	<b>WALDRON GERRY</b>		
SEP 2016	ARBORIST REPORTS - AMHERST POINT	932	07-Sep-2016 07-Sep-2016
10-5-3010000-0650	REFORESTATION EXPENSES		607.50
<b>WIG035</b>	<b>WIGLE HOME HARDWARE BUILDING CENTRE</b>		
99271	2 RAKES	905	24-Aug-2016 24-Aug-2016
10-5-3010000-0420	EQUIPMENT		76.82
<b>WIN80</b>	<b>WINDSOR ESSEX COUNTY HEALTH UNIT</b>		
017	WEST NILE PROTECTION	905	17-Aug-2016 17-Aug-2016
10-5-3010000-0736	WEST NILE VIRUS PREVENTION		777.75
<b>Department Totals :</b>			<b>19,586.93</b>

<b>DEPARTMENT 3015010</b>	<b>MECHANIC</b>		
<b>MAL256</b>	<b>MALDEN AUTOMOTIVE</b>		
5294-136732	REPLACED BROKEN AIR CHUCK FOR SHOP AIR LINE	932	10-Sep-2016 10-Sep-2016
10-5-3015010-0420	MECHANIC EQUIPMENT		18.74
<b>Department Totals :</b>			<b>18.74</b>

<b>DEPARTMENT 3020000</b>	<b>ROADS</b>		
<b>CED150</b>	<b>CEDAR SIGNS</b>		
42997	SIGNS	932	30-Aug-2016 30-Aug-2016
10-5-3020000-0740	TRAFFIC SIGNS		468.62
<b>D&amp;D100</b>	<b>D &amp; D EXCAVATING &amp; DRAINAGE</b>		
304A	ADDITION ERROR ON INV#304	928	15-Aug-2016 15-Aug-2016
10-5-3020000-0756	DITCHING		20.00
<b>SHE592</b>	<b>SHERWIN WILLIAMS CO.</b>		
4613-1	PAINT FOR ROAD LINES	905	29-Aug-2016 29-Aug-2016
10-5-3020000-0726	STRIPING & LINE PAINTING		440.47
<b>WAL101</b>	<b>WALKER AGGREGATES</b>		
263870	STONE FOR SHOULDERS	905	13-Aug-2016 13-Aug-2016
10-5-3020000-0725	STREET REPAIRS & MAINT.		912.89
264002	STONE FOR SHOULDERS	905	20-Aug-2016 20-Aug-2016

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<b>DEPARTMENT 3020000 ROADS</b>								
10-5-3020000-0725	STREET REPAIRS & MAINT.							939.09
264140	REPAIRED ROAD - HOWARD & ALMA					928	27-Aug-2016	27-Aug-2016
10-5-3020000-0725	STREET REPAIRS & MAINT.							2,390.74
264246	REPLACED CULVERT UNDER ROAD - SOUTH RIVERVIEW RD					932	31-Aug-2016	31-Aug-2016
10-5-3020000-0730	CULVERTS & BRIDGES							2,592.03
<b>Department Totals :</b>								<b>7,763.84</b>
<b>DEPARTMENT 3022010 ROADS CAPITAL - 2010</b>								
RCS261	RC SPENCER ASSOC. INC.							
15-450-08A	ENGINEERING - TEXAS RD					905	02-Aug-2016	02-Aug-2016
40-7-3022010-0014	TEXAS ROAD							6,877.18
<b>Department Totals :</b>								<b>6,877.18</b>
<b>DEPARTMENT 3022015 ROADS CAPITAL - 2015</b>								
PUR700	PUROLATOR INC.							
432207582	COURIER					905	26-Aug-2016	26-Aug-2016
40-7-3022015-0002	PEDESTRIAN BRIDGE OVER SUCKER CREEK							4.35
SLR626	SLR CONTRACTING GROUP INC.							
PWD-RD-2015-CERT #3 - CULVERT REHABILITATION PROGRAM						905	29-Aug-2016	29-Aug-2016
40-7-3022015-0004	CULVERT #32, ALMA ST OVER DESLIPPE DRAIN							1,838.06
40-7-3022015-0007	CULVERT #66, 5TH CONC N OVER SHAW DRAIN N							2,820.98
40-7-3022015-0005	CULVERT #35, 4TH CONC N.OVER DARRAH DRAI							1,838.06
40-7-3022015-0006	CULVERT #29, ALMA ST OVER FAUCHER DRAIN							1,838.06
<b>Department Totals :</b>								<b>8,339.51</b>
<b>DEPARTMENT 3022016 ROADS CAPTIAL - 2016</b>								
AEC350	AECOM CANADA LIMITED							
38248024	ALMA ST RECONST - ENGINEERING					905	23-Aug-2016	23-Aug-2016
40-7-3022016-0004	ALMA ST RECONSTRUCTION							1,897.04
<b>Department Totals :</b>								<b>1,897.04</b>
<b>DEPARTMENT 3050000 STREET LIGHTING</b>								
HIC441	HICKS ELECTRIC							
8683	ST LIGHT REPAIRS					905	31-Aug-2016	31-Aug-2016
10-5-3050000-0331	GENERAL MAINTENANCE							522.06
8684	ST LIGHT REPAIR					905	31-Aug-2016	31-Aug-2016
10-5-3050000-0331	GENERAL MAINTENANCE							157.52
8685	LIGHT REPAIRS					905	31-Aug-2016	31-Aug-2016
10-5-3050000-0331	GENERAL MAINTENANCE							656.53
LAN071	LANGLEY UTILITIES CONTRACTING LTD.							
AM 1085	STREET LIGHT REPAIRS					905	31-Jul-2016	31-Jul-2016
10-5-3050000-0331	GENERAL MAINTENANCE							466.13
<b>Department Totals :</b>								<b>1,802.24</b>
<b>DEPARTMENT 4012011 WASTEWATER CAPITAL - 2011</b>								
CH2154	CH2M HILL CANADA LIMITED							
3289629	ENGINEERING FROM JUN 25/16 - JUL 29/16					905	26-Aug-2016	26-Aug-2016
40-7-4012011-0003	AMHERST. PCP PS NO.2 UPGRADE							40,507.79

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**DEPARTMENT 4012011 WASTEWATER CAPITAL - 2011****MAP266 MAPLE REINDERS CONSTRUCTORS LTD**PWD-SW-10-0: PUMP STATION NO 2 - CERTIFICATE #7  
40-7-4012011-0003 AMHERST. PCP PS NO.2 UPGRADE 905 26-Aug-2016 26-Aug-2016 433,835.87**PUR700 PUROLATOR INC.**432136725 COURIER  
40-7-4012011-0003 AMHERST. PCP PS NO.2 UPGRADE 928 19-Aug-2016 19-Aug-2016 17.40**UPS01 UPS CANADA**3AV536356 COURIER  
40-7-4012011-0003 AMHERST. PCP PS NO.2 UPGRADE 905 27-Aug-2016 27-Aug-2016 33.86**Department Totals :** 474,394.92**DEPARTMENT 4012013 WASTEWATER CAPITAL****CH2154 CH2M HILL CANADA LIMITED**3289630 ENGINEERING FROM JUN25/16 - JUL 29/16  
40-7-4012013-0003 NEW FORCEMAIN & PUMP STATION 905 26-Aug-2016 26-Aug-2016 4,024.50**RTT067 RIVER TOWN TIMES**68530 ADVERTISING  
40-7-4012013-0003 NEW FORCEMAIN & PUMP STATION 905 31-Aug-2016 31-Aug-2016 83.90**Department Totals :** 4,108.40**DEPARTMENT 4012015 WASTEWATER CAPITAL****DMR627 D.M. ROBICHAUD ASSOCIATES LTD**55891 ELECTROSCAN REVIEW MCGREGOR 1 & 1 STUDY  
40-7-4012015-0012 MCG WW LAGOON - INFLOW & INFILTRATION SY 905 15-Jun-2016 15-Jun-2016 26,113.96**STA03 STANTEC CONSULTING LTD**1094690 MCGREGOR LAGOON SYSTEM  
40-7-4012015-0005 MCGREGOR LAGOON CLEANING CELL 1,2,3 905 23-Aug-2016 23-Aug-2016 2,531.11**Department Totals :** 28,645.07**DEPARTMENT 4017720 MCGREGOR SEWERS****HEA693 HEATON SANITATION**27874A PS CLEANING  
10-5-4017720-0612 MAINTENANCE ITEMS - OCWA 915 17-Aug-2016 17-Aug-2016 3,059.48**PUR700 PUROLATOR INC.**431946541 COURIER EVC AGREEMENT & LETTER RE: DUCHARME PS  
10-5-4017720-0612 MAINTENANCE ITEMS - OCWA 905 29-Jul-2016 29-Jul-2016 4.35**Department Totals :** 3,063.83**DEPARTMENT 4017730 EDGEWATER SEWERS****ONT001 ONTARIO CLEAN WATER AGENCY**87730 LAGOON CHEMICALS  
10-5-4017730-0609 LAGOON TREATMENT 915 22-Aug-2016 22-Aug-2016 19,201.11**Department Totals :** 19,201.11**DEPARTMENT 4017740 AMHERSTBURG SEWERS****ESS273 ESSEX POWERLINES CORPORATION**

JC6465 SEWER BILLING - AUG 2016 942 31-Aug-2016 31-Aug-2016

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<b>DEPARTMENT 4017740</b>	AMHERSTBURG SEWERS							
10-5-4017740-0504	COLLECTION EXPENSE							1,159.24
<b>KEL117 KELCOM TELEMESSAGING</b>								
W78745-0916	ANSWERING SERVICES AUG-SEP 2016					932 01-Sep-2016	01-Sep-2016	
10-5-4017740-0316	UTILITIES - SEWERS							23.34
<b>RTT067 RIVER TOWN TIMES</b>								
68687	ADVERTISING					932 14-Sep-2016	14-Sep-2016	
10-5-4017740-0331	GENERAL MAINTENANCE							132.78
						<b>Department Totals :</b>		<b>1,315.36</b>

<b>DEPARTMENT 7010000</b>	PARKS AND RECREATION PROGRAMMING							
<b>ACT456 ACTION SIGNS &amp; DESIGNS INC.</b>								
10092	MEMORIAL BENCH - PLAQUE INSERT					932 09-Sep-2016	09-Sep-2016	
10-5-7010000-0349	MARKETING							39.55
<b>CTC329 CTC PRO SHOP #281</b>								
1671	STAFF UNIFORMS					932 01-Sep-2016	01-Sep-2016	
10-5-7010000-0252	UNIFORMS - BUS DEVEL & PROGRAMS							731.97
<b>GRE280 GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD</b>								
2016-08-17-00: FALL 2016 GYM RENTALS - PICKLEBALL						928 17-Aug-2016	17-Aug-2016	
10-5-7010000-0420	RECREATION EQUIPMENT							398.37
<b>HICK44 HICKS POWERSYSTEMS RENTAL</b>								
16	WOOFAROO GENERATOR RENTAL					928 31-Aug-2016	31-Aug-2016	
10-5-7010000-0771	SPECIAL EVENTS							1,896.99
<b>LOB898 LOBLAW'S INC</b>								
AUG 2016	AUGUST 2016 PURCHASES					932 14-Sep-2016	14-Sep-2016	
10-5-7010000-0420	RECREATION EQUIPMENT							-93.34
10-5-7010000-0420	RECREATION EQUIPMENT							27.18
10-5-7010000-0420	RECREATION EQUIPMENT							24.47
10-5-7010000-0420	RECREATION EQUIPMENT							17.80
10-5-7010000-0420	RECREATION EQUIPMENT							21.05
10-5-7010000-0420	RECREATION EQUIPMENT							73.65
10-5-7010000-0420	RECREATION EQUIPMENT							8.00
10-5-7010000-0420	RECREATION EQUIPMENT							7.83
JUL-AUG 2016 JULY 21 - AUG 15 PURCHASES						928 17-Aug-2016	17-Aug-2016	
10-5-7010000-0420	RECREATION EQUIPMENT							12.06
10-5-7010000-0420	RECREATION EQUIPMENT							85.83
10-5-7010000-0420	RECREATION EQUIPMENT							18.82
10-5-7010000-0420	RECREATION EQUIPMENT							23.33
10-5-7010000-0420	RECREATION EQUIPMENT							17.10
<b>NAP110 NAPLES PIZZA</b>								
89	BIRTHDAY PARTY FOOD EXPENSE					932 10-Sep-2016	10-Sep-2016	
10-5-7010000-0420	RECREATION EQUIPMENT							33.00
<b>PAR26 PARKS AND RECREATION ONTARIO</b>								
11302	REC PROGRAMMING HIGH FIVE STANDARDIZATION					928 27-Jun-2016	27-Jun-2016	
10-5-7010000-0420	RECREATION EQUIPMENT							1,032.60
<b>RTT067 RIVER TOWN TIMES</b>								
68687	ADVERTISING					932 14-Sep-2016	14-Sep-2016	
10-5-7010000-0307	ADVERTISING							273.46

SHA567 SHARP BUS LINES LIMITED

WIN154408 DAY CAMP FIELD TRIP TRANSPORTATION - CHUCK E CHEESE'S

928 31-Aug-2016 31-Aug-2016



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<b>DEPARTMENT 7010000 PARKS AND RECREATION PROGRAMMING</b>								
10-5-7010000-0420					RECREATION EQUIPMENT			163.85
WIN155092	DAY CAMP FIELD TRIP TRANSPORTATION - POINT PELEE NATL PARK					928 17-Aug-2016	17-Aug-2016	
10-5-7010000-0420					RECREATION EQUIPMENT			339.00
WIN155784	DAY CAMP FIELD TRIP TRANSPORTATION - LION'S POOL					928 26-Aug-2016	26-Aug-2016	
10-5-7010000-0420					RECREATION EQUIPMENT			101.70
<b>SOB083 SOBEYS AMHERSTBURG</b>								
AUGUST 2016 AUGUST 2016 PURCHASES						932 04-Sep-2016	04-Sep-2016	
10-5-7010000-0420					RECREATION EQUIPMENT			206.05
10-5-7010000-0420					RECREATION EQUIPMENT			93.35
						<b>Department Totals :</b>		<b>5,553.67</b>
<b>DEPARTMENT 7010160 LION'S POOL PROGRAMMING</b>								
<b>HIC441 HICKS ELECTRIC</b>								
8682	HEALTH & SAFETY REPAIRS					905 31-Aug-2016	31-Aug-2016	
10-5-7010160-0317					LION'S POOL - BUILDING MAINTENANCE			476.74
<b>WAT01 WATERBEE POOLS &amp; HOT TUBS</b>								
1210	CHLORINE					905 25-Aug-2016	25-Aug-2016	
10-5-7010160-0322					GENERAL SUPPLIES			225.77
						<b>Department Totals :</b>		<b>702.51</b>
<b>DEPARTMENT 7017000 PARKS MAINTENANCE</b>								
<b>CAR645 CARRIER CENTERS</b>								
04P410913	REPLACED BROKEN DECK STRUT #PG-33					928 26-Aug-2016	26-Aug-2016	
10-5-7017000-0402					VEHICLE & EQUIPMENT MAINTENANCE PARKS			159.52
04P411028	REPLACED TRIMMER HEAD ON PG-23					928 30-Aug-2016	30-Aug-2016	
10-5-7017000-0402					VEHICLE & EQUIPMENT MAINTENANCE PARKS			52.00
04P411124	BLADE BOLTS FOR #PG-2					932 01-Sep-2016	01-Sep-2016	
10-5-7017000-0402					VEHICLE & EQUIPMENT MAINTENANCE PARKS			82.60
04P411432	REPLACED BLADES & 1 SPINDLE HOUSING ON #PG-40					932 08-Sep-2016	08-Sep-2016	
10-5-7017000-0402					VEHICLE & EQUIPMENT MAINTENANCE PARKS			250.40
04P411554	HYDRAULIC FILTER FOR #PG-3					932 09-Sep-2016	09-Sep-2016	
10-5-7017000-0402					VEHICLE & EQUIPMENT MAINTENANCE PARKS			52.43
<b>EMC530 EMC CORPORATION</b>								
38602423-00	TRAFFIC CONES					932 13-Sep-2016	13-Sep-2016	
10-5-7017000-0322					GENERAL SUPPLIES - PARKS & REC			1,130.00
<b>FEE256 THE FEED STORE</b>								
1000150113	SUPPLIES					912 01-Sep-2016	01-Sep-2016	
10-5-7017000-0420					PARKS MAINTENANCE EQUIPMENT			73.92
1000150457	REPLACED THROTTLE CABLE & AIR FILTER #PG-7					932 08-Sep-2016	08-Sep-2016	
10-5-7017000-0402					VEHICLE & EQUIPMENT MAINTENANCE PARKS			75.02
<b>FES459 FESTIVAL TENT &amp; PARTY RENTALS INC.</b>								
98927	AUGUST RENTAL					932 30-Aug-2016	30-Aug-2016	
10-5-7017000-0336					CONTRACTED SERVICES			1,243.00
<b>GRE330 GREAT LAKES SAFETY PRODUCTS</b>								
282502	HEALTH & SAFETY					905 29-Aug-2016	29-Aug-2016	
10-5-7017000-0322					GENERAL SUPPLIES - PARKS & REC			154.22
<b>HER247 HERITAGE TIRE SALES INC.</b>								
47186	REPLACED 1 REAR TIRE ON #PG-32					932 12-Sep-2016	12-Sep-2016	

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<b>DEPARTMENT 7017000 PARKS MAINTENANCE</b>								
10-5-7017000-0402					VEHICLE & EQUIPMENT MAINTENANCE PARKS			223.81
<b>HIC441 HICKS ELECTRIC</b>								
8695	SKATE PARK REPAIR					932 13-Sep-2016	13-Sep-2016	
10-5-7017000-0336					CONTRACTED SERVICES			165.43
<b>LUC170 LUCIER GLOVE &amp; SAFETY PRODUCTS</b>								
19176	UNIFORM H&S					905 29-Aug-2016	29-Aug-2016	
10-5-7017000-0322					GENERAL SUPPLIES - PARKS & REC			1,483.13
<b>MAL256 MALDEN AUTOMOTIVE</b>								
5294-136825	REPLACED BLOWER DRIVE BELT ON \$PG-43					932 13-Sep-2016	13-Sep-2016	
10-5-7017000-0402					VEHICLE & EQUIPMENT MAINTENANCE PARKS			17.39
<b>SOB083 SOBEYS AMHERSTBURG</b>								
AUGUST 2016 AUGUST 2016 PURCHASES						932 04-Sep-2016	04-Sep-2016	
10-5-7017000-0322					GENERAL SUPPLIES - PARKS & REC			46.85
10-5-7017000-0322					GENERAL SUPPLIES - PARKS & REC			40.88
<b>THR251 THRASHER SALES &amp; LEASING LTD</b>								
631372	DRIVERS SEAT CUSHION & COVER #RS-1					928 31-Aug-2016	31-Aug-2016	
10-5-7017000-0402					VEHICLE & EQUIPMENT MAINTENANCE PARKS			322.38
<b>TIM208 TIM'S TREE SERVICE</b>								
9720-2016	REFORESTATION - PARK HOUSE					932 07-Sep-2016	07-Sep-2016	
10-5-7017000-0650					PARKS FORESTRY			463.30
<b>TOP811 TOP-IT ASPHALT MAINTENANCE INC</b>								
13042	TENNIS COURT MAINTENANCE					932 12-Sep-2016	12-Sep-2016	
10-5-7017000-0322					GENERAL SUPPLIES - PARKS & REC			2,362.83
<b>TRA689 TRACTION WINDSOR</b>								
396242904	HYDRAULIC HOSE & FITTINGS FOR #PG-32					932 02-Sep-2016	02-Sep-2016	
10-5-7017000-0402					VEHICLE & EQUIPMENT MAINTENANCE PARKS			220.49
<b>WIG035 WIGLE HOME HARDWARE BUILDING CENTRE</b>								
99839	SUPPLIES					932 12-Sep-2016	12-Sep-2016	
10-5-7017000-0322					GENERAL SUPPLIES - PARKS & REC			19.14
<b>WIN454 WINDSOR LAWNSCAPE</b>								
20160831	CONTRACTED SERVICES					905 31-Aug-2016	31-Aug-2016	
10-5-7017000-0336					CONTRACTED SERVICES			3,536.90
<b>WOR415 WORK AUTHORITY</b>								
339400	WORK BOOTS					932 04-Sep-2016	04-Sep-2016	
10-5-7017000-0322					GENERAL SUPPLIES - PARKS & REC			248.59
10-5-7017000-0322					GENERAL SUPPLIES - PARKS & REC			250.00
10-5-7017000-0322					GENERAL SUPPLIES - PARKS & REC			248.59
5F01117748C	PAID 5F01117748 TWICE & ON 309954					932 01-Mar-2016	01-Mar-2016	
10-5-7017000-0322					GENERAL SUPPLIES - PARKS & REC			-224.86
<b>Department Totals :</b>								<b>12,697.96</b>

**DEPARTMENT 7017010 KING'S NAVY YARD PARK**

MRC031	MR CLEENZ POWERWASH & DETAILING							
486	POWERWASH PARKS, KIOSKS, NYP, GORDON HOUSE, MALDEN PARK					932 10-Sep-2016	10-Sep-2016	
10-5-7017010-0317					PARKS BUILDING MAINTENANCE P&F			400.00
10-5-7017010-0317					PARKS BUILDING MAINTENANCE P&F			100.00
10-5-7017010-0317					PARKS BUILDING MAINTENANCE P&F			200.00
10-5-7017010-0317					PARKS BUILDING MAINTENANCE P&F			400.00
10-5-7017010-0317					PARKS BUILDING MAINTENANCE P&F			25.00

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Vendor Invoice G.L. Account	Vendor Name Description	CC1	CC2	CC3	GL Account Name	Batch Invc Date	Invc Due Date	Amount
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DEPARTMENT 7017010 KING'S NAVY YARD PARK

Department Totals : 1,125.00

DEPARTMENT 7017300 LIBRO

AAB547	AABCO PROPANE							
3389957	PROPANE					928 31-Aug-2016	31-Aug-2016	
10-5-7017300-0401					GASOLINE / PROPANE			27.12
94241	PROPANE					928 31-Aug-2016	31-Aug-2016	
10-5-7017300-0401					GASOLINE / PROPANE			300.58
BRE497	BRENNER PACKERS LTD.							
36038	CONCESSION PURCHASE					932 02-Sep-2016	02-Sep-2016	
10-5-7017300-0384					CANTEEN PURCHASES Bus&Dev			250.00
COL128	COLONIAL COFFEE CO. LTD.							
726168	CONCESSION PURCHASE					932 01-Sep-2016	01-Sep-2016	
10-5-7017300-0384					CANTEEN PURCHASES Bus&Dev			166.30
CUL391	CULLIGAN WATER							
5718940	RENTAL COOLERS					905 31-Aug-2016	31-Aug-2016	
10-5-7017300-0336					CONTRACTED SERVICES			81.24
DUB03	DUBY RON							
0029844A	REIMBURSEMENT FOR GLASSES					928 06-Jul-2016	06-Jul-2016	
10-5-7017300-0205					BENEFITS - GREENSHIELD			300.00
GOR299	GORDON FOOD SERVICE CAN. LTD. - ONTARIO DIVISION							
1180222	CONCESSION PURCHASE					928 31-Aug-2016	31-Aug-2016	
10-5-7017300-0384					CANTEEN PURCHASES Bus&Dev			1,348.69
JAN268	JANI SAFE INC.							
167086-1	JANITORIAL					912 01-Sep-2016	01-Sep-2016	
10-5-7017300-0318					JANITORIAL			218.42
167455	JANITORIAL					912 01-Sep-2016	01-Sep-2016	
10-5-7017300-0318					JANITORIAL			647.56
LOB898	LOBLAW'S INC							
JUL-AUG 2016 JULY 21 - AUG 15 PURCHASES						928 17-Aug-2016	17-Aug-2016	
10-5-7017300-0384					CANTEEN PURCHASES Bus&Dev			107.38
10-5-7017300-0384					CANTEEN PURCHASES Bus&Dev			46.58
10-5-7017300-0384					CANTEEN PURCHASES Bus&Dev			39.77
10-5-7017300-0318					JANITORIAL			28.75
NAP110	NAPLES PIZZA							
88	CONCESSION PURCHASE					932 11-Sep-2016	11-Sep-2016	
10-5-7017300-0384					CANTEEN PURCHASES Bus&Dev			105.02
ROO03	ROOM BY ROOM INC							
201501455	GLUE					932 09-Sep-2016	09-Sep-2016	
10-5-7017300-0317					BUILDING MAINTENANCE			31.64
SOB083	SOBEYS AMHERSTBURG							
AUGUST 2016 AUGUST 2016 PURCHASES						932 04-Sep-2016	04-Sep-2016	
10-5-7017300-0384					CANTEEN PURCHASES Bus&Dev			69.26
10-5-7017300-0384					CANTEEN PURCHASES Bus&Dev			90.88
10-5-7017300-0384					CANTEEN PURCHASES Bus&Dev			172.45
JULY 2016 JULY 2016 PURCHASES						905 05-Aug-2016	05-Aug-2016	
10-5-7017300-0384					CANTEEN PURCHASES Bus&Dev			16.78
10-5-7017300-0384					CANTEEN PURCHASES Bus&Dev			64.19



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Vendor Invoice	Vendor Name Description	CC1	CC2	CC3	GL Account Name	Batch Invc Date	Invc Due Date	Amount
<b>DEPARTMENT 7017300 LIBRO</b>								
VOL382	<b>VOLLMER INC.</b>							
W12310	BOILER REPAIRS					928 31-Aug-2016	31-Aug-2016	
10-5-7017300-0336					CONTRACTED SERVICES			4,304.89
W12321	REGRIGERATION REPAIRS					928 31-Aug-2016	31-Aug-2016	
10-5-7017300-0336					CONTRACTED SERVICES			1,288.20
W12436	REPAIRS TO BOILERS					928 31-Aug-2016	31-Aug-2016	
10-5-7017300-0336					CONTRACTED SERVICES			597.30
WAA544	<b>W.A. ATKINSON PLUMBING CO. INC.</b>							
WA19852	PLUMBING REPAIRS					928 23-Aug-2016	23-Aug-2016	
10-5-7017300-0317					BUILDING MAINTENANCE			187.39
WOR415	<b>WORK AUTHORITY</b>							
340352	WORK BOOTS					932 11-Sep-2016	11-Sep-2016	
10-5-7017300-0161					CLOTHING			211.30
<b>Department Totals :</b>								<b>10,701.69</b>
<hr/>								
<b>DEPARTMENT 7037620 GORDON HOUSE</b>								
MRC031	<b>MR CLEENZ POWERWASH &amp; DETAILING</b>							
486	POWERWASH PARKS, KIOSKS, NYP, GORDON HOUSE, MALDEN PARK					932 10-Sep-2016	10-Sep-2016	
10-5-7037620-0317					BUILDING MTCE - GORDON HOUSE P&F			325.00
<b>Department Totals :</b>								<b>325.00</b>
<hr/>								
<b>DEPARTMENT 8010000 PLANNING</b>								
MOU251	<b>MOUSSEAU DELUCA</b>							
65294	LEGAL FEES					905 16-Aug-2016	16-Aug-2016	
10-5-8010000-0325					LEGAL FEES			496.32
65295	LEGAL FEES					905 16-Aug-2016	16-Aug-2016	
10-5-8010000-0325					LEGAL FEES			535.07
65296	LEGAL FEES					905 17-Aug-2016	17-Aug-2016	
10-5-8010000-0325					LEGAL FEES			557.07
65297	LEGAL FEES					905 17-Aug-2016	17-Aug-2016	
10-5-8010000-0325					LEGAL FEES			526.67
<b>Department Totals :</b>								<b>2,115.13</b>
<hr/>								
<b>DEPARTMENT 8020000 TOURISM VISITOR INFORMATION CENTRE</b>								
BEL30	<b>BELL MEDIA INC.</b>							
989294-3	PROMOTIONS					905 31-Jul-2016	31-Jul-2016	
10-5-8020000-0355					PRINTED MATERIAL\PROMOTIONAL PRODUCTS			565.00
989324-1	CANADA DAY					905 31-Jul-2016	31-Jul-2016	
10-5-8020000-0355					PRINTED MATERIAL\PROMOTIONAL PRODUCTS			1,197.80
993039-1	CANADA DAY					905 31-Jul-2016	31-Jul-2016	
10-5-8020000-0355					PRINTED MATERIAL\PROMOTIONAL PRODUCTS			802.30
FES625	<b>FESTIVALS &amp; EVENTS ONTARIO</b>							
FE0-00181	MEMBERSHIP RENEWAL OCT 1, 2016 TO SEP 30, 2017					905 15-Jul-2016	15-Jul-2016	
10-5-8020000-0350					MEMBERSHIPS			418.10
SOB083	<b>SOBEYS AMHERSTBURG</b>							
JULY 2016	JULY 2016 PURCHASES							
10-5-8020000-0340					COMMUNITY EVENTS			54.43
10-5-8020000-0340					COMMUNITY EVENTS			461.93

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Vendor Invoice G.L. Account	Vendor Name Description	CC1	CC2	CC3	GL Account Name	Batch Invc Date	Invc Due Date	Amount
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DEPARTMENT 8020000 TOURISM VISITOR INFORMATION CENTRE

Department Totals : 3,499.56

DEPARTMENT 8020100 SPECIAL EVENTS &amp; FESTIVALS

AMH268 AMHERSTBURG CHAMBER COMMERCE

SEP 2016 10-4-8020100-1306	REFUND OF SECURITY DEPOSIT FOR SUNDAY MARKET WELLNESS STROLL EVENT REVENUE	932	16-Sep-2016	16-Sep-2016	250.00
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Department Totals : 250.00

Computer Paid Total : 911,184.10

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DEPARTMENT 0000000 GENERAL

AMH19 AMHERSTBURG PAYROLL-TOWN OF

PP36-2016 10-1-0000000-0202	PP36-2016 PAYROLL TRANSFER	PAYOUT A/C 9103910	907	07-Sep-2016	07-Sep-2016	129,407.97
PP37-2016 10-1-0000000-0202	PP37-2016 PAYROLL TRANSFER	PAYOUT A/C 9103910	935	14-Sep-2016	14-Sep-2016	123,440.22

GRE03 GREEN SHIELD CANADA

SEP 2016 10-1-0000000-2011	SEP 2016 BENEFITS	A/R - WATER DEPARTMENT	876	22-Aug-2016	08-Sep-2016	6,612.39
10-1-0000000-2064		A/R - EMPLOYEE BENEFITS				1,558.21
10-1-0000000-2068		A/R - EMPLOYEE BENEFITS REGULAR				530.37

MIN24 MINISTRY OF FINANCE-PAYMENT

AUGUST 2016 10-2-0000000-1152	AUGUST 2016 EHT	A/P - PAYROLL DED. - EHT	869	26-Aug-2016	26-Aug-2016	15,828.35
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REC04 RECEIVER GENERAL

PP35-2016 FUL 10-2-0000000-1142	PP35-2016 PAYROLL TAXES FULL TIME	A/P - PAYROLL DED. - CPP	888	01-Sep-2016	01-Sep-2016	4,505.68
10-2-0000000-1143		A/P - PAYROLL DED. - E.I.				1,985.62
10-2-0000000-1141		A/P - PAYROLL DED. - INC.				31,586.89

PP35-2016 PAR 10-2-0000000-1141	PP35-2016 PAYROLL TAXES PART TIME	A/P - PAYROLL DED. - INC.	888	01-Sep-2016	01-Sep-2016	5,637.20
10-2-0000000-1143		A/P - PAYROLL DED. - E.I.				1,374.83
10-2-0000000-1142		A/P - PAYROLL DED. - CPP				2,437.58

PP36-2016 FUL 10-2-0000000-1142	PP36-2016 PAYROLL TAXES FULL TIME	A/P - PAYROLL DED. - CPP	906	07-Sep-2016	07-Sep-2016	4,377.10
10-2-0000000-1143		A/P - PAYROLL DED. - E.I.				1,929.20
10-2-0000000-1141		A/P - PAYROLL DED. - INC.				31,655.08

PP36-2016 PAR 10-2-0000000-1141	PP36-2016 PAYROLL TAXES PART TIME	A/P - PAYROLL DED. - INC.	906	07-Sep-2016	07-Sep-2016	5,326.68
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Invoice No.					Amount
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**DEPARTMENT 0000000 GENERAL**

10-2-0000000-1143	A/P - PAYROLL DED. - E.I.	1,285.88
10-2-0000000-1142	A/P - PAYROLL DED. - CPP	2,191.94
PP37-2016 FUL PP37-2016 PAYROLL TAXES FULL TIME		936 14-Sep-2016 14-Sep-2016
10-2-0000000-1142	A/P - PAYROLL DED. - CPP	4,260.18
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.	1,877.07
10-2-0000000-1141	A/P - PAYROLL DED. - INC.	31,630.84
PP37-2016 PAR PP37-2016 PAYROLL TAXES PART TIME		936 14-Sep-2016 14-Sep-2016
10-2-0000000-1141	A/P - PAYROLL DED. - INC.	4,563.63
10-2-0000000-1143	A/P - PAYROLL DED. - E.I.	986.19
10-2-0000000-1142	A/P - PAYROLL DED. - CPP	1,866.14
		<b>Department Totals :</b> <b>416,855.24</b>

**DEPARTMENT 1001020 ADMINISTRATION**

GRE03	GREEN SHIELD CANADA	
SEP 2016	SEP 2016 BENEFITS	876 22-Aug-2016 08-Sep-2016
10-5-1001020-0206	BENEFITS - GREENSHIELD RE	5,919.22
		<b>Department Totals :</b> <b>5,919.22</b>

**DEPARTMENT 1001021 TREASURY**

GRE03	GREEN SHIELD CANADA	
SEP 2016	SEP 2016 BENEFITS	876 22-Aug-2016 08-Sep-2016
10-5-1001021-0205	BENEFITS - GREENSHIELD	4,111.31
		<b>Department Totals :</b> <b>4,111.31</b>

**DEPARTMENT 1001022 CLERKS**

GRE03	GREEN SHIELD CANADA	
SEP 2016	SEP 2016 BENEFITS	876 22-Aug-2016 08-Sep-2016
10-5-1001022-0205	BENEFITS - GREENSHIELD - CLERKS	924.54
10-5-1001022-0205	BENEFITS - GREENSHIELD - CLERKS	505.40
		<b>Department Totals :</b> <b>1,429.94</b>

**DEPARTMENT 1001023 C.A.O.**

GRE03	GREEN SHIELD CANADA	
SEP 2016	SEP 2016 BENEFITS	876 22-Aug-2016 08-Sep-2016
10-5-1001023-0205	BENEFITS - GREENSHIELD - C.A.O.	1,386.81
		<b>Department Totals :</b> <b>1,386.81</b>

**DEPARTMENT 1001024 HUMAN RESOURCES**

GRE03	GREEN SHIELD CANADA	
SEP 2016	SEP 2016 BENEFITS	876 22-Aug-2016 08-Sep-2016
10-5-1001024-0205	BENEFITS - GREENSHIELD - HUMAN RESOURCES	924.54
		<b>Department Totals :</b> <b>924.54</b>

**DEPARTMENT 1001025 INFORMATION TECHNOLOGY**

COG02	COGECO PAYMENT CENTRE	
SEP 2016	SEP 2016 INTERNET	939 14-Sep-2016 14-Sep-2016
10-5-1001025-0332	INTERNET ACCESS	180.74
10-5-1001025-0332	INTERNET ACCESS	115.20
10-5-1001025-0332	INTERNET ACCESS	107.29



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**DEPARTMENT 1001025 INFORMATION TECHNOLOGY****GRE03 GREEN SHIELD CANADA**

SEP 2016	SEP 2016 BENEFITS	876	22-Aug-2016	08-Sep-2016	1,485.51
10-5-1001025-0205	BENEFITS - GREENSHIELD				

**IDV537 IDVILLE**

3087533	ID CAR PRINTER RIBBON	930	27-Jul-2016	27-Jul-2016	233.93
10-5-1001025-0308	PHOTOCOPIES				

**Department Totals :** **2,122.67**
**DEPARTMENT 2010000 FIRE DEPARTMENT****COG02 COGECO PAYMENT CENTRE**

SEP 2016	SEP 2016 INTERNET	939	14-Sep-2016	14-Sep-2016	72.31
10-5-2010000-0251	FIRE PREVENTION & TRAININ				

**GRE03 GREEN SHIELD CANADA**

SEP 2016	SEP 2016 BENEFITS	876	22-Aug-2016	08-Sep-2016	3,954.47
10-5-2010000-0205	BENEFITS - GREENSHIELD - FIRE				
10-5-2010000-0206	BENEFITS - GREENSHIELD RE				2,019.26

**REL002 RELIANCE HOME COMFORT**

AUG 2016	AUGUST 2016 RENTAL CHARGES	853	29-Aug-2016	29-Aug-2016	27.12
10-5-2010000-0316	UTILITIES - FIRE P&F DEPT				

**Department Totals :** **6,073.16**
**DEPARTMENT 2020000 POLICE DEPARTMENT****COG02 COGECO PAYMENT CENTRE**

SEP 2016	SEP 2016 INTERNET	939	14-Sep-2016	14-Sep-2016	152.49
10-5-2020000-0332	INTERNET ACCESS				

**GRE03 GREEN SHIELD CANADA**

SEP 2016	SEP 2016 BENEFITS	876	22-Aug-2016	08-Sep-2016	10,522.84
10-5-2020000-0206	BENEFITS - GREENSHIELD RE				
10-5-2020000-0205	BENEFITS - GREENSHIELD				16,816.60

**Department Totals :** **27,491.93**
**DEPARTMENT 2043010 BUILDING DEPARTMENT****GRE03 GREEN SHIELD CANADA**

SEP 2016	SEP 2016 BENEFITS	876	22-Aug-2016	08-Sep-2016	1,906.23
10-5-2043010-0206	BENEFITS - GREENSHIELD RE				
10-5-2043010-0205	BENEFITS - GREENSHIELD				1,190.21

**Department Totals :** **3,096.44**
**DEPARTMENT 2043015 LICENSING AND ENFORCEMENT****GRE03 GREEN SHIELD CANADA**

SEP 2016	SEP 2016 BENEFITS	876	22-Aug-2016	08-Sep-2016	1,473.11
10-5-2043015-0205	BENEFITS - GREENSHIELD				

**Department Totals :** **1,473.11**
**DEPARTMENT 3010000 PUBLIC WORKS****GRE03 GREEN SHIELD CANADA**

SEP 2016	SEP 2016 BENEFITS	876	22-Aug-2016	08-Sep-2016	6,092.97
10-5-3010000-0205	BENEFITS - GREENSHIELD				

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DEPARTMENT 3010000	PUBLIC WORKS									
10-5-3010000-0206		BENEFITS - GREENSHIELD RE								9,642.49
										Department Totals : 15,735.46
DEPARTMENT 7010000	PARKS AND RECREATION PROGRAMMING									
GRE03	GREEN SHIELD CANADA									
SEP 2016	SEP 2016 BENEFITS									876 22-Aug-2016 08-Sep-2016
10-5-7010000-0205		BENEFITS - GREENSHIELD								462.27
10-5-7010000-0205		BENEFITS - GREENSHIELD								233.86
										Department Totals : 696.13
DEPARTMENT 7017000	PARKS MAINTENANCE									
GRE03	GREEN SHIELD CANADA									
SEP 2016	SEP 2016 BENEFITS									876 22-Aug-2016 08-Sep-2016
10-5-7017000-0205		BENEFITS - GREENSHIELD - PARKS & GROUNDS								3,795.59
										Department Totals : 3,795.59
DEPARTMENT 7017300	LIBRO									
GRE03	GREEN SHIELD CANADA									
SEP 2016	SEP 2016 BENEFITS									876 22-Aug-2016 08-Sep-2016
10-5-7017300-0205		BENEFITS - GREENSHIELD								3,028.43
10-5-7017300-0206		BENEFITS - GREENSHIELD RE								1,723.36
										Department Totals : 4,751.79
DEPARTMENT 7017301	PARKS STORAGE FACILITY									
REL002	RELIANCE HOME COMFORT									
AUG 2016	AUGUST 2016 RENTAL CHARGES									853 29-Aug-2016 29-Aug-2016
10-5-7017301-0316		UTILITIES - OLD VICTORIA ST ARENA P&F								76.35
										Department Totals : 76.35
DEPARTMENT 8010000	PLANNING									
GRE03	GREEN SHIELD CANADA									
SEP 2016	SEP 2016 BENEFITS									876 22-Aug-2016 08-Sep-2016
10-5-8010000-0206		BENEFITS - GREENSHIELD RETIREES								1,128.47
10-5-8010000-0205		BENEFITS - GREENSHIELD								1,429.96
										Department Totals : 2,558.43
DEPARTMENT 8020000	TOURISM VISITOR INFORMATION CENTRE									
GRE03	GREEN SHIELD CANADA									
SEP 2016	SEP 2016 BENEFITS									876 22-Aug-2016 08-Sep-2016
10-5-8020000-0205		BENEFITS - GREENSHIELD - TOURISM								924.54
										Department Totals : 924.54
										EFT Paid Total : 499,422.66

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	911,184.10
Total EFT Paid for Approval :	499,422.66
<b>Grand Total ITEMS for Approval :</b>	<b><u>1,410,606.76</u></b>

# *Amherstburg Police Service*



**A CLEAR COMMUNITY CONNECTION**

**2015**

*Annual Report*

**Cover:**

*The cover of the 2015 Annual Report is taken from the January 2016 edition of Blue Line Magazine, Canada's Law Enforcement Specialists.*

*The Amherstburg Police Service was awarded the 2016 Canada's Best Dressed Vehicle.*

*Although, the award is given for 2016, the Amherstburg Police Service is proud to feature this vehicle on the cover of the 2015 Annual Report. The decal was first introduced on the police vehicles in 2013.*

# *Annual Report*

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# Message from the Chair

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On behalf of the Amherstburg Police Services Board, I am pleased to present the 2015 annual report. I would like to thank Chief Tim Berthiaume and Deputy Chief Ian Chappell for their leadership and vision. In addition, I would like to thank the members of the police service, including uniformed members, civilian staff, the Special Constable and the Auxiliary Police unit, for their excellent work in keeping our community safe and in good order.

The Board consists of two provincial appointees, two municipal council members, and one member of the community as appointed by Council. The mandate of the Board is to provide independent civilian oversight, governance and strategic leadership to the Amherstburg Police Service. We hold the Service accountable by monitoring, measuring and challenging. The Board is also accountable for providing direction and guidance on legislated and mandated functions to the Amherstburg Police Service while ensuring that adequate and effective police services are delivered in accordance with the values of the municipality.

The Board exercises oversight on operational regulations and procedures that may have broader implications including those with significant financial, service, personnel or public interest through briefings provided by the Chief. In 2015 the Board was briefed and/or took action, on a number of matters, including, but not limited to:

- The use and impact of body worn cameras
- The elimination of PAVIS grants
- The increase in car thefts in the community
- The impact of 'carding' on smaller community police services
- The Civil Remedies Grant Program successfully submitted by the Deputy Chief providing access to low-light long range binoculars
- The request from the Town of Amherstburg Council to provide an OPP costing
- The oversight of realistic budgeting and continuation of on-budget performance
- Collective Agreement with the Amherstburg Police Association

As civilian community members who represent the public interest, the Amherstburg Police Services Board is committed to high quality community-based policing and excellence in police governance. The Board recognizes the challenges facing law enforcement created by a changing environment, demographic shifts, emerging technologies and evolving crime trends and patterns.

With the support of the citizens of Amherstburg, the Police Services Board is confident of meeting future policing challenges in the years ahead.

*Pauline Gemmell, Chair*



**Amherstburg Police Services Board Members:**  
**Robert Rozankovic; Councillor Jason Lavigne, Vice-Chair; Patricia Simone;**  
**Mayor Aldo DiCarlo, and Pauline Gemmell, Chair**

# Message from the Chief of Police



It is my pleasure to present the 2015 Amherstburg Police Service Annual Report.

Each year brings new achievements, victories and challenges. As the Chief of the Amherstburg Police Service, I strive to bring excellence to the Service and the best possible policing to the community. The Police Service is a group of men and women dedicated to making lives in Amherstburg the best they can be in the areas of crime prevention, law enforcement, assistance to victims of crime, public order and emergency response.

That is what we do, and we do it with pride and a sense of community.

There is no doubt that policing is expensive. However, over the past several years I have been able to significantly reduce the operating budget by streamlining administrative staff and restructuring of police personnel. I am proud to note that the Amherstburg Police Service has one of the lowest per capita policing costs among municipal services of comparable size, as well as one of the lowest police personnel per capita ratios among municipal services of comparable size.

The Service has also played a major role in reducing crime in the community allowing it to be ranked, by Statistics Canada, as the safest community in Canada for four of the past five years.

I am pleased to feature one of our police vehicles on the cover of this report, winner of the 2016 Canada's Best Dress Police Vehicle from *Blue Line Magazine*. A quote from the *Blue Line Magazine* stated that it "*The design was described by the judges as not only memorable but breathtaking... incorporating a line of red-coats at the ready, it clearly shows the service respects the history of its region.*"

I am also very pleased that all of our front line uniform staff is now equipped with body-worn cameras. They have proven to be a most valuable tool for our Service. It is helpful not only for the police, but the public as well. In addition, body-worn cameras will help to identify training needs, increase transparency and, hopefully, reduce public complaints. We are already realizing the benefits, and several police services from across the country have consulted with me on their use.

I would be remiss if I did not mention the retirement of Deputy Chief Pat Palumbo. Pat retired in 2015 after 30 years of policing service. We wish him well in his retirement.

Ian Chappell, a former Inspector with the Ontario Provincial Police and former Town of Tillsonburg police officer was hired as the new Deputy Chief. The new Deputy Chief brings more than 30 years of experience and has implemented several new programs since he started in April.

It is my pleasure to serve as the Chief of Police, and as such I will continue to do all that can be done to keep Amherstburg a safe and caring community.

*Tim Berthiaume, Chief of Police*



**Introducing  
Deputy Chief Ian Chappell**

# AMHERSTBURG POLICE SERVICE

## ***Our Motto***

“People – Just Like You”

## ***Our Mission***

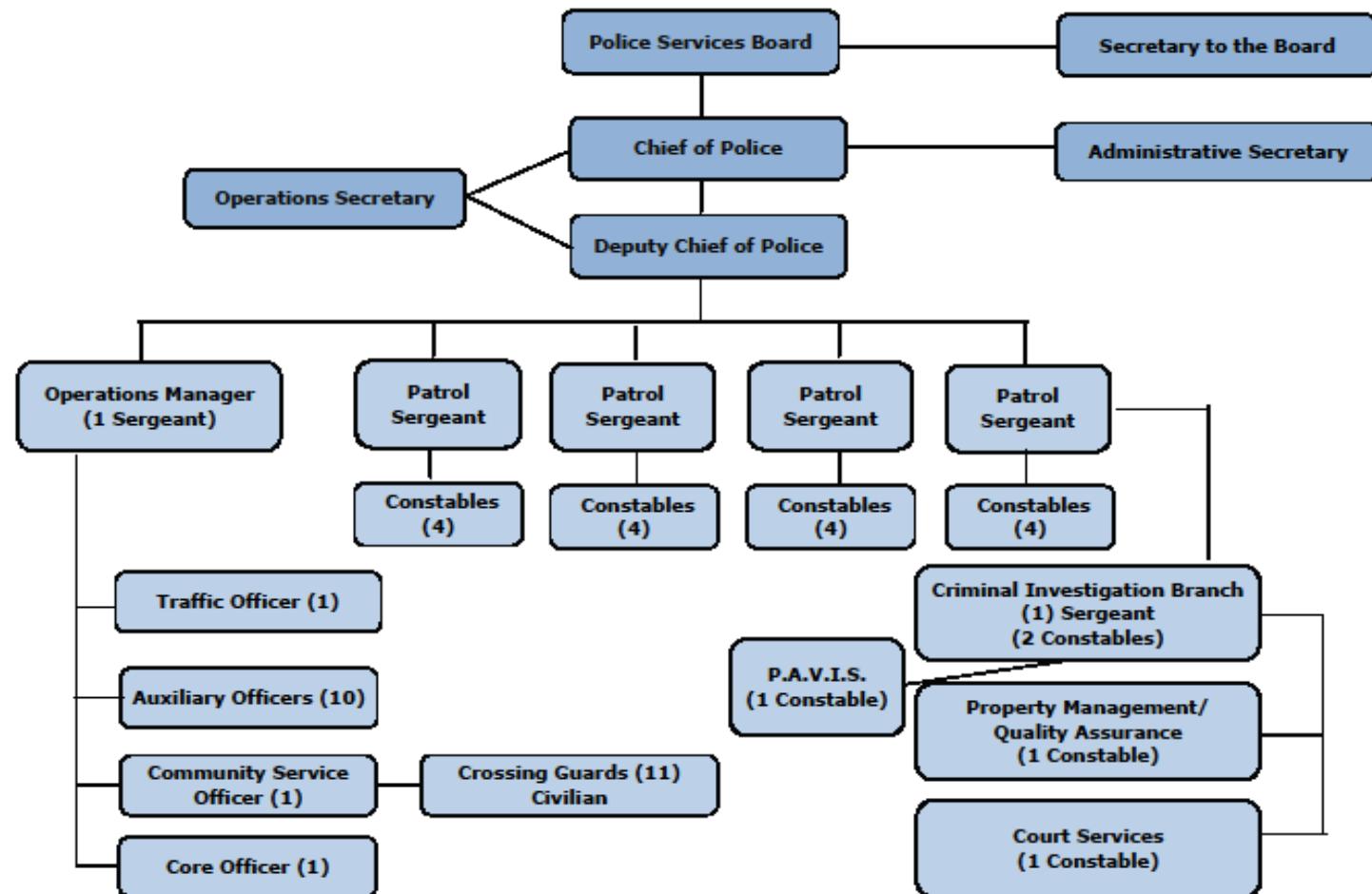
To be a first class police service, working in partnership with our diverse community, for the benefit of all

## ***Our Core Values***

To achieve our mission through dedication to the following core values:

- Integrity in everything we do
- Openness and accountability
- Our strength is our people
- Respect for all persons
- Fair and consistent law enforcement
- Commitment to helping victims of crime
- Commitment to crime prevention initiatives
- Commitment to community partnerships
- Commitment to continuous education and training

## Amherstburg Police Service 2015 Organization Chart

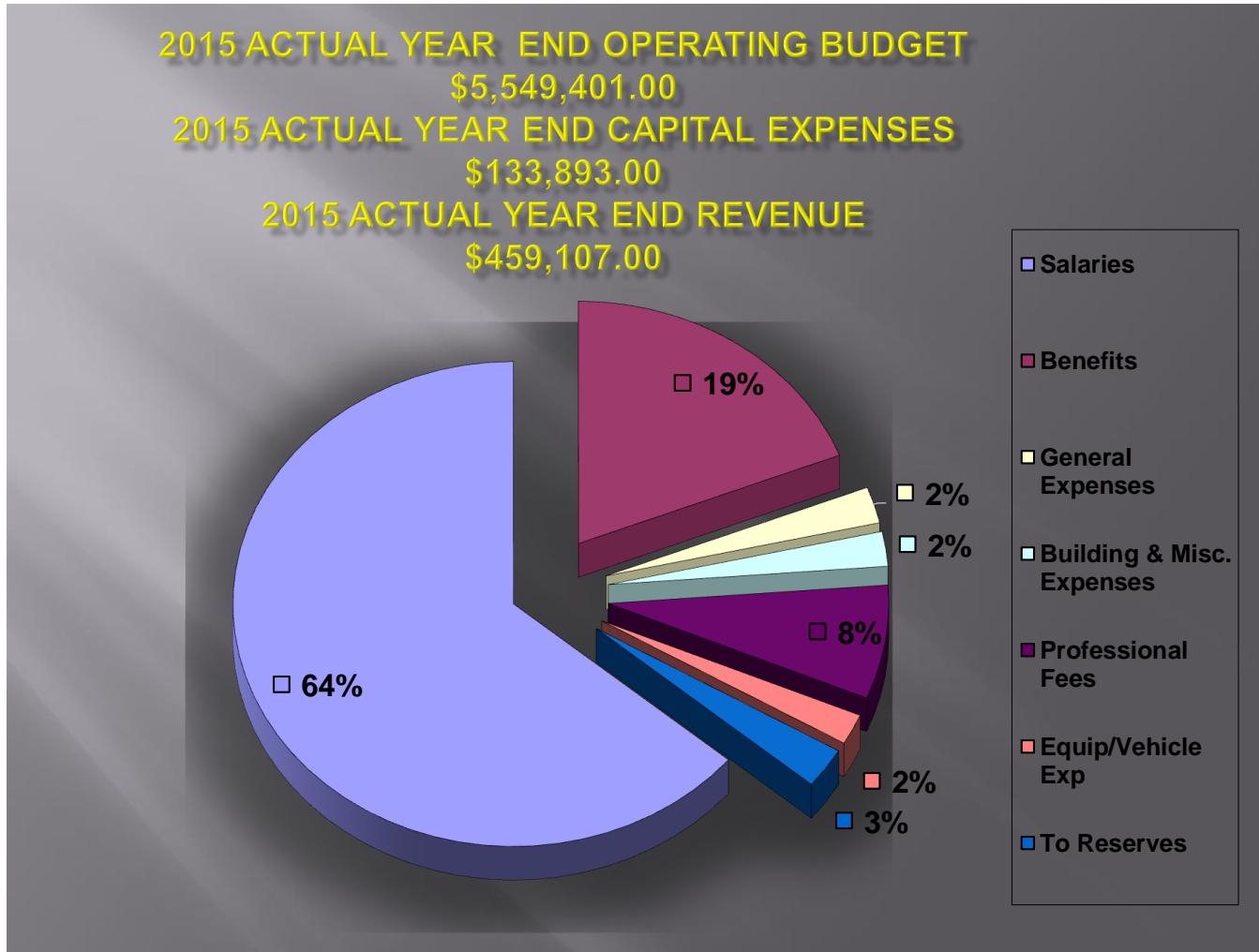




The Town of Amherstburg is situated along the Detroit River, across from Bob-Lo Island and approximately 32 kilometers southwest of Windsor, Ontario, Canada. Amherstburg is one of the oldest towns in the province, and is only a half hour from the United States of America/Canada border crossings between Windsor and Detroit, Michigan. A large percentage of the Amherstburg economy is agriculturally based due to the rich soil and mild climate. This is complimented by a moderate manufacturing industry.

On August 1, 1957 the modern day Amherstburg Police Service was established with three members. Today the Amherstburg Police Service has grown to a 34 members (two civilians, one Special Constable and 31 Police Officers). The town now has a population of 21,748 people and includes the former Townships of Anderdon and Malden.

# 2015 Actual Expenses



# **UNIT REPORTS**

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# Uniform Patrol



The Uniform Patrol Division is the backbone of the Amherstburg Police Service and is responsible for the majority of calls for service received from the members of the Amherstburg community. The Uniform Patrol Division includes four platoons, each consisting of a uniform Patrol Sergeant and four uniform Constables. The officers who make up the Uniform Patrol Division work a rotational 12-hour shift system providing the community with 24-hour, 365 days a year police service. The patrol areas are divided into two zones, designated as north and south, and officers are deployed to these zones to ensure that all citizens receive equitable coverage. The core function of the Uniform Patrol Division is to provide proactive and reactive policing within the community. This includes responding to a variety of calls for

service, but is not limited to: 911 calls; alarms; motor vehicle collisions; crimes in progress; assisting victims of crime; traffic control and enforcement; enforcement of criminal code offences; illicit drug offences; liquor license offences; by-law enforcement; foot patrols, and enforcing a multitude of provincial offences. In 2015, officers responded to more than 10,000 calls for service.

Another major responsibility of the patrol division includes crime prevention and detection strategies, comprised of the RIDE (Reduced Impaired Driving Everywhere) program, and intelligence led directed patrols which include traffic patrols, foot patrols, marine patrols, all-terrain patrols, and bicycle patrols. Other core duties involve the apprehension of criminals, the enforcement of federal and provincial laws and municipal by-laws. Included in the duties of the Uniform Patrol Division is the execution of warrants, preparation of court briefs, assisting in the prosecution of offenders, assisting victims of crime and a multitude of other responsibilities. The Amherstburg Police Service has a commitment to providing the community a first class police service. As such, the Service provides the community a robust proactive service by ensuring that officers conduct regular foot and traffic patrols throughout the community. The result is a high level of police visibility. In the spirit of providing a first class policing, the Amherstburg Police Service continuously provides officers with relevant training and career development. Officers in patrol possess a wide range of skills allowing them to respond to any incident, including "benchmark" (serious criminal offences) and other matters which come under the heading of specialized duties. Some specialized functions include: forensic identification; scenes of crime; domestic violence; motor vehicle collision analysis and fraud, to name but a few.

# Auxiliary Police

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The Amherstburg Police Service Auxiliary is a group of civilian volunteers made up of members from the community who are dedicated to serving their neighbours. They come from various backgrounds and their primary role is to assist front line officers. The uniformed auxiliary officer acts as another set of eyes, ears and hands for the patrol constables. They are required to maintain a minimum amount of patrol hours and receive a significant amount of training throughout the year. The auxiliary unit is comprised of nine auxiliary officers and one auxiliary Sergeant. Auxiliary Sergeant Ron Paquette supervises the unit under the direct command of Sergeant Scott Riddell.

In 2015, the auxiliary unit lost a number of personnel for various personal reasons. As a result, the total number of training hours increased to 240. There were 284 hours of dedicated patrols for occasions such as parades, community celebrations and other events. In addition, there was another 593 hours of patrol work with full time officers. The Auxiliary members dedicated a total of 1114 hours of service to the community in 2015.

As in previous years, auxiliary officers performed various duties in addition to regular patrol functions. These functions include, but are not limited to, foot patrols during festivities such as the Canada Day celebration, Rib Fest, Mardi Gras and the World Alzheimer's Day Run for Heroes Marathon. They supply constant assistance during various parades, marine duties and bicycle patrol. They also attended numerous community based activities including Racing Against Drugs, the Law Enforcement Torch Run for the Ontario Special Olympics and attendance at formal functions such as the Annual Open House and our Annual Awards Night. The Santa Run and Christmas Parade would definitely suffer without the unit.

The auxiliary officers continue to be an invaluable resource to the Amherstburg Police Service. They have existed since the modern day creation of our police service.

# Traffic Unit

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Studies of fatal and personal injury accidents can be greatly reduced by utilizing a comprehensive strategy consisting of a proactive and an educational component. The majority of fatal and personal injury collisions include one or more of the following ingredients: impaired driving; distracted driving; seatbelt compliance; and high speeds. It is goal of the Amherstburg Police Service Traffic Unit to focus attention on these areas in order to reduce the number of fatal and personal injury collisions. This goal aligns with the overall goal of the Amherstburg Police Service to create a safe and secure community.

The majority of calls received from the public are in relation to traffic complaints, excessive speeding, stop sign infractions, distracted drivers and other concerns. In response to public complaints and supporting the goals of the Amherstburg Police Service, a dedicated traffic unit was created.

The Amherstburg Police Service Traffic Unit consists of two officers dedicated solely to traffic enforcement within the Town. They perform these duties utilizing a police vehicle with subdued markings. The vehicle is equipped with a RADAR device capable of recording the speed of vehicles approaching the police vehicle and vehicles travelling in the same direction as the police vehicle. The Traffic Unit is dedicated to responding to geographical areas based on community needs.

The officers have received training in relation to commercial motor vehicle enforcement as well as criminal interdiction, in order to support the goals of the Service. What does this means to Amherstburg residents and those passing through the Town of Amherstburg? It means an increased visibility of patrol officers, a consistent focus on traffic initiatives throughout the town, raised awareness of road safety issues, and targeted enforcement of high collision areas. It means a safer community.

# Core Officer

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The Town of Amherstburg is extremely proud of the downtown area, parks, restaurants and various businesses, and understands the charm of a small town atmosphere. The residents and visitors feel safe in this environment and as such the Amherstburg Police Service created the "Core Officer" position in 2007.

This position saw its first full year of operation in 2008 and has continued due to the positive feedback from visitors, residents and business owners. The Operations Sergeant supervises this full time position and the salary for the Core Officer is partially recovered through a provincial grant.

Senior Constable Rocco Pelaccia is the Core Officer. Senior Constable Pelaccia maintains a high level of visibility in the downtown area, utilizing vehicle patrol, foot patrol and motorcycle patrol. He provides continuous interaction with the business community, youths, visitors and residents who frequent the park areas, business centre and restaurants of our town. Although the shift schedules emphasize days and afternoons, flexibility to meet the ever evolving demands from our citizenry, council and service groups is required.

The position is not limited to maintaining a presence in the downtown area exclusively. Regular patrols are made in all areas of the town where needed including the Libro Credit Union Complex (LCCU), Bob-Lo Island, the Village of McGregor and other locations throughout the Town of Amherstburg.

The Amherstburg Police Service continues to receive feedback in relation to this position, particularly from the business community. The Core Officer must act as an ambassador to our town and is often the first officer to interact with tourists and visitors downtown. In addition, his familiarity with citizens leads to a great deal of information on the potential for developing problems. This results in issues being dealt with proactively before they become large problems, ultimately draining police resources. The Core Officer is primarily utilized to conduct proactive patrols, provide a high visibility to prevent crimes and utilized by all for general information.

The Core Officer also required to provide a police presence and visibility throughout the town whenever special events are taking place. This requires a great deal of flexibility to accommodate special events as they occur. He is further tasked with targeting specific problem areas where vandalism, thefts, mischiefs or break and enters may be occurring. Because of these specific crime prevention initiatives, foot patrols and motorcycle patrols are used more often than traditional vehicle patrols. The effectiveness of this initiative has been obvious by the reduction in vandalism at the "River Lights" display during the holiday season and throughout the year in Navy Yard Park.

# Marine Unit

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The Amherstburg Police Marine Unit includes five officers trained for marine duty. They perform these duties utilizing a 22-foot Limestone police patrol vessel.

As in past years, the Marine Unit monitored the waterways during various special events including the Canada Day celebration. The overflow from Windsor's Freedom Festival and the LaSalle Strawberry Festival also increases boating activity in the Amherstburg area, keeping the Marine Unit busy during these events as well.

In addition to monitoring of the above special events, the Marine Unit is also active in intelligence gathering. This includes Joint Forces Operations (JFOs) with both Canadian and American agencies, including U.S. Homeland Security; U.S. Border Patrol; U.S. Customs; Canadian Border Security Agency; Ontario Provincial Police; and Royal Canadian Mounted Police. The JFOs conduct regular meetings in order to share information and to identify suspicious boating activities and individuals, which may lead to arrests and identification of illegal activities including the smuggling of humans, illicit drugs, weapons and cash.

In conjunction with the Canadian Coast Guard, the Amherstburg Police Marine Unit hosted another vessel inspection seminar this year. The purpose of this seminar is to educate boaters on safety requirements for their vessels. The event, as in past years, was well attended. Also, the Amherstburg Police Service attended a number of Marinas located within the town and conducted equipment safety checks of vessels to recreational boaters.

This year the Amherstburg Police Service teamed with the Canadian Safe Boating Council to help reduce impaired boating deaths. This initiative, titled "Operation Dry Water" is intended to raise attention to the problem of boating under the influence and to remind boaters to not drink and boat, and to focus on the remedies in place to discourage it. The aim is to reduce the number of alcohol-related accidents and fatalities while fostering a stronger and more visible deterrent to alcohol use while boating, in order to achieve safer and more enjoyable recreational boating. This initiative is made possible through the support of Transport Canada's Office of Boating Safety.

# Community Service

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The Community Service Officer (CSO) is tasked with delivering a wide range of programming, assisting in multiple community events and participating in committees serving the interests of our community at large.

The CSO is an active member of numerous committees: The Amherstburg Community Based Policing Committee; VIP Committee (Values, Influences and Peers); BRAD Committee (Bullying, Relationships, Alcohol and Drugs); and the Safety Patrol Committee to name a few. These committees provide a network of support and service delivery to the members of our community. In 2015, the BRAD committee was awarded a grant which provided our CSO with a new laptop, projector and sound system to easily facilitate presentations throughout the community.

School based material is delivered through structured programming. At the primary school level it is the VIP program. The Bullying, Relationships, Alcohol and Drugs program (BRAD) is delivered at the secondary school level. Our BRAD program brought in guest speakers throughout the year, including Mike Neuts from Chatham who talked about losing his son Myles to bullying.

In addition to the subject of bullying, further school support is provided for such topics as internet safety, bicycle safety or any other sensitive school issues arising throughout the course of the year. The police service also works co-operatively with the high school and provides hands-on learning for the students who are involved in the co-op program. One student per semester is guided through the administrative aspects of policing and assists with the delivery of various community support campaigns.

The CSO also provides support at the Windsor-Essex Children's Safety Village by educating students about safety during school field trips and walk-in-Wednesday open houses.

A variety of adult and seniors programming was delivered, by request, to the community and covered numerous topics such as senior fraud, internet safety and identity theft, to name a few.

There were a number of other events offered throughout the year by the community service branch as well. Some of these noteworthy events include the annual bike rodeo; "Chief for a Day" student program; the annual Amherstburg Police Service awards banquet; and an open house, where members from our community are invited to come in and see our facility and our vehicles. Continuing a tradition started in 2013, our ATV and boat were once again featured in the 2015 Santa Claus Parade.



**Students Participating in  
“Chief for a Day”**

**2015 Bike Rodeo**



**Ford Driving Skills for Life**

# Criminal Investigative Branch

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The Criminal Investigative Branch (CIB), falls under the direction of the Operational Support Sergeant Donald Brown and is responsible for the investigation of serious criminal offences such as sexual assaults, robberies, drug trafficking, missing persons, and any other investigation requiring investigative expertise not available to uniform personnel.

Throughout most of 2015, the unit was comprised of Detective Constables Paul Smith and Detective Constable Nick Dupuis. Another officer under auspices of CIB, Constable Nick D'Amore, was seconded to the Provincial Anti-Violence Intervention Strategy (PAVIS) unit comprised of various municipal forces housed at the Windsor Police Service. The mandate for PAVIS is to focus on guns, drug and gang related activity in the Province.

One of the more notable investigations in 2015 involved prevention of a child abduction. Our officers were investigating an inappropriate relationship between an adult male and a twelve year old female. When the two became aware of the investigation a plan was made to run away together in the middle of the night. Our officers stopped and arrested the accused male on his way into Amherstburg. The twelve year old female had run away from home but was safely located a short distance away. As a result of the investigation, the adult male was charged with numerous criminal offences resulting in a guilty plea and a two and a half year jail sentence.

CIB is also responsible for overseeing numerous other areas. These include the Violent Crime Linkage Analysis System (ViCLAS), a data base which analyzes and links serious violent crime in Canada; the Sexual Offender Registry (SOR) which requires all registered sexual offenders to report in regularly; the High Risk Offender Committee of Windsor/Essex which monitors all high risk offenders in the area; and liaising regularly with the Federal Parole Service to monitor federal parolees released into our community.

In addition, the CIB also actively engages in numerous intelligence sharing activities by coordinating with various federal, provincial and municipal law enforcement agencies, including Criminal Investigative Services Ontario (CISO); Provincial Organized Crime Enforcement Team (POCET); Windsor Regional Crime Unit; and the Integrated Border Enforcement Team (IBET), as well of a host of other agencies.

# Forensic Identification Unit

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The Forensic Identification Unit of the Amherstburg Police Service is comprised of two fully trained Forensic Identification Officers and three Scenes of Crime Officers. The unit is overseen Sergeant David Bohdal who reports to the Operational Support Supervisor.

The duties of the Forensic Identification Unit include:

- Collecting, preserving and gathering physical, trace, and latent evidence
- Correlating and preparing that evidence for court presentation
- Analyzing, comparing and evaluating physical evidence such as fingerprints, footwear impressions, tool marks, tire impressions, and physical matches
- Crime scene evaluation and documentation
- Fire scene evaluation and documentation
- Fingerprinting and photographing prisoners
- DNA sample collection for the National DNA Databank
- DNA sample collection for consent and warrant samples
- Preparing case submissions to the Centre of Forensic Science
- Assist with serious traffic accident investigation
- Provincial Sexual Offender Registry
- Providing support to any investigation where Forensic input is requested or required
- Preparing photo line-ups from the database of accused mug shot photos



Sergeant Bohdal Obtaining  
Fingerprint Impressions

# Quality Assurance Unit



**Senior Constable Shawn McCurdy  
In the Property Room**

This unit is staffed by Senior Constable Shawn McCurdy and is supervised by the Operations Support Sergeant Mike Cox. The unit is responsible for all seized property, quality assurance of the record management system (RMS), unified crime reporting, statistics, major case management updating and media relations.

The Amherstburg Police Service continually updates our technology to further enhance the effectiveness and efficiency of the unit. In 2015 our reporting system entitled the “Niche Record Management System”, was overhauled with new updates to allow for the streamlining. One of the major changes in this update was to move towards electronic court briefs.

Our social media platforms, Facebook and Twitter, are being utilized by the service on a daily basis to reach out to the community and its partners. The Service finds it a very effective way to get our messages and media releases out to the community.

In 2015 over 500 items passed through the doors of the Property Unit. These items include found and seized property, evidence and articles for safekeeping. Those items unable to be reunited with their owners or go unclaimed are auctioned, disposed of, or destroyed.

Provincial adequacy demands an audit of this unit on annual basis due to the type of articles handled. This would include items such as drugs, guns, money, and jewellery.

Quality assurance is in place to ensure the Service’s resources and programs meet the needs of the community. This unit strives to provide accountability and ensure it is supplying an effective and efficient service to the community.

# Training

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The Amherstburg Police Service is committed to providing comprehensive training for our thirty-one sworn members, two civilians, one special constable and ten auxiliary officers. Training has always been an integral component in policing. The Ontario Police College (OPC) and the Criminal Intelligence Service Ontario (CISO) provides much of our formal training. In addition, a large portion of our police training is now out-sourced to local forces to facilitate training as coordinated through the OPC. The Windsor Police Service has been providing our basic yearly training of firearms, defensive tactics, Taser and C8 (patrol rifle) requalification. Over the last several years, on-line training has taken a major role in providing officers with quality training in a timely and cost effective manner. The Canadian Police Knowledge Network (CPKN) is now offering on-line certification courses in conjunction with the OPC. The Amherstburg Police Service utilized CPKN to offer various courses to civilians and uniform members.

Our sworn officers requalify twice a year with their firearm and annually in defensive tactics/use of force and CPR/Defibrillator. Conducted energy weapon (Taser) training and requalification training was also completed. Auxiliary officers also take annual refresher training. All of new employees received Workplace Violence Training and WHMIS training in 2015.

Officers assigned to patrol duties receive radar operations recertification. Intoxilyzer operators also complete an annual one day recertification. The Service is a member of the Ontario Police Video Training Alliance (OPTVA), which provides us with up to date training videos. The videos include topics based on emerging changes in crime trends, legal changes, officer safety, and other relevant topics. All videos produced are required viewing by our officers.

There was in excess of 362 days of training in 2015, including one-day block training for First Aid/CPR, Mental Health Act training, and more. Not included are on-line courses, training videos or members taking personal courses. The Auxiliary Police also received approximately 240 hours of in service training.

# Training Courses

Training Course/Conference	Number of Officers	Number of Days
WPS –Firearms and DT & C8	31	93
C-8 Full Course	2	6
Taser	29	29
Firearm Transitional Training	2	4
Homicide	1	5
Police Act	2	10
Level 4 Accident Reconstruction	1	15
GIT	1	10
Search Warrant	1	5
OPC Training Conference	1	2
Investigative Interviewing	2	10
ViClas Conference	2	6
Smile Conference	1 Civilian	3
Asset Forfeiture	1	10
Critical Incident	7	35
Asset Forfeiture Conference	3	6
Strategic planning	3	3
Tori Stafford Seminar	7	2
Sex Conference	1	2
Torch Run Conference	1	2
Traffic Conference	2	6
Front Line Supervisor	3	15
Lynda Shaw Seminar	8	2
Edgar & Speers Seminar	16	4
Hydrogen Sulfide Seminar	8	2
Block Training (First Aid /CPR/ MHA ....)	31	31
Training Officers Utilized	2	44
<b>Total Number of Days Training</b>		<b>347</b>



**Senior Constable Wiley Demonstrating  
the Use of a C-8 Rifle**

# **OTHER REPORTS**

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# Specialized Duties

<b>All-Terrain Vehicle (ATV) Unit</b> Constable T. Ford	<b>Audits/Quality Assurance</b> Constable S. McCurdy
<b>Auxiliary Police Liaison Officers</b> Sergeant S. Riddell	<b>Biker Enforcement Unit</b> Sergeant D. Brown
<b>Child Sex Investigators</b> Sergeant M. Cox Sergeant D. Bohdal Sergeant M. Taylor Constable V. Burany Constable S. McCurdy Constable M O'Brien	<b>Coach Officers</b> Constable S. Gazdig Constable N. Harris
<b>Collision Analysts (Level 3)</b> Sergeant M. Capel-Cure Constable N. Harris Constable S. Owen	<b>Collision Scene Investigators (Level 2)</b> Constable R. Pelaccia
<b>Commissioner of Affidavits</b> Ms. M. Donlon Ms. M. Purdie	<b>Communicable Diseases</b> Constable V. Burany Constable N. Harris
<b>Community Based Policing Committee</b> Constable S. Owen	<b>Constable Selection System</b> Chief T. Berthiaume
<b>Computer &amp; Crime Analysis</b> Constable P. Smith	<b>Co-op Student Program</b> Constable S. Owen
<b>Counter Terrorism Information Officer</b> Constable F. Adair Sergeant Don Brown	<b>Criminal Intelligence Service Ontario</b> Sergeant D. Brown Constable P. Smith
<b>Crisis Intervention Coordinator</b> Constable S. McCurdy	<b>Crossing Guards</b> Constable P. Owen
<b>Digital Mug Shot System</b> Constable F. McCurdy Constable M. O'Brien	<b>Dispatch Liaison</b> Sergeant M. Cox
<b>Domestic Violence Coordinators</b> Sergeant M. Taylor Constable S. McCurdy	<b>Domestic Violence Officers</b> Sergeant M. Taylor Constable V. Burany Constable S. McCurdy Constable M. O'Brien
<b>Drug Investigation Specialists (PAVIS)</b> Constable Nick D'Amore	<b>Emergency Preparedness</b> Deputy Chief Chappell Sergeant Mike Cox
<b>Forensic Identification Officers</b> Sergeant D. Bohdal Constable F. Adair	<b>Fraud Officers</b> Constable F. Adair Constable P. Smith
<b>Freedom of Information</b> Ms. M. Purdie	<b>Health &amp; Safety</b> Sergeant M. Cox Constable N. D'Amore

<b>Intoxilyzer Operators</b> Sergeant M. Taylor Constable N. D' Amore Constable N. Harris Constable S. Owen Constable N. Renaud	<b>Major Case Management</b> Sergeant D. Brown Sergeant M. Cox Sergeant S. Riddell Constable S. McCurdy
<b>Marine Unit</b> Sergeant D. Brown Constable T. Ford Constable B.J. Wiley	<b>Media Liaison</b> Constable M. O'Brien Constable S. McCurdy
<b>Motorcycle Unit</b> Constable R. Pelaccia Constable S. Gazdig	<b>O.I.P.R.D. Liaison</b> Sergeant D. Brown
<b>Police Services Board</b> Ms. N. Leavoy, Secretary	<b>R.I.D.E. Program</b> Sergeant M. Capel-Cure
<b>Search Coordinator</b> Sergeant D. Brown	<b>Scenes of Crime Officers</b> Constable V. Burany Constable A. Challans Constable R. Pelaccia
<b>Sex Offender Registry</b> Sergeant D. Brown Constable P. Smith	<b>Sexual Assault Investigators</b> Sergeant D. Bohdal Sergeant M. Cox Sergeant M. Taylor Constable F. Adair Constable V. Burany Constable A. Chambers Constable N. Dupuis Constable S. McCurdy Constable M. O'Brien Constable P. Smith
<b>Torch Run Coordinators</b> Sergeant M. Cox Sergeant M. Taylor	<b>Traffic Committee</b> Sergeant M. Cox
<b>Training Officers</b> Constable A. Challans Constable S. Gazdig Constable S. McCurdy Constable M. O'Brien Constable B. J. Wiley	<b>ViClass Program</b> Constable F. Adair
<b>Victim Services Liaison</b> Sergeant M. Taylor	<b>WSIB Liaison</b> Deputy Chief Chappell

# Use of Force Year End Report

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Ontario Regulation 926, Sec. 14.5 (1) of the Ontario Police Services Act requires an officer to submit a report whenever the member:

1. Draws a handgun in the presence of a member of the public or points a firearm at a person or discharges a firearm;
2. Uses a weapon other than a firearm on another person; or
3. Uses physical force on another person resulting in an injury requiring medical attention.

Of the nine reported incidents, seven involved discharging a firearm to destroy an injured animal. The other two incidents involved point a firearm at a person to affect a lawful arrest.

See the Use of Force Report for 2015 on the following page.

# Use Of Force Report - 2015

Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Type Totals
Firearm-Discharged	0	0	0	1	0	3	0	0	0	1	1	0	6
Firearm-pointed	0	0	0	0	0	0	1	0	0	0	0	0	1
Handgun-Drawn	0	0	0	0	0	0	0	0	0	0	0	0	0
Aerosol Weapon	0	0	0	0	0	0	0	0	0	0	0	0	0
Impact Weapon-Hard	0	0	0	0	0	0	0	0	0	0	0	0	0
Impact Weapon-Soft	0	0	0	0	0	0	0	0	0	0	0	0	0
Empty Hand-Hard	0	0	0	0	0	0	0	0	0	0	0	0	0
Empty Hand-Soft	0	0	0	0	0	0	0	0	0	0	0	0	0
Other-Specify	0	0	0	0	0	0	0	0	0	0	0	0	0
Taser deployed	0	0	0	0	0	0	0	0	0	0	0	0	0
Taser pointed	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Month</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>7</b>

Total Use of Force Reports – All Types

7

## Explanation

- 10 Apr 15 - firearm discharged to destroy wild animal at MVC
- 03 June 15 - firearm discharged to destroy wild animal impaled on fence
- 05 June 15 - firearm discharged to destroy wild animal impaled on fence
- 10 June 15 - firearm discharged to destroy wild animal at MVC
- 11 July 15 - firearm drawn while searching residence for suspect of stabbing
- 07 Oct 15 - firearm discharged to destroy suffering animal
- 12 Nov 15 - firearm discharged to destroy wild animal at MVC

# CRIME STATISTICS

CRIME	Clearance Percentage 2015											
	Clearance Percentage 2013						Clearance Percentage 2015					
Cleared By Other 2015			Cleared By Other 2013			Cleared By Other 2013			Cleared By Other 2015			
Cleared By Other 2015	Cleared By Other 2013	Cleared By Other 2013	Cleared By Other 2013	Cleared By Other 2015	Cleared By Other 2015	Cleared By Other 2015	Cleared By Other 2015	Cleared By Other 2015	Cleared By Other 2015			
Murder												
Attempt Murder												
Robbery	3	2	1				3	2		2	1	
Break & Enter	43	25	43	3	2	40	25	41	2	7	3	1
Theft Over	9	4	11	2	1	2	7	3	9			
Theft Under	145	105	155	21		15	124	105	140	5	5	10
Possession Stolen Goods	2	2	1				2			2	2	1
Reported 2015												
Reported 2014												
Reported 2013												

<b>Fraud</b>	35	31	49	9		28	26	31	21	6	2	5	1			26.9%	6.5%	23.8%
<b>Mischief</b>	105	77	68	11	8	3	94	69	65	6	5	3	1	1		7.4%	8.7%	4.6%
<b>Assaults (all)</b>	82	53	64	16	21	18	47	37	46	44	33	41	1			95.7%	89.2%	89.1%
<b>Drugs</b>	9	31	26	2	26	11	7	6	15	7	6	12			3	100.0 %	100.0 %	100.0 %
<b>Firearms</b>	1	2			2		1			1						100.0 %	0.0%	0.0%
<b>Arson</b>	1	1	4				1	1	4			1				0.0%	0.0%	25.0%
<b>Impaired Driving</b>	14	12	14	4	5	10	9	7	4	9	7	3				100.0 %	100.0 %	75.0%
<b>Federal Statutes</b>		1						1			1					0.0%	100.0 %	0.0%
<b>Other Criminal Code</b>	26	37	35	7		14	19	37	21	15	29	17		1		78.9%	78.4%	85.7%
	<b>47</b> <b>5</b>	<b>38</b> <b>3</b>	<b>47</b> <b>1</b>	<b>7</b> <b>5</b>	<b>6</b> <b>3</b>	<b>10</b> <b>3</b>	<b>38</b> <b>0</b>	<b>32</b> <b>6</b>	<b>36</b> <b>8</b>	<b>9</b> <b>7</b>	<b>9</b> <b>9</b>	<b>9</b> <b>9</b>	<b>4</b> <b>4</b>	<b>4</b> <b>8</b>		<b>26.6</b> <b>%</b>	<b>31.6</b> <b>%</b>	<b>29.1</b> <b>%</b>

# Public Complaints - 2015

Amherstburg – Public Complaints		2015
Total Officers (Total Sworn Officers)		31
<b>Total Public (New)</b>		6
Total Complaints Completed		5
Complaints Carried Over (From 2014)		0
Complaints Carried Forward (Into 2016)		1
<b><u>ALLEGATIONS</u></b>		
Incivility		0
Neglect Of Duty		2
Discreditable Conduct		5
Excessive Use Of Force		0
Exercise Of Authority		0
Unsatisfactory Work Performance		0
Breach Order/Policy		0
Insubordination		0
Deceit		0
Other		0
<b><u>RESOLUTIONS</u></b>		
Police Service Act Charges		0
Counselled		0
Performance Management – Verbal		0
Warning		0
Performance Management- Documentation		1
Withdrawn		0
Unsubstantiated		0
Unfounded		0
Pending Conduct Investigations For 2016		1
Not Dealt With/Declined to Proceed		5

# Chief's Complaints – 2015

Amherstburg – Chief Complaints	2015
Total Officers (Total Sworn Officers)	31
Total Chief Complaints (New)	5
Total Complaints	5
Complaints Carried Over (From 2014)	0
Complaints Carried Forward (Into 2016)	1
 <u>ALLEGATIONS</u>	
Incivility	0
Neglect Of Duty	3
Discreditable Conduct	1
Excessive Use Of Force	1
Exercise Of Authority	0
Unsatisfactory Work Performance	0
Breach Order/Policy	0
Insubordination	0
Deceit	0
Other	0
 <u>RESOLUTIONS</u>	
Police Service Act Charges	0
Counselled	0
Performance Management – Verbal Warning	0
Performance Management- Documentation	0
Withdrawn	0
Unsubstantiated	1
Unfounded	0
Informal Discipline-Police Services Act	3
Pending Conduct Investigations For 2016	0

## PROVINCIAL OFFENCES

<b>Year</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Traffic Offence Charges	1680	1733	2322
Liquor Offence Charges	46	49	32
Other Provincial Offence Charges	70	49	31
<b>Total Provincial Offences</b>	<b>1796</b>	<b>1831</b>	<b>2385</b>

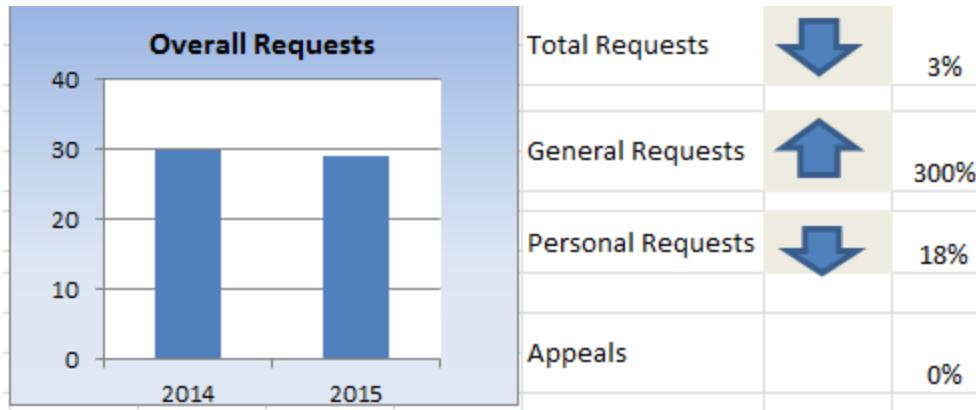
## OTHER STATISTICS

<b>Motor Vehicle Collisions</b>	<b>357</b>	<b>282</b>	<b>378</b>
R.I.D.E. Programs Conducted	13	9	11
Summons/Subpoenas Served	127	230	207
Parking Tickets Issued	127	143	100
Police Clearances Issued	1541	1421	1422
False 911 Calls Responded To	477	463	421
Actual 911 Calls Responded To	82	35	28
<b>Total 911 Calls</b>	<b>512</b>	<b>491</b>	<b>444</b>

## INCIDENTS (Calls for Service)

<b>Dispatch Generated Incidents</b>	<b>7141</b>	<b>6869</b>	<b>7757</b>
Self-Generated & Walk-In Incidents	479	1005	2401
<b>Total Incidents</b>	<b>7620</b>	<b>7874</b>	<b>10158</b>

# Freedom of Information Report



Although the number of Freedom of Information requests remains relatively the same, the Service has experienced a drastic change in the type of requests received.



# **Review & Business Plan**

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# **2015 – A Year In Review**

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The year 2015 saw the retirement of Deputy Chief Pat Palumbo and the hiring of Deputy Chief Chappell. It also saw Senior Constable Tim Gerard leave to pursue other opportunities and the hiring of Senior Constable Kim Rathbone, Constable Kyla Wortley, and Constable Christopher Dean.

On November 17, 2015 the Amherstburg Police Service held its Annual Awards Night Ceremony to honour both police officers and citizens for their outstanding contributions to the town and the police service. Awards this year included:

## **Chief's Award of Excellence**

Frank Cleminson, Past Chair Amherstburg Police Services Board

## **Corporate Partnership Award**

Jones Group Inc.

## **Citizen Recognition**

Debbie Wilson

## **20 Exemplary Service Medal**

Sergeant Melissa Taylor

## **Long Service Awards**

### **5 Year Service Award**

Constable Nick D'Amore

Constable Steve Owen

Constable Chris Renaud

### **10 Year Service Award**

Senior Constable Don Zimmerman

## **15 Year Service Award**

Senior Constable Rory Bennett

Sergeant Matt Capel-Cure



### **2015 Award Winners**

**L-R, Upper:** Terry Jones, Jones Group Inc.; Debbie Wilson; Chief Tim Berthiaume; Pauline Gemmell, Chair, Amherstburg Police Services Board; Senior Constable Don Zimmerman; Frank Cleminson, former member Amherstburg Police Services Board; Sergeant Matt Capel-Cure; Sergeant Melissa Taylor; Constable Nick D'Amore and Constable Steve Owen

Photo By: Ron Giofu, River Town Times



**Chief Tim Berthiaume Awarding  
Long-Time Board Member Frank  
Cleminson**

Photo by: Ron Giofu, River Town Times



**Deputy Chief Pat Palumbo,  
Retired 2015**

Photo by: Vern Harvey



**Pauline Gemmell, Chair, APSB; Chief Tim Berthiaume,  
and Debbie Wilson, winner of the Citizen Recognition Award**

Photo By: Ron Giofu, River Town Times

# **Business Plan Goals and Objectives**

## **(2014-2016)**

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The following goals or objectives have been developed as a result of the cumulative analysis and input from all parts of the Business Planning Process. The Amherstburg Police Service has five major areas we are now committed to achieving, enhancing, or improving upon, over the next three years. While all six are important, crime prevention, crime detection and traffic enforcement remains vital to promote safety and quality of life in our community.

### **1) Criminal Enforcement**

- Objective:** Remain consistently within the “Top 10” communities in Canada for recognition as one of the safest communities in the country as recognized by Statistics Canada.
- How:** Maintain involvement in the Provincial Anti Violence Initiative Strategy (PAVIS) during this next business cycle to monitor, stymie and prosecute individuals involved in drug trafficking, weapons trafficking or other violent or enterprise criminal offences.
- Maintain a clearance rate at or above the provincial average for all property related offences.
- Ensure all our criminal investigators are fully trained to investigate all matters of serious crime
- Measure:** Compare results with Statistics Canada to ensure our clearance rates are at or higher for the clearance rates in other municipalities and crime incident rates are at or lower than provincial average.
- Results:** The Town of Amherstburg has been ranked by Statistics Canada as one of the safest community in Canada.

## **2) Community/Youth Involvement**

- Objective:** Maintain a high level of interaction with the community to promote community satisfaction, address youth crime and public safety.
- How:** Youth interaction and relationship building to be one of the focus responsibilities of our “Core Officer” position.
- Community Services Officer (CSO) to continue working towards implementation of a program for high school students that builds on the successful VIP (Values, Influences & Peers) used in the public schools.
- Maintain our commitment to the youth by continuing our involvement with our school partners in the “Co-Op” and Youth in Policing Initiative” (YIPI).
- Maintain our involvement with Police Advisory Committee via quarterly meetings to assess public satisfaction with our police service, identify community needs and promote safety programs such as “Bicycle Safety”, “Vessel Inspections” and other identified programs.
- Measure:** Ongoing feedback through our community partnerships to deal with “gaps” in our service delivery.
- Monitor historic youth crime trends (mischief, property damage, theft from vehicles) and to be at or below the provincial average in these types of crimes as identified by Statistics Canada.
- Results:** The Amherstburg Police Service (APS), through the CSO officer, continues to maintain numerous programs such as VIP, YIPI, Co-Op and other programs as they are developed. Another new program was implemented this year called “WITS” which is the acronym for Walk Away, Ignore; Talk it Out, Seek Help. This program seeks to provide grade school children skills for conflict avoidance and resolution.

### **3) Increase Satisfaction of Victims/Witnesses of Crime**

- Objective:** To ensure victims and witnesses receive the support and respect they need to deal with the issues facing them and prepare them for the court process.
- How:**
- Through internal communication, ensure that all victims of crime are referred to the “Victim’s Assistance Program”.
  - Continue to offer all persons who have been victimized by a “Break and Enter” into their homes or businesses, a “CPTED” inspection (Crime Prevention Through Environmental Design).
  - Educate public to “target harden” their homes and businesses by disseminating the Service’s pamphlet “Home Security Self Audit”.
  - Disseminate our *Victims of Crime* brochure to assist and educate victims as to their rights and the court process at time of response to call.
  - Continue with directive to have all court notices to victims and witnesses served within two weeks of receipt from court services.
  - Follow up with victims and witnesses to advise them of court outcomes.
  - Officers to be tasked with adding supplementary reports to original incidents.
- Analysis:**
- Tasking our Quality Assurance Officer (QAO) with monitoring supplementary reports to ensure victims and witnesses are advised of court outcomes.
- Results:**
- The QAO officer continues to monitor all court outcomes to ensure victims and witnesses are kept abreast of court outcomes.
  - Crime Prevention Through Environmental Design (CPTED) evaluations are continually offered to all persons victimized by “Break and Enters”, although this evaluation is offered to all.
  - The Victims of Crime, Home Security Self Audit and Victim’s Assistance Program brochures are presented whenever policy, or the necessity arrives. The officer in charge monitors this situation on every investigation.

## **4) Community Satisfaction**

- Objective:** Increase community satisfaction by proactively marketing the Amherstburg Police Service, emphasizing the many proactive initiatives the Service is involved with and the many successes enjoyed.
- How:** Ensure the APS website is kept up to date and contains meaningful information. Utilize social media outlets (Facebook, Twitter) to keep public informed of events, notices, road closures and other items of interest. Ongoing dialogue with the public via our social media programs such as “Facebook”, “Twitter” and web page comment section to gauge community satisfaction.
- Analysis:** Ongoing monitoring of all forms of print, social and electronic media to modify service delivery.
- Results:** The APS continues to monitor all forms of print, social and electronic media to modify service delivery. This responsibility rests predominately with Quality Assurance coordinator, Sr. Cst. S. McCurdy. Any issues identified are dealt with appropriately by management staff. The APS also received another award in 2014 from the Willowood Resort for outstanding community assistance from their “Thank a Hero” weekend.

## **5) Technology Advancements**

- Objective:** Increase the Amherstburg Police Service capability, productivity and efficiency through technological advancement.
- How:** Continue exploring body-worn cameras trials to determine the feasibility of assigning all patrol officers with this technology. Fully operationalize “bio metric” fingerprint time clock during the 2014 calendar year to monitor officer workload. Purchase a “Livescan” electronic fingerprint apparatus to speed up and improve fingerprint duties.

In effort to allow officers more use of force options, purchase more TASER units to accompany every unit on patrol (an additional four units)

**Measure:** Conduct final study by end of 2014 to select a body worn camera for patrol officers or shelve the project if not feasible for APS needs.

Analyze first year of bio metric fingerprint time clock by end of 2014 to determine better tracking of officers, overtime, workload and other related uses.

Purchase of Livescan unit by December 31, 2014

Purchase all four TASER units by December 31, 2016.

**Results:** After “field testing” three different body worn cameras, the APS has settled on the “RevealMedia RS3-SX” model as most suitable for our needs.

The bio metric fingerprint time clock was not proceeded with due to the Town’s decision to not seek its implementation. Without operational support, this goal was not feasible

Livescan was purchased and operational in December, 2014.

All four TASER units were purchased and are fully operational. The Service now deploys a Conducted Energy Weapon with every front line officer.

## 6) Traffic Enforcement

**Objective:** Maintain consistent enforcement levels in all areas of traffic enforcement within the Town of Amherstburg including waterways and off-road vehicle enforcement.

**How:** By internal communications and performance reviews, increase all officers’ awareness and requirement to consistently enforce the traffic laws.

Engage in proactive joint service initiatives with other local police services to increase public safety on the roads.

Seek agreement with Accident Support Services International to implement the Collision Reporting and Occurrence Management System (CROMS) which will maximize efficiencies or traffic collision statistics, improve intelligence gathering data.

**Measure:** Measure monthly officer performance statistics to ensure performance standards are being met.

Monitor annual MVA collision statistics to ascertain if measure results in annual decrease of collisions. Modification of performance standards or focus on problem areas will be made.

Implement CROMS system by January 31, 2014.

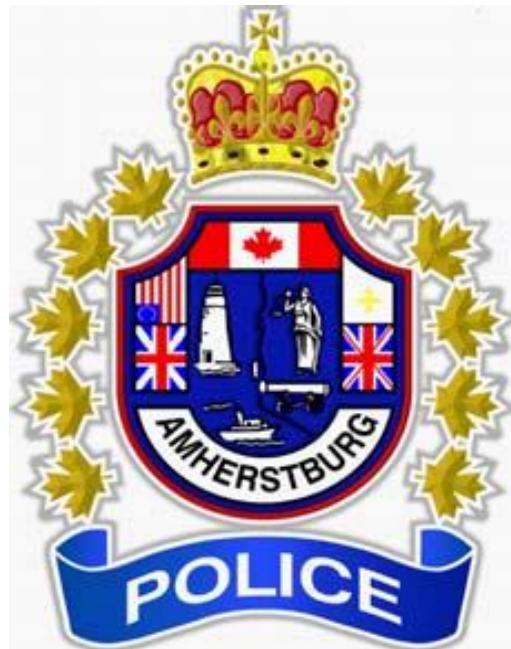
**Results:** The Amherstburg Police Service is constantly directing our officers to various areas of traffic concerns. Enforcement is monitored and documented and has been successful in reducing problems in these areas. These concerns are received through direct contact with the public, electronic communication or the town's traffic committee.

Joint Force Operations with our neighboring police services and the Ministry of Transportation are run periodically throughout the year. Officers monitor all traffic related violations including speeding, vehicle maintenance issues and impaired driving.

The Collision Reporting and Occurrence Management System (CROMS) is utilized to adjust speed limits in certain areas where speed and collisions are an issue. The comprehensive information provided by Accident Support Services International the company providing the CROMS report is an invaluable tool keeping our community safe while on our highways. (For more details on actual statistics see Page 30, Provincial Offences)



**Sergeant Cox and Constable D'Amore**



## Contact Information

**Amherstburg Police Service  
532 Sandwich Street South  
Amherstburg, Ontario  
N9V 3R2**  
**Telephone: 519-736-8559**  
**Communication Centre: 519-736-3622**  
**Website:**  
**[www.amherstburg.ca/policehome.htm](http://www.amherstburg.ca/policehome.htm)**  
**Email: [info@amherstburgpolice.ca](mailto:info@amherstburgpolice.ca)**



## Amherstburg Economic Development Advisory Committee

May 3, 2016 at 5:30p.m.

Town Hall – Board Room

## MINUTES

### PRESENT

Bob Rozankovic  
John McDonald  
Marc Pillon  
Allan Halowski  
Giovanni (John) Miceli  
Rebecca Belanger  
Mark Galvin  
Staff Liaison Nicole Rubli

### MEMBERS OF THE PUBLIC

### ABSENT WITH NOTICE

Councillor Leo Meloche  
Councillor Bart DiPasquale  
Joe Varacalli

### CALL TO ORDER

The Chair called the meeting to order at **5:35 p.m.**

### DISCLOSURE OF PECUNIARY INTEREST

None

### ACCEPTANCE OF AGENDA

**Moved by:** Allan Halowski  
**Seconded by:** John McDonald

**That there are no required changes and the agenda be accepted as presented.**

The Chair put the Motion

**Motion Carried**

## **MINUTES OF PREVIOUS MEETING**

**Moved by:** Allan Halowski  
**Seconded by:** John McDonald

**That the minutes of the meeting of the AEDAC held on April 5<sup>th</sup>, 2016 at 5:30p.m.  
be adopted as amended.**

The Chair put the Motion

**Motion Carried**

## **PRESENTATIONS**

None

## **ORDER OF BUSINESS**

1. **Update on Strategic Plan from Manager of Planning Services, Rebecca Belanger.**

Moved by: Marc Pillon  
Seconded by: Allan Halowski

**That the update on the Strategic Plan BE RECEIVED.**

The Chair put the Motion

**Motion Carried**

2. **Update on Strategic Plan**

Moved by: Leo Meloche  
Seconded by: John McDonald

**That the update on the Strategic Plan BE RECEIVED.**

The Chair put the Motion

**Motion Carried**

## **CORRESPONDENCE**

None

## **UNFINISHED BUSINESS**

1. That the Committee explore the opportunity to host guest speakers to speak in Amherstburg to assist the Committee in developing the Town's Strategic Plan. (July 9, 2015 Meeting)
  - RFP is currently out for a Consultant for the Strategic Plan.
  - The Committee will be made aware of the successful firm.
  - The RFP Evaluation met on December 3<sup>rd</sup>, 2015 and has narrowed it down to 2 proponents.
  - The 2 proponents have been interviewed and a recommendation to Council on the successful proponent will go on January 25, 2016.
  - At the January 25, 2016 Council awarded MDB Insight the contract to develop the Town's Strategic Plan.
  - Bob will speak to Administration to inquire if a meeting with the successful proponents can be arranged with the Committee.
  - Bob to speak to CAO Miceli about having Eddie Francis and Rakesh Naidu present at a Council meeting.
  - This initiative is tabled to September 2016.
2. Discussion on having another meet and greet with local developers. (January 5, 2016 Meeting)
  - Committee discussed looking at holding the meet and greet in March with local developers.
  - This initiative will be deferred until after the consultation occurs with MDB Insight with regards to the Strategic Plan.
  - Nicole to speak to the Planner Rebecca Belanger to inquire on whether the local developers were being consulted on the Strategic Plan.
  - Request that CAO John Miceli speak at the next Committee meeting about the progress of the 1<sup>st</sup> draft of the Strategic Plan and provide an update on next steps.
  - **This initiative will be tabled until after the Strategic Plan is finalized.**
3. Discussion on having an essay contest for local high school students. (January 5, 2016 Meeting)
  - High school students would be invited to present an essay on what they see for the future of Amherstburg.
  - Bob will inquire about sponsorships for prizes.
  - John will speak to the High Schools to see if there is interest in this initiative.
  - Bob has secured \$850 in prizes for the contest.

- Motion passed by Committee that a subcommittee comprised of John McDonald, Marc Pillon and Allan Halowski be formed to create and monitor the Essay Contest for local high school students.
- Bob to confirm prizes
- John to form a judging panel, Monica Bundle from the Chamber has agreed and the RTT will nominate someone to judge contest as well
- Timelines to include – Release to schools by end of April, Submissions due end of May, and winners announced by mid-June.
- Nicole to create a waiver for the contest.
- **Motion proposed to move this initiative to the Fall of 2016.**

Moved by: John McDonald  
 Seconded by: Marc Pillon

**That this initiative be tabled to Fall 2016.**

## **NEW BUSINESS**

1. Marc Pillon asked CAO Miceli what he feels the direction of the Economic Development Advisory Committee should be going forward.

CAO Miceli stated he felt the Committee should look at the Strategic Plan when completed and adopted and focus on one or two items from the Plan and champion that project.

2. Bob Rozankovic asked how we can incorporate the heritage and culture Amherstburg offers into Economic Development for the Town.

CAO Miceli stated that he felt heritage and culture can be incorporated into Economic and Development for the Town but that there has to be incentives to do that. Miceli feels that there cannot be a lot of restrictions placed on contractors and investors as it relates to heritage and culture and instead offer incentives to the investors to assist them in keeping the heritage and culture Amherstburg has.

## **NEXT MEETING DATE**

June 14, 2016 at 5:30p.m., Town Hall Board Room.

## **ADJOURNMENT**

**Moved by:** John McDonald  
**Seconded By:** Marc Pillon

**That the meeting adjourn at 6:44 p.m.**

The Chair put the Motion

**Motion Carried**

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Chair – Bob Rozankovic

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Secretary – Nicole Rubli



## Amherstburg Economic Development Advisory Committee

August 9, 2016 at 5:30p.m.

Town Hall – Board Room

## MINUTES

### PRESENT

Bob Rozankovic  
Marc Pillon  
Allan Halowski  
Giovanni (John) Miceli  
Rebecca Belanger  
Councillor Leo Meloche  
Joe Varacalli

Staff Liaison Nicole Rubli

### MEMBERS OF THE PUBLIC

### ABSENT WITH NOTICE

John McDonald  
Councillor Bart DiPasquale

### CALL TO ORDER

The Chair called the meeting to order at **5:30 p.m.**

### DISCLOSURE OF PECUNIARY INTEREST

None

### ACCEPTANCE OF AGENDA

**Moved by:** Allan Halowski  
**Seconded by:** Leo Meloche

**That there are no required changes and the agenda be accepted as presented.**

The Chair put the Motion

**Motion Carried**

## **MINUTES OF PREVIOUS MEETING**

**Moved by:** Leo Meloche

**Seconded by:** Joe Varacalli

**That the minutes of the meeting of the AEDAC held on May 3<sup>rd</sup>, 2016 at 5:30p.m.  
be adopted as amended.**

The Chair put the Motion

**Motion Carried**

## **PRESENTATIONS**

None

## **ORDER OF BUSINESS**

### **1. Draft Strategic Plan Review**

Moved by: Allan Halowski

Seconded by: Leo Meloche

**That the Draft Strategic Plan BE RECEIVED.**

The Chair put the Motion

**Motion Carried**

## **Strategic Plan Acceptance**

Moved by: Marc Pillon

Seconded by: Allan Halowski

**The Economic Development Committee strongly SUPPORTS the community based Strategic Plan with its emphasis on the four priorities;**

**The Economic Development Committee RECOMMENDS Priority 2, Economic Development pillar use the cultural, natural, and built heritage assets of the town as the platform for economic development as supported through public consultation; and,**

**The Economic Development Committee RECOMMENDS Priority 3 Investment in Infrastructure include technological infrastructure focused on improving Internet access for all residents**

The Chair put the Motion

**Motion Carried**

**2. High School Essay/Multimedia Contest Initiative – Fall 2016**

Moved by: Leo Meloche

Seconded by: Marc Pillon

**That the update on the High School Essay/Multimedia Contest Initiative BE RECEIVED.**

The Chair put the Motion

**Motion Carried**

**CORRESPONDENCE**

None

**UNFINISHED BUSINESS**

1. That the Committee explore the opportunity to host guest speakers to speak in Amherstburg to assist the Committee in developing the Town's Strategic Plan. (July 9, 2015 Meeting)

- RFP is currently out for a Consultant for the Strategic Plan.
- The Committee will be made aware of the successful firm.
- The RFP Evaluation met on December 3<sup>rd</sup>, 2015 and has narrowed it down to 2 proponents.
- The 2 proponents have been interviewed and a recommendation to Council on the successful proponent will go on January 25, 2016.
- At the January 25, 2016 Council awarded MDB Insight the contract to develop the Town's Strategic Plan.
- Bob will speak to Administration to inquire if a meeting with the successful proponents can be arranged with the Committee.
- Bob to speak to CAO Miceli about having Eddie Francis and Rakesh Naidu present at a Council meeting.
- This initiative is tabled to September 2016.

2. Discussion on having another meet and greet with local developers. (January 5, 2016 Meeting)
  - Committee discussed looking at holding the meet and greet in March with local developers.
  - This initiative will be deferred until after the consultation occurs with MDB Insight with regards to the Strategic Plan.
  - Nicole to speak to the Planner Rebecca Belanger to inquire on whether the local developers were being consulted on the Strategic Plan.
  - Request that CAO John Miceli speak at the next Committee meeting about the progress of the 1<sup>st</sup> draft of the Strategic Plan and provide an update on next steps.
  - This initiative will be tabled until after the Strategic Plan is finalized.
3. Discussion on having an essay contest for local high school students. (January 5, 2016 Meeting)
  - High school students would be invited to present an essay on what they see for the future of Amherstburg.
  - Bob will inquire about sponsorships for prizes.
  - John will speak to the High Schools to see if there is interest in this initiative.
  - Bob has secured \$850 in prizes for the contest.
  - Motion passed by Committee that a subcommittee comprised of John McDonald, Marc Pillon and Allan Halowski be formed to create and monitor the Essay Contest for local high school students.
  - Bob to confirm prizes
  - John to form a judging panel, Monica Bundle from the Chamber has agreed and the RTT will nominate someone to judge contest as well
  - Timelines to include – Release to schools by end of April, Submissions due end of May, and winners announced by mid-June.
  - Nicole to create a waiver for the contest.
  - This initiative will be tabled until the Fall of 2016
  - **A draft flyer to be circulated at the September 6<sup>th</sup> 2016 meeting.**

## **NEW BUSINESS**

None

## **NEXT MEETING DATE**

September 6, 2016 at 5:30p.m., Town Hall Board Room.

**ADJOURNMENT**

**Moved by:** Allan Halowski  
**Seconded By:** Joe Varacalli

**That the meeting adjourn at 6:38 p.m.**

The Chair put the Motion

**Motion Carried**

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Chair – Bob Rozankovic

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Secretary – Nicole Rubli



## TOWN OF AMHERSTBURG

### DRAINAGE BOARD

**Tuesday, August 2, 2016**

**6:00 PM**

Council Chambers, 271 Sandwich Street South, Amherstburg

## **MINUTES**

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### **PRESENT**

Ron Sutherland, Chair  
Allan Major, Vice-Chair  
Gary Ayers  
Bob Pillon

Shane McVitty, Drainage Superintendent &  
Engineering Coordinator  
Tammy Fowkes, Deputy Clerk  
Nicole Humber, Recording Secretary

### **ABSENT WITH NOTICE** Bob Bezaire

### **CALL TO ORDER**

The Chair called the meeting to order at 6:03 p.m.

### **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

There were no disclosures of pecuniary interest noted.

## **MINUTES OF PREVIOUS MEETING**

Gary Ayres moved, Al Major seconded:

**That the minutes of the previous meeting BE ADOPTED:**

**1. Drainage Board Meeting Minutes – July 5, 2016**

The Chair put the Motion.

**Motion Carried**

## **CONSIDERATION OF ENGINEER'S REPORT**

**4.1 8<sup>th</sup> Concession Drain South**

Gerard Rood, P.Eng., Rood Engineering Inc., provided the Board with an overview of the drainage report for the improvements to the 8<sup>th</sup> Concession Drain South.

The Chair invited the gallery to speak with respect to the 8<sup>th</sup> Concession Drain South.

The following were heard:

Jon Parks – Resident

- Mr. Parks stated when the County of Essex moved the ditch to private property, in certain instances portions of the lawn piping was paid for by the County. Mr. Parks asked if the County will pay for what was compensated to landowners originally?

Mr. Rood specified that the costs for any additional enclosure piping is assessed entirely to the County. Mr. Rood added that the County would pay for the portion of the additional enclosure originally needed to relocate the drain. Mr. Rood also indicated that he would look into this matter further and would be in touch with the Town prior to the Court of Revision.

**Don Shaw – Resident**

- Mr. Shaw asked if bridge # 2 can be relocated towards the south of his property.

Mr. Rood indicated that the relocation of the bridge can be accommodated and that an as-built plan could be provided to reflect the new position of the bridge, rather than making a change through reconsideration of the report. Mr. McVitty said that a reconsideration of the Engineer's report would not be necessary in this case and that the Town would be satisfied with the Engineer's recommendation if there is no reason Mr. Rood feels it can't be relocated.

- Mr. Shaw asked if the pipe that crosses Howard Ave can be extended to provide an access.

Mr. Rood stated a pipe length of 3 metres is used to connect the east side road ditches to the crossing, which would be too narrow for a crossing into farm property. Mr. McVitty and Mr. Rood both agreed that it would be simplest to get an extension done through the County of Essex, to avoid reconsideration of the Drainage Report.

- Mr. Shaw asked who will maintain the corner (Howard Ave & County Rd 18) once the drain is filled in because it will be grown with weeds etc and become a traffic hazard.

Mr. Rood indicated that it would be recommended that the Town maintain the weed cutting.

**Al Serran – Resident**

- Mr. Serran questioned the Engineer's cost estimate.

Mr. Rood explained the tendering process, and what happens if the costs come in 33% higher than estimated. Mr. Rood also indicated that current works that have been recently tendered have been coming within 10% of his estimates. The tender would be awarded to the lowest bidder and the final project costs would include engineering fees.

- Mr. Serran asked if there was any plan to maintain the drains and further inquired about spraying and brush cleaning.

**Al Serran – Resident – Continued**

Mr. McVitty indicated the Town has been spraying phragmites and cattails since approximately 2013. It is typically done after a maintenance project, with isolated pockets sprayed again a year later. He added that cleaning brush has to go through maintenance procedures which are initiated by landowner request.

**Brian Renaud – Resident**

- Mr. Renaud indicated that his property is on the east side of the road and that his property drains entirely into the Long Marsh Drain. Mr Renaud asked how the boundaries were determined for this drain.

Mr. Rood indicated that the old reports showed the watershed boundaries and that no information was received to suggest that these boundaries have changed. Mr. Renaud indicated that he had a tile map that he believed showed the water going to the east.

**Russell Wood – Resident**

- Mr. Wood asked about the excavated material from the ditch cleaning.

Mr. Rood indicated that with open farmland, a 20ft strip of land would be used to spread material no more than 4" thick. Landowners would be compensated for that material and land use.

- Mr. Wood expressed his concern regarding overland drainage reaching the drain through the excavated material once spread adjacent to the drain.

Mr. Rood said that the report specifies that the Contractor is not to block any surface inlets or swales. All cuts or furrows must be left open.

**Bob Pillon – Drainage Board Member**

- Mr. Pillon requested that Mr. Rood review the County's assessment as they relate to all bridges and enclosures.

Mr. Rood indicated that he would double check the Parks enclosure as well as all others and issue a new assessment schedule if required prior to the Court of Revision.

- Mr. Pillon asked when the last assessment schedule was on this drain.

Mr. Rood stated the last schedule was in 1985.

General discussion also occurred regarding the spraying of drains, consideration for Landowners maintaining Municipal Drains in front of their property, culvert depths, previous ditch maintenance within the Town, disposing of fill, grantable costs, and the project target date.

Al Major moved, Bob Pillon seconded:

That:

1. The drainage report for the Improvements to the 8<sup>th</sup> Concession Road Drain South prepared by Rood Engineering Inc. dated July 12, 2016, **BE CONSIDERED**;
2. The **PROVISIONAL ADOPTION** of By-law 2016-76 of the engineer's report for the Improvements to the 8<sup>th</sup> Concession Road Drain South **BROUGHT** to the next Regular Council meeting for Council's consideration; and,
3. Administration **BE DIRECTED** to schedule the Court of Revision for the improvements to the 8<sup>th</sup> Concession Road Drain South.

The Chair put the Motion.

**Motion Carried**

#### **NEXT MEETING DATE**

Tuesday, September 6, 2016 @ 6:00 p.m.

#### **ADJOURNMENT**

Bob Pillon moved, Al Major seconded:

**That the Board rise and adjourn at 7:05 p.m.**

The Chair put the Motion.

**Motion Carried**

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Chair – Ron Sutherland

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Staff Liaison – Shane McVitty

CAO Office - Open Council Motions

UFB Item	Assigned to	Assigned date	Due Date	Councillors	MOTION	Dept Comments/Status
20160222-81	John Micell	22-Feb-16		Pouget/Fryer	<p>That Council direct Administration to prepare and present a by-law to designate, under the Ontario Heritage Act, the entire remaining public municipal lands of the King's Navy Yard Park, as described in a report of the Chief Administrative presented at a Regular Council meeting on September 14, 2015, and as recommended by the Heritage Committee on September 17, 2015, and acknowledged by Council on November 23, 2015; and further,</p> <p>That the by-law include the following roll numbers:</p> <ul style="list-style-type: none"> <li>• 372924 00000 8500</li> <li>• 372924 00000 8100</li> <li>• 379911 00000 1900</li> <li>• 372911 00000 1500</li> <li>• 372911 00000 1600</li> <li>• 372911 00000 1400</li> <li>• 372911 00000 1300</li> </ul>	Administration compiling information for report
20160411-136	Fire	11-Apr-16		Pouget/Lavigne	<p>That Council DIRECT Administration to provide Council with a full report regarding the Office of the Fire Marshal's 27 recommendations and included in the report, the action plan that will be taken to abide by these recommendations, the time frame to complete and be compliant with this report, and the anticipated cost to complete this project.</p>	Administration compiling information for draft

**Engineering and Public Works - Open Council Motions**

<b>UFB Item</b>	<b>Assigned to</b>	<b>Assigned date</b>	<b>Due Date</b>	<b>Councillors</b>	<b>MOTION</b>	<b>Dept Comments/Status</b>
EPW 12	Antonietta Giofu	16-Nov-15		Deputy Mayor DiPasquale/Pouget	Direct Administration to investigate a grant policy to address special benefits such as asphalt and concrete driveways retroactive to January 1, 2015	Administration compiling information for report
EPW 14	Antonietta Giofu	30-Nov-15		Fryer/Courtney	Direct Administration to look into LED lighting program from Malden Road to Ranta Marina	Administration compiling information for report
20160509-211	Antonietta Giofu	09-May-16		Pouget/Meloche	That Administration BE DIRECTED to bring back a report outlining the intended use of "multi-use" sidewalks and further to provide Council with clarification regarding bike regulations on sidewalks.	Administration compiling information for report

Finance Department - Open Council Motions

Parks, Facilities, Recreation and Culture - Open Council Motions

**Planning, Development and Legislative Services - Open Council Motions**

<b>UFB Item</b>	<b>Assigned to</b>	<b>Assigned date</b>	<b>Due date</b>	<b>Councillors</b>	<b>MOTION</b>	<b>Dept Comments/Status</b>
ECDEV 2	Tony DeThomasis	10-Dec-14			That Council direct Administration to bring a report on the discrepancy between Marsh Drive and Marsh Court, and the process to change the street name.	Discussion between Planning and Engineering to review approval process for Road naming.
20160222-83	Mark Galvin	22-Feb-16		Pouget/Fryer	That Council direct Administration to provide a full report to Council on all necessary steps required to protect site 52, the ecosystem north of Alma Street, east of Thomas Road, south of the Greenway, and west of Fox Road as per the report provided by Amherstburg resident Greg Nemeth and the documentation pertaining to this site in the 2009 Big Creek Watershed Study.	Report in progress.
20160321-127	Mark Galvin	21-Mar-16		Fryer/Lavigne	That Administration BE DIRECTED to expedite the process of bringing the Sign By-law to Council to be updated and in the interim for the present by-law to be enforced and further that Council gives the Park's Advisory Committee the opportunity to review and offer advice on this new by-law.	Report in progress.
20160425-178	Rebecca Belanger & Annette Zahaluk	25-Apr-16		Fryer/Pouget	That Administration BE DIRECTED to provide clarification and information to residents regarding the number of trees ERCA is going to provide to residential homeowners for the 50 Million Trees program, and further to look into the possibility of adding present day green spaces.	Report in progress.
20160627-282	Mark Galvin	27-Jun-16		Fryer/Pouget	That Administration BE DIRECTED to work in conjunction with ERCA and other appropriate Ministries for possibilities for the Big Creek Watershed	
20160627-289	Mark Galvin	27-Jun-16		Deputy Mayor DiPasquale/Melocche	That Administration BE DIRECTED to bring any previous parking studies to Council for consideration.	



## NOTICE OF MOTION

Re: Reconsideration - Denied Removal of Holding Zone for 7809 Howard

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I, Councillor Fryer, hereby provide Notice to Town of Amherstburg Council of:

A Motion to RECONSIDER the motion of September 19, 2016 that "**Council DENY the request to remove holding symbol on the Jones Property**"

*Councillor. Rick Fryer  
Rick Fryer  
Sept 20 2016*

**THE CORPORATION OF THE TOWN OF AMHERSTBURG**

**BY-LAW NO. 2016 - 88**

**By-law to Confirm the Proceedings of the Council  
of the Corporation of the Town of Amherstburg**

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**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 September 19<sup>th</sup> and 26<sup>th</sup>, 2016, 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 26<sup>th</sup> day of September, 2016.

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MAYOR – Aldo DiCarlo

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CLERK – Paula Parker