



**REGULAR MEETING OF COUNCIL  
AGENDA**

**Monday, May 13, 2019, 7:00 PM**

**Council Chambers**

**2021 Division Road N**

**Kingsville, Ontario N9Y 2Y9**

**Pages**

- A. CALL TO ORDER**
- B. MOMENT OF SILENCE AND REFLECTION**
- C. PLAYING OF NATIONAL ANTHEM**
- D. DISCLOSURE OF PECUNIARY INTEREST**

When a member of Council has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at this Meeting of Council (or that was the subject of consideration at the previous Meeting of Council at which the member was not in attendance), the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter.

**E. PRESENTATIONS/DELEGATIONS**

- 1. Kingsville Municipal Heritage Advisory Committee--Elvira Cacciavillani, Chair and Members of the KMHAC--Presentation of Heritage Designation Plaque to the owners of The Jasperson House (321 Lakeview)**
- 2. Leamington & Area Family Health Team-Bill Baker, Executive Director, Dr. Sheila Horen, and Bill Orawski, Board Member RE: Annual Kingsville Medical Services Update; LAFHT Kingsville Medical Centre**
- 3. Mike Cowan, CPA, CA, Partner, BDO Canada LLP--Presentation of 2018 Financial Statement Audit Report (SEE: draft Consolidated Financial Statements as at December 31, 2018 attached to Staff Report #I-1)**  
  
(SEE ALSO: Director of Financial Services R. McLeod Report Item I-1)
- 4. Tourism Windsor Essex Pelee Island (TWEPI)--Gordon Orr, CEO and Lynnette Bain, Vice-President, Tourism Programs and Development, will be in attendance to present the 2018 Year in Review**

## **F. MATTERS SUBJECT TO NOTICE**

1. **Zoning By-law Amendment ZBA/03/19--255 County Road 14 East, Part of Lot 19, Concession 9** 2

R. Brown, Manager of Planning Services

(The Applicant has requested a deferral to a future Regular Meeting of Council).

i) Notice of Complete Application and Public Meeting: Zoning By-law Amendment ZBA/03/19, dated April 18, 2019.

### **Recommended Action**

That Council defer Zoning By-law Amendment Application ZBA/03/19 to a future Regular Meeting of Council.

## **G. AMENDMENTS TO THE AGENDA**

## **H. ADOPTION OF ACCOUNTS**

1. **Town of Kingsville Accounts for the monthly period ended April 30, 2019 being TD cheque numbers 0068775 to 0069035 for a grand total of \$1,027,162.16** 4

### **Recommended Action**

That Council receives Town of Kingsville Accounts for the monthly period ended April 30, 2019 being TD cheque numbers 0068775 to 0069035 for a grand total of 1,027,162.16

## **I. STAFF REPORTS**

1. **2018 Financial Year-End Review** 27

R. McLeod, Director of Financial Services

### **Recommended Action**

That Council approve the Financial Statements for the year ending December 31, 2018, as audited by BDO Canada LLP; and

That Council approve the allocation of \$411,376 from the 2018 general budget surplus to the Budget Stabilization Reserve.

2. **Hillview Crescent Parking** 60

T. Del Greco, Manager of Municipal Services

### **Recommended Action**

That Council revise Kingsville Traffic By-Law 21-2005 to include a fifteen-minute parking zone on the north side of Hillview Crescent as indicated on the map in Appendix A of this report.

3. **Application for Development Agreement Amendment by Timbercreek Estates Inc. - Emily Ave Part of Lot 3, Concession 1 ED, Part of Block 46, Plan 12M 565** 64

R. Brown, Manager of Planning Services

### **Recommended Action**

That Council approve the requested amendment to the Timbercreek Subdivision development agreement to:

permit the next phase(s) of development subject to the availability of sanitary sewage treatment capacity;

require the developer to release any claim on the existing forcemain components without consideration of compensation, and

include revised wording to indicate that completion of the remaining forcemain to the ERCA Greenway will be the developers responsibility at the time the remaining subdivision lands are developed.

4. **York Phase 4B Initial Acceptance** 67

G. A. Plancke, Director of Municipal Services

### **Recommended Action**

That Council initially accept York Phase 4B ( Megan Agosta Dr. / Corbin Watson Way) onto "Maintenance" for a period of no less than one year, and that the Clerk provide written confirmation to the Developer of the date of initial acceptance of the development by Council resolution.

5. **Public Works Fleet Acquisition** 71

S. Martinho, Manager of Public Works

### **Recommended Action**

That Council approves the acquisition of the Fleet asset as follows:

One (1) 2019 Kubota M6 131DTCC from Southpoint Equipment in Essex for the purchase price of \$73,709.12 inclusive of the HST burden.

6. **Trade Mission** 74

P. Van Mierlo-West, CAO

**Recommended Action**

That Council approve the Mayor, Chief Administrative Officer and Manager of Planning to attend the 2019 GreenTech Conference from June 9<sup>th</sup>, 2019 to June 16<sup>th</sup>, 2019.

**J. MINUTES OF THE PREVIOUS MEETINGS**

- 1. Regular Meeting of Council--April 23, 2019** 78

**Recommended Action**

That Council adopts Regular Meeting of Council Minutes, dated April 23, 2019.

**K. MINUTES OF COMMITTEES AND RECOMMENDATIONS**

- 1. Union Water Supply System Joint Board of Management - February 27, 2019** 90

**Recommended Action**

That Council receives Union Water Supply System Joint Board of Management Meeting Minutes, dated February 27, 2019.

- 2. Committee of Adjustment - March 19, 2019** 96

**Recommended Action**

That Council receives Committee of Adjustment Meeting Minutes, dated March 19, 2019.

- 3. Kingsville Municipal Heritage Advisory Committee - March 20, 2019** 99

**Recommended Action**

That Council receives Kingsville Municipal Heritage Advisory Committee Meeting Minutes dated March 20, 2019

- 4. Parks, Recreation, Arts and Culture Committee - March 21, 2019** 103

**Recommended Action**

That Council receive Parks, Recreation, Arts and Culture Committee Meeting Minutes dated March 21, 2019 together with Minutes of the following sub-committees: Communities in Bloom - February 5, 2019, Kingsville Highland Games - February 6, 2019, Fantasy of Lights - February 19, 2019, and Kingsville Migration Festival - February 19, 2019.

- 5. Police Services Board - March 27, 2019** 120

**Recommended Action**

That Council receives Police Services Board Meeting Minutes, dated



March 27, 2019.

**L. BUSINESS CORRESPONDENCE - INFORMATIONAL**

- |    |  |     |
|----|--|-----|
| 1. | Sandy Smith, Resident--Correspondence dated April 22, 2019 RE: Road concerns   | 123 |
| 2. | Town of Lakeshore--Correspondence dated April 12, 2019 RE: Support of Kingsville Council Resolution RE: Phragmites Control   | 124 |
| 3. | Town of LaSalle--Correspondence dated April 15, 2019 RE: Support of Kingsville Council Resolution RE: Phragmites Control   | 125 |
| 4. | Greater Essex County District School Board--Notice of the Passing of Education Development Charges By-laws, dated April 23, 2019   | 129 |
| 5. | Town of Minto--Ontario Municipal Partnership Fund (OMPF) Resolution COW 2019-069   | 131 |
| 6. | 2nd Kingsville Scouts--Note of thanks re: Pacific Jamboree 2019  | 133 |
| 7. | Township of McKellar--Copy of correspondence dated May 7, 2019 to the McKellar Public Library Board RE: Resolution 19-263-Ford Government Funding Cuts to Southern Ontario Library Service and Ontario Library Service North | 134 |

**Recommended Action**

That Council receives Business Correspondence-Informational Items 1 to 7.

**M. NOTICES OF MOTION**

1. **Deputy Mayor Queen may move, or cause to have moved:**  
That Council be provided an update as to the past drainage studies regarding the site (field) and adjacent lands near Train Court.
2. **Deputy Mayor Queen may move, or cause to have moved:**  
That Administration review and advise as to how long a street sidewalk or Town public access alley may be blocked for construction of an adjacent building (e.g. the alley north of Main St. West between Mary Kathryn Ladies' Shop and Century 21 was blocked in October of 2018 and remains closed today).
3. **Deputy Mayor Queen may move, or cause to have moved:**  
That the Town map be revised to update and delete the name 'Cemetery Road' (to show 'Greenhill Lane') on our Town maps that may be downloaded from the Town's website.
4. **Deputy Mayor Queen may move, or cause to have moved:**

That the Road Map and signage for one Road be upgraded or corrected to show the correct name (i.e. Administration to review and update for Council and provide: a) correct mapping, and b) correct street name signage).

**5. Councillor Neufeld may move, or cause to have moved:**

That Administration prepare a report to amend the sidewalk café policy outlining strategies for improved communication between the municipality and affected landowners including, but not limited to, the BIA, landlords and residents within a 60 meter radius.

**N. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES**

**O. BYLAWS**

**1. By-law 47-2019 138**

Being a By-law authorizing the entering into of an Agreement with Coco Paving Inc. for the 2019 Urban Road Program (full contract documents available for review in Department of Municipal Services)

To be read a first, second and third and final time.

**2. By-law 48-2019 143**

Being a By-law authorizing the entering into of an Agreement with Shepley Road Maintenance Ltd. for the 2019 Rural Road Program (full contract documents available for review in Department of Municipal Services)

To be read a first, second and third and final time.

**3. By-law 49-2019 148**

Being a By-law authorizing the entering into of a Lease Agreement with Sun Parlour Folk Music Society for a portion of the building municipally known as 26 Division St. South, Kingsville for use as an office and meeting space.

To be read a first, second and third and final time.

**4. By-law 51-2019 158**

Being a by-law to provide for the Code of Conduct for Members of Council, Local Boards and Committees

To be read a first, second and third and final time.

**P. CONFIRMATORY BY-LAW**

**1. By-law 52-2019 163**

Being a By-law to confirm the proceedings of the Council of The  
Corporation of the Town of Kingsville at its May 13, 2019 Regular Meeting

To be read a first, second and third and final time

**Q. ADJOURNMENT**

April 1<sup>st</sup>, 2019

Town of Kingsville  
2021 Division Road North  
Kingsville, Ontario  
N9Y 2Y9

Attention: Jennifer Astrologo, Director of Corporate Services/Clerk

**Re: Request to Appear Before Kingsville Town Council**

Please let this letter serve as Tourism Windsor Essex Pelee Island's official request to appear before Kingsville Town Council to present our **2018 Year in Review, discuss plans for 2019, share our collaborations with your town and to unveil our new 2019/2020 Official Visitor Guide.**

**Details:**

- Monday, May 13 after 7:00 PM
  - Presenters:
    - Gordon Orr - CEO
    - Lynnette Bain - Vice President, Tourism Programs and Development
    - Maggie Durocher- Manager of Programs, Parks & Rec Department, Town of Kingsville
  - Presentation Length - 10 minutes, and available for questions
  - Audio Visual Requirements – PowerPoint Presentation\*
- \* PowerPoint to be circulated to Town/City Clerk one week prior to presentation

We respectfully ask your indulgence as to our arrival time as we will be appearing before Amherstburg Town Council the same evening at 6:00 PM, we will arrive as soon as possible.

We thank you for consideration of this request and thank you for the opportunity to be heard.

Sincerely,



Gordon Orr  
Chief Executive Officer



## NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING: ZONING BY-LAW AMENDMENT

**APPLICATION:** **ZONING BY-LAW AMENDMENT - ZBA/03/19**  
(Section 34 of the Planning Act, R.S.O. 1990, C.P. 13)

**APPLICANTS:** **Estate of Hildegard von Flotow (Owner)**  
**Julia von Flotow (Authorized Applicant)**

**LOCATION OF PROPERTY:** **255 County Road 14 E, Part of Lot 19, Concession 9**

**PURPOSE OF APPLICATION:** The Town of Kingsville has received the above-noted application for lands located on the north side of County Road 14 East, east of Graham Side Road. The subject parcel is designated 'Agricultural' by the Official Plan and is zoned 'Agricultural (A1)' under the Kingsville Comprehensive Zoning By-law.

The subject parcel is an approximately 39.25 ha (96.99 ac.) farm parcel containing an existing single detached dwelling and several outbuildings.

At the April 16<sup>th</sup>, 2019 Committee of Adjustment meeting, provisional consent was given to sever an existing dwelling and outbuildings, deemed surplus to the applicants' farming operation, on a 1.389 ha (3.433 ac.) lot from the parcel known as 255 County Road 14 East (shown in blue). As a condition of that consent, it was required that the retained parcel be rezoned to 'Agriculture – Restricted (A2)' to prohibit the construction of future dwellings (shown in red). This condition is required by both Provincial and Town policies.

### **A PUBLIC MEETING OF COUNCIL will be held on:**

**WHEN:** **May 13, 2019**  
**WHERE:** Town of Kingsville Municipal Building – Council Chambers  
**TIME:** 7:00 p.m.

Your input on these matters are important. If you have comments on this application, they may be forwarded in writing via email or mail, to the attention of: **George Robinson, Town Planner**, 2021 Division Road North, Town of Kingsville, ON N9Y 2Y9. Comments and opinions submitted on these matters, including your name and address, may become part of the public record and may be viewed by the general public and may be published in a planning report or reproduced in a Council agenda and/or minutes.

**IF A PERSON** or public body does not make oral submissions at the public meeting or make written submissions to Council before the by-law is passed, the person or public body is not entitled to appeal the decision of the Council to the Local Planning Appeal Tribunal.

**IF A PERSON** or public body does not make oral submissions at the public meeting, or make written submission to Council before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**ADDITIONAL INFORMATION** relating to this matter is available for review at the Kingsville Municipal Office during regular office hours.

**DATED AT**  
**THE TOWN OF KINGSVILLE**  
**on April 18<sup>th</sup>, 2019.**

**George Robinson, BFA, BURPI, CPT**  
**519-733-2305 (x 249)**  
**grobinson@kingsville.ca**





**Town of Kingsville  
Council Summary Report  
2019**

**Cheque Distributions for the Month of:**

**APRIL**

**Department Summary:**

Dept. No.	Department Name	Amount
	Credit Card Transactions	\$ 20,681.41
000	Default - Clearing	\$ 68,869.91
110	Council	\$ 679.25
112	General Administration	\$ 72,084.97
114	Information Technology	\$ 11,617.92
120	Animal Control	\$ 1,399.78
121	Fire	\$ 30,388.82
122	OPP	\$ 267,271.87
124	Building	\$ 2,107.88
130	Transportation - Public Works	\$ 70,881.62
131	Sanitation	\$ 57,462.24
151	Cemetery	\$ 4,087.31
170	Arena	\$ 17,135.96
171	Parks	\$ 9,416.38
172	Fantasy of Lights	\$ -
173	Marina	\$ 359.01
174	Migration Festival	\$ -
175	Recreation Programs	\$ 79,390.42
176	Communities in Bloom	\$ -
177	Highland Games	\$ 1,435.76
178	Facilities	\$ 107,561.38
180	Planning	\$ 13,984.67
181	BIA	\$ 351.30
184	Accessibility Committee	\$ 172.99
185	Tourism & Economic Development Committee	\$ 2,966.26
186	Heritage Committee	\$ -
201	Environmental - Water	\$ 30,831.78
242	Kingsville/Lakeshore West Wastewater	\$ 146,537.32
243	Cottam Wastewater	\$ 9,485.95

**Total of Current Expenditures:** \$ 1,027,162.16

*\*Note HST Rebate details are omitted, but are included in the totals*

**Total Number of Current Cheques Issued:** 260

**Comparison Data:** **APRIL 2018**

**Total of Approved Expenditures:** \$ 938,348.61

**Total Number of Cheques Issued:** 235

*\* denotes monies to be recouped, billed to third party*

**Council Summary Report  
Credit Card Transactions  
April 2019**

<b>Cheque Number</b>	<b>Cheque Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
68901	4/16/2019	TD Canada Trust - RM Visa	TONER	01-112-099-60301	\$ 254.35
68901	4/16/2019	TD Canada Trust - RM Visa	RETIREMENT GC - L ROCHELEAU	01-112-099-60317	\$ 80.00
68901	4/16/2019	TD Canada Trust - RM Visa	RETIREMENT GC - L ROCHELEAU	01-112-099-60317	\$ 75.00
68759	3/26/2019	TD Canada Trust - RM Visa	SECURE AWARENESS TRAIN'G SFW	01-114-099-60309	\$ 2,258.31
68901	4/16/2019	TD Canada Trust - RM Visa	SECURE AWARENESS TRAIN'G FX	01-114-099-60309	\$ 854.51
68910	4/17/2019	TD Canada Trust - RM Visa	FIRE - TRAINING MANUALS	01-121-072-60118	\$ 1,298.80
68901	4/16/2019	TD Canada Trust - RM Visa	FIRST AID TRAINING x 8	01-121-098-60254	\$ 160.00
68901	4/16/2019	TD Canada Trust - RM Visa	MOBILE PRINTERS FOR TRUCKS	01-124-360-71921	\$ 844.04
68910	4/17/2019	TD Canada Trust - RM Visa	PENG ANNUAL FEE - DEL GRECO	01-130-099-60320	\$ 223.87
68901	4/16/2019	TD Canada Trust - RM Visa	MTO	01-130-099-60345	\$ 12.00
68901	4/16/2019	TD Canada Trust - RM Visa	ARENA CLOTHING	01-170-072-60216	\$ 284.06
68910	4/17/2019	TD Canada Trust - RM Visa	CRSE-ARENA REFRIGERATION DWOL	01-170-098-60254	\$ 1,025.00
68901	4/16/2019	TD Canada Trust - RM Visa	FIRST AID TRAINING x 7	01-171-098-60254	\$ 140.00
68901	4/16/2019	TD Canada Trust - RM Visa	FIRST AID TRAINING x 12	01-175-099-60627	\$ 240.00
68910	4/17/2019	TD Canada Trust - RM Visa	EASTER EGG HUNT SUPPLIES	01-175-099-60628	\$ 464.02
68759	3/26/2019	TD Canada Trust - RM Visa	PORT FEES	01-175-150-60769	\$ 5,000.00
68901	4/16/2019	TD Canada Trust - RM Visa	PORT FEES - ADJ FX	01-175-150-60769	\$ (714.97)
68910	4/17/2019	TD Canada Trust - RM Visa	TASTE O K'VILLE BUSLIST TEST2	01-185-066-41327	\$ 15.00
68910	4/17/2019	TD Canada Trust - RM Visa	TASTE OF K'VILLE PASSPORT-TEST	01-185-066-41327	\$ 152.64
68910	4/17/2019	TD Canada Trust - RM Visa	TASTE OF K'VILLE BUS LIST-TEST	01-185-066-41327	\$ 15.00
68901	4/16/2019	TD Canada Trust - RM Visa	OGRA TRAINING - J GODIN	02-201-098-60254	\$ 946.37
68901	4/16/2019	TD Canada Trust - RM Visa	UOFG ACCOMMODATION J GODIN	02-201-098-60254	\$ 372.29
68901	4/16/2019	TD Canada Trust - RM Visa	DW OPERATOR EXAM-E ALLEN	02-201-098-60254	\$ 140.00
68901	4/16/2019	TD Canada Trust - RM Visa	DW OPERATOR EXAM-J GODIN	02-201-098-60254	\$ 140.00
68901	4/16/2019	TD Canada Trust - RM Visa	MOBILE PRINTERS FOR TRUCKS	02-201-099-60302	\$ 562.69
68901	4/16/2019	TD Canada Trust - RM Visa	REAGENT FOR HIGH RANGE TESTKIT	02-201-099-60335	\$ 171.36
68901	4/16/2019	TD Canada Trust - RM Visa	WW OPERATOR EXAM-E ALLEN	02-242-098-60254	\$ 140.00
68901	4/16/2019	TD Canada Trust - RM Visa	WW OPERATOR EXAM-J GODIN	02-242-098-60254	\$ 140.00
68900	4/16/2019	TD Canada Trust - PVMW	WARDENS LUNCH-PATTERSON/APL	01-110-106-60253	\$ 50.88
68900	4/16/2019	TD Canada Trust - PVMW	WARDENS LUNCH-PATTERSON/APL	01-112-098-60254	\$ 50.88
68900	4/16/2019	TD Canada Trust - PVMW	MEMBERSHIP - WEBINAR ACCESS	01-112-098-60254	\$ 288.60
68900	4/16/2019	TD Canada Trust - PVMW	SHERATON HOTEL - PVM	01-112-098-60254	\$ 646.91
68900	4/16/2019	TD Canada Trust - PVMW	GEN ADMIN ASSIT RECOGNITION	01-112-099-60317	\$ 223.87
68909	4/17/2019	TD Canada Trust - PVMW	MICROWAVE&DISHSOAP-TOWNHALL	01-112-099-60317	\$ 231.99
68900	4/16/2019	TD Canada Trust - PVMW	REFRESHMENTS-MAYORS RND TABLE	01-112-099-60318	\$ 17.29
68900	4/16/2019	TD Canada Trust - PVMW	ANNUAL FEE	01-112-099-60346	\$ 49.00
68909	4/17/2019	TD Canada Trust - PVMW	HOLLAND FLIGHT-RBROWN, PVMW NS	01-180-099-60254	\$ 2,498.16
68900	4/16/2019	TD Canada Trust - PVMW	GOWILD GROW WILD-HOTEL N COBBY	01-185-099-63104	\$ 207.46
68900	4/16/2019	TD Canada Trust - PVMW	GO WILD GROW WILD - TABLE	01-185-099-63104	\$ 133.31
68909	4/17/2019	TD Canada Trust - PVMW	CONFERENCE DOLLY - N COBBY	01-185-099-63104	\$ 63.00
68909	4/17/2019	TD Canada Trust - PVMW	BUS REC AWARDS TIX TABLE	01-185-099-63115	\$ 508.80
68899	4/16/2019	TD Canada Trust - NS Visa	FPCBP REFUND	01-110-099-60300	\$ 40.98
68899	4/16/2019	TD Canada Trust - NS Visa	MEALS - FPCBP AWARDS GALA	01-110-099-60300	\$ 43.52
68899	4/16/2019	TD Canada Trust - NS Visa	HOTEL - FPCBP AWARDS GALA	01-110-099-60300	\$ 168.29
68899	4/16/2019	TD Canada Trust - NS Visa	MAYORS PROMO-SPEC EVENT PLN'G	01-110-099-60300	\$ 164.13
<b>Total Credit Card Transactions</b>					<b>\$ 20,681.41</b>



**Town of Kingsville  
 Council Summary Report**

**Ranges:** From:  
**Vendor ID:** First  
**Vendor Name:** First  
**Cheque Date:** 4/1/2019  
**Sorted By:** Cheque Number

**To:**  
**Last**  
**Last**  
**4/30/2019**

Distribution Types Included: PURCH

Cheque Number	Cheque Date	Vendor Name	Description	Amount
<b>Total For Department</b>				<b>\$0.00</b>
<u>000</u>	-			
0068776	✖ 4/5/2019	Edward Remark & Sons Limited	PROF SERVICES - NEW SCHOOL 01-000-006-13112	\$4,184.88
0068778	✖ 4/11/2019	1741110 Ontario Inc.	RFND-225 PRINCE ALBERT BLDG C 01-000-000-21410	\$1,000.00
0068779	✖ 4/11/2019	2492309 Ontario Ltd	RFND-1288-1290 RD 2 W 01-000-020-22014	\$961.72
0068780	✖ 4/11/2019	Anthony Abraham	RFND-296 GLASS AVE 01-000-000-21410	\$1,000.00
0068784	✖ 4/11/2019	Alum Investments Inc.	RFND-390 MAIN ST E 01-000-000-21410	\$1,000.00
0068789	✖ 4/11/2019	Brian Benoit	RFND - 99 ROAD 4 E 01-000-000-21410	\$1,000.00
0068796	✖ 4/11/2019	Chris King & Sons Construction	RFND - 1318 MCRAE AVE 01-000-000-21410	\$1,000.00
0068796	✖ 4/11/2019	Chris King & Sons Construction	RFND - 1 ROBIN CRT 01-000-000-21410	\$1,000.00
0068797	✖ 4/11/2019	Cindy's Home and Garden	RFND - 585 SEACLIFF DR 01-000-000-21410	\$1,000.00
0068803	✖ 4/11/2019	D & L Digging	PROPERTY CLEANUP - 20 MULBERRY 01-000-006-13199	\$724.60
0068806	✖ 4/11/2019	Discovery School	2019 INTERIM CHARITY REBATE 01-000-031-21418	\$497.89
0068807	✖ 4/11/2019	Double Diamond Farms	RFND - 2227 COUNTY RD 31 01-000-000-21410	\$1,000.00
0068812	✖ 4/11/2019	Essex Region Conservation Aut	ERCA PERMIT-CAMERON/CURRY DRN 01-000-023-14080	\$150.00
0068814	✖ 4/11/2019	Ronald Galos	RFND - 370 CTY RD 3 E 01-000-000-21410	\$1,000.00
0068816	✖ 4/11/2019	Troy Gee	RFND - 251 RD 3 E 01-000-000-21410	\$1,000.00
0068817	✖ 4/11/2019	Goodwill Industries	2018 FINAL CHARITY REBATE 01-000-031-21418	\$1,086.12
0068819	✖ 4/11/2019	Greater Essex County District S	2018 FINAL CHARITY REBATE 01-000-031-21418	\$2,541.69
0068821	✖ 4/11/2019	William Hoogsteen	RFND-158 CTY 34 E 01-000-000-21410	\$1,000.00
0068824	✖ 4/11/2019	I.B.E.W. #636	REMITTANCE MAR 10 - 23, 2019 01-000-000-21006	\$797.01
0068824	✖ 4/11/2019	I.B.E.W. #636	6 REMITTANCE MAR 24-APR 06, 2019 01-000-000-21006	\$1,474.30

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068832	✖ 4/11/2019	Kingsville Fire Fighter Assoc	REMITTANCE FEBRUARY 01-000-000-21014	\$300.00
0068838	✖ 4/11/2019	M & M Farms Ltd	RFND - 1755 RD 4 E 01-000-020-22227	\$1,979.12
0068841	✖ 4/11/2019	Chris McAusian	RFND-1577 HERITAGE RD 01-000-000-21410	\$1,000.00
0068842	✖ 4/11/2019	McDonald's Restaurants of Can	RFND 329 MAIN ST E 01-000-020-22238	\$500.00
0068845	✖ 4/11/2019	Minister of Finance (Fynbo)	CLAIM NO. SC-17-58242 01-000-000-21016	\$84.14
0068851	✖ 4/11/2019	N.J. Peralta Engineering Ltd.	KUNCH DRAIN - P15-058 01-000-023-14080	\$1,892.73
0068851	✖ 4/11/2019	N.J. Peralta Engineering Ltd.	SPINKS SUBD'N DRAIN P15-016 01-000-023-14080	\$2,030.11
0068864	✖ 4/11/2019	REALTAX INC	TAX REGISTRATION 270-37401 01-000-030-21307	\$435.05
0068879	✖ 4/11/2019	Sunbeam Energy	RFND - 2209 CTY RD 31 01-000-000-21410	\$1,000.00
0068893	✖ 4/11/2019	Windsor Disposal Services Ltd.	RFND V/L S/S RD 3 E 01-000-020-22251	\$1,667.24
0068895	4/11/2019	Workplace Safety & Insurance E	REMITTANCE - MAR 2019 01-000-000-21007	\$12,834.32
0068898	✖ 4/16/2019	Tara Hewitt	HOLLAND FLIGHT - LEAMINGTON 01-000-006-13199	\$1,803.48
0068952	✖ 4/25/2019	Great Northern Seedlings	RFND ZONING AMENDM'T ZBA/08/18 01-000-020-22277	\$953.02
0068957	✖ 4/25/2019	I.B.E.W. #636	REMITTANCE APR 7-APR 20, 2019 01-000-000-21006	\$809.49
0068961	✖ 4/25/2019	Kingsville Fire Fighter Assoc	REMITTANCE MARCH 2019 01-000-000-21014	\$300.00
0068963	✖ 4/25/2019	Lakepoint Homes	RFND - 23 MULBERRY CRES 01-000-000-21410	\$1,000.00
0068970	✖ 4/25/2019	Mastron Enterprise Ltd	RFND ZONING AMENDM'T ZBA/22/17 01-000-020-22255	\$937.00
0068975	✖ 4/25/2019	Minister of Finance (Fynbo)	CLAIM NO. SC-17-58242 01-000-000-21016	\$44.50
0068981	✖ 4/25/2019	Tom Omstead	KILT RUN PROCEEDS 01-000-030-21373	\$980.00
0068983	✖ 4/25/2019	HYDRO ONE	1 Conc Lot22 Moroun Pump St 01-000-023-14080	\$1,271.19
0068994	✖ 4/25/2019	RC Spencer Associates Inc.	ROAD 11 EAST WATERMAIN 01-000-006-13201	\$166.63
0069009	✖ 4/25/2019	Steckle Farms Limited	RFND ZONING AMENDM'T ZBA/23/17 01-000-020-22256	\$945.19
0069025	✖ 4/25/2019	Todd & Kathryn Wheelton-Luka	2018 HERITAGE REBATE 01-000-031-21418	\$987.17
0069031	4/25/2019	Workplace Safety & Insurance E	REMITTANCE - APRIL 2019 01-000-000-21007	\$11,531.32

**Total For Department 000**

**\$68,869.91**

110

0068837	4/11/2019	Laura Lucier	MILEAGE - OCWA 7 01-110-102-60253	\$38.65
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**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068856	4/11/2019	Larry Patterson	MILEAGE - WARDEN'S LUNCHEON 01-110-106-60253	\$30.29
0068856	4/11/2019	Larry Patterson	MILEAGE-COURT OF REVISION 01-110-106-60253	\$19.84
0068863	4/11/2019	Gord Queen	MILEAGE - WARDENS LUNCH 01-110-101-60253	\$33.43
0068869	4/11/2019	Nelson Santos	TRAVEL EXP - FPCBP AWARDS GALA 01-110-099-60300	\$351.25
0068881	4/11/2019	Telus Mobility	CELL PHONE - MAR 28-APR 27/19 01-110-099-60327	\$45.79
0068906	4/17/2019	Leamington District Agricultural	2019 LDAS BIKE SPONSORSHIP 01-110-103-60253	\$80.00
0068906	4/17/2019	Leamington District Agricultural	2019 LDAS BIKE SPONSORSHIP 01-110-105-60253	\$80.00

**Total For Department 110**

**\$679.25**

**112**

0068775	4/5/2019	CPA Ontario	ANNUAL MEMBERSHIP-R MCLEOD 01-112-099-60320	\$997.25
0068792	4/11/2019	Canada Post Corporation	COURIER FEES 01-112-099-60305	\$4.58
0068799	4/11/2019	Compugen Inc.	TREASURY COPIES 01-112-099-60311	\$514.93
0068799	4/11/2019	Compugen Inc.	CAO COPIES 01-112-099-60311	\$0.66
0068802	4/11/2019	Culligan Water	WATER COOLER - TOWN HALL 01-112-099-60311	\$28.44
0068827	4/11/2019	Jeffrey J. Hewitt, Lawyer	EXPROPRIATION 01-112-099-60319	\$992.16
0068843	4/11/2019	Merchant Paper Company	SUPPLIES - TOWN HALL 01-112-099-60315	\$166.83
0068847	4/11/2019	Monarch Office Supply	OFFICE SUPPLIES - MAR 2019 01-112-099-60301	\$601.28
0068847	4/11/2019	Monarch Office Supply	OFFICE SUPPLIES - MAR 2019 01-112-099-60317	\$11.54
0068850	4/11/2019	New Designs Flowers & Gifts	FLOWERS - R PALMINI'S MOTHER 01-112-099-60317	\$95.04
0068853	4/11/2019	HYDRO ONE	2021 Division Admin #J027150 01-112-099-60314	\$2,519.13
0068857	4/11/2019	Pearsall Marshall Halliwell & Se	REPKO DOG PARK AGREEMENT 01-112-099-60319	\$365.51
0068867	4/11/2019	Royal Benefits Inc	BENEFITS CLAIM - MARCH 01-112-072-60222	\$963.01
0068867	4/11/2019	Royal Benefits Inc	BENEFITS CLAIM - MARCH 01-112-072-60223	\$1,151.88
0068875	4/11/2019	Southpoint Publishing Inc	AD - WATER & SEWAGE RATE BYLAW 01-112-099-60306	\$219.80
0068881	4/11/2019	Telus Mobility	CELL PHONE - MAR 28-APR 27/19 01-112-099-60327	\$183.17
0068884	4/11/2019	Town of Kingsville (water)	2021 Division Admin 01-112-099-60314	\$69.35
0068886	4/11/2019	Tri-County Copiers Plus	ARENA/ADMIN COPIES 01-112-099-60311	\$187.17

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068888	4/11/2019	Universal Doors Sales & Service	TOWN HALL - PM GARAGE DOOR 01-112-099-60315	\$696.24
0068889	4/11/2019	Peggy Van Mierlo-West	MILEAGE JAN 09 - MAR 25/19 01-112-420-60950	\$231.90
0068900	4/16/2019	TD Canada Trust - PVMW	ANNUAL FEE 01-112-099-60346	\$49.00
0068902	4/17/2019	Bell Canada	2021 DIVISION RD N (PIPE) 01-112-099-60327	\$559.68
0068902	4/17/2019	Bell Canada	2021 Division Rd N 01-112-099-60327	\$662.35
0068911	4/17/2019	Union Gas Limited	2021 Division Rd N - Town Hall 01-112-099-60314	\$381.28
0068912	4/18/2019	D.H.Kingsville Investments Inc	MEDICAL CENTRE RENT-MAY 01-112-099-60366	\$3,013.68
0068915	4/25/2019	1797465 Ontario Limited	BIO FILTER MAINTENANCE 01-112-099-60315	\$305.28
0068916	4/25/2019	Advance Business Systems	POSTAGE MACHINE - LABELS 01-112-099-60301	\$71.18
0068919	4/25/2019	AMCTO	TRAINING - R BAINES 01-112-098-60254	\$422.30
0068920	4/25/2019	Roberta Baines	MILEAGE 01-112-099-60400	\$39.42
0068921	4/25/2019	BDO Canada LLP	CEMETERY TRUST AUDIT 01-112-099-60326	\$2,265.18
0068929	4/25/2019	Chapman Signs	PRESENTATION CHEQUE 01-112-099-60317	\$76.32
0068930	4/25/2019	Cintas Canada Limited	TOWN HALL - MATS 01-112-099-60315	\$81.69
0068932	4/25/2019	Colasanti Farms Ltd	LUNCH - RETIREMENT L ROCHELEAU 01-112-099-60317	\$346.75
0068933	4/25/2019	Compugen Finance Inc.	TOWN HALL COPIER LEASE 01-112-099-60311	\$768.94
0068944	4/25/2019	Ergonow Incorporated	OFFICE CHAIR - M SOOLEY 01-112-099-60319	\$671.61
0068946	4/25/2019	Essex Region Conservation Aut	2ND QUARTER LEVY - 2019 01-112-420-60950	\$49,929.75
0068968	4/25/2019	Lucier Glove & Safety Products	CROSSING GUARD JACKET 01-112-099-60368	\$172.98
0068986	4/25/2019	Pearsall Marshall Halliwell & Se	TITLE SEARCH - 12-14 MAIN ST W 01-112-099-60319	\$949.17
0068991	4/25/2019	Public Sector Digest Inc.	PSD - ANNUAL MEMBERSHIP 01-112-099-60320	\$453.34
0069002	4/25/2019	Shred-It International ULC	RECORDS ARCHIVE DESTRUCTION 01-112-099-60317	\$196.93
0069004	4/25/2019	Sims Publications Incorporated	BUSINESS CARDS - N COBBY 01-112-099-60301	\$86.50
0069016	4/25/2019	Town of Tecumseh	FIRE TAIN'G - GQ, LP, KD 01-112-098-60254	\$304.53
0069019	4/25/2019	Peter Valore	COFFEE MAKER - BREAK ROOM 01-112-099-60358	\$152.63
0069035	4/26/2019	Thomson Reuters Canada	WESTLAW SUBSCRIPTION-MAR 2019 01-112-099-60320	\$124.61

**Total For Department 112**

**\$72,084.97**

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
<u>114</u>	-			
0068787	4/11/2019	Applied Computer Solutions Inc	SWITCH - PW BLDG 01-114-360-71905	\$1,204.39
0068787	4/11/2019	Applied Computer Solutions Inc	VMWARE SOFTWARE MAINT 01-114-099-60309	\$93.88
0068804	4/11/2019	Diamond Software Inc.	GREAT PLAINS UPGRADE 01-114-360-71903	\$437.57
0068823	4/11/2019	Tony Iacobelli	MILEAGE - MARCH 26-28, 2019 01-114-099-60400	\$16.71
0068823	4/11/2019	Tony Iacobelli	USB ADAPTORS - COUNCIL DEVICES 01-114-099-60302	\$49.96
0068826	4/11/2019	Jardine Lloyd Thompson Canad	CYBER INS - 2/20/19 - 01/01/20 01-114-099-60312	\$6,421.68
0068861	4/11/2019	Public Sector Digest Inc.	ASSET MGR CITYWIDE MAINT 01-114-099-60309	\$3,065.34
0068881	4/11/2019	Telus Mobility	CELL PHONE - MAR 28-APR 27/19 01-114-099-60327	\$91.58
0068883	4/11/2019	Thinkdox Inc.	SCANNER TRAY REPLACEMENT 01-114-099-60302	\$40.70
0068956	4/25/2019	Tony Iacobelli	TRAVELEX - LONDON TECHSHOWCASE 01-114-098-60254	\$196.11

**Total For Department 114 \$11,617.92**

<u>120</u>	-			
0068849	4/11/2019	Municipality of Leamington	ANIMAL CTRL - TRAPPING FEB/19 01-120-280-60124	\$854.78
0068987	✱ 4/25/2019	Carrie Perrone	RFND DOG TAG-NR PURCHASE 01-120-064-41140	\$20.00
0069026	4/25/2019	Windsor Essex County Humane	STRAY CATS - MARCH 2019 01-120-280-60125	\$125.00
0069026	4/25/2019	Windsor Essex County Humane	CACT VOUCHER PROGRAM 01-120-280-60377	\$400.00

**Total For Department 120 \$1,399.78**

<u>121</u>	-			
0068786	4/11/2019	Al's Auto Repair	OIL CHANGE - CAR 1 01-121-099-60316	\$44.37
0068790	4/11/2019	Laurie Bilokraly	REFRESHMENT FIRE SERV SEMINAR 01-121-099-60317	\$65.65
0068795	4/11/2019	Carleton Uniforms Inc	FIRE - UNIFORMS 01-121-072-60216	\$223.87
0068798	4/11/2019	Colasanti Farms Ltd	SEMINAR LUNCH - MARCH 27/19 01-121-099-60317	\$437.02
0068800	4/11/2019	County Towing Inc.	REMOVE STORAGE CONTAINER 01-121-099-60315	\$127.20
0068809	4/11/2019	E.L.K. Energy Inc	120 Fox St 01-121-099-60314	\$223.72
0068813	4/11/2019	Fireservice Management Ltd.	EQUIPMENT REPAIR 01-121-099-60316	\$93.33

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068815	4/11/2019	Jeromy Garant	FIRE OFFICER 3 - J GARANT 01-121-072-60118	\$76.95
0068818	4/11/2019	Gosfield North Communications	Cottam Fire Hall 01-121-099-60327	\$126.46
0068831	4/11/2019	Kingsville Home Hardware	EQUIPMENT REPAIR 01-121-099-60316	\$25.42
0068831	4/11/2019	Kingsville Home Hardware	NOZZLES 01-121-099-60316	\$40.68
0068846	4/11/2019	M&L Supply	AXE REPAIR 01-121-099-60316	\$112.56
0068847	4/11/2019	Monarch Office Supply	OFFICE SUPPLIES - MAR 2019 01-121-099-60301	\$43.67
0068847	4/11/2019	Monarch Office Supply	OFFICE SUPPLIES - MAR 2019 01-121-099-60317	\$36.68
0068848	4/11/2019	Scott Moore	REFRESHMENTS-FIRE SERV SEMINAR 01-121-099-60317	\$47.90
0068848	4/11/2019	Scott Moore	BATTERY TESTER 01-121-099-60316	\$29.19
0068880	4/11/2019	Talbot Marketing Inc.	UNIFORMS 01-121-072-60216	\$502.20
0068880	4/11/2019	Talbot Marketing Inc.	UNIFORMS 01-121-072-60216	\$166.95
0068880	4/11/2019	Talbot Marketing Inc.	UNIFORMS 01-121-072-60216	\$588.43
0068881	4/11/2019	Telus Mobility	CELL PHONE - MAR 28-APR 27/19 01-121-099-60327	\$157.73
0068882	4/11/2019	Thames Communications Ltd.	EQUIPMENT REPAIR 01-121-099-60316	\$185.72
0068882	4/11/2019	Thames Communications Ltd.	EQUIPMENT REPAIR 01-121-099-60316	\$152.96
0068884	4/11/2019	Town of Kingsville (water)	1720 Division Rd N 01-121-099-60314	\$72.20
0068888	4/11/2019	Universal Doors Sales & Service	FIRE HALL- PM GARAGE DOOR 01-121-099-60315	\$199.96
0068888	4/11/2019	Universal Doors Sales & Service	FIRE HALL- PM GARAGE DOOR 01-121-099-60315	\$279.03
0068911	4/17/2019	Union Gas Limited	120 Fox St 01-121-099-60314	\$418.06
0068917	4/25/2019	A.J. Stone Company Ltd.	GAS MONITOR 01-121-099-60316	\$241.65
0068918	4/25/2019	Allstream Business Inc	Fire Emergency Calls 01-121-099-60327	\$43.36
0068930	4/25/2019	Cintas Canada Limited	FIRE - MATS 01-121-099-60315	\$68.74
0068930	4/25/2019	Cintas Canada Limited	FIRE - MATS 01-121-099-60315	\$40.70
0068932	4/25/2019	Colasanti Farms Ltd	FIRE - RECOGNITION DINNER 01-121-099-60317	\$3,039.27
0068936	4/25/2019	Jeff Dean	FIRE SERV STRAT CRSE-J DEAN 01-121-098-60254	\$1,045.00
0068937	4/25/2019	DeLage Landen	FIRE COPIER LEASE MAY 2019 01-121-099-60311	\$151.53
0068948	4/25/2019	Fisher's Regalia & Uniform Ac	BARS-WINDIBANK, PAGE, LAMBIER 01-121-072-60216	\$44.70
0068948	4/25/2019	Fisher's Regalia & Uniform Ac	LONG SERVICE + FED BAR 01-121-072-60216	\$52.15
0068949	4/25/2019	Genrep Ltd	11 EMERG GENERATOR - ANN SERVICE 01-121-099-60315	\$353.67

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068966	4/25/2019	Derek Lloyd	MEALS - WTR ICE RESCUE TRAIN'G 01-121-072-60118	\$92.66
0068974	4/25/2019	Minister of Finance (Fire)	ARIS PPD ACT #12789-001 01-121-099-60320	\$250.00
0068977	4/25/2019	M&L Supply	GLOVES 01-121-099-60701	\$164.69
0068977	4/25/2019	M&L Supply	BOOTS 01-121-099-60701	\$191.04
0068977	4/25/2019	M&L Supply	GLOVES & BOOTS 01-121-099-60701	\$2,609.03
0068983	4/25/2019	HYDRO ONE	1720 Division Rd N 01-121-099-60314	\$520.64
0068985	4/25/2019	Chuck Parsons	TRAVEL EXP -FDIC C PARSONS 01-121-098-60254	\$269.85
0068992	4/25/2019	Purolator Courier Service	COURIER FEES - FIRE 01-121-099-60305	\$21.95
0068992	4/25/2019	Purolator Courier Service	COURIER FEES - FIRE 01-121-099-60305	\$6.27
0068997	4/25/2019	Roland's Sign & Lighting	FACILITY SIGN 01-121-099-60315	\$569.86
0069001	4/25/2019	Dorothy Shepley (fire)	JANITORIAL - MARCH 2019 01-121-099-60341	\$333.33
0069003	4/25/2019	Signs by Nommel	ACCOUNTABILITY&BNKR TAGS 01-121-072-60216	\$34.60
0069003	4/25/2019	Signs by Nommel	ACCOUNTABILITY&BNKR TAGS 01-121-099-60315	\$71.23
0069006	4/25/2019	Southwest Diesel Service Inc	216 - HOOD LATCH 01-121-099-60316	\$48.54
0069006	4/25/2019	Southwest Diesel Service Inc	123 - BACKUP LIGHT 01-121-099-60316	\$119.53
0069007	4/25/2019	Tim Souchuk	MEALS - WTR ICE RESCUE TRAIN'G 01-121-072-60118	\$98.47
0069011	4/25/2019	Talbot Marketing Inc.	HATS 01-121-072-60216	\$627.13
0069013	4/25/2019	Thames Communications Ltd.	RADIOS & PAGERS 01-121-099-60702	\$499.27
0069013	4/25/2019	Thames Communications Ltd.	RADIOS & PAGERS 01-121-099-60702	\$1,302.53
0069013	4/25/2019	Thames Communications Ltd.	RADIOS & PAGERS 01-121-099-60702	\$138.63
0069015	4/25/2019	Town of LaSalle	QUARTERLY DISPATCHING 01-121-100-60715	\$12,130.29
0069018	4/25/2019	Union Gas Limited	1720 Division Rd N 01-121-099-60314	\$483.26
0069027	4/25/2019	Windsor Factory Supply	GLOVES - RECRUITS 01-121-099-60701	\$29.50
0069027	4/25/2019	Windsor Factory Supply	EAR PLUGS 01-121-100-60705	\$52.96
0069027	4/25/2019	Windsor Factory Supply	TRAFFIC VESTS - RECRUITS 01-121-100-60705	\$137.38
0069033	4/25/2019	Xerox Canada Ltd.	XEROX FEB 25 - MAR 26 01-121-099-60311	\$27.50

**Total For Department 121**

**\$30,388.82**

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
<b>122</b>	-			
0068781	4/11/2019	Absolute Canadian	OPP - WATER 01-122-099-60317	\$52.15
0068809	4/11/2019	E.L.K. Energy Inc	41 Division St S 01-122-099-60314	\$452.99
0068818	4/11/2019	Gosfield North Communications	OPP - Talbot St Cottam 01-122-099-60327	\$121.88
0068840	4/11/2019	Margie's	CELL CLEANING 01-122-099-60315	\$127.20
0068865	4/11/2019	Ricoh Canada	COPIER LEASE - OPP 01-122-099-60311	\$296.61
0068888	4/11/2019	Universal Doors Sales & Service	OPP- PM GARAGE DOOR 01-122-099-60315	\$129.49
0068914	4/18/2019	John and Michelle Ivanisko	COTTAM OPP LEASE - MAY 2019 01-122-260-60342	\$540.31
0068930	4/25/2019	Cintas Canada Limited	OPP - MATS 01-122-099-60315	\$81.17
0068960	4/25/2019	Kingsville Home Hardware	PEST CONTROL SUPPLIES 01-122-099-60315	\$22.37
0068973	4/25/2019	Minister of Finance (OPP)	OPP CONTRACT - APRIL 2019 01-122-072-60120	\$265,105.95
0069016	4/25/2019	Town of Tecumseh	OPP CONFERENCE - G MILLER 01-122-098-60254	\$118.65
0069018	4/25/2019	Union Gas Limited	41 Division St S 01-122-099-60314	\$223.10

**Total For Department 122 \$267,271.87**

<b>124</b>	-			
0068823	4/11/2019	Tony Iacobelli	CONNECTOR CABLES 01-124-360-71922	\$38.60
0068847	4/11/2019	Monarch Office Supply	OFFICE SUPPLIES - MAR 2019 01-124-099-60301	\$312.73
0068868	4/11/2019	Sam's Service Facility	14-02 NEW BARKES/PADS/SIDESTEP 01-124-099-60316	\$1,324.83
0068881	4/11/2019	Telus Mobility	CELL PHONE - MAR 28-APR 27/19 01-124-099-60327	\$233.54
0068956	4/25/2019	Tony Iacobelli	CABLES - SURFACE TO MONITORS 01-124-360-71922	\$39.73
0069008	4/25/2019	Speedprint Inc.	INSPECTION SHEETS 01-124-099-60301	\$158.45

**Total For Department 124 \$2,107.88**

<b>130</b>	-			
0068783	4/11/2019	Alift	TRAINING - AERIAL PLATFORM 01-130-098-60254	\$1,068.48
0068808	4/11/2019	Economy Rental Centre	POLE PRUNER/CHAIN SHARPEN 01-130-099-60357	\$628.43
0068809	4/11/2019	E.L.K. Energy Inc	390 Main St E Traffic Lights 01-130-110-60402	\$65.24



# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068809	4/11/2019	E.L.K. Energy Inc	Wigle Traffic Lights 01-130-110-60402	\$56.27
0068809	4/11/2019	E.L.K. Energy Inc	Jasperson Traffic Lights 01-130-110-60402	\$150.58
0068809	4/11/2019	E.L.K. Energy Inc	Street Lights - Kingsville 01-130-114-60412	\$6,154.46
0068809	4/11/2019	E.L.K. Energy Inc	Division Traffic Lights 01-130-110-60402	\$117.06
0068809	4/11/2019	E.L.K. Energy Inc	Spruce Traffic Lights 01-130-110-60402	\$150.58
0068809	4/11/2019	E.L.K. Energy Inc	Santos & Main Traffic Lights 01-130-110-60402	\$52.57
0068809	4/11/2019	E.L.K. Energy Inc	Street Lights - Cottam 01-130-114-60412	\$1,278.96
0068812	4/11/2019	Essex Region Conservation Aut	SPRING LARGE STOCK TREES 01-130-099-60425	\$2,329.28
0068812	4/11/2019	Essex Region Conservation Aut	SPRING SEEDLINGS 01-130-099-60425	\$170.96
0068822	4/11/2019	Hurricane SMS Inc	FLUSH- RD 8 BLOCKAGE 01-130-141-60429	\$610.56
0068831	4/11/2019	Kingsville Home Hardware	PADLOCK, CABLE, CHAIN 01-130-360-71932	\$15.82
0068831	4/11/2019	Kingsville Home Hardware	CHAIN 01-130-360-71932	\$8.10
0068831	4/11/2019	Kingsville Home Hardware	PAINT FOR PLOWS 01-130-099-60316	\$52.87
0068831	4/11/2019	Kingsville Home Hardware	METAL CUT-OFF WHEEL 01-130-099-60335	\$33.56
0068831	4/11/2019	Kingsville Home Hardware	TRUCK NUMBERS 01-130-099-60316	\$4.84
0068831	4/11/2019	Kingsville Home Hardware	PAINT FOR BARRICADES 01-130-099-60347	\$73.39
0068831	4/11/2019	Kingsville Home Hardware	ROLLERS FOR BARRICADES 01-130-099-60347	\$9.32
0068835	4/11/2019	Lawson Products Ltd.	BULK SHOP SUPPLIES 01-130-099-60335	\$715.51
0068835	4/11/2019	Lawson Products Ltd.	CUT-OFF WHEEL 4 1/2" 01-130-099-60335	\$220.42
0068847	4/11/2019	Monarch Office Supply	OFFICE SUPPLIES - MAR 2019 01-130-099-60301	\$13.72
0068847	4/11/2019	Monarch Office Supply	OFFICE SUPPLIES - MAR 2019 01-130-099-60317	\$16.90
0068851	4/11/2019	N.J. Peralta Engineering Ltd.	PATTERSON DRAIN - ENG FEES 01-130-360-71745	\$19,756.69
0068853	4/11/2019	HYDRO ONE	Streetlights - Kratz 01-130-114-60412	\$4.22
0068853	4/11/2019	HYDRO ONE	Streetlights - Road 3E 01-130-114-60412	\$4.22
0068853	4/11/2019	HYDRO ONE	Streetlights - Mucci Dr 01-130-114-60412	\$23.33
0068853	4/11/2019	HYDRO ONE	Streetlights - Regent St 01-130-114-60412	\$29.67
0068853	4/11/2019	HYDRO ONE	Streetlights - Woodland 01-130-114-60412	\$60.26
0068853	4/11/2019	HYDRO ONE	Streetlights - Sunvalley 01-130-114-60412	\$36.09
0068858	4/11/2019	PJ Trailers Canada Inc	FENDER REPAIR - LOADER 01-130-099-60316	\$196.40

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068862	4/11/2019	Queens Auto Supply	AIR FILTER FOR SWEEPER 01-130-110-60422	\$101.61
0068862	4/11/2019	Queens Auto Supply	NON DETERGENT-PRESSURE WASHER 01-130-099-60335	\$6.39
0068867	4/11/2019	Royal Benefits Inc	BENEFITS CLAIM - MARCH 01-130-072-60222	\$132.41
0068868	4/11/2019	Sam's Service Facility	17-05 - WINTER SERVICE CHECK 01-130-099-60316	\$86.50
0068868	4/11/2019	Sam's Service Facility	18-01 - SERVICE&TIRE ROTATION 01-130-099-60316	\$118.53
0068868	4/11/2019	Sam's Service Facility	01-03 ANNUAL SAFETY 01-130-099-60316	\$621.42
0068868	4/11/2019	Sam's Service Facility	15-01 - WINTER SERVICE CHECK 01-130-099-60316	\$86.50
0068868	4/11/2019	Sam's Service Facility	11-03 - ANNUAL SAFETY 01-130-099-60316	\$728.14
0068868	4/11/2019	Sam's Service Facility	SWEEPER - COMPRESSOR/CLUTCH 01-130-110-60422	\$1,404.04
0068872	4/11/2019	Signs by Nommel	18-07 DECALS 01-130-360-71834	\$432.48
0068877	4/11/2019	Stinson Equipment Ltd.	SIGN HARDWARE 01-130-132-60428	\$3,749.75
0068881	4/11/2019	Telus Mobility	CELL PHONE - MAR 28-APR 27/19 01-130-099-60327	\$45.79
0068881	4/11/2019	Telus Mobility	CELL PHONE - MAR 28-APR 27/19 01-130-099-60327	\$457.92
0068884	4/11/2019	Town of Kingsville (water)	PW Garage 01-130-099-60314	\$187.15
0068890	4/11/2019	Waddick Fuels	UNLD GAS 01-130-099-60340	\$1,123.40
0068890	4/11/2019	Waddick Fuels	CLEAR ULS 01-130-099-60340	\$1,069.63
0068890	4/11/2019	Waddick Fuels	CLEAR ULS 01-130-099-60340	\$1,030.01
0068890	4/11/2019	Waddick Fuels	UNLD GAS 01-130-099-60340	\$1,121.74
0068911	4/17/2019	Union Gas Limited	2021 Division Rd N - PW Garage 01-130-099-60314	\$272.94
0068911	4/17/2019	Union Gas Limited	2021 Division - Garage 01-130-099-60314	\$203.71
0068935	4/25/2019	D & L Digging	PARKING STONES - 13 BEECH ST 01-130-099-60315	\$1,331.02
0068938	4/25/2019	Dillon Consulting	BRIDGE#18-REHABILITATION 01-130-360-71825	\$884.70
0068945	4/25/2019	E.R.(Bill) Vollans Ltd.	REPLACEMENT ECHO ATTACHMENT 01-130-099-60357	\$305.23
0068959	4/25/2019	Kelcom Radio Division	AVL AND RADIOS FOR FLEET 01-130-099-60460	\$1,591.02
0068983	4/25/2019	HYDRO ONE	Combination All Street Lights 01-130-114-60412	\$1,888.47
0068983	4/25/2019	HYDRO ONE	PW Garage 01-130-099-60314	\$1,085.74
0068993	4/25/2019	Queens Auto Supply	SOAP - POWER WASHER 01-130-099-60335	\$128.97
0068993	4/25/2019	Queens Auto Supply	SWEEPER VAC PART 01-130-110-60422	\$44.77
0068999	4/25/2019	Sam's Service Facility	11-03 - SERVICE & BRAKES 01-130-099-60316	\$487.06

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068999	4/25/2019	Sam's Service Facility	11-03 - SERVICE BALL JOINTS 01-130-099-60316	\$1,427.88
0069005	4/25/2019	Southwestern Sales Corp. Ltd.	BULK STONE - YARD 01-130-138-60432	\$698.35
0069005	4/25/2019	Southwestern Sales Corp. Ltd.	BULK STONE - YARD 01-130-138-60432	\$126.84
0069006	4/25/2019	Southwest Diesel Service Inc	STREET SWEEPER - SERVICE 01-130-110-60422	\$1,323.80
0069010	4/25/2019	Strongco Limited Partnership	CASE LOADER - SERVICE 01-130-099-60316	\$1,526.45
0069014	4/25/2019	Tiercel Technology Corp	DOWNTOWN - BIKE RACK, RECYCLE 01-130-360-71955	\$4,864.12
0069022	4/25/2019	Waddick Fuels	CLEAR ULS 01-130-099-60340	\$966.87
0069022	4/25/2019	Waddick Fuels	UNLD GAS 01-130-099-60340	\$1,367.01
0069022	4/25/2019	Waddick Fuels	UNLD GAS 01-130-099-60340	\$1,420.13
0069022	4/25/2019	Waddick Fuels	CLEAR ULS 01-130-099-60340	\$1,059.54
0069023	4/25/2019	Clarence A Ware	BFP SUBSIDY - 48 BEECH ST 01-130-099-60405	\$750.00
0069027	4/25/2019	Windsor Factory Supply	CHECK VALVE - SHOP 01-130-099-60335	\$20.34
0069028	4/25/2019	Windsor Disposal Services Ltd.	FRONT END SERVICE - ARENA 01-130-400-60380	\$33.94
0069028	4/25/2019	Windsor Disposal Services Ltd.	WASTE COLLECTION - CRYSTAL APT 01-130-400-60380	\$6.71
0069032	4/25/2019	Work Authority	BOOTS - ADAM SELLON 01-130-400-60380	\$228.96
0069032	4/25/2019	Work Authority	BOOTS - J GODIN 01-130-400-60380	\$224.88
<b>Total For Department</b>			<b>130</b>	<b>\$70,881.62</b>
<b>131</b>	-			
0068947	4/25/2019	Essex-Windsor Solid Waste	YARD WASTE - MAR 2019 01-131-400-60370	\$347.10
0068947	4/25/2019	Essex-Windsor Solid Waste	WASTE DISPOSAL - MAR 2019 01-131-400-60370	\$15,719.88
0068947	4/25/2019	Essex-Windsor Solid Waste	FIXED COSTS - MAR 2019 01-131-400-60370	\$34,803.00
0068947	4/25/2019	Essex-Windsor Solid Waste	WHITE GOODS - JAN - MARCH 2019 01-131-400-60381	\$1,179.40
0069028	4/25/2019	Windsor Disposal Services Ltd.	WASTE COLLECTION - COTTAM 01-131-400-60380	\$6.71
0069028	4/25/2019	Windsor Disposal Services Ltd.	ESCALATOR - 2019 01-131-400-60380	\$5,406.15
<b>Total For Department</b>			<b>131</b>	<b>\$57,462.24</b>

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068801 ✕	4/11/2019	Janie Crawford	PLOT PURCHASE GREENHILL 01-151-066-41802	\$3,000.00
0068809	4/11/2019	E.L.K. Energy Inc	Greenhill Cemetery 01-151-099-60314	\$22.17
0068872	4/11/2019	Signs by Nommel	CEMETERY SIGN UPDATE 01-151-099-60337	\$60.00
0068940	4/25/2019	Economy Rental Centre	BOBCAT RENTAL - GREENHILL 01-151-099-60337	\$271.60
0068955	4/25/2019	Hutchins Monuments	GRACELAND - OPENING 01-151-072-60121	\$675.00
0069018	4/25/2019	Union Gas Limited	Mill St Cemetery 01-151-099-60314	\$58.54
<b>Total For Department 151</b>				<b>\$4,087.31</b>
<u>170</u>	-			
0068785	4/11/2019	Allstream Business Inc	Arena - Fax/Debit 01-170-099-60327	\$82.08
0068785	4/11/2019	Allstream Business Inc	Carnegie/Arena Elevator 01-170-099-60327	\$41.00
0068831	4/11/2019	Kingsville Home Hardware	REPLACEMENT PARTS/PIPING 01-170-099-60315	\$29.23
0068831	4/11/2019	Kingsville Home Hardware	REPLACEMENT PARTS/PIPING 01-170-099-60315	\$15.67
0068831	4/11/2019	Kingsville Home Hardware	TAPE 01-170-099-60315	\$20.98
0068833 ✕	4/11/2019	Kingsville Minor Baseball	P2P FORMS - 26,27,28 & 29 01-170-000-15000	\$225.00
0068843	4/11/2019	Merchant Paper Company	SUPPLIES - ARENA 01-170-099-60335	\$273.06
0068844	4/11/2019	Messer Canada Inc.,	DIESEL FUEL (OLYMPIA) 01-170-099-60340	\$177.40
0068847	4/11/2019	Monarch Office Supply	OFFICE SUPPLIES - MAR 2019 01-170-099-60301	\$65.52
0068870 ✕	4/11/2019	Sarah Parks Horsemanship	P2P FORM 24 & 25 01-170-000-15000	\$1,688.22
0068874 ✕	4/11/2019	Sing's Martial Arts	P2P FORMS 015 01-170-000-15000	\$778.50
0068881	4/11/2019	Telus Mobility	CELL PHONE - MAR 28-APR 27/19 01-170-099-60327	\$450.00
0068884	4/11/2019	Town of Kingsville (water)	1741 Jasperson Lane 01-170-099-60314	\$19.00
0068884	4/11/2019	Town of Kingsville (water)	1741 Jasperson Lane 01-170-099-60314	\$1,397.45
0068886	4/11/2019	Tri-County Copiers Plus	ARENA/ADMIN COPIES 01-170-099-60301	\$64.53
0068887	4/11/2019	TSC Stores L.P.	OVERALLS 01-170-072-60216	\$101.75
0068888	4/11/2019	Universal Doors Sales & Service	ARENA - PM GARAGE DOOR 01-170-099-60315	\$399.75
0068904	4/17/2019	Cogeco	1741 Jasperson 01-170-099-60327	\$110.44
0068923	4/25/2019	BSM Technologies Ltd (formerly	P&R - FLEET TRACKING 01-170-099-60327	\$47.50

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068926	4/25/2019	Carrier Truck Center Inc.	AIR FILTER 01-170-099-60315	\$70.40
0068930	4/25/2019	Cintas Canada Limited	ARENA - MATS 01-170-099-60315	\$48.80
0068934	4/25/2019	Culligan Water	WATER COOLER - ARENA 01-170-099-60315	\$27.95
0068941	4/25/2019	Electrical Wholesale Supp.	BATTERY - EMERG LIGHTS 01-170-099-60315	\$214.20
0068951	4/25/2019	Great Lakes Safety Products	SAFETY SUPPLIES 01-170-099-60347	\$1,770.50
0068954	4/25/2019	HOODZ of Southwestern Ontari	CLEAN HOOD AND EXHAUST FAN 01-170-099-60315	\$370.00
0068958	4/25/2019	Jutzi Water Technologies (D.H.)	ARENA - EQUIPMENT RENTAL 01-170-099-60318	\$75.00
0068958	4/25/2019	Jutzi Water Technologies (D.H.)	ARENA - EQUIPMENT RENTAL 01-170-099-60318	\$75.00
0068960	4/25/2019	Kingsville Home Hardware	GLOVES 01-170-099-60335	\$9.97
0068960	4/25/2019	Kingsville Home Hardware	PAINT BRUSH & TAPE 01-170-099-60315	\$50.47
0068960	4/25/2019	Kingsville Home Hardware	UTILITY BLADE 01-170-099-60335	\$18.98
0068960	4/25/2019	Kingsville Home Hardware	SUPPLIES 01-170-099-60315	\$25.96
0068965	4/25/2019	Limelight & Electric	LIGHTING SUPPLIES 01-170-099-60315	\$256.61
0068967	4/25/2019	Loblaw Inc.	BREAK ROOM SUPPLIES 01-170-099-60317	\$15.16
0068967	4/25/2019	Loblaw Inc.	BREAK ROOM SUPPLIES 01-170-099-60317	\$18.97
0068971	4/25/2019	Merchant Paper Company	SUPPLIES - ARENA 01-170-099-60335	\$128.75
0068971	4/25/2019	Merchant Paper Company	ARENA - SUPPLIES 01-170-099-60335	\$155.95
0068971	4/25/2019	Merchant Paper Company	SUPPLIES - ARENA 01-170-099-60335	\$171.13
0068972	4/25/2019	Messer Canada Inc.,	DIESEL FUEL (OLYMPIA) 01-170-099-60340	\$109.30
0068972	4/25/2019	Messer Canada Inc.,	DIESEL FUEL (OLYMPIA) 01-170-099-60340	\$109.30
0068972	4/25/2019	Messer Canada Inc.,	DIESEL FUEL (OLYMPIA) 01-170-099-60340	\$75.25
0068972	4/25/2019	Messer Canada Inc.,	LEASE RENEWAL 01-170-099-60346	\$339.33
0068972	4/25/2019	Messer Canada Inc.,	PROPANE RENTAL 01-170-099-60318	\$66.60
0068972	4/25/2019	Messer Canada Inc.,	TANK RENTAL 01-170-099-60318	\$108.90
0068980	4/25/2019	Nella Cutlery (Hamilton) Inc.	BLADE SHARPENING - OLYMPIA 01-170-099-60316	\$30.00
0068980	4/25/2019	Nella Cutlery (Hamilton) Inc.	BLADE SHARPENING - OLYMPIA 01-170-099-60316	\$30.00
0068984	4/25/2019	Orkin Canada Corporation	PEST CONTROL 01-170-099-60315	\$87.50
0068988	4/25/2019	Phasor Industrial	LIGHTING SUPPLIES 01-170-099-60315	\$1,244.93
0069000	✖ 4/25/2019	Sarah Parks Horsemanship	P2P FORM 013 01-170-000-15000	\$488.16

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0069000	X 4/25/2019	Sarah Parks Horsemanship	P2P FORM 31,32,35,30,36 01-170-000-15000	\$2,783.19
0069012	4/25/2019	Technical Standards & Safety	TSSA CERT 01-170-099-60315	\$115.00
0069012	4/25/2019	Technical Standards & Safety	TSSA CERT 01-170-099-60315	\$115.00
0069017	4/25/2019	Truax Lumber	LIGHT PANEL 01-170-099-60315	\$175.89
0069017	4/25/2019	Truax Lumber	CEILING TILES 01-170-099-60315	\$83.99
0069018	4/25/2019	Union Gas Limited	1741 Jaspersen Lane 01-170-099-60314	\$1,682.74
<b>Total For Department 170</b>				<b>\$17,135.96</b>
<u>171</u>	-			
0068785	4/11/2019	Allstream Business Inc	Carnegie/Arena Elevator 01-171-171-60327	\$47.98
0068785	4/11/2019	Allstream Business Inc	Park Pavilion 01-171-155-60327	\$44.30
0068785	4/11/2019	Allstream Business Inc	Lions Hall 01-171-159-60327	\$41.00
0068809	4/11/2019	E.L.K. Energy Inc	Queen St - NE Corner 01-171-099-60314	\$16.67
0068809	4/11/2019	E.L.K. Energy Inc	Queen St - NW Corner 01-171-099-60314	\$17.66
0068809	4/11/2019	E.L.K. Energy Inc	21 Mill St - Lions Hall 01-171-159-60314	\$15.51
0068809	4/11/2019	E.L.K. Energy Inc	28 Division St S 01-171-171-60314	\$184.30
0068809	4/11/2019	E.L.K. Energy Inc	315 Queen St - Meter Cab 01-171-099-60314	\$20.56
0068809	4/11/2019	E.L.K. Energy Inc	315 Queen St - Pavilion 01-171-155-60314	\$121.07
0068809	4/11/2019	E.L.K. Energy Inc	21 Mill St - Lions Hall 01-171-159-60314	\$304.98
0068809	4/11/2019	E.L.K. Energy Inc	37 Beech St (42 Main) 01-171-172-60314	\$176.81
0068809	4/11/2019	E.L.K. Energy Inc	103 Park St 01-171-135-60314	\$59.79
0068809	4/11/2019	E.L.K. Energy Inc	103 Park St(DEC 19-FEB 05/19) 01-171-135-60314	\$220.70
0068809	4/11/2019	E.L.K. Energy Inc	103 Park St 01-171-135-60314	\$151.91
0068809	4/11/2019	E.L.K. Energy Inc	124 Fox - Ridgeview Park 01-171-176-60314	\$210.37
0068809	4/11/2019	E.L.K. Energy Inc	122 Fox St 01-171-173-60314	\$220.75
0068809	4/11/2019	E.L.K. Energy Inc	169 Cty Rd 34W (Cottam Rotary) 01-171-099-60314	\$35.25
0068811	4/11/2019	Ernie's TV and Appliances	SERVICE - STOVE COIL PAVILION 01-171-155-60315	\$28.00
0068811	4/11/2019	Ernie's TV and Appliances	SERVICE - STOVE TOP PAVILION 01-171-155-60315	\$10.00

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068830	4/11/2019	Kelcom Telemessaging	EMERGENCY ELEVATOR LINE 01-171-171-60315	\$10.31
0068831	4/11/2019	Kingsville Home Hardware	BATTERIES 01-171-172-60315	\$10.88
0068831	4/11/2019	Kingsville Home Hardware	PLUMBING SUPPLIES 01-171-175-60315	\$7.62
0068868	4/11/2019	Sam's Service Facility	18-02 - SERVICE TIRES 01-171-099-60316	\$136.31
0068868	4/11/2019	Sam's Service Facility	17-02 SERVICE 01-171-099-60316	\$157.46
0068868	4/11/2019	Sam's Service Facility	14-03 SERVICE & BRAKES 01-171-099-60316	\$896.88
0068868	4/11/2019	Sam's Service Facility	18-04 - SERVICE 01-171-099-60316	\$181.46
0068884	4/11/2019	Town of Kingsville (water)	ERCA - Park Washrooms 01-171-099-60314	\$102.00
0068884	4/11/2019	Town of Kingsville (water)	Cedar Island Public Washrooms 01-171-099-60314	\$399.58
0068888	4/11/2019	Universal Doors Sales & Service	COTTAM - PM GARAGE DOOR 01-171-176-60315	\$129.50
0068888	4/11/2019	Universal Doors Sales & Service	LIBRARY- PM GARAGE DOOR 01-171-175-60315	\$131.78
0068911	4/17/2019	Union Gas Limited	122 Fox St 01-171-173-60314	\$396.45
0068911	4/17/2019	Union Gas Limited	124 Fox St 01-171-176-60314	\$153.58
0068930	4/25/2019	Cintas Canada Limited	BIA - MATS 01-171-171-60315	\$62.73
0068931	4/25/2019	Cogeco	37 Beech Street 01-171-172-60327	\$54.95
0068940	4/25/2019	Economy Rental Centre	BOBCAT RENTAL 01-171-099-60318	\$486.41
0068940	4/25/2019	Economy Rental Centre	FLEET SUPPLIES 01-171-099-60335	\$81.41
0068940	4/25/2019	Economy Rental Centre	FLEET SUPPLIES 01-171-099-60335	\$170.04
0068940	4/25/2019	Economy Rental Centre	EQUIPMENT PARTS 01-171-099-60316	\$80.31
0068964	4/25/2019	Lakeshore Paint & Supply	LINE PAINTER MAINTENANCE 01-171-099-60316	\$1,170.11
0068978	4/25/2019	Modular Service Group Inc	STORAGE RENTAL 01-171-099-60318	\$76.32
0068983	4/25/2019	HYDRO ONE	ERCA - Ticket Booth 01-171-099-60314	\$27.43
0068983	4/25/2019	HYDRO ONE	1741 Jasperson Lane 01-171-177-60314	\$99.39
0068989	4/25/2019	Plant Products	GRASS SEED - FIELD MAINTENANCE 01-171-177-60337	\$315.00
0068990	4/25/2019	Practica	DOGGY BAGS 01-171-099-60335	\$292.11
0068993	4/25/2019	Queens Auto Supply	FLEET SUPPLIES 01-171-099-60316	\$43.06
0068993	4/25/2019	Queens Auto Supply	FLEET SUPPLIES 01-171-099-60316	\$11.71
0068993	4/25/2019	Queens Auto Supply	FLEET SUPPLIES 01-171-099-60316	\$59.00
0068996	4/25/2019	Larry Rocheleau	MILEAGE - JAN-MAR 2019 01-171-099-60400	\$52.49

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068999	4/25/2019	Sam's Service Facility	10-02 - OIL CHANGE 01-171-099-60316	\$81.87
0068999	4/25/2019	Sam's Service Facility	17-04 - OIL CHANGE 01-171-099-60316	\$162.54
0069017	4/25/2019	Truax Lumber	PAINT 01-171-099-60335	\$18.30
0069017	4/25/2019	Truax Lumber	SPRAY PAINT 01-171-177-60337	\$18.98
0069017	4/25/2019	Truax Lumber	SPRAY PAINT 01-171-177-60337	\$56.94
0069018	4/25/2019	Union Gas Limited	28 Division St S 01-171-171-60314	\$42.19
0069018	4/25/2019	Union Gas Limited	21 Mill St - Lions Hall 01-171-159-60314	\$355.08
0069018	4/25/2019	Union Gas Limited	37 Beech St 01-171-172-60314	\$169.50
0069018	4/25/2019	Union Gas Limited	103 Park St 01-171-135-60314	\$446.19
0069020	4/25/2019	Vertechs Elevators Ontario Inc.	ELEVATOR MAINTENANCE-MAR/19 01-171-171-60315	\$330.72
0069021	4/25/2019	Taki Vourakes	TIRE REPAIR 01-171-099-60316	\$10.18

**Total For Department 171 \$9,416.38**

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0068785	4/11/2019	Allstream Business Inc	Boat Ramp - 599 Cedar Dr 01-173-099-60327	\$44.30
0068884	4/11/2019	Town of Kingsville (water)	Docks - Cedar Island Dr 01-173-099-60314	\$19.00
0068884	4/11/2019	Town of Kingsville (water)	Heritage Rd - Docks 01-173-099-60314	\$19.00
0068897	4/11/2019	XPlornet Communications Inc	MARINA - COMMUNICATIONS 01-173-099-60327	\$54.99
0068983	4/25/2019	HYDRO ONE	Cedar Beach Marina - West Dock 01-173-099-60314	\$55.66
0068983	4/25/2019	HYDRO ONE	Cedar Island Washrooms 01-173-099-60314	\$28.36
0068983	4/25/2019	HYDRO ONE	Cedar Island Boat Slips 01-173-099-60314	\$26.16
0068983	4/25/2019	HYDRO ONE	Boat Ramp Booth - 599 Cedar Dr 01-173-099-60314	\$32.04
0069017	4/25/2019	Truax Lumber	ANCHORS 01-173-099-60315	\$79.50

**Total For Department 173 \$359.01**

175 -

0068791	4/11/2019	Elizabeth Brown	RFND RECPC-2019-03-29-003 01-175-066-40625	\$30.00
0068820	4/11/2019	Sherry Halsey	21 KINDERGYM SUPPLIES 01-175-099-60627	\$55.73



# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068820	4/11/2019	Sherry Halsey	KINDERGYM SUPPLIES 01-175-099-60627	\$47.71
0068829	4/11/2019	K Design Studio	TALL SHIPS MARKETING 01-175-150-60774	\$1,017.60
0068829	4/11/2019	K Design Studio	TALL SHIPS FLYERS & STICKERS 01-175-150-60775	\$1,577.54
0068836	4/11/2019	Loblaw Inc.	REFRESHMENTS - TRAINING 01-175-099-60254	\$49.87
0068871	4/11/2019	Lindsay Sevrin	RFND - KINDERGYM RCT 576025 01-175-099-60627	\$30.00
0068878	4/11/2019	Sun Parlour Folk Music Society	2019 GRANT 01-175-099-60680	\$20,000.00
0068924	4/25/2019	Bytown Brigatine Inc	TALL SHIPS - FAIR JEANNE SHIP 01-175-150-60767	\$5,000.00
0068939	4/25/2019	Maggie Durocher	DINNER - KINDERGYM TRAINEES 01-175-099-60254	\$158.77
0068939	4/25/2019	Maggie Durocher	DINNER-KINDERGYM TRAINEES D2 01-175-099-60254	\$57.87
0068939	4/25/2019	Maggie Durocher	MILEAGE - FEB 25 - APR 9 2019 01-175-099-60400	\$277.71
0068943	4/25/2019	Empire Sandy	TALL SHIPS - EMPIRE SANDY 01-175-150-60767	\$21,924.78
0068969	4/25/2019	Lunenburg Marine Museum Soc	TALL SHIPS - BLUE NOSE 01-175-150-60767	\$10,000.00
0068976	4/25/2019	Tanya Mitchell	RFND-K'GYM RECPC2019-03-25-001 01-175-066-40625	\$30.00
0068979	4/25/2019	Monteith Brown Planning Consu	P&R - MASTER PLAN UPDATE 01-175-360-71851	\$3,412.84
0069029	4/25/2019	Windward Isles Sailing Compan	TALL SHIPS - PICTON CASTLE 01-175-150-60767	\$15,720.00

**Total For Department 175 \$79,390.42**

177 -

0068859	4/11/2019	Douglas J. Plumb	TROPHIES 01-177-099-60789	\$324.61
0068876	4/11/2019	Special Events and Tents Inc	HIGHLAND GAMES 40x60 TENT 01-177-099-60786	\$1,053.21
0068939	4/25/2019	Maggie Durocher	HIGHLAND GAMES - STAMP 01-177-099-60301	\$57.94

**Total For Department 177 \$1,435.76**

178 -

0068810	4/11/2019	Elmara Construction Co. Limite	GROVEDALE HOUSE 01-178-360-71630	\$43,228.41
0068905	4/17/2019	E.L.K. Energy Inc	103 PARK - ISOLATE BUS MAR 12 01-178-360-71630	\$366.34
0068913	4/18/2019	Elmara Construction Co. Limite	GROVEDALE HOUSE 01-178-360-71630	\$17,237.00
0068942	4/25/2019	Elmara Construction Co. Limite	GROVEDALE HOUSE 01-178-360-71630	\$22,327.92

**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068995	4/25/2019	Riverside Rentals	GROVEDALE - HEATER RENTAL 01-178-360-71630	\$750.00
0068998	4/25/2019	Rudak Excavating	DEMOLITION - 37 WALNUT ST 01-178-360-71940	\$5,648.00
0069034	4/26/2019	Elmara Construction Co. Limite	GROVEDALE HOUSE 01-178-360-71630	\$18,003.71

**Total For Department 178 \$107,561.38**

180 -

0068793	4/11/2019	Canadian Institute of Planners	CONF REGISTRATION - G ROBINSON 01-180-099-60254	\$813.06
0068839	4/11/2019	Macaulay Shiomi Howson Ltd.	194 DIVISION OMB COSTS 01-180-099-60326	\$3,770.82
0068839	4/11/2019	Macaulay Shiomi Howson Ltd.	194 DIVISION OMB COSTS 01-180-099-60326	\$2,849.28
0068842 *	4/11/2019	McDonald's Restaurants of Can	RFND 329 MAIN ST E 01-180-062-40686	\$250.00
0068847	4/11/2019	Monarch Office Supply	OFFICE SUPPLIES - MAR 2019 01-180-099-60301	\$170.34
0068857	4/11/2019	Pearsall Marshall Halliwell & Se	REG OF BYLAW 12-2019 01-180-099-60326	\$329.74
0068881	4/11/2019	Telus Mobility	CELL PHONE - MAR 28-APR 27/19 01-180-099-60327	\$45.79
0068885	4/11/2019	Town of Amherstburg	PROP STANDARDS COMM TRAINING 01-180-099-60254	\$330.00
0068896	4/11/2019	WSP Canada Group Limited	5 YEAR OP REVIEW 01-180-360-71742	\$5,425.64

**Total For Department 180 \$13,984.67**

181 -

0068782	4/11/2019	Advance Business Systems	BIA COPIES 01-181-099-60301	\$215.66
0068788	4/11/2019	Christina Bedal	MILEAGE - APR 2 - 3, 2019 01-181-099-60306	\$36.56
0068788	4/11/2019	Christina Bedal	REFRESHMENTS - BOARD MEETING 01-181-099-60317	\$18.69
0068866	4/11/2019	RKM Awards & Promotional Prc	HERO AWARDS 01-181-099-60306	\$45.79
0068922	4/25/2019	Bell Canada	BIA Internet 01-181-099-60327	\$34.60

**Total For Department 181 \$351.30**

184 -

0068953	4/25/2019	Hall Telecommunications Suppl	TEXTNET PHONE LINE 01-184-099-63300	\$172.99
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**Town of Kingsville  
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
Total For Department 184				\$172.99
185	-			
0068855	4/11/2019	Ontario Tourism	PELEE ISLANDER II AD 01-185-099-63104	\$2,544.00
0068922	4/25/2019	Bell Canada	BIA Toll Free 01-185-099-60327	\$12.26
0068927	4/25/2019	Carolinian Canada Coalition	GO WILD GROW WILD BOOTH 01-185-099-63104	\$410.00
Total For Department 185				\$2,966.26
201	-			
0068792	4/11/2019	Canada Post Corporation	GS WATER & KING ARREARS 02-201-099-60303	\$3,188.89
0068825	* 4/11/2019	David Jackson	RFND BALANCE ON WTR ACCT 02-201-006-12067	\$64.56
0068831	4/11/2019	Kingsville Home Hardware	BLUE PAINT 02-201-099-60335	\$7.62
0068831	4/11/2019	Kingsville Home Hardware	SOAP FRESHNER FOR BATHROOM 02-201-099-60315	\$15.72
0068831	4/11/2019	Kingsville Home Hardware	HARDWARE FOR BARRICADES 02-201-099-60347	\$1.75
0068834	* 4/11/2019	Emil Kuntz	RFND INACTIVE WTR ACCT 02-201-006-12067	\$88.84
0068854	4/11/2019	Ontario One Call	NOTIFICATIONS - MAR 02-201-099-63020	\$266.42
0068860	4/11/2019	Preview Inspections and Consul	BACKFLOW PREVENTION - MAR 2019 02-201-180-60405	\$3,276.67
0068862	4/11/2019	Queens Auto Supply	SERVICE WATER PUMP 02-201-099-60316	\$15.29
0068867	4/11/2019	Royal Benefits Inc	BENEFITS CLAIM - MARCH 02-201-072-60222	\$481.50
0068867	4/11/2019	Royal Benefits Inc	BENEFITS CLAIM - MARCH 02-201-072-60223	\$850.48
0068868	4/11/2019	Sam's Service Facility	18-06 - SERVICE 02-201-099-60316	\$93.06
0068873	4/11/2019	Sims Publications Incorporated	METER CHANGE OUT SHEETS 02-201-099-60301	\$240.15
0068881	4/11/2019	Telus Mobility	CELL PHONE - MAR 28-APR 27/19 02-201-099-60327	\$320.54
0068884	4/11/2019	Town of Kingsville (water)	Coin Meter 02-201-099-60314	\$19.00
0068887	4/11/2019	TSC Stores L.P.	FLUID FILM & FAUCET 02-201-099-60335	\$45.78
0068891	4/11/2019	Watson & Associates Economis	WATER&WASTEWATER RATE STUDY 02-201-360-71756	\$6,320.31
0068892	* 4/11/2019	Wayne Clifford Douglas Wiley	RFND FINAL WTR ACCT BALANCE 02-201-006-12067	\$69.78
0068894	4/11/2019	Wolseley Canada Inc	24 BLUE PAINT - LOCATES 02-201-099-63020	\$205.89

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068903	4/17/2019	Steve Branch	MILEAGE - WTR COURSE 02-201-098-60254	\$37.61
0068907	4/17/2019	Dave Levy	MILEAGE - WTR COURSE 02-201-098-60254	\$30.29
0068908	4/17/2019	Kevin Scratch	MILEAGE - WTR COURSE 02-201-098-60254	\$31.34
0068925	4/25/2019	Canada Post Corporation	KING ARREARS 02-201-099-60303	\$91.19
0068940	4/25/2019	Economy Rental Centre	AIR FILTER - GENERATOR 02-201-099-60316	\$11.14
0068950	4/25/2019	Jeffrey Godin	MILEAGE - APR8-12/19 WTR CRSE 02-201-098-60254	\$214.14
0068962	4/25/2019	KTI Limited	SOFTWARE SUPPORT RENEWAL 02-201-182-60448	\$2,954.33
0068962	4/25/2019	KTI Limited	TOUCHPADS - METERS 02-201-099-63015	\$4,890.58
0069004	4/25/2019	Sims Publications Incorporated	APPOINTMENT DOOR HANGERS 02-201-099-60306	\$317.49
0069004	4/25/2019	Sims Publications Incorporated	AD - WATER FINANCIAL PLAN 02-201-099-60306	\$111.55
0069024	4/25/2019	Watson & Associates Economis	PROF SERVICES - MARCH 31, 2019 02-201-360-71756	\$6,569.87

**Total For Department 201**

**\$30,831.78**

242

0068777	4/5/2019	Minister of Finance (MTO)	NEW TRUCK 14-06 - PST & CVOR 02-242-360-71947	\$9,882.00
0068805	4/11/2019	Dillon Consulting	SERVICES-SAN. SYS MASTER PLAN 02-242-360-71357	\$4,663.91
0068809	4/11/2019	E.L.K. Energy Inc	98 McCallum Dr 02-242-099-60314	\$60.53
0068809	4/11/2019	E.L.K. Energy Inc	Bernath Pump Station 02-242-099-60314	\$43.42
0068809	4/11/2019	E.L.K. Energy Inc	67 Heritage Sewage 2 02-242-099-60314	\$2,303.48
0068809	4/11/2019	E.L.K. Energy Inc	250 Queen St 02-242-099-60314	\$626.80
0068828	4/11/2019	Joe Johnson Equipment Inc.	NEW SEWER CAMERA 02-242-360-71948	\$11,626.07
0068852	4/11/2019	Ontario Clean Water Agency	OPERATIONS & MAINT - APR 2019 02-242-320-64360	\$83,241.07
0068853	4/11/2019	HYDRO ONE	18 Hwy Lane Sewage Lagoon 02-242-099-60314	\$93.57
0068928	4/25/2019	Cervus Equipment	14-06 NEW KEYS 02-242-360-71947	\$23.55
0068982	4/25/2019	Ontario Clean Water Agency	CWWF PROGRAM - APRIL 2019 02-242-360-71865	\$16,561.13
0068982	4/25/2019	Ontario Clean Water Agency	CWWF PROGRAM - APRIL 2019 02-242-360-71866	\$4,481.75
0068982	4/25/2019	Ontario Clean Water Agency	CWWF PROGRAM - APRIL 2019 02-242-360-71865	\$1,385.37
0068982	4/25/2019	Ontario Clean Water Agency	CWWF PROGRAM - APRIL 2019 02-242-360-71866	\$272.81

**Town of Kingsville  
Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0068982	4/25/2019	Ontario Clean Water Agency	OPERATIONS & MAINT - JAN 2019 02-242-320-64360	\$1,237.60
0068982	4/25/2019	Ontario Clean Water Agency	UNION GAS - JAN 18 - MAR 19/19 02-242-099-60314	\$3,667.71
0068983	4/25/2019	HYDRO ONE	Normandy Pump Station 02-242-099-60314	\$67.21
0068983	4/25/2019	HYDRO ONE	1562 Heritage Rd Pump 4 02-242-099-60314	\$61.87
0068983	4/25/2019	HYDRO ONE	1053 Cedar Dr 02-242-099-60314	\$88.41
0068983	4/25/2019	HYDRO ONE	1460 Road 2 East Pump 02-242-099-60314	\$687.70
0068983	4/25/2019	HYDRO ONE	Pump Station Cedar Island 02-242-099-60314	\$275.57
0068983	4/25/2019	HYDRO ONE	1902 Heritage Rd Pump 5 02-242-099-60314	\$50.80
0068983	4/25/2019	HYDRO ONE	Forcemain over Bridge 02-242-099-60314	\$28.18
0069006	4/25/2019	Southwest Diesel Service Inc	14-06 - SAFETY INSPECTION 02-242-360-71947	\$514.40
0069030	4/25/2019	Wood Environment & Infrastruct	LAKESIDE PRK - SANITARY SEWER 02-242-360-71864	\$4,592.41

**Total For Department 242 \$146,537.32**

**243** -

0068809	4/11/2019	E.L.K. Energy Inc	168 Cty Rd 27 N 02-243-099-60314	\$423.37
0068809	4/11/2019	E.L.K. Energy Inc	Rear 17 Lyle 02-243-099-60314	\$42.57
0068809	4/11/2019	E.L.K. Energy Inc	16 whitewood (Behind) 02-243-328-64365	\$66.40
0068809	4/11/2019	E.L.K. Energy Inc	168 Cty Rd 27 N - Lagoon 02-243-099-60314	\$283.61
0068818	4/11/2019	Gosfield North Communications	Pump House Alarm 02-243-099-60327	\$48.15
0068852	4/11/2019	Ontario Clean Water Agency	OPERATIONS & MAINT - APR 2019 02-243-320-64360	\$6,084.16
0068982	4/25/2019	Ontario Clean Water Agency	CWWF PROGRAM - APRIL 2019 02-243-360-71867	\$2,186.22
0068982	4/25/2019	Ontario Clean Water Agency	CWWF PROGRAM - APRIL 2019 02-243-360-71867	\$133.07
0068982	4/25/2019	Ontario Clean Water Agency	OPERATIONS & MAINT - JAN 2019 02-243-320-64360	\$218.40

**Total For Department 243 \$9,485.95**

\* Note GST Rebate details are omitted, but are included in the totals

**\$1,006,480.75**



2021 Division Road North  
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kingsvilleworks@kingsville.ca

**Date:** May 3, 2019  
**To:** Mayor and Council  
**Author:** Ryan McLeod, CPA, CA  
Director of Financial Services  
**RE:** 2018 Financial Year-End Review  
**Report No.:** FS-2019-08

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## **AIM**

To provide Council with an overview of the 2018 Financial Statements and other key financial information.

## **BACKGROUND**

As per section 295(1) of the *Municipal Act, 2001*, every year, municipalities are required to prepare financial statements in accordance with Public Sector Accounting Board (PSAB) standards. These statements are audited by an independent accounting firm. Prior to issuing their audit opinion, the Financial Statements must be approved by Council.

In addition to the annual Financial Statements, the Treasurer is also required to provide an annual statement on Development Charge activity.

The following discussion attempts to provide Council with an overview of the 2018 Financial Statements and highlight any significant changes and observations.

## **DISCUSSION**

The Consolidated Statement of Financial Position, also known as a "Balance Sheet", can be found on page 3 of the Financial Statements. This statement provides a snap shot of the Town's assets and liabilities as at December 31, 2018. Items to note include the following:

**Taxes and grants in-lieu receivable**

The decrease in this balance indicates an improvement in the collection of outstanding taxes. The Town's tax receivable balance is currently less than 4% of total taxes collected which is considered 'very good' based on the Province's Financial Indicated Review.

**Trade and other receivables**

This refers to water, sewer, and other miscellaneous receivables owing to the Town at year end. The increase in this balance can primarily be attributed to outstanding grants and HST rebates payable to the Town.

**Drainage costs recoverable**

This refers to drainage work that has yet to be billed. This figure will fluctuate from year to year based on the volume of drainage projects that are in process at year end.

**Drainage debt receivable**

This refers to drainage work that has been billed, however, the assessed property owners have opted to finance their charges on their tax rolls.

**Land held for sale**

This is considered a financial asset as the Town expects to sell the property within the next year.

**Long-term investment**

This balance refers to Kingsville's share (40.33%) of a \$10,000,000, 5-year GIC, held by UWSS. The amount reflected on the balance sheet includes accrued interest.

**Accounts payable and accrued liabilities**

The increase in this balance can be attributed to an increase in planning security deposits and capital spending in final months of 2018. All vendor invoices are paid upon approval. Council can be assured, the Town had no difficulty meeting its obligations as they became due.

**Municipal debt**

A detailed schedule of Municipal Debt can be found in Note 4 of the Financial Statements.

This debt can be summarized in 3 main categories:

	2018	2017	Increase (Decrease)
Property Tax Supported Debt	\$ 7,940,177	\$ 8,587,256	\$ (647,079)
Debt Paid by Benefiting land owners	909,762	1,177,442	(267,680)
Union Water Debt	5,184,234	5,548,015	(363,781)
	<u>\$14,034,173</u>	<u>\$15,312,713</u>	<u>\$ (1,278,540)</u>

The only component of Municipal Debt which Council has direct control over is the "Property Tax Supported Debt". This figure is driven by the decisions Council makes during budget deliberations. While not all debt is 'bad', it is encouraging to see this balance decrease year over year. The fewer tax dollars directed towards debt, the more tax dollars available to finance current and future projects.

**Employee future benefits**

The Employee Future Benefit Obligation represents the Town's estimated liability for benefit payments that will be required for its retirees, based on current and past years of service.

**Deferred revenue**

Deferred Revenue consists of \$2,865,083 of Development Charges and \$318,763 of unspent Gas Tax.

During 2018 the Town collected \$1,108,474 in development charges. These funds are held in a reserve and will help finance various growth related capital projects. To put this in perspective, the Town would have had to increase property taxation by 6.9% to generate this level of revenue in 2018. Please refer to appendix A for the Treasurer's Annual Statement of Development Charge Activity.

In 2018, the Town received \$1,088,640 in Federal Gas tax funding which was allocated to various road, bridge and sidewalk projects. Any unspent funds can be retained by the municipality for up to 5 years, and applied against future eligible projects.

**Tangible capital assets**

Tangible capital assets refers to all of the infrastructure, property, and equipment owned by the Town. It is important to note that the value reported on the financial statements refers to historical cost, less accumulated amortization. In most cases, the replacement value of these assets would be significantly higher than the \$117,079,809 reported on the balance sheet. Council should rely on the Asset Management Plan and other infrastructure studies for long-term financial planning with respect to tangible capital assets.

**Annual surplus**

The Consolidated Statement of Financial Operations and Accumulated Surplus, also known as an "Income Statement", can be found on page 4 of Financial Statements. This statement provides a summary of the financial activities of the Town for the year ended December 31, 2018.

Under PSAB, the Town is reporting a surplus of \$2,470,754 in 2018.

It is important to note there are a number of significant differences between PSAB standards and the modified cash based / fund accounting methods used by the Town for budgeting purposes. The most significant differences between these two methods of accounting are as follows;

	PSAB	Budget Accounting
Capital Assets	Most capital expenditures are recognized on the Balance Sheet as long-lived assets and amortized over their useful lives	Capital expenditures are an expense in the year incurred.
Long-term Debt Repayments	Only the interest portion of long-term debt repayments is an expense.	Both the principle and interest payments are expensed in the year incurred.



Reserves	Reserve activity is neither recognized as 'revenue' or an 'expense'	Contributions from reserves are recognized as revenue, contributions to reserves are considered to be an expense.
Local Improvements & Special Capital Levies	Local improvements and Special Levies are recorded in revenue in the year they are levied on taxes.	Local Improvements and Special Levies are recognized as revenue in the year the project expenses are incurred, offsetting the cost of the project.
Employee Future Benefit Obligation	An actuarial valuation is performed. The estimated obligation is recognized as a liability on the Balance Sheet.	Benefit payments on behalf of retirees are expensed in the year the payment is made.
Water & Wastewater	The Financial Statements include all of the Town's water and wastewater activities.	For budgeting purposes, these operations have separate stand-alone budgets.
Union Water Supply System	The Financial Statements include the Town's proportionate share of UWSS assets, liabilities and annual surplus / deficit	The UWSS budget is not incorporated into the Town's budget.

For budgeting purposes, the Town had a surplus of \$411,376 from general 'tax funded' operations. Please refer to Appendix B for a detailed reconciliation of the surplus for budgeting purposes to the surplus reported under PSAB standards.

In accordance with the Town's Reserve and Reserve Fund Policy, in the absence of direction from Council to do otherwise, the surplus from general operations is to be transferred to the "Budget Stabilization" reserve. This reserve allows the Town to respond to major, unforeseen events without triggering a major increase in taxation. For example, this reserve could be used to address municipal liabilities resulting from weather emergencies or litigation. Further, having a contingency reserve allows Administration to avoid budgeting for "worst case scenarios" in any given year.

With this contribution, the Town's Budget Stabilization reserve would be \$861,932. This would represent approximately 5% of the 2019 property tax levy.

### **Union Water Supply System (UWSS)**

The PSAB financial statements include our proportionate share (40.33%) of UWSS assets, liabilities and any surplus or deficit. The Town's 2018 surplus for PSAB purposes includes a \$1,140,140 surplus from UWSS. Please refer to Note 3 of the Financial Statements for a breakdown of how UWSS is consolidated with the Town's Financial Statements.

### **Reserves**

As discussed above, Reserves are neither an asset or liability under PSAB financial reporting, they are simply an internal allocation of equity. Page 20 of the Financial Statements includes summary of the Town's reserve balances at year end. In 2018, the Town's reserve balances increased by \$1,475,462. This figure includes an increase in UWSS reserves of \$582,107.

## **LINK TO STRATEGIC PLAN**

Effectively manage corporate resources and maximize performance in day-to-day operations.

## **FINANCIAL CONSIDERATIONS**

Overall, the 2018 Financial Statements indicate that the Town is in a relatively healthy financial position. There are no immediate cash flow concerns. Property taxes are being collected in timely fashion. Long-term debt is decreasing and reserve balances are increasing.

Council should understand, however, that the Financial Statements do not paint the entire financial picture for the municipality. Financial statements report transactions which already occurred and do not project what may occur in the future. These statements do not provide a commentary on the state of the Town's infrastructure, nor do they disclose any financial requirements to replace or maintain infrastructure to the level Kingsville residents expect. For the Town to maintain a healthy financial position it is imperative for Council to maintain its commitment to increasing infrastructure funding as stated in the strategic plan.

## **CONSULTATIONS**

Tiffany Hong, CPA, CMA, Manager of Financial Services

## **RECOMMENDATION**

That council approve the Financial Statements for the year ending December 31, 2018, as audited by BDO Canada LLP.

That council approve the allocation of \$411,376 from the 2018 general budget surplus to the Budget Stabilization Reserve.

Respectfully submitted,

*Ryan McLeod*

Ryan McLeod, CPA, CA  
Director of Financial Services

*Peggy Van Mierlo-West*

Peggy Van Mierlo-West, C.E.T.  
Chief Administrative Officer

**Appendix A**  
**Town of Kingsville**  
**Annual Treasurer's Statement of Development Charge Reserve Funds (By-Law 1-2018)**

Description	Services to which the Development Charge Relates										Total	
	Roads	Municipal Parking	Police	Fire	Recreation	Library	Administration	Non-Administrative Facilities	Water	Storm Water		Wastewater
Opening Balance, January 1, 2018	(43,769)	15,633	74,109	360,349	1,198,060	(586,073)	107,472	(17,370)	-	146,177	562,720	1,817,307
Plus:												
Development Charge Collections	499,251	2,613	11,262		96,176	19,036	15,616	1,617	262,740	17,357	182,807	1,108,474
Accrued Interest	4,632	381	1,794	8,108	27,904	(12,973)	2,289	(373)	2,956	3,434	13,938	52,091
Repayment of Monies Borrowed from Fund and Associated Interest <sup>1</sup>	-	-	-	-	-	-	-	-	-	-	-	-
Sub-Total	460,114	18,626	87,166	368,457	1,322,140	(580,010)	125,376	(16,125)	265,696	166,968	759,465	2,977,872
Less:												
Amount Transferred to Capital (or Other) Funds <sup>2</sup>	-	-	-	-	(11,903)	-	(27,117)	-	-	(4,455)	(69,313)	(112,789)
Amounts Refunded	-	-	-	-	-	-	-	-	-	-	-	-
Amounts Loaned to Other D.C. Service Category for Interim Financing	-	-	-	-	-	-	-	-	-	-	-	-
Credits	-	-	-	-	-	-	-	-	-	-	-	-
Sub-Total	-	-	-	-	(11,903)	-	(27,117)	-	-	(4,455)	(69,313)	(112,789)
Closing Balance, December 31, 2018	460,114	18,626	87,166	368,457	1,310,237	(580,010)	98,259	(16,125)	265,696	162,513	690,151	2,865,083

<sup>1</sup> Source of funds used to repay the D.C. reserve fund

<sup>2</sup> See Appendix A-1 for details

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act* , whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.

**Appendix A-1  
Town of Kingsville**

**Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions**

Capital Fund Transactions	Gross Capital Cost	DC Recoverable Cost Share					Non-D.C. Recoverable Cost Share				
		D.C. By-Law Period			Post D.C. By-Law Period		Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		D.C. Reserve Fund Draw	D.C. Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions					
<u>Recreation Services</u>											
Mettawas Park Expansion	26,451	11,903	-	-	-	-	-	14,548	-	-	-
Sub-Total - Recreation	26,451	11,903	-	-	-	-	-	14,548	-	-	-
<u>Administration</u>											
DC Study	2,493	2,243	-	-	-	-	-	249	-	-	-
5 Year Official Plan Review	27,638	24,874	-	-	-	-	-	2,764	-	-	-
Sub-Total - Administration	30,130	27,117	-	-	-	-	-	3,013	-	-	-
<u>Storm Water</u>											
Storm Water Master Plan	4,455	4,455	-	-	-	-	-	-	-	-	-
Sub-Total - Storm Water	4,455	4,455	-	-	-	-	-	-	-	-	-
<u>Wastewater</u>											
Wastewater Master Plan	36,042	36,042	-	-	-	-	-	-	-	-	-
Lakeside Park Sanitary Sewer Twining	36,969	33,272	-	-	-	-	-	-	3,697	-	-
Sub-Total - Wastewater	73,010	69,313	-	-	-	-	-	-	3,697	-	-
<b>Total</b>	<b>134,046</b>	<b>112,789</b>	-	-	-	-	-	<b>17,561</b>	<b>3,697</b>	-	-

**Appendix B - PSAB - Budget Reconciliation**

	<u>2018</u>
<b>Budget Surpluses:</b>	
General (Property Tax Supported Operations)	411,376
Building	147,447
Water	303,115
Wastewater – KLSW	183,555
Wastewater – Cottam	73,534
<b>Total Budget Surpluses</b>	<u>1,119,027</u>
 <b>Tangible Capital Asset Adjustments (Amortization Exp - Additions + Disposals)</b>	 <b>(763,951)</b>
 <b>Long-term Debt Principal Repayments</b>	 <b>647,079</b>
 <b>Reserve withdrawals in excess of contributions</b>	 <b>(479,758)</b>
 <b>Local Improvement Revenue</b>	 <b>696,709</b>
 <b>UWSS Surplus</b>	 <b>1,140,140</b>
 <b>Non-Budgeted Items:</b>	
Employee Future Benefit Expense	(38,513)
Other Items*	150,020
 <b>2018 Surplus - PSAB</b>	 <u><b>2,470,754</b></u>

\* These items are not budgeted because they have offsetting reserve adjustments or will be recovered in future years

**THE CORPORATION OF  
THE TOWN OF KINGSVILLE**

Financial Statements  
December 31, 2018

Draft for discussion purposes only

**THE CORPORATION OF  
THE TOWN OF KINGSVILLE**  
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Draft for discussion purposes only

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## Independent Auditor's Report

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**To the Members of Council, Inhabitants and Ratepayers  
of The Corporation of the Town of Kingsville**

### **Opinion**

We have audited the consolidated financial statements of The Corporation of the Town of Kingsville, (the Town), which comprise the Consolidated Statement of Financial Position as at December 31, 2018, and the Consolidated Statement of Financial Operations and Accumulated Surplus, Consolidated Statement of Changes in Net Financial Assets and Consolidated Statement of Cash Flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2018, and its results of operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged With Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.



## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Essex, Ontario  
May 13, 2019

**THE COPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Statement of Financial Position**  
as at December 31, 2018

	<u>2018</u>	<u>2017</u>
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Notes 3 & 9)	\$ 24,888,661	\$ 22,076,583
Taxes and grants-in-lieu receivable	1,289,369	1,315,970
Trade and other receivables (Note 3)	4,493,730	3,414,852
Drainage costs recoverable (Note 6)	1,691,602	2,086,735
Drainage debt receivable (Note 6)	643,770	754,963
Land held for sale	1,025,110	-
Long-term investment (Note 3)	4,135,842	4,033,000
	<u>38,168,084</u>	<u>33,682,103</u>
<b>FINANCIAL LIABILITIES</b>		
Accounts payable and accrued liabilities (Note 3)	7,403,048	5,874,689
Accrued interest	62,733	67,026
Municipal debt (Note 3 & 4)	14,034,173	15,312,713
Employee future benefits (Note 7)	1,184,013	1,145,500
Deferred revenue (Schedule 2)	3,183,846	1,982,734
	<u>25,867,813</u>	<u>24,382,662</u>
<b>NET FINANCIAL ASSETS</b>	<u>12,300,271</u>	<u>9,299,441</u>
Contractual obligations (Note 14)		
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 3, Schedule 1)	117,079,809	117,649,509
Prepaid expenses	103,480	63,856
	<u>117,183,289</u>	<u>117,713,365</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 129,483,560</u>	<u>\$ 127,012,806</u>

The accompanying notes are an integral part of these financial statements

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Statement of Financial Operations and Accumulated Surplus**  
for the year ended December 31, 2018

	<u>2018 Budget</u> (Note 11)	<u>2018</u>	<u>2017</u>
<b>REVENUES</b>			
Net taxation/user charges	\$ 29,195,207	\$ 25,798,122	\$ 24,016,224
Government transfers	1,105,513	1,102,017	1,255,796
Other	2,001,448	2,533,304	2,737,939
<b>TOTAL REVENUES</b>	<b>32,302,168</b>	<b>29,433,443</b>	<b>28,009,959</b>
<b>EXPENSES</b>			
General government	4,026,957	3,801,955	3,814,658
Protection to persons and property	5,538,262	5,319,577	5,228,052
Transportation services	7,967,750	7,184,788	8,137,467
Environmental services	10,368,077	8,738,442	9,089,868
Health services	151,930	97,385	101,975
Recreation and culture	2,944,419	2,630,840	2,411,191
Planning and development	443,576	416,889	390,016
<b>TOTAL EXPENSES</b>	<b>31,440,970</b>	<b>28,189,876</b>	<b>29,173,227</b>
<b>NET REVENUES (EXPENSES)</b>	<b>861,198</b>	<b>1,243,567</b>	<b>(1,163,268)</b>
<b>OTHER</b>			
Deferred revenue earned	590,600	112,789	289,338
Government transfers received for capital projects	2,072,720	2,503,607	2,363,282
Transfers to Upper Tier Municipality (Note 15)	(997,626)	(2,522,596)	-
Employee future benefits	-	(38,513)	972,650
Gain on investment in UWSS (Note 3)	-	-	2,356,277
Contributed tangible capital assets	-	1,133,637	130,900
Gain (loss) on disposal of tangible capital assets	-	38,263	(217,012)
	1,665,694	1,227,187	5,895,435
<b>ANNUAL SURPLUS</b>	<b>2,526,892</b>	<b>2,470,754</b>	<b>4,732,167</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>127,012,806</b>	<b>127,012,806</b>	<b>122,280,639</b>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<b>\$ 129,539,698</b>	<b>\$ 129,483,560</b>	<b>\$ 127,012,806</b>

The accompanying notes are an integral part of these financial statements

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Statement of Changes in Net Financial Assets**  
for the year ended December 31, 2018

	<u>2018 Budget</u> (Note 11)	<u>2018</u>	<u>2017</u>
<b>Annual Surplus</b>	\$ 2,526,892	\$ 2,470,754	\$ 4,732,167
Amortization of tangible capital assets	8,484,740	7,729,692	8,484,740
Acquisition of tangible capital assets	(12,243,758)	(7,183,071)	(7,411,307)
Disposals of tangible capital assets	-	23,079	302,091
Acquisition of prepaid expense	-	(103,480)	(63,856)
Consumption of prepaid expense	-	63,856	93,403
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b>	<b>(1,232,126)</b>	<b>3,000,830</b>	<b>6,137,238</b>
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>9,299,441</b>	<b>9,299,441</b>	<b>3,162,203</b>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>\$ 8,067,315</b>	<b>\$ 12,300,271</b>	<b>\$ 9,299,441</b>

Draft for discussion purposes only

The accompanying notes are an integral part of these financial statements

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Statement of Cash Flows**  
for the year ended December 31, 2018

	<u>2018</u>	<u>2017</u>
<b>OPERATING ACTIVITIES</b>		
Annual Surplus	\$ 2,470,754	\$ 4,732,167
<b>Sources (Uses)</b>		
Taxes and grants-in-lieu receivable	26,601	191,984
Trade and other receivables	(1,078,878)	(385,434)
Drainage costs and debt receivable	506,326	121,499
Assets held for sale	(1,025,110)	-
Prepaid expenses	(39,624)	29,547
Accounts payable and accrued liabilities	1,528,359	1,478,162
Deferred revenue	1,201,112	1,024,929
Accrued interest	(4,293)	(8,248)
Increase (decrease) in employee future benefits	38,513	(972,650)
	<u>3,623,760</u>	<u>6,211,956</u>
<b>INVESTING ACTIVITIES</b>		
Increase in long-term investments	(102,842)	(4,033,000)
	<u>(102,842)</u>	<u>(4,033,000)</u>
<b>CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(7,183,071)	(7,411,307)
Amortization of tangible capital assets	7,729,692	8,484,740
(Gain) loss on disposal of tangible capital assets	(38,263)	217,012
Proceeds on disposal of tangible capital assets	61,342	85,079
	<u>569,700</u>	<u>1,375,524</u>
<b>FINANCING ACTIVITIES</b>		
Long-term debt issued	47,300	800,304
Long-term debt repaid	(1,325,840)	(1,515,968)
	<u>(1,278,540)</u>	<u>(715,664)</u>
<b>NET INCREASE IN CASH</b>	2,812,078	2,838,816
<b>CASH, BEGINNING OF YEAR</b>	22,076,583	19,237,767
<b>CASH, END OF YEAR</b>	\$ 24,888,661	\$ 22,076,583

The accompanying notes are an integral part of these financial statements

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
for the year ended December 31, 2018

**1. Significant Accounting Policies**

**(a) Management Responsibility**

The consolidated financial statements of the Corporation of the Town of Kingsville (the "Town") are the responsibility of management. They have been prepared in accordance with generally accepted accounting principles established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. The preparation of financial statements requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the statements, and the reported amounts of revenues and expenses during the reported period. Actual results could differ as additional information becomes available in the future.

**(b) Basis of Consolidation**

**(i) Consolidated Entities**

The consolidated financial statements reflect the financial assets, liabilities, revenues, expenses, reserves and changes in investment in tangible capital assets of the Town and includes the activities of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Town and are owned or controlled by the Town.

Interdepartmental and inter-organizational transactions and balances have been eliminated.

The Town's proportionate share in the Union Water Supply System is accounted for on a proportionate consolidation basis, consistent with the generally accepted accounting treatment for government units.

**(ii) Accounting for Region (County) and School Board Transactions**

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the School Boards, and the County of Essex are not reflected in the municipal fund balances of these financial statements. Taxation raised by the municipality on their behalf is reflected as a deduction from total taxation on the Consolidated Statement of Financial Operations. Amounts due from/to the County of Essex and School Boards are included in trade and other receivables/accounts payable and accrued liabilities on the Consolidated Statement of Financial Position.

**(iii) Trust Funds**

Trust funds and their related operations administered by the municipality are not consolidated, but are reported separately on the Trust Funds Financial Statements.

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
**for the year ended December 31, 2018**

**(c) Basis of Accounting**

**(i) Accrual Basis of Accounting**

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods and services and the creation of a legal obligation to pay.

**(ii) Non-financial assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

**(ii.1) Tangible capital assets**

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land - Not amortized  
Land Improvements - 10 to 30 years  
Buildings & Improvements - 10 to 40 years  
Information Technology - 4 years  
Vehicles/Machinery & Equipment - 4 to 25 years  
Furniture and Fixtures - 10 to 15 years  
Infrastructure - 20 to 50 years

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

The Town has a capitalization threshold of \$5,000 - \$50,000 depending on the asset, so that individual tangible capital assets of lesser value are expensed, unless they are land, construction in progress, or pooled because, collectively, they have significant value, or for operational reasons. Examples of asset pools are desktop computers and computer laptops.

**(ii.2) Contribution of tangible capital assets**

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
**for the year ended December 31, 2018**

**(ii.3) Leases**

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

**(ii.4) Inventories**

Inventories held for consumption are recorded at the lower of cost or replacement cost.

**(iii) Deferred Revenue**

Revenue restricted by legislating, regulation or agreement and is not available for general municipal purposes is reported as deferred revenue on the consolidated statement of financial position. The revenue is reported on the consolidated statement of operations in the year in which it is used for the specific purpose.

**(iv) Employee Future Benefits**

The Town has adopted the accrual method for employee future benefits as required by the Chartered Professional Accountants of Canada. The cost of future benefits earned by employees is actuarially determined using the projected benefit method prorated on service and assumptions with respect to mortality and termination costs, retirement age and expected inflation costs associated with employee benefit costs.

**(v) Use of Estimates**

The preparation of financial statements in accordance with local government accounting standards established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.



**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
**for the year ended December 31, 2018**

**(vi) Taxes receivable and related revenues**

Property tax billings are prepared by the Town based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Town Council, incorporating amounts to be raised for local services and amounts the Town is required to collect on behalf of the Province of Ontario in respect to education taxes. A normal part of the assessment process is the issuance of supplementary assessment rolls, which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Town revenues are recorded at the time tax billings are issued. Assessment and the related property taxes are subject to appeal. Tax adjustments as a result of appeals are recorded based upon management's estimate of the outcome taking into consideration historical trends. The Town is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied. Tax revenue is recorded net of reductions. Taxes receivable are reported net of an allowance for doubtful accounts.

**(vii) Government transfers**

Government transfers, which include legislative grants, are recognized as revenue in the consolidated financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. When transfer stipulations give rise to a liability, government transfers are recognized as deferred revenue and recognized as revenue when the stipulations are settled.

Draft for discussion purposes only

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
for the year ended December 31, 2018

**2. Operation of School Boards and the County of Essex**

During the year, the following revenue was raised and remitted to the school boards and the County of Essex.

	<u>2018</u>	<u>2017</u>
School Boards	\$ 6,261,673	\$ 6,123,586
County	<u>11,466,997</u>	<u>10,563,840</u>
	<u>\$ 17,728,670</u>	<u>\$ 16,687,426</u>

**3. Equity in the Union Water Supply System**

Effective January 2, 2001, the assets, liabilities, rights and obligations of the Union Water Supply System (UWSS) were transferred from Ontario Clean Water Agency to the joint ownership of the system's participating municipalities pursuant to an order issued by the Minister of the Environment under the Municipal Water and Sewage Act, 1997.

The equity of interest for each municipality is determined every 4 years according to their proportional water consumption from the system. The ownership interests were last set January 1, 2017, where it was increased to 40.33%. The change in Kingsville's equity share during 2017 resulted in a gain of \$2,356,277.

The Town's equity in the UWSS is made up as follows:

	<u>2018</u>	<u>2017</u>
Cash and cash equivalents	\$ 3,443,217	\$ 3,381,487
Trade and other receivables	511,890	373,995
Long-term investment	4,135,842	4,033,000
Accounts payable and accrued liabilities	(179,730)	(459,371)
Long-term debt	<u>(5,184,234)</u>	<u>(5,548,015)</u>
Net Financial Assets	2,726,985	1,781,096
 Tangible capital assets	 <u>16,392,299</u>	 <u>16,198,048</u>
 Accumulated surplus	 <u>\$ 19,119,284</u>	 <u>\$ 17,979,144</u>
 Equity in Reserve and Reserve Funds	 <u>\$ 7,911,219</u>	 <u>\$ 7,329,112</u>

The Town's share of any operating surplus or deficit from UWSS is included in Environmental Services expenses on the Consolidated Statement of Financial Operations and Accumulated Surplus. Kingsville's share of the UWSS current year operating surplus was \$1,140,140 (2017 - \$701,206).

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
for the year ended December 31, 2018

**4. Municipal Debt**

(a) The balance of net long-term liabilities reported on the "Consolidated Statement of Financial Position" is made up of the following:

	<u>2018</u>	<u>2017</u>
<b><i>Property Tax Supported</i></b>		
i) OSIFA Loan - repayable in semi-annual instalments of \$49,389 plus interest at 4.72%, due September, 2027	\$ 839,610	\$ 938,388
ii) OILC Loan - repayable in semi-annual instalments of \$119,772 including interest at 3.97%, due December, 2033	2,688,012	2,816,989
iii) OILC Loan - repayable in semi-annual instalments of \$91,043 including interest at 2.47%, due November, 2025	1,163,924	1,314,466
iv) OILC Loan - repayable in semi-annual instalments of \$52,753 including interest at 3.34%, due November, 2035	1,366,109	1,418,716
v) OILC Loan - repayable in semi-annual instalments of \$131,283 including interest at 2.56%, due November, 2026	1,888,522	2,098,697
<b><i>Benefiting Property Owners</i></b>		
i) Sewer Separation Program Debentures - repayable in annual instalments including interest ranging from 4.0% to 5.0%, due in various amounts from 2019 to 2022	461,071	631,964
ii) Drain Debentures - repayable in annual instalments including interest ranging from 2.25% to 5.0%, due in various amounts from 2019 to 2028	643,770	754,963
iii) Sanitary Sewer Debentures - repayable in annual instalments including interest ranging from 2.83% to 5.0%, due in various amounts from 2019 to 2025	1,053,868	1,540,739
iv) Watermain Debentures - repayable in annual instalments including interest at 5%, repaid during the year	-	17,372
v) Tile Loans - repayable in annual instalments including interest ranging from 6.0% to 6.8%, due in various amounts from 2019 to 2028	<u>161,126</u>	<u>131,224</u>
Total long-term liabilities incurred by the Municipality and those incurred on behalf of benefiting land owners	10,260,012	11,663,518
Less: Internally financed debt	<u>(1,410,073)</u>	<u>(1,898,820)</u>
	8,849,939	9,764,698
Share of Union Water System Obligations	<u>5,184,234</u>	<u>5,548,015</u>
	<u>\$ 14,034,173</u>	<u>\$ 15,312,713</u>

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Financial Statements**  
for the year ended December 31, 2018

**4. Municipal Debt (continued)**

(b) Principal payments are as follows:

2019	\$ 1,340,893
2020	1,364,650
2021	1,334,018
2022	1,419,884
2023	1,458,783
2024 onward	7,115,945
	<u>\$ 14,034,173</u>

(c) The long-term liabilities in (a) issued in the name of the Municipality have received approval of the Ontario Municipal Board (or approval by private legislation) for those approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs.

(d) Total interest charges for the year for net long-term liabilities which are reported on the Consolidated Statement of Financial Operations, are as follows:

	<u>2018</u>	<u>2017</u>
Interest	\$ 963,030	\$ 1,053,205

**5. Trust Funds**

The municipality administers a Perpetual Care Cemetery Trust Fund which amounts to \$1,162,630 (2017 - \$1,136,887). The assets and liabilities of this trust have not been included in the "Consolidated Statement of Financial Position" nor have the operations been included in the "Consolidated Statement of Financial

**6. Drainage Costs Recoverable and Drainage Debt Receivable**

The Town incurs costs to maintain and construct municipal drains which are recoverable from the benefitting landowners. In accordance with the Drainage Act these costs can accumulate for a five year period prior to being invoiced. Drainage costs recoverable represents accumulated drainage costs which have not yet been invoiced to the benefitting landowners. Drainage debt receivable represents costs that have been billed to the benefitting landowners, financed on taxes and are in the collection stage. The Town issues a debenture by-law for all financed projects which outlines the terms and interest rates. There are approximately 350 municipal drains in the Town of Kingsville.

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
for the year ended December 31, 2018

**7. Employee Future Benefits**

The municipality pays certain benefits on behalf of its retired employees. Information about the Town's defined benefit plans is as follows:

	<u>2018</u>	<u>2017</u>
Accrued benefit as at January 1	\$ 1,145,500	\$ 2,118,150
Service cost	60,200	140,215
Interest cost	41,538	78,429
Benefit paid for year	(37,813)	(35,078)
Actuarial gain	<u>(25,412)</u>	<u>(1,156,216)</u>
Projected accrued benefit obligation at December 31	\$ <u>1,184,013</u>	\$ <u>1,145,500</u>

All actuarial gains and losses are fully recognized in the year they are identified.

An actuarial valuation was performed as of December 31, 2017. The main actuarial assumptions employed in the valuations are as follows:

	<u>2018</u>	<u>2017</u>
Discount rate	3.5%	3.5%
Salary scale	3.0%	3.0%
Drug expense trend	7% in 2018 to 4% over 20 years	8% in 2017 to 4% over 10 years
Dental expense trend	3.5%	4.0%
Other medical expense trend	4.0%	4.5%

**8. Segmented Information**

The Town provides a wide range of services to its citizens. On Schedule 5, consolidated revenues and expenses have been presented on a segmented basis. Municipal services have been segmented by grouping activities with similar service objectives. Revenue directly related to each service has been allocated to its respective segment. Municipal taxation revenue has been allocated based on the percentage of total budgeted expenditures. The segments are defined as follows:

**General Government**

General government consists of governance, corporate management and program support. It includes the offices of Council, Chief Administrative Officer, Information Technology, Financial and Clerk Services.

**Protection to Persons and Property**

Protection to persons and property includes Fire and Police services, Building permitting & inspection and by-law enforcement, and Animal control.

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
for the year ended December 31, 2018

**Transportation**

Transportation services refers to the operations of the Public Works Department which is responsible for road maintenance, winter control and street lighting.

**Environmental**

Environmental services includes the distribution and treatment of water, the collection and treatment of waste water and storm water, and the collection and disposal of garbage.

**Health Services**

Health Services refers to cemetery operations.

**Recreation & Culture**

Recreation & Culture services refers to the operations of municipally owned recreational facilities, parks, arena, marina and community centres. It also includes the delivery of recreational and cultural programming.

**Planning & Development**

Planning & Development refers to the operations of the planning department which facilitates the orderly growth of the Town in accordance with the official plan.

**9. Bank Overdraft**

The Town has an authorized overdraft limit of \$2,000,000 bearing interest at prime with TD Canada Trust. At December 31, 2018, the Town had \$2,000,000 (2017 - \$2,000,000) in unused credit

**10. Reserve, Reserve Funds and Deferred Revenue**

The balance of reserve, reserve funds and deferred revenue is made up of the following:

	<u><b>2018</b></u>	<u><b>2017</b></u>
Total reserves and reserve funds (Schedule 3)	\$ 24,517,675	\$ 23,042,213
Deferred revenue portion of reserve funds set aside for specific purposes by legislation, regulation or agreement (Schedule 2)	<u>3,183,846</u>	<u>1,982,734</u>
	<u><u>\$ 27,701,521</u></u>	<u><u>\$ 25,024,947</u></u>

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
for the year ended December 31, 2018

**11. Budget Amounts**

The 2018 Financial Budget was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. Further, the budget includes all tangible capital expenditures rather than amortization expense. For the purpose of these financial statements, the budget figures have been modified as follows:

**Consolidated Statement of Financial Activities**  
**For the year ended December 31, 2018**

	2018 Budget	Change	Restated 2018 Budget
<b>Revenue</b>	\$ 40,214,218		40,214,218
Less: Contributions from reserves		(5,590,420)	(5,590,420)
Less: Inter-departmental revenues		(439,035)	(439,035)
Plus: Local Improvements		780,725	780,725
	<u>40,214,218</u>	<u>(5,248,730)</u>	<u>34,965,488</u>
<b>Expenses</b>			
Total Expenditures as per budget	40,214,218		40,214,218
Less: Contributions to reserves		(3,039,772)	(3,039,772)
Less: Capital expenditures, net of transfers		(12,243,758)	(12,243,758)
Plus: Amortization		8,484,740	8,484,740
Plus: Interest on non-tax funded debt		109,282	109,282
Less: Repayments of tax funded debt		(647,079)	(647,079)
Less: Inter-departmental expenses		(439,035)	(439,035)
	<u>40,214,218</u>	<u>(7,775,622)</u>	<u>32,438,596</u>
 Annual Surplus (Deficit)			 2,526,892
 Accumulated surplus, beginning of year			 127,012,806
 Accumulated surplus, end of year			 \$ 129,539,698

**12. Pension Plan**

The Town belongs to the Ontario Municipal Employee Retirement Fund (OMERS) which is a multi-employer plan on behalf of 59 members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on their length of service and rates of pay. The plan is funded through equal contributions from the employer and its member employees.

The amount contributed by the Municipality in 2018 was \$427,659 (2017 - \$395,437). At December 31, 2018 the OMERS plan was in a deficit position, funded at 96% (2017 - 94%). Contribution rates to the plan are determined by OMERS, based on the funding status of the plan, investment projections and other actuarial assumptions.

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Notes to the Consolidated Financial Statements**  
for the year ended December 31, 2018

**13. Public Sector Salary Disclosure Act**

The Public Sector Salary Disclosure Act requires all municipalities to disclose, which, if any, employees or officers received remuneration totaling more than \$100,000 during the year. During 2018, the following employees met this requirement:

Position	Name	Salary Paid	Taxable Benefits
Chief Administrative Officer	M. Van Mierlo-West	\$ 150,822	\$ 1,147
Director of Corporate Services	J. Astrologo	133,611	1,044
Director of Municipal Services	A. Plancke	126,579	1,011
Fire Chief	C. Parsons	117,139	2,450
Director of Financial Services	R. McLeod	117,912	951
Manager of Information Technology	T. Iacobelli	117,139	955
Manager of Building & By-law	P. Valore	117,138	955
Manager of Planning	R. Brown	117,138	945
Manager of Municipal Services	T. Del Greco	102,992	1,775
Deputy Fire Chief	J. Dean	102,992	863

**14. Contractual Obligations**

Policing services for the Town are currently provided by the Ontario Provincial Police (OPP). The current agreement expired December 31, 2018. Subsequent to year end, a new agreement was signed which expires December 31, 2021. Under the new agreement, policing costs are determined annually. In 2018, the OPP contract approximated \$3.0 million (2017 - \$3.1 million).

The Town has entered an agreement with the Ontario Clean Water Agency (OCWA), to operate their sewage facilities through May 31, 2025. Under this agreement, the Town retains responsibility for all operating and capital costs associated with these facilities. Included in the consolidated statement of financial activities are charges from OCWA of approximately \$1,122,000 (2017 - \$1,089,000).

The Town has entered an agreement for waste collection services which expires on December 31, 2020. In 2018, the cost of collection services provided under this agreement was \$525,000 (2017 - \$512,000).

**15. Transfers to Upper Tier Municipality**

During the year, the Town transferred funds to the County of Essex for the construction of various County Wide Active Transportation System (CWATS) projects built within the Town. CWATS projects are funded 40% by the County and 60% by the lower tier municipalities.

**16. Comparative Amounts**

Certain comparative balances have been reclassified to conform with the current year's presentation.



**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Schedule of Tangible Capital Assets**  
**Categorized by Asset Type**  
**For the Year Ended December 31, 2018**

Schedule 1

	GENERAL					INFRASTRUCTURE			TOTALS	
	Land & Improvements	Buildings & Improvements	Information Technology	Furniture & Fixtures	Vehicles, Machinery & Equipment	Roads & Bridges	Water, Wastewater & Storm Sewers	Construction in Progress	2018	2017
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>COST</b>										
Balance, beginning of year	4,190,195	15,080,671	364,319	405,508	9,322,459	129,811,929	104,719,981	3,945,746	262,840,808	256,359,545
Additions during the year	96,000	58,741	77,241	16,058	599,140	1,188,372	1,867,178	3,280,341	7,183,071	5,160,578
Disposals during the year	-	-	-	-	(328,637)	(5,617)	-	-	(334,254)	(2,119,659)
Adjustments / Transfers	-	-	-	-	-	-	-	-	-	3,440,344
<b>BALANCE, END OF YEAR</b>	<b>4,286,195</b>	<b>15,139,412</b>	<b>441,560</b>	<b>421,566</b>	<b>9,592,962</b>	<b>125,994,684</b>	<b>106,587,159</b>	<b>7,226,087</b>	<b>269,689,625</b>	<b>262,840,808</b>
<b>ACCUMULATED AMORTIZATION</b>										
Balance, beginning of year	67,763	6,087,931	278,092	262,574	5,126,124	91,315,250	42,053,565	-	145,191,299	137,334,512
Amortization during the year	23,335	428,576	48,716	20,032	586,629	4,282,994	2,339,410	-	7,729,692	8,484,740
Accumulated Amortization on disposals	-	-	-	-	(305,558)	(5,617)	-	-	(311,175)	(1,817,568)
Adjustments / Transfers	-	-	-	-	-	-	-	-	-	1,189,615
<b>BALANCE, END OF YEAR</b>	<b>91,098</b>	<b>6,516,507</b>	<b>326,808</b>	<b>282,606</b>	<b>5,407,195</b>	<b>95,592,627</b>	<b>44,392,975</b>	<b>-</b>	<b>152,609,816</b>	<b>145,191,299</b>
<b>TANGIBLE CAPITAL ASSETS</b>	<b>4,195,097</b>	<b>8,622,905</b>	<b>114,752</b>	<b>138,960</b>	<b>4,185,767</b>	<b>30,402,057</b>	<b>62,194,184</b>	<b>7,226,087</b>	<b>117,079,809</b>	<b>117,649,509</b>

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Schedule of Deferred Revenue**  
For the Year Ended December 31, 2018

Schedule 2

	Opening	Contributions Received	Interest Earned	Deferred Revenue Allocated	Ending
	\$	\$		\$	\$
Development charges	1,817,307	1,108,474	52,091	(112,789)	2,865,083
Federal gas tax	165,427	149,805	3,531	-	318,763
	1,982,734	1,258,279	55,622	(112,789)	3,183,846

Draft for discussion purposes only

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Schedule of Reserves and Reserve Funds**  
For the Year Ended December 31, 2018

**Schedule 3**

	Opening	Contributions Received	Transfer to Operations	Transfer to Capital	Ending
	\$	\$	\$	\$	\$
<b>RESERVE FUNDS</b>					
WATER CAPITAL	59,276	-	-	-	59,276
	59,276	-	-	-	59,276
<b>RESERVES</b>					
BIA	55,014	10,870	-	-	65,884
BUILDING	387,697	157,947	-	45,351	500,293
FACILITIES	358,056	237,664	-	9,955	585,765
FIRE	14,549	255,000	-	-	279,549
GENERAL	9,266,592	332,808	21,399	2,280,156	7,297,845
IT	4,316	-	-	-	4,316
MARINA	16,685	61,120	-	-	77,805
MIGRATION	11,749	-	4,600	-	7,149
PARKS & RECREATION	558,790	382,908	25,000	276,492	635,206
PLANNING	-	20,000	-	-	20,000
POLICE	582,080	80,000	-	40,692	621,388
PUBLIC WORKS	1,815,867	1,489,401	-	785,002	2,520,266
SEWER	177,903	660,535	-	237,008	601,430
WATER - MUNICIPAL	2,409,527	1,010,116	-	89,359	3,330,284
WATER - UNION WATER SUPPLY SYSTEM	7,329,112	582,107	-	-	7,911,219
	22,982,937	5,290,476	50,999	3,764,015	24,458,399
	23,042,213	5,290,476	50,999	3,764,015	24,517,675

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Schedule of Accumulated Surplus**  
as at December 31, 2018

**Schedule 4**

	<u><b>2018</b></u>		<u><b>2017</b></u>
Tangible capital assets	\$ 117,079,809	\$	117,649,509
Reserves and reserve funds	24,517,675		23,042,213
Operating fund surplus	4,209,140		4,277,316
Unfinanced capital (net of drainage costs recoverable)	(338,575)		(354,162)
Drainage debt receivable	643,770		754,963
Amounts to be Recovered:			
Municipal Debt - Recoverable from future taxation	(7,940,177)		(8,587,256)
Municipal Debt - Recoverable from benefiting property owners	(2,319,835)		(3,076,262)
Union Water Supply System Debt - Recoverable from rate payers	(5,184,234)		(5,548,015)
Unfunded Liabilities:			
Post-employment liabilities and sick leave	(1,184,013)		(1,145,500)
<b>Accumulated Surplus</b>	<b>\$ 129,483,560</b>	<b>\$</b>	<b>127,012,806</b>

Draft for discussion purposes only

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Schedule of Segmented Information**  
For the Year Ended December 31, 2018

**Schedule 5**

	General Government	Protection to Persons & Property	Transportation	Environmental	Health Services	Recreation & Culture	Planning & Development	Total
<b>Revenues</b>								
Property taxes	\$ 2,549,533	\$ 4,686,508	\$ 4,812,501	\$ 1,348,635	\$ 63,166	\$ 2,703,881	\$ 287,913	\$ 16,452,137
User charges	94,017	66,372	74,536	8,400,871	66,848	534,408	109,733	9,345,985
Government transfers	913,100	117,787	-	50,831	-	-	20,299	1,102,017
Local improvement charges	-	-	-	874,826	-	-	-	874,826
Licences, permits, rents	21,380	729,146	53,530	-	3,167	96,462	-	903,685
Fines and penalties	247,457	76,762	-	24,263	-	660	-	349,142
Donations	-	250	4,050	-	-	11,183	800	16,283
Investment income	389,368	-	-	-	-	-	-	389,368
	<u>4,214,855</u>	<u>5,676,825</u>	<u>4,944,617</u>	<u>10,699,426</u>	<u>132,381</u>	<u>3,346,594</u>	<u>418,745</u>	<u>29,433,443</u>
<b>Expenses</b>								
Wages and benefits	2,279,212	1,586,264	883,087	779,722	40,007	1,205,804	247,038	7,021,134
Interest on long-term debt	26,941	-	210,676	678,513	-	46,900	-	963,030
Materials	853,869	289,340	1,573,348	920,787	11,705	827,796	117,923	4,594,768
Contracted services	398,860	3,180,925	3,195	3,969,345	39,803	68,403	46,211	7,706,742
Rents & financial expenses	112,873	22,057	9,980	-	-	24,241	5,359	174,510
Amortization	130,200	240,991	4,504,502	2,390,075	5,870	457,696	358	7,729,692
	<u>3,801,955</u>	<u>5,319,577</u>	<u>7,184,788</u>	<u>8,738,442</u>	<u>97,385</u>	<u>2,630,840</u>	<u>416,889</u>	<u>28,189,876</u>
<b>Other</b>								
Deferred revenue earned	2,243	-	4,455	69,313	-	11,903	24,875	112,789
Government transfers received for capita	-	-	1,694,431	572,052	-	180,412	56,712	2,503,607
Government transfers provided for capita	-	-	(2,522,596)	-	-	-	-	(2,522,596)
Change in employee benefits	(38,513)	-	-	-	-	-	-	(38,513)
Contributed tangible capital assets	-	-	271,684	765,953	-	96,000	-	1,133,637
Gain/(Loss) on sale of assets	-	-	30,080	1,922	-	6,261	-	38,263
	<u>(36,270)</u>	<u>-</u>	<u>(521,946)</u>	<u>1,409,240</u>	<u>-</u>	<u>294,576</u>	<u>81,587</u>	<u>1,227,187</u>
<b>Annual Surplus (Deficit)</b>	<u>\$ 376,630</u>	<u>\$ 357,248</u>	<u>\$ (2,762,117)</u>	<u>\$ 3,370,224</u>	<u>\$ 34,996</u>	<u>\$ 1,010,330</u>	<u>\$ 83,443</u>	<u>\$ 2,470,754</u>

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**Consolidated Schedule of Segmented Information**  
For the Year Ended December 31, 2017

**Schedule 5**

	General Government	Protection to Persons & Property	Transportation	Environmental	Health Services	Recreation & Culture	Planning & Development	Total
<b>Revenues</b>								
Property taxes	\$ 2,649,335	\$ 5,501,934	\$ 2,972,218	\$ 1,683,338	\$ 95,248	\$ 1,918,746	\$ 269,124	\$ 15,089,943
Government transfers	1,074,200	120,019	43,578	-	-	-	18,000	1,255,797
User charges	154,803	77,968	21,418	8,003,710	66,944	530,532	70,906	8,926,281
Local improvement charges	-	-	-	1,209,181	-	-	-	1,209,181
Licences, permits, rents	23,021	686,206	55,710	-	3,308	95,560	-	863,805
Fines and penalties	270,253	77,449	-	22,765	-	1,114	-	371,581
Donations	-	250	-	-	-	20,592	2,800	23,642
Investment income	269,729	-	-	-	-	-	-	269,729
	<u>4,441,341</u>	<u>6,463,826</u>	<u>3,092,924</u>	<u>10,918,994</u>	<u>165,500</u>	<u>2,566,544</u>	<u>360,830</u>	<u>28,009,959</u>
<b>Expenses</b>								
Wages and benefits	2,239,852	1,450,257	867,473	779,313	39,083	1,024,337	236,633	6,636,948
Interest on long-term debt	29,656	-	226,525	748,214	-	48,809	-	1,053,204
Materials	915,663	282,512	1,729,348	724,169	12,887	852,680	91,797	4,609,056
Contracted services	399,849	3,218,381	-	4,483,826	37,635	28,824	55,295	8,223,810
Rents & financial expenses	109,801	20,315	4,012	-	-	25,447	5,894	165,469
Amortization	119,837	256,587	5,310,109	2,354,346	12,370	431,094	397	8,484,740
	<u>3,814,658</u>	<u>5,228,052</u>	<u>8,137,467</u>	<u>9,089,868</u>	<u>101,975</u>	<u>2,411,191</u>	<u>390,016</u>	<u>29,173,227</u>
<b>Other</b>								
Deferred revenue earned	30,879		200,755			51,345	6,359	289,338
Government transfers for capital projects			2,363,282	-				2,363,282
Change in employee benefits	972,650							972,650
Gain on investment in UWSS				2,356,277				2,356,277
Contributed tangible capital assets			31,200			99,700		130,900
Gain/(Loss) on sale of assets		(94,506)	(117,469)	(5,258)		221		(217,012)
	<u>1,003,529</u>	<u>(94,506)</u>	<u>2,477,768</u>	<u>2,351,019</u>	<u>-</u>	<u>151,266</u>	<u>6,359</u>	<u>5,895,435</u>
<b>Annual Surplus (Deficit)</b>	<u>\$ 1,630,212</u>	<u>\$ 1,141,268</u>	<u>\$ (2,566,775)</u>	<u>\$ 4,180,145</u>	<u>\$ 63,525</u>	<u>\$ 306,619</u>	<u>\$ (22,827)</u>	<u>\$ 4,732,167</u>



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
(519) 733-2305  
www.kingsville.ca  
kingsvilleworks@kingsville.ca

**Date:** May 2, 2019  
**To:** Mayor and Council  
**Author:** Tim Del Greco, Manager of Municipal Services  
**RE:** Hillview Crescent Parking  
**Report No.:** MS 2019 – 20

---

#### **AIM**

To provide Council with possible solutions to parking and access concerns at 10 Hillview Crescent.

#### **BACKGROUND**

Changes to parking provisions in Kingsville Traffic By-Law 21-2005 are typically driven by public request and feedback. In 2018, residents of Hillview Crescent requested a parking prohibition in order to improve visibility along this roadway. As a result, the following proposal was included in the 2018 traffic by-law open house:

*Addition of “No Parking” signs on both sides of Hillview Crescent starting from Division Street North and heading west for a distance of 150 meters.*

The majority of public feedback received was in support of this proposal and therefore it was presented to Council for approval on November 13, 2018. Council requested Administration to select only one side of the roadway for a parking prohibition. Administration recommended parking on the north side only as parking on the south side can obstruct sight lines for drivers in both directions at the curve. Council passed the following motion on November 26, 2018:

#### **629-2018**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Tony Gaffan

That Council approves an amendment of the Kingsville Traffic By-Law (21-2005) to include the addition of “No Parking” signs on the south side of Hillview Crescent from Division Street North to the eastern property line of 55 Hillview Crescent.

Following implementation of this provision, Council and Administration have received complaints from residents regarding roadside parking and accessibility at 10 Hillview Crescent. Located on this property is a residential apartment complex with 18 units and 24 spaces for vehicle parking. Across the road at 19 Hillview Crescent is another apartment complex with approximately 8 units and 13 dedicated off street parking spaces. It would appear that there is sufficient off street parking to accommodate vehicles for both apartment complexes.

The following motion is a resultant of the accessibility complaints as specified above:

## **249-2019**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Thomas Neufeld

That Council direct Administration to bring a Report back to Council by the next Regular Meeting date of May 13, 2019 with possible solutions to the parking and access concerns on Hillview Crescent brought forward by Wes Mulcaster on behalf of a group of residents.

## **DISCUSSION**

There are several solutions that can be considered in response to recent complaints.

1. Prohibiting parking on both sides of Hillview as originally supported by the majority of residents. This solution would not allow for parking however would allow for roadside pickup in front of 10 Hillview Crescent.
2. A fifteen-minute parking zone as indicated on the map in Appendix A. Parking for longer durations would result in a penalty (parking ticket). It is not clear how residents of Hillview would respond to this provision as it has not been vetted through the typical open house process.
3. Maintaining the current parking provisions. The aerial map in Appendix A details an additional walkway at the rear of the apartment complex to the adjacent parking lot. This walkway however is longer in length when compared to the walkways on the south side of 10 Hillview Crescent (front entrance).

## **LINK TO STRATEGIC PLAN**

Strive to make the Town of Kingsville a more accessible community.

## **FINANCIAL CONSIDERATIONS**

The cost of purchasing and installing several parking signs would equate to approximately \$300.

## **CONSULTATIONS**

Municipal Services

## **RECOMMENDATION**

That Council revise Kingsville Traffic By-Law 21-2005 to include a fifteen-minute parking zone on the north side of Hillview Crescent as indicated on the map in Appendix A of this report.



*Tim Del Greco*

Tim Del Greco, P.Eng  
Manager of Municipal Services

*G. A. Plancke*

G.A. Plancke, Civil Eng. Tech (Env.)  
Director of Municipal Services

*Peggy Van Mierlo-West*

Peggy Van Mierlo-West, C.E.T.  
Chief Administrative Officer

# Kingsville Mapping



## Legend

### Essex Municipalities

<all other values>

Kingsville

Street

Severance

Kingsville Assessment

## Notes

Enter Map Description

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Copyright the Corporation of the County of Essex, 2012. Data herein is provided by the Corporation of the County of Essex on an 'as is' basis. Assessment parcel provided by Teranet Enterprises Inc. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

0 6.63 13.3 Meters

1: 398



4/29/2019



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
(519) 733-2305  
www.kingsville.ca  
kingsvilleworks@kingsville.ca

**Date:** April 26, 2019

**To:** Mayor and Council

**Author:** Robert Brown, H. Ba, MCIP, RPP  
Manager, Planning Services

**RE:** Application for Development Agreement Amendment by  
Timbercreek Estates Inc. - Emily Ave  
Part of Lot 3, Concession 1 ED, Part of Block 46, Plan 12M 565

**Report No.:** PDS 2018-018

---

## **AIM**

To provide detail to the Mayor and Council on a minor amendment to the existing development agreement on the approved plan of subdivision known as Timbercreek Estates.

## **BACKGROUND**

The subject lands represent the remaining portion of the Timbercreek Estates subdivision. These lands, as outlined in the development agreement, can only be developed once sanitary sewer capacity is available. In the original agreement the completion of the Lakeshore East Sanitary Sewage Expansion Project was required to provide this capacity. However, since that time it has now become possible to service the property as a result of the pending twinning of the Lakeside Park sewer which will be completed later this year. The owner is proposing to proceed with the development of 15 (Appendix A) of the 42 lots (Appendix B) in Phase 2 which were pre-serviced during the construction of Phase 1. These lots are located along the west side of Emily Ave and the west side of Grandview Drive. The developer has requested that the wording of the development agreement be amended to reflect the change in the sanitary servicing by deleting the current reference to the 'Lakeshore East Sanitary Sewage Expansion' and replacing it with 'availability of sanitary sewage treatment capacity'.

## **DISCUSSION**

As a result of the pending upgrade of the sanitary sewer service through Lakeside Park the subdivision in question is no longer specifically reliant on the completion of the

Lakeshore East Sanitary Sewage project. Municipal Services has indicated no objection with the requested amendment to the development agreement. They have requested that either reference to the Lakeshore East project remain in the agreement or that wording simply note availability of sanitary sewage treatment capacity.

As a result of the change in the servicing of the property Municipal Services also requested that the developer be required to release any claim to the forcemain components that have already been installed along Emily Ave and in the ERCA Greenway as part of Phase 1 without consideration of compensation. In addition completion of the remaining forcemain to the Greenway will continue to be the responsibility of the developer, regardless of who that may be, once the remaining lands are developed.

## **LINK TO STRATEGIC PLAN**

Manage residential growth through sustainable planning.

## **FINANCIAL CONSIDERATIONS**

With sanitary sewer capacity for the property development of additional lots can continue which will result in an increase in assessment along with the collection of development charges and building permit fees.

## **CONSULTATIONS**

Management staff

## **RECOMMENDATION**

It is recommended that Council approve the requested amendment to the Timbercreek Subdivision development agreement to:

permit the next phase(s) of development subject to the availability of sanitary sewage treatment capacity;

require the developer to release any claim on the existing forcemain components without consideration of compensation, and

include revised wording to indicate that completion of the remaining forcemain to the ERCA Greenway will be the developers responsibility at the time the remaining subdivision lands are developed.

*Robert Brown*

Robert Brown, H, Ba, MCIP, RPP  
Manager, Planning Services

*Peggy Van Mierlo-West*

Peggy Van Mierlo-West, C.E.T.  
Chief Administrative Officer

INTEGRATION DATA		
COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN-MET NETWORK SERVICE AND ARE REFERENCED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0).		
COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) CLREG 218/10		
POINT ID	NORTHING	EASTING
CRP-A	N485178.824	E357210.361
CRP-B	N4854814.356	E357178.831
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

CURVE SCHEDULE			
CURVE	RADIUS	ARC	CHORD BEARING
C1	85.12	11.82	N19°38'30"E

LINE SCHEDULE		
LINE	DISTANCE	BEARING
L1	31.13	N67°53'40"W
L2	15.58	N64°18'00"E
L3	15.34	N64°18'00"E
L4	30.12	N65°41'50"W
L5	16.77	N65°41'50"W
L6	30.13	N79°02'30"W



**PLAN 12M-**

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF ESSEX (13) AT \_\_\_\_\_ O'CLOCK ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ AND ENTERED IN THE PARCEL REGISTER FOR PROPERTY IDENTIFIED AS \_\_\_\_\_

AND REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT NO. \_\_\_\_\_

REPRESENTATIVE FOR LAND REGISTRAR \_\_\_\_\_

THIS PLAN COMPREHENDS PART OF THE LAND IDENTIFIED BY PLAN 75177-0807 PART OF LOTS 1, 2, 3, 4, 5, 10, 11, 12 AND 13 ARE SUBJECT TO EASEMENT AS IN CRO4246 PART OF LOTS 6, 10 AND 11 ARE SUBJECT TO EASEMENT AS IN CRO5846

**PLAN OF SUBDIVISION**  
OF  
**PART OF BLOCK 46**  
**PLAN 12M-565**  
GEOGRAPHIC TOWNSHIP OF GOSFIELD SOUTH  
NOW IN THE  
**TOWN OF KINGSVILLE**  
**COUNTY OF ESSEX, ONTARIO**  
VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZARE INC.  
SCALE = 1:1250

"METRIC" DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**LEGEND AND NOTES**

SEARCHES ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS "A" AND "B" BY REAL TIME NETWORK OBSERVATIONS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9998717

ALL MONUMENTS SHOWN THUSLY □ ARE IRON BARS (6) UNLESS OTHERWISE NOTED.

□ DENOTES 25mm x 25mm x 1.22m STANDARD IRON BAR

□ DENOTES 25mm x 25mm x 0.81m SHORT STANDARD IRON BAR

□ DENOTES 18mm x 18mm x 0.81m IRON BAR

□ DENOTES 18mm diameter x 0.81m ROUND IRON BAR

□ DENOTES CUT-CRIPPS

□ DENOTES 3mm x 50mm STEEL PIN

□ DENOTES SURVEY MONUMENT FOUND

□ DENOTES SURVEY MONUMENT SET AND MARKED 1744

□ DENOTES WITNESS

□ DENOTES PERPENDICULAR

□ DENOTES SET

□ DENOTES MEASURED

□ DENOTES DEED

□ DENOTES OBSERVED REFERENCE POINT

SSB'S SHOWN ON THIS PLAN HAVE BEEN SET IN LIEU OF S&B'S WHERE THE POSSIBILITY THAT UNDERGROUND UTILITIES EXIST.

□ DENOTES SET PROPORTIONALLY

□ DENOTES ORIGIN UNKNOWN

□ DENOTES PLAN 12R-25830

□ DENOTES PLAN 12R-24818

□ DENOTES PLAN 12R-25732

□ DENOTES REGISTERED PLAN 1013

□ DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZARE INC., O.L.S.

□ DENOTES WILLIAM J. SETTERINGTON, O.L.S.

**NOTE**

1) PARTS 15 TO 18 (INCLUSIVE), PARTS 21 TO 28 (INCLUSIVE) PLAN 12R-25732 ARE SUBJECT TO EASEMENT AS IN CRO4246.

2) PARTS 25, 26 AND 29 PLAN 12R-25732 ARE SUBJECT TO EASEMENT AS IN CRO5846.

**OWNER'S CERTIFICATE**  
THIS IS TO CERTIFY THAT

1. LOTS 1 TO 18 (INCLUSIVE), BLOCK 46 (0.3 RESERVE) AND THE STREET NAMED GRANDVIEW DRIVE, HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.

2. THE STREET IS HEREBY DEDICATED TO THE CORPORATION OF THE TOWN OF KINGSVILLE AS A PUBLIC HIGHWAY.

TIMBERCREEK ESTATES INC.

DATE: MARCH 7, 2018.

GORD MUISEER - PRESIDENT

I HAVE AUTHORITY TO BIND THE CORPORATION

**SURVEYOR'S CERTIFICATE**  
I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

2. THIS SURVEY WAS COMPLETED ON THE 10th DAY OF FEBRUARY, 2018.

DATE: MARCH 7, 2018.

BRIAN COAD  
ONTARIO LAND SURVEYOR  
for VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZARE INC.

37-T-08015  
This final plan of subdivision is approved under s. 81 (58) of the Planning Act on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

WILLIAM KING, M.C.P., R.P.P.  
Manager, Planning Services  
County of Essex

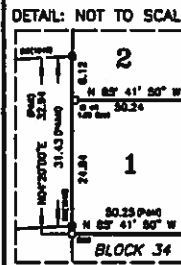
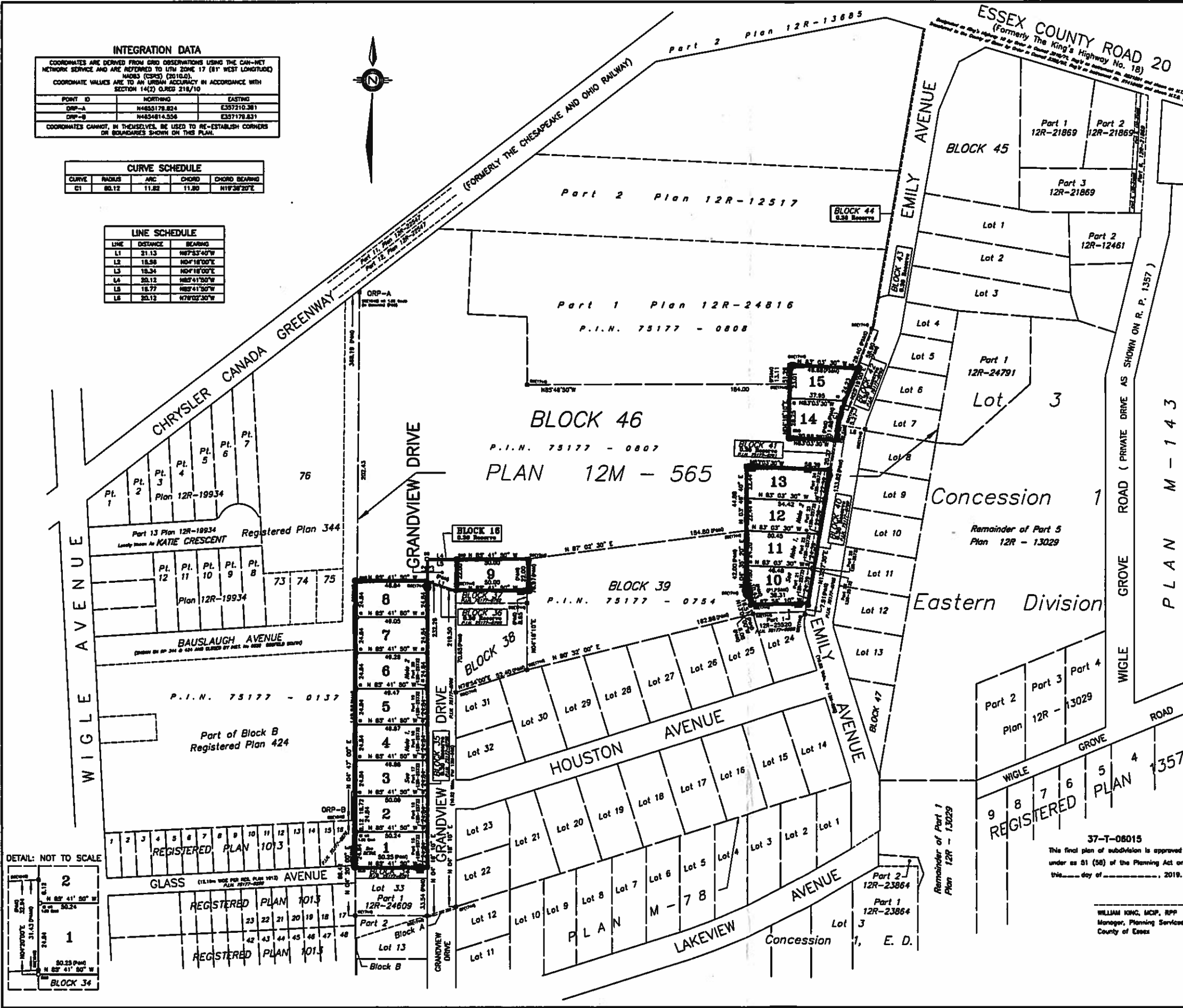
WINDSOR  
844 Chippewa Street  
N6K 2S1  
Ph: (519) 258-1772  
Fax: (519) 258-1791

VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZARE INC.  
187 Talbot Street East  
N6H 1L5  
Ph: (519) 252-2076  
Fax: (519) 252-2078

LEAMINGTON  
187 Talbot Street East  
N6H 1L5  
Ph: (519) 252-2076  
Fax: (519) 252-2078

ONTARIO LAND SURVEYORS  
www.ontariosurveyors.com

Drawn by: CSM  
Checked by: BC  
Date: March 6, 2018 1:01 PM  
CAD File: 31087823.dwg  
Scale: 1:1250  
Block: 8-1087823  
File No: E-120-685-BLK-46  
Plan File No: H-683'E







2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
(519) 733-2305  
www.kingsville.ca  
kingsvilleworks@kingsville.ca

**Date:** April 26, 2019  
**To:** Mayor and Council  
**Author:** G.A. Plancke, Director of Municipal Services  
**RE:** York Phase 4B Initial Acceptance  
**Report No.:** MS 2019 - 21

---

## **AIM**

To advise and recommend to Council that the York Phase 4B Subdivision be initially accepted onto "Maintenance".

## **BACKGROUND**

In a formal written request to Municipal Services, the Developer's consultant dated February 22, 2019 (Dillon Consulting Limited) has requested Phase 4B of the York Subdivision (Megan Agosta Dr. / Corbin Watson Way) to be placed onto "Maintenance".

As per the Town's current Development Standards Manual, The Developer is to formally request initial acceptance from the Director of Municipal Services in order for the Town to accept the development onto a minimum one (1) year maintenance period, once all services have been satisfactorily installed, and the road construction has been completed to the base asphalt stage.

The official commencement date of the maintenance period is the date when the Clerk's office provides written confirmation to the Developer of the initial acceptance of the services by Council resolution.

## **DISCUSSION**

All services have now been satisfactorily installed, and all outstanding significant deficiencies for this development have been addressed at this time.

The request of the developer's consultant to initially accept this phase is supportable at this time.

## **LINK TO STRATEGIC PLAN**

Manage residential growth through sustainable planning.

## **FINANCIAL CONSIDERATIONS**

None

## **CONSULTATIONS**

SLR Contracting/ Development  
Dillon Consulting Limited  
Municipal Services

## **RECOMMENDATION**

That Council initially accept York Phase 4B ( Megan Agosta Dr. / Corbin Watson Way) onto “Maintenance” for a period of no less than one year, and that the Clerk provide written confirmation to the Developer of the date of initial acceptance of the development by Council resolution.

*G.A. Plancke*

G.A. Plancke Civil Eng Tech. (Env)  
Director of Municipal Services

*Peggy Van Mierlo-West*

Peggy Van Mierlo-West, C.E.T.  
Chief Administrative Officer

Our File: 17-5025



February 22, 2019

Corporation of the Town of Kingsville  
2021 Division Road North  
Kingsville, ON  
N9Y 2Y9

Attention: Andrew Plancke  
Director of Municipal Services

**York Subdivision – Phase 4B  
Request for Release of Building Permits**

On behalf of our client, 1156722 Ontario Limited, we ask that building permits be issued for the York Subdivision – Phase 4B.

A walkthrough was held on September 10, 2018, with the Town of Kingsville, Dillon Consulting Limited and SLR Contracting Group Inc. Any deficiencies noted were minor in nature and will be completed prior to the end of the maintenance period. The sewers and watermain have passed all inspections and testing and the road has been paved with base asphalt.

As-built drawings and PDC sheets for all of the lots have been completed and sent to the Town under separate cover.

Should you have any questions or concerns, please contact me at (519) 948-5000 or [kedmunds@dillon.ca](mailto:kedmunds@dillon.ca).

Yours sincerely,

**DILLON CONSULTING LIMITED**

Kyle Edmunds, P. Eng.  
Project Manager

KNE:d

cc: Mr. Randy Koop, 1156722 Ontario Limited

3200 Deziel Drive  
Suite 608  
Windsor, Ontario  
Canada  
N8W 5K8  
Telephone  
**519.948.5000**  
Fax  
519.948.5054

**Dillon Consulting  
Limited**



**YORK SUBDIVISION, PHASE 4B  
IN THE TOWN OF KINGSVILLE**

**DEFICIENCY LIST/REPORT**

**PROJECT NO.:** 17-5025  
**DATE:** September 10, 2018 – Updated on October 17, 2018  
**LOCATION:** Site

**PRESENT:**

Erica Allen	-	Town of Kingsville
Larry Colautti	-	1156722 Ontario Limited
Steve Lopes	-	SLR Contracting
Rui Guerreiro	-	SLR Contracting
Fernado Fernandes	-	SLR Contracting
Stu Kelch	-	Dillon Consulting Limited

A pre-maintenance walk-through of York Subdivision, Phase 4B was undertaken on Monday, September 10, 2018, to review the civil works completed and to identify any outstanding deficiencies. The following deficiencies and/or outstanding items were noted:

ITEM NO.	ACTION BY	OUTSTANDING ITEMS	STATUS
1	SLR Contracting	Curb damaged by asphalt compaction equipment. To be repaired prior to surface course asphalt. A walk-through prior to end of maintenance will be held.	Incomplete.
2	SLR Contracting	All 50mm catchbasin drainage tubes to be cut off flush with base asphalt.	Completed.
3	SLR Contracting	All catchbasins to be cleaned out by a vac truck.	Completed.
4	SLR Contracting	Traps to be installed within catchbasins.	Completed.
5	SLR Contracting	Additional ladders rungs to be installed in manholes (both storm and sanitary) to ensure vertical distance from the cover to the uppermost rungs does not exceed 450mm.	Completed.
6	SLR Contracting	Mandrel testing of sanitary mainline pipes to be undertaken.	Completed.
7	SLR Contracting	Fire hydrant at station 4+157 on Corbin Watson Way to be raised with a 150mm extension.	Completed.
8	SLR Contracting	Waste asphalt and other construction debris to be removed from roadway and boulevard areas.	Completed.
9	SLR Contracting	Correct manhole covers to be installed for storm and sanitary where they are currently incorrect.	Incomplete.
10	SLR Contracting	MH NN is to be unburied and have a frame and cover installed. Manhole to be parged as required.	Completed. To be confirmed by Dillon.
11	SLR Contracting	All sanitary manhole covers to have rain catchers installed beneath them.	Incomplete.
12	SLR Contracting	Tracer wire continuity test failure between Lots 11-19.	Completed.

Note: If there are any errors and/or omissions, please contact David McBeth at Dillon Consulting Limited at 519-948-5000, Ext. 3245 or [dmcbeth@dillon.ca](mailto:dmcbeth@dillon.ca).

**DISTRIBUTION**

All Present

**DILLON CONSULTING LIMITED  
WINDSOR, ONTARIO**

DAM:d

September 11, 2018



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
(519) 733-2305  
www.kingsville.ca  
kingsvilleworks@kingsville.ca

**Date:** March 28, 2019  
**To:** Mayor and Council  
**Author:** Shaun Martinho, Manager of Public Works  
**RE:** Public Works Fleet Acquisition  
**Report No.:** MS 2019 - 17

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## AIM

To inform Council of the tendering process for new fleet acquisition and recommend approval of the award of tender.

## BACKGROUND

Included in the Public Works 2019 capital schedule is the replacement of a 2012 Zetor Tractor used for roadside grass cutting. This vehicle has reached the end of its useful life and has begun to incur unnecessary maintenance and repair costs. See the line item below.

Capital Budget Line #	Description	Dept	Capital Cost	Other Revenue	Reserve Funding	Net Tax Impact
34	PW - Fleet- Zetor Tractor Replacement	130	\$110,000	\$ 28,500	\$ 81,500	\$ -

## DISCUSSION

As per the Town of Kingsville's procurement policy, the Municipal Services Department issued a tender for the replacement of this tractor. As part of the tender, requirements were included for surplus of the existing asset. The proposals were then evaluated based on cost, value of trade-in, design, warranty, and date of delivery. To ensure we stayed on budget, Vendors were given the option of submitting multiple bids (Appendix A). If the proposed tractor did not meet all of the listed specifications, it was disqualified from the scoring process. The results of the tendering and recommended vendor is as follows:

- Public Works will receive a 2019 Kubota M6 131DTCC from Southpoint Equipment in Essex.

## LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

## FINANCIAL CONSIDERATIONS

The total cost for replacement of this vehicle is outlined below. The totals include all additional items required for outfitting of the vehicle and all applicable taxes.

	Cost	Trade In	Net Cost	Approved Funding	Net Impact
PW-Zetor Tractor Replacement	\$99,950.00	\$28,000.00	\$73,709.12	\$110,000.00	\$8,290.88

## CONSULTATIONS

Municipal Services – Director, Supervisor, and all outside staff.

## RECOMMENDATION

That council approves the acquisition of the Fleet asset as follows:

One (1) 2019 Kubota M6 131DTCC from Southpoint Equipment in Essex for the purchase price of \$73,709.12 inclusive of the HST burden.

Respectfully submitted,

Shaun Martinho

Shaun Martinho, H.B.Sc., C.E.T.  
Public Works Manager

Andrew Plancke

G.A. Plancke, Civil Eng. Tech (Env.)  
Director of Municipal Services

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.  
Chief Administrative Officer

## **Appendix A- Tender Results**

**19- 502**

### **Supply and Delivery of 115HP Utility Tractor**

Closing Date: Friday, March 15, 2019

### **Submission Summary**

<b><u>Vendor</u></b>		<b><u>Unofficial Value or Notes</u></b>			
<b>Vendor</b>	<b>Tractor</b>	<b>Cost of Tractor</b>	<b>Trade-in</b>	<b>Cost</b>	<b>Meets Specifications</b>
C.L. Benninger Equipment Ltd.	2019 Kubota M6-131DTCC	\$ 99,950.00	\$28,000.00	\$ 73,216.32	Yes
E.R. Vollans	2019 McCormick X6.55			\$ 81,427.38	Yes
Delta Power Equipment	2019 Case IH Max 125	\$ 110,793.00	\$29,000.00	\$ 81,793.00	Yes
Advantage Farm Equipment	2018 Massey Ferguson 5713	\$ 115,900.00	\$20,000.00	\$ 95,900.00	Yes
Olivera Equipment	2019 Mahindra 9125P	\$ 87,720.00	\$25,000.00	\$ 63,823.87	No
Delta Power Equipment	2019 New Holland T5.115	\$ 93,400.00	\$29,410.00	\$ 65,116.22	No
E.R. Vollans	2019 Kioti PX1153pc			\$ 65,997.13	No
Delta Power Equipment	2017 Case IH Max 115	\$ 103,548.19	\$29,000.00	\$ 74,548.19	No



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[kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

**Date:** May 5, 2019  
**To:** Mayor and Council  
**Author:** Peggy Van Mierlo-West, CAO  
**RE:** Trade Mission  
**Report No.:** CAO 2019-10

---

## **AIM**

The purpose of this report is seek Council approval to participate in a trade mission to Holland from June 9<sup>th</sup> to June 16<sup>th</sup>

## **BACKGROUND**

In 2018 the Town of Kingsville received a large interest from the cannabis industry. This interest led to changes in to bylaws and policies. However, part of Council discussions was for staff to explore various examples and develop possible tours of current cannabis operations to look for best practices, in order to assist in educating Council, staff, investors and residents.

## **DISCUSSION**

Administration reached out to the Windsor Essex Economic Development Corporation to assist in developing connections with cannabis companies who have had a history of successful operations. In reviewing the criteria for the visit it was decided that the most beneficial program would be to visit the GreenTech Conference in Amsterdam Holland. This 5-day program will focus on building economic partnerships, investigating best practices, policy review and seeking new opportunities in key sectors including greenhouse technology, agriculture and food sectors.

Member of the team will have the opportunity to:

- Identify, build and foster international connections and partnerships
- Meet local importers and distributors
- Connect with potential investors

- Engage with local leading research institutions and technology companies.

International business development plays an important role in creating and maintaining a vibrant local economy. Additional access to government and business officials that will assist Kingsville in fostering international business development opportunities as well as a better understanding of trends within the greenhouse sector which could potentially impact the Town's economic growth.

A draft agenda has been attached to this report for Council review. It should be noted that the Town of Leamington will also be in attendance at this conference.

## **LINK TO STRATEGIC PLAN**

Support growth of the business community.

## **FINANCIAL CONSIDERATIONS**

All costs associated with the proposed outbound trade mission in this report are budgeted within Planning Department 2018 operating budget. The cost per participant is approximately \$4,000, and includes round trip economy airfare, ground transportation, hotels and meals.

## **CONSULTATIONS**

Personnel Committee

## **RECOMMENDATION**

That Council approve the Mayor, Chief Administrative Officer and Manager of Planning to attend the 2019 GreenTech Conference from June 9<sup>th</sup>, 2019 to June 16<sup>th</sup>, 2019.

*Peggy Van Mierlo-West*

Peggy Van Mierlo-West, C.E.T.  
Chief Administrative Officer

**AGENDA - DELEGATES FROM CANADA**  
**JUNE 8<sup>th</sup> – 15<sup>th</sup>, 2019**

DAY 1: Saturday, June 8th 2019		
Travel Day	Depart for Netherlands	
DAY 2: Sunday, June 9th 2019		
Time	Activity	Details
TBD	Delegation Arrives	HOTEL Check In
TBD	Dinner	
DAY 3: Monday, June 10th 2019		
9am-12	Amsterdam– program by the Canadian Embassy	<ul style="list-style-type: none"> <li>- Overview of the Political, Economic and business context/environment in Netherlands</li> <li>- Introduction to doing business in Netherlands</li> <li>- Meeting with Netherland based Trade Commissioners and guest speakers (TBD)</li> </ul>
12:30-1:30	Lunch	Hosted by WE EDC - TBD
1:30-5pm	Facility Tours	Possible Locations: <ol style="list-style-type: none"> <li>1) Ridder Honderdland 131 2676 LT Maasdijk Nederland</li> <li>2) World Horti Centre - Europa 1, 2672 ZX Naaldwijk, Netherlands</li> <li>3) Brainport – Eindhoven</li> <li>4) Cannabis Cultivation – Tours - TBD</li> </ol> Additional BA Meetings form Lead Generator - TBD
7pm	Dinner	TBD
DAY 4: Tuesday June 11th 2019		
9am	Registration	
10am-11am	Conference exhibtor hall and B2B meetings	
11am-3:30pm	Concurrent Sessions	
3:30pm-5pm	Conference Exhibotr hall and B2B meetings	

6:00pm-9:30pm	Green Tech Networking Event.	
DAY 5: Wednesday June 12th 2019		
8-9am	Breakfast	
10am-11am	Conference exhibitor hall and B2B meetings	
11am-5:30pm	Concurrent Sessions	
7pm-10pm	Networking Dinner	Hosted by Canadian Embassy - TBD
DAY 6: Thursday, June 13th 2019		
7am-8am	Breakfast	
9am-1pm	Conncurrent Sessions and B2B meetings in Exhibition hall	
2-5pm	Facility Tours	<p>Possible Locations:</p> <ol style="list-style-type: none"> <li>1. Ridder Honderdland 131 2676 LT Maasdijk Nederland</li> <li>2. World Horti Centre - Europa 1, 2672 ZX Naaldwijk, Netherlands</li> <li>3. Brainport – Eindhoven</li> <li>4. Cannabis Cultivation – Tours - TBD</li> </ol> <p>Additional BA Meetings form Lead Generator – TBD</p>
DAY 7: Friday, June 14th 2019		
8-9am	Breakfast	
9:30-5pm	Facility Tours	<p>Possible Locations:</p> <ol style="list-style-type: none"> <li>1. Ridder Honderdland 131 2676 LT Maasdijk Nederland</li> <li>2. World Horti Centre - Europa 1, 2672 ZX Naaldwijk, Netherlands</li> <li>3. Brainport – Eindhoven</li> <li>4. Cannabis Cultivation – Tours - TBD</li> </ol> <p>Additional BA Meetings form Lead Generator – TBD</p>
DAY 8: Saturday, June 15th 2019		
TRAVEL DAY	Delegates Depart	





**REGULAR MEETING OF COUNCIL  
MINUTES**

**Tuesday, April 23, 2019  
7:00 PM  
Council Chambers  
2021 Division Road N  
Kingsville, Ontario N9Y 2Y9**

Members of Council	Mayor Nelson Santos Deputy Mayor Gord Queen Councillor Tony Gaffan Councillor Thomas Neufeld Councillor Larry Patterson Councillor Kimberly DeYong Councillor Laura Lucier
Members of Administration	J. Astrologo, Director of Corporate Services M. Durocher, Parks & Recreation Program Manager T. Del Greco, Municipal Services Manager S. Kitchen, Deputy Clerk-Council Services S. Martinho, Public Works Manager R. McLeod, Director of Financial Services A. Plancke, Director of Municipal Services K. Vegh, Drainage Superintendent P. Van Mierlo-West, CAO R. Baines, Deputy Clerk - Administrative Services G. Robinson, Planner

**A. CALL TO ORDER**

Mayor Santos called the Regular Meeting to order at 7:00 p.m.

**B. MOMENT OF SILENCE AND REFLECTION**

Mayor Santos asked those present to stand and observe a moment of silence and reflection to be followed by the singing of O'Canada.

**C. PLAYING OF NATIONAL ANTHEM**

**D. DISCLOSURE OF PECUNIARY INTEREST**

Mayor Santos reminded Council that any declaration is to be made prior to each item being discussed and to identify the nature of the conflict, if any, as the agenda items come forward. Councillor Gaffan declared an interest in respect to Agenda Item G-4 (Schwarzkopf Investments Corp (O/A Wineology) 19 Main Street East-Request to install and operate a Sidewalk Café) for the reason that the property is a neighbouring business to Councillor Gaffan's place of business.

**E. PRESENTATIONS/DELEGATIONS**

**1. Wes Mulcaster, Resident--request dated April 10, 2019 on behalf of a group of residents RE: Parking Problems on Hillview Crescent**

Mr. Mulcaster presented the concerns of some residents which have arisen since the date of the implementation of the amendment to the traffic by-law to permit parking only on the North side of Hillview Crescent. He stated that vehicles are parked on the north side blocking the sidewalk access, and some vehicles are parked all night long. He stated that the impact to the residents was immediate, and since the date of the implementation of the amendment, there is no opening at the front of the apartment building for vehicles to turn in and it is difficult for residents using walkers to move around the parked vehicles.

**249-2019**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Thomas Neufeld

That Council direct Administration to bring a Report back to Council by the next Regular Meeting date of May 13, 2019 with possible solutions to the parking and access concerns on Hillview Crescent brought forward by Wes Mulcaster on behalf of a group of residents.

**CARRIED**

**2. Joanne Winger, Resident--request dated April 17, 2019 RE: Cottam Sewage and Lakeshore West Sewage**

Ms. Winger outlined her concerns respecting the Watson & Associates Economists Ltd. Water and Wastewater Rate Study presented to Council on March 25, 2019, and the budget amounts relative to Kingsville/Lakeshore West Sewage and Cottam Sewage, as set out in her correspondence dated April 17, 2019.

Director of Financial Services Ryan McLeod was in attendance, and explained that the 2018 figures Ms. Winger referred to were the year-to-date 2018 results when the 2019 draft budget was published in the fall of 2018 and did not reflect a complete year. He explained that the difference between the residential sewage charges calculated by Ms. Winger and the revenue projected in the Watson & Associates' rate study and included in the 2019 budget were attributed to non-residential sewage charges, which are based on volumes rather than fixed rates. He also noted the revenue projections in the rate study was based off 2017 data as the study commenced in the fall of 2018. Mr. McLeod affirmed that any difference between actual results and projections would be retained within the respective water or wastewater system.

**250-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Laura Lucier

That Council receive the correspondence submitted by Ms. Joanne Winger dated April 17, 2019.

**CARRIED**

**F. AMENDMENTS TO THE AGENDA**

Deputy Mayor Queen added four Notices of Motion.

Councillor Lucier indicated that she wished to remove Agenda Item L-2 from the Agenda, being the 2nd Notice of Motion listed.

**G. STAFF REPORTS**

**1. Drainage update as requested by Mr. Welker**

K. Vegh, Drainage Superintendent/Weed Inspector

**251-2019**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Kimberly DeYong

That Council direct that Administration maintain the status quo with respect to the current outlet of the Centre Branch of the No. 47 Drain.

**CARRIED**

The information contained in the report will be provided to Mr. Welker.

**2. Request for Significant Status Request for 2019 events**

M. Durocher, Parks and Recreation Programs Manager

**252-2019**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Laura Lucier

That Council authorizes Significant Event status for the identified events which include: Kingsville Highland Games, Carnegie Social, Kingsville Folk Fest, Tall Ships Kingsville, Kingsville Migration Fest, and Fantasy of Lights Festival, and furthermore, that Council authorizes Administration to author a recommendation for Significant Status for these events to secure a special occasion permit for each.

**CARRIED**

**3. 2019 Rabies Clinic**

R. Baines, Deputy Clerk-Administrative Services

**253-2019**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Deputy Mayor Gord Queen

That Council receives the Report of Deputy Clerk-Administrative Services R. Baines regarding the 2019 Rabies Clinic for information; and that correspondence be sent from the Mayor's Office thanking Dr. Hussain and the Erie Veterinary Hospital for their contribution to, and participation in, the Clinic.

**CARRIED**

**4. Schwarzkopf Investments Corp (O/A Wineology) 19 Main Street East  
Request to install and operate a Sidewalk Café**

G. Robinson, Town Planner

Councillor Gaffan, having declared an interest, left the Council table at 7:54 p.m.

**254-2019**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Kimberly DeYong

That Council approves:

the requested Application for a licensed patio on the municipal right-of-way located at 19 Main Street East, and

the Town of Kingsville entering into a license agreement for a period one year (May 1 to November 1) with Schwarzkopf Investments Corp. for the operation of a licensed patio located at 19 Main Street East.

**CARRIED**

Councillor Gaffan returned to the Council table at 8:01 p.m.

**5. Update to the Environmental Services Operational Plan**

S. Martinho, Manager of Public Works

**255-2019**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Laura Lucier

That Council endorses the Kingsville Environmental Services Operational Plan, Revision 7, dated April 23, 2019.

**CARRIED**

**6. Traffic By-Law Revisions – Allen and Long Court**

T. Del Greco, Manager of Municipal Services

**256-2019**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Laura Lucier

That Council receives the Report of Manager of Municipal Services T. Del Greco as it relates to parking on Allen and Long Court;

And That Council directs Administration to revise Section 14.(5) of the Kingsville Traffic By-Law to indicate a specific time and date (Monday to Friday) range for parking from Monday to Friday, and include the proposed amendment in the next traffic open house for public comment.

**CARRIED**

The next open house for public comment is scheduled for September, 2019.

**7. 2019 Capital Road Works – Additional Tender Approvals**

T. Del Greco, Manager of Municipal Services

**257-2019**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Laura Lucier

That Council authorizes the Mayor and Clerk to execute an agreement with Coco Paving for road resurfacing of Spruce Street South;

And That Council authorizes the Mayor and Clerk to execute an agreement with Shepley Road Maintenance for road resurfacing of Road 9 West and Peterson Road.

**CARRIED**

**8. South West Service Area Water Main Expansion**

T. Del Greco, Manager of Municipal Services

**258-2019**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Kimberly DeYong

That Council awards the Request for Proposal (File #19-202) for engineering services pertaining to the design and construction of watermain in the Southwest Service Area of Kingsville to RC Spencer Associates Inc.

**CARRIED**

**9. Broadcasting Council Meetings**

J. Astrologo, Director of Corporate Services/Clerk

**259-2019**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Kimberly DeYong

That Council receives the Report of Director of Corporate Services J. Astrologo regarding broadcasting Council meetings for information;

And that Council directs Administration to further investigate options with respect to web-streaming services (including closed captioning) for Council meetings, and to bring a report back to Council with estimated costs and timelines for implementation for Council's consideration and further direction.

**CARRIED**

**10. 2019 1st Quarter Report**

P. Van Mierlo-West, CAO

**260-2019**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Tony Gaffan

That Council receives the Report of CAO P. Van Mierlo-West titled 2019 - 1st Quarter Report.

**CARRIED**

Ms. Van Mierlo-West will request Administration to do a follow-up in connection with KingsvilleWorks Service Requests to indicate the file is closed.

**H. BUSINESS/CORRESPONDENCE-ACTION REQUIRED**

- 1. Ontario Community Infrastructure Fund--Amending Agreement No. 1--Park St. Road Reconstruction (File Number: OCIF AC3-3147)**

**261-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Thomas Neufeld

That Council authorizes the Mayor and Clerk to enter into an Amending Agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs (Park Street Road Reconstruction; File Number: OCIF AC3-3147; Amending Agreement #1) and that Authorizing By-law 45-2019 be duly passed at this Regular Meeting.

**CARRIED**

**I. MINUTES OF THE PREVIOUS MEETINGS**

**1. Regular Meeting of Council--April 8, 2019**

**2. Regular 'Closed Session' Meeting of Council--April 8, 2019**

**262-2019**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Laura Lucier

That Council adopts Regular Meeting of Council Minutes dated April 8, 2019; and Regular 'Closed Session' Meeting of Council Minutes dated April 8, 2019.

**CARRIED**

**J. MINUTES OF COMMITTEES AND RECOMMENDATIONS**

**1. Committee of Adjustment - January 22, 2019 and February 19, 2019**

**263-2019**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Kimberly DeYong

That Council receives Committee of Adjustment Meeting Minutes dated January 22, 2019 and February 19, 2019.

**CARRIED**



**2. Kingsville B.I.A. - March 12, 2019**

**264-2019**

**Moved By** Councillor Tony Gaffan

**Seconded By** Councillor Thomas Neufeld

That Council receives Kingsville B.I.A. Meeting Minutes, dated March 12, 2019.

**CARRIED**

**3. Tourism and Economic Development Committee--March 14, 2019**

**265-2019**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Tony Gaffan

That Council receives Tourism and Economic Development Committee Meeting Minutes, dated March 14, 2019.

**CARRIED**

**K. BUSINESS CORRESPONDENCE - INFORMATIONAL**

- 1. The Hon. Francois-Philippe Champagne, Minister of Infrastructure and Communities--Correspondence dated March 27, 2019 RE: Federal Gas Tax Fund**
- 2. Angela Storey-President, Ontario Public Works Association--Correspondence dated March 29, 2019 Re: National Public Works Week 2019--Proclamations and Annual Truck Rodeo**
- 3. Cheryl Gallant, M.P. Renfrew-Nipissing-Pembroke--Correspondence dated April 4, 2019 RE: Bill C-68**
- 4. Municipality of Grey Highlands--Correspondence dated April 8, 2019 from Jerri-Lynn Levitt, Deputy Clerk RE: Ontario Municipal Partnership Fund (OMPF)**
- 5. Town of Rainy River-- Support Motion #19-058 passed April 8, 2019 (Declaration of Office)**

6. **Township of Tudor and Cashel--Correspondence from B. Crocker, Clerk-Treasurer received April 11, 2019 RE: April 2, 2019 Resolution 2019-090 Hydro Delivery Fees**
7. **HighRise Basketball--Letter of thanks re: 4th Annual Hoopin' Around the Clock Event**
8. **Erie Shores Quilters' Guild--Notecard of thanks to Mayor Santos and Kingsville Town Council**
9. **City of Brantford-Memo of D. Touzel, City Clerk containing Resolution passed by Brantford City Council at its Meeting held March 26, 2019 RE: Single-Use Plastic Straws**
10. **Deanna Hurley, Resident--Correspondences dated April 2 and April 15, 2019 RE: Traffic By-law Amendments**
11. **Agriculture, Food and Rural Affairs Appeal Tribunal--Decision of the Tribunal RE: Esseltine Drain Appeal, issued April 15, 2019**

**266-2010**

**Moved By** Councillor Laura Lucier

**Seconded By** Deputy Mayor Gord Queen

That Council receives Business Correspondence-Informational items 1 through 11.

**CARRIED**

## **L. NOTICES OF MOTION**

1. **Councillor Lucier may move, or cause to have moved:**

**267-2019**

**Moved By** Councillor Laura Lucier

**Seconded By** Councillor Larry Patterson

That Council request that Administration research the cost of installing a water bottle refill station at the Carnegie Arts & Visitor Centre next to the public restrooms to reduce the use of single-use plastic water bottles and encourage active transportation in the Town; and further, request that Administration also compile a list of other possible locations for consideration of a water bottle refill station.

## **CARRIED**

It was noted that the Union Water Supply System has a water decal program for stations. The County has implemented water bottle refill stations and will be able to provide information.

2. Deputy Mayor Queen may at the next Regular Meeting move, or cause to have moved, that Council be provided an update as to the past drainage studies regarding the site (field) and adjacent lands near Train Court.

3. Deputy Mayor Queen may at the next Regular Meeting move, or cause to have moved, that Administration review and advise as to how long a street sidewalk or Town public access alley may be blocked for construction of an adjacent building (e.g. the alley north of Main St. West between Mary Kathryn Ladies' Shop and Century 21 was blocked in October of 2018 and remains closed today).

4. Deputy Mayor Queen may at the next Regular Meeting move, or cause to have moved, that the Town map be revised to update and delete the name 'Cemetery Road' (to show 'Greenhill Lane') on our Town maps that may be downloaded from the Town's website.

5. Deputy Mayor Queen may at the next Regular Meeting move, or cause to have moved, that the Road Map and signage for one Road be upgraded or corrected to show the correct name (i.e. Administration to review and update for Council and provide: a) correct mapping, and b) correct street name signage).

## **M. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES**

Councillor Patterson stated that he received many calls from residents regarding drainage concerns on Train Court and he will be submitting the concerns through KingsvilleWorks.

## **N. BYLAWS**

### **1. By-law 45-2019**

**268-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Tony Gaffan

That Council reads By-law 45-2019, being a By-law authorizing the entering into an Amending Agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs for the

Province of Ontario (Ontario Community Infrastructure Fund Application Component-Intake 3, Park Street Road Reconstruction Project; File Number OCIF AC3-3147) a first, second and third and final time.

**CARRIED**

**O. CONFIRMATORY BY-LAW**

**1. By-law 46-2019**

**269-2019**

**Moved By** Deputy Mayor Gord Queen

**Seconded By** Councillor Laura Lucier

That Council reads By-law 46-2019, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its April 23, 2019 Regular Meeting a first, second and third and final time.

**CARRIED**

**P. ADJOURNMENT**

**270-2019**

**Moved By** Councillor Tony Gaffan

**Seconded By** Councillor Kimberly DeYong

That Council adjourns this Regular Meeting at 9:12 p.m.

**CARRIED**



## **JOINT BOARD OF MANAGEMENT**

Wednesday, February 27, 2019

**9:00 AM**

Kingsville Community Room

Kingsville Arena

1741 Jasperson Road, Kingsville

## **MINUTES**

**Members Present:** Deputy Mayor Verbeke, Councillors Dunn, Tiessen (alternate), and Wilkinson - Leamington  
Mayor Nelson Santos (Vice-Chair); Deputy Mayor Queen,  
Councillors DeYong, Neufeld, Patterson - Kingsville  
Councillor VanderDoelen - Essex  
Councillor Walstedt - Lakeshore

**Members Absent:** Mayor MacDonald, Councillors Jacobs and Hammond - Leamington

**UWSS Staff:** Rodney Bouchard, Manager UWSS  
Khristine Johnson - Recording Secretary

**Staff Present:** Chris Nepszy, Andy Graf - Essex

**OCWA Staff  
Present:** Dale Dillen, Ken Penney, Susan Budden, Dave Jubenville

**Call to Order:** 9:03 am

**Disclosures of Pecuniary Interest:** none

**Adoption of UWSS Joint Board of Management Minutes:**

**No. UW-09-19**

**Moved by:** Councillor Patterson

**Seconded by:** Deputy Mayor Queen

That Minutes of the UWSS Joint Board of Management meeting of January 16, 2019 be received.

Carried

**Business Arising Out of the Minutes:**

It was noted that Deputy Mayor Queen's name was missing from the attendance.

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**Report UW/06/19 dated February 22, 2019 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to February 22, 2019**

The Manager explains that the MOECP initiated its annual inspection of the UWSS facilities on January 8, 2019 and that this year's inspection is detailed inspection with review of over 700 items. He doesn't foresee any issues, but will bring the inspection back to the board once completed.

He then explains that ASL Rotech has removed and refurbished Low Lift pump #1. The repairs went well and the pump was put back into service on February 4, 2019. Also regarding pumps, Nevro has been hired to investigate a vibration in High Lift Pump #4. The pump has been removed for repairs and the pump should be reinstalled by the end of March 2019.

The Manager explains that the clamp on flow meters for Clarifiers #1 and #3 have been installed to replace older pressure differential flow meters. This will provide better data for the clarifiers in anticipation of the CO2 project. Also new turbidity meters have been purchased and installed for the same Clarifiers.

Electric actuators have been installed on Filter #2 as a test case to compare electric actuators compared to pneumatic. The Board asks why there is a change from pneumatic to air. The Manager refers to the Operations Manager. The Operations Manager indicates that the air system causes a great deal of failures that disrupts the facility. They are trying the electric to determine reliability versus pneumatic.

The Manager provides an update on the SCADA project. He confirms that Associated Engineering (AE), Summa Engineering, OCWA and the UWSS all participated in a day and a half workshop, reviewing the draft Program Control Narrative (PCNs) and PLC design.

The Manager provides an update on the CO2 pH Adjustment/ Chlorine System Improvements and notes that there was a kick off meeting on February 20<sup>th</sup>. The contractor, Maple Reinders, AE, UWSS and OCWA staff were present. There was a schedule review and the notice to proceed was to be provided soon. The project is still on track with a 40 week completion date.

The Manager indicates to the members of the Board that the Ruthven WTP is scheduled to be shut down for only a few hours on February 28, 2019 in order to allow for a temporary installation of a chlorine gas system that will be used during upgrades of the primary gas system. The Board has some concern over this temporary shut down. The Operations Manager assures the Board that this practice has occurred in the past and is only on the raw water lines and there will be no disruption to the service. The process should only take approximately one (1) hour.

The Manager briefly reviews the flows.

**No. UW-10-19**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Wilkinson

That report UW/06/19 dated February 22, 2019 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to February 22, 2019 is received.

Carried (UW/06/19)

**Report UW/07/19 dated February 21, 2019 re: O. Reg. 453/07 Financial Plan Update for the Union Water Supply System**

The Manager reviews the Municipal Drinking Water License (MDWL) renewal with the Board and reminds them of the notice received back in July 2018 indicating that the UWSS application was due by January 20<sup>th</sup> 2019. He confirms that Water & Associates were preparing the water rate study on behalf of the UWSS. The water rate study is required to be completed prior to the Financial Plan, and was completed in December 2018. The Manager then received the Financial Plan on January 17<sup>th</sup>, 2019 just after the last board meeting. However, the Financial Plan is required to be endorsed by the UWSS JBM in order to be forwarded to the MOECP. Therefore, the Manager requested, and was granted, an extension by the MOECP to submit the Financial Plan when it had been presented to and approved by the UWSS Board.

The Manager then reviews the water rate study and speaks of the wholesale revenue as the main source of income for the UWSS. He then speaks about the large capital program that he is forecasting over the next several years. He directs attention to the forecasted growth within the UWSS treatment zone in terms of population and greenhouse acreage that is forecasted.

He reminds members of the board that he typically provides the board with a six (6) year capital plan, that the board endorses, however he notes that this is a plan that can be amended and changed as need be. The Manager also provides information on some of the larger capital projects that are expected to start within the next several years, such as the DAF project, residuals management, dry scrubber, possibly UV, watermain replacement and others.

The Board asks if this water rate study and Financial Plan consider the possibility of restructuring. The Manager indicates that it does not, as the Financial Plan could only take into account what was happening with the UWSS JBM right now.

The Board asks the Manager if the 4% suggested water rate increase over the next five years is in addition to the standard 2% that has been used recently. The Manager indicates that the water rate study is suggesting the 4% only, not in addition too. The Manager also reminds members of the board that this plan can change as well, it is not fixed.

There is a question concerning a possible rate increase and how it will affect greenhouse operators. The Manager again explains that this report is not fixed and he normally provides a mid-year variance report that will provide an indication if the flows are above the projection and then perhaps a rate increase will not be necessary. The Manager explains that the numbers can change if need be.

The board asks the Manager if there is a limit to amount of water the UWSS can draw from the lake. The Manager confirms that the Permit to Take Water (PTTW) provides UWSS with a limit and currently the UWSS is well below that limit.

**No. UW-11-19**

Moved by: Councillor Patterson

Seconded by: Deputy Mayor Queen

That the Union Water Supply Joint Board of Management (Board) receives this report for information;

And further, The Union Water Supply System Water Financial Plan prepared by Watson & Associates Economists Ltd. dated January 17, 2019 be approved;

And further, that Notice of availability of the Financial Plan be advertised;

And further, that the Financial Plan and the Board Resolution approving the Financial Plan be submitted to the Ministry of Municipal Affairs and Housing. (O.Reg. 453/07, Section 3 (1) 6);

And further, that the Financial Plan and the Board Resolution approving the Financial Plan be submitted to the Ministry of Environment, Conservation and Parks, thus satisfying the requirements under the Safe Drinking Water Act. (SDWA Section 32 (5) 2 ii)).

Carried (UW/07/19)

Deputy Mayor Verbeke leaves the meeting at 9:54 am

**Report UW/08/19 dated February 21, 2019 re: Annual Report under Safe Drinking Water Act and Ontario Regulation 170/03**

The Manager explains that this is a yearly report to that is completed and provided to the systems that UWSS serves. It must be prepared and provided by February 28<sup>th</sup> of the following year setting out any water quality (AWQIs) issues, capital improvements and must be made available to the public.

The Manager makes notes of the AWQI that the WTP experienced in 2018. He confirms that on May 18, 2018 the WTP experienced a loss of coagulation to Clarifier #4, due to PLC failure for approximately 51 minutes. Maintenance personal were called in to restore the PLC.



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**No. UW-12-19**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Wilkinson

That the report UW/18/19 dated February 21, 2019 re: 2018 Annual Report under the Safe Drinking Water Act and Ontario Regulation 170/03 is received.

Carried (UW/08/19)

**Report UW/09/19 dated February 21, 2019 re: 2018 Summary Report for Municipalities for 2018 as required under Regulation 170/03 made under the Safe Drinking Water Act**

The Manager reminds member of the Board that this is a yearly report to that is completed and provided to the systems that UWSS serves. It must be prepared and provided by March 31st of the following year. This report sets out any issues within any of the systems within the UWSS.

The Manager makes notes of the AWQIs within the UWSS System, wherein on May 19, 2018 Clarifier #4 experienced a loss of coagulation, but staff was called in to make the repair; and the Municipality of Leamington on June 22, and July 20, 2018 regarding a sample station that had an adverse residual, however, flushing the area brought the residual back up to standard levels. An auto flusher has been installed.

Finally, this report also sets out the volume of water used by each municipality and by UWSS as whole to ensure that it is within its Permit to Take Water (PTTW) limit.

**No. UW-13-19**

Moved by: Councillor Neufeld

Seconded by: Councillor Walstedt

That the Board receive the Summary Report for 2018 which fulfills the requirements of Schedule 22 of the Ontario Regulation 170/03; and

That the Summary Report be forwarded to the four (4) participating municipalities namely the Town of Essex, Town of Kingsville, Town of Lakeshore and the Municipality of Leamington.

Carried (UW/09/19)

**Report UW/10/19 dated February 22, 2019 re: Payments from January 11 to February 22, 2019**

**No. UW-14-19**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Dunn

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That report UW/10/19 dated February 22, 2019 re: Payments from January 11 to February 22, 2019 is received.

Carried (UW/10/19)

### **New Business**

The Administrative Assistant speaks to the Board briefly about the Standard of Care training that all board members should attend. She discusses a few options and which members still require the training. Mr. Nepszy, from the Town of Essex, indicates that there is training on May 13<sup>th</sup>. The administrative assistant made note and would contact the board members in need of training.

There is a brief discussion about the date of the next UWSS Board meeting and it is determined that the March UWSS Board meeting should be cancelled.

### **No. UW-15-19**

Moved by: Councillor Wilkinson

Seconded by: Councillor Dunn

That the March 20, 2019 UWSS Joint Board of Management meeting is cancelled.

Carried

### **Adjournment**

### **No. UW-16-19**

Moved by: Councillor Tiessen

Seconded by: Councillor Neufeld

That the meeting adjourn at 10:23

**DATE OF NEXT  
REGULAR MEETING**

Wednesday, April 24, 2019  
9:00 am, Kingsville Arena Community Room

kmj



MINUTES

COMMITTEE OF ADJUSTMENT MEETING

TUESDAY MARCH 19<sup>TH</sup>, 2019 AT 6:00 P.M.  
CORPORATION OF THE TOWN OF KINGSVILLE  
COUNCIL CHAMBERS  
2021 DIVISION RD N, KINGSVILLE, ONTARIO N9Y 2Y9

A. CALL TO ORDER

Chairperson, Thomas Neufeld called the meeting to order at 6:00 p.m. with the following Committee members in attendance:

Members of Committee of Adjustment	Members of Administration
<ul style="list-style-type: none"><li>• Deputy Mayor Gord Queen</li><li>• Councillor Thomas Neufeld</li><li>• Russell Horrocks</li><li>• Allison Vilardi</li><li>• Shannon Olson</li></ul>	<ul style="list-style-type: none"><li>• Town Planner – George Robinson</li><li>• Administrative – Stephanie Coussens</li></ul>

B. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Chairperson Thomas Neufeld reminded Committee members to disclose any interest they may have prior to each agenda item being discussed.

C. ADOPTION OF COMMITTEE OF ADJUSTMENT MEETING MINUTES DATED TUESDAY, FEBRUARY 19<sup>TH</sup>, 2019.

CA - 21 - 2019

Moved by Gord Queen, seconded by Allison Vilardi that the Committee of Adjustment Meeting Minutes dated February 19<sup>th</sup>, 2019 be adopted.

CARRIED

D. HEARINGS

1. B / 26 / 18 – 217 County Rd 27 – George and Diane NEWMAN

Town Planner, George Robinson introduced the Consent application and informed the committee that he has received a request from Mr. and Mrs. Newman to defer their application until the April 2019 meeting.

2. A / 01 / 19 – 102 Park Street – Joe TEIXEIRA

Town Planner, George Robinson introduced the Minor Variance application and reviewed his report dated March 8<sup>th</sup>, 2019 which provides details regarding the requested minor variance to the required side yards and the drive aisle width to allow construction of a new mixed use building on lands known as 102 Park Street, in the Town of Kingsville.

The subject land is an approximately 1,268.13 sq. m (13,650 sq. ft.) vacant commercial lot. The applicant is proposing to build a 371.6 sq. m. (4,000 sq. ft.) mixed use building containing commercial and residential uses (as shown on applicant's draft site plan, Appendix B, and

the applicant's concept sketch, Appendix C). To accommodate the proposed development two variances are being requested:

1. Relief is being requested from Section 8.5 b) v) new main building regulations, and more specifically Subsection d) Interior Side yard, item i) which states:

- when abutting an existing residential land use: 4.5 m (15 ft.) for the first floor and an additional 1.5 m (5 ft.) for each additional floor;

The applicant is proposing to build the new structure towards the front of the lot, with parking in the rear yard. Since there are existing single detached dwellings abutting both sides of the lot, they are requesting relief from the zoning by-law which will result in a side yard minimum of 1.5 m (5 ft.) along the west side lot line and 4.5 m (15 ft.) along the east side lot line, instead of providing 6.0 m (20 ft.) on each side.

2. Relief is also being requested from Section 5.6 for the driving aisle provision which states:

- A driving aisle providing access to parking areas shall have a minimum un-obstructed width of 6.1 m (20 ft.)

The parking area is in the rear yard, and the drive aisle providing access to the rear yard along the east side lot line is proposed as 4.5 m.

The applicant will be required to enter into a site plan agreement, prior to receiving a building permit.

The Town Planner, George Robinson explained what is required in the typical zoning of residential areas, 5 feet on one side and 10 feet on the other side.

Chairperson, Thomas Neufeld asked if there were any comments from the committee, applicant or the public.

Committee Member Allison Vilardi, asked for background information on the reasoning of the requirements of C5 zoning being written with; when abutting an existing residential land use: 4.5 m (15 ft.) for the first floor and an additional 1.5 m (5 ft.) for each additional floor. Town Planner, George Robinson explained that the interpretation of the C5 zone was focusing on larger commercial/residential buildings on multiple consolidated lots for Landscape buffer, parking, etc, as opposed to the single lot being considered under this application.

Chairperson, Thomas Neufeld, asked if the Fire Department has been circulated for comment on this application. Town Planner, George Robinson indicated that the Fire and Building Departments will be circulated at the Site Plan Approval process.

The applicant, Mr. Joe Teixeira addressed the committee. He provided the committee with six visual aids of what his vision of the future Park Street will be, with Commercial and Residential along the water front. In his opinion, the Town of Amherstburg has a few great examples of this type of street-friendly design that he believes the town should be pursuing for this area.

Committee Member, Russell Horrocks asked Mr. Teixeira for confirmation of the number of units (Commercial and Res) and if he personally feels the driveway is wide enough. Mr. Teixeira confirmed that his plans show two (2) Units for Commercial use on the main floor, each less than 900 square feet each, and four (4) Residential Units on the second floor. Mr. Teixeira feels that the driveway will be wide enough and doesn't anticipate high volume of traffic, as he is hoping that the public will be using active transportation to visit the commercial units, or walking from the nearby provincial ferry terminal. He also intends to rent the commercial spaces to lower volume tenants who won't require much parking.

Timothy Chrecek, of 96 Park St. Kingsville, is the neighbouring property to the west of 102 Park St. Mr. Chrecek asked if the applicant has the second commercial rental unit secured with a tenant. Mr. Teixeira, indicated that he wanted to find out if this Minor Variance was approved before he confirmed a rental agreement.

Mr. Chrecek asked the applicant if a privacy fence would be erected to keep the current residents property private. Mr. Teixeira said he would be willing to discuss fencing in the site plan agreement.

Committee Member, Gord Queen noted that public input is key. Mr. Queen would like to encourage the public to make us aware of their wants. Mr. Queen clarified that public notice would be required if a Site Plan Application were to be submitted for council approval.

Chairperson, Thomas Neufeld confirmed there were no other comments from the committee, applicant or the public.

#### **CA - 22 - 2019**

1. Moved by Russell Horrocks, seconded by Gord Queen that Minor Variance Application A/01/19 to reduce the required Interior Side Yard Setback minimum from 6.0 m (20 ft.) on each side (Section 8.5(b)(v)(d)) to 1.5 m (5 ft.) along the west side lot line and 4.5 m (15 ft.) along the east side lot line and to reduce the required drive aisle width from 6.1m (20 ft.) (Section 5.6) along the east side lot line to 4.5 m (15 ft.), on lands known as 102 Park St, in the Town of Kingsville, be **Approved** subject to the following conditions:

1. That any new construction complies with all other applicable provisions of the By-law.
2. That the owners obtain any applicable permits from ERCA for construction and site alteration.

**CARRIED**

#### **E. OTHER BUSINESS**

#### **F. ADJOURNMENT**

#### **CA - 23 - 2019**

Moved by Allison Vilardi, seconded by Shannon Olson there being no further hearings scheduled, the meeting was adjourned at 6:25 p.m.

**CARRIED**

  
\_\_\_\_\_  
CHAIRPERSON T. NEUFELD  
\_\_\_\_\_  
SECRETARY-TREASURER



# MINUTES

**KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE  
WEDNESDAY, MARCH 20, 2019 AT 6:30 P.M.  
Council Chambers, 2021 Division Rd N, Kingsville**

## **A. CALL TO ORDER**

In the absence of Chair E. Cacciavillani, Vice-Chair S. Sacheli called the Meeting to order at 7:00 p.m. with the following Members in attendance:

### **MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:**

Vice-Chair Sarah Sacheli  
Kimberly DeYong  
Bruce Durward  
Anna Lamarche  
Margie Luffman  
Shannon Olson

### **MEMBERS OF ADMINISTRATION:**

Sandra Kitchen, Deputy Clerk-  
Council Services

Absent: Mary Baruth, Matthew Biggley, and Chair Elvira Cacciavillani

## **B. DISCLOSURE OF PECUNIARY INTEREST**

Ms. Sacheli reminded the Committee that any declaration is to be made prior to each items being discussed and to identify the nature of the conflict, if any, as the agenda items come forward.

## **C. REPORTS**

### **1. V. Brown-Research Report**

Ms. Sacheli advised that Ms. Brown is unable to attend Wednesday evening meetings due to work obligations. In her absence, Ms. Sacheli read aloud the Report which had been provided in advance. Members viewed photographs of each property which were presented on screen.

### **Pearl Street Research Report**

"Pearl Street was part of the original Plan for the Village of Kingsville, registered in 1850. Some of the oldest houses (still standing) in Kingsville are located on Pearl Street. The following are four houses located on the south side of Pearl Street East:

17 Pearl St. E. – built in 1872 for William Brimner, a house painter, and his wife Minerva, a dressmaker



## MINUTES

23 Pearl St. E. – built in 1874 for Hiram Snider, blacksmith

59 Pearl St. E. – built in 1878 for Thomas Fletcher, shoemaker

65 Pearl St. E. – built in 1885 for James Pedrick, livery stable owner.”

The properties are included in the architecture chronology binder, to be presented at a future meeting.

### 2. Accounts – ending February 28, 2019

The 2019 budget and 2019 actuals as at February 28, 2019 were presented for information.

## D. MINUTES OF THE PREVIOUS MEETING

### 1. Kingsville Municipal Heritage Advisory Committee Meeting Minutes-February 20, 2019

**MH3-2019** Moved by M. Luffman, seconded by B. Durward to adopt the Minutes of the Kingsville Municipal Heritage Advisory Committee Meeting dated February 20, 2019 as presented.

**CARRIED**

## E. BUSINESS CORRESPONDENCE – INFORMATIONAL

### 1. Approved invoices:

- i) Essex Free Press –Notice of Passing of Designation By-law, December 4, 2018 (30 Main St. E, The Old Fire Hall)

The invoice in the amount of \$134.79 was received for information.

## F. NEW AND UNFINISHED BUSINESS

### 1. Declaration of Pecuniary Interest

- i) Report of J. Astrologo
- ii) Declaration form available on the Town of Kingsville website  
<https://www.kingsville.ca/en/town-hall/conflict-of-interest-registry.aspx>

**MH4-2019** Moved by B. Durward, seconded by S. Olson to receive and acknowledge the copy of the Declaration of Pecuniary Interest Registry





## MINUTES

Report of Director of Corporate Services/Clerk J. Astrologo, dated February 4, 2019.

**CARRIED**

- MH5-2019** Moved by A. Lamarche seconded by M. Luffman to receive and acknowledge receipt of the Declaration of Pecuniary Interest Form.

**CARRIED**

For convenience and reference purposes, a blank Declaration of Pecuniary Interest Form and Guidelines information sheet, will be sent as electronic attachments with each Agenda Package.

2. Discussion re: Designation of Jack Miner historic home & sanctuary (332 Road 3 W)

The correspondence from the Jack Miner Migratory Bird Foundation (dated February 18, 2019) requesting designation consideration of the Jack Miner Sanctuary was reviewed. Ms. Cacciavillani will be asked to arrange a site visit through Executive Director M. Baruth, with the permission of the Foundation. Ms. Kitchen will ask Ms. Brown to commence the historical research.

3. 208 County Road 34—Owner seeking information regarding designation

- MH6-2019** Moved by B. Durward, seconded by S. Olson that the Committee direct S. Kitchen to respond to the property owner in writing, enclosing the history of the property currently on file, the FAQ brochure, and providing general information on the designation process, with a copy of the correspondence to the Chair.

**CARRIED**

4. 1417 Road 3 (scored on May 11, 2017 and Recommended for Designation by the Committee)

SEE:

- i) Research notes provided by V. Brown, dated November 22, 2016;
- ii) Chain of Ownership provided by V. Brown, dated November 22, 2016;
- iii) Map
- iv) Undated report from school student Elaine Taves prepared between 1978 and 1984, including photographs, ground floor plan sketch and basement floor plan sketch;
- v) Committee Heritage Database sheet containing summary of architectural features (Note: academic style to be determined).





## MINUTES

Ms. Sacheli offered to complete the write-up of the research report.

**MH7-2019** Moved by M. Luffman, seconded by B. Durward to direct S. Sacheli to contact the homeowner, set up another site visit to take updated photographs, and to provide a status update to the Committee in April.

**CARRIED**

5. Ms. Lamarche is interested in attending the 2019 Ontario Heritage Conference to be held in Goderich (May 30-June 1). Ms. Kitchen will circulate details in an email to all members.
6. It was suggested that Ms. Brown might be able to present the monthly research reports through a YouTube video presentation.

### **G. NEXT MEETING DATE**

Wednesday, April 10, 2019 at 6:30 p.m.

### **H. ADJOURNMENT**

**MH8-2019** Moved by K. DeYong, seconded by A. Lamarche to adjourn the meeting at 7:20 p.m.

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**VICE-CHAIR, Sarah Sacheli**

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**DEPUTY CLERK-COUNCIL SERVICES,  
Sandra Kitchen**



## MINUTES

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### REGULAR MEETING OF PARKS, RECREATION, ARTS AND CULTURE COMMITTEE

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**THURSDAY MARCH 21, 2019**

**Kingsville Arena Auditorium D**

**6:00 PM**

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#### **A. CALL TO ORDER**

Deputy Mayor Queen called the meeting to order at 6:00 P.M. with the following persons in attendance:

Mayor N. Santos  
Deputy Mayor G. Queen  
Councilor T. Neufeld  
M. Shields  
M. Tremaine-Snip  
A. Hickmott  
M. Durocher-Administrative Support

#### **B. DISCLOSURE OF PECUNIARY INTEREST**

Deputy Mayor Queen reminded members that any declaration and its general nature are to be made prior to each item being discussed.

#### **C. DELEGATIONS/PETITIONS/CORRESPONDENCE**

Steve Langlois from Monteith Brown Planning Consultants-re Recreation Master Plan review.

S. Langlois provided some advance information on the Master Plan review, and answered questions with respect to the process.

#### **D. STAFF REPORTS**

##### **Program Managers Report**

**PRAC 17-2019** Moved by Councilor T. Neufeld and seconded by A. Hickmott to receive the report as presented.

**CARRIED**

##### **Facilities Managers Report**

**PRAC 18-2019** Moved by A. Hickmott and seconded by Councilor T. Neufeld to receive the report as presented.

**CARRIED**

#### **E. MINUTES OF THE PREVIOUS MEETINGS**

## **February 21 PRAC meeting**

**PRAC 19-2019** Moved by Councilor T. Neufeld and seconded by M. Tremaine-Snip to receive the minutes of the February 21 PRAC meeting as presented.

**CARRIED**

## **Fantasy of Lights February 19**

**PRAC 20-2019** Moved by A. Hickmott and seconded by Mayor N. Santos receive the minutes of the February 19 FOL meeting as presented.

**CARRIED**

## **Migration Fest February 19**

**PRAC 21-2019** Moved by M. Tremaine-Snip and seconded by Mayor N. Santos to receive the minutes of the February 19 Migration Fest meeting as presented.

**CARRIED**

## **Highland Games February 6**

**PRAC 22-2019** Moved by M. Shields and seconded by A. Hickmott receive the minutes of the February 6 meeting of the Highland Games Committee as presented.

**CARRIED**

## **Communities in Bloom February 5**

**PRAC 23-2019** Moved by Councilor T. Neufeld and seconded by M. Shields to receive the minutes of the February 19 Migration Fest meeting as presented.

**CARRIE**

## **F. New Business/Unfinished Business**

### **Unico Cupboards**

Discussion took place with respect to the locks on all of the cupboards at the Unico.

**PRAC 24-2019** Moved by Councilor T. Neufeld and seconded by A. Hickmott that research and discussion with the user groups be undertaken by administration

**CARRIED**

### **Food Trucks**

D. Wolicki provided pictures to the committee with potential locations for food trucks at Cedar Island/Cedar Beach. Previously a food truck Lemonliscious was stationed at Cedar Island.

**PRAC 25-2019** Moved by Councilor T. Neufeld and seconded by Mayor N. Santos to that administration should prepare a report on Food Trucks on Cedar Island/Cedar Beach.

**CARRIED**

### **Soccer Fields**

There continues to be issues with groups using the soccer fields to host organized games without approval, booking with the town. Committee felt that when this is taking place that a Director/Manager should ask the players to leave.

### **Mayor's Roundtable Meetings**

4 different round table meetings are going to be held:

April 1	7-9 pm-	Art
April 10	7-9 pm-	Music
April 29	7-9pm-	Tourism/Sports
May 6	7-9 pm -	Culinary

### **G. Date of Next Meeting:**

**April 18, 2019**  
**At 5:30 pm at KINGSVILLE ARENA**

### **H. ADJOURN**

**PRAC 26-2019** Moved by Councilor T. Neufeld and seconded by M. Tremaine-Snip to adjourn the meeting at 8:52 p.m.

**CARRIED**

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**CHAIR, Deputy Mayor G. Queen**

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**RECORDING SECRETARY, M. DUROCHER**



## MINUTES

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### REGULAR MEETING OF COMMUNITIES IN BLOOM COMMITTEE

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**TUESDAY, FEBRUARY 5, 2019**

**Kingsville Arena Auditorium A**

**3:30 PM**

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#### **A. CALL TO ORDER**

M. Durocher called the meeting to order at 3:30 P.M. with the following persons in attendance:

Councillor T. Neufeld  
M. Tremaine-Snip  
A. Batke  
C. Bedal

Regrets: M. Baruth

#### **B. DISCLOSURE OF PECUNIARY INTEREST**

M. Durocher reminded members that any declaration and its general nature are to be made prior to each item being discussed.

#### **C. Appointment of Chair and Deputy Chair**

The committee elected by unanimous vote Councilor T. Neufeld to the position of Chairman of the committee, and M. Tremaine-Snip to the position of vice chair of the committee.

<b>CIB-01-2019</b>	Motion made by A. Batke and seconded by M. Tremaine-Snip to approve the Councilor T. Neufeld to the position of Chairman the CIB committee for the term of council.
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**CARRIED**

<b>CIB-02-2019</b>	Motion made by Councilor T. Neufeld and seconded by A. Batke to approve the M. Tremaine-Snip to the position of Vice Chairman the CIB committee for the term of council.
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**CARRIED**

#### **D. DELEGATIONS/PETITIONS/CORRESPONDENCE**

**E. STAFF REPORTS**

Reviewed the invitation from CIB National to compete at the National Level in the population category for 2019. The committee agreed that in doing so we will need to engage the community and encourage community members to tell their story.

**CIB-03-2019** Motion made by M. Tremaine-Snip and seconded by A. Batke to accept the invitation to compete at the National Level for 2019

**CARRIED**

**F. MINUTES OF THE PREVIOUS MEETINGS**

None

**G. OTHER BUSINESS/UNFINISHED & NEW**

**2017 Judges Recommendations**

The committee reviewed the recommendations from the 2017 judge's tour, along with the recommendations made post tour by Judge K. Minielly. It is important that the committee work with the community to create experiences for the judges, and allow the community to tell these stories in their own words.

**2019 Events**

The committee reviewed previous events from 2017 and 2018. The following events were agreed upon:

1. Pumpkin Parade-also book the Pavilion for this
2. Workshops-may be considered but need better avenues for hosting-committee needs to go to the people.
3. Need to Prioritize what the committee's goals are
4. Clean Sweeps-work and engage local groups to host these.
5. Long Table Dinner-Hosted at Greenhouse, that would include local produce, music, local wines. M. Durocher to ask Fundraising Committee if they would co-host.
6. Communities in Bloom Committee needs a larger presence in the community, which can be accomplished by empowering local groups to be a part of it.

**I. Date of Next Meeting:**

**March 12, 2019  
At 3:30 pm at KINGSVILLE ARENA ROOM D**

**J. ADJOURN**

**CIB 04-2019** Moved by Councillor T Neufeld and seconded by A. Batke to adjourn the meeting at 4:30 p.m.

**CARRIED**

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**CHAIR, Deputy Mayor QUEEN**

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**RECORDING SECRETARY, M. DUROCHER**



## MINUTES

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### REGULAR MEETING OF HIGHLAND GAMES COMMITTEE

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**WEDNESDAY FEBRUARY 6, 2019**

KINGSVILLE ARENA ROOM B  
1741 JASPESON LANE

**7:00 p.m.**

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#### **A. CALL TO ORDER**

Administrative support called the meeting to order at 7:00 p.m. with the following persons in attendance:

Councilor K. DeYong  
D. Plumb  
H. Noels  
D. Noels  
M. Dick  
D. Robinson  
B. Riddiford  
R. Silvius  
B. Wilson-7:08 pm  
C.A.O P. Van Mierlo-West  
Program Manager Maggie Durocher

#### **B. DISCLOSURE OF PECUNIARY INTEREST**

Administrative staff reminded members that any declaration and its general nature are to be made prior to each item being discussed.

#### **C. DELEGATIONS/PETITIONS/CORRESPONDENCE**

#### **D. AMENDMENTS TO THE AGENDA**

#### **E. INTRODUCTIONS**

P. Van Mierlo-West reviewed the code of conduct, and administrative duties and time lines with the group. P. Van Mierlo-West indicated that minutes and agendas would be available one week before meetings. She also indicated that minutes and meetings could not be done electronically. Staff responses to questions are required within 48 hours of receiving.



## **F. ELECTION OF CHAIR AND VICE CHAIR**

**HG-01-2019**            MOVED BY D. NOELS AND SECONDED BY R. SILVIUS  
TO NOMINATE D. PLUMB FOR THE POSITION OF CHAIR OF THE COMMITTEE.  
D. PLUMB AGREES TO LET HIS NAME STAND FOR NOMINATION

**HG-02-2019**            **SEEING NO OTHER NOMINATIONS THE FLOOR IS CLOSED TO** NOMINATIONS-  
WITH D. PLUMB BEING ACCLAIMED TO THE POSITION OF CHAIRMAN.

**CARRIED**

**HG-03-2019**            MOVED BY M. DICK AND SECONDED BY COUNCILOR K. DEYONG  
NOMINATE H. NOELS FOR THE POSITION OF VICE CHAIR OF THE  
COMMITTEE.  
H. NOELS AGREES TO LET HER NAME STAND FOR NOMINATION

**HG-04-2019**            **SEEING NO OTHER NOMINATIONS THE FLOOR IS CLOSED TO** NOMINATIONS-  
WITH H. NOELS BEING ACCLAIMED TO THE POSITION OF VICE CHAIRMAN.

**CARRIED**

## **G. MINUTES OF PREVIOUS MEETING**

### **1. Regular Committee Minutes dated NOVEMBER 20 2018**

**HG-O5-2019**            Moved by H. Noels and seconded by B. Wilson to receive the  
regular committee meeting minutes dated NOVEMBER 20  
2018

**CARRIED**

## **H. Staff Reports**

### **1. TWEPI meeting**

M. Durocher met with TWEPI with regard to marketing of the Highland Games. TWEPI staff have a number of suggestions and will follow up. D. Plumb asked that M. Durocher work with TWEPI to look for an accommodations host for 80 rooms.

M. Durocher also spoke about incident command, with Councilor K. DeYong also providing feedback for this type of communications system on site. M. Durocher agreed to assume the role of Incident Command Coordinator on the day of the games.

**HG-O6-2019**            Moved by D. Noels and seconded by B. Riddiford to receive  
the Program Managers Report

**CARRIED**

## **Committee Reports**

**1. Vendors Area**

H. Noels reported that there were four vendors signed up to date.  
Question on information area at Festival for future direction. Question on  
Not for profit involvement at Festival for future direction

**HG-07-2019**

Moved by B. Riddiford and seconded by Councilor K. De Yong  
to receive the report of H. Noels as presented.

**CARRIED**

**2. Town Website**

H. Noels reports that the site is up to date

**HG-08-2019**

Moved by D. Plumb and seconded by B. Wilson to receive the  
website report as presented

**CARRIED**

**3. Clan Village**

D. Noels reported he would have a further update at next meeting.

**HG-09-2019**

Moved by Councilor K. DeYong and seconded by M. Dick to  
receive the report of D. Noels as presented

**CARRIED**

**4. PPBSO Contract**

D. Plumb noted that he was working on this, and D. Noels offered to vet it  
once finalized.

**HG-10-2019**

Moved by D. Noels and seconded by B. Wilson to receive the  
report of D. Plumb with reference to the PPBSO contract.

**CARRIED**

**5. Heavy Games**

D. Plumb is working on a practice waiver, which will be vetted by the  
Town's Clerk/Internal Lawyer.

**HG-11-2019**

Moved by D. Robinson and seconded by B. Wilson to receive  
the report of D. Plumb as presented

**CARRIED**

**6. Tug of War**

B. Stafford is working on this and will be inviting Police, Fire and  
Ambulance to participate. There will not be any public participation

**7. Volunteers**

Councilor K. DeYong is working on Times, and Shifts and reports being  
fifty percent complete. Her request was for Parks and Recreation to share  
the information on their Facebook Page.

**HG-12-2019**

Moved by D. Noels and seconded by R. Silvius to receive the  
Volunteer report as presented

**CARRIED**

## **8. Liquor Sales**

B. Wilson and D. Plumb reported on organization of the liquor service. A 10x30 tent will be required. Profit sharing has been agreed to at an 80/20 level with the breweries and wineries providing staff. A Ceilidh will be held on the Friday night before at Pelee Island Winery from 6-8 pm.

**HG-13-2019** Moved by Councilor K. DeYong and seconded by H. Noels to receive the liquor service report as presented

**CARRIED**

## **9. Kilt Run**

D. Plumb reported that the deadline for Kilts is March 31. Medals will be secured for the event. T. Omstead to send M. Durocher information on the charities involved.

**HG-14-2019** Moved by B. Riddiford and seconded by D. Robinson to receive the Kilt Run report as presented

**CARRIED**

## **10. Highland Dance**

P. Crichton reported that 350 medals would be required for dancers for 1-6<sup>th</sup> place. Generic medals are acceptable. Dancers are to be given free entry to festival along with one parent.

## **11. Merchandise**

Items are going to be scaled back from original plans. T. Shirt Monkey has agreed to an in store window display the week prior to the games to sell merchandise.

**HG-15-2019** Moved by Councilor K. DeYong and seconded by M. Dick to receive the merchandise report as presented

**CARRIED**

## **12. Social Media**

R. Silvius provided an update on social media. Looking for ways to connect all social media platforms and kilt run to current pages. M. Durocher raised question of ability to have separate Facebook Page.

**HG-16-2019** Moved by D. Noels and seconded by D. Robinson to receive the social media report as presented

**CARRIED**

## **13. Budget**

Budget as approved by council was reviewed. Committee would like a copy of the newest approved budget sent out.

**HG-17-2019** Moved by D. Noels and seconded by B. Wilson to receive the budget report as presented

**CARRIED**

**14. Pipe and Drum Trophy**

D. Plumb would like approval to purchase sword for purpose of creating trophy.

**HG-18-2019**                      Moved by H. Noels and seconded by D. Robinson to approve the purchase of a sword.

**CARRIED**

**I.        Notice of Motion**

**J.        Date of Next Meeting:**

**March 6 AT 7:00 PM KINGSVILLE ARENA ROOM B**

**L.        ADJOURN**

**HG-19-2019**                      Moved by Councilor K. DeYong and seconded by D. Robinson to adjourn the meeting at 9:35 pm.

**CARRIED**

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**CHAIR, D. Plumb**

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**RECORDING SECRETARY, M. DUROCHER**



## MINUTES

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### REGULAR MEETING OF FANTASY OF LIGHTS COMMITTEE

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**TUESDAY, FEBRUARY 19, 2019**

**Kingsville Arena Auditorium D**

**4:00 PM**

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#### **A. CALL TO ORDER**

M. Durocher called the meeting to order at 4:00 P.M. with the following persons in attendance:

Councilor T. Gaffan  
S. l'Anson  
T. Coke  
Mayor N. Santos  
D. Doey  
C. Anson  
M. Durocher-Administrative Support

Regrets: L. Duhig

#### **B. DISCLOSURE OF PECUNIARY INTEREST**

M. Durocher reminded members that any declaration and its general nature are to be made prior to each item being discussed.

#### **C. Appointment of Chair and Deputy Chair**

The committee elected by unanimous vote Councilor T. Gaffan to the position of Chairman of the committee, and Mayor N. Santos to the position of vice chair of the committee.

**FOL-01-2019** Motion made by S. l'Anson and seconded by Mayor N. Santos to appoint Councilor T. Gaffan to the position of Chairman the FOL committee for the term of council.

**CARRIED**

**FOL-02-2019** Motion made by Councilor T. Gaffan and seconded by D. Doey appoint Mayor N. Santos to the position of Vice Chairman the FOL committee for the term of council.

**CARRIED**

#### **D. DELEGATIONS/PETITIONS/CORRESPONDENCE**

## **E. STAFF REPORTS**

M. Durocher provided an update on budget, parade, and current display construction.

**FOL-03-2019** Motion made by S. l'Anson and seconded by D. Doey to receive the budget as presented for 2019

**CARRIED**

## **F. MINUTES OF THE PREVIOUS MEETINGS**

None

## **G. OTHER BUSINESS/UNFINISHED & NEW**

### **2018 Review**

- Train was successful however requires more drivers and volunteers
- Breakfast with Santa is growing with better attendance than 2017
- Dinner with Santa went well, committee is very thankful for the support of EDDK
- Parade and Fireworks were well attended and remain the showpiece of the festival. Note made that K and H should have a radio so that communication can be established with them prior to the start of the fireworks show.
- Children's activities-committee is looking for more ideas in terms of what type of activities children are looking for.
- Sponsorship-M. Durocher to report back on Geo-caching and Geo-fencing as a sponsorship opportunity.

### **Hydro in Park**

Councilor Gaffan requested an update on the amount of Hydro receptacles that are available in the park for future displays. Municipal services has reported that there is adequate outlets and capacity to support new displays.

### **A-1 Fundraiser**

D. Doey to check on September 30 proposed date for fundraiser. As the budget has been struck any new ideas and events will require sponsorship support.

### **2019 Events and ideas**

The committee reviewed previous events from 2018 and brainstormed for new ideas.

1. Creation of a tunnel similar to Windsor. Will need hoops in order to complete the design. Research the possibility of giant ornament as location for pictures.
2. Need to create reasons for families to return to the park.
3. Need to Prioritize what the committee's goals are
4. Train will be in service during Tall Ships; this is a great opportunity to promote Fantasy of Lights.

**H. Date of Next Meeting:**

**March 19, 2019  
At 4:00 pm at KINGSVILLE ARENA ROOM**

**I. ADJOURN**

**FOL 04-2019** Moved by C. Anson and seconded by T. Coke to adjourn the meeting at 4:45 p.m.

**CARRIED**

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**CHAIR, COUNCILOR T. GAFFAN**

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**RECORDING SECRETARY, M. DUROCHER**



## MINUTES

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### REGULAR MEETING OF MIGRATION FEST COMMITTEE

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**TUESDAY, FEBRUARY 19, 2019**

**Kingsville Arena Auditorium D**

**6:00 PM**

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#### **A. CALL TO ORDER**

M. Durocher called the meeting to order at 6:00 P.M. with the following persons in attendance:

Councilor L. Lucier  
M. Baruth  
D. Swiderski  
R. Braybrook-Gard  
M. Kraus  
S. Girardin  
M. Durocher-Administrative Support

#### **B. DISCLOSURE OF PECUNIARY INTEREST**

M. Durocher reminded members that any declaration and its general nature are to be made prior to each item being discussed.

#### **C. Appointment of Chair and Deputy Chair**

The committee elected by unanimous vote S. Girardin to the position of Chairman of the committee, and R. Braybrook-Gard to the position of vice chair of the committee.

**MF-01-2019** Motion made by M. Baruth and seconded by D. Swiderski to appoint S. Girardin to the position of Chairman the Migration Fest committee for the term of council.

**CARRIED**

**MF-02-2019** Motion made by M. Baruth and seconded by S. Girardin appoint R. Braybrook-Gard to the position of Vice Chairman the Migration Fest committee for the term of council.

**CARRIED**

#### **D. DELEGATIONS/PETITIONS/CORRESPONDENCE**



**E. STAFF REPORTS**

M. Durocher provided an update on budget for the 2019 edition of Migration Fest. Committee concurred that they needed to find ways to remain relevant.

**F. MINUTES OF THE PREVIOUS MEETINGS**

None

**G. OTHER BUSINESS/UNFINISHED & NEW**

**2018 Review**

- Canned good collection at Marketplace and on parade route was successful
- Children's activities were affected by the rain
- Parade was well attended and numbers had increased from the previous year
- Marketplace was well attended however there was comments about lack of food
- Volunteer recruitment was sadly lacking
- 

**2019 Events and ideas**

The committee reviewed previous events from 2018 and brainstormed for new ideas.

1. Creation Golden Goose hunt, with the Golden theme prevailing throughout all marketing in celebration of the 50<sup>th</sup> year of the festival
2. Saturday night fundraiser at Grovedale to include Fire Department, Jack Miner and Committee
3. Silent Auction and music to be a part of the event
4. Golden Goose theme to be the theme for the 2019 parade
5. Dress a goose fundraiser to be considered. M. Baruth to check on availability of geese at Cabela's.
6. Food needs to be brought back to marketplace. L. Lucier to inquire if there is an interest from Rotary
7. Introduction of second marketplace
8. Breakfast with Honker prior to parade.
9. Golden egg hunt
10. Family Movie night
11. M. Durocher to inquire if Mystic Drums is available to perform as part of children's entertainment.

**H. Date of Next Meeting:**

**March 19, 2019  
At 6:30 pm at KINGSVILLE ARENA ROOM**

**I. ADJOURN**

**MF 03-2019**

Moved by Councilor L. Lucier and seconded by S. Girardin  
to adjourn the meeting at 7:20 p.m.

**CARRIED**

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**CHAIR, S. Girardin**

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**RECORDING SECRETARY, M. DUROCHER**



# MINUTES

**POLICE SERVICES BOARD MEETING  
Wednesday, March 27, 2019 at 4:00 p.m.  
Council Chambers, Municipal Offices  
2021 Division Road N., Kingsville, ON N9Y 2Y9**

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## **A. CALL TO ORDER**

Chairperson, Nelson Santos called the Meeting to order at 4:02 p.m. with the following persons in attendance:

Nelson Santos	-	Chairperson
Nancy Wallace-Gero	-	Vice Chairperson
Kimberly DeYong	-	Board member
William Chisolm	-	Board member
Silvano Bertoli	-	O.P.P. Constable
Glenn Miller	-	O.P.P. Inspector
Brian Johnson	-	O.P.P. Staff Sergeant

Member of Administration: Roberta Baines, Deputy Clerk-Administrative Services

## **B. DISCLOSURE OF PECUNIARY INTEREST**

Where a member of the board has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at the Regular Meeting of the Board, the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter.

## **C. PRESENTATIONS/DELEGATIONS**

## **D. ADOPTION OF ACCOUNTS**

## **E. REPORTS**

### **1. Monthly Status Reports**

- i.) Town of Kingsville PSB report and Crime Stoppers report for February 2019

Inspector Miller introduced new Staff Sergeant Brian Johnson for the Kingsville Detachment. Staff Sergeant Johnson provided a brief overview of his work history and accomplishments.

Inspector Miller provided an overview of the monthly status report.

Cst. Bertoni provided an update on some Kingsville matters such as taxi issues, by-law infractions and ongoing investigations.

**17-2019** Moved by Nancy Wallace-Gero, seconded by Will Chisholm to receive Kingsville PSB Report and Crime Stoppers report for February 2019 as information.

**CARRIED**

## **F. BUSINESS/CORRESPONDENCE**

### **1. Ministry of Community Safety and Correctional Services:**

- i.) Memorandum: RE: Tobacco Enforcement Grants Pilot Project issued February 25, 2019 (Index:19-0017)
- ii.) Memorandum: RE: Revised Charge Wordings and Information, issued: February 25, 2019 (Index: 19-0018)
- iii.) Memorandum: RE: Approved Drug Screening Equipment (ADSE) Train the Trainer, issued: March 5, 2019 (Index: 19-0019)
- iv.) Memorandum: RE: Revised Police Section 21 Committee Guidance Note #17: Infection Prevention and Control, issued: March 5, 2019 (Index: 19-0020)

2. OAPSB Update RE: Remarks to the Standing Committee on Justice Policy regarding Bill 68, Schedule 1, Community Safety and Policing Act, 2019, March 8, 2019

3. Town of Lakeshore RE: Police Services Boards to Contribute to 2019 OAPSB Spring Conference

There was discussion on silver contribution. Administration was directed to contact Cindy Lanoue in Lakeshore to gather additional information and report back.

**18-2019** Moved by Kim DeYong, seconded by Nancy Wallace-Gero to receive communication items 1-3 as presented.

**CARRIED**

## **G. ADOPTION OF MINUTES OF PREVIOUS MEETING**

### **1. Adoption of Police Services Board Minutes – held on February 27, 2019.**

**19-2019** Moved by Kim DeYong, seconded by Nancy Wallace-Gero to adopt the Police Services Board meeting minutes held on February 27, 2019.

**CARRIED**

## **H. NEW AND UNFINISHED BUSINESS**

## **I. ADJOURNMENT**

**20-2019** Moved by Will Chisholm, seconded by Kim DeYong that Police Services Board adjourns the meeting at the hour of 4:30 p.m. and to meet again on April 24, 2019 or at the call of the Chair.

**CARRIED**

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**CHAIRPERSON, Nelson Santos**

---

**DEPUTY CLERK-ADMINISTRATIVE SERVICES,  
Roberta Baines**

April 22, 2019

For Kingsville Town Council consideration

It is wonderful walking or driving around Kingsville noticing the names of the streets; such as Wisteria, Lukas, Marshwoods, Creekview, Foxrun and even family names like Coghill, Santos, Cull, Remark; all contributing to a wonderful community. However, I was extremely disappointed that in Golfside Village Subdivision, Meghan Agosta Dr. is one of the new street names (currently with only one completed house and one unfinished house). I have no problem with Agosta Dr. or Meghan St but to name a street for a specific individual is not in keeping with our community. I also see that off this street is Corbin Watson Way but with only lots for sale. Again I have no problem with Corbin Way or Watson Way but not a specific individual. I remember in the 70's naming the new street in Banner Subdivision Harold Cull Dr. after a former mayor. I cannot recall when the name Harold disappeared. Even current street signs only say Cull Dr. If you start naming streets after people, then where is Michael Bliss Drive, Jack Miner Way or even Richard Scott Blvd., all noteworthy individuals from our Kingsville community. I understand developers have a say in naming their streets but I believe the Town should also oversee this. Street names should represent the essence of the area and the Town. We should NOT encourage streets to be named after specific individuals as one never can tell what can happen to any individual in the long term.

I am requesting two suggestions to be put forward to Town Council at their next meeting for consideration. One, to immediately modify or change the streets Megan Agosta Dr. and Corbin Watson Way to a single name and the other, that council propose a by-law that no specific individual, living or deceased be given a street name.

Thank you for your attention to this matter.

Sincerely,

Sandy Smith

[REDACTED]

Kingsville, Ontario

[REDACTED]

[REDACTED]

[REDACTED]



April 12, 2019

Town of Kingsville  
2021 Division Road North  
Kingsville, ON N9Y 2Y9

Attention: Jennifer Astrologo,  
Director of Corporate Services/Clerk

Dear Ms. Astrologo:

**RE: Support of Resolution Re: Phragmites Control**

At their meeting of April 9, 2019 the Council of the Town of Lakeshore duly passed the following resolution number 200-04-2019.

Council support the resolution of the Town of Kingsville regarding Phragmites Control and advise the Essex Region Conservation Authority and the Lower Thames Valley Conservation Authority accordingly.

**Carried**

Should you require any additional information with respect to the above matter, please contact the undersigned.

Sincerely,

Brianna Coughlin  
Manager of Legislative Services

Cc: Essex Region Conservation Authority  
Lower Thames Valley Conservation Authority



## Corporation of the Town of LaSalle

5950 Malden Road, LaSalle, Ontario, N9H 1S4  
Phone: 519-969-7770 Fax: 519-969-4469 [www.lasalle.ca](http://www.lasalle.ca)

---

### Office of the Director of Council Services

Agatha Robertson, Director of Council Services & Clerk

April 15, 2019

The Right Honourable Justin Trudeau  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

VIA EMAIL

-and-

The Honourable Catherine McKenna  
Minister of Environment and Climate Change  
Fontaine Building 12th floor  
200 Sacré-Coeur Blvd  
Gatineau, QC K1A 0H3

Dear Sir/Madam:

RE: Phragmites Control

The Council of the Town of LaSalle, at its regular meeting held Tuesday, April 9, 2019, gave consideration to correspondence from the Town of Kingsville sent on March 29, 2019, requesting support of the Canadian Federal Government approve the use of herbicides in aquatic environments and aerial control measures by the 2019 growing season, a copy of which is enclosed.

At the meeting, LaSalle Council passed the following resolution:

*"That correspondence received from the Town of Kingsville dated March 29, 2019 regarding Kingsville Town Council resolution on Phragmites control BE SUPPORTED.*

***Carried."***

Please consider this letter as confirmation of the Town of LaSalle's support of the above matter.





Yours truly,



Agatha Robertson  
Director of Council Services/Clerk

Encl.

cc:

The Hon. Doug Ford, Premier of Ontario  
The Hon. Andrew Scheer, Leader of the Official Opposition  
Andrea Horwath, Leader of the Official Opposition  
Tracey Ramsey, MP  
Taras Natyshak, MPP  
Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
Conservation Ontario  
Town of Kingsville

premier@ontario.ca  
andrew.scheer@parl.gc.ca  
ahorwath-qp@ndp.on.ca  
tracey.ramsey@parl.gc.ca  
tnatyshak-qp@ndp.on.ca  
info@fcm.ca  
amo@amo.on.ca  
info@conservationontario.ca  
jastrologo@kingsville.ca



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
www.kingsville.ca  
kingsvilleworks@kingsville.ca

**SENT VIA EMAIL**

March 29, 2019

The Right Honourable Justin Trudeau  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

-and-

The Honourable Catherine McKenna  
Minister of Environment and Climate Change  
Fontaine Building 12th floor  
200 Sacré-Coeur Blvd  
Gatineau, QC K1A 0H3

Dear Sir/Madam:

**RE: KINGSVILLE TOWN COUNCIL RESOLUTION ON PHRAGMITES CONTROL**

At its Regular Meeting held Monday, March 25, 2019 Council of the Town of Kingsville passed the following resolution:

**"214-2019**

**Moved By** Councillor Thomas Neufeld

**Seconded By** Councillor Laura Lucier

**WHEREAS** *Phragmites australis* (herein referred to as "*Phragmites*") is an invasive perennial grass that continues to cause severe damage to our wetlands, beaches and municipal drainage systems across Essex County;

**AND WHEREAS** *Phragmites* grows and spreads rapidly, allowing the plant to invade new areas and grow into large monoculture stands in a short amount of time, and is a plant that secretes toxins from its roots into the soil which impede the growth of neighbouring plant species;

**AND WHEREAS** *Phragmites* results in loss of biodiversity and species richness, loss of habitat, changes in hydrology due to its high metabolic rate, changes in nutrient cycling as it is slow to decompose, an increased fire hazard due to the combustibility of its dead stalks, and can have an adverse impact on agriculture, particularly in drainage ditches;

**AND WHEREAS** invasive *Phragmites* has been identified as Canada's worst invasive plant species by Agriculture and AgriFood Canada;

**AND WHEREAS** controlling invasive Phragmites before it becomes well established reduces environmental impacts, time, and costs;

**AND WHEREAS** according to the Ministry of the Environment, best management practices for Phragmites include early detection, herbicide application, mowing, compressing or rolling, prescribed burning, and controlled flooding;

**AND WHEREAS** these best management practices are most effective when used in tandem as opposed to when used as stand-alone control measures;

**AND WHEREAS** herbicides containing surfactants are prohibited for use in aquatic environments in Canada, meaning that Canadians are not able to fully implement best management practices.

**NOW THEREFORE BE IT RESOLVED** that the Municipality of Kingsville, having recognized the need to implement best management practices, and being a leader among Ontario municipalities in efforts to control Phragmites, calls on the Canadian Federal Government to take the appropriate regulatory measures to expedite and approve the use of herbicides in aquatic environments by the 2019 growing season as well as the use of aerial control measures; and

**BE IT FURTHER RESOLVED** that this Resolution be forwarded to Essex County municipalities, the local MP and MPP for Essex, the Premier of Ontario, Conservation Ontario, the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), the Leader of the Official Opposition, and the Prime Minister of Canada.

**CARRIED”**

Yours very truly,



Jennifer Astrologo, Director of Corporate Services/Clerk  
Corporate Services Department

cc: The Hon. Doug Ford, Premier of Ontario  
The Hon. Andrew Scheer, Leader of the Official Opposition  
Andrea Horwath, Leader of the Official Opposition (Ontario)  
Ministry of the Environment, Conservation and Parks  
Tracey Ramsey, MP  
Taras Natyshak, MPP  
Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
Conservation Ontario  
Agriculture and Agri-food Canada  
Town of Amherstburg  
Town of Essex  
Town of Lakeshore  
Town of LaSalle  
Municipality of Leamington  
Town of Tecumseh

premier@ontario.ca  
andrew.scheer@parl.gc.ca  
ahorwath-qp@ndp.on.ca  
minister.mecp@ontario.ca  
tracey.ramsey@parl.gc.ca  
tnatyshak-qp@ndp.on.ca  
info@fcm.ca  
amo@amo.on.ca  
info@conservationontario.ca  
aafc.info.aac@canada.ca



RECEIVED  
APR 30 2019

**GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD**

**BY - LAW NO. 34 (April 2019 – W)**

**BY - LAW NO. 35 (April 2019 – E)**

**EDUCATION DEVELOPMENT CHARGES for**

**The City of Windsor and County of Essex and Township of Pelee**

**NOTICE OF THE PASSING OF EDUCATION DEVELOPMENT CHARGES**  
**BY-LAWS BY THE GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD**

TAKE NOTICE that the Greater Essex County District School Board passed two Education Development Charges By-laws on the 16th day of April, 2019, under Section 257.54 of the *Education Act*. By-law No. 34 (April 2019 – W) applies to the residential development of land in the City of Windsor and By-law No. 35 (April 2019 – E) applies to the residential development of land in the County of Essex and the Township of Pelee.

AND TAKE NOTICE that any person or organization may appeal one or both of the By-laws to the Local Planning Appeal Tribunal (formerly the Ontario Municipal Board) under Section 257.65 of the Act by filing with the Secretary of the Greater Essex County District School Board on or before the 27<sup>th</sup> day of May, 2019, a notice of appeal setting out the objection to the By-law(s) and the reasons supporting the objection together with the required fee payable to the Ministry of Finance in respect of each appeal.

By-law Nos. 34 and 35 come into force on April 22, 2019.

By-law No. 34 (April 2019 – W), which applies to the residential development of land in the City of Windsor, imposes an education development charge per dwelling unit in the following amounts for the periods set out below:

- i) April 22, 2019 to April 21, 2020 - \$605.00;
- ii) April 22, 2020 to April 21, 2021 - \$905.00;
- iii) April 22, 2021 to April 21, 2022 - \$1,205.00;
- iv) April 22, 2022 to April 21, 2024 - \$1,455.00.

By-law No. 35 (April 2019 – E), which applies to the residential development of land in the County of Essex and the Township of Pelee, imposes an education development charge per dwelling unit in the following amounts for the periods set out below:

- i) April 22, 2019 to April 21, 2020 - \$605.00;
- ii) April 22, 2020 to April 21, 2024 - \$682.00.

Subject to limited exemptions, education development charges are imposed on all residential development of lands in the City of Windsor, and the County of Essex and the Township of

APR 23 2019

Pelee. Accordingly, a key map showing the location of the lands subject to the By-laws is not provided as part of this notice.

Copies of the complete By-laws are available for examination in the offices of the Board located at 451 Park Street West, Windsor, Ontario, N9A 6K1, during regular office hours or on the Board's website at [www.publicboard.ca](http://www.publicboard.ca)

Notice of a proposed by-law amending the education development charges by-law or the passage of such an amending by-law is not required to be given to any person or organization, other than to certain clerks of municipalities or secretaries of school boards, unless the person or organization gives the secretary of the Board a written request for notice of any amendments to the education development charges by-law and has provided a return address.

Dated at the City of Windsor this 23 day of April, 2019

Erin Kelly  
Director of Education and Secretary to the Board

## Sandy Kitchen

---

**From:** Sandy Kitchen  
**Sent:** Monday, May 6, 2019 11:25 AM  
**To:** Sandy Kitchen  
**Subject:** FW: Town of Minto Council Meeting Tuesday April 16, 2019 Item 9 f) Ontario Municipal Partnership Fund Resolution

---

**From:** Annilene McRobb [<mailto:annilene@town.minto.on.ca>]

**Sent:** Wednesday, April 17, 2019 4:05 PM

**< Subject:** Town of Minto Council Meeting Tuesday April 16, 2019 Item 9 f) Ontario Municipal Partnership Fund Resolution

Good Afternoon:

The Council of the Town of Minto met on April 16, 2019 to consider the above noted item and passed the following motion:

**MOTION: COW 2019-069**

**Moved by: Councillor Elliott; Seconded by: Councillor Anderson**

Whereas the Provincial government announced it was conducting a review of the Ontario Municipal Partnership Fund (OMPF), which provides annual funding allotments to municipal governments to help offset operating and capital costs; and

Whereas Municipalities were further advised that the overall spending envelope for the program would decrease having a significant impact on future budgets and how funds are raised by Municipalities as funding will be reduced by an unspecified amount; and

Whereas if allocations to municipalities are reduced, Councils will need to compensate with property tax increases or local service reductions; and

Whereas, the 2018 Town of Minto allocation was \$1,630,700 which is equivalent to 33.96% of the Town's municipal property tax revenue; and

Whereas the Town of Minto prides itself on efficient and value for money practices every day;

And Whereas, a 33.96% increase in the municipal property tax rate would increase the municipal component of property taxes paid for an average household by \$403 per year;

Now therefore be it resolved that although an interim payment has been received, Council of the Town of Minto expresses grave concern with the potential reduction and/or loss of the OMPF allotment in future years;

And Further, Council petitions the Provincial government to complete the OMPF review in an expeditious manner as future financial consideration ensures municipal sustainability;

**And furthermore, that this resolution be circulated to the Premier, Ministers of Finance, Municipal Affairs and Housing, our local MPP and all Ontario municipalities for their endorsement and support.**

Annilene McRobb, Dipl. M.M., CMO  
Deputy Clerk  
Town of Minto  
T 519.338.2511 x 230  
F 519.338.2005  
E [annilene@town.minto.on.ca](mailto:annilene@town.minto.on.ca)  
[www.town.minto.on.ca](http://www.town.minto.on.ca)

keegan

Jamara Kimmer

Jack Kayden

Oylan Olan

Paula Kimmer

Lucas

AnaSSa

Jed

**Thank you for your generous  
support helping us reach our  
goal to Pacific Jamboree 2019!**

Scouter  
Burt

SOPHIA

Alex

Scouter  
Jen

Mykes  
P.

Scouter  
Scott





# Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

May 7, 2019

Anne Potocnik, Chairperson  
McKellar Public Library Board  
P.O. Box 10  
McKellar, ON P0G 1C0

Dear Ms. Potocnik

**Re: Resolution 19-263 - Ford Government funding cuts to Southern Ontario Library Service and Ontario Library Service North**

---

Please be advised that at its regular meeting held, Monday May 6, 2019 the Council of the Township of McKellar passed the following resolution:

19-263      **WHEREAS** the Ontario government has reduced by 50% the funding to Southern Ontario Library Service and Ontario Library Service North, resulting in the suspension of interlibrary loan service and postage subsidy, with further service cuts yet to be announced;

**AND WHEREAS** the users of small northern libraries such as the McKellar Public Library will be significantly negatively impacted by the loss of equitable access to materials and information;

**AND WHEREAS** the resulting increased costs of postage will not have been considered in the budget preparation for the current fiscal year and will require lending libraries to carefully consider whether to fill an interlibrary loan request;

**NOW THEREFORE** be it resolved that the Council of the Corporation of the Township of McKellar strongly urges the Ontario government to restore the funding to Ontario Library Service North and Southern Ontario Library Service *at a minimum* to the previous 2018 funding level;

**AND FURTHER** that this resolution be forwarded to the Michael Tibollo, Minister of Culture, Recreation and Sport; Norm Miller, MPP; Doug Ford, Premier; Association of Municipalities of Ontario and all Ontario municipalities.

Your consideration on the matter is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ina Watkinson', with a stylized, cursive script.

Ina Watkinson  
Administrative/Treasury Assistant  
Township of McKellar

cc Honourable Doug Ford, Premier of Ontario  
Honourable Mike Toballo, Minister of Culture, Recreation & Sport  
Norm Miller, M.P.P., Parry Sound - Muskoka  
Association of Municipalities of Ontario  
Municipalities of Ontario

Premier Doug Ford  
Michael Tibollo, Minister of Culture Recreation and Sport  
Norm Miller, MPP , Parry Sound Muskoka

The recently announced budget cut to SOLS and OLS North has so far resulted in the suspension of interlibrary loans, courier service and subsidies for postage for interlibrary loan. The full impact of this outrageous funding reduction is not yet known, however the loss of readily accessible interlibrary loan service will have a significant impact on the users of small northern libraries such as McKellar Public Library. Larger libraries have substantially larger materials budgets and are more likely to own the resources required by their patrons. Small northern libraries rely on interlibrary loan service to provide their users with materials they do not have. The loss of this vital service leaves northern residents at a distinct disadvantage without readily available and equitable access to the range of materials and information they previously enjoyed. Electronic formats may be seen as a substitute however high speed broadband internet service is also not as readily available in northern or remote areas and not everyone owns a computer.

The Ontario Library Services also provide staff and trustee training and coordination of other services proving economies of scale and resource sharing.

We the board of the McKellar Public Library strongly urge the Ontario government to reverse this disastrous and short sighted funding reduction and to restore *at a minimum* the funding level provided to SOLS and OLS North in 2018.

Anne Potocnick, Chair, McKellar Public Library Board

## TOWNSHIP OF MCKELLAR

DATE: May 6, 2019

RESOLUTION No. 19-

263

Moved by

Seconded by

**WHEREAS** the Ontario government has reduced by 50% the funding to Southern Ontario Library Service and Ontario Library Service North, resulting in the suspension of interlibrary loan service and postage subsidy, with further service cuts yet to be announced;

**AND WHEREAS** the users of small northern libraries such as the McKellar Public Library will be significantly negatively impacted by the loss of equitable access to materials and information;

**AND WHEREAS** the resulting increased costs of postage will not have been considered in the budget preparation for the current fiscal year and will require lending libraries to carefully consider whether to fill an interlibrary loan request;

**NOW THEREFORE** be it resolved that the Council of the Corporation of the Township of McKellar strongly urges the Ontario government to restore the funding to Ontario Library Service North and Southern Ontario Library Service *at a minimum* to the previous 2018 funding level;

**AND FURTHER** that this resolution be forwarded to the Michael Tibollo, Minister of Culture, Recreation and Sport; Norm Miller, MPP; Doug Ford, Premier; Association of Municipalities of Ontario and all Ontario municipalities.

Carried

Defeated

Peter Hopkins, Mayor

### DIVISION VOTE

	YEA	NAY
Councillor Marco Ancinelli	_____	_____
Councillor Don Carmichael	_____	_____
Councillor Morley Haskim	_____	_____
Councillor Mike Kekkonen	_____	_____
Mayor Peter Hopkins	_____	_____

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 47 - 2019

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### Being a By-law authorizing the entering into of an Agreement with Coco Paving Inc. for the 2019 Urban Road Program

**WHEREAS** Section 9 of the *Municipal Act, 2001*, S.O. c. 25 confers natural person powers on municipalities which include the power to enter into agreements with individuals and corporations;

**AND WHEREAS** The Corporation of the Town of Kingsville (the “Town”) deems it expedient for the Town to enter an Agreement with Coco Paving Inc. for the works generally described as “2019 Urban Road Program – Spruce St. South as well as minor road work at the intersection of Division Road S. and Park St.”

### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE ENACTS AS FOLLOWS:**

1. **THAT** the Town enters into and executes with Coco Paving Inc. an Agreement for the 2019 Urban Road Program attached hereto as Schedule “A” and forming part of this By-law.
2. **THAT** the Mayor and Clerk are hereby authorized and directed on behalf of the Town to execute the Agreement attached as Schedule “A”.
3. This By-Law comes into force and takes effect on the day of the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
13<sup>th</sup> DAY OF MAY, 2019.**

---

**MAYOR, Nelson Santos**

---

**CLERK, Jennifer Astrologo**



Contract Agreement

File No. 19-109  
2019 URBAN ROAD PROGRAM

THIS AGREEMENT made in triplicate this 23<sup>RD</sup> day of APRIL, 2019 A.D.

BETWEEN: THE CORPORATION OF THE TOWN OF KINGSVILLE  
(hereinafter called the "Owner")

OF THE FIRST PART

- and -

COCO PAVING INC  
(hereinafter called the "Contractor")

OF THE SECOND PART

WITNESSETH

That the Owner and the Contractor in consideration of the fulfillment of their respective promises and obligations herein set forth covenant and agree with each other as follows:

ARTICLE 1

(a) A general description of the work is:

2019 Urban Road Program – Spruce Street South as well as minor road work at the intersection of Division Road South and Park Street

(b) )The Contractor shall, for the prices set out in the Form of Tender and except as otherwise specifically provided, provide at no additional cost to the Owner all and every kind of labour, machinery, plant, structures, roads, ways, materials, appliances, articles and things necessary for the due execution and completion of all the work set out in this Contract and shall forthwith according to the instructions of the Engineer, commence the works and diligently execute the respective portions thereof, and deliver the works complete in every particular to the Owner within the time specified in the Contract.

ARTICLE 2

In the event that the Form of Tender provides for and contains a Contingency Allowance, it is understood and agreed that such Contingency Allowance is merely for the convenience of accounting by the Owner, and the Contractor is not entitled to payment thereof except for extra or additional work carried out by him as directed by the Engineer and in accordance with the Contract and only to the extent of such extra or additional work.

ARTICLE 3

In case of any inconsistency or conflict between the provisions of this Agreement and the Plans or Specifications & Specifications or General Conditions or Form of Tender or any other document or writing, the provisions of such documents shall take precedence and govern in the following order, namely:

- |  |  |
|--|--|
| (1) This Agreement                           | (7) Supplementary Specifications, if any |
| (2) Addenda _____                            | (8) Specifications, if any               |
| (3) Special Provisions, if any               | (9) Standard Specifications, if any      |
| (4) Information to Tenderers                 | (10) Contract Drawings                   |
| (5) Supplementary General Conditions, if any | (11) Standard Drawings                   |
| (6) General Conditions                       | (12) Form of Tender                      |

ARTICLE 4

The Owner covenants with the Contractor that the Contractor having in all respects complied with the provisions of this Contract, will be paid for and in respect of the works the sum of:

*ONE HUNDRED THIRTY-FIVE THOUSAND THREE HUNDRED & NINETY* 00/100 Dollars  
(excluding HST) (\$ 135,390.00 )

subject to Article 2 hereof and subject to such additions and deductions as may properly be made under the terms hereof, subject to the provision that the Owner may make payments on account monthly or Otherwise as may be provided in the Contract Documents attached hereto.

ARTICLE 5

Where any notice, direction or other communication is required to be or may be given or made by one of the parties hereto to the other or to the Engineer or to his agent, it shall be deemed sufficiently given or made if mailed or delivered in writing to such party or to the Engineer at the following addresses:

The Owner:	The Corporation of the Town of Kingsville
	2021 Division Road
	Kingsville, Ontario, N9Y 2Y9

The Contractor:  
Where any such notice, direction or other communication is given or made to the Engineer, a copy thereof shall likewise be delivered to any agent of the Engineer appointed in accordance with the General Conditions of this Contract and where any such notice, direction or other communication is given or made to such agent a copy thereof shall likewise be delivered to the Engineer.

**ARTICLE 6**

A copy of each of the Specifications, Special Provisions, General Conditions, Form of Tender, Information for Tenderers and Addenda No. 1 is/are hereto annexed and together with the Drawings relating thereto and listed in the Specifications are made part of this Contract as fully to all intents and purposes as though recited in full herein.

**ARTICLE 7**

No implied contract of any kind whatsoever by or on behalf of the Owner shall arise or be implied by or inferred from anything in this Contract contained, nor from any position or situation of the parties at any time, it being clearly understood that the express covenants and agreements herein contained made by the Owner shall be the only covenants and agreements upon which any rights against the Owner may be founded.

**ARTICLE 8**

Time shall be deemed the essence of this Contract

**ARTICLE 9**

The Contractor declares that in quoting for the works and in entering into this Contract he has either investigated for himself the character of the work and all local conditions that might affect his Quotation or his acceptance or performance of the work, or that not having so investigated, he acknowledges that his responsibility under the Contract is in no way reduced or limited thereby and, in either case, he is willing to assume and does hereby assume all risk of conditions arising, developing, or being revealed in the course of the work which might or could make the work, or any items thereof, more expensive in character, or more onerous to fulfill, than was contemplated or known when the Tender was made or the Contract signed. The Contractor also declares that he did not and does not rely upon information furnished by any methods whatsoever by the Owner or its officers, employees or agents, being aware that any information from such sources was and is approximate and speculative only, and was not in any manner warranted or guaranteed by the Owner.

**ARTICLE 10**



The Contract shall apply to and be binding on the parties hereto and their successors, administrators, executors and assigns and each of them.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written or caused their corporate seals to be affixed, attested by the signature of their proper officers, as the case may be.

Witness to Signature of Contractor  
Derek Godin

Address 405 LITTLE BREWER RD  
TELUKONGH ONT  
N0H 2L9

Occupation PROJECT MANAGER

Owner: **The Corporation of the Town  
of Kingsville**

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Clerk (Seal)

Contractor:

Per: JOSEPH BROCK CM

Per: \_\_\_\_\_ (Seal)

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 48 - 2019

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### **Being a By-law authorizing the entering into of an Agreement with Shepley Road Maintenance Ltd. for the 2019 Rural Road Program**

**WHEREAS** Section 9 of the *Municipal Act, 2001*, S.O. c. 25 confers natural person powers on municipalities which include the power to enter into agreements with individuals and corporations;

**AND WHEREAS** The Corporation of the Town of Kingsville (the "Town") deems it expedient for the Town to enter an Agreement with Shepley Road Maintenance Ltd. for the works generally described as "2019 Rural Road Program-File Number MS19-108".

### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE ENACTS AS FOLLOWS:**

1. **THAT** the Town enters into and executes with Shepley Road Maintenance Ltd. an Agreement for the 2019 Rural Road Program attached hereto as Schedule "A" and forming part of this By-law.
2. **THAT** the Mayor and Clerk are hereby authorized and directed on behalf of the Town to execute the Agreement attached as Schedule "A".
3. This By-Law comes into force and takes effect on the day of the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 13<sup>th</sup> DAY OF MAY, 2019.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**

**Contract Agreement**

File No. 19-108  
2019 RURAL ROAD PROGRAM

**THIS AGREEMENT** made in triplicate this 23 day of April, 2019 A.D.

**BETWEEN:** THE CORPORATION OF THE TOWN OF KINGSVILLE  
(hereinafter called the "Owner")

OF THE FIRST PART

- and -

Shepley Road Maintenance Ltd.  
(hereinafter called the "Contractor")

OF THE SECOND PART

**WITNESSETH**

That the Owner and the Contractor in consideration of the fulfillment of their respective promises and obligations herein set forth covenant and agree with each other as follows:

**ARTICLE 1**

(a) A general description of the work is:

**2019 Rural Road Program – File Number MS19-108**

(b) )The Contractor shall, for the prices set out in the Form of Tender and except as otherwise specifically provided, provide at no additional cost to the Owner all and every kind of labour, machinery, plant, structures, roads, ways, materials, appliances, articles and things necessary for the due execution and completion of all the work set out in this Contract and shall forthwith according to the instructions of the Engineer, commence the works and diligently execute the respective portions thereof, and deliver the works complete in every particular to the Owner within the time specified in the Contract.

**ARTICLE 2**

In the event that the Form of Tender provides for and contains a Contingency Allowance, it is understood and agreed that such Contingency Allowance is merely for

the convenience of accounting by the Owner, and the Contractor is not entitled to payment thereof except for extra or additional work carried out by him as directed by the Engineer and in accordance with the Contract and only to the extent of such extra or additional work.

### ARTICLE 3

In case of any inconsistency or conflict between the provisions of this Agreement and the Plans or Specifications & Specifications or General Conditions or Form of Tender or any other document or writing, the provisions of such documents shall take precedence and govern in the following order, namely:

- |  |  |
|--|--|
| (1) This Agreement                           | (7) Supplementary Specifications, if any |
| (2) Addenda _____                            | (8) Specifications, if any               |
| (3) Special Provisions, if any               | (9) Standard Specifications, if any      |
| (4) Information to Tenderers                 | (10) Contract Drawings                   |
| (5) Supplementary General Conditions, if any | (11) Standard Drawings                   |
| (6) General Conditions                       | (12) Form of Tender                      |

### ARTICLE 4

The Owner covenants with the Contractor that the Contractor having in all respects complied with the provisions of this Contract, will be paid for and in respect of the works the sum of:

Three Hundred Forty Six Thousand And Three Dollars <sup>.18</sup>  
00/100 Dollars  
(excluding HST) (\$ 346,003.18 )

subject to Article 2 hereof and subject to such additions and deductions as may properly be made under the terms hereof, subject to the provision that the Owner may make payments on account monthly or Otherwise as may be provided in the Contract Documents attached hereto.

### ARTICLE 5

Where any notice, direction or other communication is required to be or may be given or made by one of the parties hereto to the other or to the Engineer or to his agent, it shall be deemed sufficiently given or made if mailed or delivered in writing to such party or to the Engineer at the following addresses:

The Owner: **The Corporation of the Town of Kingsville**  
**2021 Division Road**  
**Kingsville, Ontario, N9Y 2Y9**

The Contractor:

Shepley Road Maintenance  
2964 County Rd 12  
Essex, Ontario  
145

Where any such notice, direction or other communication is given or made to the Engineer, a copy thereof shall likewise be delivered to any agent of the Engineer appointed in accordance with the General Conditions of this Contract and where any such notice, direction or other communication is given or made to such agent a copy thereof shall likewise be delivered to the Engineer.

#### **ARTICLE 6**

A copy of each of the Specifications, Special Provisions, General Conditions, Form of Tender, Information for Tenderers and Addenda No. \_\_\_\_\_ is/are hereto annexed and together with the Drawings relating thereto and listed in the Specifications are made part of this Contract as fully to all intents and purposes as though recited in full herein.

#### **ARTICLE 7**

No implied contract of any kind whatsoever by or on behalf of the Owner shall arise or be implied by or inferred from anything in this Contract contained, nor from any position or situation of the parties at any time, it being clearly understood that the express covenants and agreements herein contained made by the Owner shall be the only covenants and agreements upon which any rights against the Owner may be founded.

#### **ARTICLE 8**

Time shall be deemed the essence of this Contract

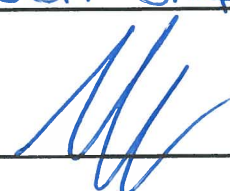
#### **ARTICLE 9**

The Contractor declares that in quoting for the works and in entering into this Contract he has either investigated for himself the character of the work and all local conditions that might affect his Quotation or his acceptance or performance of the work, or that not having so investigated, he acknowledges that his responsibility under the Contract is in no way reduced or limited thereby and, in either case, he is willing to assume and does hereby assume all risk of conditions arising, developing, or being revealed in the course of the work which might or could make the work, or any items thereof, more expensive in character, or more onerous to fulfill, than was contemplated or known when the Tender was made or the Contract signed. The Contractor also declares that he did not and does not rely upon information furnished by any methods whatsoever by the Owner or its officers, employees or agents, being aware that any information from such sources was and is approximate and speculative only, and was not in any manner warranted or guaranteed by the Owner.

#### **ARTICLE 10**

The Contract shall apply to and be binding on the parties hereto and their successors, administrators, executors and assigns and each of them.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written or caused their corporate seals to be affixed, attested by the signature of their proper officers, as the case may be.

<p>_____</p> <p>Witness to Signature of Contractor</p> <p>Address <u>2964 County Rd 12</u></p> <p><u>Essex, ON N8M 2X6</u></p> <p>_____</p> <p>Occupation _____</p>	<p>Owner: <b>The Corporation of the Town of Kingsville</b></p> <p>Per: _____</p> <p style="margin-left: 40px;"><i>Mayor</i></p> <p>Per: _____</p> <p style="margin-left: 40px;"><i>Clerk</i> (Seal)</p> <p>Contractor: <u>Shepley Road</u></p> <p style="margin-left: 40px;"><u>Maintenance Ltd.</u></p> <p>Per: <u>Jeff Shepley</u></p> <p>Per: _____</p> <p style="margin-left: 40px;"> (Seal)</p>
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# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 49 - 2019

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**Being a By-law authorizing the entering into of a Lease Agreement with Sun Parlour Folk Music Society for a portion of the building municipally known as 28 Division St. South, Kingsville for use as an office and meeting space**

**WHEREAS** Section 9 of the *Municipal Act, 2001*, S.O. c. 25 confers natural person powers on municipalities which include the power to enter into agreements with individuals and corporations;

**AND WHEREAS** The Corporation of the Town of Kingsville (the “Town”) deems it expedient for the Town to enter a Lease Agreement with Sun Parlour Folk Music Society for a portion of the building municipally known as 28 Division St. South, Kingsville, for use as an office and meeting space.

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

1. **THAT** the Town enters into and executes with Sun Parlour Folk Music Society a Lease Agreement attached hereto as Schedule “A” and forming part of this By-law.
2. **THAT** the Mayor and Clerk are hereby authorized and directed on behalf of the Town to execute the Lease Agreement attached as Schedule “A”.
3. This By-Law comes into force and takes effect on the day of the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 13<sup>th</sup> DAY OF MAY, 2019.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**

## **LEASE AGREEMENT**

**THIS LEASE AGREEMENT** dated this 13<sup>th</sup> day of May, 2019.

**BETWEEN:**

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
(hereinafter referred to as the "Landlord")  
**OF THE FIRST PART**

-and-

**SUN PARLOUR FOLK MUSIC SOCIETY**  
(hereinafter referred to the "Tenant")  
**OF THE SECOND PART**

**WHEREAS:**

The Landlord is the owner of certain lands and premises located at 28 Division Street South, Kingsville, Ontario and more particularly described in Schedule "A" to this Agreement (the "Lands").

Situate upon the Lands is a building (the "Building"), which Building includes a main floor, foyer area containing a mechanical room and washrooms, stairways to the upper floor and basement and, in the basement, a hallway leading to an elevator maintenance room.

The foyer area containing a mechanical room and washrooms, stairways to the upper floor and basement and, in the basement, a hallway leading to an elevator maintenance room (the "Common Area") are identified in blue on Schedules "B(1)" and "B(2)" attached hereto and forming part of this Lease.

The Landlord currently leases a certain portion of the Building, namely the basement, to the Kingsville Business Improvement Area Board of Management ("BIA") for use as an office, and meeting space which area is identified in pink on Schedules "B(2)" attached hereto and forming part of this Lease.

The Landlord wishes to lease a certain portion of the Building, namely upstairs office space, to the Tenant for use as an office, and meeting space (the "Leased Premises") which area is identified in green on Schedules "B(1)" attached hereto and forming part of this Lease.

**NOW THEREFORE WITNESSETH THAT** in consideration of the mutual covenants and obligations set forth and of the payment of Two (\$2.00) Dollars, the one to the other (the sufficiency and receipt of which is hereby acknowledged), the parties hereto covenant and agree as follows:

### **Recitals**

1. The recitals as set out above are true in substance and in fact.

### **Leased Premises**

2. Subject to the Landlord's rights under the terms of this Lease, the Landlord hereby leases to the Tenant the Leased Premises on the terms set out herein.



3. For greater clarity, the Common Area, together with the portion of the main floor not identified as Leased Premises, lands adjacent to or outside the Building which include the grassy areas, parking areas, walkways, sidewalks and Building access areas, do not constitute rented or rentable areas and the Tenant's right to use such areas shall be limited to those rights in common with the Landlord and the BIA. In this regard, the Tenant understands and agrees that the Landlord may use certain portions of the Common Area, the main floor and the Lands adjacent to and outside of the Building for public purposes, including any form of municipal event, at any time and in any manner that the Landlord may see fit.

#### **Term**

4. The term of this Lease shall be 5 years, commencing on the 1<sup>st</sup> day of May, 2019 and ending on the 30<sup>th</sup> day of April, 2023 (the "Term").
5. Subject to the Landlord's rights under the terms of this Lease the Tenant shall have quiet enjoyment of the Leased Premises during the term of this Lease without any interruption or disturbance from the Landlord.

#### **Use**

6. The Tenant may use the Leased Premises for an office, and meeting space and for no other purpose without the prior written consent of the Town, which consent may be unreasonably withheld.
7. Use of the Leased Space by the Tenant is limited to a maximum of 10 hours per week.

#### **Rent**

8. The Tenant covenants and agrees to pay the Landlord, in lawful money of Canada, annual rent as follows:
  - a) for the first year of the Term, the amount of \$1,500.00, plus applicable taxes, payable in advance, in equal monthly installments in the amount of \$125.00, plus applicable taxes, on or before the 1<sup>st</sup> day of each and every month of said year;
  - b) for the second year of the Term, the amount of \$1,500.00, plus applicable taxes, payable in advance, in equal monthly installments in the amount of \$125.00, plus applicable taxes, on or before the 1<sup>st</sup> day of each and every month of said year; and
  - c) for the third year of the Term, the amount of \$1,500.00, plus applicable taxes, payable in advance, in equal monthly installments in the amount of \$125.00, plus applicable taxes, on or before the 1<sup>st</sup> day of each and every month of said year.

#### **Tenant's Responsibilities**

9. The Tenant further covenants and agrees as follows:
  - a. The Tenant shall allow the Landlord, upon the Landlord giving reasonable notice, to enter the Leased Premises for the purpose of inspection of the same and, in the event that such inspection reveals that maintenance or repair work is required to be completed the Landlord shall make the necessary arrangements to conduct the maintenance or repair work. The Tenant shall permit the Landlord, upon the Landlord providing reasonable notice, to enter the Leased Premises for the purpose of carrying out the aforementioned maintenance and repairs. The Landlord shall not be liable to the Tenant for any loss, damage or inconvenience in connection with

the entry by the Landlord and/or any maintenance or repair work carried out by the Landlord.

- b. The Tenant shall keep the Leased Premises and the Common Area in a reasonable state of cleanliness.
- c. The Tenant shall, at its expense, be responsible for any damage caused to the Lands, Building, Common Area, or Leased Premises, which is a result of the Tenant's conduct or negligence, or the conduct or negligence of the Tenant's employees, officers, agents, representative, or members.
- d. The Tenant shall not make improvements, alterations or renovations to the Leased Premises without the written consent of the Landlord, which consent shall not be unreasonably withheld. Any such improvements, alterations or renovations made by the Tenant with the written consent of the Landlord shall be at the sole expense of the Tenant and such improvements, alterations or renovations shall immediately become the property of the Landlord without compensation to the Tenant.
- e. Without limiting the generality of section 9(d) of this Lease, no sign, advertisement or notice shall be inscribed, painted or affixed by the Tenant or any other person on the Tenant's behalf, on any part of the inside or outside of the Building without the written consent of the Landlord, which consent shall not be unreasonably withheld.
- f. Notwithstanding section 9(d) of this Lease, the Tenant shall, at its own expense, if requested by the Landlord, remove any or all improvements, alterations or renovations made by the Tenant to the Leased Premises and shall repair all damage caused by the installation or the removal or both.

#### **Landlord's Responsibilities**

- 10. The Landlord shall, at its expense:
  - a) Be responsible for the payment of any property taxes levied, rated, charged or assessed.
  - b) Maintain certain utilities to the Building being limited to gas, electricity, water and heat.
  - c) Be responsible for the continued maintenance and repair of the exterior of the Building and all heating equipment, central air-conditioning equipment located in or on the Building and the elevator.
  - d) Be responsible for the continued maintenance of the Lands adjacent to the Building including all grassy areas, parking areas, walkways, sidewalks and Building access areas.
  - e) Be responsible for internal janitorial cleaning of the Building, including the Leased Premises and Common Areas.
- 11. The Landlord shall take the necessary steps to ensure, at its expense, the Building and appurtenances thereto against any and all loss from any cause whatsoever and, without limiting the generality of the foregoing, shall include a loss by fire, the elements or explosion, for their full insurable value.
- 12. The Landlord and Tenant agree that any other services or expenses relevant to the use and occupation by the Tenant of the Leased Premises and not specifically mentioned herein are the sole responsibility and expense of the Tenant, including, but not limited to telephone and internet service. The parties

agree that the Landlord shall have full use of any internet services, without cost, that the Tenant provides.

13. The Landlord will provide the following;

- a. One (1) small desk
- b. One (1) small locking cabinet
- c. One (1) office chair

### **Acts of Default**

14. In addition to the breach of any covenant, term or condition of this Lease, the following are acts of default for the purposes of this Lease ("Acts of Default"):

- a) a material change in use of the Leased Premises by the Tenant and, in particular, without limiting the generality of the foregoing, any change that affects the Landlord's insurance or that constitutes a nuisance;
- b) the Tenant has committed any act or neglected to do anything with the result that a construction lien or other encumbrance is registered against the Land or any part thereof;
- c) any significant willful or negligent damage to the Building caused by the Tenant or by persons permitted on the Building by the Tenant; or
- d) the Leased Premises become vacant or remain unoccupied for a period of 30 consecutive days.

### **Termination and Re-entry**

- 15. Either party may terminate this Agreement by providing thirty (30) days written notice to the other party, in accordance with the Notice provisions of this Agreement.
- 16. The Landlord may terminate the Lease and re-enter the Leased Premises if the Tenant commits an Act of Default or for any other cause permitted by law.
- 17. If, when an Act of Default has occurred and the Landlord does not exercise its right of termination and re-entry, the Landlord shall have the right to take any and all necessary steps to rectify any or all Acts of Default and to charge the costs of such rectification to the Tenant and recover such costs as rent.
- 18. No Act of Default shall be deemed to have been waived by the Landlord unless the waiver is in writing and signed by the Landlord. Any waiver shall not constitute the condoning of any Act of Default, nor shall the waiver be pleaded as an estoppel against the Landlord to prevent it from exercising its remedies with respect to a subsequent Act of Default.

### **Over holding**

- 19. If the Tenant remains in possession of the Leased Premises after termination of this Lease and if the Landlord then accepts rent for the Leased Premises from the Tenant, it is agreed that such over-holding shall create a monthly tenancy only and the tenancy shall be subject to all of the terms and conditions of this Lease except those regarding the term.

### **Force Majeure**

- 20. It is expressly agreed that, if during the term hereof, the Building shall be damaged by fire, lightning, tempest, impact of aircraft, Acts of God, riots, insurrections or explosions, the following provisions shall have effect:

- a) if the Building is rendered wholly unfit for occupancy, the rent hereby reserved shall be suspended until the Building has been repaired or restored;
- b) if the Building shall be incapable of being repaired or restored with reasonable diligence within 120 days of the happening of the damage, then either the Landlord or the Tenant may, at its/their option, terminate this Lease by notice in writing to the other given within 60 days from the date of the damage, and if such notice is given, this Lease shall cease and become null and void from the date of the damage and the Tenant shall immediately surrender the Building and all its interest therein to the Landlord and the rent shall be apportioned and shall be payable by the Tenant only to the date of such damage, and the Landlord may re-enter and repossess the Building;
- c) if the Building is capable with reasonable diligence of being repaired or restored within 120 days of the happening of such damage, then the Landlord shall restore or repair the Building within 120 days;
- d) Any question as to the degree of damage or destruction or the period of time required to repair or rebuild shall be determined by an architect retained by the Landlord.
- e) There shall be no abatement from or reduction to the rent payable by the Tenant nor shall the Tenant be entitled to claim against the Landlord for any damages, general or special, caused by fire, water, sprinkler systems, partial or temporary failure or stoppage of services or utilities or from any cause whatsoever.

#### **Assignment or Sublet**

- 21. The Tenant may not assign or sublet the Leased Premises, in whole or in part, without the written consent of the Landlord, which consent may be unreasonably withheld.
- 22. Any consent given by the Landlord to any assignment or other disposition of the Tenant's interest in this Lease or in the Leased Premises shall not release the Tenant from its obligations under this Lease, including the obligation to pay rent and other expenses as provided for herein.

#### **Vacant Possession**

- 23. At the end of the term of this Lease or upon termination, the Tenant shall deliver vacant possession of the Leased Premises to the Landlord in the same condition as at the commencement of the Lease, reasonable wear and tear excepted and subject to section 9(d).

#### **Notice**

- 24. Notice given under this Lease shall be provided by way of:
  - a) hand delivery, in which case notice shall be effective on the date of delivery;
  - b) e-mail, in which case notice shall be effective on the day on which the e-mail is received; or
  - c) regular letter mail, in which case notice shall be effective on the fifth day following the date of mailing,

To the Landlord:

The Corporation of the Town of Kingsville  
2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Attention: Chief Administrative Officer

To the Tenant:

Sun Parlour Folk Music Society  
Box 394  
Wheatley, ON N0P 2P0  
Attention: Michele Law

**General**

- 25. The Tenant shall not register notice of or a copy of this Lease on title to the Lands without consent of the Landlord.
- 26. This Agreement may be amended with regard to any one or more of the terms herein in writing duly executed by both parties.
- 27. In this Lease, words importing the singular include the plural, and vice versa, and importing the masculine gender include the feminine, and importing an individual includes a corporation and vice versa.
- 28. This Agreement shall enure to the benefit of and be binding upon the parties and their respective heirs, successors and permitted assigns as the case may be.

**IN WITNESS WHEREOF** the parties hereto have duly executed this Lease.

**THE CORPORATION OF THE  
TOWN OF KINGSVILLE**

\_\_\_\_\_  
**MAYOR, Nelson Santos**

\_\_\_\_\_  
**CLERK, Jennifer Astrologo**

**SUN PARLOUR FOLK MUSIC SOCIETY**

\_\_\_\_\_  
**Name:**  
**Title:**

\_\_\_\_\_  
**Name:**  
**Title:**

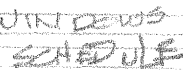
I/We have the authority to bind the Corporation

## SCHEDULE "A"

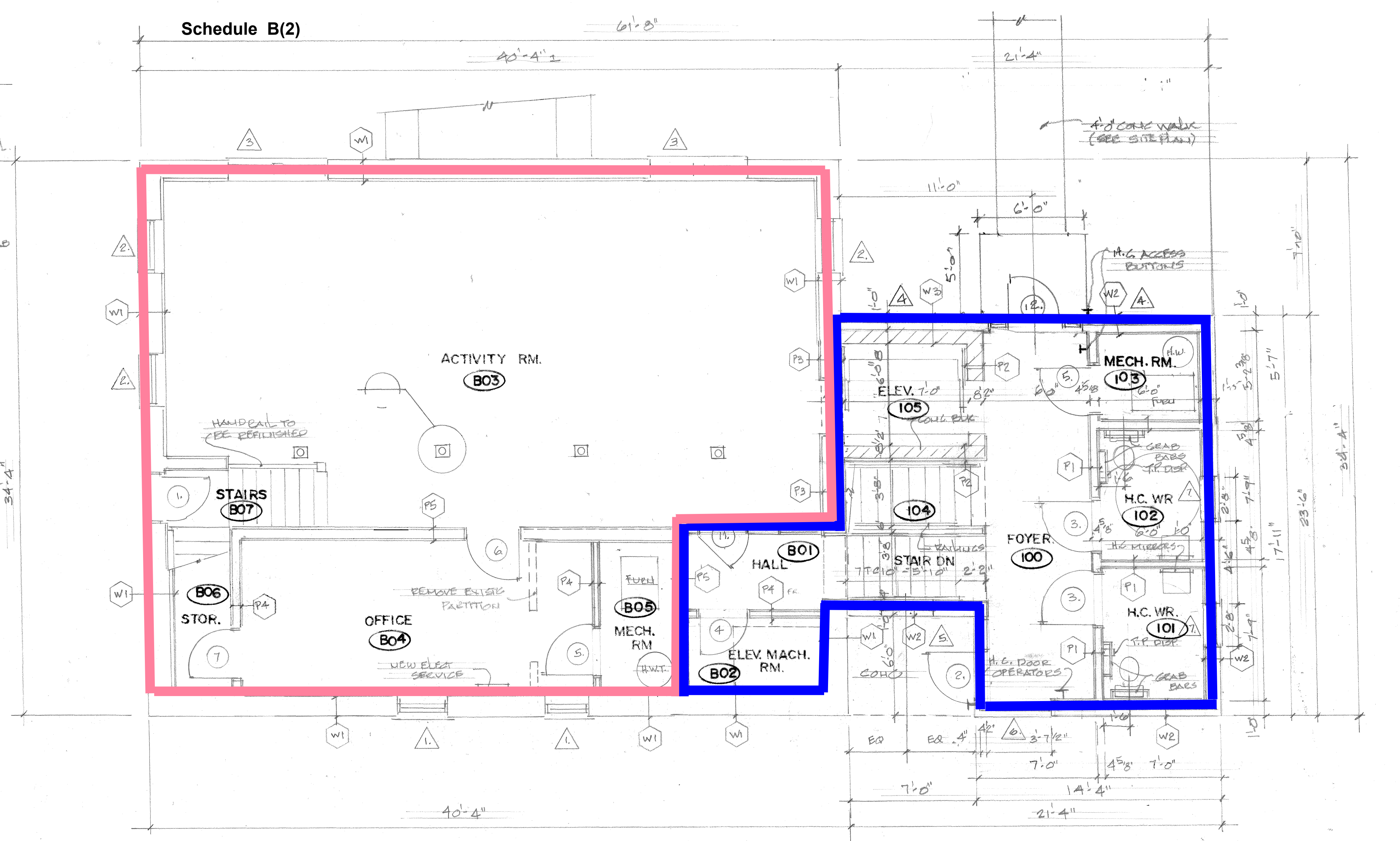
### Description:

PT LT 1 S/S PEARL ST W PL 184-185 KINGSVILLE AS IN TK1074; KINGSVILLE AND  
PT LT 1 S/S PEARL ST W, 2 S/S PEARL ST W PL 184-185 KINGSVILLE PT 3,  
12R2241; KINGSVILLE

# UNIT DEVS SCHEDULE

 $1/4" = 1'-0"$





MAIN FLOOR & BASEMENT FLOOR PLAN

1/4" = 1" = 1'-0"



# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 51-2019

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### **Being a by-law to provide for the Code of Conduct for Members of Council, Local Boards and Committees**

**WHEREAS** pursuant to section 223.2 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended (the “Act”), a municipality shall establish codes of conduct for members of the council of the municipality and of local boards of the municipality;

**AND WHEREAS** the Council of The Corporation of the Town of Kingsville passed By-law 56-2008 to establish a Code of Conduct for Council Members and Committees of Council Members;

**AND WHEREAS** by Motion 4-2016 passed on January 11, 2016, Council of The Corporation of the Town of Kingsville approved the updated Code of Conduct for Members of Council, Local Boards and Committees, and Council, therefore, deems it expedient to repeal the prior existing By-law 56-2008 with the passage of this By-law.

### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE ENACTS AS FOLLOWS:**

1. **THAT** Schedule “A” attached hereto is adopted as The Corporation of the Town of Kingsville’s Code of Conduct for Members of Council, Local Boards and Committees.
2. **THAT** Schedule “A” attached hereto forms part of this By-law.
3. **THAT** By-law 56-2008 is hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 13<sup>th</sup> DAY OF MAY, 2019.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**



Approved as Amended: January 11, 2016

## **CODE OF CONDUCT FOR MEMBERS OF COUNCIL, LOCAL BOARDS AND COMMITTEES**

### **Purpose**

Section 223.2 (1) of the *Municipal Act, 2001* (the "Act") indicates that the general powers afforded to a municipality by sections 9, 10 and 11 of the Act authorize the municipality to establish codes of conduct for members of the Council of the municipality and of local boards of the municipality.

A written Code of Conduct helps to ensure that members of Council, its local boards and committees all share a common basis of acceptable conduct. The Council of the Town of Kingsville considers it desirable to augment the Oath of Office sworn by each member of Council with a Code of Conduct and to expand that Code of Conduct to those persons appointed to local boards and committees.

This Code of Conduct is intended to provide rules for individual members of Council, local boards and committees to follow and ensure that they act, at all times, in a manner that will enhance public trust and confidence in local government. This Code of Conduct is not intended to be exhaustive, nor is it intended to replace personal ethics. It is recognized that no set of rules can address every ethical question.

### **Definitions**

"Member" shall mean a member of Council, a local board or a committee, as the case may be.

"Integrity Commissioner" shall mean the person or corporation appointed by Council pursuant to Section 223 of the *Municipal Act*.

### **Code of Conduct**

- a) A Member must discharge, with integrity, all duties owed to Council, the Town of Kingsville and the public.
- b) The Member shall serve his/her constituents in a conscientious and diligent manner.
- c) The Member has a duty to hold in strict confidence all information concerning matters dealt with "In Camera". The Member shall not release, make public or in any way divulge any such information or any aspect of the "In Camera" deliberations, unless expressly authorized or required by law to do so.

- d) At a Council, local board or committee meeting as the case may be, the Member shall treat the Chair, other Members, staff and delegates from the public with courtesy, respect and good faith.
- e) The Member shall encourage public respect for, and try to improve the administration of the by-laws of the Town.
- f) A member of Council shall make every effort to participate in the local board or committee to which he/she is appointed, and shall always be forthright with Council regarding the affairs of the local board or committee.
- g) A Member shall not harass another Member, staff or any member of the public. "Harass" shall have the same meaning as described in the Violence and Harassment in the Workplace Policy, adopted by Council on June 12, 2010.
- h) No Member shall purport to speak on behalf of Council, a local board or a committee unless he or she is authorized to do so.
- i) A Member who expresses disagreement with a decision of Council a local board or a committee shall make it clear that he or she is expressing a personal opinion.
- j) A Member shall refrain from engaging in conduct that would discredit or compromise the integrity of Council, a local board or a committee.
- k) The Member shall be respectful of the obligation that staff is expected to make recommendations to Council, a local board or a committee that reflect professional and corporate management, judgment and opinions which are not unduly influenced by any single Member.
- l) As a general rule, Members should not accept gifts or other benefits from persons or companies who are or may be doing business with the Town or have done business with the Town in the past. There are some limited circumstances where the acceptance of a gift or benefit is acceptable. Low value gifts may be accepted where it would be poor business practice or would cause offence not to accept, i.e. ballpoint pens, coffee mugs, caps or similar items, commemorative of an official opening or a gift or benefit given as part of the formal and public protocol of the Member performing his or her duties as a Member. There are also receptions, open houses, charitable events and similar occasions to which Members are invited and expected to attend as public figures by virtue of being Members.

### **Allegation of Breach of Code of Conduct**

Individuals (including employees, the public, and Members) who have identified or witnessed alleged breaches of this Code of Conduct shall provide details of the alleged breach in writing to the Integrity Commissioner, including the specific sections of this Code of Conduct which are alleged to be contravened (the "Allegation").

The Integrity Commissioner shall determine whether the Allegation is within his jurisdiction to investigate, and if so, shall provide a copy of the Allegation to the Member and request that the Member submit a written response to the Integrity Commissioner (the "Response") within 15 days.

The Integrity Commissioner shall review the Allegation and Response and conduct any further investigation which he/she deems necessary and may bring a report to Council (the "Report").

### **Penalties for Breach**

If the Integrity Commissioner brings a Report to Council on an investigation of an Allegation and finds that the Member has contravened this Code of Conduct, Council may:

- issue a reprimand to the Member;
- Suspend remuneration payable to the Member by the Town to a maximum of ninety (90) days;

Council may also:

- encourage the Member to remedy the breach(es) at the earliest opportunity;
- request the Member issue an apology;
- remove the Member as chair of any local board or committee; and/or
- remove the Member as a member of any local board or committee;

### **Implementation**

Upon adoption by Council, at the beginning of each term of Council, and upon appointment of a Member, the Clerk shall provide a Member with a copy of this Code of Conduct.

Each Member shall sign two copies of the Statement of Commitment attached as Schedule 'A' to convey to each other and the public that they have read, understand and accept the Code of Conduct.

Members are expected to review their adherence to the provisions of the Code of Conduct on a regular basis or when so requested by Council.

**SCHEDULE 'A'**

**THE CORPORATION OF THE TOWN OF KINGSVILLE**

**CODE OF CONDUCT FOR MEMBERS OF COUNCIL,  
LOCAL BOARDS AND COMMITTEES**

**STATEMENT OF COMMITMENT**

I, \_\_\_\_\_, a Member as defined in the  
Code of Conduct have read and understand the Code of Conduct and I am  
committed to observing its provisions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 52-2019

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### Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its May 13, 2019 Regular Meeting

**WHEREAS** sections 8 and 9 of the *Municipal Act, 2001* S.O. 2001 c. 25, as amended, (the “Act”) provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising the authority conferred upon a municipality to govern its affairs as it considers appropriate.

**AND WHEREAS** section 5(3) of the Act provides that such power shall be exercised by by-law, unless the municipality is specifically authorized to do so otherwise.

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of The Corporation of the Town of Kingsville (the “Town”) be confirmed and adopted by by-law.

### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE ENACTS AS FOLLOWS:**

1. The actions of the Council at its May 13, 2019 Regular Meeting in respect of each report, motion, resolution or other action taken or direction given by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. The Chief Administrative Officer and/or the appropriate officers of the Town are hereby authorized and directed to do all things necessary to give effect to the actions set out in paragraph 1, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary and to affix the corporate seal to all such documents.
3. This By-Law comes into force and takes effect on the day of the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
13<sup>TH</sup> DAY OF MAY, 2019.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**