



Town of Amherstburg Council Brief

Highlights from the July 14th, 2025 meeting of Council:

REPORT OUT FROM IN-CAMERA SESSION

Item A – CAO Performance Evaluation

Council received the information regarding the CAO Performance Evaluation for information purposes.

Item B – Legal Advice and Information pertaining to Real Property Disposition Affecting Municipal Services and Public Administration

Legal counsel was authorized to issue a public statement to address legal aspects of public concerns and to respond to Council's questions regarding the development proposal at 130 Sandwich Street South.

MINUTES FROM PREVIOUS MEETING

Council adopted the following minutes:

- 2025 04 29 Regular Council Meeting Minutes
- 2025 06 24 Regular Council Meeting Minutes

REPORTS

2024 Year End Reporting: Audited Consolidated Financial Statements, Financial Indicators, Building Services Annual Statement, Development Charge Reserve Funds Statement, and 2024 Parkland Dedication Reserve Statement

Council approved the Town's 2024 audited financial statements and received related year-end reports, including the audit findings, financial indicators, and statements for Building Services, Development Charges, and the Parkland Dedication Reserve. The financial statements will be posted on the Town's website for public access.

2024 Year End (Q4) Budget to Actual Summaries and Transfers

Council approved the Treasurer's recommended 2024 year-end reserve transfers, including the allocation of the taxation-supported surplus to the General, Drainage, WSIB (Fire), and Contingency reserves. Transfers were also made to the Building, Water, and Wastewater reserves, along with other grant and operating reserves. Council further authorized the temporary use of reserve funds to support approved capital projects during construction while awaiting grant payments.

2024 Year End Financial Ratios and Indicators

Council received for information the 2024 Year-End Financial Ratios and Indicators Report, which outlines key measures used to assess the Town's financial health. These ratios help evaluate the Town's ability to meet short-term obligations, manage debt, and efficiently collect revenues, while supporting ongoing financial monitoring and identifying opportunities to enhance operational effectiveness.

Centennial Park Sport and Recreation Infrastructure Fund Update

Council moved to defer the agenda item to a later meeting of Council.

Roof Replacement Police Service – Amherstburg Detachment – Section B

Council awarded the roof replacement project for Section B of the Windsor Police Service Amherstburg Detachment to Accent Roofing and Siding. Authority was delegated to the CAO and Clerk to manage and approve any related contracts, purchase orders, or change orders needed to complete the project, with technical oversight from the Director of Parks, Facilities and Recreation and financial oversight from the Chief Financial Officer.

Ducharme Lane Subdivision Phase 2 – Acceptance of Infrastructure and Start of Maintenance

Council accepted the recommendation from Dillon Consulting to place the sanitary and water infrastructure in Ducharme Lane Subdivision Phase 2 on a one-year maintenance period, starting July 14, 2025. Although located in the Town of Essex (McGregor), the subdivision is serviced through Amherstburg's water and sanitary systems.

Recommendation to Close Part of Fraserville Alley Right-of-Way and the Sale of Land to the Abutting Land Owners

Council approved the start of the process to close a portion of the Fraserville Alley, based on a combined application from ZC Developments Ltd. The alley is a 20-foot-wide municipal right-of-way located east of Girard Street between Brunner and Duff Avenues. Abutting property owners will be offered the opportunity to purchase the land and will receive cost estimates and next steps. Administration will also engage with the owners of 190 Duff Avenue regarding the section near their property, which has been classified as "Indispensable" as it provides critical access to a telecommunications tower. A follow-up report will be brought to Council once the next steps are completed. By-law 2025-054 to initiate the process was passed.

Official Plan Amendment No. 27 and Zoning By-law Amendment ZBA-24-24 – 130 Sandwich Street South

Council approved both an Official Plan Amendment and a Zoning By-law Amendment for 130 Sandwich Street South to permit the development of an 8-storey and an 11-storey mixed-use tower. The amendments change the land use designation from "Institutional" to "General Commercial – Special Policy Area 25" and the zoning from "Institutional (I)" to "Commercial General – Special Provision 21 (CG-21)," allowing for a mix of residential, commercial, and institutional uses. Council also directed that key matters such as traffic, garbage, access, lighting, and fire safety be addressed during site plan negotiations.

Closure of a portion of Gore Street on the West Side of Dalhousie Street

During the site plan review for Kings Navy Yard Park Phase 1B, it was identified that the

Gore Street right-of-way west of Dalhousie Street is an open road allowance established in 1846. Council approved the closure of this portion of Gore Street and passed By-law 2025-053 to formally stop up and close the road.

Proposed Amendment to the User Fees Schedule – Site Alteration Permits, Advertising and Sign By-law Amendment Fees

Council approved updated user fees for Site Alteration Permits, based on the volume and type of soil moved with a deposit for expert consulting, and introduced a \$1,500 fee for Sign By-law Amendments requiring Council approval. Additionally, changes were made to the Town's advertising fees, including removing low-interest options and adding new advertising opportunities for pickleball courts. Council directed Administration to update the User Fee By-law accordingly, and By-law 2025-055 was passed to finalize these changes.

Customer Service Strategy, Policy and Standards

As part of the Town's ongoing efforts to modernize service delivery and improve resident satisfaction under the Community Strategic Plan, Council adopted a new Customer Service Strategy and Policy. Council also approved the implementation of updated Customer Service Standards to enhance accountability and responsiveness. In support of this new approach, the existing Complaint Protocol Policy was rescinded.

Strong Mayor's Powers Legislative Changes

Council received a report for information outlining recent legislative changes following the Province's decision to extend Strong Mayor Powers to the Town of Amherstburg as of May 1, 2025.

2025 Special Events Part 5

Council approved Part 5 Special Events brought forward which included the Uncommon Festival, 39th Annual Show – Gas & Steam Engine and the Super Santa 5k events. Council also waived the road closure and noise exemption fees for the Super Santa 5k event.

Golf Car By-law 2025-051

Council passed By-law 2025-051 to regulate the use of golf cars within the Town of Amherstburg. As part of the implementation, Council also directed Administration to amend the User Fee By-law to include a \$75 registration fee for golf cars.

INFORMATION REPORTS

Amherstburg Policing Activities Report – May 2025

Council received the WPS Amherstburg Detachment Policing activity report summarizing the calls for service, provincial offenses, crime statistics and community outreach activities up to end of May 2025.

Strong Mayor Decisions - Delegations

Council received the following Mayor decisions with regards to the Strong Mayor Power Framework :

- Delegation for the Appointment of a CAO
- Delegation Regarding Committees of Council
- Delegation Regarding Organizational Structure and Employment

CONSENT CORRESPONDENCE

Phragmites Mapping and Management Funding – Mapping at Big Creek

Council received correspondence notifying the Town of Amherstburg that it has been awarded \$13,100 through the Invasive Phragmites Control Fund to support contractor and staff mapping of the Big Creek wetland complex, as part of the Essex PMA Working Group's ongoing efforts.

MMAH Deputy Minister Letter – City of Toronto – Building Code Act Amendment

Council received correspondence from the Province clarifying that, under Bill 17, municipalities do not have the authority to set their own construction or demolition standards, as these are governed by provincial legislation.

CORRESPONDENCE

Flag Raising Request for Franco-Ontarian Day - L'association des communautés francophone de l'Ontario Windsor-Essex-Chatham-Kent (ACFO WECK)

Council approved the raising of the Franco-Ontarian Flag for Franco-Ontario Day on September 25, 2025.

Proclamation Request for Emancipation Day – Amherstburg Freedom Museum

Council proclaimed August 1st, 2025 as Emancipation Day in the Town of Amherstburg.

CONSENT OTHER MINUTES

Council received the minutes of the following:

- June 4th, 2025 Committee of Adjustment Meeting
- June 23rd, 2025 Audit and Finance Advisory Committee Meeting

NEW BUSINESS

Policy for Fee Waiver Requests

Council directed Administration to provide a report on the development of a policy for fee waiver requests.

Emergency Notification System

Council directed Administration to provide a report to Council regarding the notification system along with any recommended changes.

**Interested in Council initiatives?
SUBSCRIBE to receive Council Agendas right to your email!
amherstburg.ca/council/Subscription**