



**REGULAR MEETING OF COUNCIL
AGENDA**

Tuesday, April 23, 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. Wes Mulcaster, Resident--request dated April 10, 2019 on behalf of a group of residents RE: Parking Problems on Hillview Crescent**

Recommended Action

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.

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

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F. AMENDMENTS TO THE AGENDA

G. STAFF REPORTS

1. **Drainage update as requested by Mr. Welker** 3
K. Vegh, Drainage Superintendent/Weed Inspector

Recommended Action
That Council direct that Administration maintain the status quo with respect to the current outlet of the Centre Branch of the No. 47 Drain.
2. **Request for Significant Status Request for 2019 events** 6
M. Durocher, Parks and Recreation Programs Manager

Recommended Action
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.
3. **2019 Rabies Clinic** 8
R. Baines, Deputy Clerk-Administrative Services

Recommended Action
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.
4. **Schwarzkopf Investments Corp (O/A Wineology) 19 Main Street East Request to install and operate a Sidewalk Café** 10
G. Robinson, Town Planner

Recommended Action
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.
5. **Update to the Environmental Services Operational Plan** 17
S. Martinho, Manager of Public Works

Recommended Action

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

6. Traffic By-Law Revisions – Allen and Long Court 116

T. Del Greco, Manager of Municipal Services

Recommended Action

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.

7. 2019 Capital Road Works – Additional Tender Approvals 119

T. Del Greco, Manager of Municipal Services

Recommended Action

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.

8. South West Service Area Water Main Expansion 122

T. Del Greco, Manager of Municipal Services

Recommended Action

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.

9. Broadcasting Council Meetings 157

J. Astrologo, Director of Corporate Services/Clerk

Recommended Action

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.

10. 2019 1st Quarter Report 162

P. Van Mierlo-West

Recommended Action

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

H. BUSINESS/CORRESPONDENCE-ACTION REQUIRED

1. **Ontario Community Infrastructure Fund--Amending Agreement No. 1--
Park St. Road Reconstruction (File Number: OCIF AC3-3147)** 211

Recommended Action

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.

I. MINUTES OF THE PREVIOUS MEETINGS

1. **Regular Meeting of Council--April 8, 2019** 216
2. **Regular 'Closed Session' Meeting of Council--April 8, 2019**

Recommended Action

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

J. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. **Committee of Adjustment - January 22, 2019 and February 19, 2019** 229

Recommended Action

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

2. **Kingsville B.I.A. - March 12, 2019** 243

Recommended Action

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

3. **Tourism and Economic Development Committee--March 14, 2019** 247

Recommended Action

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

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 | 250 |
| 2. | Angela Storey-President, Ontario Public Works Association--Correspondence dated March 29, 2019 Re: National Public Works Week 2019--Proclamations and Annual Truck Roadeo | 254 |
| 3. | Cheryl Gallant, M.P. Renfrew-Nipissing-Pembroke--Correspondence dated April 4, 2019 RE: Bill C-68 | 255 |
| 4. | Municipality of Grey Highlands--Correspondence dated April 8, 2019 from Jerri-Lynn Levitt, Deputy Clerk RE: Ontario Municipal Partnership Fund (OMPF) | 257 |
| 5. | Town of Rainy River-- Support Motion #19-058 passed April 8, 2019 (Declaration of Office) | 259 |
| 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 | 260 |
| 7. | HighRise Basketball--Letter of thanks re: 4th Annual Hoopin' Around the Clock Event | 261 |
| 8. | Erie Shores Quilters' Guild--Notecard of thanks to Mayor Santos and Kingsville Town Council | 262 |
| 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 | 264 |
| 10. | Deanna Hurley, Resident--Correspondences dated April 2 and April 15, 2019 RE: Traffic By-law Amendments | 266 |
| 11. | Agriculture, Food and Rural Affairs Appeal Tribunal--Decision of the Tribunal RE: Esseltine Drain Appeal, issued April 15, 2019 | 270 |

Recommended Action

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

L. NOTICES OF MOTION

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

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.

Recommended Action

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.

M. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

N. BYLAWS

1. By-law 45-2019 293

Being a by-law to authorize the entering into of an Amending Agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs (File Number: OCIF AC3-3147; Amending Agreement #1; "Park Street Road Reconstruction")

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

O. CONFIRMATORY BY-LAW

1. By-law 46-2019 299

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.

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

P. ADJOURNMENT

Council;

APR 17/19

I am asking for delegate status for the April 23, 2019 meeting. I would like to discuss concerns regarding the Watson Report, (on the agenda on March 25th, 2019) and the budget numbers, relative to LSW sewage and Cottam Sewage.

Watson Report:

2018 LSW Base Charge (\$332.00) x Residential (4604) = \$1,528,528.00

2018 Budget:

2018 LSW;	G.S. Sewage	\$402,274.00
	G.S. Sewage - Ruthven	\$226,774.00
	Kingsville Sewage	<u>\$857,350.00</u>
		\$ 1,486,387.00

Delta: Shortfall of \$42,141 reported in 2018 budget vs. Watson Report

In Summary: Budget figures show shortfall of \$42,141 on residential amount actually collected from flat rate. This is not affected by flow rate despite mayor's implications of such in meeting on March 25, 2019. In addition there are no funds showing collected for semi-detached units, apartments, commercial buildings, schools (4), nursing homes, industrial buildings and greenhouses. Where do the mayor and administration account for these funds in the 2018 budget?

Watson Report:

2019 Forecasted LSW Base Charge (\$354.24) x Residential (4660) = \$1,650,758.40

2019 Budget:

2019 Forecasted LSW;	G.S. Sewage	\$555,000.00
	G.S. Sewage - Ruthven	\$297,000.00
	Kingsville Sewage	<u>\$1,184,000.00</u>
		\$ 2,036,000.00

Delta: Difference of \$385,242.00.

In Summary: How does the \$385,242.00 account for the semi-detached units, apartments, commercial buildings, schools (4), nursing homes, industrial buildings and greenhouses? Any funds collected over and above residential were said to be at a higher rate than residential, however these budgets numbers do not reflect that.

Cottam Waste Water

Watson Report:

2019 Forecasted Cottam Base Charge (\$355.32) x Residential (566) = \$201,111.12

2019 Budget:

2019 Forecasted Cottam; G.N. Sewage	\$213,000.00
	\$ 213,000.00

Delta: *Difference of \$11,888.88. Is this what has been collected for semi-detached, apartments, commercial / industrial and the school? Additionally do we have greenhouse waste coming into Cottam lagoon?*

In Summary:

- * 2010 Assessment based on 574 customers, which was proven incorrect on February 11, 2019 public meeting
 - * In agenda of 2012 council meeting number given was a customer base of 600
 - * 600 x annual rate has been the formula used every year since 2012
 - * No extra funds shown after school came into system
 - * No change to budget after homes built on Fox Street
 - * Sewage has been extended to Belle River south area, approximately 18 homes built
- Budget does not reflect any of these additional homes added. R 27 S*

In Closing:

Since 2008 there has been \$13,000,000 collected for the Cottam project through the Cottam budget and assessment.

With that being considered, I do not believe that Cottam rate payers should still have to incur the million dollar debt.

There needs to be accountability to complete projects within budget and a limit on over charges for any project.

Inaccurate information on the budget, specifically sewage, needs to be addressed.

Is it the mayor and administration's goal to have only residential sewage cover budget and also bill reserve?

COTTAM PROJECT: COTTAM LAGOON PROJECT

*Thank you
James Wang*



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Date: March 6, 2019
To: Mayor and Council
Author: Ken Vegh, CRS
RE: Drainage update as requested by Mr. Welker
Report No.: MS 2019-15

AIM

The aim of this report is to provide Council an update of a drain maintenance issue brought forward by Mr. Richard Welker.

BACKGROUND

During a delegation to council in September of 2017, Mr. Richard Welker requested information regarding drain maintenance practices in the Town of Kingsville. As such the following motion was made:

92-2018

Moved by Deputy Mayor Gord Queen

Seconded by Councilor Thomas Neufeld

That Council receive the information from Mr. Welker pertaining to his previously submitted Request(s) for Drain Maintenance and Repair and direct Administration to provide further report, including ERCA comments regarding drain maintenance practices.

Mr. Welker's main focus is to improve our municipal drain outlets and the functionality of the entire drainage system within the Town of Kingsville. Mr. Welker brought forward an idea of extending the Centre Branch of the No. 47 Drain beyond its current limits. The Centre Branch of the No.47 Drain is a Municipal Drain that flows adjacent to the McCain Sideroad and outlets into a natural watercourse just south of Road 2 West. Mr. Welker has suggested that the Centre Branch of the No. 47 Drain be extended to outlet to an area south of County Road 20.

DISCUSSION

The idea of extending the Centre Branch of the No.47 Drain beyond its current outlet was a topic of conversation during many meetings of the Drainage Advisory Committee.

Members of the Essex Region Conservation Authority were involved in the numerous discussions and expressed their views on the viability of extending the Drain. The opinion of ERCA was that the only way to extend the Drain beyond its current limits was through the *Drainage Act* and to have a Drainage Engineer appointed by Council to create a report and assessment schedule for the affected lands.

The role of the Drainage Superintendent within the Drainage Advisory Committee was to provide information to the committee as requested. Throughout the many discussions regarding the topic of extending the drain, responses were prepared in order to address questions regarding the process of assuming this drain.

Twenty-four (24) municipal drains and well over four hundred (400) properties outlet into the Centre Branch of the No.47 Drain, and to date the Town has only received one concern from one landowner regarding the functionality of the drain.

I have monitored the Centre Branch of the No.47 drain and its contributory drains for the entirety of 2018 and the early part of 2019 to view the flows during various stages of the year. Each season brings its own set of unique challenges including severe rain events and frozen or saturated ground conditions. Snow and ice jams were also present within the monitored drains during this time period. My focus was to identify any flooding concerns or lack of proper drainage that may hinder farming practices.

Mr. Sid Vander Veen who was the Drainage Coordinator for Ontario attended a Drainage Advisory Committee meeting and provided insight into how to proceed. He expressed a concern that so few landowners had issues with the Drain and questioned how the upstream properties would react to being assessed costs to create an engineer's report and perform the subsequent drain maintenance. However, the Drainage Advisory Committee recommended to Council that a Drainage Engineer be appointed to extend the Centre Branch of the No. 47 Drain.

LINK TO STRATEGIC PLAN

To become a leader in sustainable infrastructure renewal and development.

FINANCIAL CONSIDERATIONS

All costs associated with moving forward with the recommendation of the Drainage Advisory Committee will be determined by the Drainage Engineer. Historical precedence with Drainage Reports resulted in assessed costs being shared by all lands affected with both the report and the recommended maintenance works.

CONSULTATIONS

ERCA - Regarding their level of involvement in this process only to discover that it is very limited if at all.

Various Drainage Engineers - To discuss the various options and action that may be undertaken.

Affected landowners assessed to the Centre Branch of the No. 47 Drain - To obtain their opinions on the functionality of the drain in its current state as well as landowners that abut the natural watercourse that may become part of the Centre Branch of the No. 47 Drain if it is extended beyond its current limits.

Municipal Services- Internal review

RECOMMENDATION

That Council maintain the current outlet of the Centre Branch of the No. 47 Drain.

Ken Vegh

Ken Vegh, CRS
Drainage Superintendent

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



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Date: April 15, 2019
To: Mayor and Council
Author: M. Durocher
RE: Request for Significant Status Request for 2019 events
Report No.: PR-01-2019

AIM

Designation of the 2019 Events as “events of municipal significance” for the purposes of the application with the AGCO for a Special Occasions Permit

BACKGROUND

In 2019, we have a number of events, which will be taking place that require Significant Event status in order to obtain an SOP. AGCO regulations stipulate that council or their designated authority have to designate events as “An Event of Municipal Significance” in order to qualify for a special occasions permit.

DISCUSSION

This year we have a number of new events, which will be taking place during the last quarter of the year that will require Municipal Event status in order to qualify for a special occasions permit.

Date	Event	Organizer
June 22 2019	Highland Games	Town of Kingsville
June 7, 21	Carnegie Social	86'd Catering
July 5		
Aug. 16		
Sept. 6		
Oct. 4		

Aug. 9-11	Kingsville Folk Fest	Sun Parlour Folk Music
August 16, 17, 18	Tall Ships Kingsville	Town of Kingsville
Oct. 19	Migration Fest	Town of Kingsville
Nov. 30, Dec 1	Fantasy of Lights	Town of Kingsville

LINK TO STRATEGIC PLAN

Improve recreational and cultural facilities and opportunities within the Town of Kingsville.

FINANCIAL CONSIDERATIONS

All of these events lead to increased Tourism and Economic growth in the Town of Kingsville.

CONSULTATIONS

SERT Committee
 Highland Games Committee
 Migration Fest Committee
 Fantasy of Lights Committee
 Tall Ships Committee
 86'd Catering
 Kingsville Folk Festival Committee

RECOMMENDATION

That council authorize 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 authorize administration to author a recommendation for Significant Status for these events to secure a special occasion's permit for each.

Maggie Durocher

Maggie Durocher Hons. BHK
 Manager of Parks and Recreation Programs

Peggy Van Mierlo-West

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



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Date: April 23, 2019
To: Mayor and Council
Author: Roberta Baines, Deputy Clerk – Administrative Services
RE: 2019 Rabies Clinic
Report No.: CS-2019-08

AIM

To provide Council with an update on the results of the Rabies Clinic (the “Clinic”) held on Saturday April 6, 2019.

BACKGROUND

Building past year’s successes and in an effort to encourage compliance with the proof of rabies vaccine requirement that was implemented in 2017, the Town collaborated with Dr. Hussain of the Erie Veterinary Hospital to host a rabies clinic.

DISCUSSION

The Clinic was held on Saturday April 6 from 2:00 p.m. to 7:00 p.m. at the Kingsville Arena. In total, 121 animals were vaccinated and 85 dog tags were sold. The success of the Clinic can be attributed to the location, advertising campaign and generosity of the Erie Veterinary Hospital in providing their services.

The Kingsville Arena was the ideal location to host a clinic as it was able to accommodate the provision of both veterinarian and licensing services. The building is fully accessible, residents had access to all forms of payment (debit, credit and ATM), the reception area was spacious enough to handle many animals waiting, and the veterinarian had a room separate from the waiting area to administer the vaccine. The Erie Veterinary Hospital was very pleased with the turnout and has expressed interest in participating again next year.

Advertising began a month prior to the clinic. Advertisements were placed on the Town’s digital sign, Kingsville Reporter, social media pages and on the bulletin boards in the lobby at the Municipal Office and at the Arena.

The Erie Veterinary Hospital was generous with their services. For the Clinic, the staff secured a reduced cost, one-year rabies vaccination for \$25.00 per dog. Furthermore, Dr. Hussain and the veterinarian technicians who attended the event provided their services free of charge for residents.

The feedback from residents about the Clinic was positive as the event provided a chance for residents to get the required vaccine and to pay for the dog tag outside regular business hours. Many residents had also liked that the clinic was on a weekend. Furthermore, it provided the Town an opportunity to engage with the community and promote the Linden Beach Dog Park. Overall it was a success, but one area of improvement would be to change the hours slightly as there was low attendance in the last couple of hours of the clinic.

LINK TO STRATEGIC PLAN

Promote the betterment, self-image and attitude of the community.

FINANCIAL CONSIDERATIONS

The Town received \$1700.00 in dog licensing fees as a result of the clinic. The expenses to host the clinic were minimal because the event was hosted at a municipally owned building and all veterinarian services were donated. The Town expended \$120.00 to run the Clinic in partnership with Erie Veterinary Hospital and those costs were attributed to advertising and a staff overtime meal.

CONSULTATIONS

None

RECOMMENDATION

That Council receives this report 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.

Roberta Baines

Roberta Baines, B.A.
Deputy Clerk – Administrative Services

Jennifer Astrologo

Jennifer Astrologo, B.H.K. (Hons), LL.B.
Director of Corporate Services/Clerk

Peggy Van Mierlo-West

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



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Date: April 10, 2019

To: Mayor and Council

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

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

Report No.: PDS 2019-017

AIM

To provide Council with information regarding a request for approval of a sidewalk patio and associated license agreement for a patio on a portion of the municipal sidewalk to be located in front of 19 Main Street East (Wineology).

BACKGROUND

Council approved a policy establishing a procedure for addressing owner's requests for use of the municipal sidewalk for outdoor cafés and patios. The principle reasons for the policy was to ensure a license agreement was entered into for use of the municipal right-of-way, necessary insurance was provided, and proper planning was undertaken prior to the establishment of the café.

DISCUSSION

Wineology has applied to establish a new area on the municipal right-of-way (sidewalk) as illustrated on the attached sketch (see Appendix A). The café will provide for seating within the designated area. A boardwalk will be installed to minimize any impact on the pedestrians providing an accessible path around the proposed sidewalk café.

The owners have agreed to pay fees plus the applicable HST which will cover the purchase and construction of the boardwalk and pedestrian barriers (to be paid over 5 years), occupation of the on-street parking during the months of operation, and annual installation and disassembling.

A similar request was submitted and approved by Council for the former Bridgehouse in this location in 2016 but was not installed. The basic design of the proposed patio would be the same.

Both the Kingsville BIA and Kingsville Accessibility Advisory Committee (KAAC) were circulated with the proposed details of the patio and provided comment (see Appendix B). KAAC has no objection to the patio as long as it does not impact on accessibility along the sidewalk or impact on the accessible parking space directly east on the proposed patio.

Comment: A boardwalk with ramping will be installed around the patio to insure accessibility is maintained. Location of the boardwalk can be designed and located to avoid impact on the accessible parking space.

The BIA comment related to the potential use of a more temporary barrier that would avoid full time use of parking spaces when the patio is not in use. The other item was to consider less seating limited to certain times that would avoid the need for use of parking spots.

Comment: While both of these would be ideal circumstances there are logistical, safety and AGCO licensing issues that are created. Temporary barriers would not be practical and would not offer the necessary protection to pedestrians and patio users. It would also not lend itself to the owners being able to license the patio space. Reduced use of the sidewalk, as noted by the BIA comment, would need wider sidewalks. This approach was done for one restaurant in the downtown with a sidewalk bump out however this option permanently eliminates parking spaces.

Since this is the initial application for a sidewalk café in this location, it is part of the standard practice that the approval is limited to a one year term. This provides the opportunity for the Town and other interested parties to assess the workability of the proposed patio in this location prior to any longer-term agreement.

Parking versus Business accommodation

The parking concern in the downtown is not new. It initially arose as a result of a parking review undertaken by Planning Services staff in the summer of 2015. The review was part of a potential implementation of a cash-in-lieu fee to expanding downtown businesses. As part of the consultation process on this item it was initially stated, based on supply of parking, growing demand and general feedback from the public that there was a lack of parking in the downtown. As discussions progressed with the BIA and downtown businesses as well as Council itself it became clearer that while parking was an important factor and needed to be monitored going forward, there was no persuasive lack of wide spread parking in the downtown.

It is important to also note that as part of that review the report to Council did highlight that activities such as patios and downtown activities, other than typical day-to-day business, would put added demand on parking space availability in the downtown. For the past two to three years the provision of patios has resulted in the loss of four on-street parking spaces. There are a total of two patios planned for this year so the reduction in parking will remain the same. Based on the review noted above this would not significantly impact the available parking since the difference in operation times would assist in lessening overall

peak demand. It does however raise the possibility that the overall number of patios permitted in the downtown area may require limitation in the future.

Within the proposed licensing agreement, a number of items will be addressed including the requirement for insurance, use of the sidewalk, etc. The agreement provided for Wineology is the standard agreement without any special provisions.

LINK TO STRATEGIC PLAN

Support growth of the business community.

FINANCIAL CONSIDERATIONS

Application fee and deposit was received.

Insurance provisions of the agreement must be satisfied.

Indemnity deposit of \$1,000.00 is required.

Fees for the construction, installation and disassembly will be collected and are detailed in the agreement.

CONSULTATIONS

Town of Kingsville Management Team, Kingsville Accessibility Advisory Committee
Downtown Kingsville BIA

RECOMMENDATION

It is recommended that Council approve:

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 the period from May 1 to November 1, 2019 with Schwarzkopf Investments Corp. for the operation of a licensed patio located at 19 Main Street East.

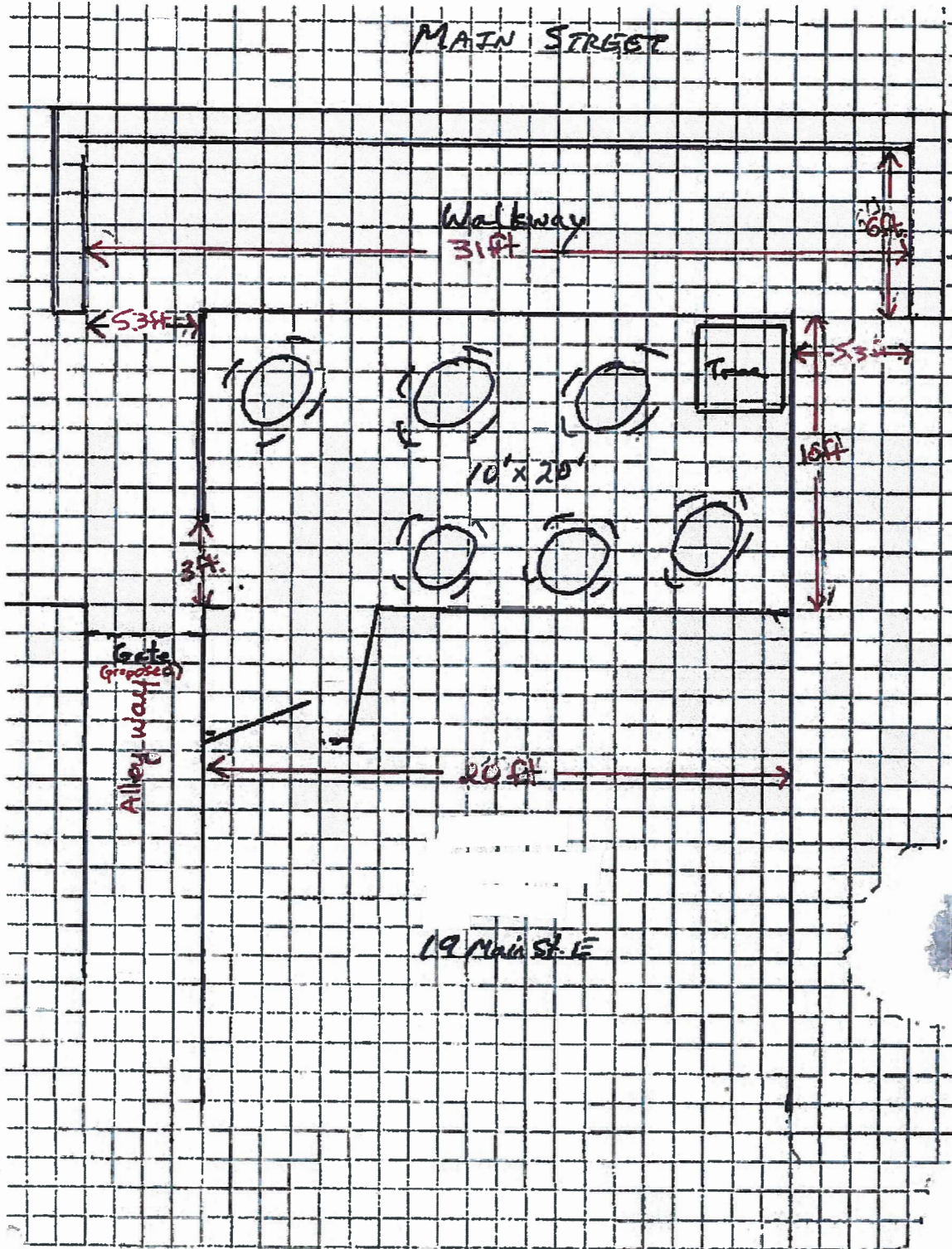
Robert Brown

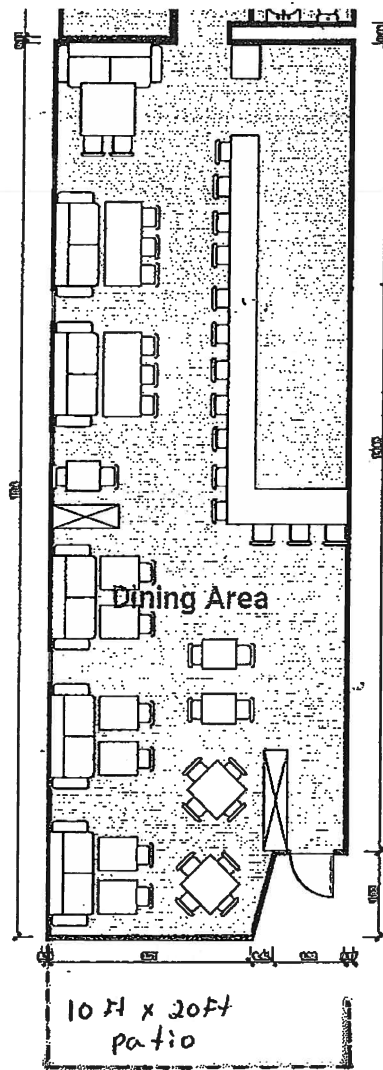
Robert Brown, H. Ba, MCIP, RPP
Manager, Planning Services

Peggy Van Mierlo-West

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

APPENDIX A





Appendix B



The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca

MANAGER'S COMMENTS REQUIRED BY: March 29, 2019

Patio File NO. CAFE/01/19

**SCHWARZKOPF INVESTMENTS CORP
19 MAIN STREET EAST
PLAN 184 TO 185 PT LOT 3
ROLL# 150-06200**

Location Of Land And Purpose Of Application: The property owner proposes to enter into an agreement with the Town for the construction of a seasonal sidewalk patio and boardwalk fronting onto Main Street East.

As seen on the sketch the patio is proposed to extend into the municipal right-of-way with a size of 10 ft. x 20 ft. A boardwalk would need to extend around the patio and have a width of 4 ft. for the extension of the sidewalk. The boardwalk will occupy two parking spaces along Main Street East. This patio design is the same one that was approved for the former Bridge House in 2016 but never implemented.

An agreement and annual fee including the cost of the planters, set-up and removal and rental of the parking spaces is necessary.

The patio is proposed to be licensed by the AGCO. The main building is currently licenced.

☐ No Comments ☒ Comments Provided Below: ☐ Comments Attached

*KAAC reviewed proposed sidewalk cafe. on Mar 27/19
and have the following comments: fine with cafe as long
as the accessible parking spot is not impacted or removed
and ramps provided to get over curb.*

March 27/19
Date

Roberta Barnes for K.A.A.C.
Manager Signature

If you require further information regarding the above mentioned file, please feel free to contact Robert Brown, Manager, Planning Services. March 15, 2019



Carnegie Arts & Visitor Centre
28 Division Street South
Kingsville, ON N8Y 1P3

Phone: 519-733-6250
Fax: 519-733-9953
Toll free: 844-554-5454

kingsvillebia@bellnet.ca
www.kingsvillebia.com

April 10, 2019

Town Of Kingsville,

Please accept this letter as the attached comments from the Kingsville BIA regarding the Patio Fil No. CAFÉ/01/19 for Schwarzkopf Investments Corp.

The Board of Managers both reviewed and discussed the application for the sidewalk patio. Through this discussion the Board raised concern regarding the loss of curbside parking in the interest of all business in downtown Kingsville.

The Board respectfully asks consideration and research be conducted with the following two ideas to potentially assist with future patio requests and needs.

- Identify and implement a barrier solution to allow for the patio area that can be easily removed and stored when the patio is not in use. For example, if a restaurant is only open in the late afternoon and evening the parking would still be available during the daytime hours.
- Consider allowing restaurants that request patios to position seating on the sidewalk during certain times of the day to allow for additional seating but not require the use of parking spots. Certainly accessibility to pedestrians is a priority. However, if this is an option for locations with broader sidewalk areas can it be considered?

Thank you kindly for your time and consideration of the response from the Kingsville BIA Board of Managers.

Respectfully,


Christina Bedal
BIA Coordinator

CC: KINGSVILLE TOWN COUNCIL



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

Date: November 19, 2018
To: Mayor and Council
Author: Shaun Martinho, Manager of Public Works
RE: Update to the Environmental Services Operational Plan
Report No.: MS 2018 - 50

AIM

To obtain councils endorsement for the amended Kingsville Environmental Services Operational Plan and Standard Operating Procedures.

BACKGROUND

On July 14, 2014 at Regular Meeting of Council, Revision 6 of Kingsville's Environmental Services Operational Plan was endorsed as Council Resolution Number 472-2014.

DISCUSSION

Over the course of the last five years Administration has proceeded through legislated requirements by participating in several audits, both internal and external, of the Kingsville Environmental Services Operational Plan (The Operational Plan). As part of an internal audit completed by SAI Global Assurance Services on May 16th, 2018 several opportunities for improvement were identified within The Operational Plan. These items include:

- Ensuring the signing parties in Element 3 are updated/current.
- Updating the personnel identified within the Subject System Description Form to incorporate staffing changes.
- Revisions to clarify content, eliminate typographic errors, and improve inconsistencies in wording.

As part of the Towns annual audit completed by the Ministry of Environment, Conservation, and Parks (MOECP), it was noted that several of Kingsville's Standard Operating Procedures (SOP's) did not conform to the newly revised Watermain

Disinfection Procedures. Specifically, it was recommended that we update several procedures to included the following:

- How new watermain are disinfected and placed into service. Modifications include revised minimum contact times, initial chlorine concentrations, and maximum allowable decreases in chlorine concentration during commissioning. (SOP #7).
- Adopting a risk management approach to categorizing watermain breaks based on the potential for contamination (SOP #'s 10, 11, 12).

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

Updates to the Kingsville Environmental Services Operational Plan are completed internally and any costs in completing the review are absorbed in the approved Water Operations Budget.

CONSULTATIONS

Municipal Services: DWQMS representatives and outside staff.

RECOMMENDATION

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

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

The Corporation of the Town of Kingsville



OPERATIONAL PLAN

For the

Kingsville Environmental Services

Revision 7, 23-Apr-2019

DISCLAIMER STATEMENT

This Operational Plan is designed for the exclusive use of The Corporation of the Town of Kingsville.

This Operational Plan has been developed with OCWA's assistance.

Any use which a third party makes of this Operational Plan, or any part thereof, or any reliance on or decisions made based on information within it, is the responsibility of such third parties. OCWA and The Corporation of the Town of Kingsville accept no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken based on this Operational Plan or any part thereof.

Index

	Title
Element 1	Kingsville's Environmental Services' Quality Management System (QMS)
Element 2	Quality Management System (QMS) Policy
Element 3	Commitment & Endorsement of Kingsville's Environmental Services' QMS & Operational Plan
Element 4	Quality Management System Representative
Element 5	Document and Records Control
Element 6	Drinking-Water System
Element 7	Risk Assessment
Element 8	Risk Assessment Outcomes
Element 9	Organizational Structure, Roles, Responsibilities, and Authorities
Element 10	Competencies
Element 11	Personnel Coverage
Element 12	Communications
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Element 18	Emergency Management
Element 19	Internal Audits
Element 20	Management Review
Element 21	Continual Improvement

1. Kingsville Environmental Services Department Quality Management System (QMS)

The Corporation of the Town of Kingsville, referred to hereafter as the Town of Kingsville, is the Owner of the Kingsville Water Distribution System. The Town of Kingsville is also the Operating Authority of the Kingsville Water Distribution System (WDS), which is operated by its water services department referred to in this Operational Plan as Kingsville Environmental Services Department.

This document is the drinking water Quality Management System (QMS) Operational Plan for the Kingsville Environmental Services Department.

The Town of Kingsville WDS's Quality Management System (QMS) is structured and documented with the purpose of:

1. Establishing policy and objectives with respect to the effective management and operation of the distribution system.
2. Understanding and controlling the risks associated with the distribution system's activities and processes.
3. Achieving continuous improvement of the QMS and the distribution system's performance.

2. Quality Management System (QMS) Policy

The Kingsville Environmental Services Department, its management and entire staff are committed to the principles and objectives set out in our Quality Management System (QMS) Policy. The Town of Kingsville is committed to providing safe drinking water to its drinking water system customers.

This commitment shall be fulfilled by Kingsville Environmental Services Department with adherence to the following:

-
- Operate and maintain the drinking water supply system in accordance with all applicable legislation and regulation
 - Ensure that all staff are well trained, competent to undertake the duties assigned them and certified appropriately
 - Provide its customers with safe drinking water
 - Maintain and continually improve the Quality Management System
-

Our water system operational employees will be trained in the implementation of the QMS Policy. The QMS Policy will be given to Municipal Council and made available to the public on the municipal website and upon request.

3. **Commitment & Endorsement of the Kingsville Environmental Services Department QMS & Operational Plan**

This Operational Plan supports the overall goal of Kingsville Environmental Services Department and the Kingsville Water Distribution System to develop, implement and continuously improve its Quality Management System for the Kingsville Distribution System.

Top management of both the Kingsville Environmental Services Department and the Town of Kingsville has approved the QMS for the drinking water system as documented in this Operational Plan.

Operating Authority Approval

Andrew Plancke, C. Tech (Env.)
Director of Municipal Services

Date

Tim Del Greco, P.Eng
Manager of Municipal Services

Date

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

Date

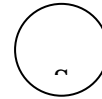
Owner Endorsement & Approval

CAO

Date

Mayor

Date



4. Quality Management System Representative

All personnel have a role and associated responsibilities within the Kingsville Environmental Services Department's QMS.

The role of the QMS Representative(s) for the Kingsville Distribution System is shared between the Director of Municipal Services, the Manager of Municipal Services and the Manager of Public Works.

The Director of Municipal Services is responsible for:

- Establishing and maintaining processes and procedures required for the overall administration of the facility's QMS
- Reporting to the owner on QMS performance and identified improvements
- Monitoring the QMS performance and identifying opportunities for improvements
- Approving revisions to the SOP's

The Manager of Municipal Services is responsible for:

- Monitoring the QMS performance and identifying opportunities for improvements
- Maintaining Control of Master Operational Plan and Procedures Electronic File
- Distribution and updating of revisions to Operational Plan and Procedures
- Ensuring that current versions of the documents are in use

The Manager of Public Works is responsible for:

- Reviewing processes and standard operating procedures
- Operation of the drinking water system
- Monitoring the QMS performance and identifying opportunities for improvements
- Ensuring that personnel are aware of all applicable legislation and regulatory requirements that pertain to their operational duties
- Promoting awareness of the QMS to all water system personnel

In the absence of either QMS representative noted above, the alternate QMS representative assumes the combined roles and responsibilities.

5. Document and Records Control

All documents and records required by this Quality Management System to demonstrate compliance with Kingsville Environmental Services' QMS Policy are maintained in accordance with Kingsville Environmental Services procedures in the **Procedure 5:01 in Appendix A**.

All documents and records required by this Quality Management System are:

- i. Kept current, legible and readily identifiable
- ii. Retrievable
- iii. Appropriately stored, protected, retained and disposed of

6. Drinking Water System

6.1 General

The Kingsville Environmental Services supplies water to residents, institutions and businesses in the municipality. The population served is approximately 21,800.

6.2 System Overview

The Kingsville Water Distribution System (WDS) is a stand-alone water distribution system which is a single operational system.

The Kingsville WDS is connected to several other water systems. It receives all of its water from a water treatment plant (WTP) located in the municipality and owned by the Union Water Supply System (UWSS). There are connections to the following municipal water distribution systems in addition to, various private water systems:

- Municipality of Leamington Union Water Distribution System
- Town of Essex Union Water Distribution System
- Town of Essex Harrow-Colchester South Water Distribution System
- Town of Lakeshore Union Water Distribution System

6.3 Water Source

The Kingsville WDS obtains all of its drinking water from the UWSS.

The UWSS is:

- 1) owned by four municipalities being Essex, Kingsville, Lakeshore and Leamington
- 2) managed by a Joint Board of Management
- 3) operated by the Ontario Clean Water Agency.

The raw water is obtained from Lake Erie and is treated by a conventional surface-water treatment plant.

6.4 Critical Control Processes

- 6.4.1 Upstream The UWSS controls the treatment of the raw water and the secondary disinfection of the treated water. It is responsible for operating the treatment plant to ensure that safe drinking water is produced. The UWSS monitors and controls the combined chlorine residual leaving the WTP to ensure that it is high enough to result in a proper residual in the most remote part of the distribution system. The UWSS controls the pressure in the system by the operation of the WTP pumps and the water towers. The UWSS monitors and controls the water level in the Leamington Water Tower and the Kingsville Water Tower to ensure a proper pressure in the Kingsville WDS.
- 6.4.2 Downstream The Kingsville WDS operates a backflow prevention program through its Building Department to ensure that backflow preventors are installed, maintained and operated at all business premises connected to the water distribution system where a threat from backflow exists.

6.5 Connections to Other Systems

There are four (4) interconnections between the Kingsville WDS and other municipal water systems. The Kingsville WDS is connected to the UWSS at a number of points. The Kingsville WDS receives water from the UWSS at these points:

1. The Kingsville WDS is connected to the Leamington (Union) WDS at a number of points. With one exception these connection points are at valves which are normally closed. The valves are routinely maintained however will only remain open in an emergency.
2. The Kingsville WDS is connected to the Essex (Union) WDS. The connection points are at valves which are closed. The valves are routinely maintained however will only remain open in an emergency.
3. The Kingsville WDS is connected to the Town of Essex Harrow-Colchester South WDS. The two connection points are at valves which are closed. The valves are routinely maintained however will only remain open in an emergency.
4. The Kingsville WDS supplies water to the Lakeshore (Union) WDS. The valves are routinely maintained and remain open.

Current interconnections are shown on the system map located in the geographic information system.

6.6 Water Distribution System Components

The Kingsville WDS is comprised of approximately 365 kilometers of watermain from 100mm (4inch) to 300mm (12inch) in diameter. There are approximately 1100 fire hydrants in the system. There are approximately 7250 residential service and commercial service connections.

6.7 Related Documents

Water System Distribution Map – located in Environmental Shop

6.8 Operational Challenges

Currently, there are no significant operational challenges in the daily maintenance of the system.

Future challenges that are being reviewed consist of the following:

- the large demand for water by the growing greenhouse industry
- pressures throughout the system are adequate for drinking water however are insufficient for fire protection
- dead end waterlines where residential consumption exists have automatic flushers and are considered for annual looping initiatives.

Subject System Description Form			
Municipal Residential Drinking-Water System			
Owner of Municipal Residential Drinking-Water System: ¹		The Corporation of the Town of Kingsville	
Name of Municipal Residential Drinking-Water System: ²		Kingsville Water Distribution System	
Subject Systems			
	Name of Operational Subsystems (if applicable) ³	Name of Operating Authority ⁵	DWS Number(s) ⁶
<input type="checkbox"/> Check here if the Municipal Residential Drinking-Water System is operated by one operating authority. Enter the name of the operating authority in adjacent column ⁴		Kingsville Environmental Services	220003403
Operational Subsystem 1:			
Operational Subsystem 2:			
Operational Subsystem 3:			
Operational Subsystem 4:			
Add attachments if there are additional 'Operational Subsystems'			
Contact Information ⁷			
Name	Title	Phone No(s).	Email Address
Andrew Plancke	Director of Municipal Services	519-733-2305 ext 304	aplancke@kingsville.ca
Tim Del Greco	Manager of Municipal Services	519-733-2305 ext 230	tdelgreco@kingsville.ca
Shaun Martinho	Manager of Public Works	519-733-2305 ext 226	smartinho@kingsville.ca

7. Risk Assessment

Refer to **Appendix A, Procedure 7/8:01** Risk Assessment and Risk Assessment Outcomes.

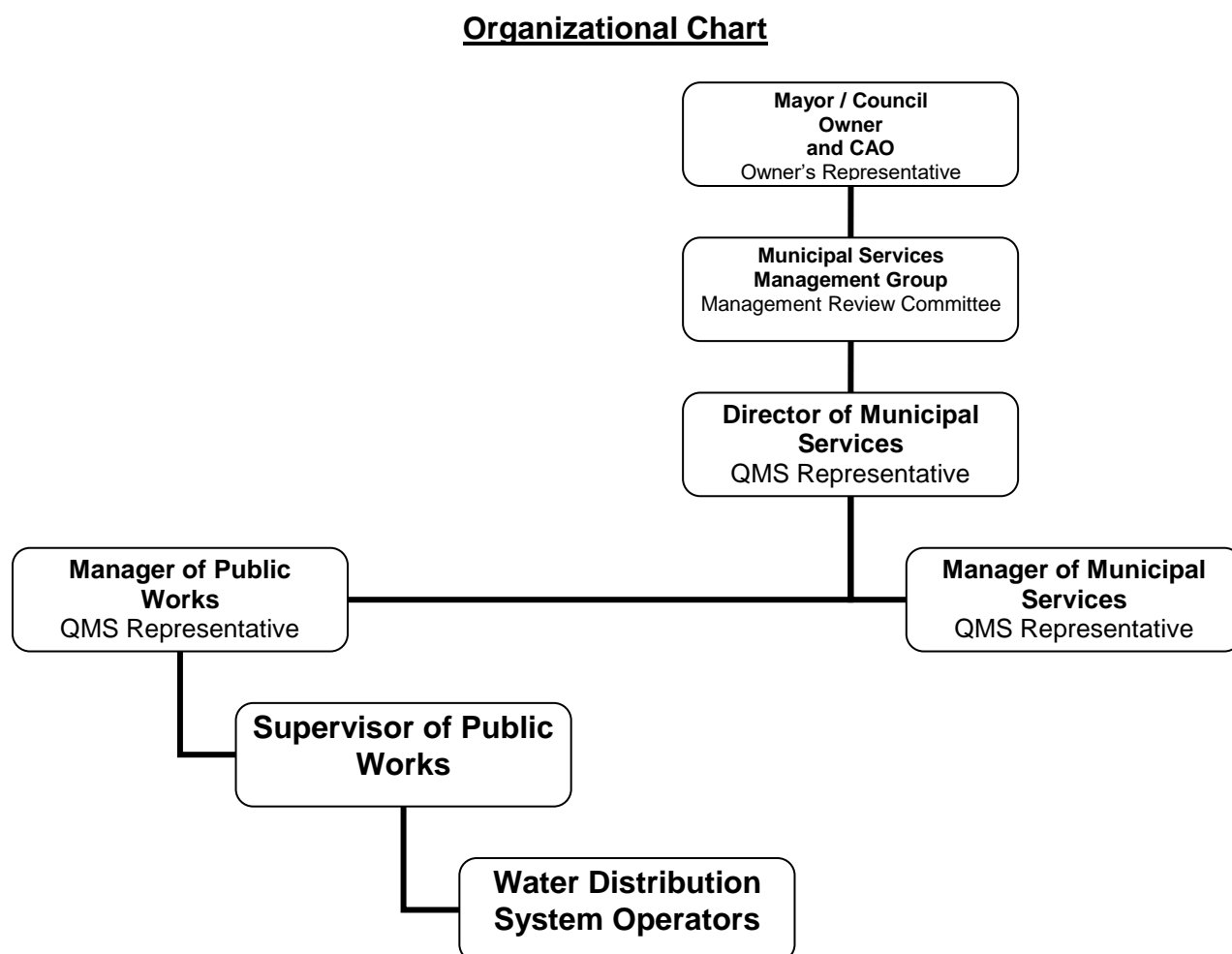
8. Risk Assessment Outcomes

Refer to **Appendix A, Procedure 7/8:01**, for summary tables of Risk Assessment Outcomes.

9. Organizational Structure, Roles, Responsibilities, and Authorities

The Director of Municipal Services (QMS Representative) will keep the organizational structure, roles, responsibilities, and authorities current and will communicate this information to the Operating Authority's personnel and the Owner. The Director of Municipal Services (QMS Representative) is the Top Management for Kingsville Environmental Services. The Owner of this system is The Corporation of the Town of Kingsville.

The following flow chart represents the Organizational Structure for The Corporation of the Town of Kingsville.



The following table lists the Position Titles, the responsibilities of each position, and their respective authorities.

Roles, Responsibilities, and Authorities Table

TITLE	RESPONSIBILITIES	AUTHORITIES
<i>Mayor, Council and CAO, through the Director of Municipal Services</i>	<ul style="list-style-type: none"> ▪ Complete oversight of the entire distribution system and the QMS ▪ Ultimate responsibility for the provision of safe drinking water ▪ Ensure compliance with applicable legislation and regulations 	<ul style="list-style-type: none"> ▪ Financial & administrative authority related to the distribution of safe drinking water
<i>Director of Municipal Services</i>	<ul style="list-style-type: none"> ▪ Complete oversight and operation of the entire distribution system ▪ Responsibilities of QMS representative as outlined in Element 4 ▪ Provide and/or obtain resources for the QMS and necessary infrastructure and resources to operate and maintain the drinking water system safely and efficiently ▪ Ensure the system is operated in accordance with applicable legislation and regulations ▪ Responsible for leading Management Review ▪ Communication with Mayor & Council about the QMS and the water distribution system ▪ Communication/liaison with the Manager of Municipal Services and the Manager of Public Works ▪ Reviews Risk Assessment annually ▪ Keeps Roles and Responsibilities Table current ▪ Determines schedule for internal audit and management review and develops action plans from audit ▪ Recommendation of system improvements ▪ Develop procedures and processes for assuring water quality ▪ Emergency response planning & training ▪ Overall responsible Operator for both water distribution and wastewater collection ▪ Ensures that all municipal studies are kept up to date ▪ Other duties as assigned 	<ul style="list-style-type: none"> ▪ Financial, administrative and technical authority related to the distribution of safe drinking water ▪ Make changes to the QMS ▪ Respond to public inquiries and complaints ▪ Is top management for Kingsville Environmental Services

The Corporation of the Town of Kingsville

TITLE	RESPONSIBILITIES	AUTHORITIES
<i>Manager of Municipal Services</i>	<ul style="list-style-type: none"> ▪ Provide project management coordination and contract management of all municipal work projects using municipal computer software ▪ Attend construction meeting when necessary ▪ Provide coordination of all capital projects by controlling project work scheduling, financing and effectively communicating project data ▪ Ensures requirements are met for storage, protection, retrieval, retention and disposition of documents ▪ Review Risk Assessment with the Director on an annual basis ▪ Coordination and participation in the QMS Management Review ▪ Control of Operational Plan and Procedures Revisions Electronic Master File ▪ Other duties as assigned 	<ul style="list-style-type: none"> ▪ Attend Council meetings as required ▪ Make changes to the QMS ▪ Recommends rehabilitation & renewal activities for annual budget ▪ Project Management
<i>Manager of Public Works</i>	<ul style="list-style-type: none"> ▪ Preparation of budget and planning materials ▪ Works with supervisor on annual assessments of operator personnel performance ▪ Back-up Overall Responsible Operator for both water distribution and wastewater collection ▪ Administers and records all requests for vacation, time off, training schedules and work schedules of personnel in the Municipal Services Department ▪ Develop and implement maintenance programs and ensure compliance with the SDWA and DWQMS 	<ul style="list-style-type: none"> ▪ Financial, administrative and technical authority related to the distribution of safe drinking water ▪ Staffing within the guidelines of the municipality and its collective agreement ▪ Oversee adverse water quality incidents and responses ▪ Activity/program scheduling within Kingsville Environmental Services ▪ Identify and oversee staff training ▪ Attend council meetings as required ▪ Respond to public inquiries and complaints ▪ Alternate contact in the absence of the Director of Municipal Services for Environmental Services
<i>Supervisor of Public Works</i>	<ul style="list-style-type: none"> ▪ Schedule and oversee the day-to-day activities relating to the water distribution system ▪ Supervision and completion of all work orders received, dispatch to appropriate departments, provide follow-up (as required) and provide on-site supervision of municipal employees until work order has been completed ▪ Other duties as assigned 	<ul style="list-style-type: none"> ▪ Direct operators in day-to-day operation and maintenance of the water distribution system ▪ Orders day-to-day supplies and equipment as needed ▪ Ensure that all work is performed in compliance with the OHSA
<i>Water Distribution Operators</i>	<ul style="list-style-type: none"> ▪ Regular maintenance of the water distribution system ▪ Report any incidents of non-compliance ▪ Respond to repair directed from Director/Manager/Supervisor 	<ul style="list-style-type: none"> ▪ Maintenance of the water distribution system ▪ Respond to public complaints as relayed from the Director or Supervisor
<i>Municipal Services Management Group</i>	<ul style="list-style-type: none"> ▪ Management Review Committee 	

10. Competencies

The following table illustrates the competencies required by personnel whose duties directly affect drinking water quality.

COMPETENCY REQUIREMENTS TABLE

Role	Required Competencies
<i>Director of Municipal Services</i>	See Job Description Appropriate Certification Required
<i>Manager of Municipal Services</i>	See Job Description Appropriate Certification Required
<i>Manager of Public Works</i>	See Job Description Appropriate Certification Required
<i>Supervisor of Public Works</i>	See Job Description Appropriate Certification Required
<i>Water Distribution Operators</i>	See Job Description Appropriate Certification Required

The competency requirements listed in the Competency Requirements Table are addressed by various means including:

- All employees listed have provided evidence of certification and other “required” competencies. All MOE required certificates or copies thereof are posted at the Kingsville Environmental Services Building Shop.
- Changes to the Distribution System and/or to the QMS are communicated, as needed, to all Kingsville Environmental Services Department staff by the Director of Municipal Services.
- Kingsville Environmental Services staff is to be provided training opportunities throughout the year. Training will be scheduled as requested and as required to meet mandated licensing and certification requirements.
- All records of training are maintained at the Kingsville Environmental Services Department office as proof that the required training has been successfully completed. The Director of Municipal Services is responsible for monitoring the completion of all identified training.
- Annual performance reviews are completed to evaluate individual competencies and make recommendations for improvements and goals for professional development.

11. Personnel Coverage

Refer to **Appendix A, Procedure 11:01**, for Personnel Coverage

12. Communications

Refer to **Appendix A, Procedure 12:01** Communications.

13. Essential Supplies and Services

Refer to **Appendix A, Procedure 13:01** Essential Supplies and Services.

14. Review and Provision of Infrastructure

Refer to **Appendix A, Procedure 14:01** Review and Provision of Infrastructure.

15. Infrastructure Maintenance and Rehabilitation

This Element summarizes the maintenance, rehabilitation and renewal programs that are in place for the infrastructure of the Kingsville WDS.

15.1 Planned Infrastructure Maintenance

The Public Works Manager for Kingsville in consultation with distribution staff recommends and plans maintenance activities for the annual budget.

The Director of Municipal Services of Kingsville in consultation with the Public Works Manager authorizes planned maintenance activities.

Planned maintenance is documented through time sheets, maintenance records & work orders.

Planned maintenance is communicated through routine meetings with staff.

Equipment Operation and Maintenance (O&M) manuals are accessible to staff at the locations specified in QMS Procedure 5:01 Document and Records Control.

15.2 Unplanned Infrastructure Maintenance

The Public Works Manager for Kingsville in consultation with staff authorizes unplanned maintenance.

Unplanned maintenance is responded to on an as needed or emergency basis.

Unplanned maintenance is documented through the appropriate work orders and maintenance records.

Unplanned maintenance is reviewed annually for trends. This is achieved through a review of Kingsville WDS annual statistics.

15.3 Infrastructure Rehabilitation and Renewal

The Director of Municipal Services for Kingsville in consultation with distribution staff recommends rehabilitation and renewal activities for the annual budget.

The Director of Municipal Services for Kingsville plans rehabilitation and renewal activities based on the approved annual capital budget.

The Director of Municipal Services for Kingsville WDS in consultation with the management review team authorizes any planned rehabilitation and renewal activities.

Planning with other departments, projected growths, and the results of unplanned maintenance trends, are considered when planning rehabilitation activities.

The infrastructure needs and approved plans are communicated through management and staff meetings.

16. Sampling, Testing, and Monitoring

Refer to **Appendix A, Procedure 16:01** Sampling, Testing, and Monitoring.

17. Measurement and Recording Equipment Calibration & Maintenance

Refer to **Appendix A, Procedure 17:01** Measurement and Recording Equipment Calibration & Maintenance.

18. Emergency Management

Refer to **Appendix A, Procedure 18:01** Emergency Management.

19. Internal Audits

Refer to **Appendix A, Procedure 19:01** Internal Audits.

20. Management Review

Refer to **Appendix K, Procedure 20:01** Management Review.

21. Continual Improvement

Kingsville Environmental Services will strive to continually improve the effectiveness of its Drinking Water Quality Management System through the use of corrective actions from annual audits, staff suggestions, and management reviews.




Appendix A

Appendix A

Index

Procedure 5:01	Documents and Records Control
Procedure 7/8:01	Risk Assessment & Risk Assessment Outcomes
Procedure 11:01	Personnel Coverage
Procedure 12:01	Communications
Procedure 13:01	Essential Supplies and Services
Procedure 14:01	Review and Provision of Infrastructure
Procedure 16:01	Sampling, Testing, and Monitoring
Procedure 17:01	Measurement and Recording Equipment Calibration & Maintenance
Procedure 18:01	Emergency Management
Procedure 19:01	Internal Audits
Procedure 20:01	Management Review

	Kingsville Environmental Services Procedure 5:01 Documents and Records Control	Element: # 5:01 Issued: 26-Jan-09 Rev.#: 3 Pages: 1 of 5
Reviewed by: Corrine Gabriele Manager of Municipal Services	Approved by: Andrew Plancke Director of Municipal Services	

1.0 Purpose

The purpose of this procedure is to describe the methods for identification, storage, protection, retrieval, review, updating, retention time and disposition of Documents and Records.

2.0 Scope

This procedure is applicable to Kingsville Environmental Services employees who manage or perform work related to the Kingsville Water Distribution System operations. This procedure covers all QMS Documents and Records identified in Table 1.

3.0 Responsibilities

3.1. All employees of Kingsville Environmental Services are:

- Responsible for complying with this procedure
- Responsible for requesting changes to existing QMS Documents

3.2. QMS Representative(s) is(are):

- Responsible for activities related to maintaining control of and updating documents
- Responsible for ensuring that the requirements of this procedure are met for storage, protection, retrieval, retention time and disposition of documents and records
- To ensure independent review, the QMS representative reviewing a document will be a separate individual than the QMS representative approving that document.
- To ensure updated documents are current and employees are informed of all revisions.

4.0 Definitions

Document – includes a written page, sound recording, video tape, film, photograph, chart, graph, map, plan, survey, book of account and any other information recorded or stored by means of any device

Record – a document stating results achieved or providing proof of activities performed

QMS Document – any document required by the QMS as identified in this procedure

QMS Record – any record required by the QMS as identified in this procedure

Controlled – the method of tracking changes, revisions and implementation of the document

Retention Period – length of time that a document or record must be kept; see Table 2

5.0 Procedure

5.1 Documents and Records

- Documents are either internal QMS documents or external QMS documents.
- Documents and Records required by the QMS are listed in Table 1.

5.2 Currency & Legibility

- QMS records are filed at the Kingsville municipal office, Environmental Services Department.
- QMS records are stored in such a manner as to prevent deterioration.
- QMS records in retention are filed in the vault at the Kingsville municipal office
- Records older than the age noted in Table 2 are archived, on Laserfiche.
- Documents are edited in a timely manner, as changes occur, by the QMS representative responsible.
- Manager of Municipal Services controls the master electronic copy documents and modifications to them.
- Director of Municipal Services reviews and approves any and all updates to the QMS documents prior to distribution and use.
- Manager of Municipal Services distributes hard copies of documents as updated for staff reference and review.
- All QMS documents are reviewed by the QMS representative on an annual basis, to ensure that the information is still correct and current.
- All manual documents and records shall be clearly visible and legible. Pencil or any other erasable marker shall not be used to record information or data.

5.3 Identification

- External Documents are identified by date stamping upon receipt and filing the document. Table 1 is then updated to reflect the addition of the new document.
- Internal Documents and Records are prepared in a consistent format, similar to this procedure in format, and are all numbered and dated to assist in managing, locating and retrieving them.

5.4 Storage & Retrieval

- The QMS Document and Record Control Centre is the office of Kingsville Environmental Services Department, and control is the responsibility of the assigned QMS Representative(s)
- Originals of all active paper records are stored in the Town of Kingsville, Environmental Services Department
- Copies of the Operational Plan and Procedures are maintained in the Town of Kingsville Environmental Services Department and Environmental Shop by the designated QMS representative

- Originals of all electronic records are stored in The Town of Kingsville's main server.
- All internal QMS documents are electronically controlled, with only the designated QMS representatives having electronic permission to modify them.
- Archived documents and records are stored in The Town of Kingsville, municipal office vault.

5.5 Protection

- Active paper documents and records are stored in file cabinets, and are thus protected from damage, deterioration and loss.
- Master Operational Plan and Procedures is a controlled electronic document maintained by a designated QMS representative.
- Electronic records are stored in a "read-only" manner on a file server remote from Kingsville Environmental Services Department Offices, and are backed up on a daily basis.
- Archived documents and records are stored on Town of Kingsville's Laserfiche program.

5.6 Retention

- Records will be maintained for the length of time indicated in Table 2 below

5.7 Disposal

- Disposal of obsolete documents and records is the responsibility of the assigned QMS Representative
- Records older than the age noted in Table 2 are archived or destroyed as per the Town's Record Retention Policy.

6.0 Related Documents & Records

A list of associated forms, procedures, work instructions, documents, and other records, is attached to this Procedure as Table 1.

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
28-Mar-11	1	Updates following Internal Audit
4-Apr-11	2	Updates following CGSB Systems Audit Report – 2010
2-Dec-13	3	Updates following SAI Global Audit 2013

8.0 Review History

Date	Reason for Revision
3-Jun-14	12 month review
2-Dec-13	36 month reassessment


Table 1: Designated location for documents and records required by the Operating Authority's QMS

Type of Document	Designated Document Control Location (HC = Hardcopy)	Document Review Cycle
Internal QMS Documents		
Standard Operating Procedures – related to QMS	Town of Kingsville –Environmental Services Department	Annually
Emergency/Essential Supplies and Services List	Town of Kingsville –Environmental Services Department	Annually
Master Operational Plan and Procedures	Electronically – Protected File	Annually
Operational Plan and Procedures	Town of Kingsville Environmental Services Department and Environmental Shop	Annually
Annual Operational Budget and Capital Budget	Town of Kingsville – Director of Municipal Services Office	Annually
System Map	Electronically – GIS layers	Annually
External QMS Documents – External to Kingsville Environmental Services		
Applicable Acts and Regulations	Electronically	On going
Maintenance manuals, equipment manuals	Town of Kingsville –Environmental Services Department	On going
AWWA and other Standards	Town of Kingsville –Municipal Services Department	On going
Municipal By-Laws	Electronically	On going
Collective Agreement	Town of Kingsville –Municipal Services Department and Environmental Services Building (HC)	Upon Execution of Agreement
Town of Kingsville – Policy Manual	Town of Kingsville –Municipal Services Department and Environmental Services Building (HC)	On going
Town of Kingsville Emergency Response Plan	Town of Kingsville –Municipal Services Department and Environmental Services Building (HC)	On going
QMS Records		
Completed Work Orders/City Works	Town of Kingsville Municipal Services Department	Daily
Completed Chlorine Residuals	Town of Kingsville – Municipal Services Department	Daily
Completed Hydrant Inspection Forms	Town of Kingsville – Municipal Services Department	Daily
Communications related to QMS, Internal and external	Electronically	Daily
Calibrations Certificates	Town of Kingsville – Municipal Services Department	Annually
Completed Management Review Documents	Town of Kingsville – Municipal Services Department	Annually
Annual Operational Budget and Capital Budget	Electronically	Annually
Training records	Electronically	Daily
Flushing Log	Town of Kingsville – Environmental Services Department	Daily
External/Internal Audit Reports,	Town of Kingsville – Municipal Services Department	Annually

Type of Document	Designated Document Control Location (HC = Hardcopy)	Document Review Cycle
Action Plans and Checklists		
Vacation Schedule	Town of Kingsville – Municipal Services Department	Annually
Daily Time Sheets	Town of Kingsville – Municipal Services Department	Annually
Monthly Overtime Summary	Town of Kingsville – Municipal Services Department and Environmental Services Building (HC)	Biweekly
QMS Forms		
Hydrant Inspection Form	Town of Kingsville – Environmental Services Building	Annually
Meter Change Out / Repair Sheets	Town of Kingsville – Environmental Services Building	Annually
Vacation Request Form	Town of Kingsville – Environmental Services Building	Annually
Daily Time Sheet	Town of Kingsville – Environmental Services Building	Annually

Table 2: Record Retention

RECORD	RETENTION TIME / LOCATION	LEGISLATION
Completed Work Orders/City Works	7 years / Vault	By-Law 93-2003
Completed Chlorine Residuals	7 years / Vault	By-Law 93-2003
Completed Hydrant Inspection Documents	7 years / Vault	By-Law 93-2003
Communications related to QMS, Internal and External	7 years / Vault	By-Law 93-2003
Calibrations Certificates	7 years / Vault	By-Law 93-2003
Completed Management Review Documents	7 years / Vault	By-Law 93-2003
Annual Operational Budget and Capital Budget	7 years / Vault	By-Law 93-2003
Training Records	7 years / Vault	By-Law 93-2003
Flushing Log	7 years / Vault	By-Law 93-2003
External/Internal Audit Reports, Action Plans and Checklists	7 years / Vault	By-Law 93-2003
Vacation Schedule	7 years / Vault	By-Law 93-2003
Completed Daily Time Sheets	7 years / Vault	By-Law 93-2003
Monthly Overtime Summaries	7 years / Vault	By-Law 93-2003

	Kingsville Environmental Services Procedure 7/8:01 Risk Assessment & Outcomes	Element: # 7/8:01 Issued: 26-Jan-09 Rev.#: 2 Pages: 1 of 6
Reviewed by: Corrine Gabriele Manager of Municipal Services	Approved by: Andrew Plancke Director of Municipal Services	

1.0 Purpose

To define the process for conducting a drinking water risk assessment and for documenting and reviewing the results.

2.0 Scope

Applies to the Kingsville Environmental Services drinking water system and is limited to the assessment of potential drinking water health hazards. The approach to addressing other potential hazards is set out in QMS Procedure #18:01 Emergency Management.

3.0 Responsibilities

- All employees of Kingsville WDS
- QMS Representative(s)

4.0 Definitions

Critical Control Point (CCP) – an essential step or point in the subject system at which control can be applied by the operating authority to prevent or eliminate a drinking-water health hazard or to reduce it to an acceptable level

Hazardous Event – an incident or situation that can lead to the presence of a hazard

Hazard – a source of danger or a property that may cause drinking water to be unsafe for human consumption; may be biological, chemical, physical or radiological in nature

Control Measure - includes any processes, physical steps or other contingencies that have been put in place to prevent or reduce a hazard before it occurs

Likelihood – the probability of a hazard or hazardous event occurring

Consequence – the potential impact to public health and/or operation of the drinking water system if a hazard/hazardous event is not controlled

Threshold Number – numerical value assigned by the assessment team to a high risk event. Events ranked at or above this limit require further investigation to determine whether they are critical control points.

5.0 Procedure

- 5.1 The QMS Representative(s) will conduct the risk assessment.
- 5.2 Using the system's map, identify hazardous events and associated hazards (possible outcomes) that could impact the system's ability to deliver safe drinking water in Table 1 for each activity/process step.
- 5.3 For each of the hazardous events, specify control measures currently in place at the facility that eliminate the hazard or prevent it from becoming a threat to public health.

Note: Some hazards/hazardous events may have step-by-step emergency plans associated with them. These emergency plans are further described in QMS Procedure #18:01 Emergency Management.

- 5.4 Taking into consideration existing control measures (including the reliability and redundancy of equipment), assign each hazardous event a value for the likelihood and a value for the consequence of that event occurring based on the following criteria:

Value	Likelihood of Hazardous Event Occurring
1	Little or no potential (rare, low risk, has not occurred) – more than every 25 years
2	Rare (infrequent, not likely, rare) - 5 to 25 years
3	Infrequent (moderate likely, occasional, possible) – 1 to 5 years
4	Frequent (often, highly likely, routinely, occasional) - monthly to a year
5	Routine (immediate, extremely likely, frequent) – daily to weekly

Value	Consequence of Hazardous Event Occurring
1	Insignificant – Little or no disruption to normal operations, no impact on public health
2	Minor – Significant modification to normal operations but manageable, no impact on public health
3	Moderate – Potentially reportable, corrective action required, potential public health impact, disruption to operations is manageable
4	Major – Reportable, system significantly compromised and abnormal operations if at all, high level of monitoring and corrective action required, threat to public health
5	Catastrophic – Complete failure of system, water unsuitable for consumption

Add the likelihood and consequence values to determine the risk value (ranking) of each hazardous event and record all values in Table 1. Hazardous events with a ranking of 9 or greater are considered high risk.

- 5.5 Review the hazardous events and rankings documented in Table 1 and identify your Critical Control Points. Critical Control Points must meet all the following criteria:
- ✓ The hazardous event has a ranking of 9 or greater
 - ✓ The hazardous event can be prevented, eliminated or reduced
 - ✓ The hazardous event can be monitored
 - ✓ Control limits can be assigned to a hazardous event, and
 - ✓ Control of a hazardous event is essential to ensure the safety of the drinking-water.
- 5.6 List identified CCPs in Table 2. Document critical control limits (e.g. chlorine residuals) for each CCP. List the procedures that are developed to:
- Monitor the critical control limits
 - Respond to, report and record deviations from the critical control limits.
- 5.7 The risk assessment will be verified and updated annually by QMS Representative(s). The updated risk assessment will be reviewed annually as part of the Management Review process.

- 5.8 The QMS Representative(s) will review this Procedure on an annual basis and revise as necessary. This Procedure and revisions will be reviewed annually as part of the Management Review process.

6.0 Related Documents

Standard Operating Procedures – related to QMS
Municipal Emergency Response Plan
System Map
AWWA/Industry Standards
Applicable Municipal Bylaws
Contract Agreement with UWSS

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
4-Apr-11	1	Updates following CGSB Systems Audit Report - 2010
2-Dec-13	2	Updates following SAI Global Audit 2013

8.0 Review History

Date	Reason for Revision
3-Jun-14	12 month review
2-Dec-13	36 month reassessment


	Kingsville Environmental Services Procedure 7/8:01 – Tables 1 & 2 Risk Assessment & Outcomes	Element: # 7/8:01 Issued: 26-Jan-09 Rev.#: 1 Pages: 4 of 6
Reviewed by: Corrine Gabriele Manager of Municipal Services	Approved by: Andrew Plancke Director of Municipal Services	

Table 1: Risk Assessment Table

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Reservoirs, standpipes	Chemical/Biological contamination at tower/reservoir (vandalism/terrorism)	Potential for unsafe drinking water	Security – locked doors, fencing Under the responsibility of the UWSS	1	5	5	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No
	Structural/mechanical failure at reservoir/standpipe causing low pressure	Potential for unsafe drinking water	Inspections conducted as per regulations, routine checks by operations Under the responsibility of the UWSS	1	2	2	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No Control by UWSS
Distribution	Low Pressure	Potential for unsafe drinking water	Log & monitor through customer complaints to check pressure SOP#5 – Water Service - Low Pressure / Service Leaks	2	4	8	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No
	Pipeline Break	Potential for unsafe drinking water	SOP#10, SOP#11, SOP#12 - Watermain Break Emergency Plan Competent Staff AWWA Standards	4	3	12	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No No Control limits Adequate control measures in place
	Adverse Water Result in Distribution Adverse as defined in O.Reg. 170/03	Potential for unsafe drinking water	Procedure 16:01 for Sampling, Testing and Monitoring (including Adverse Water (AWQI)) SOP#1 and SOP#6 for Flushing	4	3	12	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No No Control limits Adequate control measures in place

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
	Loss of Supply	Low pressure leading to potential contamination	Town of Kingsville Emergency Response Plan SOP#13 Emergency Interconnect	1	5	5	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No
	Loss of Supply	No Potable Water	Town of Kingsville Emergency Response Plan SOP#13 Emergency Interconnect	1	5	5	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No
	Aging Infrastructure	Potential for unsafe drinking water, reduced flows, pipeline breaks	Infrastructure rehabilitation and Renewal (Annual Operational and Capital Budgets)	5	2	10	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No No Control limits Adequate control measures in place
	Failure of back flow preventors	Potential for unsafe drinking water	Back Flow Prevention By Law requiring Annual inspections	3	3	9	<input type="checkbox"/> Yes CCP <input checked="" type="checkbox"/> No Municipality oversees back flow prevention program under Provincial Building Code
	Failure to maintain target secondary disinfection	Potential for unsafe drinking water	SOP#1 and SOP#6 for Flushing Procedure 16:01 for Sampling and Monitoring Refer to UWSS	3	3	9	<input checked="" type="checkbox"/> Yes CCP <input type="checkbox"/> No

Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Initial risk assessment conducted
28-Mar-11	1	Updates following Internal Audit
2-Dec-13	2	Updates following SAI Global Audit 2013

Review History

Date	Reason for Revision
3-Jun-14	12 month review
2-Dec-13	36 month reassessment

Table 2: Identified Critical Control Points (CCPs)


CCP	Critical Control Limits	Monitoring Procedures	Response, Reporting and Recording Procedures
Failure to maintain target secondary disinfection	Union Water (chloraminated) Trigger total Chlorine Residual 0.5 mg/L Target total Chlorine Residual 1.0 mg/L	Sampling & monitoring by UWSS & Municipal Operating Authority	SOP# 4 - Sampling and Monitoring SOP# 6 - Flushing

Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Initial risk assessment conducted
28-Mar-11	1	Updates following Internal Audit

Review History

Date	Reason for Revision
3-Jun-14	12 month review
2-Dec-13	36 month reassessment

	Kingsville Environmental Services Procedure 11:01 Personnel Coverage	Element: # 11:01 Issued: 26-Jan-09 Rev.#: 1 Pages: 1 of 1
Reviewed by: Corrine Gabriele Manager of Municipal Services	Approved by: Andrew Plancke Director of Municipal Services	

1.0 Purpose

To describe the procedure for ensuring that sufficient and competent personnel are available for duties that directly affect drinking water quality.

2.0 Scope

Applies to operations personnel at Kingsville Environmental Services Department.

3.0 Responsibility

- All employees of Kingsville Environmental Services Department
- QMS Representative(s)

4.0 Definitions

Competence – The combination of observable and measurable knowledge, skills, and abilities which are required for a person to carry out assigned responsibilities.

Facility Log Book – The combination of all individual operator's log books constitutes the facility log book.

5.0 Procedure

- 5.1 The Director of Municipal Services ensures that personnel meeting the competencies identified in the Competency Requirements Table are available for duties that directly affect drinking water quality.
- 5.2 Kingsville Environmental Services is staffed by personnel Monday to Friday, 7:30 a.m. - 4:00 p.m.
- 5.3 The Director of Municipal Services is the primary Overall Responsible Operator (ORO). The Public Works Manager is the designated Operator-in-Charge (OIC) and the alternate ORO in the absence of the Director.
The designated ORO is recorded in the facility logbook.
- 5.4 The Director of Municipal Services (or designate) assigns an on-call operator based on the Overtime (OT) schedule during the time that the facility is un-staffed (i.e., evenings, weekends and Statutory Holidays).
- 5.5 In the event of a work stoppage, the Director of Municipal Services and the Public Works Manager will perform day-to-day operations and maintenance.

6.0 Related Documents


Facility Logbook
Overtime Schedule
Vacation Schedule
Collective Agreement

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
2-Dec-13	1	Updates following SAI Global Audit 2013

8.0 Review History

Date	Reason for Revision
3-Jun-14	12 month review
2-Dec-13	36 month reassessment

	Kingsville Environmental Services Procedure 12:01 Communications	Element: #12:01 Issued: 26-Jan-09 Rev.#: 5 Pages: 1 of 1
Reviewed by: Corrine Gabriele Manager of Municipal Services	Approved by: Andrew Plancke Director of Municipal Services	

1.0 Purpose

To describe the Kingsville Environmental Services procedure for QMS-related communications between top management and the Owner, Operating Authority personnel, Suppliers and the public.

2.0 Scope

Applies to the internal and external communications regarding the Quality Management System (QMS) implemented at Kingsville Environmental Services

3.0 Responsibility

- QMS Representative(s)
- Operators

4.0 Definitions

Public – includes subject system consumers and stakeholders

5.0 Procedure

- 5.1 The status of the QMS and its effectiveness shall be communicated to the owner during scheduled owner meetings and with results from the Management review.
- 5.2 The operational plan and procedures will be made available to all employees.
 - Director of Municipal Services will communicate the QMS to all employees as part of the implementation process.
 - New hires will receive QMS awareness training during orientation.
- 5.3 Daily communications occur with operators using the Cityworks Service Request system of tracking and recording information. Hard copies of the Service Requests are distributed to the operators and the operators provide feedback written on the documents, which is entered electronically into the master Cityworks system.
- 5.4 Communications to the operators regarding the QMS will be posted on the QMS Bulletin Board.
- 5.5 Communications with Union Water System Operators and staff will be as required through email and telephone contact and are documented accordingly.
- 5.6 Where appropriate, information regarding the QMS, operation and maintenance of the drinking water system will be communicated by means of
 - Facsimile, mail or email submissions to regulatory agencies
 - Facsimile, mail or email submissions to vendors and service providers included in the Essential Supplies & Services Contact List
 - Media releases, website posting and/or water/tax bill inserts
 - Providing access to the current Kingsville Water Specifications on the Town website
 - Updated tender and/or contract packages
- 5.7 The QMS policy will be posted on the Owner's website and available upon request.

6.0 Related Documents


Management Review Documents

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
28-Mar-11	1	Updates following Internal Audit
28-Apr-11	2	Updates following CGSB Systems Audit Report – 2010
30-Sep-11	3	Updates following CAR Review
27-Feb-12	4	Updates following CAR Review
2-Dec-13	5	Updates following SAI Global Audit 2013

8.0 Review History

Date	Reason for Revision
3-Jun-14	12 month review
2-Dec-13	36 month reassessment

	Kingsville Environmental Services Procedure 13:01 Essential Supplies & Services	Element: # 13:01 Issued: 26-Jan-09 Rev.#: 4 Pages: 1 of 4
Reviewed by: Shaun Martinho Manager of Public Works	Approved by: Andrew Plancke Director of Municipal Services	

1.0 Purpose

To describe the Kingsville Environmental Services procedure for procurement and for ensuring the quality of essential supplies and services.

This procedure identifies the supplies and services deemed essential to the delivery of safe drinking water and how to ensure the quality of essential supplies and services that can affect water quality.

2.0 Scope

Applies to essential supplies and services pertaining to Kingsville Environmental Services, as identified in this procedure.

3.0 Responsibilities

- QMS Representative(s)
- Operators

4.0 Definitions

Essential Supplies and Services – are goods and people coming in from outside of the drinking-water system that are essential for the quality and safety of drinking water.

Supplier – an organization or person that provides an essential supply product or service.

5.0 Procedure

- 5.1 Emergency/Essential Supplies & Services Contact List for Kingsville Environmental Services are listed **Table 1 – following this procedure**. The list is reviewed at least annually during the Internal Audit/Management Review and is updated as required by the Director of Municipal Services, or delegated QMS Representative.

- 5.2 Availability

An approved list of suppliers and contractors is maintained throughout the year. All suppliers and contractors must adhere to municipal policies and procedures.

Products and Services are obtained in accordance with the municipality's procurement policy manual for contractors, equipment, supplies, and services.

Previous history and reliability of particular contractors and suppliers is used to ensure reliability of service. Selected Contractors have demonstrated commitment to the Town to be available for and to perform emergency services.

5.3 Quality requirements – Supplies

All process components/equipment provided by the supplier must meet applicable regulatory requirements and industry standards for use in the drinking water system prior to their installation.

Historical data regarding quality of supplies is also used to select suppliers and provide confidence in the reliability of product.

5.4 Quality Requirements - Services.

All third party drinking water services are provided by accredited and licensed laboratories. Sampling is performed by certified operators.

All equipment utilized by Kingsville Environmental Services staff shall be maintained and calibrated as specified in the Manufacturers Specifications or provincial regulations. Only qualified personnel shall provide calibration services.

Certified operators supervise contracted services.

5.5 Communications

The supplies and services requirements will be communicated to all relevant personnel in Kingsville Environmental Services.

Purchasing policies and requirements will be communicated to suppliers and service providers.

6.0 Related Documents

Town of Kingsville Procurement Policy – Tab 2 pages 120-131

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
28-Apr-11	1	Updates following CGSB Systems Audit Report – 2010
30-Sep-11	2	Update following CAR Review
2-Dec-13	3	Updates following SAI Global Audit 2013
3-Mar-19	4	Updates to Table 1


8.0 Review History

Date	Reason for Revision
3-Jun-14	12 month review
2-Dec-13	36 month reassessment

Table 1:
Emergency/Essential Supplies Contact List for Kingsville
Environmental Services

SERVICES	SERVICE PROVIDER CONTACT INFO	
	PRIMARY	SECONDARY
Construction/ Excavation	Pro-Bid Contracting Inc Ruthven On, Office – 519 324-9166 Manuel Santos Cell 519-791-1399	Dimenna Excavating Contractors Ruthven ON, N0P 2G0 Office 519-322-4605 Dino Dimenna Cell 519-776-5109
Trucking	Pro-Bid Contracting Inc Ruthven On, Office – 519 324-9166 Manuel Santos Cell 519-791-1399	Dimenna Excavating Contractors Ruthven ON, N0P 2G0 Office 519-322-4605 Dino Dimenna Cell 519-796-1359
Construction/ Maintenance Vacuum Excavation/ pipe camera	Hurricane SMS 6930 6th Conc. N, Amherstburg, ON. N9V 2Y9 Shop 519-726-6388 Justin Cell 519-796-9259	Sewer Technologies Inc Windsor Office, ON Office 519-969-1466 Ken Muir Cell 519-990-4808
OCWA – sampling service provider on behalf of Union Water Supply system	OCWA 1615 Union Ave Ruthven Ontario. N0P 2G0 Dale Dillen 519-326-4447	
Lab Testing	Caduceon Environmental Laboratories 5 – 3201 Marentette Ave. Windsor, Ontario N8X 4G3 Tel: 519-966-9541 Fax: 519-966-9567	
Meter Calibration	KTI Limited 33 Isaacson Crescent Aurora, Ontario L4G 0A4 Tel: 905-727-8807 Fax: 905-727-6077	
Police	OPP 41 Division Street Kingsville, Ontario N9Y 1P4 519-733-2345 administrative 1-888-310-1122 Reports 911 for emergencies	OPP 116 County Rd 34 W Cottam, Ontario N0R 1B0
Fire	1720 Division Rd North Kingsville, Ontario 519-733-2314 Chuck Parsons, Fire Chief 911 for emergencies	120 Fox Street Cottam, Ontario
Ambulance	911 for emergencies	
WECHU	1005 Ouellette Ave. Windsor, Ontario N9A 4J8 519-258-8672 Dr. Aziz Ahmed	
MOE	Spills Action Centre 1-800-268-6060	

SUPPLIERS	SUPPLIER CONTACT INFO	
	PRIMARY	SECONDARY
Distribution Components Piping, hydrants, fittings, etc	Underground Specialties 5340 Walker Rd Oldcastle, Ontario N0R 1L0 Shop 519-737-1263 Glen Hudacek	EMCO Waterworks LTD. 2740 Temple Dr Windsor, ON. N8W 5J5 Office 519-944-3626 Dave Taylor
Distribution Components Piping, hydrants, fittings, etc	Evans Utility Supply 338 Neptune Crescent London, ON. N6M 1A1 Office 1-800-268-8309	
OCWA – sampling service provider on behalf of Union Water Supply system	OCWA 1615 Union Ave Ruthven Ontario. N0P 2G0 Gary Dunmore 519-326-4447	
Miscellaneous Suppliers	Fastenal Company 2 Iroquois Rd. Unit # 4 RR#4 Leamington On. Office 519-322-1800	Windsor Factory Supply 213 Talbot St West Leamington, ON. N8H 1N8 Counter 519-326-5767
	TSC Store 235 Talbot Street East Leamington, Ontario N8H 1N8 Counter 519-324-9658	

	<div>Kingsville Environmental Services</div> <div>Procedure 14:01</div> <div>Review and Provision of</div> <div>Infrastructure</div>	<div>Element: # 14:01</div> <div>Issued: 26-Jan-09</div> <div>Rev.#: 0</div> <div>Pages: 1 of 1</div>
<div>Reviewed by: Corrine Gabriele</div> <div>Manager of Municipal Services</div>	<div>Approved by: Andrew Plancke</div> <div>Director of Municipal Services</div>	

1.0 Purpose

To describe Kingsville Environmental Services procedure for reviewing the adequacy of infrastructure necessary to operate and maintain the drinking water distribution system.

2.0 Scope

Applies to review and provision of infrastructure at Kingsville Environmental Services

3.0 Responsibility

- QMS Representative(s)

4.0 Definitions

Infrastructure – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware and software and supporting services, such as transport or communication.

Rehabilitation – the process of repairing or refurbishing an infrastructure element.

Renewal – the process of replacing the infrastructure element with new elements.

5.0 Procedure

- 5.1 On an annual basis, the Director of Municipal Services conducts a review of the drinking water system's infrastructure to assess its adequacy for the operation and maintenance of the system.
- 5.2 A summary of maintenance and capital recommendations (Annual Maintenance Budget) will be submitted to the owner for review and comment. Upon authorization, timelines and responsibilities for implementation of items identified will be documented and scheduled.
- 5.3 The Director of Municipal Services will include the results of the recommendations and proposed timelines at the Management Review.

6.0 Related Documents


Annual Operational Budget and Capital Budget
Management Review Documents
Official Plan

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued

8.0 Review History

Date	Reason for Revision
3-Jun-14	12 month review
2-Dec-13	36 month reassessment

	Kingsville Environmental Services Procedure 16:01 Sampling, Testing & Monitoring	Element: # 16:01 Issued: 26-Jan-09 Rev.#: 0 Pages: 1 of 2
Reviewed by: Corrine Gabriele Manager of Municipal Services	Approved by: Andrew Plancke Director of Municipal Services	

1.0 Purpose

To describe the Kingsville Environmental Services procedure for sampling, testing and monitoring for process control and finished drinking water quality.

2.0 Scope

Applies to sampling, testing and monitoring for the Kingsville's Environmental Service Department.

3.0 Responsibilities

- QMS Representative(s)
- Operators

4.0 Definitions

None

5.0 Procedure

- 5.1 All sampling, monitoring and testing is conducted at a minimum in accordance with SDWA O. Reg. 170/03. Adverse water quality incidents are responded to and reported as per regulations.
- 5.2 Samples are submitted to an accredited and licensed laboratory.
The sampling schedule is maintained by the Union Water Supply System. OCWA performs that service on behalf of Union Water Supply System.
Hardcopy reports are maintained at Union Water Supply Services.
- 5.3 Samples, testing and monitoring results are presented to the Owner by means of Annual and Summary Reports.
- 5.4 In-house sampling and flow monitoring activities are conducted on an as-needed basis by a certified operator and as shown in Table 1.

Table 1 – In-House Sampling and Testing Schedule

Parameter	Location	Frequency
Target chlorine residual (Non regulatory) as per Table 2, CCP, in Procedure 7/8:01	Identified dead ends	As required by Kingsville Environmental Services SOP

The results of these tests are recorded in the Flushing Log Book at the Kingsville Environmental Services Department.

- 5.5 Pressures, and secondary disinfectant residual levels, are continuously monitored by Union Water Supply System.
- 5.6 Additional sampling, for target chlorine residual is conducted in accordance with Table 1 above.
- 5.7 Upstream adverse sample results at the Union Water Treatment Plant are communicated using the OCWA Adverse Sample Results Protocol, on behalf of Union Water Supply System.
- 5.8 Sampling, testing and monitoring results are readily accessible at the Union Water Treatment Plant.

6.0 Related Documents

SOPs
Flush Log (Chlorine Residual)

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued

8.0 Review History

Date	Reason for Revision
3-Jun-14	12 month review
2-Dec-13	36 month reassessment

	<p>Kingsville Environmental Services Procedure 17:01 Measurement & Recording Equipment Calibration & Maintenance</p>	<p>Element: # 17:01 Issued: 26-Jan-09 Rev.#: 0 Pages: 1 of 2</p>
<p>Reviewed by: Corrine Gabriele Manager of Municipal Services</p>		<p>Approved by: Andrew Plancke Director of Municipal Services</p>

1.0 Purpose

To describe the Kingsville Environmental Services procedure for the calibration and maintenance of measurement and recording equipment.

2.0 Scope

Applies to the measurement and recording equipment in the Kingsville Environmental Services Department.

3.0 Responsibility

- QMS Representative(s)
- Operators

4.0 Definitions

None

5.0 Procedure

5.1 All measurement and recording equipment calibration and maintenance activities are performed by appropriately trained and qualified personnel of OCWA on behalf of Union Water Supply System.

5.2 OCWA, on behalf of Union Water System, establishes and maintains a list of all measurement and recording devices and associated calibration schedules.

Calibration and maintenance activities are carried out in accordance with procedures specified in the manufacturer's manual and frequency is documented in Table1.

Table 1 - Measurement and Recording Equipment Calibration and Maintenance Information

Sampling/Testing or Monitoring Parameter	Equipment	Method	Frequency	Schedule	Results
Chlorine Residuals	Hand held Hach	Manufacturer's Manual recommendations	Annually	As per Work Order	Flush Log

5.3 Calibration and maintenance records and maintenance/equipment manuals are maintained as per 5:01 Document and Records Control.

6.0 Related Documents

Calibration Certificates
Flush Log (Chlorine Residual)

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued

8.0 Review History

Date	Reason for Revision
3-Jun-14	12 month review
2-Dec-13	36 month reassessment

	Kingsville Environmental Services Procedure 18:01 Emergency Management	Proc.: #18:01 Issued: 26-Jan-09 Rev.#: 1 Pages: 1 of 2
Reviewed by: Corrine Gabriele Manager of Municipal Services	Approved by: Andrew Plancke Director of Municipal Services	

1.0 Purpose

To describe the Kingsville Environmental Services procedure for maintaining a state of emergency preparedness.

2.0 Scope

Applies to potential emergency situations or service interruptions identified for the water system operated by Kingsville Environmental Services.

3.0 Responsibility

- Owner
- QMS Representative(s)
- Operators

4.0 Definitions

Municipal Emergency Plan – The emergency plan required by the Emergency Management and Civil Protection Act and adopted as a by-law by council, governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency.

Emergency – a potential situation or service interruption that may result in the loss of the ability to maintain a supply of safe drinking water to consumers.

Emergency Response – the effort to mitigate the impact of an emergency on consumers.

5.0 Procedure

- 5.1 The Director of Municipal Services maintains the Emergency Response Plan and Emergency Management Procedure.
- 5.2 Table 1 describes the list of potential emergency situations or service interruptions. For each of these emergency situations/service interruptions, a step-by-step SOP defining the processes for response and recovery is in place.

TABLE 1

POTENTIAL EMERGENCIES	
Description of Emergency	Potential Outcome
Contamination of water either from the source or in the distribution system (i.e. low pressure, main break, loss of supply, etc.)	Health risk, contamination of treated water or environment, service disruption. Please refer to SOP Index to obtain appropriate SOP to be used.

- 1.1 Appropriate personnel are trained on this procedure and on specific emergency situations on an ongoing basis. Personnel are also trained by reviewing and testing the SOPs (used for emergencies). All training/testing is documented.
- 1.2 Operating Authority and Owner roles and responsibilities for Emergency Management are set out in the Roles and Responsibilities table in Element 9.
- 1.3 Relevant sections of the Town of Kingsville's Emergency Plan, which may also contain additional information on emergency roles and responsibilities, for those situations which affect drinking water are contained in the Town of Kingsville Municipal Offices.
- 1.4 An emergency/essential supplies and services contact list is maintained and available to all staff and updated at least annually.
- 1.5 As appropriate, communications during emergency situations or service interruptions are set out in the Town of Kingsville Emergency Plan/ SOPs/ communication protocol.
- 1.6 Any and all communications relative to the QMS and water distribution system during an emergency situation or service interruption will be the responsibility of the Director of Municipal Services or the ORO.

2.0 Related Documents

Municipal Emergency Response Plan
Records of Training/testing/plan updates
Emergency/Essential Supplies and Services Contact List
SOPs – see index for SOPs

3.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-9	0	Procedure issued
28-Mar-11	1	Updates following Internal Audit

4.0 Review History

Date	Reason for Revision
3-Jun-14	12 month review
2-Dec-13	36 month reassessment

	<div>Kingsville Environmental Services Procedure 19:01 Internal Audit</div>	<div>Proc.: #19:01 Issued: 26-Jan-09 Rev.#: 0 Pages: 1 of 15</div>
<div>Reviewed by: Corrine Gabriele Manager of Municipal Services</div>	<div>Approved by: Andrew Plancke Director of Municipal Services</div>	

1.0 Purpose

To describe the Kingsville's Environmental Services Department procedure for conducting internal audits at the facility level that evaluates the conformance to the requirements of the Drinking Water Quality Management Standard (DWQMS).

2.0 Scope

This procedure applies to the process of conducting internal audits at the Kingsville WDS.

3.0 Responsibility

- QMS Representative(s)

4.0 Definitions

Audit – a systematic and documented verification process that involves objectively obtaining and evaluating documents and processes to determine whether a quality management system conforms to the requirements of this Standard.

Non-conformance – the non-fulfillment of a DWQMS requirement

5.0 Procedure

- 5.1 The Director of Municipal Services or designate maintains the Internal Audit Procedure and schedules the internal QMS audit that addresses all DWQMS elements conducted for the facility on an annual basis. The Director of Municipal Services selects personnel to perform the audit considering adequate skills, training and/or experience.
- 5.2 The auditor evaluates conformity of the QMS with the requirements of the DWQMS by asking questions which are designed to encompass all of the requirements of the DWQMS.
- 5.3 The auditor will use the check list **following this procedure** developed from MOE's DWQMS and supporting documentation, to ensure all 21 elements of the DWQMS are addressed. (Not all 21 elements will necessarily be audited at the same time). Audits will include interviews with select staff of the Operating Authority, observation of operating practices, and review of documents. The auditor will document the audit findings in written reports to the Operating Authority.
- 5.4 The auditor reviews the facility's approved policies and procedures, the results of previous internal and external QMS audits, the status of corrective and preventive actions and other QMS-related documentation prior to the audit.

- 5.5 When nonconformity is identified through the internal audit process, an action plan to rectify the issue is developed by the Director of Municipal Services, specifying responsibility and a target date for resolution. The Director of Municipal Services monitors progress of the action plan related to the identified nonconformity until it is fully resolved.
- 5.6 The QMS Representative(s) ensures that results of the audit are included as input to the management review process.

6.0 Related Documents

Internal/External Checklist
Internal/External Audit Reports
Internal/External Action Plans

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued

8.0 Review History

Date	Reason for Revision
3-Jun-14	12 month review
2-Dec-13	36 month reassessment

DWQMS Requirement	Method in Place?	Documented?	Gap?	Notes
(Based on MOE's "Implementing Quality Management: A Guide for Ontario's Drinking Water Systems")	y/n	y/n	y/n	Include need for documentation, training, additional attention to specific items in the DWQMS, etc. that may be a non conformance or could lead to one
1. Quality Management System PLAN – The Operational Plan shall document a Quality Management System that meets the requirements of this standard.	PL			
DO – The Operating Authority shall establish and maintain the Quality Management System in accordance with the requirements of this Standard and the policies and procedures documented in the Operational Plan.	DO			
2. Quality Management System Policy PLAN – The Operational Plan shall document a Quality Management System Policy that provides the foundation for the Quality Management System, and: a) is appropriate for the size and type of the subject system, b) includes a commitment to the maintenance and continual improvement of the Quality Management System, c) includes a commitment to the consumer to provide safe drinking water, d) includes a commitment to comply with applicable legislation and regulations, and e) is in a form that provides for ready communication to all Operating Authority personnel, the Owner and the public.	PL			
a)				
b)				
c)				
d)				
e)				
DO – The Operating Authority shall establish and maintain a Quality Management System that is consistent with the policy.	DO			

DWQMS Requirement	Method in Place?	Documented?	Gap?	Notes
(Based on MOE's "Implementing Quality Management: A Guide for Ontario's Drinking Water Systems")	y/n	y/n	y/n	Include need for documentation, training, additional attention to specific items in the DWQMS, etc. that may be a non conformance or could lead to one
3. Commitment and Endorsement PLAN – The Operational Plan shall contain a written endorsement of its contents by top management and the Owner.	PL			
DO – top Management shall provide evidence of its commitment to an effective Quality Management System by: a) ensuring that a Quality Management System is in place that meets the requirements of this Standard, b) ensuring that the Operating Authority is aware of all applicable legislative and regulatory requirements, c) communicating the Quality Management System according to the procedure for communications, and d) determining, obtaining or providing the resources needed to maintain and continually improve the Quality Management System.	DO			
	a)			
	b)			
	c)			
	d)			
4. Quality Management System Representative PLAN – The Operational Plan shall identify a Quality Management System representative.	PL			
DO – top management shall appoint, and authorize a Quality Management System representative who, irrespective of other responsibilities, shall: a) administer the Quality Management System by ensuring that processes and procedures needed for the Quality Management System are established and maintained, b) report to Top Management on the performance of the Quality Management System and any need for improvement, c) ensure that current versions of documents required by the Quality Management System are being used	DO			
	a)			
	b)			

DWQMS Requirement	Method in Place?	Documented?	Gap?	Notes
(Based on MOE's "Implementing Quality Management: A Guide for Ontario's Drinking Water Systems")	y/n	y/n	y/n	Include need for documentation, training, additional attention to specific items in the DWQMS, etc. that may be a non conformance or could lead to one
at all times, d) ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the subject system, and e) promote awareness of the Quality Management System throughout the Operating Authority.	c)			
	d)			
	e)			
5. Document and Records Control PLAN – The Operational Plan shall document a procedure for document and records control that describes how: a) documents required by the Quality Management System are: i. kept current, legible and readily identifiable ii. retrievable iii. stored, protected, retained and disposed of, and b) records required by the Quality Management System are: i. kept legible, and readily identifiable ii. retrievable iii. stored, protected, retained and disposed of.	PL			
	a)i.			
	a)ii.			
	a)iii.			
	b)i.			
	b)ii.			
	b)iii.			
DO – The Operating Authority shall implement and conform to the procedure for document and records control and shall ensure that the Quality Management System documentation for the subject system includes: a) the Operational Plan and its associated policies and procedures, b) documents and records determined by the	DO			
	a)			

DWQMS Requirement	Method in Place?	Documented?	Gap?	Notes
(Based on MOE's "Implementing Quality Management: A Guide for Ontario's Drinking Water Systems")	y/n	y/n	y/n	Include need for documentation, training, additional attention to specific items in the DWQMS, etc. that may be a non conformance or could lead to one
Operating Authority as being needed to ensure the effective planning, operation and control of its operations, and c) the results of internal and external audits and management reviews.	b)			
	c)			
6. Drinking-Water System PLAN – The Operational Plan shall document, as applicable: a) for the subject system: i. a description of the system including all treatment processes and distribution system components ii. the name of the Owner and Operating Authority iii. a process flow chart iv. a description of the water source, including: i. general characteristics of the raw water supply ii. common event-driven fluctuations and iii. any resulting operational challenges and threats v. a description of any critical upstream or downstream processes relied upon to ensure the provision of safe drinking water. b) if the subject system is an operational subsystem, a summary description of the municipal residential drinking-water system it is a part of. c) if the subject system is connected to one or more other drinking-water systems owned by different owners, a summary description of those systems which: i. indicates whether the subject system obtains water from or supplies water to those systems, and ii. names the Owner and Operating Authority of those systems.	PL			
	i.			
	ii.			
	iii.			
	iv.			
	i.			
	ii.			
	iii.			
	v.			
	b)			
	c)			

DWQMS Requirement	Method in Place?	Documented?	Gap?	Notes
(Based on MOE's "Implementing Quality Management: A Guide for Ontario's Drinking Water Systems")	y/n	y/n	y/n	Include need for documentation, training, additional attention to specific items in the DWQMS, etc. that may be a non conformance or could lead to one
	i.			
	ii.			
DO – The Operating Authority shall ensure that the description of the drinking-water system is kept current.	DO			
7. Risk Assessment PLAN – The Operational Plan shall document a risk assessment process that: a) identifies potential hazardous events and associated hazards b) assesses the risks associated with the occurrence of hazardous events c) ranks the hazardous events according to the associated risk d) identifies control measures to address the potential hazards and hazardous events e) identifies critical control points f) identifies a method to verify at least once a year, the currency of the information and the validity of the assumptions used in the risk assessment g) ensures that a risk assessment is conducted at least once every thirty-six months, and h) considers the reliability and redundancy of equipment.	PL			
	a)			
	b)			
	c)			
	d)			
	e)			
	f)			
	g)			
	h)			
DO – The Operating Authority shall perform a risk assessment consistent with the documented process.	DO			

DWQMS Requirement	Method in Place?	Documented?	Gap?	Notes
(Based on MOE's "Implementing Quality Management: A Guide for Ontario's Drinking Water Systems")	y/n	y/n	y/n	Include need for documentation, training, additional attention to specific items in the DWQMS, etc. that may be a non conformance or could lead to one
8. Risk Assessment Outcomes	PL			
PLAN – The Operational Plan shall document:				
a) the identified potential hazardous events and associated hazards	a)			
b) the assessed risks associated with the occurrence of hazardous events	b)			
c) the ranked hazardous events	c)			
d) the identified control measures to address the potential hazards and hazardous events	d)			
e) the identified critical control points and their respective critical control limits	e)			
f) procedures and/or processes to monitor the critical control limits	f)			
g) procedures to respond to deviations from the critical control limits, and	g)			
h) procedures for reporting and recording deviations from the critical control limits.	h)			
DO – The Operating Authority shall implement and conform to the procedures.	DO			
9. Organizational Structure, Roles, Responsibilities and Authorities	PL			
PLAN – The Operational Plan shall:				
a) describe the organizational structure of the Operating Authority including respective roles, responsibilities and authorities	a)			
b) delineate corporate oversight roles, responsibilities and authorities in the case where the Operating Authority operates multiple subject systems	b)			
c) identify the person, persons or group of people within the management structure of the organization responsible for undertaking the Management Review				

DWQMS Requirement	Method in Place?	Documented?	Gap?	Notes
(Based on MOE's "Implementing Quality Management: A Guide for Ontario's Drinking Water Systems")	y/n	y/n	y/n	Include need for documentation, training, additional attention to specific items in the DWQMS, etc. that may be a non conformance or could lead to one
d) identify the person, persons or group of people, having top management responsibilities required by this Standard, along with their responsibilities, and e) identify the Owner of the subject system.	c)			
	d)			
	e)			
DO – The Operating Authority shall keep current the description of the organizational structure including respective roles, responsibilities and authorities, and shall communicate this information to Operating Authority personnel and the Owner.	DO			
10. Competencies PLAN – The Operational Plan shall document: a) competencies required for personnel performing duties directly affecting drinking water quality b) activities to develop and maintain competencies for personnel performing duties directly affecting drinking water quality, and c) activities to ensure that personnel are aware of the relevance of their duties and how they affect safe drinking water.	PL			
	a)			
	b)			
	c)			
DO – The Operating Authority shall undertake activities to: a) meet and maintain competencies for personnel directly affecting drinking water quality and shall maintain records of these activities, and b) ensure that personnel are aware of the relevance of	DO			
	a)			

DWQMS Requirement	Method in Place?	Documented?	Gap?	Notes
(Based on MOE's "Implementing Quality Management: A Guide for Ontario's Drinking Water Systems")	y/n	y/n	y/n	Include need for documentation, training, additional attention to specific items in the DWQMS, etc. that may be a non conformance or could lead to one
their duties and how they affect safe drinking water, and shall maintain records of these activities.	b)			
11. Personnel Coverage PLAN – The Operational Plan shall document a procedure to ensure that sufficient personnel meeting identified competencies are available for duties that directly affect drinking water quality.	PL			
DO – The Operating Authority shall implement and conform to the procedure.	DO			
12. Communications PLAN – The Operational Plan shall document a procedure for communications that describes how the relevant aspects of the Quality Management System are communicated between top management and: a) the Owner b) Operating Authority personnel c) suppliers, and d) the public.	PL			
	a)			
	b)			
	c)			
	d)			
DO – The Operating Authority shall implement and conform to the procedure.	DO			
13. Essential Supplies and Services PLAN – The Operational Plan shall: a) identify all supplies and services essential for the delivery of safe drinking water and shall state, for each supply or service, the means to ensure its procurement, and b) include a procedure by which the Operating	PL			
	a)			

DWQMS Requirement	Method in Place?	Documented?	Gap?	Notes
(Based on MOE's "Implementing Quality Management: A Guide for Ontario's Drinking Water Systems")	y/n	y/n	y/n	Include need for documentation, training, additional attention to specific items in the DWQMS, etc. that may be a non conformance or could lead to one
Authority ensures the quality of essential supplies and services, in as much as they may affect drinking water quality.	b)			
DO – The Operating Authority shall implement the procedure.	DO			
14. Review and Provision of Infrastructure PLAN – The Operational Plan shall document a procedure for the annual review of the adequacy of the infrastructure necessary to operate and maintain the subject system.	PL			
DO – The Operating Authority shall implement and conform to the procedure and communicate the findings of the review to the Owner.	DO			
15. Infrastructure Maintenance, Rehabilitation and Renewal PLAN – The Operational Plan shall document a summary of the Operating Authority's infrastructure maintenance, rehabilitation and renewal programs for the subject system.	PL			
DO – The Operating Authority shall:	PL			
a) keep the summary current	a)			
b) communicate the programs to the Owner, and	b)			
c) monitor the effectiveness of the maintenance program.	c)			
16. Sampling, Testing and Monitoring PLAN – The Operational Plan shall document:	PL			
a) a sampling, testing and monitoring procedure for process control and finished drinking water quality including requirements for sampling, testing and monitoring at the conditions most challenging to the subject system	a)			

DWQMS Requirement	Method in Place?	Documented?	Gap?	Notes
(Based on MOE's "Implementing Quality Management: A Guide for Ontario's Drinking Water Systems")	y/n	y/n	y/n	Include need for documentation, training, additional attention to specific items in the DWQMS, etc. that may be a non conformance or could lead to one
b) a description of any relevant sampling, testing or monitoring activities that take place upstream of the subject system, and	b)			
c) a procedure that describes how sampling, testing and monitoring results are recorded and shared between the Operating Authority and the Owner, where applicable.	c)			
DO – The Operating Authority shall implement and conform to the procedures.	DO			
17. Measurement and Recording Equipment Calibration and Maintenance PLAN – The Operational Plan shall document a procedure for the calibration and maintenance of measurement and recording equipment.	PL			
DO – The Operating Authority shall implement and conform to the procedure.	DO			
18. Emergency Management PLAN – The Operational Plan shall document a procedure to maintain a state of emergency preparedness that includes: a) a list of potential emergency situations or service interruptions b) processes for emergency response and recovery c) emergency response training and testing requirements d) Owner and Operating Authority responsibilities during emergency situations e) references to municipal emergency planning measures as appropriate, and f) an emergency communication protocol and an up-to-date list of emergency contacts.	PL			
a)	a)			
b)	b)			
c)	c)			
d)	d)			
e)	e)			

DWQMS Requirement	Method in Place?	Documented?	Gap?	Notes
(Based on MOE's "Implementing Quality Management: A Guide for Ontario's Drinking Water Systems")	y/n	y/n	y/n	Include need for documentation, training, additional attention to specific items in the DWQMS, etc. that may be a non conformance or could lead to one
	f)			
DO – The Operating Authority shall implement and conform to the procedure.	DO			
19. Internal Audits PLAN – The Operational Plan shall document a procedure for internal audits that: a) evaluates conformity of the QMS with the requirements of this standard, b) identifies internal audit criteria, frequency, scope, methodology and record-keeping requirements, c) considers previous internal and external audit results, and d) describes how Quality Management System corrective actions are identified and initiated.	PL			
	a)			
	b)			
	c)			
	d)			
DO – The Operating Authority shall implement and conform to the procedure and shall ensure that internal audits are conducted at least once every twelve months.	DO			
20. Management Review PLAN - The Operational Plan shall document a procedure for management review that evaluates the continuing suitability, adequacy and effectiveness of the Quality Management System and that includes consideration of: a) incidents of regulatory non-compliance b) incidents of adverse drinking-water tests c) deviations from critical control point limits and response actions	PL			
	a)			
	b)			
	c)			
	d)			

DWQMS Requirement	Method in Place?	Documented?	Gap?	Notes
(Based on MOE's "Implementing Quality Management: A Guide for Ontario's Drinking Water Systems")	y/n	y/n	y/n	Include need for documentation, training, additional attention to specific items in the DWQMS, etc. that may be a non conformance or could lead to one
d) the efficacy of the risk assessment process	e)			
e) internal and third-party audit results	f)			
f) results of emergency response testing	g)			
g) operational performance	h)			
h) raw water supply and drinking water quality trends	i)			
i) follow-up on action items from previous management reviews	j)			
j) the status of management action items identified between reviews	k)			
k) changes that could affect the Quality Management System	l)			
l) consumer feedback	m)			
m) the resources needed to maintain the Quality Management System	n)			
n) the results of the infrastructure review	o)			
o) Operational Plan currency, content and updates, and	p)			
p) staff suggestions.				
DO – top management shall implement and conform to the procedure and shall:	DO			
a) ensure that a management review is conducted at least once every twelve month	a)			
b) consider the results of the management review and identify deficiencies and actions items to address the deficiencies	b)			
c) provide a record of any decisions and action items related to the management review including the personnel responsible for delivering the action items and the proposed timelines for their implementation	c)			
d) report the results of the management review, the identified deficiencies, decisions and action items to the Owner.				

DWQMS Requirement	Method in Place?	Documented?	Gap?	Notes
(Based on MOE's "Implementing Quality Management: A Guide for Ontario's Drinking Water Systems")	y/n	y/n	y/n	Include need for documentation, training, additional attention to specific items in the DWQMS, etc. that may be a non conformance or could lead to one
	d)			
21. Continual Improvement DO- The Operating Authority shall strive to continually improve the effectiveness of its Quality Management System through the use of corrective actions.	DO			

	<div>Kingsville Environmental Services Procedure 20:01 Management Review</div>	<div>1</div> <div>Element: # 16:01 Issued: 26-Jan-09 Rev.#: 0 Pages: 1 of 3</div>
Reviewed by: Corrine Gabriele Manager of Municipal Services		Approved by: Andrew Plancke Director of Municipal Services

1.0 Purpose

To describe the Kingsville WDS procedure for a Management Review of the Quality Management System (QMS) at the facility level.

2.0 Scope

Applies to the review by Top Management for Kingsville Environmental Services of the QMS implemented for Kingsville WDS.

3.0 Responsibility

- QMS Representative(s)

4.0 Definitions

Management Review – a process where a higher level of managers in the operating authority considers various indicators within the QMS.

5.0 Procedure

- 5.1 The Director of Municipal Services determines a suitable frequency for Management Review meetings for the drinking water system. As a minimum, reviews must be conducted at least once every 12 months.
- 5.2 The standing agenda for Management Review meetings is as follows:
 - a) Incidents of regulator non-compliance
 - MOE inspection reports, annual reports to the MOE
 - b) Incidents of adverse drinking water tests
 - Annual reports and adverse reports to the MOE
 - c) Deviations from critical control limits and response actions
 - Adverse reports to the MOE, call-in reports, logbook entries
 - d) The efficacy of the risk assessment process
 - Review of Summary of Risk Assessment Outcomes
 - e) Internal and third-party audit results
 - Audit reports and action plans
 - Distribution and Implementation of revised documents
 - f) Results of emergency response testing

-
- Facility Emergency Plan, training records, related test documentation specific to the water distribution system
 - g) Review of Emergency Response Supplies
 - Annual review of Emergency/Essential Supplies and Services Contact List for Kingsville Environmental Services
 - h) Operational Performance
 - MOE Inspection rating reports
 - Review operational activities in Cityworks system
 - Review key performance indicators – overtime callouts, watermain breaks, after hour emergency calls
 - i) Water supply and drinking water quality trends
 - Drinking Water facility description in Operational Plan, annual reports to MOE, flushing trends, consumer feedback
 - FIR Annual Performance Measures Reports
 - j) Follow-up on action items from previous Management Reviews
 - Minutes and action plans
 - k) The status of management action items identified between reviews
 - Action plans, memos, correspondence to Operating Authority staff
 - l) Changes that could affect the QMS
 - m) Consumer feedback
 - Logbooks
 - Cityworks Service Requests
 - n) The resources needed to maintain the QMS
 - Adequate Staffing levels
 - i. Administrative Staff for data input
 - ii. Operational Staff for review and input
 - iii. QMS representatives for monitoring, improvements, updating and distribution
 - o) The results of the infrastructure review
 - Annual Maintenance Budget (See element 14)
 - p) Operational Plan currency, content and updates, and
 - Operational Plan including QMS Procedures
 - q) Staff suggestions
 - Correspondence.

The QMS Representative(s) coordinates the Management Review and ensures that the agenda with identified responsibilities is distributed to all participants in advance of the Management Review meeting along with any related reference materials.

- 5.3 The Management review participants review all data presented and make recommendations and/or initiate action plans to address identified deficiencies as appropriate.
- 5.4 The QMS Representative ensures that minutes of and action plans resulting from the Management Review meeting are prepared and distributed to the management in the Kingsville Environmental Services and to the owner.
- 5.5 The Director of Municipal Services monitors the progress and documents the completion of action plans resulting from the Management Review.

6.0 Related Documents

Management Review Documents
Audit Reports

7.0 Revision History

Date	Revision #	Reason for Revision
26-Jan-09	0	Procedure issued
28-Mar-11	1	Updates following Internal Audit
2-Dec-13	2	Updates following SAI Global Audit 2013


8.0 Review History

Date	Reason for Revision
3-Jun-14	12 month review
2-Dec-13	36 month reassessment

	<div>Kingsville Environmental Services Procedure 20:01 Management Review</div>	<div>1</div> <div>Element: # 16:01 Issued: 26-Jan-09 Rev.#: 0 Pages: 1 of 1</div>
Reviewed by: Corrine Gabriele Manager of Municipal Services		Approved by: Andrew Plancke Director of Municipal Services

Appendix B Index

SOP ID#1	Fire Hydrant – Flushing
SOP ID#2	Fire Hydrant – Replacement
SOP ID#3	Low Pressure – Residual
SOP ID#4	Sample Collection
SOP ID#5	Water Service – Low Pressure/Service Leaks
SOP ID#6	Watermain – Blow Off Flushing Maintenance
SOP ID#7	Watermain – Placing New Mains in Service
SOP ID#8	Watermain – Maintenance of Valves
SOP ID#9	Watermain – Repair Broken Valve
SOP ID#10	Category 1 Watermain Break(s) – General Repairs
SOP ID#11	Category 2 Watermain Break(s) – Repairs to Dewatered Mains
SOP ID#12	Category 2 Watermain Break(s) – Repairs to Potentially Contaminated Watermains
SOP ID#13	Emergency Interconnect

	<div>Kingsville Environmental Services</div> <div>SOP ID#1</div> <div>FIRE HYDRANT – FLUSHING</div>	<div>SOP: #1</div> <div>Issued: 26-Jan-09</div> <div>Rev.#: 2</div> <div>Pages: 1 of 3</div>
Reviewed by: Shaun Martinho, Public Works Manager		Approved by: Andrew Plancke, Director of Municipal Services

1. PURPOSE

This SOP outlines the steps to be taken for the purpose of flushing a fire hydrant within the Town of Kingsville Water Distribution System.

NOTE:

All municipal fire hydrants will be flushed and maintenance will be performed bi-annually, in the spring and fall. The schedule for the flushing of hydrants will be posted in the local papers in advance of the starting date.

2. SCOPE

This procedure applies to fire hydrant flushing within the Kingsville Water Distribution System.

3. RELATED DOCUMENTS

Hydrant Operating Manuals
AWWA Publications

4. SAFETY CONSIDERATIONS

Occupational Health and Safety Act
AWWA Standards
Municipal Health & Safety Policy Manual


5. EQUIPMENT REQUIRED

Operator is responsible for:

- Proper Personal Protective Equipment (PPE) as required

6. AUTHORITY AND RESPONSIBILITIES

- 6.1 **DIRECTOR:** The Director of Municipal Services is responsible for:
- the operation, repair and maintenance of the Kingsville Water Distribution System
 - ensuring all necessary resources for the Water Distribution System personnel are available for the hydrant flushing program
 - instructing the Water Personnel/Operators of the proper flushing protocol as set out below.
- 6.2 **WATER PERSONNEL/OPERATORS:** The Water Personnel/Operators are responsible for performing the fire hydrant flushing program as set out below.


	<div>Kingsville Environmental Services</div> <div>SOP ID#1</div> <div>FIRE HYDRANT – FLUSHING</div>	<div>SOP: #1</div> <div>Issued: 26-Jan-09</div> <div>Rev.#: 2</div> <div>Pages: 2 of 3</div>
Reviewed by: Shaun Martinho, Public Works Manager		Approved by: Andrew Plancke, Director of Municipal Services

7. PROCEDURE

- 7.1 If landscaping damage or erosion of ground will occur use a diffuser or a 2 ½ control valve and a 2" flexible hose.
- 7.2 Where the main is plastic you should be able to let the hydrant run for five (5) minutes to clear. In areas of cast iron main let the hydrant flow until the water runs clear.
- 7.3 Open and close hydrant slowly.
- 7.4 Spray "O Rings" around the top stem with an approved lubricant. Check and lightly grease all three caps with approved food grade lubricant.
- 7.5 Grease operating stem by removing top bolt and installing grease fitting, then replace bolt.
- 7.6 **Do not flush directly into a stream or river without de-chlorination device or directing water away allowing retention time.**
- 7.7 Utilizing the Kingsville Fire Hydrant Inspection Form, record activities completed:
 - Flushed
 - Pumped
 - Greased
- 7.8 List any further repairs required (e.g. needs raising, operates hard, needs barrier protection).
- 7.9 If the hydrant is not numbered, identify such in the inspection form and an identification number will be assigned using the GIS system.
- 7.10 Ignore pressure available column unless flow tests are specifically requested.
- 7.11 Completed Kingsville Fire Hydrant Inspection records will be recorded in comprehensive hydrant database.


8. FAILURE

If this SOP ID #1 - Fire Hydrant - Flushing should fail in any way and further assistance is required contact the Director of Municipal Services immediately for further instructions and possible reference to another SOP.

	<div>Kingsville Environmental Services</div> <div>SOP ID#1</div> <div>FIRE HYDRANT – FLUSHING</div>	<div>SOP: #1</div> <div>Issued: 26-Jan-09</div> <div>Rev.#: 2</div> <div>Pages: 3 of 3</div>
Reviewed by: Shaun Martinho, Public Works Manager		Approved by: Andrew Plancke, Director of Municipal Services

9. REVISIONS

Date	Revision #	Reason for Revision	Revision By
26-Jan-09	0	Fire Hydrant – Flushing & Maintenance	
2-Dec-13	1	Updates following SAI Global Audit 2013	CG
19-Nov-18	2	Minor Modifications	SM

	<p align="center">Kingsville Environmental Services</p> <p align="center">SOP ID#2</p> <p align="center">FIRE HYDRANT – REPLACEMENT</p>	<p>SOP: #2 Issued: 26-Jan-09 Rev.#: 0 Pages: 1 of 2</p>
Reviewed by: Corrine Gabriele, Manager of Municipal Services	Approved by: Andrew Plancke, Director of Municipal Services	

1. PURPOSE

This SOP outlines the necessary steps when replacing a fire hydrant.

2. SCOPE

This procedure applies to fire hydrant replacement within the Kingsville Water Distribution System.

3. RELATED DOCUMENTS

Hydrant Operating Manuals
AWWA Publications

4. SAFETY CONSIDERATIONS

Occupational Health and Safety Act
AWWA Standards
Municipal Health & Safety Policy Manual

5. EQUIPMENT REQUIRED

Operator is responsible for:

- Proper Personal Protective Equipment (PPE) as required


6. AUTHORITY AND RESPONSIBILITIES

- 6.1 **DIRECTOR:** The Director of Municipal Services is responsible for:
- the operation, repair and maintenance of the Kingsville Water Distribution System
 - ensuring all necessary resources for the Water Distribution System personnel are available for the hydrant flushing program
 - instructing the Water Personnel/Operators of the proper flushing protocol as set out below.
- 6.2 **WATER PERSONNEL/OPERATORS:** The Water Personnel/Operators are responsible for performing the fire hydrant flushing program as set out below.

7. PROCEDURE

- 7.1 Ensure locates have been completed.
- 7.2 Excavate site if necessary.
- 7.3 Remove backhoe bucket and replace with breaker (if necessary).



	<div>Kingsville Environmental Services</div> <div>SOP ID#2</div> <div>FIRE HYDRANT – REPLACEMENT</div>	<div>SOP: #2</div> <div>Issued: 26-Jan-09</div> <div>Rev.#: 0</div> <div>Pages: 2 of 2</div>
<div>Reviewed by: Corrine Gabriele, Manager of Municipal Services</div>		<div>Approved by: Andrew Plancke, Director of Municipal Services</div>

- 7.4 Shut off watermain and operate valve.
- 7.5 Break up asphalt and concrete (if necessary).
- 7.6 Excavate hole to expose old hydrant.
- 7.7 Remove new hydrant from dump truck.
- 7.8 Enter hole with ladder ensuring that all regulations are adhered to as you will be entering a confined space.
- 7.9 Support existing valve with restraints (if necessary).
- 7.10 Cut away old pipe/hydrant.
- 7.11 Remove old hydrant.
- 7.12 Dump stone into hole.
- 7.13 Install coupling to old pipe (if necessary).
- 7.14 Install extension pipe to new hydrant.
- 7.15 Lower new hydrant into hole.
- 7.16 Pour chlorine into hydrant base.
- 7.17 Level hydrant.
- 7.18 Fill hole with stone/backfill material.
- 7.19 Flush hydrant and pressure test.
- 7.20 Restore site.


8. FAILURE

If this SOP ID #2 - Fire Hydrant - Replacement should fail in any way and further assistance is required contact the Director of Municipal Services immediately for further instructions and possible reference to another SOP.

9. REVISIONS

Date	Revision #	Reason for Revision	Revision By
26-Jan-09	0	Fire Hydrant – Replacement	



	<p>Kingsville Environmental Services</p> <p>SOP ID#3</p> <p>LOW PRESSURE - RESIDENTIAL</p>	<p>SOP: #3 Issued: 26-Jan-09 Rev.#: 0 Pages: 1 of 2</p>
<p>Reviewed by: Corrine Gabriele, Manager of Municipal Services</p>	<p>Approved by: Andrew Plancke, Director of Municipal Services</p>	

1. PURPOSE

This SOP outlines steps to be taken in the event of a “low pressure” which could result in an emergency.

2. SCOPE

This procedure applies to the repair of the low pressure complaint from residents within the Kingsville Water Distribution System.

3. RELATED DOCUMENTS

Customer complaint form - to be filed with the Director of Municipal Services
AWWA Publications
Operating Manuals

4. SAFETY CONSIDERATIONS

Occupational Health and Safety Act
AWWA Standards
Municipal Health & Safety Policy Manual

5. EQUIPMENT REQUIRED

The Operator is responsible for:

- Proper Personal Protective Equipment (PPE) as required


6. AUTHORITY AND RESPONSIBILITIES

- 6.1 **DIRECTOR:** The Director of Municipal Services is responsible for:
- the operation, repair and maintenance of the Kingsville Water Distribution System
 - ensuring all necessary resources for the Water Distribution System personnel to assist customers with low pressure complaints
 - instructing the Water Personnel/Operators the best remedy for low pressure complaints.

- 6.2 **WATER PERSONNEL/OPERATORS:** The Water Personnel/Operators are responsible for assisting customers in a professional and knowledgeable manner in an attempt to resolve the complaint.

7. PROCEDURE

- 7.1 Disconnect meter.

	<p align="center">Kingsville Environmental Services</p> <p align="center">SOP ID#3</p> <p align="center">LOW PRESSURE - RESIDENTIAL</p>	<p>SOP: #3 Issued: 26-Jan-09 Rev.#: 0 Pages: 2 of 2</p>
Reviewed by: Corrine Gabriele, Manager of Municipal Services	Approved by: Andrew Plancke, Director of Municipal Services	


- 7.2 Connect plastic pipe to meter and reroute water to laundry tub.
- 7.3 Turn on water and test pressure from meter.
- 7.4 Block off road (if necessary).
- 7.5 Excavate lawn to expose main.
- 7.6 Change bucket to breaker (if necessary).
- 7.7 Dig up road to expose service main (if necessary).
- 7.8 Change breaker to bucket.
- 7.9 Disconnect house water feed.
- 7.10 Connect new coupling.
- 7.11 Backfill hole.
- 7.12 Place asphalt on top of hole.
- 7.13 Use tamper to compact asphalt.
- 7.14 Reconnect meter.
- 7.15 Test water pressure in resident's home.
- 7.16

8. FAILURE

If this SOP ID #3 - Low Pressure Residential - should fail in any way and further assistance is required contact the Director of Municipal Services immediately for further instructions and possible reference to another SOP.

9. REVISIONS

Date	Revision #	Reason for Revision	Revision By
26-Jan-09	0	Low Pressure – residential	

	<p align="center">Kingsville Environmental Services</p> <p align="center">SOP ID#4</p> <p align="center">SAMPLE COLLECTION</p>	<p>SOP: #4 Issued: 26-Jan-09 Rev.#: 0 Pages: 1 of 2</p>
Reviewed by: Corrine Gabriele, Manager of Municipal Services	Approved by: Andrew Plancke, Director of Municipal Services	

1. PURPOSE

This SOP outlines the steps to be taken for sample collections.

2. SCOPE

This procedure applies to all sample collections within the distribution system of the Kingsville Water Distribution System.

3. RELATED DOCUMENTS

Operating Manuals
AWWA Publications

4. SAFETY CONSIDERATIONS

Occupational Health and Safety Act
AWWA Standards
Municipal Health & Safety Policy Manual


5. EQUIPMENT REQUIRED

Operator is responsible for:

- Proper Personal Protective Equipment (PPE) as required

6. AUTHORITY AND RESPONSIBILITIES

- 6.1 **DIRECTOR:** The Director of Municipal Services is responsible for:
- the operation, repair and maintenance of the Kingsville Water Distribution System
 - instructing the Water Personnel/Operators on correct procedure for collecting samples
 - ensuring all necessary resources for the Water Distribution System personnel are available for the hydrant flushing program.
- 6.2 **WATER PERSONNEL/OPERATORS:** The Water Personnel/Operators are responsible for the collections of water samples taken within the Kingsville Water Distribution System.

	<p align="center">Kingsville Environmental Services</p> <p align="center">SOP ID#4</p> <p align="center">SAMPLE COLLECTION</p>	<p>SOP: #4</p> <p>Issued: 26-Jan-09</p> <p>Rev.#: 0</p> <p>Pages: 2 of 2</p>
<p>Reviewed by: Corrine Gabriele, Manager of Municipal Services</p>	<p>Approved by: Andrew Plancke, Director of Municipal Services</p>	

7. PROCEDURE

Please Note:

As defined in O. Reg. 170, an individual who holds a valid certificate under Ontario Regulation 128/04 (Certification of Drinking-Water System Operators) can perform the chlorine residual test. Operators must have read the Ministry of Environment's (MOE) publication entitled "Practices for the collection and Handling of Drinking-Water Samples", current version.


1. Flush the sample location (e.g. S.S., B/O, Riser) for at least 15 minutes, ensuring that the sample is a representative of the supply, taking into consideration the diameter and length of the pipe to be flushed, as well as the flow.
2. Test the chlorine residual using the Pocket Colormeter II.
3. For a combined chlorine residual result less than 0.5 mg/L in the distribution system notify the area supervisor immediately if the sample was collected from:
 - Mains - in service
 - Hydrants (e.g. pipe patrol)
 - Customer calls
4. For a combined chlorine result between 0.5 and 1.0 mg/L flush the hydrant until a combined chlorine residual greater than 1.0 mg/L is achieved.

8. FAILURE

If this SOP ID #4 - Sample Collection should fail in any way and further assistance is required contact the Director of Municipal Services immediately for further instructions and possible reference to another SOP.

9. REVISIONS

Date	Revision #	Reason for Revision	Revision By
26-Jan-09	0	Watermain – repair broken valve	

	<p align="center">Kingsville Environmental Services</p> <p align="center">SOP ID#5</p> <p align="center">WATER SERVICE –</p> <p align="center">LOW PRESSURE / SERVICE LEAKS</p>	<p>SOP: #5 Issued: 26-Jan-09 Rev.#: 0 Pages: 1 of 2</p>
Reviewed by: Corrine Gabriele, Manager of Municipal Services	Approved by: Andrew Plancke, Director of Municipal Services	

1. PURPOSE

This SOP outlines the necessary procedure to repair low pressure/water service leaks.

2. SCOPE

This procedure applies to any repair of water service within the Kingsville Water Distribution System.

3. RELATED DOCUMENTS

Operating Manuals
AWWA Publications
Customer Complaint Form

4. SAFETY CONSIDERATIONS

Occupational Health and Safety Act
AWWA Standards
Municipal Health & Safety Policy Manual


5. EQUIPMENT REQUIRED

Operator is responsible for:

- Proper Personal Protective Equipment (PPE) as required

6. AUTHORITY AND RESPONSIBILITIES

- 6.1 **DIRECTOR:** The Director of Municipal Services is responsible for:
- the operation, repair and maintenance of the Kingsville Water Distribution System
 - instructing the Water Personnel/Operators of the proper flushing protocol as set out below
 - ensuring all necessary resources for the Water Distribution System personnel are available for correcting any low pressure/service leaks
 - instructing the Water Personnel/Operators of the procedures for correcting any low pressure/service leaks.
- 6.2 **WATER PERSONNEL/OPERATORS:** The Water Personnel/Operators are responsible for performing the necessary repairs to correct the low pressure/service leaks issues, as set out below.

	<p align="center">Kingsville Environmental Services</p> <p align="center">SOP ID#5</p> <p align="center">WATER SERVICE –</p> <p align="center">LOW PRESSURE / SERVICE LEAKS</p>	<p>SOP: #5 Issued: 26-Jan-09 Rev.#: 0 Pages: 2 of 2</p>
<p>Reviewed by: Corrine Gabriele, Manager of Municipal Services</p>	<p>Approved by: Andrew Plancke, Director of Municipal Services</p>	

7. PROCEDURE

- 7.1 Ensure all locates have been completed.
- 7.2 Excavate site (if necessary), being aware of possible confined space risk.
- 7.3 Pump water from hole.
- 7.4 Shut water off/operate valve.
- 7.5 Remove old material.
- 7.6 Install new shutoff valve.
- 7.7 Install new service pipe.
- 7.8 Support new shutoff and materials.
- 7.9 Turn water back on/operate valve.
- 7.10 Pressure test repairs.
- 7.11 Install tracing wire (as needed).
- 7.12 Install water shutoff box and rod.
- 7.13 Backfill hole as required.
- 7.14 Restore site.


8. FAILURE

If this SOP ID #5 - Low Pressure/Service Leaks should fail in any way and further assistance is required contact the Director of Municipal Services immediately for further instructions and possible reference to another SOP.

9. REVISIONS

Date	Revision #	Reason for Revision	Revision By
26-Jan-09	0	Low Pressure/Service Leaks	



	<p align="center">Kingsville Environmental Services</p> <p align="center">SOP ID#6</p> <p align="center">WATERMAIN BLOW-OFF FLUSHING MAINTENANCE</p>	<p>SOP: #6 Issued: 26-Jan-09 Rev.#: 2 Pages: 1 of 2</p>
Reviewed by: Shaun Martinho, Public Works Manager	Approved by: Andrew Plancke, Director of Municipal Services	

1. PURPOSE

This SOP outlines the procedure for blow-off flushing and maintenance of watermains.

2. SCOPE

This procedure applies to watermains within the Kingsville Water Distribution System.

3. RELATED DOCUMENTS

Operating Manuals
AWWA Publications

4. SAFETY CONSIDERATIONS

Occupational Health and Safety Act
AWWA Standards
Municipal Health & Safety Policy Manual

5. EQUIPMENT REQUIRED

Operator is responsible for:


- Proper Personal Protective Equipment (PPE) as required

6. AUTHORITY AND RESPONSIBILITIES

- 6.1 **DIRECTOR:** The Director of Municipal Services is responsible for:
- the operation, repair and maintenance of the Kingsville Water Distribution System
 - ensuring all necessary resources for the Water Distribution System personnel are available for the watermain maintenance program
 - instructing the Water Personnel/Operators of the proper blow-off flushing and maintenance protocol as set out below.
- 6.2 **WATER PERSONNEL/OPERATORS:** The Water Personnel/Operators are responsible for the watermain blow-off flushing and maintenance program as set out below.

7. DEFINITIONS

CHORINE RESIDUAL TRIGGER: The value at which the need for flushing is determined. A chlorine residual of less than 0.2 mg/l initiates the flushing program.

	<p align="center">Kingsville Environmental Services</p> <p align="center">SOP ID#6</p> <p align="center">WATERMAIN BLOW-OFF FLUSHING MAINTENANCE</p>	<p>SOP: #6 Issued: 26-Jan-09 Rev.#: 2 Pages: 2 of 2</p>
Reviewed by: Shaun Martinho, Public Works Manager	Approved by: Andrew Plancke, Director of Municipal Services	

8. PROCEDURE

Each blow-off point will be flushed and maintained annually.

- 7.1 Traffic Protection Plan (see Municipal Policy) must be prepared and executed if necessary.
- 7.2 Inspect blow-off for accessibility and visibility for roadside weed cutting and cut area with a weed eater if over grown with grass and weeds.
- 7.3 Assess the area for de-chlorination techniques. If a sensitive area does not allow enough retention time the neutralizer or LPD-250 are available.
- 7.4 Start flushing and be sure to take chlorine residual and record this result.
- 7.5 Flush for fifteen (15) minutes and take another chlorine residual sample, record this result.
- 7.6 If after flushing the chlorine residual is 0.25 mg/L or higher then stop flushing. If the chlorine residual trigger of 0.25 mg/L is not met, then reinitiate the flushing program. Continue to flush and retest every fifteen (15) minutes.
- 7.7 If after two (2) hours 0.25 mg/L is not obtained notify the Supervisor as flushing leading up to a dead end may be required to move the water.
- 7.8 Close and lock blow-off and paint valves or caps with blue paint for future locating and visibility.
- 7.9 Break down Traffic Protection signage.


8. FAILURE

If this SOP ID #6 - Watermain - Blow-off Flushing Maintenance should fail in any way and further assistance is required contact the Director of Municipal Services immediately for further instructions and possible reference to another SOP.

9. REVISIONS

Date	Revision #	Reason for Revision	Revision By
26-Jan-09	0	Watermain – Blow-off & Flushing Maintenance	
28-Mar-11	1	Updates following Internal Audit	CG
19-Nov-18	1	Minor Modifications	SM



	<p>Kingsville Environmental Services</p> <p>SOP ID#7</p> <p>Commissioning New Watermains</p>	<p>SOP: #7</p> <p>Issued: 26-Jan-09</p> <p>Rev.#: 1</p> <p>Pages: 1 of 4</p>
<p>Reviewed by: Shaun Martinho, Public Works Manager</p>	<p>Approved by: Andrew Plancke, Director of Municipal Services</p>	

1. PURPOSE

This SOP outlines the steps defining the minimum requirements for disinfection of watermains, including the preparation (flushing) of watermains, application of chlorine, sampling and testing for the presence of bacteria and pressure testing. Before a water main is placed in service, the following procedure must take place.

2. SCOPE

This procedure is applicable to personnel responsible for installing, commissioning and disinfecting all water mains within the Kingsville Water Distribution System.

3. RELATED DOCUMENTS

Operating Manuals
AWWA Standard C651- Watermain Disinfection Procedure
O. Reg. 128/04 as Amended

4. SAFETY CONSIDERATIONS

Occupational Health and Safety Act
AWWA Standards
Municipal Health & Safety Policy Manual


5. EQUIPMENT REQUIRED

The Operator is responsible for:

- Proper Personal Protective Equipment (PPE) as required

6. AUTHORITY AND RESPONSIBILITIES

- 6.1 *CONSULTANT.* It is the consultant's responsibility to notify the distribution system Overall Responsible Operator (ORO) or Operator-in-Charge (OIC) of all disinfection, swabbing, and pressure testing activities in his/her area of responsibility at the beginning of the project with scheduled updates as the project progresses. A minimum of 24 hours' notice should be given to the ORO/OIC to ensure staff is available for commissioning activities.
- 6.2 *CONTRACTOR.* The contractor will introduce potable water through a backflow preventer selected, tested, and installed in accordance with CSA Standard **B64.10-11/B64.10.1-11** into the swabbed new main using one of the following methods:

	<p align="center">Kingsville Environmental Services</p> <p align="center">SOP ID#7</p> <p align="center">Commissioning New Watermains</p>	<p>SOP: #7 Issued: 26-Jan-09 Rev.#: 1 Pages: 2 of 4</p>
Reviewed by: Shaun Martinho, Public Works Manager	Approved by: Andrew Plancke, Director of Municipal Services	

- Bulk water supply of potable water
- Fire hydrant, operated by a certified Water Operator
- Tap off of the existing main, operated by a certified Water Operator

6.3 **DIRECTOR.** The Director of Municipal Services is responsible for:


- the operation, repair and maintenance of the Kingsville Water Distribution System
- ensuring all necessary resources for the Water Distribution System personnel are available to allow personnel to install new watermains
- instructing the Water Personnel/Operators of the proper installation process for new watermains, as set out below.

6.4 **WATER PERSONNEL/OPERATORS.** the Water Operators are responsible for performing this task, as set out below, in accordance with instructions from their Director, AWWA Standards, and municipal policy.

7. PROCEDURE

- 7.1 **SWABBING:** Water Operators will initiate flushing and swabbing of the new water main installation before chlorination with the proper number and size of swabs with potable water as determined by the consultant.
- 7.2 **PRESSURE TESTING:** The contractor will conduct pressure testing according to a calculation which determines the test pressure, duration time, and allowable water loss according to main size and operating pressure, determined by the consultant.
- 7.3 **DISINFECTION:** a) The contractor overseen by a certified water operator will disinfect the new main according to the following table:

Chlorine Concentrations and Contact Times for new watermains At levels over 10 mg/L a measurement of total chlorine shall be deemed to be equivalent of a measurement of free chlorine			
Disinfection Method	Minimum Contact Time	Initial Chlorine Concentration	Maximum Allowable Decrease in Chlorine Concentration
Tablet or Continuous Feed	24 hours	≥ 25mg/L	40 % of the initial Chlorine Conc. to a max decrease of 50mg/L
Slug	3 hours	≥ 100 mg/L	25 mg/L decrease
Spray	30 minutes	≥ 200 mg/L	measurement not required

	<p>Kingsville Environmental Services</p> <p>SOP ID#7</p> <p>Commissioning New Watermains</p>	<p>SOP: #7</p> <p>Issued: 26-Jan-09</p> <p>Rev.#: 1</p> <p>Pages: 3 of 4</p>
<p>Reviewed by: Shaun Martinho, Public Works Manager</p>	<p>Approved by: Andrew Plancke, Director of Municipal Services</p>	

b) The certified water operator shall record work on the Commissioning New Watermain Checklist supplied by the ORO/OIC. This checklist shall contain:

- Initial Dose
- Duration of disinfection
- Residual at the end of the contact time (24 hours)

The certified water operator will ensure that representative system chlorine residuals are obtained after flushing the super-chlorinated water from the new watermain.

7.4 **SAMPLING:** To verify the integrity of the disinfection process, the consultant shall perform prescribed bacteriological sampling from the main after flushing has been conducted. Samples shall be submitted to an accredited laboratory.

For new mains, a sample shall be collected:

- Every 1200' (370 m) of new water main
- At an end point or blow-off
- At a branch greater than one pipe length collect at least one sample (AWWA C651 - 14 - 5.1.1.2).


Samples will be analyzed for the following parameter:

- E Coli
- Total coliform
- Total and free Chlorine Residuals

Procedure:

- Take an initial set of samples
- Wait at least 16 hours
- Take another set of samples
- The results for both sets must be satisfactory before tie-ins can take place.

7.5 **TIE IN PROCESS:** The distribution system ORO/OIC, the consultant, and the contractor will coordinate the tie in process. Watermains and appurtenances must be completely installed, flushed, disinfected, and satisfactory bacteriological sample results received prior to permanent connections being made.

	<div>Kingsville Environmental Services</div> <div>SOP ID#7</div> <div>Commissioning New Watermains</div>	<div>SOP: #7</div> <div>Issued: 26-Jan-09</div> <div>Rev.#: 1</div> <div>Pages: 4 of 4</div>
Reviewed by: Shaun Martinho, Public Works Manager		Approved by: Andrew Plancke, Director of Municipal Services

If the connections are equal to or less than one pipe length (20' or 6m) the pipe, fittings, and valves required for the connection may be spray disinfected with a 1% solution of chlorine. If the pipe is greater than one pipe length, it must be set up above ground, disinfected, and sampled in accordance with this standard procedure.


- 7.6 OPERATION OF VALVES AND APPURTENANCES: only certified Water Operators will conduct the operation of valves and appurtenances. The Consultant and the certified Water Operator shall maintain a record of all activities carried out during the commissioning process.

8. FAILURE

If this SOP ID #7 -Commissioning New Watermains should fail in any way and further assistance is required contact the Director of Municipal Services immediately for further instructions and possible reference to another SOP.

9. REVISIONS

Date	Revision #	Reason for Revision	Revision By
26-Jan-09	0	Watermain – placing new main in service	
06-Sept-18	1	Update Disinfection Procedures	SM

	<div>Kingsville Environmental Services</div> <div>SOP ID#8</div> <div>WATERMAIN – MAINTENANCE OF VALVES</div>	<div>SOP: #8</div> <div>Issued: 26-Jan-09</div> <div>Rev.#: 0</div> <div>Pages: 1 of 2</div>
Reviewed by: Corrine Gabriele, Manager of Municipal Services		Approved by: Andrew Plancke, Director of Municipal Services

1. PURPOSE

This SOP outlines the steps necessary for the maintenance of watermain valves.

2. SCOPE

This procedure applies to any watermain within the Kingsville Water Distribution System.

3. RELATED DOCUMENTS

Operating Manuals
AWWA Publications

4. SAFETY CONSIDERATIONS

Occupational Health and Safety Act
AWWA Standards
Municipal Health & Safety Policy Manual

5. EQUIPMENT REQUIRED

Operator is responsible for:

- Proper Personal Protective Equipment (PPE) as required


6. AUTHORITY AND RESPONSIBILITIES

- 6.1 **DIRECTOR:** The Director of Municipal Services is responsible for:
- the operation, repair and maintenance of the Kingsville Water Distribution System
 - ensuring all necessary resources for the Water Distribution System personnel are available for the valve maintenance program
 - instructing the Water Personnel/Operators of the proper valve maintenance as set out below.
- 6.2 **WATER PERSONNEL/OPERATORS:** The Water Personnel/Operators are responsible for the valve maintenance program as set out below.

7. PROCEDURE

- 7.1 Traffic Protection Plan (see Municipal Policy) must be prepared and executed if necessary.
- 7.2 Note any valve marker posts or signs and conditions.
- 7.3 Locate valve and cut any grass around valve with a weed eater.



	<div><div>Kingsville Environmental Services</div><div>SOP ID#8</div><div>WATERMAIN – MAINTENANCE OF VALVES</div></div>	<div><div>SOP: #8</div><div>Issued: 26-Jan-09</div><div>Rev.#: 0</div><div>Pages: 2 of 2</div></div>
Reviewed by: Corrine Gabriele, Manager of Municipal Services		Approved by: Andrew Plancke, Director of Municipal Services


- 7.4 Assess height of the valve box in regards to the existing area grade.
- 7.5 Remove cap of valve box and view with a spot light for centering and condition of operating nut.
- 7.6 Install wrench and close valve $\frac{3}{4}$ of allowable turns down (rule of thumb: 3-x-valve size).
- 7.7 Open completely and turn down 1 turn.
- 7.8 Replace cap of valve box and paint blue for future visibility.
- 7.9 Break down Traffic Protection signage.

8. FAILURE

If this SOP ID #8 - Maintenance of Valves should fail in any way and further assistance is required contact the Director of Municipal Services immediately for further instructions and possible reference to another SOP.

9. REVISIONS

Date	Revision #	Reason for Revision	Revision By
26-Jan-09	0	Watermain – Maintenance of Valves	

	<div><div>Kingsville Environmental Services</div><div>SOP ID#9</div><div>WATERMAIN – REPAIR BROKEN VALVE</div></div>	<div><div>SOP: #9</div><div>Issued: 26-Jan-09</div><div>Rev.#: 0</div><div>Pages: 1 of 2</div></div>
<div><div>Reviewed by:</div><div>Corrine Gabriele, Manager of Municipal Services</div></div>		<div><div>Approved by:</div><div>Andrew Plancke, Director of Municipal Services</div></div>

1. PURPOSE

To purpose of this procedure outlines instructions for fixing a broken valve within the Town of Kingsville.

2. SCOPE

This procedure applies to all broken valves within the distribution system of the Kingsville Water Distribution System.

3. RELATED DOCUMENTS

Operating Manuals
AWWA Publications

4. SAFETY CONSIDERATIONS

Occupational Health and Safety Act
AWWA Standards
Municipal Health & Safety Policy Manual

5. EQUIPMENT REQUIRED

The Operator is responsible for:

- Proper Personal Protective Equipment (PPE) as required


6. AUTHORITY AND RESPONSIBILITIES

- 6.1 **DIRECTOR:** The Director of Municipal Services is responsible for:
- the operation, repair and maintenance of the Kingsville Water Distribution System
 - ensuring all necessary resources for the Water Distribution System personnel for repairing any broken watermain
 - instructing the Water Personnel/Operators of the proper procedure for repairing broken watermains
- 6.2 **WATER PERSONNEL/OPERATORS:** The Water Personnel/Operators are responsible for performing the valve replacement program as set out below.

7. PROCEDURE

Each blow-off point will be flushed and maintained bi-annually.

- 7.1 Ensure that all locates have been completed.

	<p align="center">Kingsville Environmental Services</p> <p align="center">SOP ID#9</p> <p align="center">WATERMAIN – REPAIR BROKEN VALVE</p>	<p>SOP: #9 Issued: 26-Jan-09 Rev.#: 0 Pages: 2 of 2</p>
Reviewed by: Corrine Gabriele, Manager of Municipal Services	Approved by: Andrew Plancke, Director of Municipal Services	

- 7.2 Excavate site as required.
- 7.3 Shut off water in order to operate valve.
- 7.4 Change bucket to breaker on backhoe (if necessary).
- 7.5 Break up concrete (if necessary).
- 7.6 Change breaker to bucket on backhoe (if necessary).
- 7.7 Enter excavation with ladder, being aware of confined space and adhering to all safety regulations.
- 7.8 Expose old valve and pipe.
- 7.9 Remove old valve and pipe.
- 7.10 Install new valve and pipe.
- 7.11 Repair valve (if necessary).
- 7.12 Flush system until clear (refer to SOP).
- 7.13 Pressure test repairs.
- 7.14 Backfill excavation.
- 7.15 Restore site.


8. FAILURE

If this SOP ID #9 Watermain- Repair Broken Valve should fail in any way and further assistance is required contact the Director of Municipal Services immediately for further instructions and possible reference to another SOP.

9. REVISIONS

Date	Revision #	Reason for Revision	Revision By
26-Jan-09	0	Watermain – Repair Broken Valve	



	<div><div>Kingsville Environmental Services</div><div>SOP ID#10</div><div>CATEGORY 1 WATERMAIN BREAK(S) – GENERAL REPAIRS</div></div>	<div><div>SOP: #10</div><div>Issued: 26-Jan-09</div><div>Rev.#: 1</div><div>Pages: 1 of 3</div></div>
Reviewed by: Shaun Martinho, Public Works Manager		Approved by: Andrew Plancke, Director of Municipal Services

1. PURPOSE

This SOP outlines the necessary procedure for the repair and sampling of Category 1 Main Breaks; this includes circumferential breaks or small leaks where flow can be maintained until a sufficient air gap can be established.

2. SCOPE

This procedure applies to watermain breaks within the distribution system of the Town of Kingsville that require reducing system pressure or dewatering of mains in the affected area.

3. RELATED DOCUMENTS

Operating Manuals
AWWA Standard C651-14

4. SAFETY CONSIDERATIONS

Occupational Health and Safety Act
AWWA Standards
Municipal Health & Safety Policy Manual


5. EQUIPMENT REQUIRED

The Operator is responsible for:

- Proper Personal Protective Equipment (PPE) as required


6. AUTHORITY AND RESPONSIBILITIES

- 6.1 **DIRECTOR:** The Director of Municipal Services is responsible for:
- the operation, repair and maintenance of the Kingsville Water Distribution System
 - ensuring all necessary resources for the Water Distribution System personnel are available for general repairs to watermains
 - instructing the Water Personnel/Operators of the proper procedures for making general repairs to watermains, as set out below.
- 6.2 **WATER PERSONNEL/OPERATORS:** The Water Personnel/Operators are responsible for performing general repairs.

	<div><div>Kingsville Environmental Services</div><div>SOP ID#10</div><div>CATEGORY 1 WATERMAIN BREAK(S) – GENERAL REPAIRS</div></div>	<div><div>SOP: #10</div><div>Issued: 26-Jan-09</div><div>Rev.#: 1</div><div>Pages: 2 of 3</div></div>
Reviewed by: Shaun Martinho, Public Works Manager		Approved by: Andrew Plancke, Director of Municipal Services

7. PROCEDURE

- 7.1 Referring to the area drawings for the location of the break, locate all valves to be used in order to be able to isolate the affected area.
- 7.2 Systematically begin closing the valve closest to the break and the valve farthest from the damaged area. The final valve to be shut should be left open 2 to 4 turns so as to keep positive pressure within the affected area. Positive pressure is necessary for two reasons:
 - a) to prevent any contamination from entering into the system
 - b) to avoid any back siphoning from other service connections.
- 7.3 Complete shut downs should be avoided unless absolutely necessary in order to avoid creating other extremely hazardous situations such as property damage and safety hazards.
- 7.4 Notify the Town of Kingsville of the area affected by the break noting any hydrants out of service or under reduced pressure.
- 7.5 Secure the work area with proper cones, barricades and traffic signs to protect the general public as well as the workers within the work area.
- 7.6 Before the excavation begins ensure all locates have been secured for the dig site, ensure all water pumps are in place, primed, full of fuel, equipped with suction and discharge hoses connected and in place.
- 7.7 The excavated work area must be properly shored and/or sloped so workers can perform their repairs safely. Submit a notice of trench work to the Ministry of Labour identifying the location of the dig site.
- 7.8 Excavation dewatering shall continue for the duration of the repairs such that an air gap between the location of the break in the watermain and the water in the excavation is maintained. At a minimum, the excavation should be one (1) foot below the bottom of the watermain with a two (2) foot deep sump at one end to allow for a pump to dewater the excavation.
- 7.9 With the main exposed, the exterior of the pipe should be properly scraped and cleaned. Following the cleaning, the main and any repair material shall be disinfected with a minimum 1% sodium hypochlorite solution before the repair is completed.

	<div>Kingsville Environmental Services</div> <div>SOP ID#10</div> <div>CATEGORY 1 WATERMAIN BREAK(S) – GENERAL REPAIRS</div>	<div>SOP: #10</div> <div>Issued: 26-Jan-09</div> <div>Rev.#: 1</div> <div>Pages: 3 of 3</div>
Reviewed by: Shaun Martinho, Public Works Manager		Approved by: Andrew Plancke, Director of Municipal Services

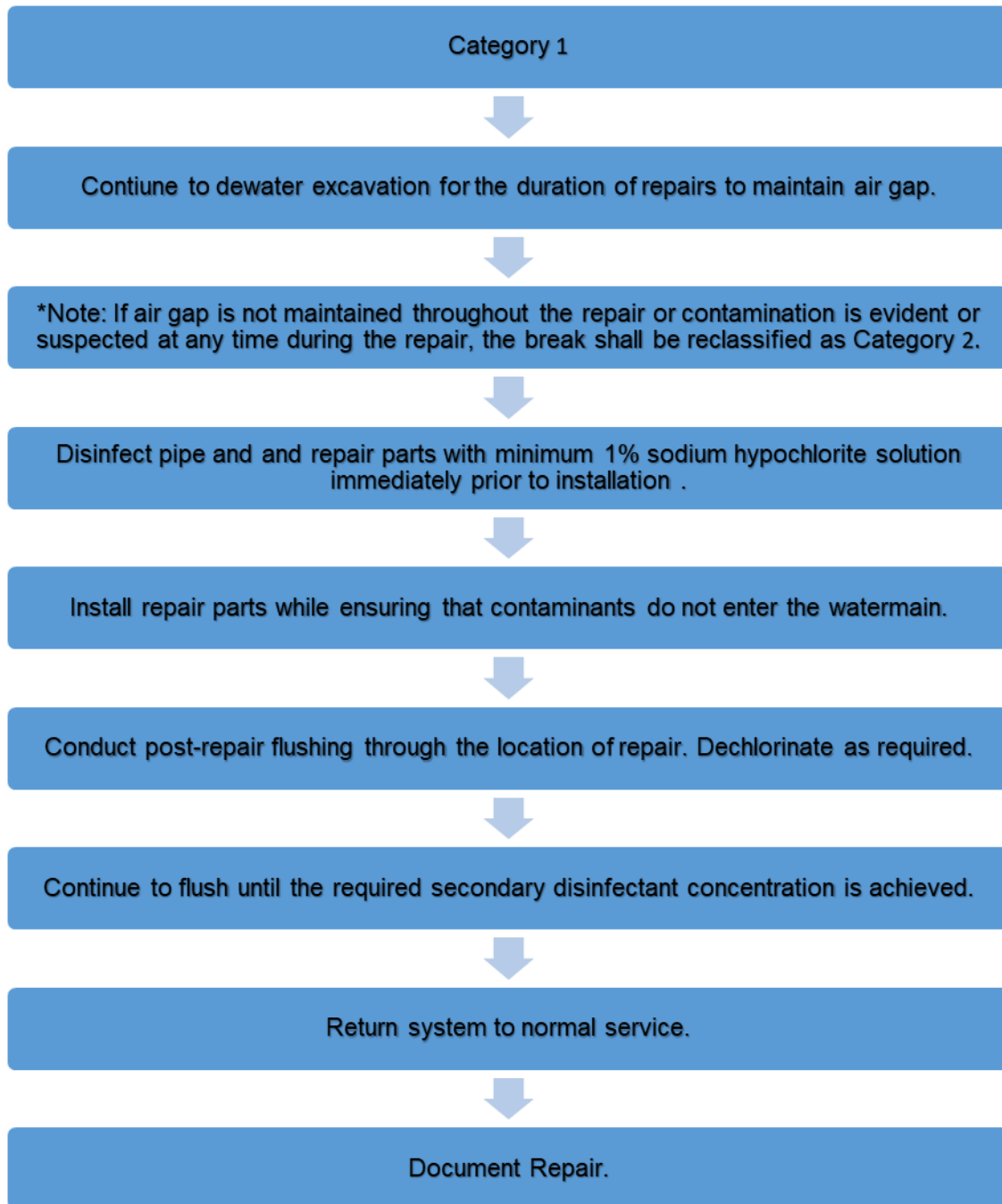
- 7.10 Install the repair parts according to manufacturer specifications. If at any time, contamination is evident or suspected, see SOP #12 Category 2 Watermain Break- Repairs to Potentially Contaminated Watermains.
- 7.11 If the watermain is cast or ductile iron, secure an anode to the exposed pipe.
- 7.12 Proceed to open the control valve slowly until the main is under full system pressure. Check to see that the repair remains leak tight.
- 7.13 Post repair flushing should be conducted following the repair by creating a temporary dead end downstream of the break through valve operation, and flushing through the location of the repair to a discharge point. Flushing shall continue until the discharged water is free from discolouration, and secondary disinfection has been restored.
- 7.14 With repairs complete, proceed to open all the valves slowly starting from the farthest point and working towards the affected area. Call the watermain and affected hydrants back into service and proceed to backfill and restore the excavated area.


8. FAILURE

If this SOP ID #10 Category 1 Watermain Break General Repairs, should fail in any way and further assistance is required contact the Director of Municipal Services for further instructions and possible reference to another SOP.

9. REVISIONS

Date	Revision #	Reason for Revision	Revision By
26-Jan-09	0	Watermain Break – General	
06-Spt-18	1	Update Disinfection Procedures	SM



	<p>Kingsville Environmental Services</p> <p>SOP ID#11</p> <p>CATEGORY 2 WATERMAIN BREAK(S) – REPAIRS TO DEWATERED MAINS</p>	<p>SOP: #11</p> <p>Issued: 26-Jan-09</p> <p>Rev.#: 1</p> <p>Pages: 1 of 3</p>
<p>Reviewed by: Shaun Martinho, Public Works Manager</p>	<p>Approved by: Andrew Plancke, Director of Municipal Services</p>	

1. PURPOSE

This SOP outlines the necessary procedure for the repair and sampling of Category 2 Main Breaks where there is no suspected contamination: this includes watermain repairs involving more than 6 meters of replaced pipe or if a situation exists where the main must be dewatered in order to complete the repairs or modifications to the system.

2. SCOPE

This procedure applies to repairs involving more than 6 meters of replaced pipe within the Kingsville Water Distribution System.

3. RELATED DOCUMENTS

Operating Manuals
AWWA Publications

4. SAFETY CONSIDERATIONS

Occupational Health and Safety Act
AWWA Standard C651-14
Municipal Health & Safety Policy Manual


5. EQUIPMENT REQUIRED

The Operator is responsible for:

- Proper Personal Protective Equipment (PPE) as required


6. AUTHORITY AND RESPONSIBILITIES

- 6.1 **DIRECTOR:** The Director of Municipal Services is responsible for:
- the operation, repair and maintenance of the Kingsville Water Distribution System
 - ensuring all necessary resources for the Water Distribution System personnel are available for repairs to dewatered mains
 - instructing the Water Personnel/Operators of the proper protocol for any repairs to dewatered mains, as set out below.
- 6.2 **WATER PERSONNEL/OPERATORS:** The Water Personnel/Operators are responsible for performing the necessary repairs to any dewatered main, as set out below.

	<div><div>Kingsville Environmental Services</div><div>SOP ID#11</div><div>CATEGORY 2 WATERMAIN BREAK(S) – REPAIRS TO DEWATERED MAINS</div></div>	<div><div>SOP: #11</div><div>Issued: 26-Jan-09</div><div>Rev.#: 1</div><div>Pages: 2 of 3</div></div>
Reviewed by: Shaun Martinho, Public Works Manager		Approved by: Andrew Plancke, Director of Municipal Services

7. PROCEDURE

- 7.1 Referring to the area drawings for the location of the break, locate all valves to be used in order to be able to isolate the affected area.
- 7.2 Systematically begin closing the valve closest to the break and the valve farthest from the damaged area. The final valve to be shut should be left open 2 to 4 turns so as to keep positive pressure within the affected area. Positive pressure is necessary for two reasons:
 - a) to prevent any contamination from entering into the system
 - b) to avoid any back siphoning from other service connections.
- 7.3 If possible all customers within the affected area should be given adequate verbal or written notification of the water shut down so as to minimize any inconvenience and to allow them time to protect any equipment affected by the water shut off.
- 7.4 Notify the Town of Kingsville of the area affected by the break noting any hydrants out of service or under reduced pressure.
- 7.5 Secure the work area with proper cones, barricades and traffic signs to protect the general public as well as the workers within the work area.
- 7.6 Before the excavation begins ensure all locates have been secured for the dig site. The excavated work area must be properly shored and/or sloped so workers can perform their repairs safely. Submit a notice of trench work to the Ministry of Labour identifying the location of the dig site.
- 7.7 Excavation dewatering shall continue for the duration of the repairs such that an air gap between the location of the break in the watermain and the water in the excavation is maintained. At a minimum the excavation should be one (1) foot below the bottom of the watermain with a two (2) foot deep sump pit at one end to allow for a pump to dewater the excavation.
- 7.8 Two water pumps shall be fueled, primed and placed into service before the watermain is completely shut down. Flow shall be discontinued only after a sufficient air gap has been established. With the main shut down, you can now prepare to cut the main as required.
- 7.9 Once you are sure that the pumps can keep up with the inflow of water, then that section of pipe can be removed.

	<p align="center">Kingsville Environmental Services</p> <p align="center">SOP ID#11</p> <p align="center">CATEGORY 2 WATERMAIN BREAK(S) – REPAIRS TO DEWATERED MAINS</p>	<p>SOP: #11 Issued: 26-Jan-09 Rev.#: 1 Pages: 3 of 3</p>
Reviewed by: Shaun Martinho, Public Works Manager	Approved by: Andrew Plancke, Director of Municipal Services	

- 7.10 Any new pipe and materials, along with as much as possible of the inside and outside of the existing pipe, should be swabbed and disinfected with a minimum 1% sodium hypochlorite solution so as to minimize any possibility of contamination.
- 7.11 Reconstruct the section of watermain making sure to block, support and restrain all new materials before the watermain is turned on. Cathodic protection should be installed onto existing iron pipe.
- 7.12 If at any time the water level rises in the excavation such that the air gap is not maintained after flow from the main has been discontinued see SOP #12 Category 2 Watermain Break- Repairs to Potentially Contaminated Watermains.
- 7.13 Proceed to open the control valve slowly until the main is under full system pressure. Check to see that the repair remains leak tight.
- 7.14 Post repair flushing should be conducted following the repair by creating a temporary dead end downstream of the break through valve operation, and flushing through the location of the repair to a discharge point. If a hydrant or blow-off is not available, then a 1" service shall be tapped and used for this purpose. Flushing shall continue until the discharged water is free from discolouration, and secondary disinfection has been restored.
- 7.15 With repairs complete, proceed to open any remaining valves slowly starting from the farthest point and working towards the affected area. Call the watermain and affected hydrants back into service and proceed to backfill and restore the excavated area.

8. FAILURE

If this SOP ID #10 - Category 2 Watermain Break - Repairs to Dewatered Mains should fail in any way and further assistance is required contact the Director of Municipal Services immediately for further instructions and possible reference to another SOP.

9. REVISIONS

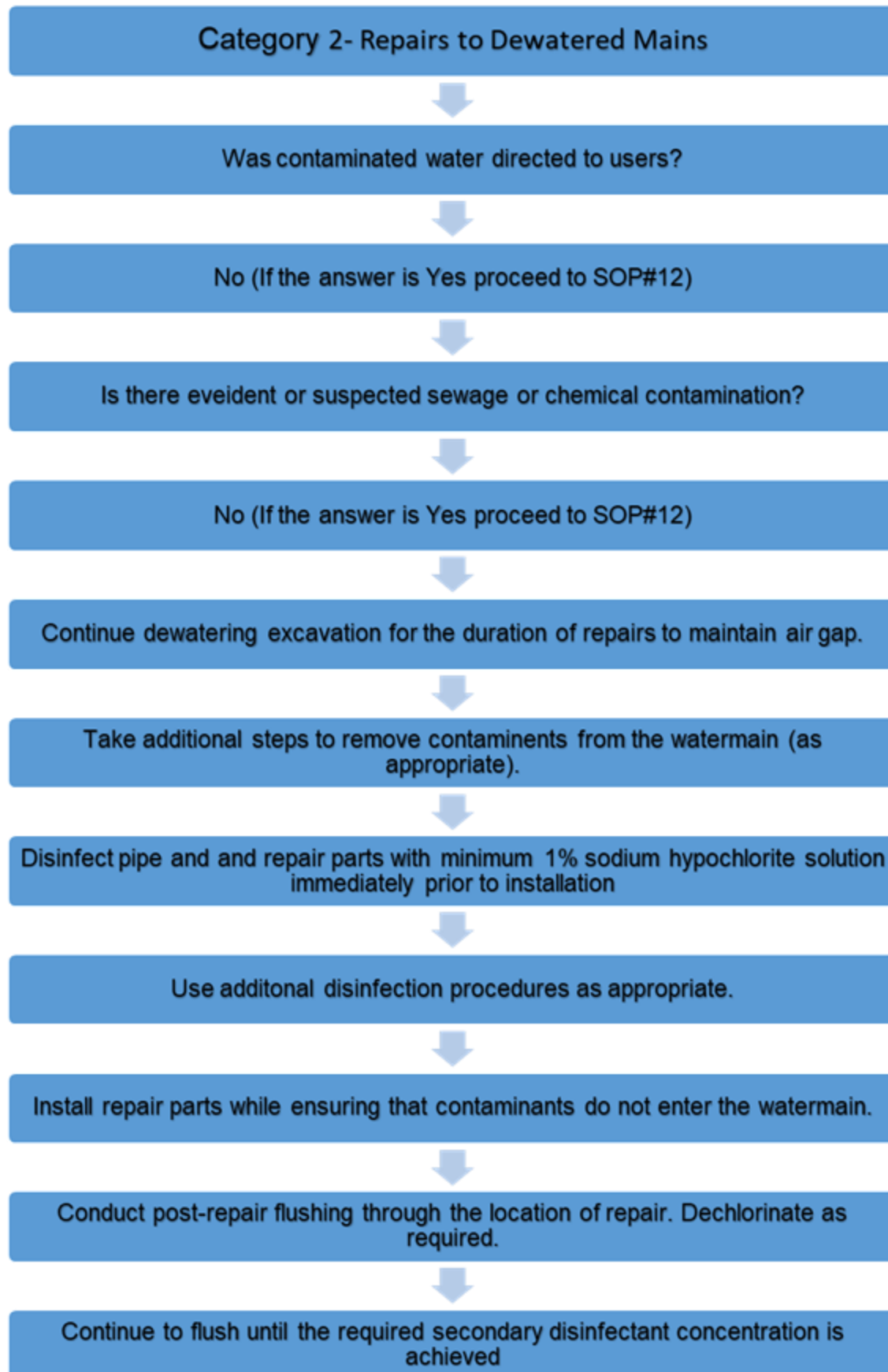
Revision History


Date	Revision #	Reason for Revision	Revision By
26-Jan-09	0	Watermain Break – Dewatered mains	
06-Sept-18	1	Update Disinfection Procedures	SM



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Operational Plan – Revision 7, March 14 2019



	<div>Kingsville Environmental Services</div> <div>SOP ID#12</div> <div>CATEGORY 2 WATERMAIN BREAK(S) – REPAIRS TO POTENTIALLY CONTAMINATED WATERMAINS</div>	<div>SOP: #12</div> <div>Issued: 26-Jan-09</div> <div>Rev.#: 1</div> <div>Pages: 1 of 4</div>
Reviewed by: Shaun Martinho, Public Works Manager		Approved by: Andrew Plancke, Director of Municipal Services

1. PURPOSE

This procedure outlines the necessary procedure for the repair and sampling of Category 2 Main Breaks where there is suspected contamination: this includes infiltration from water during excavation, sewage contamination, and chemical contamination.

2. SCOPE

This procedure applies to broken watermain within the Kingsville Water Distribution System with evident or suspected contamination.

3. RELATED DOCUMENTS

Operating Manuals
AWWA C651-14
Watermain Disinfection Procedure, MOECC, SDWA, Feb 2017

4. SAFETY CONSIDERATIONS

Occupational Health and Safety Act
AWWA Standards
Municipal Health & Safety Policy Manual

5. EQUIPMENT REQUIRED


The Operator is responsible for:

- Proper Personal Protective Equipment (PPE) as required

6. AUTHORITY AND RESPONSIBILITIES

6.1 **DIRECTOR:** The Director of Municipal Services is responsible for:

- the operation, repair and maintenance of the Kingsville Water Distribution System
- ensuring all necessary resources for the Water Distribution System personnel are available for any repairs to potentially contaminated watermain
- instructing the Water Personnel/Operators of the proper procedure for any repairs to potentially contaminated watermain.


	<p align="center">Kingsville Environmental Services</p> <p align="center">SOP ID#12</p> <p align="center">CATEGORY 2 WATERMAIN BREAK(S) – REPAIRS TO POTENTIALLY CONTAMINATED WATERMAINS</p>	<p>SOP: #12 Issued: 26-Jan-09 Rev.#: 1 Pages: 2 of 4</p>
<p>Reviewed by: Shaun Martinho, Public Works Manager</p>	<p>Approved by: Andrew Plancke, Director of Municipal Services</p>	

- 6.2 *WATER PERSONNEL/OPERATORS:* The Water Personnel/Operators are responsible for performing the repairs to possibly contaminated watermains as set out below.

7. PROCEDURE

Should the water pumps fail and contaminated ground water floods the existing system, or as stated earlier positive pressure cannot be achieved in the main until the excavation is completed, the following steps must be followed:

- 7.1 Immediately notify your supervisor of the known, or change in conditions and the additional risk of contamination of watermain being repaired. Your supervisor will contact a member of senior staff who will then initiate the procedure for notification of the Medical Officer of Health and the Ministry of the Environment (see Emergency/Essential Supplies and Services Contact List - Appendix, Tab L) as required under the existing regulations. You will be notified by the member of senior staff, through your Director of the additional steps to be taken as directed by the office of the Medical Officer of Health. See notification procedure.
- 7.2 Remove the damaged section of watermain along with as much of the contaminated section of pipe as possible.
- 7.3 With the use of the various control valves, flush back into the excavation site all of the watermain branches affected, again making sure that pump(s) (as needed) can keep up with the inflow of water.
- 7.4 With the old section of pipe removed, any new pipe and fittings along with as much as possible the inside and outside of the existing system should be swabbed and disinfected with a minimum 1% sodium hypochlorite solution so as to minimize any possibility of contamination.
- 7.5 Reconstruct the section of watermain making sure to block, support and restrain all new materials before the watermain is turned on. Cathodic protection should be installed onto any existing iron pipe.
- 7.6 Special notation must be made at this time regarding the location that will be used to flush the air and water from the contaminated watermain. If possible create a temporary dead end and flush towards the affected area out of a fire hydrant. If this is not possible then flushing to a hydrant within the isolated area is also acceptable.

	<p align="center">Kingsville Environmental Services</p> <p align="center">SOP ID#12</p> <p align="center">CATEGORY 2 WATERMAIN BREAK(S) – REPAIRS TO POTENTIALLY CONTAMINATED WATERMAINS</p>	<p>SOP: #12 Issued: 26-Jan-09 Rev.#: 1 Pages: 3 of 4</p>
<p>Reviewed by: Shaun Martinho, Public Works Manager</p>	<p>Approved by: Andrew Plancke, Director of Municipal Services</p>	


NOTE:

If a fire hydrant is to be used as a sample point, apply a large quantity (2 liters) of full strength sodium hypochlorite into the hydrant prior to flushing in order to disinfect it.

- a) If a fire hydrant does not exist within the affected area, then tap a 2" service in order to have a point to flush to and sample from.
- b) You may now flush the affected area towards the sample point, flushing from one point at a time. When you have completed flushing each line in turn and the water runs clear, check to determine the presence of adequate free chlorine residual (greater than 0.20 mg/L. When this is established, shut the valve again and move onto the other valves following the same procedure at each point.
- c) When the water runs clear and secondary disinfection has been restored, you are now ready to begin sampling. Collect a sample from the sampling location in the appropriate sampling container as provided by the laboratory. Bring the sample to the lab for bacterial testing as soon as possible.
- d) After the samples have been collected, open only one valve to the affected area. This will give our customer's water (it is anticipated that a Boil Water Advisory will have been issued at this time by the Medical Officer of Health for the affected area) and the necessary fire protection until sample results have been obtained. Opening only one valve will also minimize the affected area should the water samples fail.
- e) Call the affected area back into service under reduced pressure and proceed to backfill and restore the excavated area.
- f) Once two consecutive samples with satisfactory results have been received, proceed to open all of the control valves and call the watermain back into service.
- g) Should the samples taken fail, you will be provided with additional steps to take or procedures to follow by management or the Medical Officer of Health.

8. SPECIAL CASES

If there is evident or suspected sewage or chemical contamination of a watermain a plan with site specific procedures shall be developed and implemented. The sampling plan shall include at minimum the taking of two sets of microbiological samples at least 24 hours apart. Return to normal service is contingent upon the corrective actions and sampling plan being completed to the satisfaction of the local Ministry office in consultation with the Medical Officer of Health. **The affected watermain may not be put back in service before the corrective actions and sampling plan are completed unless a Water Advisory is declared.**

	<p>Kingsville Environmental Services</p> <p>SOP ID#12</p> <p>CATEGORY 2 WATERMAIN BREAK(S) –</p> <p>REPAIRS TO POTENTIALLY</p> <p>CONTAMINATED WATERMAINS</p>	<p>SOP: #12</p> <p>Issued: 26-Jan-09</p> <p>Rev.#: 1</p> <p>Pages: 4 of 4</p>
<p>Reviewed by: Shaun Martinho, Public Works Manager</p>		<p>Approved by: Andrew Plancke, Director of Municipal Services</p>

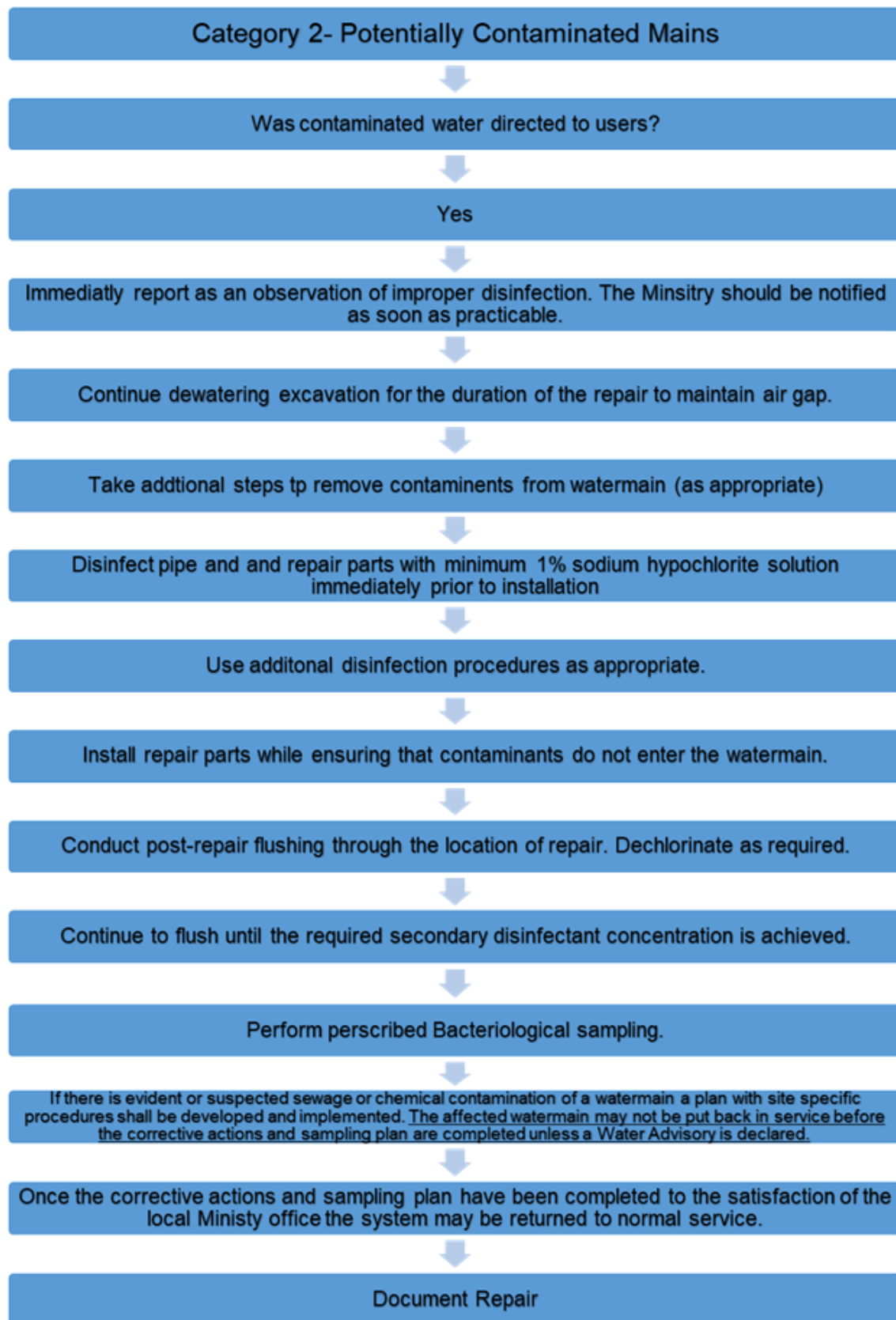
9. FAILURE


If this SOP ID #12 - Category 2 Watermain Break(s)- Repairs to Potentially Contaminated Watermains should fail in any way and further assistance is required contact the Director of Municipal Services immediately for further instructions and possible reference to another SOP.

9. REVISIONS

Revision History

Date	Revision #	Reason for Revision	Revision By
26-Jan-09	0	Watermain Break – Repairs to Potentially Contaminated Watermains	
09-Sept-18	1	Update Disinfection Procedures	S



	<p>Kingsville Environmental Services</p> <p>SOP ID#13</p> <p>EMERGENCY INTERCONNECT</p>	<p>SOP: #13</p> <p>Issued: 26-Jan-09</p> <p>Rev.#: 0</p> <p>Pages: 1 of 2</p>
<p>Reviewed by: Corrine Gabriele, Manager of Municipal Services</p>	<p>Approved by: Andrew Plancke. Director of Municipal Services</p>	

1. PURPOSE

This SOP outlines the necessary procedure if an emergency situation occurs and it becomes necessary to open interconnect between other systems. This will ensure adequate supply of water to Kingsville Water Distribution System in the event of a failure, such as a loss in supply due to a main break, low pressure, fire, contamination, etc.

2. SCOPE

This procedure applies to emergency situations within the distribution system of the Town of Kingsville.

3. RELATED DOCUMENTS

Operating Manuals
AWWA Publications
System Map - showing interconnects

4. SAFETY CONSIDERATIONS

Occupational Health and Safety Act
AWWA Standards

5. EQUIPMENT REQUIRED

The Operator is responsible for:


- Proper Personal Protective Equipment (PPE) as required

6. AUTHORITY AND RESPONSIBILITIES

6.1 **DIRECTOR:** The Director of Municipal Services is responsible for:

- the operation, repair and maintenance of the Kingsville Water Distribution System
- ensuring all necessary resources for the Water Distribution System personnel are available for any necessary repairs.
- instructing the Water Personnel/Operators of the proper procedure for completing emergency interconnects.

6.2 **WATER PERSONNEL/OPERATORS:** The Water Personnel/Operators are responsible for performing the emergency interconnects, as set out below.

	Kingsville Environmental Services SOP ID#13 EMERGENCY INTERCONNECT	SOP: #13 Issued: 26-Jan-09 Rev.#: 0 Pages: 2 of 2
Reviewed by: Corrine Gabriele, Manager of Municipal Services	Approved by: Andrew Plancke. Director of Municipal Services	

7. PROCEDURE

- 7.1 The staff of Union Water Treatment Plant will notify the Director of Municipal Services of the necessity to open an emergency interconnect valve.
- 7.2 Kingsville Water Operators will be instructed to attend at the emergency interconnect valve site.
- 7.3 Refer to the system maps for the location of the emergency interconnects.
- 7.4 Attend at the emergency interconnect valve site and the valve key, as the valve is locked.
- 7.5 Unlock the valve.
- 7.6 Open the valve.
- 7.7 Verify that there are no boil water advisories in effect at the time. If yes, notify the local Public Health Unit and the Ministry of the Environment, Conservation and Parks for further instructions.
- 7.8 Ensure that plans are in place to supply public with alternative water such as bottled water, tanker water, or water from some other source.
- 7.9 Continue to monitor the situation and once you have confirmation that system has returned to normal operations, reverse the process and close the emergency interconnects.
- 7.10 Inform all relevant personnel that the system has returned to normal operations.

8. FAILURE

If this SOP ID #14 - Emergency Interconnect should fail in any way and further assistance is required contact the Director of Municipal Services immediately for further instructions and possible reference to another SOP.

9. REVISIONS

Date	Revision #	Reason for Revision	Revision By
26-Jan-09	0	Emergency Interconnect	



2021 Division Road North
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Date: April 2, 2019
To: Mayor and Council
Author: Tim Del Greco, Manager of Municipal Services
RE: Traffic By-Law Revisions – Allen and Long Court
Report No.: MS 2019 – 16

AIM

To provide Council with information relating to recent requests for revision to Kingsville Traffic By-Law 21-2005.

BACKGROUND

In December of 2018, the Town received correspondence from the Essex Windsor Solid Waste Authority (EWSWA) and Windsor Disposal Services (WDS) in regards to a possible safety concern on Allen Court. Specifically, a concern from a WDS driver having to operate a recycling truck on Allen Court while a school bus is parked roadside.

Prior to this event, the Town also received a complaint from a resident of Allen Court regarding school bus parking on this roadway.

DISCUSSION

In response to the above, the Town hosted an open house on March 26, 2019 to collect public feedback on the following proposed traffic by-law revisions:

- *Addition of 'No Parking' signs on both sides of Allen Court*
- *Addition of 'No Parking' signs on both sides of Long Court*

Long Court was included as a proposed revision due to its close proximity to Allen Court and further because both roadways are very similar in design.

After collecting and reviewing feedback associated with potential parking prohibitions on Allen and Long Court, it is apparent the majority of residents would prefer to maintain their parking. Forty comments received were in favor of roadside parking whereas three comments received were in favor of a parking prohibition.

An internal investigation of the original safety concern presented to the Town in December of 2018 by the EWSWA and WDS has been completed. It is their determination that the concern is not genuine and does not require modifications to the current parking arrangement.

Discussions with the Kingsville Fire Chief affirms that although cul-de-sacs with parking are not ideal, they are manageable during emergency situations.

For the reasons outlined above, no changes to parking on Allen or Long Court are recommended.

Section 14.(5) (below) of the Kingsville Traffic By-Law was also included for discussion at the open house for two reasons. First, this provision relates to school bus parking. Second, the OPP have experienced difficulties when attempting to enforce this provision as the current wording is too ambiguous. The intent of the open house was to collect feedback from residents for any desired revisions to this section.

- *No person shall park a bus, commercial/personal trailers, boats or recreational vehicles on any highway overnight and not more than five (5) hours during the day.*

Only a few respondents submitted comments with respect to any desired revisions of Section 14.(5). Minimal feedback usually indicates the majority of residents are either satisfied with the current provision or have no particular interest in the provision. The feedback collected is not sufficient enough to recommend any potential changes to Council. However, the ambiguity of the provision is still an issue. "Overnight" is open to interpretation and "not more than five (5) hours during the day" is difficult for an officer to verify without continuous monitoring. Therefore, it is recommended that this provision be revised to indicate a specific time range and included in the next traffic open house for public comment. The following is an example of a potential revision:

- *Parking of buses, commercial/personal trailers, boats or recreational vehicles on any highway shall only be permitted from 9:00am to 3:00pm daily.*

LINK TO STRATEGIC PLAN

Promote the betterment, self-image and attitude of the community.

To promote a safe community.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with the recommendations to Council.

CONSULTATIONS

Kingsville Residents

Kingsville Administration

EWSWA

WDS

RECOMMENDATION

That Council receives this report as it relates to parking on Allen and Long Court;

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

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



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

Date: April 3, 2019
To: Mayor and Council
Author: Tim Del Greco, Manager of Municipal Services
RE: 2019 Capital Road Works – Additional Tender Approvals
Report No.: MS 2019 – 18

AIM

To award tenders for resurfacing of various Kingsville roadways in 2019.

BACKGROUND

During the March 11, 2019 Council Meeting, tenders for road resurfacing of Lansdowne Avenue, Cedarhurst Subdivision, and a section of Heritage Road were approved. Council further approved the tendering of additional road works in order to utilize a projected budgetary surplus resulting from the aforementioned projects (see motion below).

186-2019

Moved By Councillor Kimberly DeYong

Seconded By Councillor Tony Gaffan

That Council directs Administration to tender for rehabilitation of Spruce Street South, Road 9 West, and Peterson Road.

DISCUSSION

Spruce Street South

A tender for mill and pave of Spruce Street South was advertised to the public on March 12, 2019 and closed on March 27, 2019. This tender also included final surfacing of the intersection of Park Street and Division Street South as already approved in the 2019 Capital Budget.

The results (excluding HST) are as follows:

Contractor/Vendor Name	Bid Amount
Coco Paving Inc.	\$135,390
Mill – Am Corporation	\$137,323

Coco Paving is able to satisfy requirements relating to experience with similar projects, bonding, and insurance while providing the lowest cost proposal. Therefore, the recommendation is to proceed with this vendor.

Road 9 West and Peterson Road

A tender for rehabilitation of Road 9 West and Peterson Road was advertised to the public on March 19, 2019 and closed on April 5, 2019. The tender includes pulverizing of the roadways followed by the application of two layers of tar and chip surfacing.

The results (excluding HST) are as follows:

Contractor/Vendor Name	Bid Amount
Shepley Road Maintenance Ltd.	\$346,002

Shepley is able to satisfy requirements relating to experience with similar projects, bonding, and insurance. The recommendation is to proceed with this vendor.

LINK TO STRATEGIC PLAN

To become a leader in sustainable infrastructure renewal and development.

FINANCIAL CONSIDERATIONS

The following table provides a summary of previously approved road works (Lansdowne, Cedarhurst, and Heritage) along with the addition of new road works as recommended within this report.

Project	Cost of Recommended Vendor	2019 Budget Amount
Heritage Road	\$46,628	\$70,000
Lansdowne Avenue	\$460,474	\$595,000
Cedarhurst Subdivision	\$566,174	\$975,000
Spruce Street South	\$135,390	n/a
Road 9 West / Peterson	\$346,002	n/a
TOTAL	\$1,554,668	\$1,640,000

It should be cautioned that approval of the Spruce Street South, Road 9 West, and Peterson Road tenders will utilize most, if not all of the projected surplus. Further, should we encounter unforeseen circumstances during the construction period, additional funding may be required.

Approximately \$1,000,000 in reserves is available should road rehabilitation exceed the \$1,640,000 as allocated within the 2019 Capital Budget.

CONSULTATIONS

Kingsville Municipal Services

RECOMMENDATION

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

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

And That Council authorize the use of an additional \$150,000 from Roads Life Cycle Reserves (account # 03-000-032-39075) should road rehabilitation in 2019 exceed the \$1,640,000 as allocated and approved within the 2019 Capital Budget.

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



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

Date: April 8, 2019

To: Mayor and Council

Author: Tim Del Greco, Manager of Municipal Services

RE: South West Service Area Water Main Expansion

Report No.: MS 2019 - 19

AIM

To award a Request for Proposal (RFP) for engineering services pertaining to the design and construction of water main in the South West Service Area (SWSA) of Kingsville.

BACKGROUND

Development within the SWSA is on indefinite hold as current water availability is unable to support new growth. The SWSA is an area of land west of the Kingsville core and south of Road 2 West. Figure 1 in Appendix A of this report includes a map of the SWSA for your reference.

In 2017, Stantec Consulting was retained to perform a hydraulic analysis of the SWSA and provide recommendations for increasing water capacity. The intent of the analysis was to ensure a sufficient increase in water capacity capable of supporting new residential developments. Specifically, proposed new residential developments that have been received and/or considered by the Town. Figure 2 in Appendix A includes a map of such proposed developments for your reference. It is estimated that 2,946 residential lots would be constructed upon completion of all proposed developments.

The Stantec Report concluded with a recommendation that new water main be constructed in the current distribution system. As a result, administration requested funding from Council to procure engineering services pertaining to new water main construction. The request was approved by Council and allocated in the 2019 Capital Budget.

DISCUSSION

The locations of new water main are depicted on the map in Figure 7 of Appendix A. You will note the work is subdivided into six stages. This staged approach of construction was envisioned so that capital costs can be deferred and triggered by community growth.

Completion of stages one thru three will provide some capacity for initial residential development of the SWSA. A RFP for engineering services (stages one thru three only) was advertised to the public on February 22, 2019 and closed on March 22, 2019.

The results (excluding HST) are as follows:

Contractor/Vendor Name	Bid Amount
RC Spencer Associates Inc.	\$80,000
Dillon Consulting Limited	\$209,596
IBI Group Professional Services	\$420,470
Architecttura Inc.	\$646,745

Each proposal submitted was evaluated against several criteria including experience with similar projects, qualifications of personnel, understanding of project scope, proposed work plan and value added concepts.

RC Spencer is able to satisfy requirements relating to the above criteria while providing the lowest cost proposal. Therefore, the recommendation is to proceed with this vendor.

RC Spencer has indicated in their proposal completion of all engineering and design prior to October of 2019. Tendering for construction can be completed in the first quarter of 2020 should Council approve of such works in the 2020 Capital Budget.

LINK TO STRATEGIC PLAN

To become a leader in sustainable infrastructure renewal and development.

FINANCIAL CONSIDERATIONS

Stantec Consulting provided a breakdown of probable costs associated with the construction of all recommended water main (please reference page 16 of the Stantec Report for details). Construction of stages one thru three is estimated at \$8.4 Million. Construction of all six stages is estimated at \$19.8 Million.

Engineering was estimated based on a percentage (7.5%) of the total probable construction costs. As a result, \$630,000 is allocated in the 2019 Capital Budget for engineering services pertaining to stages one thru three.

Should the Town elect to proceed with construction following completion of engineering, significant working capital will be required. Options for funding sources include:

- a) Development Charges (DC's). The work identified in the Stantec Report is included in the current Kingsville DC Study. Approximately 75% of the \$19.8 Million required is recoverable through DC's. To date, \$265,695 of DC's have been collected specifically for this project. The Town can borrow DC's from other projects with the intention of repaying at a later date. The Town has a total of \$2.8 Million in accumulated DC's.
- b) Approximately \$3 Million in water main reserves for working capital and maintenance.
- c) Allocating additional funds in the annual capital budget.
- d) Enticing developers to prepay their DC charges.

Further discussion with Council will be required prior to seeking adequate funding and necessary approval for water main construction.

CONSULTATIONS

Stantec Consulting
Kingsville Municipal Services

RECOMMENDATION

That Council award the Request for Proposal (File # 19-202) for engineering services pertaining to the design and construction of water main in the South West Service Area of Kingsville to RC Spencer Associates Inc.

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



Stantec Consulting Ltd.
100-140 Ouellette Place, Windsor ON N8X 1L9

September 29, 2017
File: 165620102-203

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

Attention: Mr. Andrew Plancke, CET
Director of Municipal Services

Dear Andrew:

Reference: Kingsville Southwest Service Area Water Supply –Preliminary Engineers Report

At the request of the Town of Kingsville's Municipal Services, we have carried out a water availability review to support potential future development on vacant lands in the southwestern service area of the Town immediately west of the former Town center, south of County Road 20 between Heritage Road and McCain Sideroad as shown in Figure 1 found in Appendix "A". This request was initiated by the developer of the recently approved residential development located in the southern quadrant of the Kingsville southwest service area otherwise known as the Valente lands.

BACKGROUND

The Kingsville southwest water service area (Kingsville SWWSA) is comprised predominately of residential and commercial development with a total equivalent service population of approximately 5,000 people.

The area is serviced with potable water from the Union Water Supply System (Union WSS) and forms part of the Union southeast service area or pressure zone. Water is treated and supplied from the Union Water Treatment Plant (Union WTP) situated on County Road 45 in the community of Ruthven and delivered to the Kingsville SWWSA along a network of trunk watermains along Road 2 East westerly to McCain Sideroad and then southerly to County Road 20 and County Road 50 along the shores of Lake Erie.

System pressures in the Kingsville SWWSA are generally governed through a combination of both the pressure head developed by the high lift pumps at the Union WTP and water level in the Union water tower (UWT) located near County Road 31 and County Road 34. There are no system storage facilities located within the Kingsville southwest service area. Water supply for peak equalization, emergencies and fire protection is obtained from system storage and supply capacity at the Union WTP and UWT.

The water distribution system serving the Kingsville SWWSA consists of approximately 43 km of watermains ranging in size from 50 mm to 250 mm in diameter. Plans of the existing water distribution system within the Kingsville SWWSA are presented Figure 1 found in Appendix "A". The Union WSS is considered a "large municipal residential system" under O. Regulation 170/03 and is regulated through a Ministry of Environment & Climate Control (MOECC) Drinking Water System License No. 041-101 and MOECC Drinking Water Works Permit No. 041-201.

GROWTH AND WATER DEMAND

Population Projections

Population growth projections from the 2012 Union Master Plan (Union MP) authored by Stantec Consulting Ltd. form the basis for establishing water demand assumptions and ultimately future servicing plans. Growth projections in the Union MP were established from a range of Town specific resources including Official Plans, Servicing Plans, Master Plans and communications with Water and Building Departments. Projected growth rates in the Union MP for the Town of Kingsville for the planning horizon 2012 to 2028 were in the order of approximately 0.95% per year.



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Reference: Kingsville Southwest Service Area Water Supply –Preliminary Engineers Report

Following the 2012 Union MP, new and emerging residential development initiatives and pressures in the Kingsville SWWSA have been either received, considered, and/or approved by the Town. Based on discussions with Town Municipal & Planning Services, a listing of these development initiatives along with their locations are presented in Figure 2 found in Appendix "A". As part of this study, existing populations within the Town of Kingsville were reassessed to reflect a more up-to-date status.

Based on the above listing, existing and projected equivalent service populations for the Kingsville SWWSA were developed for the 20-year planning horizon and summarized in Table 1 below. Equivalent service populations take into account not only the actual number of persons in the system but an equivalent number taking in consideration non-residential demands from industrial, commercial and institutional consumers.

Table 1: Summary of Equivalent Service Population Projections (Kingsville SWWSA)

<i>Development Location</i>		<i>Area (Hectares)</i>	<i>Estimated Number Lots</i>	<i>Existing (2015) Population</i>	<i>20-Year (2035) ¹ Population</i>
<i>Parcel</i>	<i>Roll Number</i>				
1	010-01800	25.75	515	0	1,545
2	270-31200	2.66	53	0	159
3	270-31100	14.74	295	0	885
4	270-31000	0.11	2	0	6
5	270-30900	0.77	15	0	45
6	270-30800	6.65	133	0	399
7	270-30700	1.44	29	0	87
8	270-00600	18.44	369	0	1,107
9	270-00900	8.14	163	0	489
10	270-23000	4.81	96	0	288
11	270-01010	0.65	9 ²		27
12	270-01100	2.54	51	0	153
13	270-01110	12.13	176 ²	0	528
14	270-01400	19.96	290 ²	0	870
15	270-01702	4.0	80	0	240
16	270-01750	19.55	284 ²	0	852
17	270-07100	0.40	8	0	24
18	270-02600	1.87	37	0	111
19	270-02401	7.58	56 ²	0	168
20	270-02800	3.32	66	0	198
21	270-02900	2.87	57	0	171
22	270-03190	0.65	13	0	39
23	270-03180	0.27	5	0	15
24	270-03100	1.73	35	0	105
25	270-03150	1.06	21	0	63
26	270-34000	4.42	88	0	264
Kingsville SWWSA		-	-	5,000	6,037 ³
Totals		166.51	2,946	5,000	14,875

Notes:

1. Estimated equivalent service population for new development based of 20 lots per hectare and 3 persons per lot per Town of Kingsville Planning Department criteria.
2. Based on estimated number of lots of 759 per draft plan of subdivision dated January 25, 2017.
3. Based on projected 20-year growth from infilling only (restricted to projected growth rate of 0.95% per year per 2012 Union Master Plan)



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Reference: Kingsville Southwest Service Area Water Supply –Preliminary Engineers Report

Existing & Projected Water Demands

Average day, maximum day and peak hour demands are key design parameters when determining water system infrastructure needs. The average day demand is the total volume of water consumed in the system over the entire year divided by 365 days. The maximum day demand is the highest single day water consumption in a given year and is the main design parameter for determining the size of water treatment facilities. Peak hour demand is the highest single hour water demand on the maximum day.

Typically, maximum day and peak hour demands are established by multiplying the average day demand by a corresponding factor. MOECC Design Guidelines for water distribution systems provide a table setting out maximum day and peak hour rate factors for systems using equivalent service populations. Since the Kingsville southwest water service area is part of the greater Union water service area, maximum day and peak hour factors are based on the total Union water service area population

Projected water demands for existing and future residential consumers in the Kingsville SWWSA have been based on a representative unit average day water demand of 360 Liters per capita per day (L/cap/day) or 80 Imp. gallons/cap/day. The following Table 2 summarizes the existing and 20-year water demand projections for the Kingsville SWWSA.

Table 2: Existing and Projected Water Demands – Kingsville SWWSA

	Existing (2015)	20-Year (2035)
Component		
Kingsville SWWSA – Equivalent Service Population	5,000	6,037
New Development - Equivalent Service Population	0	8,838
<i>Total Estimated Equivalent Service Population</i>	5,000	14,875
Water Demand		
Kingsville SWWSA (@ 360 L/cap/day) <i>(m³/day)</i>	1,800	2,173
New Development Area (@ 360 L/cap/day) <i>(m³/day)</i>	0	3,182
<i>Total Average Day Water Demand (m³/day)</i>	1,800	5,355
<i>Maximum Day Peaking Factor ⁽¹⁾</i>	1.75	1.75
Total Calculated Maximum Day Water Demand (m³/day)	3,150	9,371
<i>Peak Hour Peaking Factor ⁽¹⁾</i>	2.52	2.52
Total Calculated Peak Hour Water Demand (m³/day)	4,536	13,495

Notes:

1. Maximum day and peak hour peaking factors based on those in 2012 Union Master Plan.

WATER DISTRIBUTION SYSTEM ASSESSMENT

System Requirements

MOECC design guidelines recommend that water distribution systems should be capable of supplying water under the following conditions:

1. Peak hour flow while maintaining a minimum residual pressure of 40 psi (275 kPa) in the system.
2. Maximum day plus fire flow with a minimum residual pressure of 20 psi (138 kPa) in the system.
3. Under normal conditions, residual pressures should range between 50 to 80 psi (350 to 550 kPa).
4. Maximum pressure should not exceed 100 psi (700 kPa).



Reference: Kingsville Southwest Service Area Water Supply –Preliminary Engineers Report

Fire Protection

The level of fire protection provided by a municipality owned water supply system is determined by the Town. Fire flow requirements are typically determined using the Fire Underwriters Survey document “Water Supply for Public Fire Protection” (FUS). The minimum fire flow recognized by the FUS is 30 L/s (400 Igpm) and to receive credit, the water supply system must be capable of satisfying the simultaneous maximum day demand + fire flow requirement.

The water distribution systems within the Town of Kingsville were intended to provide fire protection in urbanized areas only. Distribution systems located within rural areas were only intended to provide an adequate potable water supply to existing and future consumers and not a piped water supply for fire protection purposes. Provision for fire flow to all portions of the distribution system would result in a much larger and more costly distribution system. However, it may be possible that in some rural areas, some level of fire protection can be provided particularly along trunk watermain.

Fire hydrants are provided in the rural distribution system at select road intersections and at system extremities primarily for flushing and cleaning purposes while also serving as a source of water to fill pumper trucks for firefighting. The actual amount of fire flow that can be supplied by the distribution system during maximum day demand conditions can only be confirmed through hydrant flow testing in the field.

FUS fire flows are specific to criteria such as building type, construction material and population density. In the absence of a detailed evaluation of specific building types throughout the Town and the establishment of site specific fire flow requirements, typical fire flow targets were adopted for the purposes of evaluating the existing distribution systems and improvements needed to satisfy projected future conditions. For the purposes of this study, a fire flow target of 30 L/s (400 Igpm) was used for urbanized areas.

Hydraulic Analyses

Computer modeling is a useful tool for analyzing the hydraulic behavior of water distribution systems. While such analysis cannot simulate exact “real-life” conditions, they can be very useful in identifying “bottlenecks” in existing systems as well as assist in determining system improvements needed to satisfy both existing and future projected water demands.

WaterCAD, a Windows based software program originally developed by Haestad Methods was used to carry out the hydraulic modeling work. WaterCAD is used for its flexibility in modeling both steady state (static) and extended period (dynamic) simulations. This capability allows for simulating filling and draining of tanks, regulating of control valves and associated pressure and flow rate changes throughout the system in response to varying demand. Dynamic simulations are more representative of real life conditions and allow the prediction of system behavior throughout the 24 hour cycle.

Hydraulic computer models were originally developed for the Union WSS in the Union MP with the inputting of watermain characteristics including pipe diameter, length, friction factor, ground elevation and average day water demands. Maximum day demand diurnals were also developed using plant pumping and corresponding elevated tower level and/or reservoir records. This diurnal was used to simulate dynamic conditions in both water supply systems over a period of several days.

The hydraulic model for the Union WSS been updated to reflect both existing and projected 20 year demand conditions and has been use to analyze the Kingsville SWWSA for the purposes of this study. Output from the model simulations were reviewed to assess the capabilities of the water system towards maintaining adequate residual pressures under peak hour and/or maximum day + fire flow conditions in accordance with MOECC Design Guidelines.



Reference: Kingsville Southwest Service Area Water Supply –Preliminary Engineers Report

Existing Conditions

The performance of the water distribution system in the Kingsville SWWSA was assessed to predict system behavior under existing conditions using the updated Union WSS hydraulic model.

Generally, under normal flow conditions, system pressures were observed to range in the neighborhood of 50 to 80 psi in most of the service area with the exception along the lake front where pressures can exceed the upper MOECC limit of 100 psi at approximately 110 psi. This is a direct result of the area's lower elevation in comparison to the elevation of the water supply source at the Union WTP. Although not ideal, the higher pressures have been successfully managed with pressure reduction devices in most homes and businesses.

Under peak hour flow conditions, system pressures were observed to be at or marginally above the 40 psi benchmark along Road 2 West and County Road 50. However, system pressures below 40 psi were observed in the entire central quadrant of the Kingsville SWWSA centered along County Road 20 east and west of McCain Sideroad. Pressures in this quadrant were observed to drop to as low as 22 psi at the extreme eastern boundary with the community of Kingsville along County Road 20. A map of system pressures during peak hour flow conditions is illustrated in Figure 3 found in Appendix "A".

Peak hour flows were also observed to being conveyed within the service area at acceptable flow velocities (≤ 1.5 m/s) and headloss gradients (≤ 3.0 m/km) with the exception of the 250-mm dia. watermain along Road 2 West & McCain Sideroad and the 150mm dia, watermain along County Road 20 where headloss gradients approach 6 m/km significantly exceeding the upper limits.

It was also observed that the minimum recognized fire flow of 30 L/s could be obtained throughout most the service area during maximum day demand conditions with the exception being along the existing 150 mm dia. watermain on County Road 20 east of Kingsville Golf & Country Club.

The primary reason for the low system pressures in this quadrant is due to the relatively large friction losses being experienced in the existing 250 mm dia. trunk watermain running westerly along Road 2 West and southerly along McCain Sideroad to County Road 20 and County Road 50 caused by excessive demands. In fact, the entire Kingsville southwestern water service area is supplied through this single 250 mm dia. trunk watermain with no redundancy in case of failure.

These low-pressure issues were also identified and documented in the 2012 Union MP where it was also concluded that there was an inadequate level of system redundancy and security of supply should there occur a water service interruption with the existing 250 mm watermain along Road 2 West and McCain Sideroad.

In summary, the existing water distribution system is generally not able to maintain a satisfactory level of service for the existing needs of the Kingsville SWWSA. Less than adequate system pressures within the urbanized areas south of County Road 20 and east of McCain Sideroad must be given serious consideration in the evaluation of any future system improvements.

On this basis, the existing water distribution system within the Kingsville SWWSA is considered to have insufficient unreserved capacity to support any further development without having a significant detrimental impact on the remainder of the water distribution system until system improvements can be implemented.

Future Conditions

The performance of the water distribution system in the Kingsville SWWSA was assessed to predict system behavior under future conditions and determine whether it was capable of supplying the projected 20-year future water demands. The analyses were based on the assumption that the Union WTP would have sufficient treatment, pumping capacity and system storage to satisfy the projected 20-year future water demands and that the only constraints would be those imposed by the water supply system watermains.

Modeling results confirm that the existing water distribution system would not be capable of maintaining an adequate level of service to satisfy the projected 20-year future water demands of the service area.



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ALTERNATIVE SOLUTIONS

Several conceptual alternative solutions may be proposed to address the identified problems and needs of the Kingsville SWWSA as follows:

1. Do Nothing
2. Restrict Community Growth
3. Implement water use reduction practices.
4. Construct new watermain in the distribution system to augment water conveyance capacity to service existing and future development.

1. Do Nothing

This alternative involves retaining the existing water supply system and carrying out no improvements, expansions or new works to remedy the identified problems and needs. It eliminates the need for large capital expenditures; however, it does not address the problems and needs of the Kingsville SWWSA. Under this alternative, there is no further capacity in the existing water distribution system to service future growth as conveyance capacity has been exceeded.

Clearly, the Do Nothing alternative will limit future growth in the community and does not provide an acceptable solution to the identified water supply problems and needs while satisfying the planning objectives of the Town of Kingsville.

The Do Nothing alternative is not considered a viable option and will not be considered further in this study; however, it can serve as a benchmark to evaluate the implications if none of the other planning alternatives are implemented.

2. Restrict Community Growth

This alternative involves placing restrictions on the type, location and extent of development within the Kingsville SWWSA. Although this alternative eliminates or delays the need for large capital expenditures, it would have an adverse economic impact on the Town due to stagnation of development and is not compatible with the objectives of the Town of Kingsville Official Plan.

Restricting Community Growth is not considered a viable option to address the identified water supply problems and needs of the Kingsville SWWSA and accordingly will not be considered further in this study.

3. Water Use Reduction Practices

This alternative involves the development of water conservation programs or practices that place restrictions on water use. Possible programs could entail the education of the general public as well as industrial, commercial and institutional users about water conservation as well as the implementation of municipal bylaws aimed at reducing water usage during peak summer months when community water demands are at their highest.

The implementation of water use reduction measures would involve costs associated with educating the public and bylaw enforcement, however, it could potentially help defer the construction of water system expansions and new works if lower water demands could be realized.

The Town of Kingsville currently has water use reduction and efficiency programs in place to curtail water use. However, these measures have been difficult to regulate and are highly dependent on the willingness of water consumers to comply on a voluntary basis. Increased enforcement may result in reduced water demand but cannot be relied upon.

While it is recognized that increased water efficiency and reduction measures have the potential to further reduce water demands associated with the existing system, this alternative alone will not be sufficient to address the long-term needs of the Kingsville SWWSA. However, these measures are beneficial to reducing



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future capital and operating costs and accordingly it is recommended that these measures continue to form an important component of the Town's long-term, on-going initiative to curtail water use and promote water use efficiency practices.

4. Construct New Watermains in the Distribution System to Augment Water Conveyance Capacity to Service Existing and Future Development

This alternative involves the construction of new watermains within the Kingsville SWWSA and greater Kingsville water service area to resolve the identified water supply problems in the Kingsville SWWSA to service existing and projected future 20-year growth.

The advantages of this alternative are:

- Assures adequate water supply to permit orderly growth and development in the Kingsville SWWSA.
- Will create a general benefit to the Town enhancing attractiveness for investment and economic growth.
- Will permit ongoing implementation of development and other activities as envisioned in Kingsville's planning documents which have positive impacts on the socio-economic environment.
- Will provide an improved water distribution system for servicing existing and future consumers.
- Provides for handling of peak flow rates and fire protection requirements.
- May provide fire protection in rural areas currently without fire protection.
- System designed to MOECC guidelines.
- Will address issue of inadequate system redundancy and security of supply by reinforcing distribution network to Kingsville SWWSA by providing second feed link to meet existing and projected future 20-year water demands while enabling water supply to continue in event existing 250 mm dia. watermains along Road 2 West and McCain Sideroad is to be out of operation for maintenance or repair due to failure.
- Will address need to relieve overstressed existing 250 mm dia. watermain along Road 2 West and McCain Sideroad.

The disadvantages are:

- Will incur large capital expenditures for construction of additional watermains.
- Will need to mitigate impacts on the environment from construction activities.
- Will require the acquisition of utility easements at some inconvenience to existing property owners where there is a lack of municipal rights-of-ways or insufficient room in the existing municipal rights-of-ways.
- Will further delay the implementation of new development until watermain improvements are implemented.

Based on the forgoing, this planning alternative represents a viable solution to the water supply problems identified in the Kingsville SWWSA and will be considered further in this study.

Environmental Impacts and Mitigating Measures

As a group, the alternative planning solutions (except the "Do Nothing" and "Restrict Community Growth" alternatives) will have a limited effect on the environment and that effect will be mostly due to construction activities. A summary of potential environmental impacts and proposed mitigating measures is presented in Table 3 below.



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Table 3: Environmental Effects and Mitigating Measures

OPERATION	EFFECT	MITIGATING MEASURES
Cutting, digging, or trimming ground covers, shrubs and trees	Reduced terrestrial wildlife habitat quality (i.e., diversity, area, function) and increased fragmentation of habitat.	➤ This is not a concern as there is no significant existing terrestrial wildlife habitat in the proposed area of construction
	Loss of unique or otherwise valued vegetation features	➤ This are no known unique vegetation features in the area that may be disturbed by construction activities. ➤ Where possible, existing vegetation features will be restored to a preconstruction condition.
Trenching / tunnelling for sewers, watermain and forcemains, excavation and construction for water and wastewater pumping and treatment structures	Soil erosion and sediment transport to adjacent water bodies causing sedimentation and turbidity of adjacent water bodies and drainage ditches	➤ Use of erosion control measures (i.e. sediment traps, silt fences, etc.) ➤ Collect contaminated runoff ➤ Restore vegetation growth quickly ➤ Stage construction activities to minimize potential of adverse impacts
	Reduced water quality and clarity due to increased erosion and sedimentation, and transport of debris.	➤ Apply wet weather restrictions to construction activity. ➤ Comply with any local regulations, policies and guidelines that stipulate a minimum acceptable buffer width (the allowable distance from a water body). Maximum buffer widths are desirable. ➤ If possible, direct surface drainage away from working areas and areas of exposed soils. To the maximum extent possible, promote overland sheet flow to well vegetated areas. ➤ Install and maintain silt curtains, sedimentation ponds, check dams, cofferdams or drainage swales, and silt fences around soil storage sites and elsewhere, as required.
	Loss of vegetation and topsoil and mixing topsoil and subsoil	➤ Restore site by replacing topsoil and reinstate vegetation to prevent erosion
	Removal and/or disturbance of trees and ground flora	➤ Avoid treed areas where possible ➤ Employ tree protection measures ➤ Replace trees and provide site landscaping
	Temporary disruption of pedestrian and vehicle traffic	➤ Provide and maintain detours ➤ Provide for safe alternate routes ➤ Select alternate routes to minimize inconvenience
	Temporary disruption and inconvenience during construction to adjacent properties, buildings and inhabitants	➤ Notify public agencies and neighbouring owners of construction activities ➤ Prepare program for reporting and resolving problems ➤ Ensure access is provided for emergency vehicles and personnel ➤ Apply noise and vibration control measures ➤ Apply dust control measures ➤ Control emissions from construction equipment and vehicles ➤ Use silencers to reduce noise ➤ Require compliance with municipal noise by-laws
	Possible need to remove petroleum contaminated excavated material.	➤ Sample material. ➤ Handle and dispose of contaminated material in an acceptable manner
	Decreased ambient air quality due to dust and other particulate matter.	➤ Avoid site preparation or construction during windy and prolonged dry periods. ➤ Cover and contain fine particulate materials during transportation to and from the site. ➤ Instruct workers and equipment operators on dust control methods. ➤ Spray water to minimize dust off paved areas or exposed soils. ➤ Stabilize high traffic areas with a clean gravel surface layer or other suitable cover material. ➤ Cover or otherwise stabilize construction materials, debris and excavated soils against wind erosion.
	Disturbance to microscopic organisms in the soil.	➤ Limit the size of stockpiles to avoid anaerobic conditions. ➤ Protect stockpiled soils from exposure to and sterilization by solar radiation (or stockpile in an uncovered shaded area).



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<i>OPERATION</i>	<i>EFFECT</i>	<i>MITIGATING MEASURES</i>
	Reduced soil capability through compaction and rutting, and mixing of topsoil and layers below.	<ul style="list-style-type: none"> ➤ Avoid working during wet conditions and/or confine operation to paved or gravel surfaces. ➤ Whenever possible, strip and store topsoil separately from the layers below and return to excavation in sequence.
	Removal and/or disturbances of trees and flora.	<ul style="list-style-type: none"> ➤ Avoid treed areas ➤ Employ tree protection measures ➤ Avoid areas with significant vegetation
	Loss of productive farm land.	<ul style="list-style-type: none"> ➤ Locate facilities to minimize land requirements ➤ Use existing rights-of-way as much as possible ➤ No loss within utility easements as they can still be cultivated.
	Agricultural disruption of field access.	<ul style="list-style-type: none"> ➤ All driveways, roadways and field access will be restored to pre-construction condition ➤ Staging of construction and advance notice to property owners prior to disruption of construction to minimize inconvenience
	Disruption of tile and surface drainage systems.	<ul style="list-style-type: none"> ➤ Provide for temporary drainage systems until final restoration is accomplished. ➤ Avoid disturbing drainage systems during critical periods. ➤ All existing culverts, tiles and drainage systems to be restored to pre-construction conditions following construction.
	Reduced water quality of nearby surface waters having value as wildlife habitat.	<ul style="list-style-type: none"> ➤ Use sediment control techniques for stockpiled materials to minimize degradation of water quality.
	Modifications or removal of aquatic habitat.	<ul style="list-style-type: none"> ➤ Stage construction to minimize potential of adverse impacts.
	Residential impacts.	<ul style="list-style-type: none"> ➤ Construction noise and dust impacts will be controlled through noise by-laws and dust control measures in contract specification. ➤ Inconvenience due to temporary loss of property access will be minimized through proper communication and advance notice of disruption. ➤ Pedestrian safety will be maintained through excavation barricades and construction fencing
	Traffic disruption.	<ul style="list-style-type: none"> ➤ Construction activities will attempt to maintain a minimum of one lane of open traffic at all times with necessary detour signage and flag persons. ➤ If complete closure is required, emergency services will be advised in advance and through access will be restored at the end of each working day.
	Visual aesthetics.	<ul style="list-style-type: none"> ➤ Watermains and sewers will be buried and have no impact on aesthetics. ➤ Incorporate landscaping and architectural features at treatment plants.
	Recreation.	<ul style="list-style-type: none"> ➤ Maintain access to recreational sites during construction. ➤ Locate water and wastewater infrastructure components to minimize impact.
	Heritage resources.	<ul style="list-style-type: none"> ➤ Assess archaeological significance in areas undisturbed by previous activities such as farmland. Complete Stage 1 & 2 Archaeological Assessment and follow mitigative measures outlined in cooperation with the Ministry of Culture.
Use of construction equipment	Contamination of surface waters, drains and public roadways from spills, leaks or equipment refuelling.	<ul style="list-style-type: none"> ➤ Use containment facilities ➤ Inspect equipment regularly for fuel and oil leaks ➤ Clean equipment before it travels off site
	Decreased air quality due to vehicular emissions causing increased concentrations of chemical pollutants.	<ul style="list-style-type: none"> ➤ Minimize operation and idling of vehicles and gas-powered equipment, particularly during local smog advisories. ➤ Use well-maintained equipment and machinery within operating specifications.



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Reference: Kingsville Southwest Service Area Water Supply –Preliminary Engineers Report

<i>OPERATION</i>	<i>EFFECT</i>	<i>MITIGATING MEASURES</i>
	Disruption to wildlife migration and movement patterns, breeding, nesting or hibernation.	<ul style="list-style-type: none"> ➤ There are no known areas containing sensitive vegetation and wildlife. ➤ There are no known areas where migratory birds are breeding.
	Introduction of non-native vegetation, including opportunistic species.	<ul style="list-style-type: none"> ➤ Clean heavy machinery and equipment prior to transporting to new location.
	Loss of unique or otherwise valued vegetation features	<ul style="list-style-type: none"> ➤ Avoid or minimize trampling vegetation with equipment. ➤ Minimize physical damage to vegetation by avoiding push-outs and avoiding the placement of slash onto living vegetation.
	Reduced water quality and clarity due to increased erosion and sedimentation, and transport of debris.	<ul style="list-style-type: none"> ➤ Operate heavy machinery on the shore above the normal water level. ➤ Where possible, conduct activities in the dry, above the actual water level and above any expected rises in water level that may occur during a rainfall or snowmelt event.
	Reduced water quality due to inputs of contaminants from surface runoff during construction and operation.	<ul style="list-style-type: none"> ➤ Refuel equipment off slopes and well away from water bodies. ➤ Securely contain and store all oils, lubricants, fuels and chemicals. If necessary, use impermeable pads or berms.

Screening Summary and Recommended Alternative Solutions

A comparative summary of the four-conceptual planning level alternative solutions and their ability to meet the overall long-term water infrastructure needs of the Kingsville SWWSA is presented in Table 4 below.

Table 4: Comparative Summary of Conceptual Planning Alternatives

<i>Conceptual Planning Alternative Solutions</i>	<i>Advantages</i>	<i>Disadvantages</i>	<i>R / NR *</i>
Do Nothing	<ul style="list-style-type: none"> • eliminates need for large capital expenditures • no impacts of construction on the environment 	<ul style="list-style-type: none"> • retains status quo • does not address the need to maintain adequate water service to existing consumers • does not address lack of available capacity in existing distribution system to service growth • does not address the need to reinforce water distribution network • adverse economic impact due to stagnation of development • objectives of Official Plan cannot be realized • could affect safety and health of consumers 	NR
Restrict Community Growth	<ul style="list-style-type: none"> • eliminates or defers the need for large capital expenditures • no impacts of construction on the environment 	<ul style="list-style-type: none"> • does not address the need to maintain adequate water service to existing consumers • does not address lack of available capacity in existing distribution system to service growth • does not address the need to reinforce water distribution network • adverse economic impact due to stagnation of development • objectives of Official Plan cannot be realized • could affect safety and health of consumers 	NR



Reference: Kingsville Southwest Service Area Water Supply –Preliminary Engineers Report

<i>Conceptual Planning Alternative Solutions</i>	<i>Advantages</i>	<i>Disadvantages</i>	<i>R / NR *</i>
Water Use Reduction Practices	<ul style="list-style-type: none"> • can potentially defer timing for large capital expenditures • could help reduce future operating and capital infrastructure costs • could delay impacts of construction on the environment 	<ul style="list-style-type: none"> • Increased costs for public and private sector education programs and by-law enforcement • measures difficult to regulate and dependent on willingness of public to comply • measures alone will not meet long-term servicing needs 	R
Construct New Watermains in Distribution System to Augment Water Conveyance Capacity to Service Existing and Future Development	<ul style="list-style-type: none"> • assures adequate water supply to permit orderly growth and development • will create a general benefit to the Town enhancing attractiveness for investment and economic growth • will permit the ongoing implementation of development and other activities as envisioned in Kingsville's Official Plan which have positive impacts on the socio-economic environment. • will provide an improved water distribution system for servicing existing and future consumers. • provides for handling peak flow rates and fire protection requirements • may provide fire protection in rural areas currently without fire protection • system designed to MOECC guidelines. • will address issue of inadequate system redundancy and security of supply by reinforcing supply network with second feed link to meet existing and projected future 20 year water demands while enabling water supply to continue in the event existing 250 mm dia. watermain along Road 2 West and McCain Sideroad is out of operation for maintenance or repair due to failure • will address the need to relieve the overstressed existing 250 mm dia. watermain along on Road 2 West and McCain Sideroad 	<ul style="list-style-type: none"> • will incur large capital expenditures for construction of additional watermains. • will need to mitigate impacts on the environment from construction activities. • will require the acquisition of utility easements at some inconvenience to existing property owners where there is a lack of municipal rights-of-ways or insufficient room in existing municipal rights-of-ways • will further delay implementation of new development until watermain improvements are implemented 	R

*** (R = Recommended NR = Not Recommended)**

Based on a review of the comparative evaluation and recommendations made herein, the results of preliminary screening clearly indicate that the recommended alternative solutions which address the identified problems and study objectives identified herein are as follows:

- 1. Construct new watermains in the distribution system to augment water conveyance capacity to service existing and future development**
- 2. Maintain water use reduction practices.**

Other than the environmental effects listed in Table 3, it is anticipated that the above recommended conceptual planning alternatives are not considered to have any significant effect on wildlife, vegetation or the habitat characteristics of any particular species.

With respect to other socio-economic impacts, the above recommended conceptual planning alternatives are also not considered to have any serious impacts on existing land uses, cultural activities, heritage



Reference: Kingsville Southwest Service Area Water Supply –Preliminary Engineers Report

resources or any other community program except to the extent that it will permit the ongoing implementation of development and other activities as envisaged in planning documents which have positive impacts on the socio-economic environments.

The following sections identify and evaluate the alternative water servicing solutions that address the specific problems and needs of the Kingsville SWWSA. These alternatives have been developed on the basis that the Town of Kingsville will implement the recommended solutions within its rights-of-way and through servicing agreements with its developers.

Recommended Water Distribution System Improvements

The updated hydraulic computer model of the Union WSS was used together with projected increases in water demand from population growth and proposed new developments to simulate future conditions and test various system improvements that would adequately supply the respective projected 20 year water demands of the Kingsville SWWSA under the following conditions in accordance with MOECC Design Guidelines:

- i) peak hour conditions
- ii) maximum day plus fire flow conditions

Proposed watermain improvements are intended to achieve one or more of the following objectives:

- Growth – provide for future service area development
- Capacity – increase conveyance capacity and minimize pipeline headloss
- Fire Flow – improve fire flows to target levels
- Looping, Redundancy & Reliability – maintain water quality by reducing the number of “dead-ends” and wherever possible reinforce watermain network so as to provide more than one point of delivery

Many computer runs of the hydraulic model were performed to achieve a system that would adequately supply the projected water demands of the Kingsville SWWSA so as to comply with MOECC design guidelines under both existing and future growth projections but also to restore fire protection to target levels while reinforcing the watermain network.

System redundancy and security of supply is considered a very important aspect for the study area for there is currently only one watermain feeding the Kingsville SWWSA. Should there occur a break or service interruption in the existing 250 mm dia. watermain along Road 2 West and McCain Sideroad, there would be no capacity to maintain adequate service and the entire southern service area would experience total pressure failure and subject to potential contamination from groundwater ingress. Emergency points of interconnection do exist on County Road 20 and County Road 50 where it borders with the Community of Kingsville’s and town of Essex, however, they would only serve for emergency use only for they have insufficient capacity to adequately service the Kingsville SWWSA.

Based on the above considerations, the following watermain infrastructure improvements are recommended to support both the existing and projected 20-year water demands of the Kingsville SWWSA while addressing noted system deficiencies and providing a security of supply. These improvements are illustrated in Figure 4 and 5 found in Appendix “A”.

- A new 300 mm dia. watermain to complement the existing 150 mm dia. PVC watermain along County Road 20 from the existing 250 mm asbestos cement (AC) watermain at McCain Sideroad easterly to a point fronting the Valente lands.



Reference: Kingsville Southwest Service Area Water Supply –Preliminary Engineers Report

- A new 400 mm dia. watermain to complement the existing 150 mm dia. PVC watermain along County Road 20 from the Valente lands easterly to a point immediately west of Heritage Road (County Road 50).
- A new 400 mm dia. watermain running North-South from County Road 20 to Road 2 West within proposed utility easement(s) on private property.
- A new 400 or 600 mm dia. watermain to complement the existing 250 mm dia. AC watermain along Road 2 West from where it exits the proposed utility easement easterly to the East side of Division Road (County Road 29) where it would connect to the existing 600 mm trunk watermain.

To provide greater flexibility in accommodating future growth and opportunities along Road 2 West west of Division Road (County Road 29), serious consideration is to be given by the Town towards taking advantage of the opportunity towards oversizing of the proposed 400 mm dia. watermain on Road 2 West to 600 mm diameter.

The 2012 Union MP forecast approximately 400 acres of new greenhouse development along Road 2 East between Graham Sideroad and Division Road. Since the exact location of future greenhouse development cannot be determined until time of development, oversizing of the proposed 400 mm dia. watermain along Road 2 West would essentially serve to expand the available corridor for greenhouse development and benefit the system overall.

- A new. trunk watermain to complement the existing 600 mm dia. AC trunk watermain along Road 2 East from Division Road (County Road 29) to Peterson Sideroad as follows:
 - A new 600 mm dia. trunk watermain along Road 2 East from Division Road (County Road 29) easterly to Graham Sideroad.
 - A new 1050 mm dia. trunk watermain along Road 2 East from Graham Sideroad easterly to west side of Peterson Sideroad and connect to existing 1050 mm dia. pipe stub.

It is anticipated that routing of the new watermain can be undertaken within the existing public rights-of-way, however, a section of the proposed new watermain from Road 2 West to County Road 20 will need to be routed through private property within utility easements. The exact location of the proposed utility easement has not been established and beyond the scope of this preliminary report.

However, in keeping with the recommendations of the 2012 Union MP and further discussions with Town administration, the recommended route of the proposed watermain through utility easements shown in Figure 4 on or in the vicinity of Fox Lane is to be regarded as general in nature and can easily shift east or west without detrimental impact. It is acknowledged that this proposed route through private property represents the most direct and least cost alternative solution towards augmenting water supply capacity to the southwest quadrant.

Projects that require the purchasing of land will require additional planning studies to be undertaken before the proposed works can proceed to design and construction; specifically, the completion of a Class Environmental Assessment (Class EA). This project has been identified as a Schedule “B” activity under the Class Environmental Assessment process.

Valente Subdivision

An assessment of the existing water distribution system within the Kingsville SWWSA established there was insufficient unreserved capacity to support any further development without having a significant detrimental impact on the remainder of the water distribution system until system improvements can be implemented.

As part of this engineers report, a review of the water servicing arrangement within the recently approved residential development known as the Valente Subdivision was undertaken in coordination with the



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Reference: Kingsville Southwest Service Area Water Supply –Preliminary Engineers Report

proposed system improvements identified herein. The review has been premised on achieving a distribution system layout that would adequately supply the projected water demands of the subdivision in compliance with MOECC design guidelines including consideration for looping, redundancy and reliability while providing the minimum recognized fire flow target of 30 L/s to all areas of the proposed subdivision; all in coordination with the overall proposed servicing scheme of the Kingsville SWWSA established in this report.

The recommended proposed water distribution system layout is illustrated in Figure 6 found in Appendix “A”. This layout is premised on the proposed 400 mm dia. watermain along County Road 20 being available as a supply point and that the proposed 300 mm dia. watermain from County Road 20 southerly to County Road 50 take precedence.

It is understood that the subdivision is to be constructed in a number of phases over an approximate 20-year period. To fulfill the performances objectives of the recommended alternative solution, phasing of development must be planned so that construction of the proposed 300 mm dia. watermain from County Road 20 southerly to County Road 50 is given priority.

Upon further review and analysis, it was determined that approximately 120 lots or units can be adequately serviced by undertaking only a portion of the recommended water distribution system improvements from County Road 29 to County Road 20 identified as Stage 1 in the Scheduling section of this report. Stage 1 must be constructed and in service prior to the servicing of any new homes or units within the subdivision.

COST SUMMARY & SCHEDULING

Scheduling

A staged approach to implementation of the recommended water distribution system improvements was envisioned so that capital costs can be deferred and triggered by community growth.

The overall concept is to initially augment and upgrade the water distribution system under Stage 1 to restore water capacity to the Kingsville SWWSA to meet current water demands and fire flow targets while providing sufficient available capacity to support approximately 120 lots within the proposed Valente subdivision development. Subsequent project stages would then be undertaken based on community growth and development. A preliminary project staging plan is illustrated in Figure 7 found in Appendix “A”.

Note that nothing precludes the various Stages from being undertaken out of order and/or in combination with each other. Of particular note is the timing of the proposed 600 mm dia. trunk watermain twinning along Road 2 East under Stages 4, 5 & 6 where the trigger for this work can come from greenhouse development along Road 2 East and/or future growth/development within the Kingsville SWWSA whichever comes first.

Upon the requirements of the Class EA process being complete, final design and construction can proceed. It is anticipated that the requirements of the Class EA process can be completed within an 8 to 10-month period followed by property acquisition for utility easements immediately thereafter to minimize any delays with final design and construction. Final design and tendering is anticipated to be carried out separately for each stage to expedite construction.

A preliminary schedule of the recommended works is presented in Table 5 below. Timelines are presented in months for planning and budgeting purposes and is to be updated after completion of the Class EA and available funding.



Reference: Kingsville Southwest Service Area Water Supply –Preliminary Engineers Report

Table 5: Preliminary Project Staging

<i>Project Activity</i>	<i>Estimated Design Period</i>	<i>Estimated Construction Period</i>	<i>Class EA Schedule</i>
<u>Stage 1</u> - 400/600 mm dia. watermain along Road 2 West from County Road 29 to Utility Easement - 400 mm dia. watermain within Utility Easements from Road 2 West to County Road 20	6 months	6 months	B
<u>Stage 2</u> - 400 mm dia. watermain along County Road 20 from Utility Easement to Valente Subdivision	6 months	6 months	A+
<u>Stage 3</u> - 300 mm dia. watermain along County Road 20 from Valente Subdivision to McCain Sideroad	6 months	5 months	A+
<u>Stage 4</u> - 1050 mm dia. trunk watermain twinning along Road 2 East from Peterson Sideroad to Graham Sideroad	6 months	5 months	A+
<u>Stage 5</u> - 600 mm dia. trunk watermain twinning along Road 2 East from Graham Sideroad to Kratz Sideroad	6 months	5 months	A+
<u>Stage 6</u> - 600 mm dia. trunk watermain twinning along Road 2 East from Kratz Sideroad to County Road 29	6 months	5 months	A+

Cost Summary

Capital cost estimates or opinions of probable cost are based on preliminary information and accordingly are to be treated as planning level estimates. In some cases, the cost of similar facilities used on other projects and from experience have been used to estimate costs. Construction costs are significantly affected by economic conditions at the time of tender amongst other factors and will vary from these estimates.

Opinions of probable cost are typically provided throughout the various stages of a project's life cycle. There are several classifications for estimates that identify typical minimum and maximum probable costs for various levels of accuracy. These classifications vary widely by industry, but all are based on the fact that the level of accuracy is directly proportional to the level of detail available at the time the opinion of costs are prepared.

The level of accuracy for the opinions of cost increases as the project moves through the various stages of the project life cycle, from planning to preliminary design to final design. A wide range of accuracy would be expected at the planning stage of project development because several details would be unknown. As the project moves closer to completion of final design, the opinion of cost would become more accurate due to the increased level of detail. The following Table 6 summarizes typical cost classifications throughout a project's life cycle including a description of the typical project stage and range of accuracy. The opinions of probable cost in this report are estimated at the preliminary stage (Class 3) and the corresponding level of accuracy ranges from +25% to -10%.

Table 6: Classifications of Opinions of Probable Cost

<i>Class</i>	<i>Description</i>	<i>Level of Accuracy</i>	<i>Stage of Project Lifecycle</i>
5	Conceptual Stage	+50% to -30%	Coincides with preliminary project scope, design and site data.
4	Study Stage	+30% to -15%	Coincides with site selection and a more defined scope of work.
3	Preliminary Stage	+25% to -10%	Coincides with a defined project scope
2	Detailed Stage	+15% to -5%	Clearly defined project scope and some approvals in place.
1	Tender Stage	+10% to -3%	Actual tender price



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Probable capital cost estimates for the recommended works are presented in Table 7 below and have been prepared taking into consideration the following factors:

- estimates are in 2017 dollars
- estimates include an allowance for Class EA work
- estimates include 15% allowance for engineering work & project management
- estimates include an allowance for geotechnical and environmental investigations
- estimates include an allowance for survey work
- estimates include an allowance for property acquisition, land costs and legal costs
- estimates include a 10% contingency allowance
- estimates include 13% HST
- estimates do not include any allowance for interim financing or Federal/Provincial grant funding

Detailed probable cost estimates for each Stage can be found in Appendix “B”.

Table 7: Probable Capital Cost Summary of Recommended Works

<i>Project Activity</i>	<i>Probable Capital Cost</i>
<u>Stage 1</u> - 400 mm dia. watermain along Road 2 West from County Road 29 to Utility Easement - 400 mm dia. watermain within Utility Easements from Road 2 West to County Road 20	\$4,600,000
<u>Stage 2</u> - 400 mm dia. watermain along County Road 20 from Utility Easement to Valente Subdivision	\$1,500,000
<u>Stage 3</u> - 300 mm dia. watermain along County Road 20 from Valente Subdivision to McCain Sideroad	\$1,700,000
<u>Stage 4</u> - 1050 mm dia. trunk watermain twinning along Road 2 East from Peterson Sideroad to Graham Sideroad	\$4,100,000
<u>Stage 5</u> - 600 mm dia. trunk watermain twinning along Road 2 East from Graham Sideroad to Kratz Sideroad	\$3,850,000
<u>Stage 6</u> - 600 mm dia. trunk watermain twinning along Road 2 East from Kratz Sideroad to County Road 29	\$3,450,000
Total Capital Cost I	\$19,200,000
Cost of oversizing 400 mm dia. watermain to 600 mm dia. on Road 2 West under Stage 1	\$600,000
Total Capital Cost II	\$19,800,000

We trust the foregoing report is to the Municipality’s satisfaction and would be pleased to meet with you and your administration at your convenience to further discuss this report and answer any questions that may arise. Please contact me directly should you have any questions or concerns or require additional information.

Sincerely,

STANTEC CONSULTING LTD.

Tony Berardi, P.Eng.
 Principal & Sector Leader
 Phone: 519-966-2250 Ext 255
 Fax: 519-966-5523
 Email: tony.berardi@stantec.com



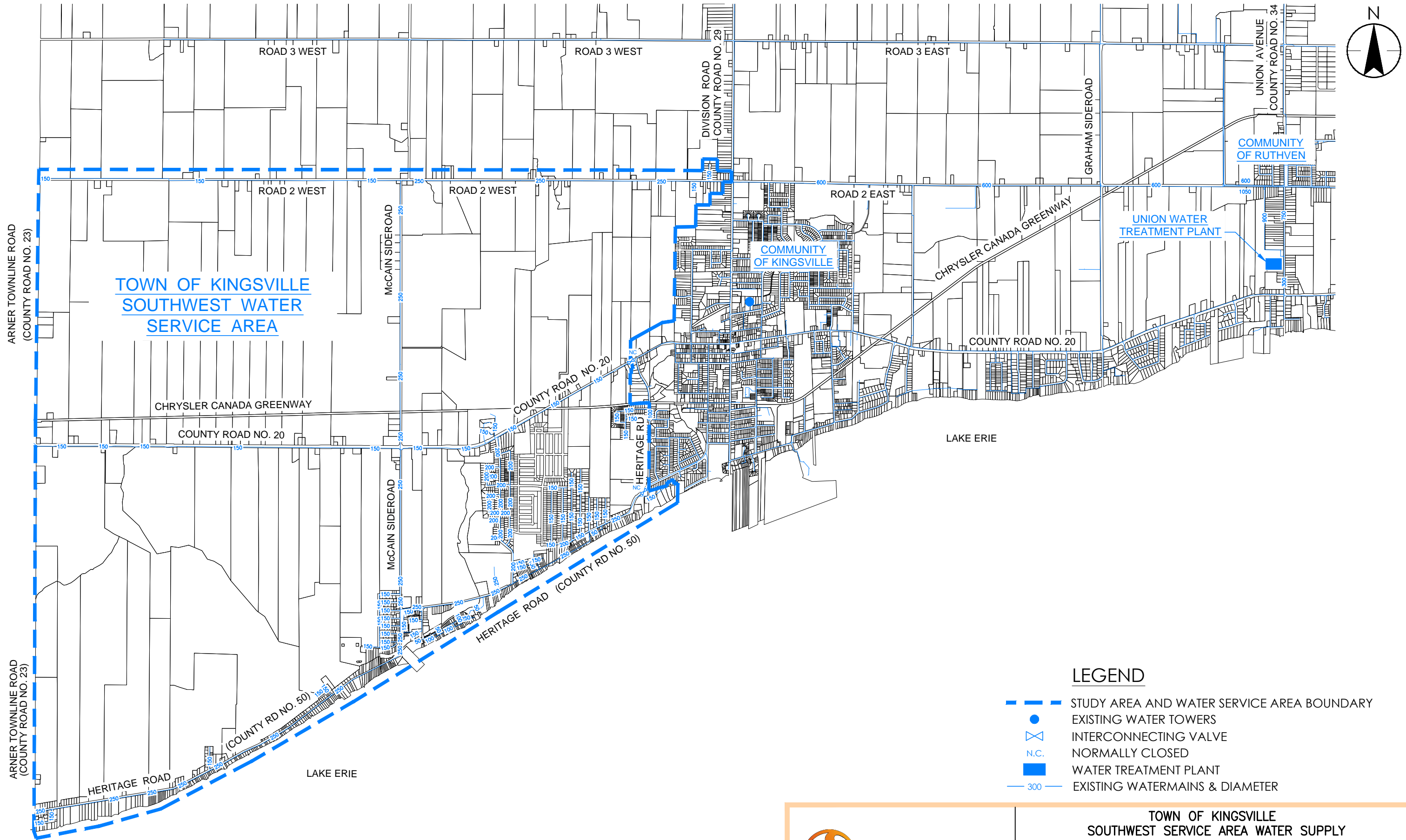
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APPENDIX “A”

FIGURES

W:\active\165620102\TASK_203\preliminary\drawing\FIGURE-1.dwg
2017-7-20 09:08am BY: j.holmes



TOWN OF KINGSVILLE
SOUTHWEST SERVICE AREA WATER SUPPLY
PRELIMINARY ENGINEERS REPORT

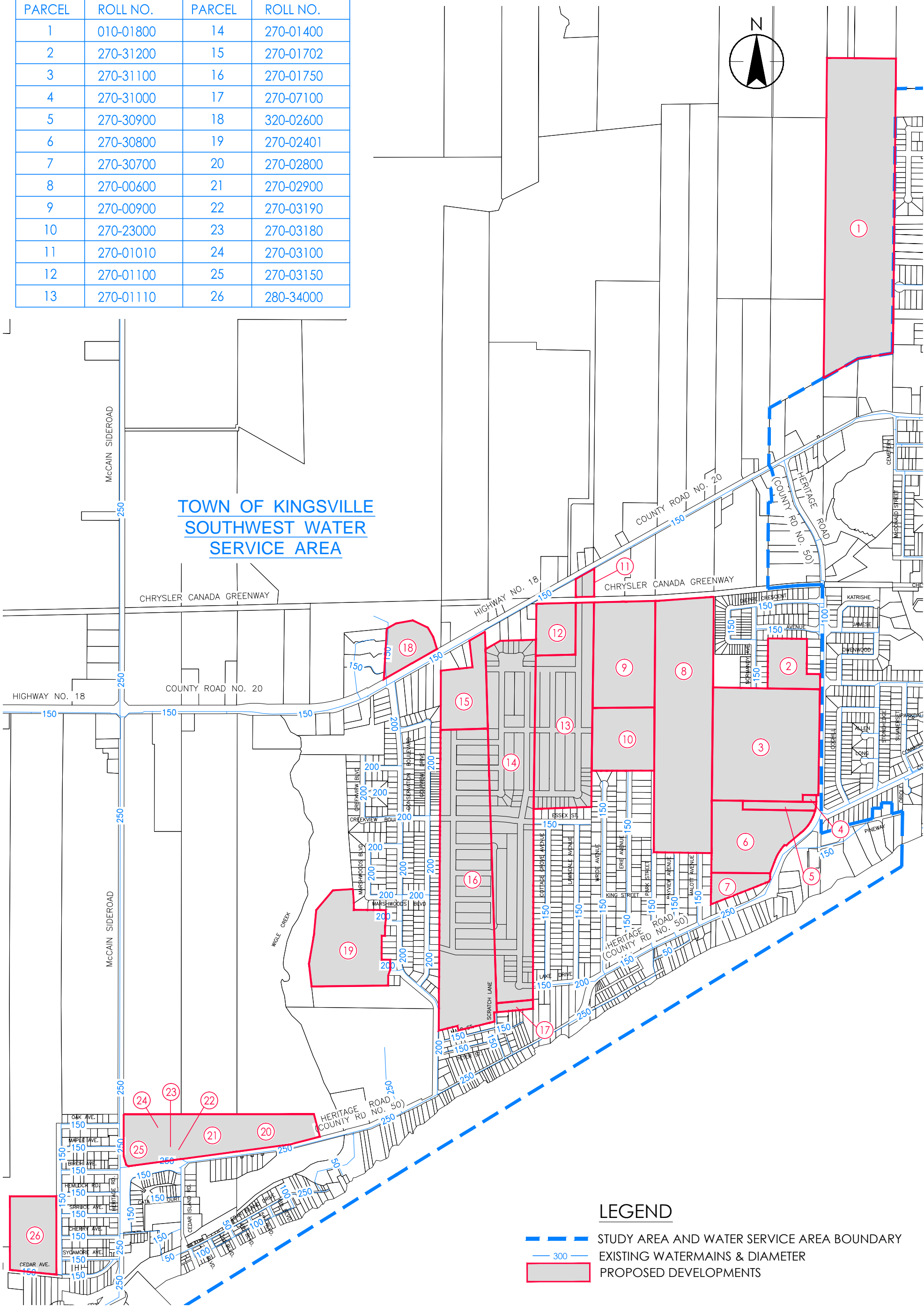
STUDY AREA & EXISTING WATERMAINS

PROJECT NO.
165620102-203

1:35000
0 350 1050 1750m

DRAWING NO.
FIGURE 1

PARCEL	ROLL NO.	PARCEL	ROLL NO.
1	010-01800	14	270-01400
2	270-31200	15	270-01702
3	270-31100	16	270-01750
4	270-31000	17	270-07100
5	270-30900	18	320-02600
6	270-30800	19	270-02401
7	270-30700	20	270-02800
8	270-00600	21	270-02900
9	270-00900	22	270-03190
10	270-23000	23	270-03180
11	270-01010	24	270-03100
12	270-01100	25	270-03150
13	270-01110	26	280-34000



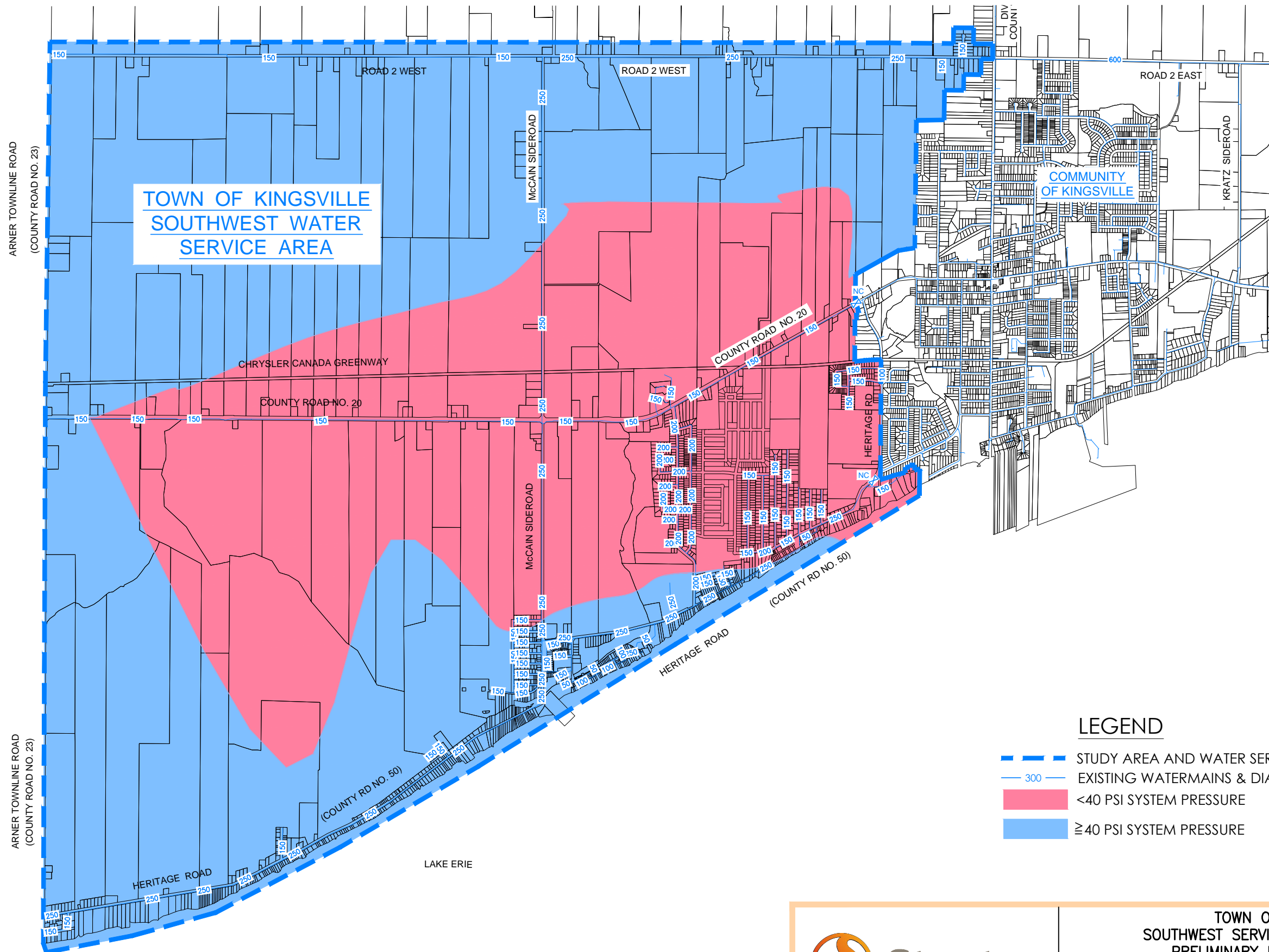
LEGEND

- STUDY AREA AND WATER SERVICE AREA BOUNDARY
- 300 — EXISTING WATERMAINS & DIAMETER
- PROPOSED DEVELOPMENTS



TOWN OF KINGSVILLE
SOUTHWEST SERVICE AREA WATER SUPPLY
PRELIMINARY ENGINEERS REPORT

PROPOSED DEVELOPMENTS			
PROJECT NO.	0	125	375
165620102-203	1:12500		
DRAWING NO.			FIGURE 2



**TOWN OF KINGSVILLE
SOUTHWEST WATER
SERVICE AREA**

LEGEND

- STUDY AREA AND WATER SERVICE AREA BOUNDARY
- 300 EXISTING WATERMAINS & DIAMETER
- <40 PSI SYSTEM PRESSURE
- ≥40 PSI SYSTEM PRESSURE



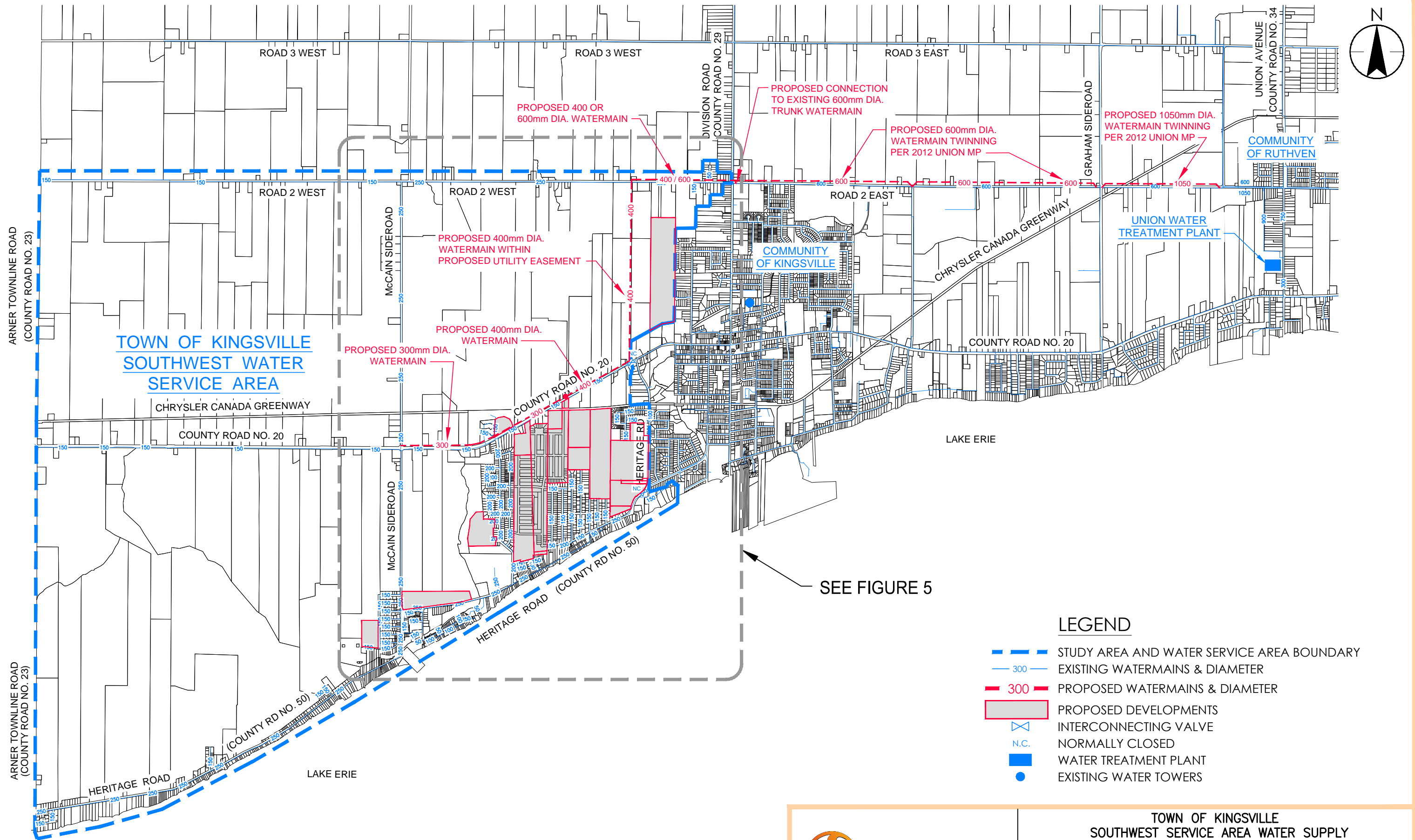
**TOWN OF KINGSVILLE
SOUTHWEST SERVICE AREA WATER SUPPLY
PRELIMINARY ENGINEERS REPORT**

EXISTING SYSTEM PRESSURE MAP UNDER PEAK HOUR FLOW CONDITIONS

PROJECT NO.	0	300	900	1500m	DRAWING NO.
165620102-203	1:30000				FIGURE 3

W:\active\165620102\TASK_203\preliminary\drawing\FIGURE-1.dwg
2017-7-20 08:37am BY: j.holmes

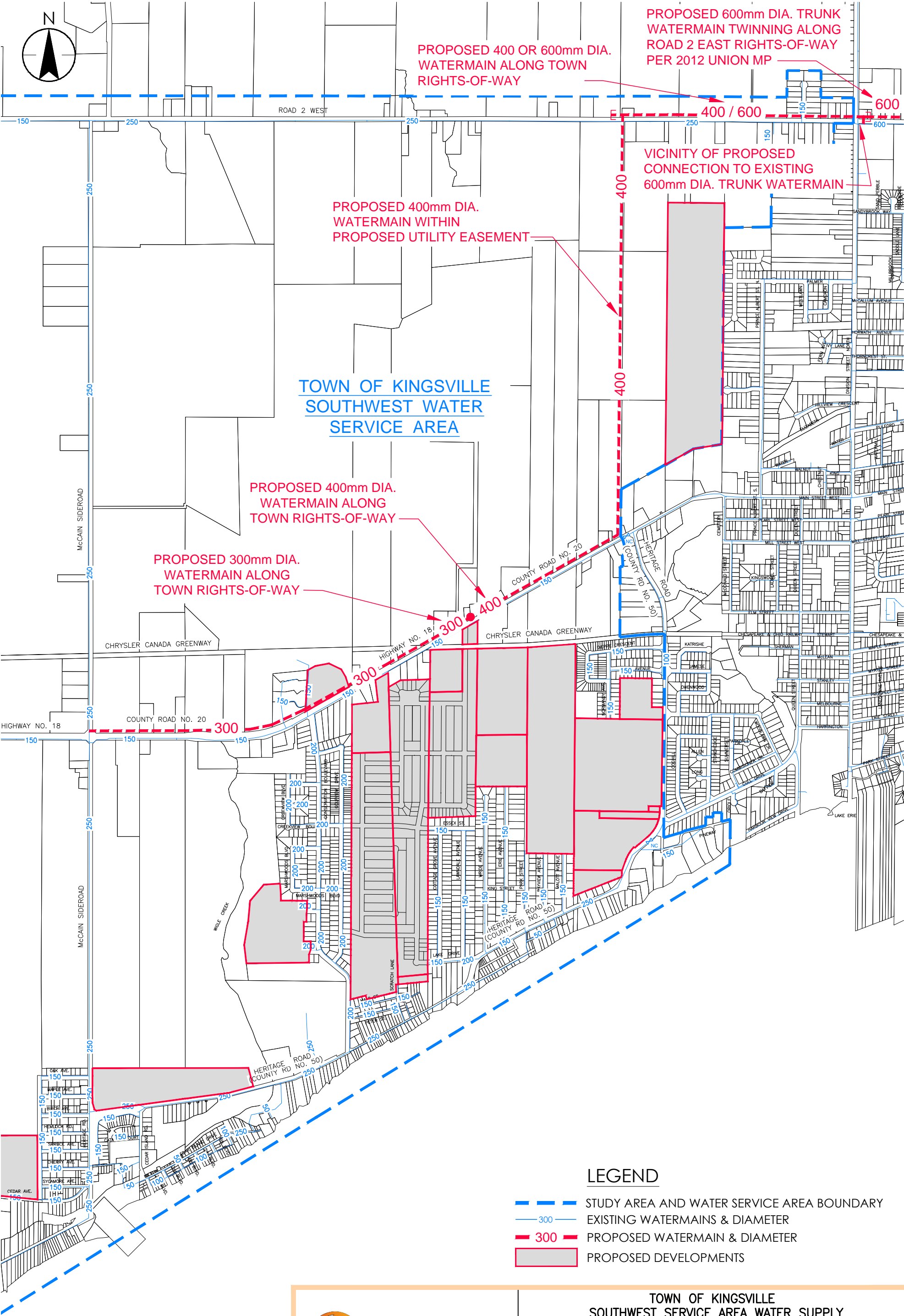
W:\active\165620102\TASK_203\preliminary\drawing\FIGURE-1.dwg
2017-7-20 08:35am BY: jholmes



TOWN OF KINGSVILLE
SOUTHWEST SERVICE AREA WATER SUPPLY
PRELIMINARY ENGINEERS REPORT

PROPOSED WATERMAIN IMPROVEMENTS

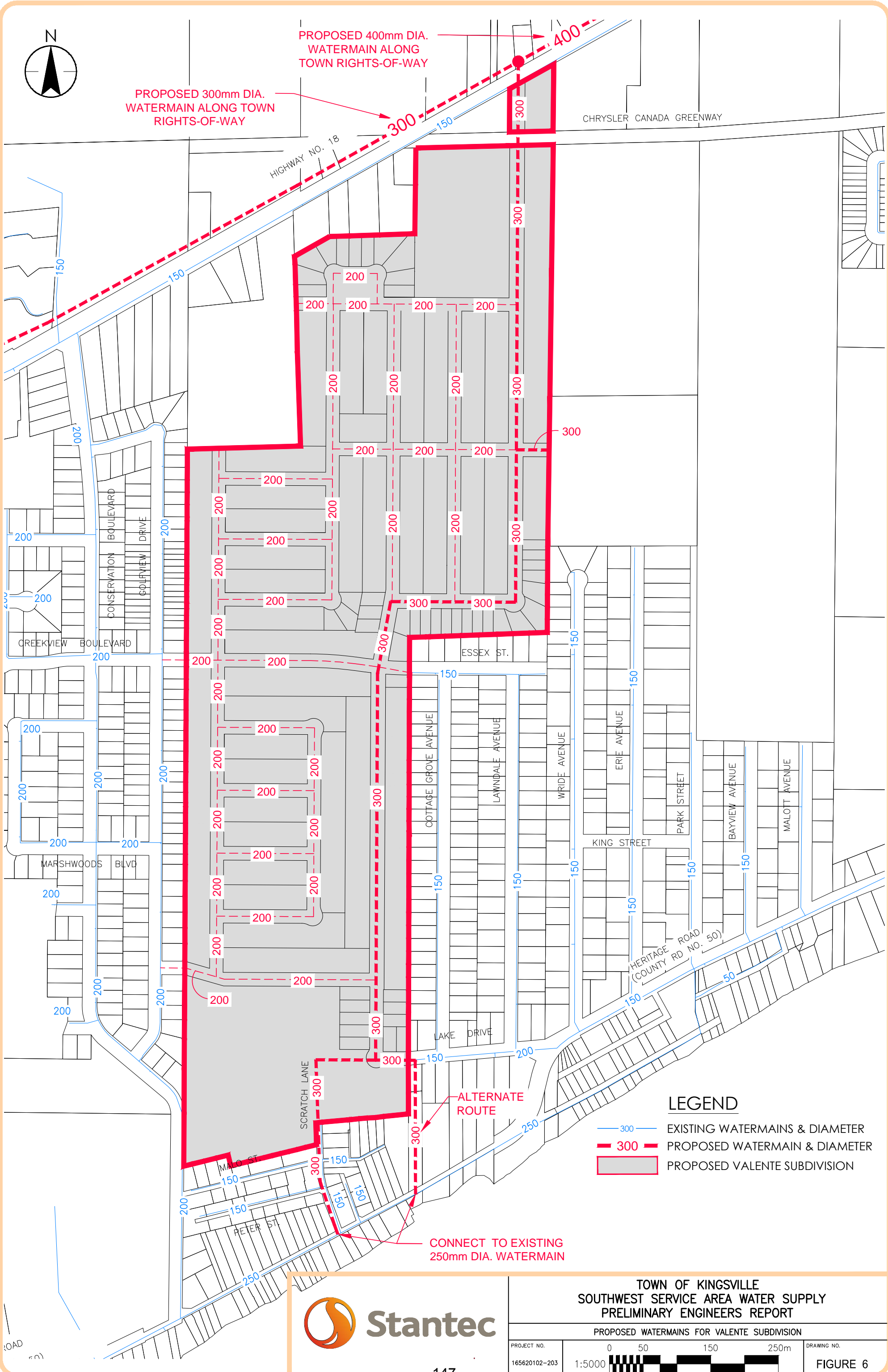
PROJECT NO.	0	350	1050	1750m	DRAWING NO.
165620102-203	1:35000				FIGURE 4



TOWN OF KINGSVILLE
SOUTHWEST SERVICE AREA WATER SUPPLY
PRELIMINARY ENGINEERS REPORT

PROPOSED WATERMAIN IMPROVEMENTS

PROJECT NO.	0 150 450 750m	DRAWING NO.
165620102-203	1:15000	FIGURE 5



LEGEND

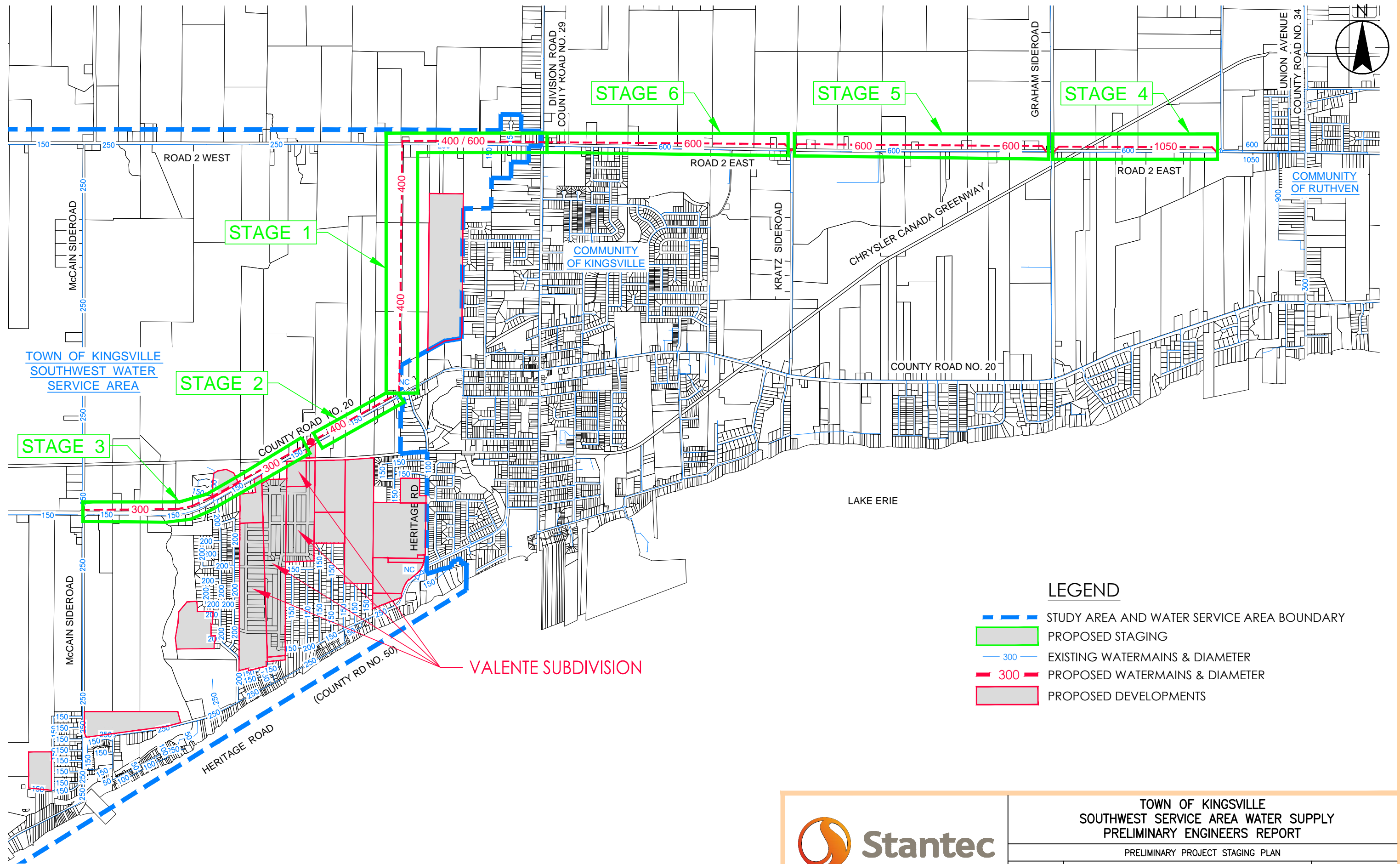
- 300 EXISTING WATERMAINS & DIAMETER
- 300 PROPOSED WATERMAIN & DIAMETER
- PROPOSED VALENTE SUBDIVISION



TOWN OF KINGSVILLE
SOUTHWEST SERVICE AREA WATER SUPPLY
PRELIMINARY ENGINEERS REPORT

PROPOSED WATERMAINS FOR VALENTE SUBDIVISION

PROJECT NO.	0 50 150 250m	DRAWING NO.
165620102-203	1:5000	FIGURE 6



TOWN OF KINGSVILLE
SOUTHWEST SERVICE AREA WATER SUPPLY
PRELIMINARY ENGINEERS REPORT

PRELIMINARY PROJECT STAGING PLAN

PROJECT NO.	0	250	750	1250m	DRAWING NO.
165620102-203	1:25000				FIGURE 7



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APPENDIX “B”

OPINION OF

PROBABLE

COST

**Kingsville Southwest Service Area Water Supply
Preliminary Engineers Report**



**Detailed Opinions of Probable Cost
for 400 mm Road 2 West Watermain - Stage 1
(County Road 29 to County Road 20)**

Item	Description	Estimated Quantity	Unit	Unit Price	Estimated Cost
1	Tie-in work to exist 600 AC at CR 29 - Coordination & Labour	1	ea	\$30,000	\$30,000
2	600x600x600 Cut-in Tee & 2-600 bolted couplings	1	ea	\$15,000	\$15,000
3	600 isolation gate valve	1	ea	\$35,000	\$35,000
4	600 Tie-in lead pipe & bolted coupling	10	m	\$1,500	\$15,000
5	600x600x600 Tee	1	ea	\$10,000	\$10,000
6	600 Cap for future extension from Kratz SR	1	ea	\$5,000	\$4,000
7	600 Isolation butterfly valve with bolted coupling	1	ea	\$18,000	\$18,000
8	600x600x600&300 Tee	1	ea	\$12,000	\$12,000
9	600 Blind Flange & 25 dia. Blow off	1	ea	\$5,000	\$5,000
10	300 Drain/Blow-Off Assembly incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$25,000	\$25,000
11	600x400 Reducer	1	ea	\$5,000	\$5,000
12	400 Fusible PVC across CR 29 under box culvert by directional drilling methods - in Pavement	100	m	\$1,100	\$110,000
13	Tie-in work from new 400 to exist 400 at CR 29 in cofferdam - Coordination & labour	1	ea	\$50,000	\$50,000
14	400x400 Tapping Saddle for new & exist 400 w/m	2	ea	\$10,000	\$20,000
15	400 Tapping Valve for exist 400 w/m	1	ea	\$10,000	\$10,000
16	400 Pipe	10	m	\$500	\$5,000
17	400 - 90° Bend	2	ea	\$1,500	\$3,000
18	400x400x300 Tee	1	ea	\$5,000	\$5,000
19	Swab Launching Facility incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$15,000	\$15,000
20	Tie-in work to exist 250 AC west of CR 29 - Coordination & Labour	1	ea	\$8,000	\$8,000
21	300x300x250 Tee	1	ea	\$1,500	\$1,500
22	250 Lead Pipe	10	m	\$250	\$2,500
23	250 Gate Valve	1	ea	\$3,000	\$3,000
24	250x250x250 Cut-in Tee & 2-250 bolted couplings	1	ea	\$5,000	\$5,000
25	400 Gate Valve	1	ea	\$14,000	\$14,000
26	400 westerly along Road 2 West to Utility Easement in Road	950	m	\$500	\$475,000
27	Directionally drill 400 across 2nd Concession Road Drain West	20	m	\$1,500	\$30,000
28	400 Intermediate Mainline Gate Valves	1	ea	\$14,000	\$14,000
29	400x400x400 Tee	1	ea	\$5,000	\$5,000
30	400 Gate Valve	1	ea	\$14,000	\$14,000
31	400x400x300 Tee	1	ea	\$5,000	\$5,000
32	400 Cap for future extension westerly	1	ea	\$3,000	\$4,000
33	Swab Launching Facility incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$15,000	\$15,000
34	Tie-in work to exist 250 AC on CR 20 at Fox Lane - Coordination & Labour	1	ea	\$5,000	\$5,000
35	300x300x250 Tee	1	ea	\$1,500	\$1,500
36	250 Lead Pipe	10	m	\$200	\$2,000
37	250 Gate Valve	1	ea	\$3,000	\$3,000
38	250x250x250 Cut-in Tee & 2-250 bolted couplings	1	ea	\$5,000	\$5,000
39	400 southerly along Utility Easement to CR 20 in gravel	400	m	\$450	\$180,000
40	400 southerly along Utility Easement to CR 20 in farmland	1400	m	\$400	\$560,000
41	400 Intermediate Mainline Gate Valves	3	ea	\$14,000	\$42,000
42	400x400x300 Tee	1	ea	\$5,000	\$5,000
43	Swab Launching Facility incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$15,000	\$15,000
44	400x400x400 Tee at CR20 in pavement	1	ea	\$5,000	\$5,000
45	400 Cap for future extension easterly along CR 20 in pavement	1	ea	\$3,000	\$4,000
46	400x400x300 Tee	1	ea	\$5,000	\$5,000
47	400 Cap for future extension westerly along CR 20 in pavement	1	ea	\$3,000	\$4,000
48	Swab Launching Facility incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$15,000	\$15,000
49	Tie-in work to exist 150 at Sabo St and Main St - Coordination & Labour	2	ea	\$7,000	\$14,000
50	300x300x150 Tee	2	ea	\$1,500	\$3,000
51	150 Lead Pipe	20	m	\$225	\$4,500
52	150 Gate Valve	2	ea	\$1,500	\$3,000
53	150x150x150 Cut-in Tee & 2-150 bolted couplings	2	ea	\$5,000	\$10,000
54	Apshalt Road Restoration along Road 2 West	3600	m2	\$30	\$108,000
55	Apshalt Road Restoration at CR 20	100	m2	\$100	\$10,000
56	Hydrants at 150 m spacing incl. 150 outlets, lead pipe & isolation valves	16	ea	\$8,000	\$128,000
57	Swabbing, Testing & Chlorination	1	L.S.	\$25,000	\$25,000
58	Extra Granular for Backfilling	1000	tonne	\$25	\$25,000
59	Traffic Control & Signage	1	L.S.	\$30,000	\$30,000
60	Restoration & Landscaping	1	L.S.	\$50,000	\$50,000
61	Control Testing Allowance	1	L.S.	\$25,000	\$25,000
62	Field Office	1	L.S.	\$10,000	\$10,000
63	Project Signs	1	L.S.	\$10,000	\$10,000
64	General Contract Requirements (15%)	1	L.S.	\$344,250	\$344,250
65	Contingency Allowance (10%)	1	L.S.	\$263,925	\$263,925
Probable Construction Cost					\$2,903,175
Municipal Class Environmental Assessment Allowance				\$150,000	\$3,053,175
Allowance for Property & Land Acquisition Costs for Utility Easements (6.1 m Wide x 1.8 Km Long =11,000 m2 = 2.72 Acres @ \$25,000/acre)				\$100,000	\$3,153,175
Allowance for Archeological Assessments for Easements				\$10,000	\$3,163,175
Allowance for Survey Costs for Easements				\$15,000	\$3,178,175
Allowance for Legal Costs for Easements				\$20,000	\$3,198,175
Allowance for Engineering Project Management, Design, Tender & Contract Administration & Inspection Services (15%)				\$435,476	\$3,633,651
Allowance for Geotechnical & Environmental Investigations				\$25,000	\$3,658,651
Allowance for Topographic Survey Costs				\$25,000	\$3,683,651
Contingency Allowance (10%)				\$368,365	\$4,052,016
HST @ 13%				\$526,762	\$4,578,779
Probable Capital Cost					\$4,600,000

**Kingsville Southwest Service Area Water Supply
Preliminary Engineers Report**



**Detailed Opinions of Probable Cost
for 600 / 400 mm Road 2 West Watermain - Stage 1
(County Road 29 to County Road 20)**

Item	Description	Estimated Quantity	Unit	Unit Price	Estimated Cost
1	Tie-in work to exist 600 AC at CR 29 - Coordination & Labour	1	ea	\$30,000	\$30,000
2	600x600x600 Cut-in Tee & 2-600 bolted couplings	1	ea	\$15,000	\$15,000
3	600 isolation gate valve	1	ea	\$35,000	\$35,000
4	600 Tie-in lead pipe & bolted coupling	10	m	\$1,500	\$15,000
5	600x600x600 Tee	1	ea	\$10,000	\$10,000
6	600 Cap for future extension from Kratz SR	1	ea	\$5,000	\$4,000
7	600 Isolation butterfly valve with bolted coupling	1	ea	\$18,000	\$18,000
8	600x600x600&300 Tee	1	ea	\$12,000	\$12,000
9	600 Blind Flange & 25 dia. Blow off	1	ea	\$5,000	\$5,000
10	300 Drain/Blow-Off Assembly incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$25,000	\$25,000
11	600x400 Reducer	0	ea	\$5,000	\$0
12	600 Fusible PVC across CR 29 under box culvert by directional drilling methods - in Pavement	100	m	\$1,300	\$130,000
13	Tie-in work from new 600 to exist 400 at CR 29 in cofferdam - Coordination & labour	1	ea	\$60,000	\$60,000
14	400x400 Tapping Saddle for new & exist 400 w/m	2	ea	\$10,000	\$20,000
15	400 Tapping Valve for exist 400 w/m	1	ea	\$10,000	\$10,000
16	400 Pipe	10	m	\$500	\$5,000
17	400 - 90° Bend	2	ea	\$1,500	\$3,000
18	600x600x300 Tee	1	ea	\$8,000	\$8,000
19	Swab Launching Facility incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$18,000	\$18,000
20	Tie-in work to exist 250 AC west of CR 29 - Coordination & Labour	1	ea	\$8,000	\$8,000
21	300x300x250 Tee	1	ea	\$1,500	\$1,500
22	250 Lead Pipe	10	m	\$250	\$2,500
23	250 Gate Valve	1	ea	\$3,000	\$3,000
24	250x250x250 Cut-in Tee & 2-250 bolted couplings	1	ea	\$5,000	\$5,000
25	600 Gate Valve	1	ea	\$35,000	\$35,000
26	600 westerly along Road 2 West to Utility Easement in Road	950	m	\$750	\$712,500
27	Directionally drill 600 across 2nd Concession Road Drain West	20	m	\$2,000	\$40,000
28	600 Intermediate Mainline Gate Valves	1	ea	\$35,000	\$35,000
29	600x600x400 Tee	1	ea	\$10,000	\$10,000
30	400 Gate Valve	1	ea	\$14,000	\$14,000
31	400x400x300 Tee	1	ea	\$5,000	\$5,000
32	400 Cap for future extension westerly	1	ea	\$3,000	\$4,000
33	Swab Launching Facility incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$15,000	\$15,000
34	Tie-in work to exist 250 AC on CR 20 at Fox Lane - Coordination & Labour	1	ea	\$5,000	\$5,000
35	300x300x250 Tee	1	ea	\$1,500	\$1,500
36	250 Lead Pipe	10	m	\$200	\$2,000
37	250 Gate Valve	1	ea	\$3,000	\$3,000
38	250x250x250 Cut-in Tee & 2-250 bolted couplings	1	ea	\$5,000	\$5,000
39	400 southerly along Utility Easement to CR 20 in gravel	400	m	\$450	\$180,000
40	400 southerly along Utility Easement to CR 20 in farmland	1400	m	\$400	\$560,000
41	400 Intermediate Mainline Gate Valves	3	ea	\$14,000	\$42,000
42	400x400x300 Tee	1	ea	\$5,000	\$5,000
43	Swab Launching Facility incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$15,000	\$15,000
44	400x400x400 Tee at CR20 in pavement	1	ea	\$5,000	\$5,000
45	400 Cap for future extension easterly along CR 20 in pavement	1	ea	\$3,000	\$4,000
46	400x400x300 Tee	1	ea	\$5,000	\$5,000
47	400 Cap for future extension westerly along CR 20 in pavement	1	ea	\$3,000	\$4,000
48	Swab Launching Facility incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$15,000	\$15,000
49	Tie-in work to exist 150 at Sabo St and Main St - Coordination & Labour	2	ea	\$7,000	\$14,000
50	300x300x150 Tee	2	ea	\$1,500	\$3,000
51	150 Lead Pipe	20	m	\$225	\$4,500
52	150 Gate Valve	2	ea	\$1,500	\$3,000
53	150x150x150 Cut-in Tee & 2-150 bolted couplings	2	ea	\$5,000	\$10,000
54	Apshalt Road Restoration along Road 2 West	3600	m2	\$30	\$108,000
55	Apshalt Road Restoration at CR 20	100	m2	\$100	\$10,000
56	Hydrants at 150 m spacing incl. 150 outlets, lead pipe & isolation valves	16	ea	\$8,000	\$128,000
57	Swabbing, Testing & Chlorination	1	L.S.	\$25,000	\$25,000
58	Extra Granular for Backfilling	1000	tonne	\$25	\$25,000
59	Traffic Control & Signage	1	L.S.	\$30,000	\$30,000
60	Restoration & Landscaping	1	L.S.	\$50,000	\$50,000
61	Control Testing Allowance	1	L.S.	\$25,000	\$25,000
62	Field Office	1	L.S.	\$10,000	\$10,000
63	Project Signs	1	L.S.	\$10,000	\$10,000
64	General Contract Requirements (15%)	1	L.S.	\$393,075	\$393,075
65	Contingency Allowance (10%)	1	L.S.	\$301,358	\$301,358
Probable Construction Cost					\$3,314,933
Municipal Class Environmental Assessment Allowance				\$150,000	\$3,464,933
Allowance for Property & Land Acquisition Costs for Utility Easements (6.1 m Wide x 1.8 Km Long =11,000 m2 = 2.72 Acres @ \$25,000/acre)				\$100,000	\$3,564,933
Allowance for Archeological Assessments for Easements				\$10,000	\$3,574,933
Allowance for Survey Costs for Easements				\$15,000	\$3,589,933
Allowance for Legal Costs for Easements				\$20,000	\$3,609,933
Allowance for Property & Land Acquisition Costs for Utility Easements (6.1 m Wide x 1.8 Km Long =11,000 m2 = 2.72 Acres @ \$25,000/acre)				\$497,240	\$4,107,172
Allowance for Geotechnical & Environmental Investigations				\$25,000	\$4,132,172
Allowance for Topographic Survey Costs				\$25,000	\$4,157,172
Contingency Allowance (10%)				\$415,717	\$4,572,890
HST @ 13%				\$594,476	\$5,167,365
Probable Capital Cost					\$5,200,000

**Kingsville Southwest Service Area Water Supply
Preliminary Engineers Report**



**Detailed Opinions of Probable Cost
for 400 mm County Road 20 Watermain - Stage 2
(Utility Easement to Valente Subdivision)**

Item	Description	Estimated Quantity	Unit	Unit Price	Estimated Cost
1	Tie-in work to exist 400 Watermain at Utility Easement - Coordination & Labour	1	ea	\$5,000	\$5,000
2	400 easterly along CR 20 to Heritage Road in Road	60	m	\$500	\$30,000
3	400 westerly along CR 20 to Valente Subdivision in Road	760	m	\$500	\$380,000
4	Punch 400 across Morley Wigle Drain	2	ea	\$3,000	\$6,000
5	400 Intermediate Mainline Gate Valves	3	ea	\$14,000	\$42,000
6	400 Blind Flange & 25 dia. Blow off	1	ea	\$4,000	\$4,000
7	400x400x300 Tee	1	ea	\$5,000	\$5,000
8	Intermediate Swab Launching Facility incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$15,000	\$15,000
9	Tie-in work to exist 150 AC - Coordination & Labour	1	ea	\$7,000	\$7,000
10	300x300x150 Tee	1	ea	\$1,500	\$1,500
11	150 Lead Pipe	10	m	\$225	\$2,250
12	150 Gate Valve	1	ea	\$1,500	\$1,500
13	150x150x150 Cut-in Tee & 2-150 bolted couplings	1	ea	\$5,000	\$5,000
14	400x400x300 Tee	1	ea	\$5,000	\$5,000
15	Swab Launching Facility incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$15,000	\$15,000
16	Tie-in work to exist 200 on Heritage Road - Coordination & Labour	1	ea	\$8,000	\$8,000
17	300x300x200 Tee	1	ea	\$1,500	\$1,500
18	200 Lead Pipe	10	m	\$240	\$2,400
19	200 Gate Valve	1	ea	\$2,200	\$2,200
20	200x200x200 Cut-in Tee & 2-200 bolted couplings	1	ea	\$5,000	\$5,000
21	Tie-in work to exist 150 AC on CR 20 at west limit - Coordination & Labour	1	ea	\$5,000	\$5,000
22	300x300x150 Tee	1	ea	\$1,500	\$1,500
23	150 Lead Pipe	10	m	\$225	\$2,250
24	150 Gate Valve	1	ea	\$1,500	\$1,500
25	150x150x150 Cut-in Tee & 2-150 bolted couplings	1	ea	\$5,000	\$5,000
26	400x400x300 Tee	1	ea	\$5,000	\$5,000
27	400 Gate Valve	1	ea	\$14,000	\$14,000
28	400 Cap for future extension westerly along CR 20	1	ea	\$3,000	\$4,000
29	300 Gate Valve	1	ea	\$4,000	\$4,000
30	Tie-in work to exist (future) 300 Watermain to Valente Subdivision - Coordination & Labour	1	ea	\$8,000	\$8,000
31	Apshalt Road Restoration at CR 20	100	m2	\$100	\$10,000
32	Hydrants at 150 m spacing incl. 150 outlets, lead pipe & isolation valves	4	ea	\$8,000	\$32,000
33	Swabbing, Testing & Chlorination	1	L.S.	\$15,000	\$15,000
34	Extra Granular for Backfilling	500	tonne	\$25	\$12,500
35	Traffic Control & Signage	1	L.S.	\$30,000	\$30,000
36	Restoration & Landscaping	1	L.S.	\$50,000	\$50,000
37	Control Testing Allowance	1	L.S.	\$25,000	\$25,000
38	Field Office	1	L.S.	\$10,000	\$10,000
39	Project Signs	1	L.S.	\$10,000	\$10,000
40	General Contract Requirements (15%)	1	L.S.	\$118,215	\$118,215
41	Contingency Allowance (10%)	1	L.S.	\$90,632	\$90,632
Probable Construction Cost					\$996,947
Municipal Class Environmental Assessment Allowance				\$0	\$996,947
Allowance for Land Acquisition Costs for Utility Easements				\$0	\$996,947
Allowance for Archeological Assessments for Easements				\$0	\$996,947
Allowance for Survey Costs for Easements				\$0	\$996,947
Allowance for Legal Costs for Easements				\$0	\$996,947
Allowance for Engineering Project Management, Design, Tender & Contract Administration & Inspection Services (15%)				\$149,542	\$1,146,488
Allowance for Geotechnical & Environmental Investigations				\$25,000	\$1,171,488
Allowance for Topographic Survey Costs				\$25,000	\$1,196,488
Contingency Allowance (10%)				\$119,649	\$1,316,137
HST @ 13%				\$171,098	\$1,487,235
Probable Capital Cost					\$1,500,000

Kingsville Southwest Service Area Water Supply
Preliminary Engineers Report



Detailed Opinions of Probable Cost
for 300 mm County Road 20 Watermain - Stage 3
(Valente Subdivision to McCain Sideroad)

Item	Description	Estimated Quantity	Unit	Unit Price	Estimated Cost
1	Tie-in work to exist 400 Watermain at Valente Subdivision - Coordination & Labour	1	ea	\$8,000	\$8,000
2	300 westerly along CR 20 from Valente to Conservation Dr in Gravel Shoulder	770	m	\$300	\$231,000
3	300 Intermediate Mainline Gate Valves	3	ea	\$4,000	\$12,000
4	300 Blind Flange & 25 dia. Blow off	3	ea	\$3,000	\$9,000
5	Tie-in work to exist 200 at Conservation Dr - Coordination & Labour	1	ea	\$8,000	\$8,000
6	300x300x200 Tee	1	ea	\$1,500	\$1,500
7	200 Lead Pipe	10	m	\$240	\$2,400
8	200 Gate Valve	1	ea	\$2,000	\$2,000
9	200x200x200 Cut-in Tee & 2-200 bolted couplings	1	ea	\$5,000	\$5,000
10	300 westerly along CR 20 from Conservation Dr to Wigle Creek in Gravel Shoulder	390	m	\$300	\$117,000
11	300 Gate Valve	1	ea	\$4,000	\$4,000
12	300 Fusible PVC across Wigle Creek by directional drilling methods - in gravel shoulder	60	m	\$550	\$33,000
13	300 Gate Valve	1	ea	\$4,000	\$4,000
14	300 westerly along CR 20 from Wigle Creek to McCain SR in Gravel Shoulder	530	m	\$300	\$159,000
15	Tie-in work to exist 150 along CR 20 at Crosswinds Boulevard - Coordination & Labour	2	ea	\$7,000	\$14,000
16	300x300x150 Tee	2	ea	\$1,500	\$3,000
17	150 Lead Pipe	20	m	\$225	\$4,500
18	150 Gate Valve	2	ea	\$1,500	\$3,000
19	150x150x150 Cut-in Tee & 2-150 bolted couplings	2	ea	\$4,000	\$8,000
20	Tie-in work to exist 250 at McCain SR - Coordination & Labour	1	ea	\$5,000	\$5,000
21	250 Lead Pipe	10	m	\$200	\$2,000
22	250 Gate Valve	1	ea	\$1,500	\$1,500
23	250x250x250 Cut-in Tee & 2-250 bolted couplings	1	ea	\$5,500	\$5,500
24	Apshalt Road Restoration at CR 20	100	m2	\$100	\$10,000
25	Hydrants at 150 m spacing incl. 150 outlets, lead pipe & isolation valves	10	ea	\$8,000	\$80,000
26	Swabbing, Testing & Chlorination	1	L.S.	\$20,000	\$20,000
27	Extra Granular for Backfilling	1000	tonne	\$25	\$25,000
28	Traffic Control & Signage	1	L.S.	\$30,000	\$30,000
29	Restoration & Landscaping	1	L.S.	\$50,000	\$50,000
30	Control Testing Allowance	1	L.S.	\$25,000	\$25,000
31	Field Office	1	L.S.	\$10,000	\$10,000
32	Project Signs	1	L.S.	\$10,000	\$10,000
33	General Contract Requirements (15%)	1	L.S.	\$135,360	\$135,360
34	Contingency Allowance (10%)	1	L.S.	\$103,776	\$103,776
Probable Construction Cost					\$1,141,536
Municipal Class Environmental Assessment Allowance				\$0	\$1,141,536
Allowance for Land Acquisition Costs for Utility Easements				\$0	\$1,141,536
Allowance for Archeological Assessments for Easements				\$0	\$1,141,536
Allowance for Survey Costs for Easements				\$0	\$1,141,536
Alowance for Legal Costs for Easements				\$0	\$1,141,536
Allowance for Engineering Project Management, Design, Tender & Contract Administration & Inspection Services (15%)				\$171,230	\$1,312,766
Allowance for Geotechnical & Environmental Investigations				\$25,000	\$1,337,766
Allowance for Topographic Survey Costs				\$25,000	\$1,362,766
Contingency Allowance (10%)				\$136,277	\$1,499,043
HST @ 13%				\$194,876	\$1,693,919
Probable Capital Cost					\$1,700,000

**Kingsville Southwest Service Area Water Supply
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**Detailed Opinions of Probable Cost
for 1050mm Road 2 East Trunk Watermain - Stage 4
(Peterson Sideroad to Graham Sideroad)**

Item	Description	Estimated Quantity	Unit	Unit Price	Estimated Cost
1	Tie into existing 1050 CPP Watermain at Peterson SR - Remove Cap	1	L.S.	\$5,000	\$5,000
2	1050x1050x600&300 Tee	1	ea	\$15,000	\$15,000
3	600 Blind Flange & 25 dia. Blow off	1	ea	\$5,000	\$5,000
4	300 Drain/Blow-Off Assembly incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$25,000	\$25,000
5	Swab Launching Facility including lead pipe and valve	1	ea	\$25,000	\$25,000
6	1050 CPP along Road 2 East to Graham SR - in Pavement	1240	m	\$1,300	\$1,612,000
7	Open cut 1050 CPP across Lane Drain	1	L.S.	\$15,000	\$15,000
8	1050x1050x600 Tee	1	ea	\$15,000	\$15,000
9	600 isolation gate valve	1	ea	\$35,000	\$35,000
10	600 Tie-in lead pipe & bolted coupling	10	m	\$1,500	\$15,000
11	600x600x600 Cut-in Tee & 2-600 bolted couplings	1	ea	\$20,000	\$20,000
12	Tie-in work to exist 600 AC at Graham SR - Coordination & Labour	1	ea	\$35,000	\$35,000
13	1050x1050x600&300 Tee	1	ea	\$20,000	\$20,000
14	600 Blind Flange & 25 dia. Blow off	1	ea	\$5,000	\$5,000
15	300 Drain/Blow-Off Assembly incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$25,000	\$25,000
16	1050 Isolation butterfly valve with bolted coupling	1	ea	\$40,000	\$40,000
17	1050 Cap for future extension to Kingsville	1	ea	\$6,000	\$4,000
18	Apshalt Road Restoration along Road 2 East	4600	m2	\$30	\$138,000
19	Hydrants at 150 m spacing incl. 150 outlets, lead pipe & isolation valves	7	ea	\$8,000	\$56,000
20	Swabbing, Testing & Chlorination	1	L.S.	\$25,000	\$25,000
21	Extra Granular for Backfilling	500	tonne	\$25	\$12,500
22	Traffic Control & Signage	1	L.S.	\$15,000	\$15,000
23	Restoration & Landscaping	1	L.S.	\$25,000	\$25,000
24	Control Testing Allowance	1	L.S.	\$15,000	\$15,000
25	Field Office	1	L.S.	\$10,000	\$10,000
26	Project Signs	1	L.S.	\$5,000	\$5,000
27	General Contract Requirements (15%)	1	L.S.	\$332,625	\$332,625
28	Contingency Allowance (10%)	1	L.S.	\$255,013	\$255,013
Probable Construction Cost					\$2,805,138
Municipal Class Environmental Assessment Allowance				\$0	\$2,805,138
Allowance for Land Acquisition Costs for Utility Easements				\$0	\$2,805,138
Allowance for Archeological Assessments for Easements				\$0	\$2,805,138
Allowance for Survey Costs for Easements				\$0	\$2,805,138
Allowance for Legal Costs for Easements				\$0	\$2,805,138
Allowance for Engineering Project Management, Design, Tender & Contract Administration & Inspection Services (15%)				\$420,771	\$3,225,908
Allowance for Geotechnical & Environmental Investigations				\$25,000	\$3,250,908
Allowance for Topographic Survey Costs				\$25,000	\$3,275,908
Contingency Allowance (10%)				\$327,591	\$3,603,499
HST @ 13%				\$468,455	\$4,071,954
Probable Capital Cost					\$4,100,000

Kingsville Southwest Service Area Water Supply
Preliminary Engineers Report



Detailed Opinions of Probable Cost
for 600 mm Road 2 East Trunk Watermain - Stage 5
(Graham Sideroad to Kratz Sideroad)

Item	Description	Estimated Quantity	Unit	Unit Price	Estimated Cost
1	Tie into existing 1050 Watermain at Graham SR - Remove Cap	1	L.S.	\$5,000	\$5,000
2	600x600x600&300 Tee	1	ea	\$10,000	\$10,000
3	600 Blind Flange & 25 dia. Blow off	1	ea	\$5,000	\$5,000
4	300 Drain/Blow-Off Assembly incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$25,000	\$25,000
5	Swab Launching Facility including lead pipe and valve	1	ea	\$25,000	\$25,000
6	600 CPP along Road 2 East to Kratz SR - in Pavement	1870	m	\$750	\$1,402,500
7	Additional cost to cross Municipal Drains	3	ea	\$10,000	\$30,000
8	Tie-in work to exist 200 at Scratch Wigle Drain Branch - Coordination & Labour	1	ea	\$8,000	\$8,000
9	600x600x200 Tee	1	ea	\$2,500	\$2,500
10	200 Lead Pipe	10	m	\$240	\$2,400
11	200 Gate Valve	1	ea	\$2,000	\$2,000
12	200x200x200 Cut-in Tee & 2-200 bolted couplings	1	ea	\$5,000	\$5,000
13	600x600x600 Tee	1	ea	\$10,000	\$10,000
14	600 isolation gate valve	1	ea	\$35,000	\$35,000
15	600 Tie-in lead pipe & bolted coupling	10	m	\$1,500	\$15,000
16	600x600x600 Cut-in Tee & 2-600 bolted couplings	1	ea	\$25,000	\$25,000
17	Tie-in work to exist 600 AC at Kratz SR - Coordination & Labour	1	ea	\$40,000	\$40,000
18	600x600x600&300 Tee	1	ea	\$12,000	\$12,000
19	600 Blind Flange & 25 dia. Blow off	1	ea	\$5,000	\$5,000
20	300 Drain/Blow-Off Assembly incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$25,000	\$25,000
21	600 Isolation butterfly valve with bolted coupling	1	ea	\$25,000	\$25,000
22	600 Cap for future extension to Kingsville	1	ea	\$5,000	\$4,000
23	Apshalt Road Restoration along Road 2 East	6900	m2	\$30	\$207,000
24	Hydrants at 150 m spacing incl. 150 outlets, lead pipe & isolation valves	7	ea	\$8,000	\$56,000
25	Swabbing, Testing & Chlorination	1	L.S.	\$25,000	\$25,000
26	Extra Granular for Backfilling	500	tonne	\$25	\$12,500
27	Traffic Control & Signage	1	L.S.	\$15,000	\$15,000
28	Restoration & Landscaping	1	L.S.	\$25,000	\$25,000
29	Control Testing Allowance	1	L.S.	\$15,000	\$15,000
30	Field Office	1	L.S.	\$10,000	\$10,000
31	Project Signs	1	L.S.	\$5,000	\$5,000
32	General Contract Requirements (15%)	1	L.S.	\$313,335	\$313,335
33	Contingency Allowance (10%)	1	L.S.	\$240,224	\$240,224
Probable Construction Cost					\$2,642,459
Municipal Class Environmental Assessment Allowance				\$0	\$2,642,459
Allowance for Land Acquisition Costs for Utility Easements				\$0	\$2,642,459
Allowance for Archeological Assessments for Easements				\$0	\$2,642,459
Allowance for Survey Costs for Easements				\$0	\$2,642,459
Alowance for Legal Costs for Easements				\$0	\$2,642,459
Allowance for Engineering Project Management, Design, Tender & Contract Administration & Inspection Services (15%)				\$396,369	\$3,038,827
Allowance for Geotechnical & Environmental Investigations				\$25,000	\$3,063,827
Allowance for Topographic Survey Costs				\$25,000	\$3,088,827
Contingency Allowance (10%)				\$308,883	\$3,397,710
HST @ 13%				\$441,702	\$3,839,412
Probable Capital Cost					\$3,850,000

Kingsville Southwest Service Area Water Supply
Preliminary Engineers Report



Detailed Opinions of Probable Cost
for 600 mm Road 2 East Trunk Watermain - Stage 6
(Kratz Sideroad to County Road 29)

Item	Description	Estimated Quantity	Unit	Unit Price	Estimated Cost
1	Tie into existing 600 Watermain at Kratz SR - Remove Cap	1	L.S.	\$5,000	\$5,000
2	600x600x600&300 Tee	1	ea	\$10,000	\$10,000
3	600 Blind Flange & 25 dia. Blow off	1	ea	\$5,000	\$5,000
4	300 Drain/Blow-Off Assembly incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$25,000	\$25,000
5	Swab Launching Facility including lead pipe and valve	1	ea	\$25,000	\$25,000
6	600 CPP along Road 2 East to CR29 - in Pavement	1760	m	\$750	\$1,320,000
7	Tie-in work to exist 250 at Kratz SR - Coordination & Labour	1	ea	\$8,000	\$8,000
8	600x600x250 Tee	1	ea	\$1,500	\$1,500
9	250 Lead Pipe	10	m	\$250	\$2,500
10	250 Gate Valve	1	ea	\$3,000	\$3,000
11	250x250x250 Cut-in Tee & 2-250 bolted couplings	1	ea	\$5,000	\$5,000
12	Tie-in work to exist 300 at Jasperson Lane - Coordination & Labour	1	ea	\$8,000	\$8,000
13	600x600x300 Tee	1	ea	\$2,500	\$2,500
14	300 Lead Pipe	10	m	\$300	\$3,000
15	300 Gate Valve	1	ea	\$4,000	\$4,000
16	300x300x300 Cut-in Tee & 2-300 bolted couplings	1	ea	\$8,000	\$8,000
17	Tie-in work to exist 150 at Hazel Crescent - Coordination & Labour	1	ea	\$7,000	\$7,000
18	600x600x150 Tee	1	ea	\$2,500	\$2,500
19	150 Lead Pipe	10	m	\$225	\$2,250
20	150 Gate Valve	1	ea	\$1,500	\$1,500
21	150x150x150 Cut-in Tee & 2-150 bolted couplings	1	ea	\$5,000	\$5,000
22	600x600x600&300 Tee	1	ea	\$12,000	\$12,000
23	600 Blind Flange & 25 dia. Blow off	1	ea	\$5,000	\$5,000
24	300 Drain/Blow-Off Assembly incl. 300 pipe lead & 300 isolation gate valve	1	ea	\$25,000	\$25,000
25	600x400 Reducer	1	ea	\$5,000	\$5,000
26	Tie into existing 600 at CR29 - Remove Cap	1	ea	\$10,000	\$10,000
27	Apshalt Road Restoration along Road 2 East	6500	m2	\$30	\$195,000
28	Hydrants at 150 m spacing incl. 150 outlets, lead pipe & isolation valves	7	ea	\$8,000	\$56,000
29	Swabbing, Testing & Chlorination	1	L.S.	\$25,000	\$25,000
30	Extra Granular for Backfilling	500	tonne	\$25	\$12,500
31	Traffic Control & Signage	1	L.S.	\$15,000	\$15,000
32	Restoration & Landscaping	1	L.S.	\$25,000	\$25,000
33	Control Testing Allowance	1	L.S.	\$15,000	\$15,000
34	Field Office	1	L.S.	\$10,000	\$10,000
35	Project Signs	1	L.S.	\$5,000	\$5,000
36	General Contract Requirements (15%)	1	L.S.	\$280,388	\$280,388
37	Contingency Allowance (10%)	1	L.S.	\$214,964	\$214,964
Probable Construction Cost					\$2,364,601
Municipal Class Environmental Assessment Allowance				\$0	\$2,364,601
Allowance for Land Acquisition Costs for Utility Easements				\$0	\$2,364,601
Allowance for Archeological Assessments for Easements				\$0	\$2,364,601
Allowance for Survey Costs for Easements				\$0	\$2,364,601
Allowance for Legal Costs for Easements				\$0	\$2,364,601
Allowance for Engineering Project Management, Design, Tender & Contract Administration & Inspection Services (15%)				\$354,690	\$2,719,291
Allowance for Geotechnical & Environmental Investigations				\$25,000	\$2,744,291
Allowance for Topographic Survey Costs				\$25,000	\$2,769,291
Contingency Allowance (10%)				\$276,929	\$3,046,221
HST @ 13%				\$396,009	\$3,442,229
Probable Capital Cost					\$3,450,000



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Date: March 29, 2019
To: Mayor and Council
Author: Jennifer Astrologo, Director of Corporate Services/Clerk
RE: Broadcasting Council Meetings
Report No.: CS-2019-09

AIM

To provide Council with information regarding the costs associated with broadcasting its Council Meetings.

BACKGROUND

At the December 11, 2018 Regular Meeting of Council, motion 671-2018 was carried:

That Administration provide a report on options for recording Council meetings and having it made available for the public, including what other municipalities are doing.

In 2006, Bill 130, the *Municipal Statute Law Amendment Act*, was passed in response to a number of deficiencies identified by the Province with respect to the accountability and transparency regime of local government. That piece of legislation outlined a number of measures, both mandatory and voluntary, requiring municipalities to implement a better system of transparency and accountability. Almost a decade later and in 2014, the Province amended the *Municipal Act, 2001* by passing the *Public Sector and MPP Accountability and Transparency Act, 2014*. This legislation was aimed at further enhancing and building upon accountability and transparency in local government.

While there is no legislative requirement to broadcast or record council meetings, such initiative is further supported by the provincial Ombudsman who, in his 2015 Annual Report, called on municipalities to make audio or video recordings of all meetings.

Regulation 191/11 of the *Accessibility for Ontarians with Disabilities Act* (the "AODA") requires that municipal websites must meet Web Content Accessibility Guidelines (WCAG) 2.0 Level A, and by January 1, 2021 must conform with WCAG 2.0 Level AA (with the

exception of success criteria 1.2.4 Captions (Live), and success criteria 1.2.5 Audio Descriptions (Pre-recorded)). Therefore, video recordings of Council meetings that are published to the Town's website must have a closed captioning option in accordance with the AODA.

DISCUSSION

As previously stated, there is no legal obligation for the Town to record, in an audio or video format, its council meetings. However, doing so would: i) demonstrate the Town's commitment to open and accountable government; ii) expand the availability of information to residents, allowing them to stay informed about decisions that affect them and their community without the need to be physically present at the meeting; and, iii) serve to advance Action Plan items that were identified by Council in the Town's Strategic Plan - Accessibility and Communication External.

There are many municipalities across the province and in Essex County that provide their residents the opportunity to live stream meetings, or to watch meetings at a later date. The below table outlines the recording format(s) used by the municipalities in Essex County.

Municipality	Recording Format	Service Provider	Annual Cost
County of Essex	Video	Cogeco	No Cost
Amherstburg	Audio	Unknown	Unknown
Essex	Video	CFTV	\$22,000
Kingsville	None	n/a	n/a
Lakeshore	Video and Audio	Swagit for video	\$8,000 for video recording
LaSalle	None	n/a	n/a
Leamington	Video	CFTV	\$22,000
Tecumseh	Audio	No provider – recording device	Initial cost of purchasing recording device. No annual cost

As can be seen above, LaSalle and Kingsville are the only municipalities that do not record council meetings in some audio or video format. In Tecumseh, the audio recordings are used primarily by administration to prepare meeting minutes. However, those recordings are available to the public on request.

Both Essex and Leamington contract with CFTV to video record their council meetings. CFTV provides Essex with a digital copy of the recording so they can upload the video to their YouTube account for public viewing. In Leamington, CFTV uploads to YouTube on behalf of the Municipality, but such uploading usually occurs a few weeks or months after the meeting. Lakeshore uses a company called swagit, which appears to offer similar web-streaming services similar to that offered by eSCRIBE. Several Essex County municipalities are exploring options with respect to broadcasting meetings. A quote was obtained from eSCRIBE, which is discussed more fully below under "Financial Considerations".

There are a number of different methods the Town can use to broadcast its meetings: Cable TV partnership, YouTube, and website video integration. Each method has its own considerations. If meetings are broadcast on cable TV, only members of the public that subscribe to that provider would be able to view the live broadcast. Additionally, there may be delays with posting the video, to the website or another public platform, subsequent to the meeting. If the Town is provided with a digital copy of the recording, there would be additional costs to increase server capacity in order to store that media format. Benefits of this method of broadcasting include the fact that the television company would be responsible to make the video recording and could pan to speakers as they speak throughout the council meeting, rather than the “bird’s eye” view that residents would likely see from a web-streaming company or self-streaming method.

Using YouTube poses different issues for consideration. If the Town opted to self-record and post council meetings on YouTube, the Town would be responsible for making the recording and subsequently posting that video for viewing. If there are issues linking or uploading that video, there is no “support team” to assist, and it would be the responsibility of the IT Department to troubleshoot technical issues. Recordings may be interrupted by commercials in the same fashion as regular television programming. Moreover, the Town may run into ownership issues if others make claims of ownership against any posting. YouTube uses speech recognition technology to automatically create captioning, however, it does not make any guarantees as to the quality of the captions.

Website integration is another means by which Council can broadcast its meetings. eSCRIBE, the owner of the agenda management software currently being used to build and distribute council agenda packages and minutes, offers webcasting and recorded video functionality for council meetings. The software allows for the recording and live-streaming of council meetings and is integrated with the agenda. Therefore, any member of the public can watch the meeting live as long as they have an internet connection and once the video is published to the website, members of the public can select the agenda item(s) of interest and watch the discussion on those particular items. If there are technical issues with the product, eSCRIBE has a support team which is available to troubleshoot those issues, freeing up municipal staff to concentrate on other tasks and responsibilities.

Regardless of the option selected, if Council elects to move forward with broadcasting council meetings, recordings published to the Town’s website or other media account must have a closed captioning option in accordance with the *AODA*. If Council elects to move forward with some form of web-streaming option, on its own or through an external provider, Administration would need to make arrangements to configure Council Chambers (i.e. purchasing and installing cameras, running camera connections).

These recordings are not intended to replace the formal minutes that are generated during the course of a meeting and will only be kept for a pre-determined period of time. The meeting minutes that are prepared and circulated will continue to be the official and permanent record of a council meeting in accordance with the *Municipal Act, 2001*. Rather, these recordings are intended to enhance the Town’s communication with its residents, to enhance citizen engagement and participation in local government and to demonstrate the Town’s commitment to open and transparent government.

If Council wishes to move forward with broadcasting its council meetings, Administration recommends that it engage eSCRIBE to provide that service. The video module is merely an enhancement of a product that the Town currently uses. The integration with the agenda is an additional benefit for members of the public who are interested in specific agenda items and will allow them to select which parts of a meeting they wish to watch. Moreover, the technical support team is excellent. Response and resolution for issues is always timely.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

There are currently no amounts set aside in the budget to pursue any of the above initiatives. However, the Town received a one-time payment from the Province to improve local service delivery and efficiency. The CAO has advised that should Council wish to proceed with this project, the Town may be able to use a small portion of these funds to implement this initiative.

The IT Manager estimated the costs associated with configuring Council Chambers at about \$5,000 per camera. At this time, it is anticipated that only one camera would be installed give a bird's eye view of Council Chambers.

At the end of January eSCRIBE provided a quote with respect to the provision of services and include unlimited meetings and unlimited closed captioning. Please note that these costs are in addition to the costs described above to configure Council Chambers.

Year One	\$ 24,200
Annual Support (after year one)	\$ 20,150

CONSULTATIONS

IT Manager
Senior Management Team
Deputy Clerk – Council Services
CAO

RECOMMENDATION

That Council receive this report regarding broadcasting council meetings for information;

And That if Council wishes to move forward at this time, that Council direct 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.

Jennifer Astrologo

Jennifer Astrologo, B.H.K. (hons), LL.B
Director of Corporate Services/Clerk

Peggy Van Mierlo-West

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



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Date: March 25, 2019
To: Mayor and Council
Author: Peggy Van Mierlo-West
RE: 2019 1st Quarter Report
Report No.:

AIM

To provide Council with an update regarding 2019 1st Quarter operations.

BACKGROUND

At the end of every quarter Administration provides Council with updates regarding operations. This provides Council with an overview of daily items which have approved by Council such as Capital Project status updates and strategic projects currently underway.

DISCUSSION

Municipal Services

511 service requests have been initiated through Cityworks to the end of March 31, 2019 with a combined 413 (81%) responded to by Municipal Services. The approved 2019 Capital projects are well under way with most either tendered, awarded, or in pretender development as at March 31, 2019. There is a realized benefit to tendering early in the first quarter, which is only possible due to the efforts of Council approving the 2019 budget within the first month of the year.

The County Road Rationalization review discussions continue between the lower tier municipalities and the County of Essex. It has been decided that decisions regarding the program cannot be made until a funding analysis is complete.

Planning Services

The initial quarter of 2019 has seen a slow start to development in Kingsville. Many of the projects started in previous years are being initiated or coming to a close. Pre-consultation

on about three to four large residential developments are ongoing with a variety of infrastructure extensions or upgrades needed in order to proceed.

Cannabis production facilities that received zoning approval in 2018 are starting to proceed to the next step in the approval process with the submission of site plan approval or amendment. Interest in cannabis production remains strong but guarded for now with the current position of the Town on further approvals.

Establishment of the Greenhouse Policy Review Committee is complete and the initial meeting was held March 18th. The committee has a good mix of representation and is looking forward to proceeding. Vegetable greenhouse development, at present, is mainly expansion on existing sites although we are actively working with one new location in the existing greenhouse area.

The 5 year Official Plan review is back on track. The initial draft of the changes has been submitted and staff have completed an initial review. We will be meeting with the consultants in April to review the draft. At present the only outstanding item would be the greenhouse policies which are targeted for completion in August. The goal is to have additional stakeholder and public input late summer, early fall with presentation to Council for adoption by year end. With the addition of items to the review process the consultant has provided an updated timeline as well as a minor change in the budget amount. The increase is nominal and still remains within the overall budgeted total of \$75,000.

Enforcement activity is an ongoing with items related to zoning and site plan agreements. There has been positive steps forward in the greenhouse sector with voluntary compliance of lighting control. There remains work to do however we believe the conditions have seen a marked improvement. Compliance of sound levels at 281 Main St. E remain outstanding, however Dillon Consulting has been tasked with reviewing the work done to-date and determining if compliance with the agreement has been achieved.

Building/By-law Department

The new software system for the Building Department is currently being configured and well underway. We are anticipating to start testing in the field over the next several weeks to work out any issues before going live.

Building activity for the first quarter of 2019 has seen an increase of total permits by 13% and the number of new dwelling units is up 43%. As of March 31st twenty new house permits have been issued compared to fourteen from this time last year. We have experienced a major rise in total construction value in the first quarter. Our revenue to date is \$110,089 which is a 108% increase. The total construction value to date is higher than average, this is in direct relation to the new part 1 cannabis facility that is under construction.

By-law is experiencing an increase of 85% of the number of cases under investigation from this time last year. Part of the increase is due to our new By-law Enforcement Officer addressing contraventions proactively. Currently twenty-six of the fifty cases that are open or ongoing have been closed. We have begun a cleanup campaign which is specifically addressing derelict vehicles in front yards and we will continue to initiate other cleanup programs throughout the 2019 season.

Fire Services

In the first quarter, the department has responded to 63 responses (down from 83 at this time in 2018). Of the 63 calls for service, 47 were at the South Station and 16 were at the North Station. The calls breakdown to 38 full alarm calls, 12 company calls and 13 no alarm calls.

During the first quarter, applications were accepted for new recruits and after an extensive hiring process, 13 were hired (7 at the south station and 6 assigned to the north).

New ventilation fans were purchased for both stations and decontamination equipment was put into service to reduce firefighter exposure at fires.

The Fire Prevention Officer completed 84 inspections, 11 Fire Safety Plan Reviews, 24 property file searches and 6 new construction plan reviews. There were no formal fire investigations in the first quarter.

The department conducted 1 school visit to a Grade 1 class with 61 students and 5 adults. A station tour was conducted for children during the quarter.

The municipality hosted the Essentials of Fire Protection seminar for the County and participants received information from representatives of the Ontario Office of the Fire Marshal about the municipal requirements under the Fire Prevention and Protection Act. The department will be reviewing its Establishing and Regulating bylaw in the next quarter.

Financial Services

In January, staff prepared and issued 9,704 interim tax bills, with the first installment due February 28th. After 2 days of budget deliberations, the 2019 Budget was approved on January 30, 2019. Staff closed out the 2018 financial year-end and preparing for the financial statement auditors who were onsite the week of April 1st.

In Q1, Financial Services also oversaw the completion of the Water and Wastewater Rate Study and the Fees & Charges by-law. With assistance from Municipal Services, Financial Services completed the annual Gas Tax and OCIF Grant financial reporting.

On March 20th, 2019 Minister Steve Clark announced funding for providing a one-time payment in the 2018-19 fiscal year to support small and rural municipalities' efforts to become more efficient and reduce expenditure growth in the longer term. The municipal allocation was based on a formula, which takes into consideration the number of households in a municipality and whether it is urban or rural. The Town of Kingsville receive a one-time payment of \$620,201. Previously it had been stated that these funds were required to spent by the end of this fiscal year however the Town has been informed that the province will allow for carry over into the next year. However, the province is still requesting that these funds be allocated to optimization and efficiencies within operations.

Please see attached for the Budget vs. Actual Report for the period ending March 31, 2019. There are no significant budget concerns to report at this time.

Corporate Services

During the first quarter, Corporate Services issued an RFP, seeking qualified candidates to provide proposals for Integrity Commissioner services. Paul Watson was the successful proponent of that process and was appointed by Council before the March 1, deadline imposed by the legislative changes to the *Municipal Act, 2001*. The Conflict of Interest Registry was created and is live on the website. All council and committee members who wish to declare a pecuniary interest are required to complete the prescribed form, which form shall be published to the Town's website for public viewing.

Although the election is over, Corporate Services has been collecting candidate Financial Statements (Form 4). Financial Statements were due by 2pm on March 29. All but one candidate submitted their Form 4 in accordance with the *Municipal Elections Act, 1996*. Procedures for the Compliance Audit Committee were finalized and distributed to the committee members, as required by the legislation.

The following licences/permits were processed during this quarter:

- Lottery Licences - 8
- Dog Tags – 1537
- Business Registry Applications – 11
- Marriage Licences – 7
- Marriage Solemnizations – 3
- Burials - 14

Parks and Recreation Programs and Events

The department has been very busy during the first quarter of 2019. Presently the Parks, Recreation, Arts and Culture Master Plan review conducted by Montieth Brown Planning Consultants is ready for review by the Parks, Recreation, Arts and Culture Committee followed by council and community consultation.

New programs have been implemented at the area and have had a very positive response. These programs include; Kindergym, Kids in the Kitchen, First Aid, Stay Safe and Babysitter training.

Regarding First Aid training 36 members of the municipal team have been either a refresher course or full first aid certification. Providing in house certification allows for cost savings both in time and funding.

Committee Updates

The Parks and Recreation Department is responsible for providing administrative resources to various committees. The following is an update on these committees.

Communities in Bloom

For 2019 the Town will be competing at the national level. The judges will be in Kingsville July 30,31 and August 1. The committee is engaging many groups, departments and organizations to help tell our story. Plans are underway with much more to follow.

Migration Fest

2019 marks the 50th anniversary of Migration Fest. The theme for this year is Golden, with Golden egg hunts, joint fundraising events, expanded marketplace-for children's items, and a competition for the best dressed goose to be part of the activities.

Fantasy of Lights

The committee is working on new and expanded sponsorship plans including new contracts for those wishing to purchase a display. In addition new program ideas for mid week activities are being discussed.

Highland Games

Planning for the event is in the advanced stages with a little over 2 months remaining until the event. General admission ticket sales began on Friday April 12 with additional tickets for the Mudmen concert are also now available. The marketing plan has been launched with a number of opportunities for outreach into the regional area. With assistance from the Ontario Cultural Attractions Fund we have been able to double the amount of investment. Sponsorship continues to come in with additional sponsors still in the final consultation process.

Tall Ships

Tall Ships great lakes tour 2019 is progressing very well. The ad-hoc committee made up of representatives from the BIA, Yacht Club, Kingsville Port Users Association, and members of the community have been meeting and a full list of volunteer positions and requirements is complete. The new Logo for the event and rack cards have been completed by Kristine Verbeek in keeping with our Town Logo colours, and have implemented the town logo into the new artwork. Activities that are planned include:

Ship Tours-Friday August 16-Sunday August 18
Sail Excursions aboard Empire Sandy-August 16-August 18
Dinner Cruises August 17 and 18
Captains Hop on Hop off Party-Saturday August 17
Toast to Kingsville after party-August 17
Artisan and Vendor Nautical Market-August 16-18
Captains Galley and Entertainment-August 16-18

Additional sponsorships and partnerships are currently in the final stages of completion.

Mettawa Fund Raising

The committee is hosting two fund raising events this year. The first will be the Mayor's Inaugural Golf Classic on July 31st, 2019 at Kingsville Golf Club and the second will be Vegas Night on October 4th, 2019. Vegas night will be a partnership between the Cedar Island Yacht Club and the Town of Kingsville.

First Quarter and Upcoming Events:

February

Family Day Feb. 18-Free CPR, Stone Soup Lunch and Free Skating were all held with over 200 participants taking part with the events sponsored by In Motion Windsor Essex, Community Policing, Your Home Team

April

Mayors Easter Egg Hunt-April 20. We are anticipating large crowds and have a full morning of activities planned. The event is sponsored by Your Home Team and Dr. Olivito.

July 1

Canada Day. Plans are well underway for expanded list of events for July 1. We are currently awaiting word for Heritage Canada with regard to sponsorship, and another corporate partnership that is being negotiated.

Economic Development

The Economic Development and Tourism Committee is currently undertaking a development of a Tourism Strategic Plan. It is anticipated that this project will be completed by the last quarter. Currently sector specific round tables are being undertaken with the final round table occurring in September. A draft report will come to the committee in October, public comment period in November with a draft being provided to Council in December.

Kingsville Economic Development Conference has been set to occur in November 20th, 2019. The theme for this conference is "Telling Your Story" and will concentrate on Marketing, Branding and Strategic Alignment. This will be a one-day workshop with a second education day for Economic Development Officers to attend.

The 2nd Annual Kingsville Business Awards will be occurring May 30th, 2019 at Pelee Island Winery. The award category includes; Business Innovation, Young Entrepreneur and Business of the Year. This will be an evening event.

In 2018 the Town applied for a grant through Rural Economic Development (RED), we have not received any information regarding the status of our application however we are aware that it has been received.

Strategic Planning

Staff are currently planning to host a Strategic Planning session with Council in the 3rd quarter. This will be a review of the current strategic plan and discussion on any amendments required.

Internal Communication Plan

Administration is currently undertaking the development of an internal strategic planning. It is anticipated that this plan will also consist of new policies surrounding, social media, reporting, Intranet etc.

All staff have been interviewed in the development of a SWOT analysis. This report will be completed by the end of 2nd quarter.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

This report has no impact within the operational budget.

CONSULTATIONS

Administration

RECOMMENDATION

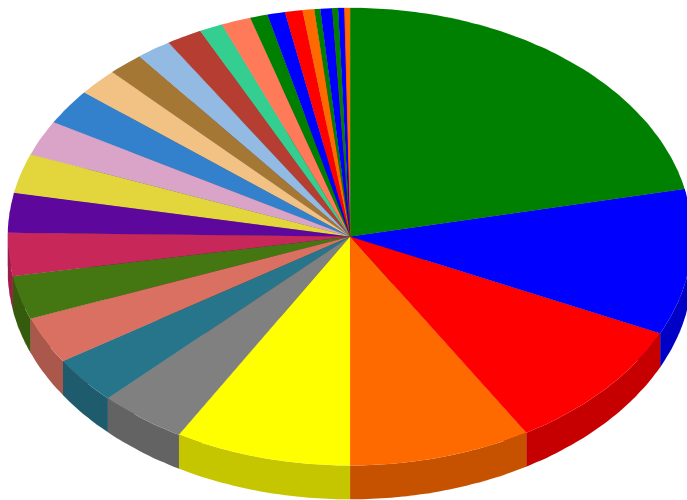
That Council receive the report titled 2019 - 1st Quarter Report.

Peggy Van Mierlo-West

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

Service Request Summary

Year to Date - 2019



METER	21.6%
BUILDING	10.4%
SERVICE	9.4%
SNOW	8.6%
BUILDING BY-LAW	8.3%
CEMETERY	4.1%
STORM	3.5%
MUNICIPAL	3.3%
ROAD	3.1%
DISTRIB	3.1%
TREE	2.9%
OTHER	2.7%
STREET	2.5%
PERMIT	2.3%
WATER SERVICES	1.9%
MISC. W	1.7%
BILLING	1.7%
PARK	1.5%
LOCATES	1.4%
CONSTR	1.2%
SIGN	1.0%
HYDRANT	0.8%
VEGET	0.8%
SIGNALS	0.6%
EVENTS	0.4%
Total:	100.0%

Service Requests By Category

	Total # (All Categories):		519
BILLING	Total #	9	1.73 %
METER READING	#	9	1.73%
BUILDING	Total #	54	10.40 %
BUILDING WITHOUT A PERMIT	#	1	0.19%
INDEMNITY RELEASE	#	53	10.21%
BUILDING BY-LAW	Total #	43	8.29 %
CONSTRUCTION MATERIAL/D	#	3	0.58%
DERELICT VEHICLE	#	6	1.16%
DIRTY/UNKEPT YARD	#	3	0.58%
MOULD	#	1	0.19%
PROPERTY GENERAL	#	11	2.12%
PROPERTY STANDARDS BY-L	#	3	0.58%
RECREATIONAL VEHICLES	#	9	1.73%
RODENTS/PESTS	#	1	0.19%
SIGHT VISIBILITY	#	1	0.19%
UNSIGHTLY CONDITIONS	#	1	0.19%
USE OF LAND	#	1	0.19%
WATER SHEDDING	#	3	0.58%

		Total # (All Categories):	519
CEMETERY	Total #	21	4.05 %
BURIALS	#	18	3.47%
DAMAGE	#	1	0.19%
INQUIRY	#	2	0.39%
CLAIMS	Total #	2	0.39 %
ACCIDENT CLAIMS	#	1	0.19%
SLIPS AND FALLS	#	1	0.19%
CONSTR	Total #	6	1.16 %
DAMAGE TO PROPERTY	#	3	0.58%
DELAY	#	1	0.19%
MUD ON ROAD	#	2	0.39%
DISTRIB	Total #	16	3.08 %
FROZEN PIPES	#	9	1.73%
LOW WATER PRESSURE	#	1	0.19%
WATER LEAKS	#	4	0.77%
WATERMAIN COMMISSION	#	2	0.39%
EDGE	Total #	1	0.19 %
SOFT SHOULDERS	#	1	0.19%
EVENTS	Total #	2	0.39 %
MISCELLANEOUS	#	2	0.39%
HYDRANT	Total #	4	0.77 %
HYDRANT MAINTENANCE	#	2	0.39%
HYDRANT METER INSTALL	#	2	0.39%
LOCATES	Total #	7	1.35 %
LOCATES & INSTALLATION	#	7	1.35%
MARKING	Total #	1	0.19 %
LINE PAINTING	#	1	0.19%
METER	Total #	112	21.58 %
FROZEN METER	#	4	0.77%
LEAKING METER	#	3	0.58%
METER CHANGE OUT	#	47	9.06%
METER REMOTE	#	58	11.18%
MISC. W	Total #	9	1.73 %
COMMUNITY COMPLAINTS (M	#	1	0.19%
MISCELLANEOUS WATER	#	8	1.54%
MUNICIPAL	Total #	17	3.28 %
GARBAGE	#	3	0.58%
REQUESTS FOR INFORMATI	#	5	0.96%
SIGN	#	8	1.54%
VEHICLE MAINTENANCE	#	1	0.19%

		Total # (All Categories):	519
OTHER	Total #	14	2.70 %
COMMEMORATIVE TREE	#	2	0.39%
MISCELLANEOUS STREET	#	10	1.93%
SEWAGE/SEPTIC	#	1	0.19%
SIGN	#	1	0.19%
PARK	Total #	8	1.54 %
FACILITIES	#	4	0.77%
PARKS	#	3	0.58%
PARKS & RECREATION	#	1	0.19%
PERMIT	Total #	12	2.31 %
PERMITS	#	12	2.31%
PORTABLE SIGN	Total #	1	0.19 %
PORTABLE SIGN	#	1	0.19%
ROAD	Total #	16	3.08 %
POTHOLE	#	9	1.73%
ROAD GRADING	#	6	1.16%
ROADS / TRAFFIC	#	1	0.19%
SANIT	Total #	1	0.19 %
ROADKILL REMOVAL	#	1	0.19%
SERVICE	Total #	49	9.44 %
JUNK PICKUP	#	1	0.19%
MISC	#	1	0.19%
SANITARY SEWER	#	3	0.58%
SERVICE SHUTOFF	#	22	4.24%
SHUT OFF REPAIR	#	9	1.73%
TURN ON WATER SERVICE C	#	12	2.31%
WATERMAIN BREAKS	#	1	0.19%
SIGN	Total #	5	0.96 %
SIGN REQUEST	#	5	0.96%
SIGNALS	Total #	3	0.58 %
SIGNAL TIMING (SHORT/LONG)	#	2	0.39%
TRAFFIC SIGNAL OUT	#	1	0.19%
SNOW	Total #	45	8.67 %
ICY MUNICIPAL PARKING LOT	#	3	0.58%
ICY ROAD	#	9	1.73%
ICY SIDEWALK	#	2	0.39%
MAILBOX DAMAGE	#	8	1.54%
MISSED PLOWING	#	14	2.70%
PARKING LOT PROBLEM	#	1	0.19%
SNOW CONTROL	#	5	0.96%
TURF DAMAGE FROM SNOW	#	3	0.58%
STORM	Total #	18	3.47 %

			Total # (All Categories):	519
CATCH BASIN	#	2		0.39%
DRAINAGE	#	1		0.19%
DRAINAGE OBSTRUCTION	#	7		1.35%
MUNICIPAL DRAINAGE	#	1		0.19%
ROAD SIDE DRAIN	#	3		0.58%
WATER LEAK IN BASEMENT	#	1		0.19%
WATER ON ROAD	#	3		0.58%
STREET	Total #	13		2.50 %
SIGNAL / STREETLIGHT	#	1		0.19%
STREET LIGHT OUTAGE	#	12		2.31%
TRAFFIC	Total #	1		0.19 %
VISIBILITY PROBLEM	#	1		0.19%
TREE	Total #	15		2.89 %
OTHER	#	4		0.77%
TREE BRANCHES	#	6		1.16%
TREE PLANTING	#	2		0.39%
TREE REMOVAL	#	3		0.58%
VEGET	Total #	4		0.77 %
TREE / VEGETATION	#	4		0.77%
WATER SERVICES	Total #	10		1.93 %
SERVICE PROBLEM	#	5		0.96%
WATER SERVICE INSTALLATI	#	5		0.96%

TAXATION					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
TAXATION REVENUE:					
01-112-040-40105	Residential	\$ 11,648,309	\$ 12,690,170	\$ 6,515,970	\$ 13,624,421
01-112-040-40110	Multi Residential	\$ 278,645	\$ 317,306	\$ 159,971	\$ 346,292
01-112-040-40115	Commercial	\$ 913,021	\$ 962,681	\$ 432,551	\$ 1,233,407
01-112-040-40120	Commercial Vacant Unit CU	\$ 6,178	\$ 7,542	\$ 4,251	\$ 10,298
01-112-040-40125	Comm. V.L. & Parking	\$ 5,453	\$ 4,607	\$ 2,224	\$ 5,042
01-112-040-40127	New Construction	\$ 196,047	\$ 212,914	\$ 113,620	
01-112-040-40128	Comm. New Const Ex Land	\$ 1,122	\$ 1,193	\$ 608	
01-112-040-40130	Industrial	\$ 218,782	\$ 230,926	\$ 112,888	\$ 386,847
01-112-040-40131	Mun. Ind. New Const. Full	\$ 117,740	\$ 136,708	\$ 67,900	
01-112-040-40132	Mun. Ind. New Ex. Ld.	\$ 1,311	\$ 1,385	\$ 693	
01-112-040-40135	Industrial Vacant Unit IU	\$ 5,498	\$ 5,846	\$ 2,923	\$ 7,572
01-112-040-40137	Ind. VL & Parking IX	\$ 9,224	\$ 15,767	\$ 11,436	\$ 25,105
01-112-040-40155	Large Industrial	\$ 92,480	\$ 95,992	\$ 47,996	\$ 223,806
01-112-040-40156	Large Industrial - New Const	\$ 111,502	\$ 118,740	\$ 59,175	
01-112-040-40161	Large Industrial Ex Land - New Const	\$ 754	\$ 803	\$ 402	
01-112-040-40165	Pipelines	\$ 116,148	\$ 123,454	\$ 64,220	\$ 133,693
01-112-040-40170	Farmlands	\$ 987,970	\$ 1,056,411	\$ 530,465	\$ 1,128,666
01-112-040-40171	Farm Await Dev 1	\$ 2,328	\$ 2,494	\$ 1,276	
01-112-040-40175	Managed Forests	\$ 1,140	\$ 1,133	\$ 567	\$ 1,201
01-112-040-40177	Shopping Centres	\$ 11,190	\$ 11,705	\$ 6,371	\$ 40,511
01-112-040-40178	Shopping Centres Excess Land	\$ 499	\$ 515	\$ 246	\$ 525
01-112-040-40179	Shopping Centres - New Const.	\$ 25,648	\$ 26,517	\$ 13,169	\$ -
TOTAL TAXATION LEVY:		\$ 14,750,991	\$ 16,024,811	\$ 8,148,922	\$ 17,167,386
SUPPLEMENTAL & OTHER TAX LEVIES:					
01-112-040-40305	Supps - Residential	\$ 234,003	\$ 272,691	\$ -	\$ 325,000
01-112-040-40310	Supps - Multi Res	\$ 9,241	\$ 1,968	\$ -	
01-112-040-40315	Supps - Commercial	\$ 15,312	\$ 448	\$ -	
01-112-040-40320	Supps - Commercial V. U.	\$ -	\$ -	\$ -	
01-112-040-40327	Supps - New Construction	\$ 7,074	\$ 25,863	\$ -	
01-112-040-40328	Supps - Com. New Con. Ex Ld	\$ -	\$ -	\$ -	
01-112-040-40330	Supps - Industrial	\$ -	\$ 1,069	\$ -	
01-112-040-40331	Supps - Mun. Ind. New Const. Full	\$ 2,487	\$ -	\$ -	
01-112-040-40337	Supps - Industrial Vac Land	\$ 5,234	\$ -	\$ -	
01-112-040-40340	Supps - Shopping Centre	\$ -	\$ -	\$ -	
01-112-040-40355	Supps - Large Industrial	\$ -	\$ -	\$ -	
01-112-040-40356	Supps - Large Industrial - New Const	\$ -	\$ -	\$ -	
01-112-040-40361	Supps - Large Industrial Ex. Land	\$ -	\$ -	\$ -	
01-112-040-40365	Supps. - Pipelines	\$ 1,066	\$ 6,484	\$ -	
01-112-040-40370	Supps - Farmland	\$ 18,490	\$ 44,114	\$ -	
01-112-040-40371	Supps - Farm Await Dev 1	\$ 270	\$ -	\$ -	
01-112-040-40195	Hydro Acreage	\$ 21,113	\$ 21,035	\$ -	\$ 21,000
01-112-056-40410	PIL - Canada		\$ -	\$ -	
01-112-056-40420	PIL - Canada Post		\$ -	\$ -	
01-112-056-40430	PIL - Ontario		\$ -	\$ -	
01-112-056-40450	PIL - MOE		\$ -	\$ -	
01-112-056-40470	PIL - MTO		\$ -	\$ -	
01-112-056-40480	PIL - Other	\$ 99,504	\$ 100,264	\$ -	\$ 100,000
01-112-056-40490	PIL - Hydro		\$ -	\$ -	
01-112-300-60323	Less: Write-Offs	\$ (173,745)	\$ (145,499)	\$ (11,505)	\$ (235,000)
TOTAL SUPPLEMENTAL TAXATION:		\$ 240,049	\$ 328,438	\$ (11,505)	\$ 211,000
TOTAL TAXATION:		\$ 14,991,040	\$ 16,353,249	\$ 8,137,417	\$ 17,378,386

COUNCIL					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING EXPENDITURES:					
01-110-072-60110	Council Honourarium	\$ 132,677	\$ 132,743	\$ 41,282	\$ 165,127
01-110-072-60114	Committee Honourarium		\$ -	\$ -	
01-110-072-60204	Benefits - CPP	\$ 4,464	\$ 4,588	\$ 1,693	\$ 6,334
01-110-072-60206	Benefits - EHT	\$ 1,833	\$ 1,834	\$ 866	\$ 3,322
01-110-098-60253	Conventions	\$ 13,956	\$ 19,421	\$ 6,615	\$ 25,200
01-110-098-60254	Training & Development	\$ -	\$ -	\$ -	\$ 2,000
01-110-099-60300	Mayor's Promotional	\$ 12,952	\$ 7,278	\$ 1,626	\$ 7,000
01-110-099-60312	Insurance	\$ 4,571	\$ 4,571	\$ -	\$ 4,708
01-110-099-60317	Miscellaneous		\$ 753	\$ -	\$ -
01-110-099-60327	Communication	\$ 554	\$ 573	\$ 156	\$ 600
01-110-099-60690	Charitable Advertising	\$ 678	\$ 391	\$ -	\$ 900
TOTAL OPERATING EXPENDITURES:		\$ 171,684	\$ 172,152	\$ 52,237	\$ 215,191
OPERATING SURPLUS/(DEFICIT):		\$ (171,684)	\$ (172,152)	\$ (52,237)	\$ (215,191)

GENERAL ADMINISTRATION					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-112-058-40502	Provincial Grants - OMPF	\$ 1,074,200	\$ 913,100	\$ 873,311	\$ 776,135
01-112-058-40502	Provincial Grants - Cannabis Legaliz	\$ -	\$ -	\$ -	\$ 22,338
01-112-058-40511	Federal Grants				\$ -
01-112-061-40655	Program Support - Build. & Water	\$ 269,000	\$ 273,063	\$ -	\$ 295,000
01-112-061-40661	Rent - Lton & Area Health Team	\$ 4,800	\$ 4,800	\$ -	\$ -
01-112-066-40904	Recovered Wages		\$ 245	\$ -	
01-112-064-41110	Licences & Permits - Hunting	\$ 814	\$ (741)	\$ 62	\$ 800
01-112-064-41150	Licences & Permits - Raffles	\$ 5,228	\$ 4,336	\$ 1,538	\$ 5,000
01-112-064-41170	Licences & Permits - Bingo	\$ -	\$ -	\$ -	\$ -
01-112-066-41180	Licences & Permits - Marriage	\$ 8,875	\$ 9,375	\$ 875	\$ 9,000
01-112-064-41182	Licences & Permits - Taxi	\$ 1,025	\$ 950	\$ 1,000	\$ 1,000
01-112-064-41183	Licences & Permits - Portable Signs	\$ 780	\$ 910	\$ 260	\$ 700
01-112-064-41187	Licences & Permits - Business	\$ 1,500	\$ 1,750	\$ -	\$ 1,500
01-112-066-41210	Revenue - General - Tax Cert	\$ 37,925	\$ 36,615	\$ 10,200	\$ 33,000
01-112-066-41230	Revenue - Building/Zoning Cert	\$ 12,400	\$ 15,050	\$ 2,900	\$ 12,000
01-112-066-41235	Marriage Solemnization	\$ 7,237	\$ 8,553	\$ 758	\$ 8,000
01-112-066-41258	Pits & Quarries	\$ 27,030	\$ -	\$ -	\$ -
01-112-066-41259	HST Rebates	\$ 11,864	\$ 11,490	\$ -	\$ 5,800
01-112-066-41260	NSF Cheques	\$ 1,450	\$ 1,375	\$ 400	\$ 1,250
01-112-066-41270	Miscellaneous Revenue	\$ 26,637	\$ 19,248	\$ 2,570	\$ 5,000
01-112-066-41284	Freedom of Information Reports	\$ 1,078	\$ 534	\$ 51	\$ 500
01-112-066-41310	Penalties & Interest	\$ 270,253	\$ 247,457	\$ 61,633	\$ 245,000
01-112-066-41410	Investment Income - Other	\$ 137,859	\$ 292,117	\$ 66,201	\$ 150,000
TOTAL OPERATING REVENUE:		\$ 1,899,955	\$ 1,840,226	\$ 1,021,759	\$ 1,572,023
OPERATING EXPENDITURES:					
	Total Salaries & Benefits	\$ 1,775,580	\$ 1,799,672	\$ 495,865	\$ 1,901,833
01-112-098-60254	Training & Development	\$ 20,220	\$ 24,458	\$ 6,550	\$ 38,600
01-112-098-60258	Team Building / Wellness Programs	\$ 6,129	\$ 5,699	\$ 225	\$ 7,500
01-112-099-60301	Office Supplies	\$ 20,795	\$ 18,586	\$ 6,840	\$ 26,000
01-112-099-60303	Postage Supplies	\$ 38,280	\$ 38,986	\$ 13,890	\$ 38,000
01-112-099-60305	Courier & Express	\$ 254	\$ 663	\$ 273	\$ 500
01-112-099-60306	Advertising	\$ 13,556	\$ 17,537	\$ 4,363	\$ 18,000
01-112-099-60307	Photocopier Supplies	\$ 156	\$ 148	\$ -	\$ 600
01-112-099-60308	Office Machine Maintenance	\$ 1,111	\$ 127	\$ -	\$ 1,500
01-112-099-60309	Computer Maintenance	\$ -	\$ 3,522	\$ 3,522	\$ 4,000
01-112-099-60310	Computer Consultants	\$ -	\$ 2,072	\$ -	\$ 3,000
01-112-099-60311	Equipment Leases	\$ 20,192	\$ 22,696	\$ 7,458	\$ 22,500
01-112-099-60312	General Insurance	\$ 49,931	\$ 59,612	\$ 337,509	\$ 89,687
01-112-099-60313	Gen. Insurance Deductible	\$ 106,492	\$ 38,338	\$ -	\$ 175,000
01-112-099-60314	Utilities	\$ 39,862	\$ 31,613	\$ 4,165	\$ 42,000
01-112-099-60315	Facility Maintenance	\$ 23,320	\$ 15,521	\$ 2,332	\$ 11,500
01-112-099-60316	Equipment Repair	\$ 142	\$ 127	\$ -	\$ 500
01-112-099-60317	Miscellaneous	\$ 24,501	\$ 23,568	\$ 1,796	\$ 18,900
01-112-099-60319	Professional Services - Legal/HR	\$ 133,446	\$ 121,106	\$ 2,262	\$ 135,000
01-112-099-60320	Memberships & Subscriptions	\$ 15,714	\$ 18,977	\$ 12,408	\$ 20,000
01-112-099-60325	Election Costs	\$ 1,654	\$ 71,596	\$ 280	\$ 2,000
01-112-099-60326	Professional Fees - Audit	\$ 30,898	\$ 27,501	\$ 1,801	\$ 29,000
01-112-099-60327	Communication	\$ 16,022	\$ 16,532	\$ 4,278	\$ 17,000
01-112-099-60341	Janitorial	\$ 21,980	\$ 29,307	\$ 4,884	\$ 32,000
01-112-099-60345	Licences & Permits	\$ 3,600	\$ 3,646	\$ 1,200	\$ 3,700
01-112-099-60346	Bank Fees & Interest	\$ 7,632	\$ 8,534	\$ 2,559	\$ 9,000
01-112-099-60348	Tax & Bank Differences	\$ 190	\$ (0)	\$ -	\$ -
01-112-200-60354	911 Costs	\$ 11,987	\$ 11,912	\$ 5,918	\$ 12,500
01-112-099-60356	Charitable Advertising		\$ -	\$ -	
01-112-099-60358	Small Capital	\$ 8,493	\$ 3,529	\$ 854	\$ 9,000
01-112-099-60366	Rent - Health Centre (Shoppers)	\$ 55,966	\$ 58,959	\$ 18,468	\$ 24,000
01-112-099-60368	Crossing Guard Expenses	\$ 1,960	\$ 163	\$ -	\$ 500
01-112-099-60376	Rent - Health Centre (Guardian)	\$ 26,010	\$ 22,684	\$ -	\$ -
01-112-099-60378	Funding Agreement - LAFHT	\$ -	\$ -	\$ 29,563	\$ 59,125
01-112-200-60390	Donations & Grants	\$ 127,010	\$ 128,459	\$ 109,773	\$ 112,273
01-112-200-60393	Affordable Housing Initiative	\$ 4,132	\$ -	\$ -	\$ -
01-112-099-60400	Mileage	\$ 1,797	\$ 2,820	\$ 186	\$ 3,000
01-112-420-60950	ERCA	\$ 188,733	\$ 193,146	\$ 49,930	\$ 199,719
01-112-420-60970	Erie Shore Transit	\$ 7,985	\$ 12,200	\$ -	\$ 16,000
01-112-099-63055	By-Law Enforcement (Bldg)	\$ 166,000	\$ 166,000	\$ -	\$ 270,500
Appendix A	Accessibility	\$ 4,276	\$ 3,976	\$ 646	\$ 5,400
Appendix A	Tourism & Economic Development	\$ 36,294	\$ 35,223	\$ 5,467	\$ 42,250
Appendix A	Heritage Committee	\$ 18,911	\$ 17,763	\$ 1,631	\$ 27,810
TOTAL OPERATING EXPENDITURES:		\$ 3,031,211	\$ 3,056,973	\$ 1,136,896	\$ 3,429,397
NET OPERATING REVENUES (EXPENSES):		\$ (1,131,256)	\$ (1,216,747)	\$ (115,137)	\$ (1,857,374)
CONTRIBUTIONS TO (FROM) RESERVES:					
03-112-032-41799	Prior Year (Surplus)/Deficit	\$ (500,819)	\$ (484,388)		\$ -
03-112-032-41700	Trans. from Res. - Working Cap.	\$ (6,415)	\$ (15,000)	\$ -	\$ -
03-112-032-41700	Trans. from Res. - Health Care	\$ -	\$ -	\$ -	\$ -
03-112-440-80100	Transfer to Res. - Budget Stabilizat	\$ 246,000	\$ -	\$ -	\$ -
03-112-440-80100	Transfer to Res. - Working Cap.	\$ 119,328	\$ 210,556	\$ -	\$ 31,000
NET CONT. TO (FROM) RESERVES:		\$ (141,906)	\$ (288,832)	\$ -	\$ 31,000

GENERAL ADMINISTRATION					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING SURPLUS/(DEFICIT):		\$ (989,350)	\$ (927,915)	\$ (115,137)	\$ (1,888,374)
CAPITAL BUDGET					
CAPITAL REVENUE:					
	Grants - Federal				
	Grants - Provincial				
01-112-066-40230	Local Improvement Charges		\$ -	\$ -	
01-112-066-41424	Long-term Debt - Office Expansion		\$ -	\$ -	
01-112-066-41530	Sale of Land/Buildings		\$ -	\$ -	
03-112-032-41710	Transfer from Res. - Capital		\$ 6,399	\$ -	
03-112-032-41720	Transfer from Res. - DC	\$ 30,879	\$ 2,243	\$ -	
TOTAL CAPITAL REVENUE:		\$ 30,879	\$ 8,643	\$ -	\$ -
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ 37,819	\$ 26,693	\$ -	\$ -
TOTAL CAPITAL EXPENDITURES:		\$ 37,819	\$ 26,693	\$ -	\$ -
CONTRIBUTIONS TO RESERVES:					
03-112-440-80300	Transfer to Res.- Lifecycle		\$ -	\$ -	
03-112-440-80300	Transfer to Res. - Capital	\$ 74,246	\$ -	\$ -	
CONTRIBUTIONS TO RESERVES		\$ 74,246	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:					
01-112-099-60396	OILC (2016) - Office Expansion	\$ 135,022	\$ 135,022	\$ -	\$ 135,022
REPAYMENT OF LONG-TERM DEBT:		\$ 135,022	\$ 135,022	\$ -	\$ 135,022
NET CAPITAL EXPENDITURES:		\$ (216,208)	\$ (153,072)	\$ -	\$ (135,022)
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (1,205,558)	\$ (1,080,987)	\$ (115,137)	\$ (2,023,396)

INFORMATION TECHNOLOGY					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-114-066-41270	Misc. Revenue	\$ 200	\$ 220	\$ -	\$ -
TOTAL OPERATING REVENUE:		\$ 200	\$ 220	\$ -	\$ -
OPERATING EXPENDITURES:					
	Total Salaries & Benefits	\$ 308,397	\$ 326,175	\$ 88,660	\$ 333,820
01-114-098-60254	Training & Development	\$ 4,559	\$ 4,250	\$ 2,895	\$ 6,000
01-114-099-60301	Office Supplies	\$ 455	\$ 21	\$ -	\$ 500
01-114-099-60302	Computer Supplies	\$ 2,815	\$ 1,009	\$ 323	\$ 3,000
01-114-099-60305	Postage/Courier	\$ 58	\$ 47	\$ -	\$ 100
01-114-099-60308	Office Machine Maintenance	\$ 828	\$ 201	\$ 1,079	\$ 1,000
01-114-099-60309	Computer Maint. (Appendix B)	\$ 129,140	\$ 128,331	\$ 50,312	\$ 156,095
new	Cyber Insurance				\$ 8,000
new	Cyber Security	\$ -	\$ -	\$ -	\$ 10,000
01-114-099-60310	Computer Consultants	\$ 4,820	\$ 3,689	\$ 1,272	\$ 5,000
01-114-099-60317	Miscellaneous	\$ 1,923	\$ -	\$ 1,654	\$ 2,500
01-114-099-60320	Memberships & Subscriptions	\$ 855	\$ 731	\$ 942	\$ 1,000
01-114-099-60327	Communication	\$ 1,136	\$ 1,208	\$ 330	\$ 1,400
01-114-099-60400	Mileage	\$ 687	\$ 607	\$ 46	\$ 1,250
TOTAL OPERATING EXPENDITURES:		\$ 455,672	\$ 466,271	\$ 147,512	\$ 529,665
NET OPERATING REVENUES (EXPENSES):		\$ (455,472)	\$ (466,051)	\$ (147,512)	\$ (529,665)
CONTRIBUTIONS TO (FROM) RESERVES:					
03-114-032-41700	Trans. from Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
03-114-440-80100	Transfer to Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
NET CONT. TO (FROM) RESERVES:		\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT):		\$ (455,472)	\$ (466,051)	\$ (147,512)	\$ (529,665)
CAPITAL BUDGET					
CAPITAL REVENUE:					
	Grants - Federal	\$ -	\$ -	\$ -	\$ -
	Grants - Provincial	\$ -	\$ -	\$ -	\$ -
01-114-066-40230	Local Improvement Charges	\$ -	\$ -	\$ -	\$ -
01-114-066-41424	0% Financing - Phones	\$ -	\$ -	\$ -	\$ -
01-114-066-41510	Sale of Equipment	\$ -	\$ -	\$ -	\$ -
03-114-032-41710	Transfer from Res. - Capital	\$ 19,000	\$ -	\$ -	\$ 7,000
03-114-032-41720	Transfer from Res. - DC	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL REVENUE:		\$ 19,000	\$ -	\$ -	\$ 7,000
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ 138,318	\$ 124,672	\$ 21,608	\$ 136,133
TOTAL CAPITAL EXPENDITURES:		\$ 138,318	\$ 124,672	\$ 21,608	\$ 136,133
CONTRIBUTIONS TO (FROM) RESERVES:					
03-114-440-80300	Transfer to Res. - Capital	\$ -	\$ -	\$ -	\$ -
CONTRIBUTIONS TO RESERVES		\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:					
	Long-term Debt - Office Expansion	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (119,318)	\$ (124,672)	\$ (21,608)	\$ (129,133)
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (574,790)	\$ (590,723)	\$ (169,120)	\$ (658,798)

ANIMAL CONTROL					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-120-064-41140	Licences - Dog & Kennels	\$ 42,890	\$ 40,800	\$ 32,960	\$ 40,000
TOTAL OPERATING REVENUE:		\$ 42,890	\$ 40,800	\$ 32,960	\$ 40,000
OPERATING EXPENDITURES:					
01-120-072-60114	Committee Honourarium	\$ 300	\$ 200	\$ 200	\$ 400
01-120-280-60124	Animal Control wildlife control	\$ 3,185	\$ 4,416	\$ 712	\$ 3,500
01-120-280-60125	Animal Control Cats	\$ 2,580	\$ 3,278	\$ 225	\$ 3,500
01-120-280-60126	Livestock Claims	\$ -	\$ 93	\$ -	\$ 300
01-120-280-60137	Administration	\$ 1,686	\$ 3,030	\$ 1,602	\$ 3,500
01-120-072-60206	Benefits - EHT	\$ 4	\$ 3	\$ -	\$ -
01-120-099-60317	Misc.		\$ 45	\$ 483	\$ -
01-120-280-60371	Dog Pound Cost	\$ 49,708	\$ 32,147	\$ (1,565)	\$ 39,192
01-120-280-60377	Cat Voucher Program	\$ 3,573	\$ 3,643	\$ -	\$ 6,500
TOTAL OPERATING EXPENDITURES:		\$ 61,036	\$ 46,854	\$ 1,658	\$ 56,892
OPERATING SURPLUS/(DEFICIT):		\$ (18,146)	\$ (6,054)	\$ 31,302	\$ (16,892)

FIRE					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-121-058-40502	Provincial Grants	\$ -	\$ -	\$ -	
01-121-058-40511	Federal Grants	\$ -	\$ -	\$ -	
01-121-058-40521	Donations from Public	\$ 250	\$ 250	\$ -	\$ 250
01-121-066-41221	Revenue - Smoke Alarm Install	\$ 810	\$ 50	\$ -	\$ -
01-121-066-41222	Revenue - Defib Rebate	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
01-121-066-41223	Revenue - Ambulance Bay Rent	\$ 12,400	\$ 12,400	\$ 3,100	\$ 12,400
01-121-066-41224	Revenue - Third Party Billing	\$ 33,868	\$ 19,315	\$ 3,339	\$ 20,000
01-121-066-41226	Revenue - Fire Re-inspections	\$ 580	\$ 800	\$ 100	\$ 1,000
01-121-066-41227	Revenue - Fire Safety Plan Review	\$ 80	\$ -	\$ -	\$ 200
01-121-066-41229	Revenue - Incident Reports	\$ -	\$ 120	\$ 80	\$ 500
01-121-066-41232	Revenue - Brighton Beach	\$ 5,000	\$ 7,113	\$ 5,000	\$ 11,520
01-121-066-41233	Revenue - PIR Inspection Fee		\$ 1,000	\$ 100	\$ 3,000
01-121-066-41234	Revenue - AGCO Inspection Fee		\$ 700	\$ 100	\$ 1,000
01-121-066-41270	Misc. Revenue	\$ 459	\$ 2,327	\$ -	\$ 1,500
TOTAL OPERATING REVENUE:		\$ 56,448	\$ 47,075	\$ 11,819	\$ 54,370
OPERATING EXPENDITURES:					
	Total Salaries & Benefits	\$ 499,978	\$ 573,915	\$ 171,790	\$ 614,545
01-121-072-60116	Fire Calls	\$ 221,481	\$ 181,954	\$ 52,905	\$ 249,405
01-121-072-60117	Fire Allowances	\$ 110,145	\$ 114,842	\$ 26,849	\$ 131,186
01-121-072-60118	Fire Training	\$ 103,804	\$ 123,187	\$ 25,744	\$ 135,000
01-121-072-60119	Fire Other	\$ 18,600	\$ 18,040	\$ 10,990	\$ 26,129
01-121-098-60254	Training & Development	\$ 7,182	\$ 8,704	\$ 153	\$ 10,000
01-121-099-60301	Office Supplies	\$ 2,164	\$ 2,063	\$ 394	\$ 2,500
01-121-099-60305	Courier Expenses	\$ 262	\$ 80	\$ 63	\$ 500
01-121-099-60306	Advertising	\$ 265	\$ 265	\$ 265	\$ 500
01-121-099-60309	Computer Maintenance	\$ 50	\$ -	\$ -	\$ -
01-121-099-60311	Equipment Leases	\$ 10,243	\$ 11,367	\$ 3,124	\$ 13,000
01-121-099-60312	General Insurance	\$ 36,291	\$ 36,291	\$ -	\$ 37,380
01-121-099-60314	Utilities	\$ 20,421	\$ 17,793	\$ 5,461	\$ 22,500
01-121-099-60315	Facility Maintenance	\$ 9,908	\$ 12,012	\$ 834	\$ 11,000
01-121-099-60316	Equipment Repair	\$ 53,615	\$ 74,849	\$ 17,200	\$ 65,000
01-121-099-60317	Miscellaneous	\$ 2,530	\$ 2,244	\$ 197	\$ 4,000
01-121-099-60320	Memberships and Subscript.	\$ 977	\$ 1,066	\$ 1,266	\$ 1,500
01-121-099-60327	Communications	\$ 6,911	\$ 8,564	\$ 2,045	\$ 10,000
01-121-099-60340	Fuel and Oil	\$ 11,326	\$ 14,991	\$ 187	\$ 14,000
01-121-099-60341	Janitorial Contract	\$ 4,000	\$ 4,000	\$ 3,109	\$ 16,000
01-121-099-60345	Licenses and Permits	\$ 3,540	\$ 360	\$ -	\$ 400
01-121-100-60352	Fire Hose	\$ 4,657	\$ 4,146	\$ -	\$ 5,000
01-121-099-60358	Small Capital	\$ 15,476	\$ 21,127	\$ 1,438	\$ 21,500
01-121-099-60363	Foam	\$ 814	\$ 1,382	\$ 1,720	\$ 2,000
01-121-099-60400	Mileage	\$ -	\$ -	\$ -	\$ -
01-121-099-60701	Bunker Gear	\$ 21,963	\$ 12,552	\$ (809)	\$ 16,000
01-121-099-60702	Radios and Pagers	\$ 4,195	\$ 4,573	\$ 1,504	\$ 5,000
01-121-100-60705	Firefighter Supplies	\$ 731	\$ 1,875	\$ 403	\$ 1,500
01-121-100-60710	Public Education Supplies	\$ 2,043	\$ 2,488	\$ -	\$ 3,000
01-121-099-60711	Smoke Alarm Supplies	\$ -	\$ 147	\$ -	\$ -
01-121-100-60715	Dispatching Costs	\$ 44,365	\$ 46,864	\$ -	\$ 50,610
01-121-100-60755	Emergency Planning	\$ 131	\$ 33	\$ -	\$ 500
01-121-099-60756	Specialty Team Equip Replace	\$ 7,412	\$ 6,615	\$ -	\$ 7,500
TOTAL OPERATING EXPENDITURES:		\$ 1,225,482	\$ 1,308,387	\$ 326,832	\$ 1,477,155
NET OPERATING REVENUES (EXPENSES):		\$ (1,169,034)	\$ (1,261,311)	\$ (315,013)	\$ (1,422,785)
CONTRIBUTIONS TO (FROM) RESERVES:					
03-121-032-41700	Trans. from Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
03-121-440-80100	Transfer to Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
NET CONT. TO (FROM) RESERVES:		\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT):		\$ (1,169,034)	\$ (1,261,311)	\$ (315,013)	\$ (1,422,785)

FIRE					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
CAPITAL BUDGET					
CAPITAL REVENUE:					
	Grants - Federal				
	Grants - Provincial				
01-121-066-41424	Long-term Debt		\$ -	\$ -	
01-121-066-41510	Sale of Equipment	\$ 7,200	\$ -	\$ -	
03-121-032-41710	Transfer from Res. - Capital	\$ 410,000	\$ -	\$ -	
03-121-032-41720	Transfer from Res. - DC		\$ -	\$ -	
TOTAL CAPITAL REVENUE:		\$ 417,200	\$ -	\$ -	\$ -
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ 452,623	\$ 10,563	\$ 10,430	\$ 10,000
TOTAL CAPITAL EXPENDITURES:		\$ 452,623	\$ 10,563	\$ 10,430	\$ 10,000
CONTRIBUTIONS TO RESERVES:					
03-121-440-80300	Transfer to Res. - Capital	\$ 247,000	\$ 265,000	\$ -	\$ 285,000
NET CONTRIBUTIONS TO (FROM) RESERVES		\$ 247,000	\$ 265,000	\$ -	\$ 285,000
REPAYMENT OF LONG-TERM DEBT:					
	Long-term Debt Repayment	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (282,423)	\$ (275,563)	\$ (10,430)	\$ (295,000)
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (1,451,457)	\$ (1,536,874)	\$ (325,443)	\$ (1,717,785)

POLICE					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-122-058-40501	PEM Grant (Replacing CPP/1000)	\$ -	\$ -	\$ -	\$ 95,000
01-122-058-40502	1000 Officer Police Grant	\$ 37,915	\$ 35,000	\$ (186)	\$ -
01-122-058-40503	Ride Program Grant	\$ 9,453	\$ 7,421	\$ -	\$ 8,913
01-122-058-40505	Prisoner Transport Grant (OMPF)	\$ 14,321	\$ 15,366	\$ 4,000	\$ -
01-122-058-40507	Comm. Policing Partnership Grant	\$ 58,330	\$ 60,000	\$ 5,895	\$ -
01-122-058-40523	Provincial Offences Revenue	\$ 74,344	\$ 72,057	\$ -	\$ 70,000
01-122-066-41240	Police Report Orders	\$ 18,154	\$ 20,196	\$ 2,746	\$ 18,000
01-122-066-41250	Parking Tickets & Fines	\$ 2,310	\$ 3,898	\$ 4,583	\$ 2,000
01-122-066-41270	Misc. Revenue	\$ 795	\$ 808	\$ -	\$ 500
TOTAL OPERATING REVENUE:		\$ 215,622	\$ 214,745	\$ 17,038	\$ 194,413
OPERATING EXPENDITURES:					
01-122-072-60112	Police Svc Bd Honourarium	\$ 8,377	\$ 8,031	\$ 2,094	\$ 10,471
01-122-072-60120	OPP Contract	\$ 3,072,108	\$ 3,043,188	\$ 797,127	\$ 3,188,512
01-122-072-60122	Ride Program overtime	\$ 10,056	\$ 7,421	\$ 4,241	\$ 8,913
01-122-098-60253	Police Board Conferences	\$ 3,640	\$ 5,515	\$ 1,603	\$ 6,000
01-122-098-60254	Training & Development	\$ 546	\$ 27	\$ -	\$ 1,500
01-122-099-60301	Office Supplies	\$ 304	\$ -	\$ 404	\$ 500
01-122-099-60311	Office Equipment/Leases & Mtce	\$ 3,309	\$ 3,606	\$ 565	\$ 3,600
01-122-099-60312	General Insurance	\$ 4,397	\$ 4,397	\$ -	\$ 4,529
01-122-099-60314	Utilities	\$ 12,192	\$ 10,106	\$ 2,395	\$ 14,500
01-122-099-60315	Building Maintenance	\$ 7,108	\$ 11,521	\$ 1,126	\$ 7,500
01-122-099-60316	Equipment Repair	\$ -	\$ -	\$ -	\$ 1,000
01-122-099-60317	Misc.	\$ 681	\$ 650	\$ 356	\$ 1,000
01-122-099-60319	Legal Fees & Services	\$ 196	\$ -	\$ -	\$ 500
01-122-099-60320	Memberships & Subscriptions	\$ -	\$ 719	\$ 684	\$ 1,200
01-122-099-60327	Communication	\$ 1,501	\$ 1,426	\$ 369	\$ 2,500
01-122-099-60341	Janitorial Contract	\$ 11,457	\$ 19,665	\$ 5,037	\$ 22,000
01-122-260-60342	Rent (Cottam Branch)	\$ 6,762	\$ 7,084	\$ 1,621	\$ 7,200
01-122-099-60343	Community Policing	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
01-122-099-60369	Community Events		\$ -	\$ -	
TOTAL OPERATING EXPENDITURES:		\$ 3,147,633	\$ 3,128,357	\$ 822,621	\$ 3,286,425
NET OPERATING REVENUES (EXPENSES):		\$ (2,932,011)	\$ (2,913,612)	\$ (805,584)	\$ (3,092,012)
CONTRIBUTIONS TO (FROM) RESERVES:					
01-122-032-41799	Prior Year (Surplus)/Deficit	\$ (24,520)			
03-122-032-41700	Trans. from Res. - Working Cap.	\$ (200)	\$ -	\$ -	
03-122-440-80100	Transfer to Res. - Working Cap.		\$ -	\$ -	
NET CONT. TO (FROM) RESERVES:		\$ (24,720)	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT):		\$ (2,907,291)	\$ (2,913,612)	\$ (805,584)	\$ (3,092,012)
CAPITAL BUDGET					
CAPITAL REVENUE:					
	Grants - Federal	\$ -	\$ -	\$ -	\$ -
	Grants - Provincial	\$ -	\$ -	\$ -	\$ -
01-122-066-41424	Long-term Debt	\$ -	\$ -	\$ -	\$ -
01-122-066-41510	Sale of Equipment	\$ -	\$ -	\$ -	\$ -
03-122-032-41710	Transfer from Res. - Capital	\$ -	\$ 40,692	\$ -	\$ -
03-122-032-41720	Transfer from Res. - DC	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL REVENUE:		\$ -	\$ 40,692	\$ -	\$ -
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ -	\$ 40,692	\$ -	\$ -
TOTAL CAPITAL EXPENDITURES:		\$ -	\$ 40,692	\$ -	\$ -
CONTRIBUTIONS TO RESERVES:					
03-122-440-80300	Transfer to Res. - Capital	\$ 80,000	\$ 80,000	\$ -	\$ 80,000
CONTRIBUTIONS TO RESERVES		\$ 80,000	\$ 80,000	\$ -	\$ 80,000
REPAYMENT OF LONG-TERM DEBT:					
	Long-term Debt Repayment	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (80,000)	\$ (80,000)	\$ -	\$ (80,000)
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (2,987,291)	\$ (2,993,612)	\$ (805,584)	\$ (3,172,012)

BUILDING					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-124-064-41120	Permits	\$ 588,816	\$ 627,746	\$ 101,686	\$ 477,000
01-124-066-40655	By-Law Enforcement (GA)	\$ 166,000	\$ 166,000	\$ -	\$ 270,500
01-124-066-40677	Property Stds Compliance Letters	\$ 600	\$ 825	\$ -	\$ 800
01-124-066-40851	Water / Sewer Connection Permits	\$ 22,400	\$ 21,500	\$ 3,675	\$ 17,000
01-124-066-40904	Recovered Wages	\$ 276	\$ -	\$ -	\$ -
01-124-064-41125	Septic System Permits	\$ 19,700	\$ 26,700	\$ 2,150	\$ 21,000
01-124-066-41267	Post-Review Inspection Fees	\$ 4,050	\$ 3,714	\$ 1,100	\$ 2,500
01-124-066-41268	Water Meter Sales (Bldg Portion)	\$ 9,630	\$ 6,616	\$ -	\$ 7,000
01-124-066-41270	Misc. Revenue	\$ 1,460	\$ 596	\$ 1,478	\$ 2,800
TOTAL OPERATING REVENUE:		\$ 812,932	\$ 853,697	\$ 110,089	\$ 798,600
OPERATING EXPENDITURES:					
	Total Salaries & Benefits	\$ 361,570	\$ 430,574	\$ 129,250	\$ 550,505
01-124-072-60120	Contracted Services	\$ 25,526	\$ 27,639	\$ -	\$ 45,000
01-124-072-60202	Benefits - EI	\$ 5,823	\$ 6,890	\$ 2,958	\$ 6,977
01-124-072-60204	Benefits - CPP	\$ 12,420	\$ 14,569	\$ 6,322	\$ 15,505
01-124-072-60206	Benefits - EHT	\$ 7,076	\$ 8,520	\$ 2,553	\$ 8,882
01-124-072-60208	Benefits - OMERS	\$ 36,796	\$ 37,324	\$ 11,620	\$ 48,301
01-124-072-60212	Benefits - Health Coverage	\$ 47,909	\$ 50,250	\$ 12,402	\$ 50,689
01-124-072-60214	Benefits - WSIB	\$ 10,539	\$ 12,959	\$ 4,132	\$ 13,490
01-124-072-60216	Benefits - Uniforms	\$ 2,587	\$ 1,388	\$ 135	\$ 3,200
01-124-072-60220	Benefits - Meal Allowance	\$ 39	\$ 91	\$ 26	\$ -
01-124-072-60222	Benefits - Eyeglasses	\$ 1,665	\$ 2,376	\$ -	\$ 1,200
01-124-072-60223	Benefits - Ortho	\$ 2,304	\$ 1,152	\$ 2,252	\$ 3,000
01-124-098-60254	Training & Development	\$ 5,254	\$ 4,246	\$ 544	\$ 14,000
01-124-099-60301	Office Supplies	\$ 1,887	\$ 2,235	\$ 193	\$ 3,000
01-124-099-60309	Computer Maint.	\$ -	\$ -	\$ -	\$ 15,000
01-124-099-60312	General Insurance	\$ 5,714	\$ 5,714	\$ -	\$ 5,885
01-124-099-60316	Equipment Repair	\$ 1,314	\$ 1,805	\$ 612	\$ 5,000
01-124-099-60317	Miscellaneous	\$ 110	\$ -	\$ 20	\$ 500
01-124-099-60319	Professional Services		\$ -	\$ -	\$ 10,000
01-124-099-60320	Memberships & Subscriptions	\$ 1,770	\$ 2,329	\$ 2,243	\$ 4,000
01-124-099-60327	Communications	\$ 1,355	\$ 2,195	\$ 623	\$ 2,400
01-124-099-60340	Fuel	\$ 5,222	\$ 4,153	\$ -	\$ 5,000
01-124-099-60345	Licences/Permits	\$ 360	\$ 360	\$ -	\$ 360
01-124-099-60347	Safety Supplies	\$ 708	\$ 622	\$ 441	\$ 2,000
01-124-099-60357	Small Capital	\$ -	\$ -	\$ -	\$ 500
01-124-099-63055	Program Support	\$ 77,000	\$ 78,155	\$ -	\$ 80,000
01-124-099-60400	Mileage		\$ 178	\$ -	
TOTAL OPERATING EXPENDITURES:		\$ 614,950	\$ 695,723	\$ 176,326	\$ 894,394
NET OPERATING REVENUES (EXPENSES):		\$ 197,981	\$ 157,973	\$ (66,237)	\$ (95,794)
CONTRIBUTIONS TO (FROM) RESERVES:					
03-124-032-41700	Trans. from Res. - Working Cap.		\$ -	\$ -	\$ (106,294)
03-124-440-80100	Transfer to Res. - Working Cap.	\$ 187,481	\$ 147,447	\$ -	
NET CONT. TO (FROM) RESERVES:		\$ 187,481	\$ 147,447	\$ -	\$ (106,294)
OPERATING SURPLUS/(DEFICIT):		\$ 10,500	\$ 10,526	\$ (66,237)	\$ 10,500
CAPITAL BUDGET					
CAPITAL REVENUE:					
	Grants - Federal	\$ -	\$ -	\$ -	\$ -
	Grants - Provincial	\$ -	\$ -	\$ -	\$ -
01-124-066-41510	Sale of Equipment	\$ -	\$ -	\$ -	\$ 1,600
03-124-032-41710	Transfer from Res. - Capital	\$ -	\$ 45,351	\$ -	\$ 36,750
03-124-032-41720	Transfer from Res. - DC	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL REVENUE:		\$ -	\$ 45,351	\$ -	\$ 38,350
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ -	\$ 45,351	\$ 11,690	\$ 38,350
TOTAL CAPITAL EXPENDITURES:		\$ -	\$ 45,351	\$ 11,690	\$ 38,350
CONTRIBUTIONS TO RESERVES:					
03-124-440-80300	Transfer to Res. - Capital	\$ 10,500	\$ 10,500	\$ -	\$ 10,500
CONTRIBUTIONS TO RESERVES		\$ 10,500	\$ 10,500	\$ -	\$ 10,500
REPAYMENT OF LONG-TERM DEBT:					
	Long-term Debt Repayment	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (10,500)	\$ (10,500)	\$ (11,690)	\$ (10,500)
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ -	\$ 26	\$ (77,927)	\$ -

PUBLIC WORKS					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-130-058-40509	Provincial Grants - Drainage	\$ 43,578	\$ 50,831	\$ -	\$ 45,000
01-130-061-40663	Rent - Patios	\$ 6,360	\$ 4,070	\$ -	\$ 3,760
01-130-061-40667	Rent - Parking	\$ 500	\$ 160	\$ -	\$ 500
01-130-066-40904	Recovered Wages	\$ 958	\$ 387	\$ -	\$ 500
01-130-066-41254	Road & Encroachment Permits	\$ 2,850	\$ 3,300	\$ 150	\$ 3,000
01-130-066-41257	Revenue 911 Signs	\$ 960	\$ 1,800	\$ 300	\$ 1,000
01-130-066-41258	Pits & Quarries	\$ -	\$ 27,337	\$ 58	\$ 26,000
01-130-066-41265	MS Inspection Fee	\$ 17,400	\$ 41,400	\$ 7,050	\$ 35,000
01-130-066-41270	Misc. Revenue	\$ 2,100	\$ 3,612	\$ 125,402	\$ 1,000
01-130-066-41543	Commemorative Programs	\$ -	\$ 4,050	\$ 2,200	\$ 2,000
TOTAL OPERATING REVENUE:		\$ 74,706	\$ 136,946	\$ 135,159	\$ 117,760
OPERATING EXPENDITURES:					
01-130-072-60102	Salaries - Full Time	\$ 633,271	\$ 582,188	\$ 174,899	\$ 600,800
01-130-072-60103	Salaries - Overtime	\$ 22,232	\$ 53,526	\$ 26,350	\$ 77,452
01-130-072-60104	Salaries - Part Time	\$ 2,200	\$ 21,868	\$ 2,749	\$ 26,516
01-130-072-60114	Committee Honourarium	\$ 1,000	\$ 800	\$ -	\$ 2,000
01-130-072-60115	Vehicle Expense	\$ -	\$ -	\$ -	
01-130-072-60202	Benefits - EI	\$ 11,276	\$ 12,772	\$ 4,800	\$ 12,020
01-130-072-60204	Benefits - CPP	\$ 24,681	\$ 26,845	\$ 10,308	\$ 27,517
01-130-072-60206	Benefits - EHT	\$ 12,787	\$ 14,029	\$ 4,144	\$ 15,127
01-130-072-60208	Benefits - OMERS	\$ 55,825	\$ 61,082	\$ 18,291	\$ 65,965
01-130-072-60212	Benefits - Health Coverage	\$ 76,173	\$ 76,754	\$ 18,095	\$ 82,394
01-130-072-60214	Benefits - WSIB	\$ 19,564	\$ 21,911	\$ 6,384	\$ 23,767
01-130-072-60216	Benefits - Uniforms	\$ 4,769	\$ 5,903	\$ 2,396	\$ 6,000
01-130-072-60220	Benefits - Meals	\$ 1,235	\$ 2,327	\$ 1,378	\$ 2,600
01-130-072-60222	Benefits - Eyeglasses	\$ 2,462	\$ 3,082	\$ -	\$ 2,400
01-130-072-60223	Benefits - Ortho	\$ -	\$ -	\$ -	\$ 2,000
	Total Salaries & Benefits	\$ 867,473	\$ 883,087	\$ 269,794	\$ 946,558
01-130-072-60120	Contract		\$ -	\$ -	
01-130-098-60254	Training & Development	\$ 14,540	\$ 12,763	\$ 7,039	\$ 15,000
01-130-099-60301	Office Supplies	\$ 1,119	\$ 1,890	\$ 227	\$ 1,000
01-130-099-60305	Courier & Express	\$ 384	\$ 126	\$ 64	\$ 450
01-130-099-60306	Advertising	\$ 5,583	\$ 7,357	\$ 192	\$ 5,000
01-130-099-60311	Equipment Leases	\$ -	\$ -	\$ -	\$ -
01-130-099-60312	General Insurance	\$ 38,533	\$ 38,533	\$ -	\$ 39,689
01-130-099-60314	Utilities	\$ 17,393	\$ 16,396	\$ 5,238	\$ 20,000
01-130-099-60315	Facility Maintenance	\$ 1,482	\$ 5,427	\$ 668	\$ 5,000
01-130-099-60316	Equipment Repairs	\$ 72,812	\$ 99,000	\$ 30,665	\$ 90,000
01-130-099-60317	Misc	\$ 146	\$ 359	\$ 118	\$ -
01-130-099-60318	Equipment Rental	\$ 4,012	\$ 5,029	\$ -	\$ 8,500
01-130-099-60319	Professional Services	\$ -	\$ 224	\$ -	\$ 2,000
01-130-099-60320	Membership & Subscriptions	\$ 2,610	\$ 1,546	\$ 1,921	\$ 3,000
01-130-099-60326	Professional Fees	\$ 2,048	\$ 3,195	\$ 6,561	\$ 2,500
01-130-099-60327	Communication	\$ 4,605	\$ 6,076	\$ 1,812	\$ 7,500
01-130-099-60329	Rent - Parking Lot		\$ 4,950	\$ 5,400	\$ 5,400
01-130-099-60335	Shop Supplies	\$ 7,395	\$ 7,984	\$ 1,918	\$ 7,500
01-130-099-60340	Fuel & Oil	\$ 63,336	\$ 68,284	\$ 22,332	\$ 80,000
01-130-099-60345	Licences & Permits	\$ 10,825	\$ 9,537	\$ 19,334	\$ 15,000
01-130-099-60347	Safety Supplies	\$ 1,860	\$ 2,409	\$ 2,024	\$ 3,000
01-130-099-60357	Small Tools, supplies	\$ 3,191	\$ 3,358	\$ 178	\$ 3,500
01-130-099-60399	Larviciding	\$ 2,642	\$ 3,644	\$ -	\$ 3,500
01-130-099-60400	Mileage	\$ 356	\$ -	\$ -	\$ 1,000
01-130-099-60424	Commemorative Programs	\$ -	\$ 3,985	\$ 597	\$ 1,750
01-130-099-60455	Beautification Maintenance	\$ 1,431	\$ 7,165	\$ 1,542	\$ 5,000
01-130-099-60456	Patio Maint / Const.	\$ 2,077	\$ 956	\$ -	\$ 3,000
01-130-099-60460	GPS Equipment & Monitoring	\$ 12,920	\$ 17,231	\$ 5,764	\$ 17,500
01-130-099-60648	BIA Initiatives	\$ 8	\$ 817	\$ -	\$ 1,000
Street/Traffic Lights					
01-130-110-60402	Traffic Signal Mtce.	\$ 8,642	\$ 6,577	\$ 1,114	\$ 10,000
01-130-114-60412	Streetlights Hydro	\$ 119,233	\$ 105,324	\$ 20,265	\$ 115,000
01-130-114-60413	Streetlight Maintenance	\$ 51,129	\$ 25,769	\$ -	\$ 50,000
Roadside Drainage					
01-130-141-60414	Culverts	\$ 48,764	\$ 38,651	\$ -	\$ 45,000
01-130-141-60415	Bridge / Culvert Inspections (Bi-annual)	\$ 25,608	\$ -	\$ -	\$ 30,000
01-130-141-60429	Roadside Ditching / Grass Cutting	\$ 15,033	\$ 44,526	\$ -	\$ 40,000
01-130-141-60439	Catch Basins	\$ 34,885	\$ 40,473	\$ -	\$ 40,000

PUBLIC WORKS					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
Weed Control					
01-130-118-60416	Weed Spraying	\$ 22,824	\$ 23,661	\$ 1,859	\$ 25,000
Hard Top Road Mtce.					
01-130-099-60451	Crack sealing program	\$ 9,990	\$ -	\$ -	\$ -
01-130-110-60401	Line Painting (Incl AT Items)	\$ 13,644	\$ 13,667	\$ -	\$ 15,000
01-130-110-60403	Curb Repairs	\$ 1,832	\$ 519	\$ 811	\$ 2,500
01-130-110-60418	Hardtop Rd Repair (Patching, sealing)	\$ 58,660	\$ 76,287	\$ 2,624	\$ 85,000
01-130-110-60422	Street Sweeper	\$ 6,066	\$ 5,598	\$ 9,103	\$ 6,000
Winter Road Mtce.					
01-130-122-60420	Winter Control (Salt and Trucking Only)	\$ 313,876	\$ 389,338	\$ 298,868	\$ 380,000
01-130-122-60421	Sidewalk Winter Control	\$ 3,316	\$ 5,661	\$ -	\$ 6,500
Municipal Storm / Drain Mtce.					
01-130-099-60427	Municipal Drainage Mtce	\$ 301,015	\$ 124,245	\$ -	\$ 90,000
01-130-099-60452	Storm Drainage Mtce	\$ 19,059	\$ 23,874	\$ 1,221	\$ 30,000
01-130-099-60405	Storm Back-Flow Program	\$ -	\$ -	\$ -	\$ 5,000
Roadside Tree Mtce. & New					
01-130-099-60425	Tree Planting	\$ 15,045	\$ 25,576	\$ -	\$ 25,000
01-130-099-60426	Tree Brushing & Trimming	\$ 56,240	\$ 69,218	\$ 7,309	\$ 70,000
Signage					
01-130-132-60428	Signs ,Safety Devices (Incl AT)	\$ 25,491	\$ 33,837	\$ 4,499	\$ 30,000
Gravel Road Mtce.					
01-130-138-60432	Gravel Road & Shoulder Mtce	\$ 69,311	\$ 77,267	\$ -	\$ 80,000
01-130-138-60436	Dust Control	\$ 5,649	\$ 5,602	\$ -	\$ 6,000
Sidewalk Mtce.					
01-130-144-60438	Sidewalk Repair	\$ 24,260	\$ 33,187	\$ 2,320	\$ 30,000
TOTAL OPERATING EXPENDITURES:		\$ 2,388,352	\$ 2,380,184	\$ 733,383	\$ 2,509,347
NET OPERATING REVENUES (EXPENSES):		\$ (2,313,647)	\$ (2,243,237)	\$ (598,223)	\$ (2,391,587)
CONTRIBUTIONS TO (FROM) RESERVES:					
03-130-032-41700	Trans. from Res.		\$ (25,000)	\$ -	\$ (15,000)
03-130-440-80100	Transfer to Res. - Bridge / Culvert Insp.		\$ 15,000	\$ -	
03-130-440-80100	Transfer to Res. - Working Cap.	\$ 2,400	\$ 1,200	\$ -	
NET CONT. TO (FROM) RESERVES:		\$ 2,400	\$ (8,800)	\$ -	\$ (15,000)
OPERATING SURPLUS/(DEFICIT):		\$ (2,316,047)	\$ (2,234,437)	\$ (598,223)	\$ (2,376,587)

PUBLIC WORKS					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
CAPITAL BUDGET					
CAPITAL REVENUE:					
01-130-058-40504	Prov.Grants - OCIF - Formula Based	\$ 439,962	\$ 630,251	\$ -	\$ 954,495
01-130-058-40504	Prov. Grants - OCIF - Top Up	\$ 702,812	\$ -	\$ -	\$ 83,278
01-130-058-40504	Prov.Grants - OMCIP	\$ 325,000	\$ -	\$ -	
01-130-058-40504	Prov. Grants - OMCC		\$ 89,825	\$ -	
01-130-058-40515	Federal Grant (gas tax)	\$ 1,060,935	\$ 1,088,640	\$ -	\$ 1,046,091
01-130-058-40517	FCM - Asset Mgt Grant		\$ 35,520	\$ -	
01-130-052-40230	Local Improv. - Esseltine	\$ 363,513	\$ 68,835	\$ -	\$ 3,974,277
01-130-066-41288	Gosfield Wind Annual Contribution	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000
01-130-066-41510	Sale of Equipment	\$ 77,657	\$ 53,159	\$ -	\$ 28,500
01-130-066-41424	Long-term debt		\$ -	\$ -	
03-130-032-41710	Transfer from Res. - Capital		\$ 606,088	\$ -	\$ 431,500
03-130-032-41710	Transfer from Res. - Lifecycle				\$ 1,012,909
03-130-032-41710	Transfer from Res. - Drainage				\$ 225,723
03-130-032-41710	Transfer From Res. - Capital 2017 Gas Tax		\$ -	\$ -	
03-130-032-41710	Transfer from Res. - Fleet	\$ 211,704	\$ 163,914	\$ -	\$ 186,500
03-130-032-41720	Transfer from Res. - DC	\$ 200,755	\$ 4,455	\$ -	\$ -
TOTAL CAPITAL REVENUE:		\$ 3,428,338	\$ 2,786,687	\$ 46,000	\$ 7,989,273
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ 3,255,856	\$ 3,505,050	\$ 174,653	\$ 8,473,600
TOTAL CAPITAL EXPENDITURES:		\$ 3,255,856	\$ 3,505,050	\$ 174,653	\$ 8,473,600
CONTRIBUTIONS TO RESERVES:					
03-130-440-80300	Transfer to Res. - Fleet	\$ 225,000	\$ 225,000	\$ -	\$ 250,000
03-130-440-80300	Transfer to Res. - Capital	\$ 1,023,793	\$ 642,352	\$ -	\$ 45,000
03-130-440-80300	Transfer to Res. - Gas Tax	\$ 163,870	\$ -	\$ -	
03-130-440-80300	Transfer to Res. - Lifecycle - Roads	\$ 265,000	\$ 415,000	\$ -	\$ 565,000
03-130-440-80300	Transfer to Res. - Lifecycle - Bridges		\$ 150,000	\$ -	\$ 300,000
03-130-440-80300	Transfer to Res. - Lifecycle - Storm Sewers		\$ 150,000	\$ -	\$ 300,000
03-130-440-80300	Transfer to Res. - Drainage		\$ -	\$ -	
CONTRIBUTIONS TO RESERVES		\$ 1,677,663	\$ 1,582,352	\$ -	\$ 1,460,000
REPAYMENT OF LONG-TERM DEBT:					
01-130-099-60384	OILC Loan (Sewer Separation)	\$ 239,544	\$ 239,544	\$ -	\$ 239,544
01-130-099-60385	ELK Repayment - Beech (5 years)	\$ 22,103	\$ 15,588	\$ -	\$ -
01-130-099-60386	OSIFA Loan (2004 Road Capital)	\$ 146,557	\$ 141,894	\$ 69,041	\$ 137,117
01-130-099-60387	OILC Loan (2015)	\$ 182,085	\$ 182,085	\$ -	\$ 182,085
01-130-099-60394	OILC Loan (2016)	\$ 127,543	\$ 127,543	\$ -	\$ 127,543
REPAYMENT OF LONG-TERM DEBT:		\$ 717,832	\$ 706,655	\$ 69,041	\$ 686,290
NET CAPITAL EXPENDITURES:		\$ (2,223,013)	\$ (3,007,370)	\$ (197,694)	\$ (2,630,617)
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (4,539,060)	\$ (5,241,808)	\$ (795,918)	\$ (5,007,204)

SANITATION					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING EXPENDITURES:					
01-131-072-60102	Salaries - Full Time	\$ 4,558	\$ 1,168	\$ 293	\$ 8,526
01-131-072-60103	Salaries - Over Time		\$ -	\$ -	
01-131-072-60104	Salaries - Part Time		\$ -	\$ -	
01-131-099-60306	Advertising		\$ -	\$ -	
01-131-400-60359	Contract Adjustment		\$ -	\$ -	
01-131-400-60370	Waste Disposal	\$ 624,567	\$ 651,433	\$ 99,418	\$ 673,000
01-131-400-60380	Waste Collection	\$ 512,980	\$ 525,301	\$ 173,443	\$ 545,000
01-131-400-60381	White Goods Collection	\$ 4,608	\$ 4,447	\$ 462	\$ 4,000
01-131-400-60382	Yard Waste Collection	\$ 61,220	\$ 55,260	\$ 27	\$ 55,000
01-131-400-60404	Perpetual Care Landfill	\$ 56,666	\$ 56,560	\$ 18,854	\$ 60,000
TOTAL OPERATING EXPENDITURES:		\$ 1,264,598	\$ 1,294,169	\$ 292,498	\$ 1,345,526
NET OPERATING REVENUES (EXPENSES):		\$ (1,264,598)	\$ (1,294,169)	\$ (292,498)	\$ (1,345,526)
CONTRIBUTIONS TO (FROM) RESERVES:					
03-131-032-41700	Trans. from Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
03-131-440-80100	Transfer to Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
NET CONT. TO (FROM) RESERVES:		\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT):		\$ (1,264,598)	\$ (1,294,169)	\$ (292,498)	\$ (1,345,526)
CAPITAL BUDGET					
CAPITAL REVENUE:					
	Grants - Federal	\$ -	\$ -	\$ -	\$ -
	Grants - Provincial	\$ -	\$ -	\$ -	\$ -
01-131-066-41510	Sale of Equipment	\$ -	\$ -	\$ -	\$ -
03-131-032-41710	Transfer from Res. - Capital	\$ -	\$ -	\$ -	\$ -
03-131-032-41720	Transfer from Res. - DC	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL REVENUE:		\$ -	\$ -	\$ -	\$ -
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENDITURES:		\$ -	\$ -	\$ -	\$ -
CONTRIBUTIONS TO RESERVES:					
03-131-440-80300	Transfer to Res. - Capital	\$ -	\$ -	\$ -	\$ -
CONTRIBUTIONS TO RESERVES		\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:					
	Repayment of LTD	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ -	\$ -	\$ -	\$ -
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (1,264,598)	\$ (1,294,169)	\$ (292,498)	\$ (1,345,526)

CEMETERY					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-151-064-41185	Burial Permit	\$ 3,308	\$ 3,167	\$ 719	\$ 3,525
01-151-064-41186	Tent Rentals	\$ 200	\$ 100	\$ -	\$ 300
01-151-066-41270	Misc. Revenue	\$ -	\$ -	\$ -	
01-151-066-41801	Interment	\$ 50,114	\$ 52,313	\$ 11,190	\$ 45,000
01-151-066-41802	Sale of Plots (net)	\$ 12,480	\$ 9,785	\$ 4,350	\$ 10,000
01-151-066-41803	Interment Transfer fees	\$ 200	\$ 200	\$ -	\$ 400
01-151-066-41804	Marker Locates & Inspections	\$ 3,350	\$ 3,650	\$ 650	\$ 3,000
01-151-066-41805	Disinterment	\$ 600	\$ -	\$ -	\$ -
01-151-032-41712	Contribution from Perpetual		\$ -	\$ -	\$ 10,000
TOTAL OPERATING REVENUE:		\$ 70,252	\$ 69,215	\$ 16,909	\$ 72,225
OPERATING EXPENDITURES:					
01-151-072-60102	Salaries - Full Time	\$ 26,561	\$ 31,323	\$ 4,054	\$ 51,158
01-151-072-60103	Salaries - Overtime	\$ 1,986	\$ 2,045	\$ 348	\$ 8,605
01-151-145-60104	Salaries - Part Time		\$ -	\$ -	
01-151-072-60120	Contracts	\$ 37,635	\$ 39,803	\$ -	\$ 46,000
01-151-072-60121	Grave Openings	\$ 10,536	\$ 6,638	\$ 1,350	\$ 10,000
01-151-099-60306	Advertising	\$ 26	\$ 1,358	\$ -	\$ 500
01-151-099-60309	Computer Maintenance	\$ -	\$ 1,987	\$ 2,123	\$ 2,000
01-151-099-60312	General Insurance	\$ 81	\$ 81	\$ -	\$ 81
01-151-099-60314	Utilities	\$ 1,298	\$ 1,219	\$ 490	\$ 1,500
01-151-099-60316	Equipment Repair	\$ 583	\$ 442	\$ -	\$ 500
01-151-099-60317	Misc	\$ 866	\$ -	\$ -	\$ 500
01-151-099-60320	Membership & subscription	\$ 1,464	\$ 1,454	\$ 1,035	\$ 1,500
01-151-099-60337	Grounds Mtce(topsoil, sod, etc.)	\$ 1,760	\$ 1,317	\$ 64	\$ 5,000
01-151-099-60364	Headstone Mtce	\$ 26	\$ 553	\$ -	\$ 5,000
01-151-128-60426	Tree Brushing & Trimming	\$ 3,180	\$ 3,295	\$ 464	\$ 5,000
TOTAL OPERATING EXPENDITURES:		\$ 86,004	\$ 91,515	\$ 9,929	\$ 137,344
NET OPERATING REVENUES (EXPENSES):		\$ (15,752)	\$ (22,300)	\$ 6,980	\$ (65,119)
CONTRIBUTIONS TO (FROM) RESERVES:					
03-151-032-41700	Trans. from Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
03-151-440-80100	Transfer to Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
NET CONT. TO (FROM) RESERVES:		\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT):		\$ (15,752)	\$ (22,300)	\$ 6,980	\$ (65,119)
CAPITAL BUDGET					
CAPITAL REVENUE:					
	Grants - Federal	\$ -	\$ -	\$ -	\$ -
	Grants - Provincial	\$ -	\$ -	\$ -	\$ -
01-151-066-41510	Sale of Equipment	\$ -	\$ -	\$ -	\$ -
03-151-032-41710	Transfer from Res. - Capital	\$ -	\$ -	\$ -	\$ -
03-151-032-41720	Transfer from Res. - DC	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL REVENUE:		\$ -	\$ -	\$ -	\$ -
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ 3,601	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENDITURES:		\$ 3,601	\$ -	\$ -	\$ -
CONTRIBUTIONS TO RESERVES:					
03-151-440-80300	Transfer to Res. - Capital	\$ -	\$ -	\$ -	\$ -
CONTRIBUTIONS TO RESERVES		\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:					
	Repayment of LTD	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (3,601)	\$ -	\$ -	\$ -
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (19,352)	\$ (22,300)	\$ 6,980	\$ (65,119)

ARENA					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-170-058-40511	Federal Grants				
01-170-060-40601	Ice Rentals	\$ 264,516	\$ 255,454	\$ 101,232	\$ 275,000
01-170-060-40602	Hall Rentals	\$ 8,036	\$ 11,281	\$ 3,339	\$ 8,000
01-170-060-40611	Floor Rentals	\$ -	\$ -	\$ -	\$ -
01-170-060-40616	Public Skating	\$ 3,318	\$ 3,492	\$ 4,300	\$ 3,000
01-170-060-40617	Canteen Rent	\$ 1,947	\$ 2,124	\$ 531	\$ 2,000
01-170-060-40620	Vending / ATM Machines	\$ 3,300	\$ 3,294	\$ 1,352	\$ 3,000
01-170-060-40621	Sign Rental	\$ 11,596	\$ 7,057	\$ -	\$ 9,000
01-170-060-40627	Skate Shop Rental	\$ 1,242	\$ 708	\$ -	\$ 1,200
01-170-066-41310	Penalties & Interest	\$ 1,114	\$ 660	\$ -	\$ 1,000
TOTAL OPERATING REVENUE:		\$ 295,068	\$ 284,069	\$ 110,754	\$ 302,200
OPERATING EXPENDITURES:					
	Total Salaries & Benefits	\$ 531,984	\$ 645,611	\$ 193,150	\$ 755,357
01-170-072-60220	Meal Allowance	\$ 130	\$ 273	\$ 134	\$ 208
01-170-072-60222	Benefits - Eyeglasses	\$ 1,776	\$ 963	\$ -	\$ 1,600
01-170-072-60223	Benefits - Ortho	\$ 241	\$ 1,327	\$ -	\$ 2,000
01-170-098-60254	Training & Development	\$ 2,169	\$ 1,703	\$ 1,450	\$ 8,000
01-170-099-60301	Office Supplies	\$ 1,199	\$ 2,297	\$ 757	\$ 3,000
01-170-099-60302	Computer Supplies	\$ 75	\$ 451	\$ -	\$ -
01-170-099-60306	Advertising	\$ 122	\$ -	\$ -	\$ -
01-170-099-60312	General Insurance	\$ 53,868	\$ 53,868	\$ -	\$ 55,484
01-170-099-60314	Utilities	\$ 152,995	\$ 147,856	\$ 33,083	\$ 160,000
01-170-099-60315	Facility Maintenance	\$ 53,268	\$ 60,501	\$ 5,129	\$ 50,500
01-170-099-60316	Equipment Repair	\$ 12,525	\$ 18,111	\$ 4,597	\$ 21,500
01-170-099-60317	Miscellaneous	\$ 670	\$ 582	\$ 26	\$ 150
01-170-099-60318	Equipment Rental	\$ 640	\$ 1,287	\$ 340	\$ 600
01-170-099-60320	Memberships and Subscriptions	\$ 1,050	\$ 1,349	\$ 1,002	\$ 1,200
01-170-099-60327	Communication	\$ 7,472	\$ 8,597	\$ 2,000	\$ 9,000
01-170-099-60335	Shop Supplies	\$ 6,897	\$ 11,218	\$ 3,515	\$ 7,500
01-170-099-60336	Parking Lot Repairs	\$ -	\$ -	\$ -	\$ 500
01-170-099-60337	Ground Maintenance	\$ -	\$ 439	\$ -	\$ 400
01-170-099-60340	Fuel and Oil (Propane)	\$ 3,973	\$ 6,049	\$ 1,536	\$ 5,000
01-170-099-60345	Licences and Permits	\$ 104	\$ -	\$ 50	\$ 100
01-170-099-60346	Bank Fees and Interest	\$ 2,058	\$ 2,507	\$ 421	\$ 2,500
01-170-099-60347	Safety Supplies	\$ 607	\$ 2,895	\$ -	\$ 3,000
01-170-099-60348	Tax & Bank Differences	\$ (7)	\$ 10	\$ -	
01-170-099-60400	Mileage	\$ 43	\$ 535	\$ -	\$ -
01-170-154-60446	Canteen/Vending Supplies	\$ 813	\$ 528	\$ 144	\$ 1,000
01-170-150-60606	Leamington Ice	\$ 11,231	\$ 8,520	\$ 4,675	\$ -
01-170-099-60611	Junior Hockey Club Support	\$ 9,041	\$ 7,029	\$ -	\$ 7,500
TOTAL OPERATING EXPENDITURES:		\$ 854,946	\$ 984,507	\$ 252,007	\$ 1,096,099
NET OPERATING REVENUES (EXPENSES):		\$ (559,877)	\$ (700,438)	\$ (141,253)	\$ (793,899)
CONTRIBUTIONS TO (FROM) RESERVES:					
03-170-032-41700	Trans. from Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
03-170-440-80100	Transfer to Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
NET CONT. TO (FROM) RESERVES:		\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT):		\$ (559,877)	\$ (700,438)	\$ (141,253)	\$ (793,899)

ARENA					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
CAPITAL BUDGET					
CAPITAL REVENUE:					
	Grants - Federal				
01-170-058-40504	Provincial Grants		\$ -	\$ -	
01-170-058-41370	Donations from Public		\$ -	\$ -	
01-170-066-41424	Long-term Debt		\$ -	\$ -	
01-170-066-41510	Sale of Equipment		\$ 6,260	\$ -	
03-170-032-41710	Transfer from Res. - Capital	\$ 5,944	\$ 15,000	\$ -	
03-170-032-41710	Transfer from Res. - Lifecycle				\$ 7,500
03-170-032-41720	Transfer from Res. - DC		\$ -	\$ -	
TOTAL CAPITAL REVENUE:		\$ 5,944	\$ 21,260	\$ -	\$ 7,500
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ 127,531	\$ 45,773	\$ -	\$ 7,500
TOTAL CAPITAL EXPENDITURES:		\$ 127,531	\$ 45,773	\$ -	\$ 7,500
CONTRIBUTIONS TO RESERVES:					
03-170-440-80300	Transfer to Res. - Capital	\$ 15,000	\$ 6,260	\$ -	
CONTRIBUTIONS TO RESERVES		\$ 15,000	\$ 6,260	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:					
01-170-099-60387	OILC Loan (2015) - Arena Exp.	\$ 105,507	\$ 105,507	\$ -	\$ 105,507
REPAYMENT OF LONG-TERM DEBT:		\$ 105,507	\$ 105,507	\$ -	\$ 105,507
NET CAPITAL EXPENDITURES:		\$ (242,095)	\$ (136,280)	\$ -	\$ (105,507)
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (801,972)	\$ (836,718)	\$ (141,253)	\$ (899,406)

PARKS						
Account Number		2017 Actuals	2018 Budget	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET						
OPERATING REVENUE:						
01-171-066-40904	Recovered Wages	\$ 426	\$ -	\$ 969	\$ -	\$ -
01-171-066-41270	Misc. Revenue	\$ 352	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING REVENUE:		\$ 778	\$ -	\$ 969	\$ -	\$ -
OPERATING EXPENDITURES:						
	Total Salaries & Benefits	\$ 254,229		\$ 288,038	\$ 50,120	\$ 393,385
01-171-072-60120	Contracts	\$ 28,824	\$ 50,000	\$ 68,403	\$ -	\$ 80,000
01-171-098-60254	Training & Development	\$ 2,279	\$ 2,500	\$ 969	\$ 834	\$ 4,000
01-171-099-60312	General Insurance	\$ 76,898	\$ 76,898	\$ 76,898	\$ -	\$ 79,205
01-171-099-60314	Utilities	\$ 3,085	\$ 3,000	\$ 3,470	\$ 455	\$ 3,000
01-171-099-60315	Facility Maintenance	\$ 29,004	\$ 34,300	\$ 33,274	\$ 49	\$ 34,300
01-171-099-60316	Equipment Maintenance	\$ 27,750	\$ 34,000	\$ 38,591	\$ 2,570	\$ 40,000
01-171-099-60317	Miscellaneous	\$ 44	\$ 100	\$ 140	\$ -	\$ 100
01-171-099-60318	Equipment Rental	\$ 8,114	\$ 5,500	\$ 10,438	\$ 509	\$ 9,000
01-171-099-60319	Professional Services	\$ 25	\$ 1,000	\$ 1,373	\$ -	\$ 1,000
01-171-099-60327	Communication	\$ 328	\$ 700	\$ 280	\$ 183	\$ 700
01-171-099-60335	Shop Supplies	\$ 6,032	\$ 5,600	\$ 4,442	\$ 1,040	\$ 5,600
01-171-099-60337	Grounds Maintenance	\$ 26,349	\$ 35,000	\$ 27,334	\$ -	\$ 30,000
01-171-099-60339	Tree Maintenance	\$ 18,668	\$ 40,000	\$ 18,874	\$ -	\$ 25,000
01-171-099-60340	Fuel and Oil	\$ 24,010	\$ 22,000	\$ 29,583	\$ -	\$ 30,000
01-171-099-60344	Horticulture - Town	\$ 2,126	\$ 6,000	\$ 3,464	\$ -	\$ 6,000
01-171-150-60344	Horticulture - Society	\$ 5,189	\$ 10,000	\$ 9,429	\$ -	\$ 10,000
01-171-099-60345	License and Permits	\$ 2,451	\$ 2,500	\$ 1,878	\$ -	\$ 2,500
01-171-099-60349	Playground Mtce & Repair	\$ 284	\$ 10,000	\$ 958	\$ -	\$ 10,000
01-171-099-60365	Tree Planting	\$ 2,035	\$ 1,000	\$ -	\$ 221	\$ 1,000
01-171-099-60400	Mileage	\$ 367	\$ 1,000	\$ 321	\$ -	\$ 1,000
01-171-099-60676	Charitable Events - Parks	\$ (27)		\$ -	\$ -	
TOTAL OPERATING EXPENDITURES:		\$ 518,065	\$ 780,496	\$ 618,155	\$ 55,981	\$ 765,790
NET OPERATING REVENUES (EXPENSES):		\$ (517,287)	\$ (780,496)	\$ (617,186)	\$ (55,981)	\$ (765,790)
CONTRIBUTIONS TO (FROM) RESERVES:						
03-171-032-41700	Trans. from Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -	\$ -
NET CONT. TO (FROM) RESERVES:		\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT):		\$ (517,287)	\$ (780,496)	\$ (617,186)	\$ (55,981)	\$ (765,790)

PARKS						
Account Number		2017 Actuals	2018 Budget	2018 Actuals	2019 Actuals	2019 Budget
CAPITAL BUDGET						
CAPITAL REVENUE:						
01-171-058-40502	Provincial Grant			\$ -	\$ -	
01-171-058-40515	Federal Grants			\$ -	\$ -	
01-171-058-40519	Misc. Energy Rebates	\$ 949		\$ -	\$ -	
01-171-179-40524	Fundraising - Mettawas Park	\$ 15,124		\$ 2,533	\$ 100	
01-171-179-40527	Fundraising Events Mettawas			\$ 4,065	\$ -	
01-171-058-40526	User Group Contributions			\$ -	\$ -	
01-171-066-41424	Long-term Debt			\$ -	\$ -	
01-171-066-41510	Sale of Equipment	\$ 221		\$ -	\$ -	
03-171-032-41710	Transfer from Res. - Lifecycle	\$ 50,000	\$ 150,000	\$ 135,978	\$ -	\$ 115,000
03-171-032-41710	Transfer from Res. - Capital	\$ 143,750	\$ 147,022	\$ 64,762	\$ -	\$ 106,500
03-171-032-41710	Transfer from Res. - Fleet	\$ 140,845	\$ 76,500	\$ 75,751	\$ -	
03-171-032-41720	Transfer from Res. - DC	\$ 51,345	\$ 49,500	\$ 11,903	\$ -	\$ 18,000
TOTAL CAPITAL REVENUE:		\$ 402,234	\$ 423,022	\$ 294,992	\$ 100	\$ 239,500
CAPITAL EXPENDITURES:						
	From Capital Schedule	\$ 485,892	\$ 564,000	\$ 392,034	\$ 331	\$ 546,000
TOTAL CAPITAL EXPENDITURES:		\$ 485,892	\$ 564,000	\$ 392,034	\$ 331	\$ 546,000
CONTRIBUTIONS TO RESERVES:						
03-171-440-80300	Transfer to Res. - Fleet	\$ 50,000	\$ 70,000	\$ 50,000	\$ 70,000	\$ 75,000
03-171-440-80300	Transfer to Res - Lifecycle - Parks	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000
03-171-440-80300	Transfer to Res. - Capital	\$ 28,542		\$ 87,098	\$ (180,000)	\$ 25,000
03-171-440-80300	Transfer to Res. - Mettawas Park			\$ -	\$ -	
CONTRIBUTIONS TO RESERVES		\$ 188,542	\$ 180,000	\$ 247,098	\$ -	\$ 210,000
REPAYMENT OF LONG-TERM DEBT:						
	Repayment of LTD	\$ -	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (272,200)	\$ (320,978)	\$ (344,140)	\$ (231)	\$ (516,500)
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (789,487)	\$ (1,101,474)	\$ (961,326)	\$ (56,212)	\$ (1,282,290)

FACILITIES						
Account Number		2017 Actuals	2018 Budget	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET						
OPERATING REVENUE:						
01-171-135-40662	Rent - Grovedale House	\$ -	\$ 6,500	\$ -	\$ -	\$ 30,000
01-171-061-40652	Rent - Lakeside Pavilion	\$ 24,306	\$ 26,000	\$ 26,853	\$ 4,115	\$ 26,000
01-171-159-40609	Lions Hall - Utility Recovery	\$ 1,545	\$ 1,545	\$ 1,545	\$ 386	\$ 1,545
01-171-061-40654	Rent - ACCESS (Lion's Prop)	\$ 29,076	\$ 29,076	\$ 29,076	\$ 7,269	\$ 29,076
01-171-061-40658	Rent - Carnegie (BIA)	\$ 5,894	\$ 6,012	\$ 5,748	\$ 867	\$ 3,487
01-171-172-40657	Rent - Unico Comm. Centre	\$ 8,607	\$ 9,000	\$ 12,628	\$ 3,628	\$ 9,000
01-171-061-40651	Rent - Mad Science (122 Fox)	\$ 19,200	\$ 19,200	\$ 19,200	\$ 4,800	\$ 19,200
01-171-061-40650	Rent - Ruthven Day Care	\$ 10,200	\$ 10,200	\$ 10,200	\$ 2,550	\$ 10,200
01-171-061-40607	Rent - Ridgeview Park Hall	\$ 2,865	\$ 3,000	\$ 3,987	\$ -	\$ 4,000
01-171-176-40665	Green Fees - Ridgeview	\$ 3,683	\$ 4,500	\$ 4,477	\$ -	\$ 5,000
01-171-061-40618	Rent - Baseball Canteen	\$ 885	\$ 1,000	\$ 885	\$ -	\$ 1,000
01-171-177-40666	Green Fees - King. Soccer / Baseball	\$ 20,338	\$ 20,000	\$ 16,894	\$ -	\$ 18,000
01-171-061-40664	Rent - Kingsville Taxi	\$ 6,000	\$ 6,000	\$ 4,500	\$ -	\$ -
TOTAL OPERATING REVENUE:		\$ 132,598	\$ 142,033	\$ 135,993	\$ 23,616	\$ 156,508
OPERATING EXPENDITURES:						
see appendix D	Grovedale House	\$ -	\$ 19,500	\$ 339	\$ 2,827	\$ 35,600
see appendix D	Lakeside Pavilion	\$ 50,555	\$ 62,770	\$ 52,906	\$ 13,200	\$ 62,770
see appendix D	Lion's Hall	\$ 19,086	\$ 16,350	\$ 14,789	\$ 3,706	\$ 16,350
see appendix D	Carnegie Building	\$ 12,531	\$ 14,150	\$ 15,925	\$ 5,958	\$ 29,150
see appendix D	Unico Centre	\$ 19,006	\$ 16,400	\$ 20,804	\$ 5,714	\$ 17,400
see appendix D	Cottam Library / Mad Science	\$ 3,843	\$ 1,500	\$ (1,013)	\$ 2,575	\$ 1,500
see appendix D	Ruthven Library / Day Care	\$ 2,125	\$ 1,000	\$ 253	\$ 25	\$ 1,000
see appendix D	Kingsville Library	\$ 4,138	\$ 5,800	\$ 5,409	\$ 255	\$ 5,800
see appendix D	Ridgeview Hall / Park	\$ 32,562	\$ 49,300	\$ 45,616	\$ 8,290	\$ 49,300
see appendix D	Kingsville Soccer / Baseball	\$ 49,708	\$ 38,700	\$ 46,793	\$ 876	\$ 38,700
01-171-178-60480	Rental Prop - 94 Division St S	\$ 969	\$ -	\$ -	\$ -	\$ -
01-171-178-60481	Rental Prop - King's Landing	\$ 4,198	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENDITURES:		\$ 198,722	\$ 225,470	\$ 201,822	\$ 43,427	\$ 257,570
NET OPERATING REVENUES (EXPENSES):		\$ (66,124)	\$ (83,437)	\$ (65,829)	\$ (19,812)	\$ (101,062)
CONTRIBUTIONS TO (FROM) RESERVES:						
03-178-032-41700	Trans. from Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -	\$ -
03-178-440-80100	Trans. to Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -	\$ -
NET CONT. TO (FROM) RESERVES:		\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT):		\$ (66,124)	\$ (83,437)	\$ (65,829)	\$ (19,812)	\$ (101,062)
CAPITAL BUDGET						
CAPITAL REVENUE:						
01-178-058-40502	Provincial Grant	\$ -	\$ -	\$ -	\$ -	\$ -
01-178-058-40515	Federal Grants	\$ -	\$ 181,500	\$ 140,412	\$ -	\$ -
01-178-058-40519	Misc. Energy Rebates	\$ -	\$ -	\$ -	\$ -	\$ -
01-178-058-40526	User Group Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
01-178-066-41424	Long-term Debt	\$ -	\$ -	\$ -	\$ -	\$ -
01-178-066-41510	Sale of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
01-178-066-40525	County of Essex - Library Funds	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -
03-178-032-41710	Transfer from Res. - Lifecycle	\$ 6,000	\$ 13,000	\$ 9,955		\$ 30,000
03-178-032-41710	Transfer from Res. - Capital	\$ 7,487	\$ -			\$ 9,150
03-178-032-41710	Transfer from Res. - ELK	\$ 183,208	\$ 2,280,156	\$ 2,280,156	\$ -	\$ 2,250,000
03-178-032-41720	Transfer from Res. - DC	\$ -	\$ 5,850	\$ -	\$ -	\$ 5,850
TOTAL CAPITAL REVENUE:		\$ 196,695	\$ 2,520,506	\$ 2,470,523	\$ -	\$ 2,295,000
CAPITAL EXPENDITURES:						
	From Capital Schedule	\$ 200,707	\$ 2,541,656	\$ 2,790,788	\$ 171,226	\$ 2,336,600
TOTAL CAPITAL EXPENDITURES:		\$ 200,707	\$ 2,541,656	\$ 2,790,788	\$ 171,226	\$ 2,336,600
CONTRIBUTIONS TO RESERVES:						
03-178-440-80300	Transfer to Res. - Capital	\$ -	\$ -	\$ 17,664	\$ -	
03-178-440-80300	Transfer to Res - HVAC/Roof	\$ 170,000	\$ 170,000	\$ 170,000	\$ -	\$ 170,000
03-178-440-80300	Transfer to Res. - Lifecycle	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 50,000
03-178-440-80300	Transfer to Res. - Mettawas Park	\$ -	\$ -	\$ -	\$ -	
CONTRIBUTIONS TO RESERVES		\$ 220,000	\$ 220,000	\$ 237,664	\$ -	\$ 220,000
REPAYMENT OF LONG-TERM DEBT:						
	Repayment of LTD	\$ -	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (224,012)	\$ (241,150)	\$ (557,929)	\$ (171,226)	\$ (261,600)
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (290,136)	\$ (324,587)	\$ (623,758)	\$ (191,038)	\$ (362,662)

FANTASY OF LIGHTS					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-172-060-40647	Senior's Activity	\$ -	\$ 52	\$ -	\$ -
01-172-066-40521	Donations	\$ 4,878	\$ 4,065	\$ -	\$ 4,500
01-172-066-40639	Kingsville Fantasy Express	\$ 2,096	\$ 2,365	\$ -	\$ 2,000
01-172-066-40640	Dinner With Santa	\$ 1,617	\$ 1,440	\$ -	\$ 1,500
01-172-066-40642	Food Sales	\$ 30	\$ 10	\$ -	\$ -
01-172-066-40643	Sip and Shop	\$ 913	\$ 1,065	\$ -	\$ 1,000
01-172-066-40644	Special Events	\$ 260	\$ 425	\$ -	\$ 500
01-172-066-40645	Maintenance Program	\$ -	\$ -	\$ -	\$ -
01-172-060-40606	Miscellaneous	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING REVENUE:		\$ 9,794	\$ 9,421	\$ -	\$ 9,500
OPERATING EXPENDITURES:					
01-172-099-60306	Advertising	\$ 5,599	\$ 5,379	\$ -	\$ 5,000
01-172-099-60307	Photocopier Supplies		\$ -	\$ -	\$ 600
01-172-099-60315	Maintenance & Upgrades	\$ 8,954	\$ 9,505	\$ 410	\$ 10,000
01-172-099-60316	Equipment Repair	\$ 932	\$ 657	\$ 61	\$ 1,200
01-172-099-60317	Miscellaneous		\$ 250	\$ (250)	
01-172-158-60621	Fireworks		\$ 5,043	\$ -	\$ 3,000
01-172-099-60622	Parade	\$ 10,000	\$ 10,000	\$ -	\$ 12,000
01-172-099-60623	Dinner With Santa	\$ 246	\$ 564	\$ -	\$ 300
01-172-099-60624	Craft Show		\$ -	\$ -	
01-172-099-60625	Food / Sundry Expenses	\$ 965	\$ 1,277	\$ -	\$ 1,000
01-172-099-60631	Special Events	\$ 231	\$ 150	\$ -	
01-172-099-60634	Children's Activity	\$ 440	\$ 710	\$ -	\$ 600
TOTAL OPERATING EXPENDITURES:		\$ 27,367	\$ 33,534	\$ 221	\$ 33,700
NET OPERATING REVENUES (EXPENSES):		\$ (17,573)	\$ (24,113)	\$ (221)	\$ (24,200)
CONTRIBUTIONS TO (FROM) RESERVES:					
	Surplus/Deficit	\$ -			\$ -
03-172-032-41700	Trans. from Res. - Working Cap.	\$ (2,000)	\$ -	\$ -	\$ -
03-172-440-80100	Transfer to Res. - Working Cap.		\$ -	\$ -	\$ -
NET CONT. TO (FROM) RESERVES:		\$ (2,000)	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT):		\$ (15,573)	\$ (24,113)	\$ (221)	\$ (24,200)
CAPITAL BUDGET					
CAPITAL REVENUE:					
	Provincial Grant	\$ -	\$ -	\$ -	\$ -
	Federal Grants	\$ -	\$ -	\$ -	\$ -
01-172-058-40521	Donations (Capital)	\$ -	\$ -	\$ -	\$ -
01-172-066-41510	Sale of Equipment	\$ -	\$ -	\$ -	\$ -
03-172-032-41710	Transfer from Res. - Capital	\$ -	\$ -	\$ -	\$ -
03-172-032-41720	Transfer from Res. - DC	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL REVENUE:		\$ -	\$ -	\$ -	\$ -
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ 19,842	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENDITURES:		\$ 19,842	\$ -	\$ -	\$ -
CONTRIBUTIONS TO RESERVES:					
03-172-440-80300	Transfer to Res. - Capital	\$ -	\$ -	\$ -	\$ -
CONTRIBUTIONS TO RESERVES		\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:					
	Repayment of LTD	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (19,842)	\$ -	\$ -	\$ -
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (35,416)	\$ (24,113)	\$ (221)	\$ (24,200)

MARINA					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-173-060-40615	Boat Dockage	\$ 42,176	\$ 43,144	\$ 24,333	\$ 44,000
01-173-060-40624	Boat Ramp	\$ 12,022	\$ 10,591	\$ -	\$ 13,000
01-173-060-40638	Fuel Sales	\$ 44,200	\$ 54,858	\$ -	\$ 48,000
01-173-066-41270	Misc Revenue	\$ -	\$ -	\$ -	
TOTAL OPERATING REVENUE:		\$ 98,397	\$ 108,594	\$ 24,333	\$ 105,000
OPERATING EXPENDITURES:					
	Total Salaries & Benefits	\$ 38,482	\$ 37,005	\$ 4,974	\$ 83,539
01-173-099-60301	Office Supplies		\$ -	\$ -	
01-173-099-60306	Advertising	\$ 302	\$ -	\$ -	
01-173-099-60314	Utilities	\$ 6,563	\$ 4,865	\$ 446	\$ 7,000
01-173-099-60315	Facility Maintenance	\$ 18,564	\$ 10,936	\$ 87	\$ 9,500
01-173-099-60316	Equipment Repair		\$ -	\$ -	
01-173-099-60317	Misc.		\$ -	\$ -	
01-173-099-60318	Equipment Rental	\$ 270	\$ -	\$ -	\$ 1,000
01-173-099-60319	Professional Services	\$ -	\$ -	\$ -	\$ 500
01-173-099-60320	Membership & Subscription	\$ -	\$ -	\$ -	\$ 525
01-173-099-60327	Communication	\$ 832	\$ 1,083	\$ 195	\$ 1,250
01-173-099-60329	Rent	\$ 1,667	\$ 509	\$ 500	\$ 500
01-173-152-60333	Work Boat Maintenance	\$ 2,559	\$ 3,806	\$ -	\$ 2,000
01-173-099-60335	Shop Supplies	\$ 51	\$ 11	\$ -	\$ 300
01-173-099-60337	Ground Maintenance	\$ -	\$ 776	\$ -	\$ 500
01-173-099-60340	Fuel & Oil	\$ 166	\$ 509	\$ -	\$ 200
01-173-099-60346	Bank Fees & Interest	\$ 1,467	\$ 1,488	\$ 251	\$ 1,500
01-173-152-60360	License and Permits	\$ 224	\$ 240	\$ -	\$ 240
01-173-099-60383	Fuel Purchased for Re-Sale	\$ 34,785	\$ 49,299	\$ -	\$ 38,400
TOTAL OPERATING EXPENDITURES:		\$ 105,933	\$ 110,526	\$ 6,454	\$ 146,954
NET OPERATING REVENUES (EXPENSES):		\$ (7,535)	\$ (1,932)	\$ 17,879	\$ (41,954)
CONTRIBUTIONS TO (FROM) RESERVES:					
03-173-032-41700	Trans. from Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
03-173-440-80100	Transfer to Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
NET CONT. TO (FROM) RESERVES:		\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT):		\$ (7,535)	\$ (1,932)	\$ 17,879	\$ (41,954)
CAPITAL BUDGET					
CAPITAL REVENUE:					
	Provincial Grant	\$ -	\$ -	\$ -	\$ -
	Federal Grants	\$ -	\$ -	\$ -	\$ -
01-173-066-41425	Amounts to be Recovered	\$ -	\$ -	\$ -	\$ -
01-173-066-41510	Sale of Equipment	\$ -	\$ -	\$ -	\$ -
03-173-032-41710	Transfer from Res. - Capital	\$ -	\$ -	\$ -	\$ 16,000
03-173-032-41720	Transfer from Res. - DC	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL REVENUE:		\$ -	\$ -	\$ -	\$ 16,000
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ -	\$ 14,389	\$ -	\$ 55,000
TOTAL CAPITAL EXPENDITURES:		\$ -	\$ 14,389	\$ -	\$ 55,000
CONTRIBUTIONS TO RESERVES:					
03-173-440-80300	Transfer to Res. - Capital	\$ 15,557	\$ 61,120	\$ -	\$ -
CONTRIBUTIONS TO RESERVES		\$ 15,557	\$ 61,120	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:					
	Repayment of LTD	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (15,557)	\$ (75,509)	\$ -	\$ (39,000)
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (23,092)	\$ (77,441)	\$ 17,879	\$ (80,954)

MIGRATION FESTIVAL					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-174-058-40502	Grants (external sources)	\$ -	\$ -	\$ -	\$ -
01-174-058-40521	Donations from Public	\$ -	\$ 20	\$ -	\$ 500
01-174-066-40642	Food Sales	\$ -	\$ -	\$ -	\$ -
01-174-066-41270	Misc. Revenue/Special Projects	\$ 426	\$ 310	\$ -	\$ -
01-174-066-41272	Craft Vendor Fees	\$ 2,488	\$ 2,239	\$ -	\$ 2,000
01-174-066-41285	Fine Art & Photo. Competition Regist	\$ -	\$ 70	\$ -	\$ 200
TOTAL OPERATING REVENUE:		\$ 2,914	\$ 2,639	\$ -	\$ 2,700
OPERATING EXPENDITURES:					
01-174-099-60301	Office Supplies	\$ -	\$ -	\$ -	\$ -
01-174-099-60303	Postage	\$ -	\$ -	\$ -	\$ -
01-174-099-60306	Advertising	\$ 5,756	\$ 5,755	\$ -	\$ 5,000
01-174-099-60307	Photocopier Supplies	\$ -	\$ -	\$ -	\$ 500
01-174-099-60320	Membership/Subscriptions	\$ -	\$ -	\$ -	\$ -
01-174-099-60608	Parade	\$ 5,682	\$ 5,521	\$ -	\$ 6,000
01-174-099-60820	Special Projects	\$ 576	\$ 580	\$ -	\$ 1,500
01-174-099-60821	Children's Activities	\$ 3,779	\$ 4,330	\$ -	\$ 4,200
01-174-099-60828	Prizes/Awards/Art Show Exp	\$ -	\$ 650	\$ -	\$ 2,200
01-174-099-60829	Birds of Prey Show	\$ 869	\$ -	\$ -	\$ 900
01-174-099-60630	Fundraising Efforts	\$ -	\$ 53	\$ -	\$ -
01-174-099-60832	Volunteers	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENDITURES:		\$ 16,662	\$ 16,890	\$ -	\$ 20,300
NET OPERATING REVENUES (EXPENSES):		\$ (13,748)	\$ (14,251)	\$ -	\$ (17,600)
CONTRIBUTIONS TO (FROM) RESERVES:					
03-174-032-41700	Trans. from Res. - Working Cap.	\$ -	\$ (4,600)	\$ -	\$ -
03-174-440-80100	Transfer to Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
NET CONT. TO (FROM) RESERVES:		\$ -	\$ (4,600)	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT):		\$ (13,748)	\$ (9,651)	\$ -	\$ (17,600)
CAPITAL BUDGET					
CAPITAL REVENUE:					
	Provincial Grant	\$ -	\$ -	\$ -	\$ -
	Federal Grants	\$ -	\$ -	\$ -	\$ -
01-174-066-41510	Sale of Equipment	\$ -	\$ -	\$ -	\$ -
03-174-032-41710	Transfer from Res. - Capital	\$ -	\$ -	\$ -	\$ -
03-174-032-41720	Transfer from Res. - DC	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL REVENUE:		\$ -	\$ -	\$ -	\$ -
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENDITURES:		\$ -	\$ -	\$ -	\$ -
CONTRIBUTIONS TO RESERVES:					
03-174-440-80300	Transfer to Res. - Capital	\$ -	\$ -	\$ -	\$ -
CONTRIBUTIONS TO RESERVES		\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:					
	Repayment of LTD	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ -	\$ -	\$ -	\$ -
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (13,748)	\$ (9,651)	\$ -	\$ (17,600)

RECREATION PROGRAMS					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-175-058-40511	Federal Grants - Canada Day	\$ -	\$ -	\$ -	\$ 4,000
01-175-066-40502	Provincial Grants	\$ -	\$ -	\$ -	\$ -
01-175-066-40521	Donations from Public	\$ -	\$ -	\$ -	\$ -
01-175-066-40619	Recreation - Misc. Revenues	\$ 4,893	\$ 558	\$ -	\$ -
01-175-066-40625	Recreation Programs	\$ 5,570	\$ 8,533	\$ 5,173	\$ 9,000
01-175-066-40626	Community Events (Sponsorships)	\$ 7,630	\$ 5,812	\$ 1,760	\$ 5,500
01-175-066-40632	Activity Guide Advertising	\$ -	\$ 500	\$ -	\$ 2,500
01-175-066-40635	P2P Admin Fee	\$ -	\$ 4,300	\$ -	\$ 4,200
01-175-066-40636	First Aid Training	\$ -	\$ -	\$ 360	\$ 12,000
01-175-066-40637	March Break Camp	\$ -	\$ -	\$ -	\$ -
01-175-066-41277	Day Camp	\$ 440	\$ -	\$ 500	\$ 500
01-175-066-41279	CUBC Fundraising	\$ -	\$ 500	\$ -	\$ -
01-175-066-41298	Tournaments	\$ -	\$ -	\$ -	\$ -
01-175-066-41299	Family Day Events	\$ 600	\$ -	\$ -	\$ -
TOTAL OPERATING REVENUE:		\$ 19,132	\$ 20,203	\$ 7,793	\$ 37,700
OPERATING EXPENDITURES:					
	Total Salaries & Benefits	\$ 99,190	\$ 127,589	\$ 34,311	\$ 146,707
01-175-099-60254	Training & Development	\$ 493	\$ 3,249	\$ 180	\$ 3,000
01-175-099-60301	Office Supplies	\$ -	\$ 2	\$ -	\$ 300
01-175-099-60306	Advertising	\$ 1,873	\$ 1,301	\$ -	\$ 2,500
01-175-099-60317	Miscellaneous	\$ 27	\$ 68	\$ -	\$ 100
01-175-099-60327	Communication		\$ -	\$ -	\$ 100
01-175-099-60400	Mileage	\$ 147	\$ 1,996	\$ -	\$ 1,500
01-175-099-60626	Activity Guide	\$ 3,510	\$ 2,343	\$ -	\$ 3,000
01-175-099-60627	Recreation Programs	\$ 1,158	\$ 4,448	\$ 3,451	\$ 6,000
01-175-099-60628	Community Events	\$ 13,956	\$ 13,280	\$ 908	\$ 20,000
01-175-099-60629	In Motion Health Promotion	\$ 1,000	\$ 1,779	\$ -	\$ 1,000
01-175-099-60677	March Break Camp	\$ 480	\$ (348)	\$ -	\$ -
01-175-099-60678	Day Camp	\$ -	\$ -	\$ -	\$ -
01-175-099-60680	Folk Fest	\$ -	\$ -	\$ -	\$ 20,000
see appendix E	Older Adults (net)	\$ 4,355	\$ 6,693	\$ (133)	\$ 2,900
see appendix E	Tall Ships (net)	\$ -	\$ -	\$ 23,513	\$ 42,085
see appendix E	Highland Games (net)	\$ -	\$ -	\$ 3,397	\$ 5,000
TOTAL OPERATING EXPENDITURES:		\$ 126,191	\$ 162,401	\$ 65,626	\$ 254,192
NET OPERATING REVENUES (EXPENSES):		\$ (107,059)	\$ (142,198)	\$ (57,833)	\$ (216,492)
CONTRIBUTIONS TO (FROM) RESERVES:					
03-175-032-41700	Trans. from Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
03-175-440-80100	Transfer to Res. - Working Cap.	\$ 3,998	\$ -	\$ -	
NET CONT. TO (FROM) RESERVES:		\$ 3,998	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT):		\$ (111,057)	\$ (142,198)	\$ (57,833)	\$ (216,492)
CAPITAL BUDGET					
CAPITAL REVENUE:					
01-175-058-40504	Provincial Grant	\$ -	\$ -	\$ -	\$ -
01-175-058-40515	Federal Grants	\$ -	\$ -	\$ -	\$ -
01-175-066-40524	Fundraising	\$ 565	\$ -	\$ -	\$ -
01-175-066-41510	Sale of Equipment	\$ -	\$ -	\$ -	\$ -
03-175-032-41710	Transfer from Res. - Capital	\$ -	\$ -	\$ -	\$ 44,000
03-175-032-41720	Transfer from Res. - DC	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL REVENUE:		\$ 565	\$ -	\$ -	\$ 44,000
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ 901	\$ 53,063	\$ 8,987	\$ 44,000
TOTAL CAPITAL EXPENDITURES:		\$ 901	\$ 53,063	\$ 8,987	\$ 44,000
CONTRIBUTIONS TO RESERVES:					
03-175-440-80300	Transfer to Res. - Capital	\$ 15,000	\$ 59,000	\$ -	\$ -
CONTRIBUTIONS TO RESERVES		\$ 15,000	\$ 59,000	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:					
	Repayment of LTD	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (15,336)	\$ (112,063)	\$ (8,987)	\$ -
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (126,393)	\$ (254,261)	\$ (66,820)	\$ (216,492)

COMMUNITIES IN BLOOM					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-176-058-40500	Grants from Town / Councillor Con	\$ -	\$ -	\$ -	\$ -
01-176-058-40502	Provincial Grants	\$ -	\$ -	\$ -	\$ -
01-176-058-40511	Federal Grants	\$ -	\$ -	\$ -	\$ -
01-176-058-40521	Donations from Public	\$ -	\$ -	\$ -	\$ -
01-176-058-40528	Fundraising		\$ -	\$ -	\$ -
01-176-066-41270	Misc. Revenue/Special Projects	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING REVENUE:		\$ -	\$ -	\$ -	\$ -
OPERATING EXPENDITURES:					
01-176-099-60306	Advertising	\$ 1,368	\$ -	\$ -	\$ 1,500
01-176-099-60307	Photocopier Supplies		\$ -	\$ -	\$ 400
01-176-099-60320	Memberships	\$ 666	\$ 250	\$ -	\$ 900
01-176-099-60365	Tree Planting	\$ -	\$ -	\$ -	\$ 400
01-176-099-60650	Signage	\$ 641	\$ -	\$ -	\$ 1,200
01-176-099-60651	Community Profile Book	\$ 799	\$ -	\$ -	\$ 1,300
01-176-099-60652	Tour Costs	\$ 217	\$ 33	\$ -	\$ 1,500
01-176-099-60653	Judges Expenses	\$ 1,704	\$ -	\$ -	\$ 1,700
	Special Events				\$ 350
01-176-099-60654	Awards Ceremony	\$ 189	\$ -	\$ -	\$ 1,500
TOTAL OPERATING EXPENDITURES:		\$ 5,583	\$ 283	\$ -	\$ 10,750
NET OPERATING REVENUES (EXPENSES):		\$ (5,583)	\$ (283)	\$ -	\$ (10,750)
CONTRIBUTIONS TO (FROM) RESERVES:					
03-176-032-41700	Trans. from Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
03-176-440-80100	Transfer to Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
NET CONT. TO (FROM) RESERVES:		\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT):		\$ (5,583)	\$ (283)	\$ -	\$ (10,750)

PLANNING					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-180-062-40680	Planning - Zoning	\$ 28,550	\$ 43,100	\$ 4,100	\$ 42,000
01-180-062-40681	Planning - O.P.A.	\$ -	\$ 4,500	\$ -	\$ 2,700
new	Planning - Surplus Dwellings	\$ -	\$ -	\$ -	\$ 4,400
01-180-062-40682	Planning - Consents	\$ 9,000	\$ 17,040	\$ 5,800	\$ 17,000
01-180-062-40683	Planning - Development Agree.	\$ 800	\$ 1,500	\$ 500	\$ 1,200
01-180-062-40684	Planning - Minor Variances	\$ 4,500	\$ 5,900	\$ 535	\$ 7,000
01-180-062-40685	Planning - Subdivisions	\$ 5,500	\$ 4,500	\$ 500	\$ 10,000
01-180-062-40686	Planning - Site Plan	\$ 17,250	\$ 13,500	\$ 7,000	\$ 24,000
01-180-066-40689	Planning - Misc. Application Fee	\$ 550	\$ 500	\$ 350	\$ 500
TOTAL OPERATING REVENUE:		\$ 66,150	\$ 90,540	\$ 18,785	\$ 108,800
OPERATING EXPENDITURES:					
	Total Salaries & Benefits	\$ 188,829	\$ 200,909	\$ 61,413	\$ 281,509
01-180-072-60120	Contracted Services	\$ 43,294	\$ 41,401	\$ 5,985	\$ -
01-180-099-60254	Training & Development	\$ 3,298	\$ 4,394	\$ -	\$ 19,500
01-180-099-60301	Office Supplies	\$ 339	\$ 605	\$ 517	\$ 750
01-180-099-60303	Postage Supplies	\$ -	\$ -	\$ -	\$ 4,000
01-180-099-60305	Courier & Express	\$ 72	\$ 139	\$ 27	\$ 500
01-180-099-60306	Advertising	\$ 1,347	\$ 2,446	\$ 413	\$ 6,000
01-180-099-60317	Miscellaneous	\$ 57	\$ 277	\$ -	\$ 5,000
01-180-099-60320	Membership & Subscription	\$ 622	\$ 1,347	\$ 1,445	\$ 1,500
01-180-099-60326	Professional Fees (Legal, Eng.OM)	\$ 12,001	\$ 4,810	\$ -	\$ 50,000
01-180-099-60327	Communication	\$ 568	\$ 555	\$ 156	\$ 1,000
01-180-099-60358	Small Capital		\$ 1,432	\$ -	\$ 500
01-180-099-60400	Mileage	\$ 154	\$ 105	\$ -	\$ 650
TOTAL OPERATING EXPENDITURES:		\$ 250,582	\$ 258,419	\$ 69,956	\$ 370,909
NET OPERATING REVENUES (EXPENSES):		\$ (184,432)	\$ (167,879)	\$ (51,171)	\$ (262,109)
CONTRIBUTIONS TO (FROM) RESERVES:					
03-180-032-41700	Trans. from Res. - Working Cap.	\$ -	\$ -	\$ -	\$ -
03-180-440-80100	Transfer to Res. - Working Cap.	\$ -	\$ 20,000	\$ -	\$ -
NET CONT. TO (FROM) RESERVES:		\$ -	\$ 20,000	\$ -	\$ -
OPERATING SURPLUS/(DEFICIT):		\$ (184,432)	\$ (187,879)	\$ (51,171)	\$ (262,109)
CAPITAL BUDGET					
CAPITAL REVENUE:					
01-180-058-40504	Provincial Grant	\$ -	\$ 56,712	\$ -	
	Federal Grants	\$ -	\$ -	\$ -	
03-180-032-41710	Transfer from Res. - Capital	\$ -	\$ -	\$ -	\$ 25,000
03-180-032-41720	Transfer from Res. - DC	\$ 6,359	\$ 24,874	\$ -	
TOTAL CAPITAL REVENUE:		\$ 6,359	\$ 81,586	\$ -	\$ 25,000
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ 10,818	\$ 43,696	\$ -	\$ 25,000
TOTAL CAPITAL EXPENDITURES:		\$ 10,818	\$ 43,696	\$ -	\$ 25,000
CONTRIBUTIONS TO RESERVES:					
03-180-440-80300	Transfer to Res. - Capital	\$ -	\$ 65,654	\$ -	
CONTRIBUTIONS TO RESERVES		\$ -	\$ 65,654	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:					
	Repayment of LTD	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (4,459)	\$ (27,764)	\$ -	\$ -
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ (188,891)	\$ (215,643)	\$ (51,171)	\$ (262,109)

BIA					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
01-181-040-40189	B.I.A.	\$ 98,889	\$ 98,889	\$ -	\$ 100,000
01-181-058-40502	Provincial Grants		\$ -	\$ -	
01-181-058-40500	Town Grant - Flower Program	\$ 15,000	\$ 20,300	\$ 19,353	\$ 19,353
01-181-058-40500	Town Grant - Operation Face Lift	\$ 3,000	\$ -	\$ -	
01-181-058-40521	Donations		\$ -	\$ -	
01-181-066-41255	Revenue - BIA	\$ 261	\$ 500	\$ -	
01-181-066-41270	Misc	\$ 213	\$ 163	\$ -	
01-181-066-41291	Spring Fashion Show		\$ -	\$ -	
01-181-066-41292	Assoc. Memberships	\$ 4,280	\$ 4,633	\$ 3,125	\$ 4,000
01-181-066-41364	Winter Walkthrough Fashion Show		\$ -	\$ -	
01-181-066-41366	Festivals & Events		\$ -	\$ -	
TOTAL OPERATING REVENUE:		\$ 121,643	\$ 124,485	\$ 22,478	\$ 123,353
OPERATING EXPENDITURES:					
	Total Benefits	\$ 4,805	\$ 6,627	\$ 2,455	\$ 8,372
01-181-072-60120	Contracts	\$ 42,998	\$ 39,503	\$ 10,092	\$ 40,000
01-181-099-60301	Office Supplies	\$ 1,728	\$ 2,489	\$ 703	\$ 3,000
01-181-099-60306	Advertising & Marketing	\$ 4,751	\$ 3,014	\$ 1,730	\$ 15,000
01-181-099-60309	Computer & Web Site	\$ 1,155	\$ 810	\$ 110	\$ 200
01-181-099-60317	Miscellaneous	\$ 555	\$ 1,711	\$ 106	\$ 700
01-181-099-60320	Membership & Subscriptions	\$ 265	\$ 407	\$ 225	\$ 400
01-181-099-60323	Write Offs	\$ 965	\$ 1,034	\$ 264	\$ 1,000
01-181-099-60327	Communication	\$ 1,607	\$ 1,648	\$ 456	\$ 1,700
01-181-099-60329	Rent	\$ 5,894	\$ 5,359	\$ 867	\$ 3,487
01-181-099-60341	Janitorial (1/4 of office space)	\$ 607	\$ 641	\$ -	\$ 25
01-181-099-60630	Clock Prog. / Maint	\$ 1,838	\$ 183	\$ -	
01-181-170-60806	Spring Fashion Show	\$ -	\$ -	\$ -	
01-181-170-60807	Winter Walkthrough Fashion Show	\$ -	\$ -	\$ -	
01-181-170-60812	BIA Dollar Promotion	\$ 15,000	\$ 16,210	\$ -	\$ 17,000
01-181-170-60814	BIA Christmas	\$ -	\$ -	\$ -	
01-181-170-60816	Annual General Meeting	\$ -	\$ 250	\$ 386	\$ 2,000
01-181-099-60819	OBIAA Conference	\$ 1,333	\$ 829	\$ 411	\$ 2,500
01-181-099-60833	Operation Face Lift	\$ 7,446	\$ 715	\$ -	\$ 5,000
01-181-170-60837	Spring Guide	\$ 1,526	\$ -	\$ -	\$ 1,530
01-181-170-60838	Holiday Guide	\$ -	\$ 1,284	\$ -	\$ 1,530
01-181-170-60839	Beautification / Flower Program	\$ 28,516	\$ 31,702	\$ -	\$ 38,704
01-181-170-60840	Light up the Town	\$ 44	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENDITURES:		\$ 121,034	\$ 114,416	\$ 17,804	\$ 142,148
NET OPERATING REVENUES (EXPENSES):		\$ 609	\$ 10,070	\$ 4,674	\$ (18,795)
CONTRIBUTIONS TO (FROM) RESERVES:					
	Prior year (Surplus)/Deficit				
03-181-032-41700	Trans. from Res. - Working Cap.		\$ -	\$ -	\$ (18,795)
03-181-440-80100	Transfer to Res. - Working Cap.	\$ 609	\$ 10,070	\$ -	
NET CONT. TO (FROM) RESERVES:		\$ 609	\$ 10,070	\$ -	\$ (18,795)
OPERATING SURPLUS/(DEFICIT):		\$ -	\$ -	\$ 4,674	\$ -
CAPITAL BUDGET					
CAPITAL REVENUE:					
	Provincial Grant				
	Federal Grants				
01-181-066-41367	Clock Donations		\$ -	\$ -	
01-181-066-41368	Clock Bricks	\$ 2,800	\$ 800	\$ -	
03-181-032-41710	Transfer from Res. - Capital	\$ 5,239	\$ -	\$ -	
03-181-032-41720	Transfer from Res. - DC		\$ -	\$ -	
01-181-066-41424	Long-term Debt		\$ -	\$ -	
TOTAL CAPITAL REVENUE:		\$ 8,039	\$ 800	\$ -	\$ -
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ 8,039	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENDITURES:		\$ 8,039	\$ -	\$ -	\$ -
CONTRIBUTIONS TO RESERVES:					
03-181-440-80300	Transfer to Res. - Capital		\$ 800	\$ -	
CONTRIBUTIONS TO RESERVES		\$ -	\$ 800	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:					
	Repayment of LTD	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (0)	\$ -	\$ -	\$ -
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ -	\$ -	\$ 4,674	\$ -

WATER					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
02-201-058-40511	Federal Grants		\$ -	\$ -	
02-201-066-40810	G.S. Water	\$ 4,336,587	\$ 4,540,775	\$ 731,206	\$ 4,648,000
02-201-066-40812	G.N Water	\$ 585,497	\$ 604,720	\$ 112,247	\$ 614,000
02-201-066-40814	Kingsville Water	\$ 865,478	\$ 903,224	\$ 205,476	\$ 929,000
02-201-066-40901	Service Connection Installation	\$ 25,001	\$ 77,520	\$ -	\$ 50,000
02-201-066-40902	Meter Installation/ Maintenance	\$ 2,340	\$ 2,535	\$ 2,335	\$ 3,000
02-201-066-40903	Extra Charges	\$ 3,340	\$ 3,235	\$ 1,145	\$ 3,000
02-201-066-40904	Recovered Wages	\$ 6,947	\$ 600	\$ 200	\$ 1,000
02-201-066-40905	Account Set-up Fees	\$ 14,975	\$ 15,575	\$ 3,375	\$ 13,000
02-201-066-40906	Watermain Dev. Review	\$ -	\$ -	\$ -	\$ -
02-201-066-41268	Water Meter Sales	\$ 28,889	\$ 27,547	\$ 6,365	\$ 26,000
02-201-066-41270	Miscellaneous Revenue	\$ 625	\$ 1,740	\$ -	\$ 1,000
02-201-066-41310	Penalties & Interest	\$ 13,466	\$ 14,069	\$ 3,674	\$ 14,000
TOTAL OPERATING REVENUE:		\$ 5,883,145	\$ 6,191,540	\$ 1,066,023	\$ 6,302,000
OPERATING EXPENDITURES:					
	Total Salaries & Benefits	\$ 709,729	\$ 710,889	\$ 192,743	\$ 783,640
02-201-098-60254	Training & Development	\$ 10,461	\$ 11,042	\$ 4,989	\$ 15,000
02-201-099-60301	Office Supplies	\$ 2,079	\$ 1,310	\$ 381	\$ 2,500
02-201-099-60302	Computer Supplies	\$ 188	\$ 574	\$ -	\$ 1,000
02-201-099-60303	Postage Supplies	\$ 29,793	\$ 30,857	\$ 7,727	\$ 32,000
02-201-099-60305	Courier & Express	\$ 66	\$ -	\$ -	\$ 500
02-201-099-60306	Advertising	\$ -	\$ -	\$ -	\$ 1,250
02-201-099-60309	Computer Maintenance	\$ -	\$ -	\$ 254	\$ -
02-201-099-60310	Computer Consultants	\$ -	\$ 814	\$ -	\$ 1,000
02-201-099-60312	General Insurance	\$ 23,268	\$ 23,268	\$ -	\$ 23,966
02-201-099-60314	Utilities	\$ 71	\$ 75	\$ -	\$ 100
02-201-099-60315	Facility Maintenance	\$ 883	\$ 2,326	\$ 232	\$ 2,000
02-201-099-60316	Equipment Repair	\$ 16,479	\$ 19,054	\$ 3,925	\$ 17,000
02-201-099-60317	Miscellaneous	\$ 220	\$ 445	\$ 7	\$ 500
02-201-099-60318	Equipment Rental	\$ -	\$ -	\$ 111	\$ 500
02-201-099-60319	Professional Svc (Legal Audits)	\$ 1,425	\$ -	\$ -	\$ 3,500
02-201-099-60320	Membership & Subscription	\$ 1,845	\$ 2,117	\$ 421	\$ 2,500
02-201-099-60323	Write offs	\$ 1,277	\$ 1,229	\$ -	\$ 2,000
02-201-099-60326	Professional Fees (Engineering)	\$ 4,605	\$ 3,272	\$ 1,292	\$ 5,000
02-201-099-60327	Communication	\$ 2,329	\$ 3,983	\$ 1,136	\$ 5,000
02-201-099-60335	Shop Supplies	\$ 1,246	\$ 2,288	\$ 320	\$ 2,000
02-201-099-60340	Fuel & Oil	\$ 17,415	\$ 18,141	\$ 5,437	\$ 20,000
02-201-099-60345	Licences & Permits	\$ 5,665	\$ 4,676	\$ -	\$ 5,200
02-201-099-60347	Safety Supplies	\$ 3,216	\$ 620	\$ 235	\$ 3,000
02-201-099-60357	Small Tools	\$ 2,749	\$ 3,727	\$ 647	\$ 3,000
02-201-099-60400	Mileage	\$ 466	\$ -	\$ -	\$ 500
02-201-180-60403	Curb Stop Repairs	\$ 7,526	\$ 17,275	\$ 22	\$ 11,000
02-201-180-60405	Back Flow Program	\$ 29,963	\$ 29,027	\$ 3,867	\$ 25,000
02-201-099-60418	Road Repair / Restoration	\$ 22,023	\$ 23,856	\$ -	\$ 24,000
02-201-182-60448	Meter Reading Expense	\$ 2,921	\$ 6,291	\$ -	\$ 3,500
02-201-180-63005	Water Purchases - Kingsville	\$ 386,559	\$ 392,760	\$ 35,715	\$ 411,000
02-201-180-63006	Water Purchases - Gosfield S.	\$ 3,160,426	\$ 2,991,677	\$ 73,036	\$ 3,184,000
02-201-180-63007	Water Purchases - Gosfield N.	\$ 375,410	\$ 379,447	\$ 21,496	\$ 385,000
02-201-099-63015	Water Meters	\$ 57,371	\$ 55,627	\$ 4,810	\$ 60,000
02-201-099-63017	Water Meter Maintenance	\$ 14,669	\$ 17,079	\$ (18)	\$ 15,000
02-201-099-63020	Water Locates	\$ 10,215	\$ 7,198	\$ 99	\$ 12,500
02-201-099-63025	Water Service Connections	\$ 29,099	\$ 63,202	\$ 5,375	\$ 60,000
02-201-099-63030	Watermain Line Breaks	\$ 5,907	\$ 56,993	\$ 11,644	\$ 45,000
02-201-099-63040	Water Line Maintenance	\$ 14,819	\$ 13,871	\$ -	\$ 15,000
02-201-099-63045	Hydrant Maintenance	\$ 7,881	\$ 14,076	\$ 161	\$ 20,000
02-201-099-63052	Property Taxes	\$ 1,444	\$ 1,847	\$ -	\$ 1,900
02-201-180-63055	Program Support Costs	\$ 192,000	\$ 194,880	\$ -	\$ 215,000
TOTAL OPERATING EXPENDITURES:		\$ 5,153,711	\$ 5,105,811	\$ 376,064	\$ 5,420,556
NET OPERATING REVENUES (EXPENSES):		\$ 729,434	\$ 1,085,729	\$ 689,959	\$ 881,444
CONTRIBUTIONS TO (FROM) RESERVES:					
03-201-032-41700	Transfer from Res. - Working Capital		\$ -	\$ -	
03-201-440-80100	Transfer to Res. - Working Capital	\$ 82,434	\$ 303,115	\$ -	\$ 101,744
03-201-440-80100	Transfer to Res. - Capital	\$ 572,000	\$ 607,000	\$ -	\$ 658,000
NET CONTRIBUTIONS TO (FROM) RESERVES:		\$ 654,434	\$ 910,115	\$ -	\$ 759,744
OPERATING SURPLUS/(DEFICIT):		\$ 75,000	\$ 175,614	\$ 689,959	\$ 121,700

WATER					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
CAPITAL BUDGET					
CAPITAL REVENUE:					
02-201-058-40504	Grants - Provincial		\$ -	\$ -	
02-201-058-40515	Grants - Federal		\$ -	\$ -	
02-201-058-40526	Charges to Benefiting Parties		\$ -	\$ -	
02-201-066-41510	Sale of Equipment		\$ 1,922	\$ -	
03-201-032-41710	Transfer from Res. - Working Cap		\$ 12,509	\$ -	\$ 10,000
03-201-032-41710	Transfer from Res. - Capital	\$ 638,369	\$ 10,170	\$ -	\$ 367,100
03-201-032-41710	Transfer from Res. - Equipment	\$ 60,072	\$ 66,680	\$ -	\$ 70,000
03-201-032-41720	Transfer from Res. - DC		\$ -	\$ -	\$ 472,500
TOTAL CAPITAL REVENUE:		\$ 698,441	\$ 91,281	\$ -	\$ 919,600
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ 698,441	\$ 166,895	\$ -	\$ 936,300
TOTAL CAPITAL EXPENDITURES:		\$ 698,441	\$ 166,895	\$ -	\$ 936,300
CONTRIBUTIONS TO RESERVES:					
03-201-440-80300	Transfer to Res.		\$ 25,000	\$ -	\$ 25,000
03-201-440-80300	Transfer to Res. - Fleet	\$ 75,000	\$ 75,000	\$ -	\$ 80,000
CONTRIBUTIONS TO RESERVES		\$ 75,000	\$ 100,000	\$ -	\$ 105,000
REPAYMENT OF LONG-TERM DEBT:					
	Repayment of LTD	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (75,000)	\$ (175,614)	\$ -	\$ (121,700)
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ -	\$ (0)	\$ 689,959	\$ (0)

KINGSVILLE/LAKESHORE WEST WASTEWATER					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
02-242-066-40852	G.S. Sewage - Lakeshore West	\$ 500,281	\$ 537,291	\$ 137,114	\$ 555,000
02-242-066-40853	G.S. Sewage - Ruthven	\$ 254,196	\$ 299,384	\$ 74,573	\$ 297,000
02-242-066-40856	Kingsville Sewage	\$ 1,106,013	\$ 1,161,725	\$ 296,589	\$ 1,184,000
02-242-066-41270	Misc. Revenue	\$ 62,810	\$ 5,252	\$ -	\$ -
02-242-066-41310	Penalties & Interest	\$ 8,081	\$ 8,855	\$ 2,348	\$ 9,000
TOTAL OPERATING REVENUE:		\$ 1,931,380	\$ 2,012,509	\$ 510,623	\$ 2,045,000
OPERATING EXPENDITURES:					
	Total Salaries & Benefits	\$ 65,048	\$ 67,690	\$ 19,353	\$ 84,803
02-242-098-60254	Training & Development	\$ 195	\$ 2,267	\$ -	\$ 2,000
02-242-099-60305	Courier Expense	\$ -	\$ -	\$ -	\$ 100
02-242-099-60306	Advertising	\$ -	\$ -	\$ -	\$ 250
02-242-099-60314	Utilities	\$ 264,770	\$ 224,797	\$ 61,842	\$ 285,000
02-242-099-60315	Facility Maintenance	\$ 34	\$ 4,944	\$ -	\$ 3,000
02-242-099-60316	Equipment Repair & Mtce	\$ 9,137	\$ 32,172	\$ 1,181	\$ 25,000
02-242-099-60317	Miscellaneous	\$ -	\$ 17	\$ -	\$ 1,000
02-242-099-60319	Professional Svcs (Legal Audits)		\$ -	\$ -	\$ -
02-242-099-60320	Membership & Subscription	\$ -	\$ -	\$ -	\$ 250
02-242-099-60323	Write Offs	\$ -	\$ -	\$ -	\$ 1,500
02-242-099-60326	Professional Fees	\$ 2,239	\$ -	\$ -	\$ 1,500
02-242-099-60327	Communication	\$ -	\$ 39	\$ -	\$ -
02-242-099-60330	Sewer Report	\$ -	\$ -	\$ -	\$ 1,000
02-242-099-60345	Licences Permits & Certification	\$ -	\$ 836	\$ -	\$ 500
02-242-099-60347	Safety Supplies	\$ -	\$ -	\$ -	\$ 500
02-242-320-60370	Waste Disposal		\$ -	\$ -	\$ -
02-242-099-63020	Sewer Locates		\$ -	\$ -	\$ -
02-242-099-63052	Property Taxes	\$ 36,262	\$ 38,437	\$ -	\$ 38,500
02-242-320-64360	OCWA Billing	\$ 1,021,596	\$ 1,034,825	\$ 249,723	\$ 1,000,000
02-242-320-64361	OCWA Billing Lagoons(Batch Trea	\$ -	\$ 7,637	\$ -	\$ -
02-242-320-64365	Sewer Flush & Mtce (Sanitary)	\$ 44,562	\$ 35,090	\$ 3,332	\$ 35,000
02-242-099-64367	Lakeshore West Repairs		\$ 18,816	\$ -	\$ 50,000
02-242-099-64368	Sewer Service Connections	\$ 1,082	\$ 3,389	\$ -	\$ 8,000
02-242-099-64370	Sanitary Backwater Valve Program	\$ -	\$ -	\$ -	\$ -
02-242-328-64371	Storm Backwater Valve Program		\$ -	\$ -	\$ -
TOTAL OPERATING EXPENDITURES:		\$ 1,444,925	\$ 1,470,954	\$ 335,430	\$ 1,537,903
NET OPERATING REVENUES (EXPENSES):		\$ 486,456	\$ 541,555	\$ 175,193	\$ 507,097
CONTRIBUTIONS TO (FROM) RESERVES:					
02-242-032-41799	Year End Surplus		\$ -	\$ -	
02-242-440-80500	Year End Deficit		\$ -	\$ -	
03-242-032-41700	Transfer from Res. - Working Capital		\$ -	\$ -	
03-242-440-80100	Transfer to Res. - Working Capital	\$ 148,578	\$ 183,555	\$ -	\$ 119,157
03-242-440-80200	Transfer to Sewer Equipment Reserve		\$ -	\$ -	
03-242-440-80100	Transfer to Sewer Capital Reserve	\$ 292,000	\$ 318,000	\$ -	\$ 335,940
03-242-440-80100	Transfer to Sewer Recon Reserve		\$ -	\$ -	
03-242-440-80100	Transfer to Plant Capital Reserve		\$ -	\$ -	
NET CONTRIBUTIONS TO (FROM) RESERVES:		\$ 440,578	\$ 501,555	\$ -	\$ 455,097
OPERATING SURPLUS/(DEFICIT):		\$ 45,878	\$ 40,000	\$ 175,193	\$ 52,000

KINGSVILLE/LAKESHORE WEST WASTEWATER					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
CAPITAL BUDGET					
CAPITAL REVENUE:					
02-242-052-40230	Local Improvement Sewers	\$ -	\$ -	\$ -	\$ 150,000
02-242-058-40504	Grants - Provincial - CWWF	\$ -	\$ 185,506	\$ -	
02-242-058-40515	Grants - Federal - CWWF		\$ 371,012	\$ -	
02-242-066-41510	Sale of Equipment		\$ -	\$ -	
03-242-032-41710	Transfer from Reserves - Plant		\$ -	\$ -	
03-242-032-41710	Transfer from Reserves - Capital	\$ 95,217	\$ 237,008	\$ -	\$ 1,014,000
03-242-032-41710	Transfer from Reserves - Equip.		\$ -	\$ -	\$ 100,000
03-242-032-41720	Transfer from Res. - DC		\$ 69,313	\$ -	\$ 2,070,000
02-242-066-41424	Long-term Debt	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL REVENUE:		\$ 95,217	\$ 862,840	\$ -	\$ 3,334,000
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ 101,095	\$ 862,841	\$ 165,615	\$ 3,346,000
TOTAL CAPITAL EXPENDITURES:		\$ 101,095	\$ 862,841	\$ 165,615	\$ 3,346,000
CONTRIBUTIONS TO RESERVES:					
03-242-440-80300	Transfer to Res. - Capital	\$ -	\$ -	\$ -	
03-242-440-80300	Transfer to Res. - Equipment	\$ 40,000	\$ 40,000	\$ -	\$ 40,000
CONTRIBUTIONS TO RESERVES		\$ 40,000	\$ 40,000	\$ -	\$ 40,000
REPAYMENT OF LONG-TERM DEBT:					
	Repayment of LTD	\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (45,878)	\$ (40,000)	\$ (165,615)	\$ (52,000)
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ -	\$ -	\$ 9,578	\$ -

COTTAM WASTEWATER					
Account Number		2017 Actuals	2018 Actuals	2019 Actuals	2019 Budget
OPERATING BUDGET					
OPERATING REVENUE:					
02-243-066-40854	Cottam Sewage	\$ 192,043	\$ 206,475	\$ 52,518	\$ 213,000
02-243-066-41310	Penalties & Interest	\$ 1,217	\$ 1,338	\$ 337	\$ 1,200
TOTAL OPERATING REVENUE:		\$ 193,260	\$ 207,813	\$ 52,855	\$ 214,200
OPERATING EXPENDITURES:					
02-243-099-60314	Utilities	\$ 9,193	\$ 8,220	\$ 1,990	\$ 10,000
02-243-099-60323	Write Offs		\$ -	\$ -	
02-243-099-60327	Communication Expense	\$ 578	\$ 578	\$ 144	\$ 600
02-243-099-63052	Property Taxes	\$ 7,393	\$ 8,717	\$ -	\$ 8,700
02-243-099-64368	Sewer Service Connection		\$ -	\$ -	\$ 2,000
02-243-099-64370	Sanitary Backwater Valve Program		\$ -	\$ -	\$ 1,500
02-243-320-64360	OCWA Billing	\$ 67,382	\$ 79,970	\$ 18,252	\$ 75,000
02-243-320-64361	OCWA Billing (Lagoon Batch Treatment 2-43)		\$ -	\$ -	
02-243-320-64365	Sewer Flush & Mtce (Sanitary)	\$ 7,193	\$ 6,533	\$ 80	\$ 7,000
02-243-320-64366	Cottam System Repairs		\$ -	\$ -	
TOTAL OPERATING EXPENDITURES:		\$ 91,738	\$ 104,018	\$ 20,467	\$ 104,800
NET OPERATING REVENUES (EXPENSES):		\$ 101,522	\$ 103,795	\$ 32,388	\$ 109,400
CONTRIBUTIONS TO (FROM) RESERVES:					
03-243-440-80500	Year End Deficit	\$ 148,804	\$ -	\$ -	
03-243-032-41700	Transfer from Res. - Working Capital	\$ (130,933)	\$ -	\$ -	\$ (24,245)
03-243-440-80100	Transfer to Res. - Working Capital		\$ 73,534	\$ -	
03-243-440-80100	Transfer to Res - Capital	\$ 31,680	\$ 32,175	\$ -	\$ 35,145
NET CONTRIBUTIONS TO (FROM) RESERVES:		\$ 49,551	\$ 105,709	\$ -	\$ 10,900
OPERATING SURPLUS/(DEFICIT):		\$ 51,971	\$ (1,914)	\$ 32,388	\$ 98,500
CAPITAL BUDGET					
CAPITAL REVENUE:					
02-243-058-40504	Grants - Provincial - CWWF	\$ -	\$ 5,178	\$ -	\$ -
02-243-058-40515	Grants - Federal - CWWF	\$ -	\$ 10,356	\$ -	\$ -
02-243-052-40230	Local Improvement Charges	\$ -	\$ -	\$ -	\$ -
02-243-066-41510	Sale of Equipment	\$ -	\$ -	\$ -	\$ -
03-243-032-41710	Transfer from DCs	\$ -	\$ -	\$ -	\$ 240,000
03-243-032-41711	Transfer from Reserves - Recon.	\$ -	\$ -	\$ -	
02-243-066-41424	Long-term Debt	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL REVENUE:		\$ -	\$ 15,534	\$ -	\$ 240,000
CAPITAL EXPENDITURES:					
	From Capital Schedule	\$ 51,971	\$ 13,620	\$ 282	\$ 338,500
TOTAL CAPITAL EXPENDITURES:		\$ 51,971	\$ 13,620	\$ 282	\$ 338,500
CONTRIBUTIONS TO RESERVES:					
03-243-440-80300	Clear Unfinanced Capital	\$ -	\$ -	\$ -	\$ -
03-243-440-80300	Transfer to (from) Res. - Capital	\$ -	\$ -	\$ -	\$ -
03-243-440-80300	Transfer to Res. - Capital	\$ -	\$ -	\$ -	
CONTRIBUTIONS TO RESERVES		\$ -	\$ -	\$ -	\$ -
REPAYMENT OF LONG-TERM DEBT:					
	Repayment of LTD	\$ -	\$ -	\$ -	
REPAYMENT OF LONG-TERM DEBT:		\$ -	\$ -	\$ -	\$ -
NET CAPITAL EXPENDITURES:		\$ (51,971)	\$ 1,914	\$ (282)	\$ (98,500)
DEPARTMENTAL SURPLUS/(DEFICIT):		\$ -	\$ -	\$ 32,106	\$ -

2019 CAPITAL BUDGET STATUS LOG

	Project Description	Account	Budget Total	Staff Responsible	Estimated End Date	Status Update - Q1	Status Update - Q2	Status Update - Q3	Status Update - Q4	Change Orders	Amount of Change Orders	Forecasted Spent to Date	Actual Spent to Date (Entered by Finance-As of 4/11/2019)	Project Projected to Remain on/under Budget?	Budget Variance (Based on Forecasted)
	IT - Phone System (lease payments)	01-114-360-71703	\$ 11,333	Tony		ongoing	ongoing	ongoing	ongoing				\$ 2,841		
	IT - MS Laptop (Transfer from Building)	01-114-360-71901	\$ 1,600	Tony									\$ -		
	IT - New Hire IT Hardware / Licensing	01-114-360-71902	\$ 4,500	Tony		quote requested							\$ 3,739		
	IT - Great Plains Upgrade	01-114-360-71903	\$ 7,000	Tony		scheduled							\$ -		
	IT - Council - laptop replacements x 6 (Microsoft Surface)	01-114-360-71904	\$ 6,500	Tony		complete							\$ 6,891		
	IT - MS - Card Access Expansion (back buildings)	01-114-360-71905	\$ 22,500	Tony		authorized							\$ -		
	IT - Arena - Scheduling Software	01-114-360-71906	\$ 11,000	Tony		contract review							\$ -		
	IT - Arena - Camera System (Phase 2 - exterior)	01-114-360-71907	\$ 15,000	Tony		authorized							\$ -		
	IT - Mobile Time Entry / E-stubs (Penny)	01-114-360-71908	\$ 17,500	Tony		pending GP							\$ -		
	IT - Windows 10 Licensing	01-114-360-71909	\$ 2,000	Tony		pending machine							\$ -		
	IT - Fire Office Support Workstation	01-114-360-71910	\$ 2,000	Tony		completed							\$ 1,967		
	IT - HR Manager laptop	01-114-360-71911	\$ 2,000	Tony		completed							\$ 1,102		
	IT - Deputy Fire Chief Laptop	01-114-360-71912	\$ 2,000	Tony		completed							\$ 1,661		
	IT - Arena Front Desk Laptop	01-114-360-71913	\$ 2,000	Tony		completed							\$ 1,102		
	IT - Admin Asst Workstation	01-114-360-71914	\$ 2,000	Tony		completed							\$ 2,305		
	IT - Endpoint Protection Solution (Cyber Security)	01-114-360-71915	\$ 11,000	Tony		-							\$ -		
	IT - 2 Factor Authentication Solution (Cyber Security)	01-114-360-71916	\$ 7,200	Tony		-							\$ -		
	IT - Diamond Enhancements - Payroll Optimization	01-114-360-71918	\$ 9,000	Tony		pending GP							\$ -		
	FIRE - 2 Battery Operated Ventilation Fans with misting	01-121-360-71919	\$ 10,000	Chuck									\$ 10,430		
	BUILD - Mobile Software Solution (Completion)	01-124-360-71823	\$ 23,500	Peter / Tony		ongoing							\$ -		
	BUILD - Vehicle Mounts x 3	01-124-360-71920	\$ 1,150	Peter / Tony		pricing							\$ -		
	BUILD - Mobile printing x 3	01-124-360-71921	\$ 1,200	Peter / Tony		purchased							\$ -		
	BUILD - Inspector laptop replacement x 5	01-124-360-71922	\$ 12,500	Tony		purchased							\$ 11,690		
	PW - Main Street W Reconstruction (Finalize)	01-130-360-71546	\$ 25,000	Andrew	Fall 2019	Ongoing							\$ -		
	PW - Esseltine Drain	01-130-360-71547	\$ 4,200,000	Ken / Andrew	Summer 2020	Pending	In Progress						\$ -		
	PW - Park Street Reconstruction (Final restoration, street	01-130-360-71744	\$ 120,000	Andrew	Spring 2019	Ongoing	In Progress						\$ 5,447		
	PW - Land Acquisition (Incl legal costs) Jasperson	01-130-360-71750	\$ 60,500	Peggy									\$ -		
	PW - Bridge #018 - Road 11 over Ruscom River	01-130-360-71825	\$ 170,000	Tim	Summer 2019	In Progress	In Progress						\$ -		
	PW - Bridge #42 – Maddox Drain Culvert (Engineering	01-130-360-71826	\$ 30,000	Tim	Summer 2019	Out for Tender	In Progress						\$ -		
	PW - Bridge #046 - South Talbot Road over Boose Drain	01-130-360-71827	\$ 82,000	Tim	Summer 2019	Ongoing	In Progress						\$ 4,097		
	PW - Bridge #046 - South Talbot Road over Boose Drain	01-130-360-71827	\$ 465,000	Tim	Summer 2019	Waiting for eng.	In Progress								
	PW - Culvert #503 - McCallum Drive over Mill Creek	01-130-360-71828	\$ -	Tim		95% Complete	Final Restoration						\$ 6,124		
	PW - CWATS Kings 8 (County Rd 50: MA 1301 Heritage - Ford Rd)	01-130-360-71831	\$ 215,000	Tim	Summer 2019	Summer construction							\$ -		
	PW - Fleet - Plow / Salter for 2019 International (Replaced 2005 GMC 5500)	01-130-360-71834	\$ 105,000	Shaun	Feb-19	Complete							\$ 104,861		
	PW - Jasperson Traffic Study	01-130-360-71836	\$ -	Tim		Complete							\$ 8,713		
	PW - Division St S Resurfacing (Park & Division adjacent to Condo)	01-130-360-71837	\$ 55,000	Andrew	Summer 2019	Summer Construction	Pending						\$ 1,301		
	PW - Bridge #032 - Cedar Island Bridge (Engineering &	01-130-360-71923	\$ 50,000	Tim	Summer 2019	Out for tender	Pending						\$ -		
	PW - Talbot Service Road Bridge over Upcott Drain	01-130-360-71924	\$ 25,000	Andrew	Summer 2019	No update yet							\$ -		
	PW - Jasperson Dr Improvements and Realignment	01-130-360-71925	\$ 1,040,000	Andrew	Fall 2021	In Progress	In Progress						\$ 14,080		
	PW - Road Program - Heritage Road (Main to Chrysler	01-130-360-71926	\$ 70,000	Andrew	Summer 2019	Out for Tender	Pending						\$ -		
	PW - Road Program - Cedarhurst Subdivision (Mill & Pave)	01-130-360-71927	\$ 975,000	Tim	Summer 2019	Out for Tender	Pending						\$ 7,632		
	PW - Road Program - Lansdowne Ave (Mill & Pave)	01-130-360-71928	\$ 595,000	Tim	Summer 2019	Out for Tender	Pending						\$ 8,911		
	PW - Sidewalk Program (Elm - Reconstruct sections of North/South Side - McDonald to Division)	01-130-360-71929	\$ 52,500	Tim	Summer 2019	In Progress	Preparing tender						\$ -		
	PW - Fleet - Zetor Tractor Replacement	01-130-360-71930	\$ 110,000	Shaun	Spring 2019	In Progress	In Progress						\$ -		
	MS - Pedestrian Crossover (2 locations)	01-130-360-71931	\$ 24,000	Andrew	Fall 2019	In Progress	In Progress						\$ 2,035		
	MS - Traffic Counter (Speed and Volume)	01-130-360-71932	\$ 4,600	Shaun / Tim	Summer 2019	In Progress	Complete						\$ 4,035		
	Main St Revitalization Exp	01-130-360-71955	\$ -		Summer 2019	In Progress	Complete						\$ 7,417		
	ARENA - Brine Filtration System	01-170-360-71933	\$ 7,500	Dan	Summer 2019	In Progress							\$ -		
	PARKS - Mettawas Park - Landscape Architecture	01-171-360-71154	\$ 40,000	Dan	Fall 2019	Ongoing							\$ -		
	PARKS - Lakeside Park Bridge Beautification	01-171-360-71428	\$ 10,000	Shaun	Spring 2019	In Progress	Pending						\$ -		
	PARKS - Shoreline Improvements (1251 Heritage and	01-171-360-71564	\$ 40,000	Shaun	Winter 2019	In Progress	In Progress						\$ -		
	PARKS - Lions Park Landscape Architecture	01-171-360-71645	\$ 18,000	Dan		Ongoing							\$ 165		
	PARKS - Lions Park Construction (Phase 1A & 1B)	01-171-360-71645	\$ 200,000	Dan	Fall 2019	In Progress							\$ -		
	PARKS - Range Light Relocation	01-171-360-71934	\$ 33,000	Dan	Summer 2019	In Progress	In Progress						\$ -		

2019 CAPITAL BUDGET STATUS LOG

	Project Description	Account	Budget Total	Staff Responsible	Estimated End Date	Status Update - Q1	Status Update - Q2	Status Update - Q3	Status Update - Q4	Change Orders	Amount of Change Orders	Forecasted Spent to Date	Actual Spent to Date (Entered by Finance-As of 4/11/2019)	Project Projected to Remain on/under Budget?	Budget Variance (Based on Forecasted)
	PARKS - Cottam Revitalization - Ridgeview Park (LED Lighting Entranceway and Parking Lot and Phase 1 of Granular Pathway)	01-171-360-71935	\$ 100,000	Dan	Summer 2019	In Progress	In Progress						\$ -		
	PARKS - Cottam Revitalization - Cottam Rotary Park (Outdoor Furniture, Gazebo Repair, FOL Fixtures, etc.)	01-171-360-71936	\$ 40,000	Dan	Fall 2019	In Progress	In Progress						\$ -		
	PARKS - Applewood Park Playground (Replace	01-171-360-71937	\$ 65,000	Dan	Summer 2019	Out for Proposal							\$ -		
	MARINA - Steel Piling at Boat Ramp	01-173-360-71938	\$ 55,000	Dan	Summer 2019	In progress							\$ -		
	REC - Parks and Recreation Master Plan Completion	01-175-360-71851	\$ 32,000	Maggie									\$ 9,013		
	REC - Expanded Youth Programing	01-175-360-71852	\$ 12,000	Maggie									\$ (26)		
	FAC - Grovedale House Construction	01-178-360-71630	\$ 2,250,000	Tim	Jul-19	InProgress	Pending						\$ 159,085		
	FAC - Floor Scrubber - Grovedale	01-178-360-71855	\$ 15,000	Dan	Summer 2019	In progress							\$ -		
	FAC - Reconstruct Diamond 6 Dugouts	01-178-360-71939	\$ 20,000	Dan	Summer 2019	In progress							\$ -		
	FAC - Demo Patterson Taxi and Asphalt	01-178-360-71940	\$ 30,000	Dan	Spring 2019	In progress	Pending						\$ 358		
	FAC - Update CDM Plan per Green Energy Act	01-178-360-71941	\$ 8,000	Dan	July 1/2019	In progress							\$ 1,221		
	FAC - Install TV / Camera / Server Space at Town Hall	01-178-360-71942	\$ 3,600	Tony		authorized							\$ 1,132		
	FAC - Lion's Hall - New HVAC Unit	01-178-360-71951	\$ 10,000	Dan	19-Jan	completed.							\$ 9,430		
	Plan - Official Plan Update	01-180-360-71742	\$ 25,000	Robert	19-Dec	In progress							\$ -		
	WAT - Source Water Protection (Year 1 of 3)	02-201-360-71651	\$ 11,600	Andrew	Dec-19	In Progress	In Progress						\$ -		
	WAT - Water Rate Study / Financial Plan (completion)	02-201-360-71756	\$ 10,000	Andrew / Ryan	Mar-19	Final Draft Complete	Complete						\$ -		
	County Rd 18 - Watermain Extension Oversizing (carryover from 2018)	02-201-360-71863	\$ 8,000	Andrew	May-19	Pending	Pending						\$ -		
	WAT - Locate Management Software	02-201-360-71943	\$ 6,500	Shaun/Tony		In Progress							\$ -		
	WAT - Trimble Reader	02-201-360-71944	\$ 5,000	Shaun/Tony		In Progress							\$ -		
	WAT - Water Bill Revamp	02-201-360-71945	\$ 5,200	Tiffany/Ryan	Fall 2019								\$ -		
	WAT - Fleet - Replace 2006 Ford F350 w/ Service Body	02-201-360-71946	\$ 70,000	Shaun	Spring 2019	In Progress							\$ -		
	WAT - SW Region Watermain Installation - Phase 1, 2	02-201-360-71952	\$ 630,000	Tim	Spring 2019	Out for Tender	Pending						\$ -		
	WAT - Waterline Looping - Sumac Crossing	02-201-360-71953	\$ 115,000	Shaun	Summer 2019								\$ -		
	WAT - Watermain Oversizing - 609 Road 3 E	02-201-360-71954	\$ 75,000	Andrew	Fall 2019								\$ -		
	KLW - Kville Sanitary Master Plan w/ Flow Monitoring	02-242-360-71357	\$ -	Andrew	Fall 2019	In Progress	In Progress						\$ 9,482		
	KLW - Lakeside Park Sanitary Interceptor Twinning	02-242-360-71864	\$ 2,300,000	Andrew	Jul-19	In Progress	In Progress						\$ 30,075		
	KLW - OCWA Recommended Item	02-242-360-71865	\$ 729,500	Andrew	Dec-19	In Progress	In Progress						\$ 1,979		
	KLW - OCWA Recommended Items	02-242-360-71866	\$ 54,500	Andrew	Dec-19	In Progress	In Progress						\$ 579		
	KLW - Fleet - Replace 1997 International Dump w/ used	02-242-360-71947	\$ 100,000	Andrew	Spring 2019	Complete							\$ 133,380		
	KLW - Sewer Camera	02-242-360-71948	\$ 12,000	Shaun	Spring 2019	In Progress	Complete						\$ -		
	KLW - Sanitary Extension - Kratz Road (Engineering -	02-242-360-71949	\$ 150,000	Andrew	Fall 2019	In Progress	In Progress						\$ -		
	COT - OCWA Recommended Items	02-243-360-71867	\$ 98,500	Andrew	Dec-19	In Progress	In Progress						\$ 282		
	COT - Cottam Sanitary Sewage Capacity Upgrade	02-243-360-71950	\$ 240,000	Andrew	Dec-19	Out for Tender							\$ -		
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2018 Projects Deferred to 2019

Diamond Enhancements	7000
Software Upgrade - Card Access System	5350
Arena Camera System - phase 2	13500
CAS expansion PW, ENV and Gate 1	15000
Arena Scheduling Solution	
Telemetry Bases	5000
Graham Sideroad Over Kunch Drain Culvert	55000
Main Street Yr 1 of 3	1333333
Cityworks Planning Automation	52500
Fire Hall Siding Painting	10500
PW Fleet Addition	40000
Methane Mitigation	96200
Fox Lane	
Super School Build	
Compressor Room Filtration System	5000
Playground Ruthven	40000
Marina Master Plan	100000
CWSTS Kings 14	190190
CWATS Kings 15	16500

Instructions:

Run report:GP/Reports/Financial/TB/Worksheet/TB capital expenses

Paste contents of yellow highlighted fields below with updates from report ran

Review column K for any N/A to determine if Capital Report captures all TB accounts

Review row 106 below to ensure all TB values transferred over to capital report correctly

System: TRIAL BALANCE WO 4/11/2019

User ID:

Town of Kingsville

General Ledger

Ranges:

From:

To:

Segment2

Account:

-70000

-79999

Inactive

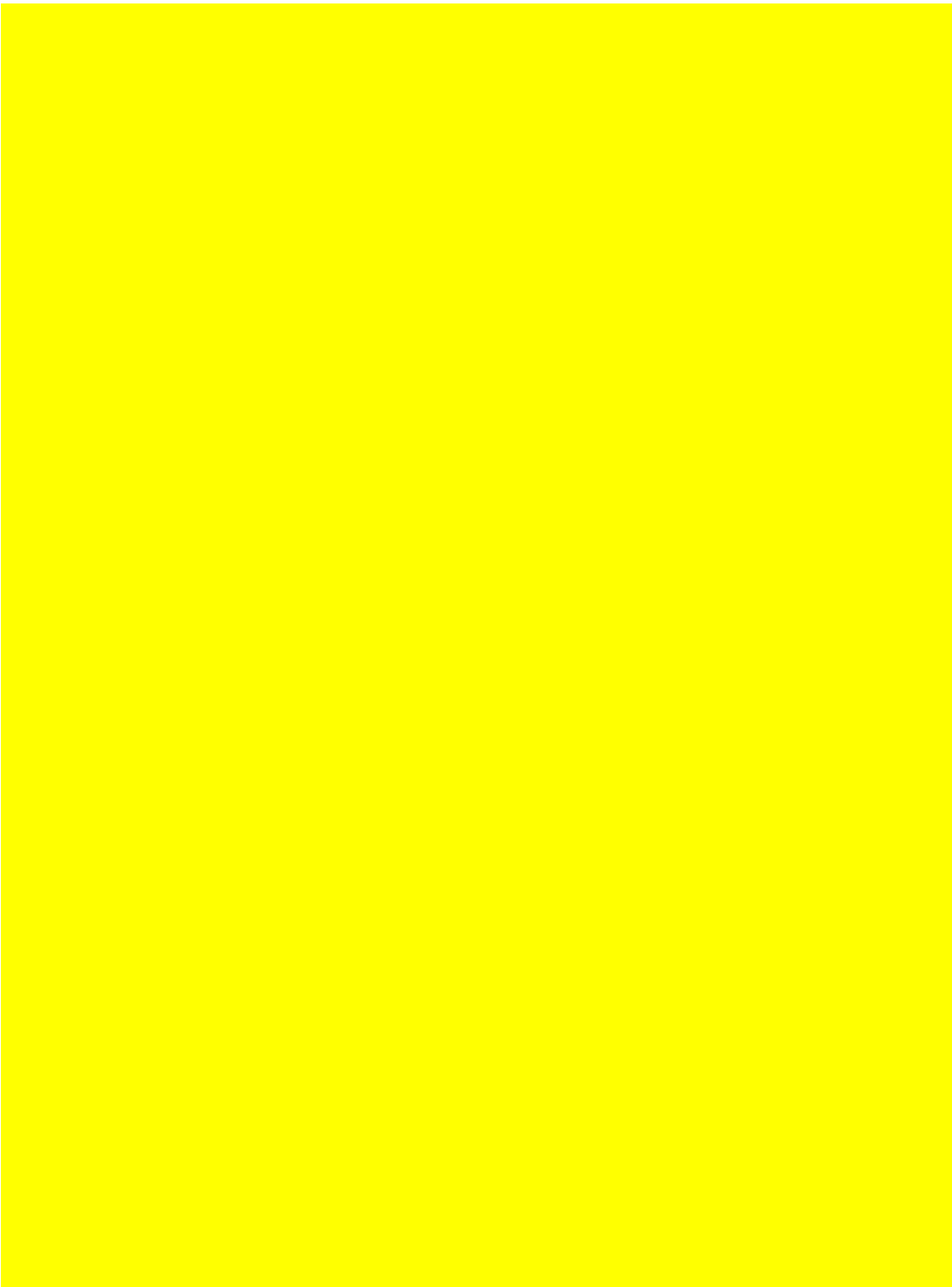
Account

Description

Ending Balance

Adjustment

01-114-360-71703	Municipal Phone Replacements (Yr 3 of	\$2,841.06	
01-114-360-71710	Workstation - GIS Tech.	\$0.00	
01-114-360-71869	IT Security Upgrades	\$0.00	
01-114-360-71902	New Hire IT Hardware/Licensing	\$3,738.66	
01-114-360-71904	Council Laptop replacements x 6	\$6,891.25	
01-114-360-71910	Fire Office Support Workstation	\$1,967.11	
01-114-360-71911	HR Manager Laptop	\$1,102.07	
01-114-360-71912	Deputy Fire Chief Laptop	\$1,660.70	
01-114-360-71913	Arena Front Desk Laptop	\$1,102.07	
01-114-360-71914	Admin Asst Workstation	\$2,304.84	
01-121-360-71919	2 Battery Operated Ventilation Fans with	\$10,430.39	
01-124-360-71922	Inspector Laptop Replacement x 5	\$11,689.61	
01-130-360-71744	Park St. Reconstruction	\$5,447.23	
01-130-360-71745	Bridge #014 - Road 10 over Paterson Dr	\$0.00	
01-130-360-71827	Bridge #046 - S. Talbot Rd over Boose C	\$4,096.82	
01-130-360-71828	Cul #503 - McCallum Dr over Mill Crk/Sc	\$6,124.40	
01-130-360-71833	Fleet Replacement - 2004 Dodge 4x4 Qu	\$0.00	
01-130-360-71834	Fleet Replacement - 2005 GMC C5500 s	\$104,860.69	
01-130-360-71836	Jasperson Traffic Study	\$8,713.20	
01-130-360-71837	Road Programs (see Appendix D)	\$1,301.34	
01-130-360-71925	Jasperson Dr Improvements & Realignm	\$14,079.51	
01-130-360-71927	Road Program - Cedarhurst Subdivision	\$7,632.00	
01-130-360-71928	Road Program - Lansdowne Ave	\$8,911.12	
01-130-360-71931	Pedestiran Crossover	\$2,035.20	
01-130-360-71932	Traffic Counter	\$4,034.78	
01-130-360-71955	Main St Revitalization Exp	\$7,417.10	
01-171-360-71645	Lion's Park - Redevelopment	\$165.36	
01-175-360-71851	Recreation Master Plan (Review & Upda	\$9,013.39	
01-175-360-71852	Youth Programming Equipment	-\$26.32	
01-178-360-71630	Grovedale House - Design/Input/Constru	\$159,084.66	
01-178-360-71940	Demo Patterson Taxi and Asphalt	\$358.17	
01-178-360-71941	Update CDM Plan per Green Energy Act	\$1,221.12	
01-178-360-71942	Install TV/Camera/Server Space at Towr	\$1,132.03	
01-178-360-71951	Lion's Hall - New HVAC Unit	\$9,430.09	
02-201-360-71859	Fleet Replacement - 2004 Ford F-350 E	\$0.00	
02-201-360-71862	Hydrants - Road 11 W	-\$0.20	
02-242-360-71357	Kingsville Sanitary Master Plan	\$9,481.69	
02-242-360-71864	Lakeside Park Sanitary Exp.	\$30,075.33	
02-242-360-71865	OCWA - LW Major Capital Maint.	\$1,979.33	
02-242-360-71866	OCWA - King Lagoons Major Capital Ma	\$578.82	
02-242-360-71947	Fleet - Replace 1997 Int'l Dump w/Used	\$133,380.00	
02-243-360-71867	OCWA - Cottam Lagoons Major Capital	\$282.35	



\$	574,536.97
\$	574,537.17
<hr/>	
\$	0.20

tmhong

ts	Included in Capital Report?	Comments
	01-114-360-71703	
	#N/A	
	#N/A	
	01-114-360-71902	
	01-114-360-71904	
	01-114-360-71910	
	01-114-360-71911	
	01-114-360-71912	
	01-114-360-71913	
	01-114-360-71914	
	01-121-360-71919	
	01-124-360-71922	
	01-130-360-71744	
	#N/A	
	01-130-360-71827	
	01-130-360-71828	
	#N/A	
	01-130-360-71834	
	01-130-360-71836	
	01-130-360-71837	
	01-130-360-71925	
	01-130-360-71927	
	01-130-360-71928	
	01-130-360-71931	
	01-130-360-71932	
	01-130-360-71955	
	01-171-360-71645	
	01-175-360-71851	
	01-175-360-71852	
	01-178-360-71630	
	01-178-360-71940	
	01-178-360-71941	
	01-178-360-71942	
	01-178-360-71951	
	#N/A	

This Amendment is effective as of the date of the Province's execution.

AMENDING AGREEMENT

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Agriculture, Food and Rural Affairs

(“Ontario”)

AND

THE CORPORATION OF THE TOWN OF KINGSVILLE
(CRA# 108127523)

(the “Recipient”)

WHEREAS Ontario and the Recipient (the “**Parties**”) entered into an agreement (the “**Agreement**”) with an Effective Date of March 16, 2017, under the Ontario Community Infrastructure Fund – Application-Based Component;

AND WHEREAS the Parties wish to amend the Agreement;

AND WHEREAS section 3.1 of the Agreement allows the Parties to make amendments to the Agreement, provided such amendments are in writing agreed upon and signed by the Parties;

NOW THEREFORE, in accordance with the principles set out above and the mutual covenants and agreements herein, the sufficiency of which is acknowledged, the Parties hereby agree to amend the Agreement under this amending agreement (the “**Amendment**”) as follows:

- 1. *Revocation and Replacement of Part C3 “Project Completion Date” of Schedule “C” of the Agreement.*** Part C3 of Schedule “C” of the Agreement is revoked and replaced with the following:

C3 Project Completion Date. The Project will be completed no later than July 31, 2019. For clarity this means Substantial Completion must have occurred.
- 2. *Revocation and Replacement of Part F3 “Provision of Funds” of Schedule “F” of the Agreement.*** Part F3 of Schedule “F” of the Agreement is revoked and replaced with Part F3 attached to this Amendment.
- 3. *Revocation and Replacement of Part I1 “Reports” of the Agreement of Schedule “I” of the Agreement.*** Part I1 of the Agreement is revoked and replaced with Part I1 attached to this Amendment.

4. **Defined Terms.** Any capitalized term used in this Amendment but not defined herein shall have the same meaning given to it in the Agreement.
5. **Referential Incorporation Of Certain Provisions In Agreement.** Sections 1.1, 3.1, A1.1, A3.1, A3.2, A22.1, A23.1, A24.1, A25.1, A25.2, A27.1, A30, and 1, Articles A20, and A26 are referentially incorporated into this Amendment with any and all necessary modifications to make them applicable to this Amendment.
6. **Amendment May Be Signed In Counterparts.** This Amendment may be signed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
7. **The Agreement.** The Parties acknowledge that the Agreement continues as a valid and binding agreement, subject only to this Amendment, and that all other terms and conditions of the Agreement apply *mutatis mutandis*.

IN WITNESS WHEREOF the Parties have respectfully executed this Amendment as of the dates indicated below:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Agriculture, Food and Rural Affairs

Name: Randy Jackiw
Title: Assistant Deputy Minister

Date

I have the authority to bind the Crown pursuant to delegated authority.

THE CORPORATION OF THE TOWN OF KINGSVILLE

AFFIX
CORPORATE
SEAL

Name: _____
Title: _____
Date: _____

Name: _____
Title: _____
Date: _____

I/We have the authority to bind the Recipient.

PART F3 – PROVISION OF FUNDS

F3 Provision Of Funds. The Province will provide the Funds to the Recipient, subject to the terms and conditions of the Agreement, in accordance with the following:

MILESTONE PAYMENT SCHEDULE

Project Milestone Payment	Recipient Expected Completion Date
Milestone 1: Agreement Execution	March 15, 2017
Milestone 2: Submission and Acceptance of Revised Budget Report (Submitted after 70% of the Project costs are awarded)	July 24, 2017
Milestone 3: Submission and Acceptance of Final Report	October 28, 2019

MILESTONE PAYMENT	AMOUNT	REQUIRED DOCUMENTATION
Subject to the terms and conditions of the Agreement:	-	-
Milestone 1: Execution of the Agreement by both Parties.	An amount up to fifty-five percent (55%) of the Maximum Funds	An executed Agreement and a Council by-law / Board resolution authorizing the Recipient's entry into the Agreement.

MILESTONE PAYMENT	AMOUNT	REQUIRED DOCUMENTATION
<p>Milestone 2: Upon receipt and acceptance by Ontario of required reports.</p> <p>If there is a variance between the date noted in Recipient Expected Date for Milestone 2 (noted above) and the actual date Milestone 2 will be submitted by the Recipient, notification must be provided as soon as possible to Ontario.</p>	<p>Provided it is not a negative figure, an amount up to seventy-five percent (75%) of either</p> <p>(i) The Maximum Funds, less the amount paid at Milestone 1;</p> <p style="text-align: center;">or</p> <p>(i) An amount calculated by multiplying the percentage of Maximum Funds against the Recipient's Revised Total Net Eligible Costs, less the amount paid at Milestone 1.</p>	<p>Construction Contract Award Report as described in Schedule "I" of this Amendment</p> <p>Revised Budget Report</p> <p>Progress Report</p>
<p>Milestone 3: Upon receipt and acceptance by Ontario of the Final Report. The Final Report shall be submitted within sixty (60) Business Days of the completion of the Project and no later than October 28, 2019 whichever is earliest.</p> <p>If there is a variance between the date noted in Recipient Expected Completion Date for Milestone 3 (noted above) and the actual date Milestone 3 will be submitted by the Recipient, notification must be provided as soon as possible to Ontario.</p>	<p>Using the same method of calculation as in Milestone 2,</p> <p>(i) The balance of the Funds, if any, to the limit of the Maximum Funds</p> <p style="text-align: center;">or</p> <p>(ii) The balance, if any, of the Funds calculated by multiplying the Percentage of Provincial Support against the Recipient's Total Net Eligible Costs as certified in the Final Report,</p> <p>whichever aggregate amount is smaller.</p>	<p>Final Report</p>

PART I.1 – REPORTS

The Recipient will submit the following Reports in accordance with the reasonable directions provided by the Province by the date indicated in the chart immediately below and with such content as is satisfactory to the Province. The Province will provide the contents of the Report at a later date.

	Name of Report and Details Required	Due Date
1.	Construction Contract Award Report - a Report from council including a resolution or other municipal document recognizing the awarding of the Project tender(s)	Within fifteen (15) Business Days of a council resolution and no later than July 24, 2017.
2.	Revised Budget Report must be based on tenders awarded to complete the Project. The Recipient shall use the form provided by the Province.	Within fifteen (15) Business Days of a council resolution awarding the tender(s) and no later than July 24, 2017.
3.	Progress Report - The Recipient shall use the form provided by the Province	Twice a year by May 15 and October 15 for the Term of the Agreement or until sixty (60) Business Days after the Project Completion Date. A Progress Report is also required to be submitted as part of the submission for Milestone Two (2).
4.	Final Report - including statement of final incurred eligible expenses validated by invoices and/or payment certificates. The Recipient shall use the form provided by the Province.	Within sixty (60) Business Days of the Project Completion or no later than October 28, 2019, whichever is earliest.
5.	Other Reports or information as may be directed by Ontario from time to time, if any	On or before a date directed by Ontario.



**REGULAR MEETING OF COUNCIL
MINUTES**

Monday, April 8, 2019

6:15 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 R. Brown, Manager of Planning Services S. Kitchen, Deputy Clerk-Council Services P. Van Mierlo-West, CAO

A. CALL TO ORDER

Mayor Santos called the Regular Meeting to order at 6:15 p.m. with all members of Council, and those Members of Administration listed above, in attendance.

Solicitor Jeffrey J. Hewitt was also in attendance in respect to Agenda Item Bi).

B. CLOSED SESSION

223-2019

Moved By Councillor Thomas Neufeld

Seconded By Councillor Tony Gaffan

That Council, at 6:15 p.m., pursuant to Section 239(3.1) of the *Municipal Act, 2001*, enter into Closed Session to address the following item:

i) Educational or training sessions [(s.239(3.1)]--Solicitor Jeffrey J. Hewitt to provide an educational or training session to Council members pertaining to the Local Planning Appeal Tribunal (LPAT) process.

CARRIED

Upon rising from Closed Session at 6:51 p.m. Solicitor Hewitt left the Council Chambers, and did not return.

Mayor Santos called for a short recess at 6:52 p.m., and the Regular Meeting reconvened at 7:00 p.m. with all members of Council present, along with the following Members of Administration: CAO P. Van Mierlo-West, Director of Corporate Services/Clerk J. Astrologo, Director of Financial Services R. McLeod, Manager of Planning Services R. Brown and Deputy Clerk-Council Services S. Kitchen.

C. REPORT OUT OF CLOSED SESSION

(Rising Report was made by Mayor Santos following Item F, see below).

D. 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.

E. PLAYING OF NATIONAL ANTHEM

F. 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.

REPORT OUT OF CLOSED SESSION

RE: Agenda Item B i) Educational or training session pursuant to Section 239(3.1) of the *Municipal Act, 2001*

At 7:02 p.m., Mayor Santos reported that Council had entered into Closed Session earlier this evening for the purpose of Solicitor Jeffrey J. Hewitt providing education and training in respect to the Local Planning Appeal Tribunal (LPAT) appeal process.

G. PRESENTATIONS/DELEGATIONS

1. Kingsville Horticultural Society--1st Vice President Alan Batke will present a 2019 Update about the Horticultural Society's plans

On behalf of the Kingsville Horticultural Society members and executives, Mr. Batke presented a Life Membership Award to Deputy Mayor Queen for his "outstanding contributions, leadership and wisdom to the Town of Kingsville, and also as supporter and friend to many other organizations". President Heather Crewe, Past President Chris Childs, Secretary Katie Thorpe, and 2nd Vice President Anne Rudy were also in attendance. The Society thanked Mr. Queen for his volunteer efforts, outside of his role as an elected representative, toward the enhancement and beautification of this community. Deputy Mayor Queen stated that he is honoured, and surprised, to receive the Life Membership Award and thanked Mr. Batke and the Society.

H. MATTERS SUBJECT TO NOTICE

1. PUBLIC MEETING--Application for Removal of the H- Holding Symbol ZBA/06/19 by Cristina Porrone – Queen Valley Estates Part of Lot 11, Concession 2 ED Draft Plan 37-T-13002, Plan 12M 649 & Plan 12M

R. Brown, Manager of Planning Services

- i) Notice of an Intention to Pass an Amending By-law to Remove a Holding Symbol, dated March 19, 2019;
- ii) Report of R. Brown, dated March 19, 2019;
- iii) Proposed By-law 43-2019, being a by-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville.

There were no questions or comments from anyone in attendance in the audience.

224-2019

Moved By Councillor Larry Patterson

Seconded By Councillor Thomas Neufeld

That Council approves Zoning By-law Amendment Application ZBA/06/19 for removal of the H-Holding symbol on the subject lands known as Part of Lot 11, Concession 2 ED and within Draft Plan of Subdivision 37-T-13002 including Plan 12M 649 and 12M 651, in the Town of Kingsville, and adopt the implementing by-law.

CARRIED

I. AMENDMENTS TO THE AGENDA

There were no amendments to the Agenda.

J. ADOPTION OF ACCOUNTS

- 1. Town of Kingsville Accounts for the monthly period ended March 31, 2019 being TD cheque numbers 0068497 to 0068774 for a grand total of \$1,709,482.99**

225-2019

Moved By Councillor Laura Lucier

Seconded By Deputy Mayor Gord Queen

That Council approves Town of Kingsville Accounts for the monthly period ended March 31, 2019 being TD cheque numbers 0068497 to 0068774 for a grand total of \$1,709,482.99

CARRIED

K. STAFF REPORTS

- 1. Application for Site Plan Approval Amendment by Rico Root Plant Farm, 1156 Road 3 E Part of Lot 7, Concession 3 ED, Part 1, RP 12R 24428**

R. Brown, Manager of Planning Services.

226-2019

Moved By Councillor Tony Gaffan

Seconded By Councillor Laura Lucier

That Council approves the requested Site Plan Amendment for the retrofit of a 1.61 ha (4 ac.) greenhouse for use as a medical marihuana production facility (Rico Root Plant Farm, 1156 Road 3 E), subject to the conditions outlined in the Amending Site Plan Agreement and authorize the Mayor and Clerk to sign the Amending Site Plan Agreement and register said Agreement on title; and

That Council requires a security deposit equal to 50% of the total cost of the odour control system and lighting control to be deposited with the Town prior to release of any building permits.

CARRIED

2. Funding Announcement

P. Van Mierlo-West, CAO

227-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council receives the Report of CAO P. Van Mierlo-West titled Funding Announcement; and

That Administration conduct a Request for Proposal for the provision of high speed internet between Town-owned buildings.

Recorded	For	Against
Mayor Nelson Santos	X	
Deputy Mayor Gord Queen	X	
Councillor Tony Gaffan	X	
Councillor Thomas Neufeld		X
Councillor Larry Patterson	X	
Councillor Kimberly DeYong	X	
Councillor Laura Lucier	X	
Results	6	1

CARRIED (6 to 1)

3. Sun Parlour Folk Music Society Rental – Carnegie Arts & Visitor Centre

P. Van Mierlo-West, CAO

228-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council approves the proposal brought forth by the Sun Parlour Folk Music Society;

And that the Sun Parlour Folk Music Society be approved to rent space at the Carnegie Arts & Visitor Centre for a period of three years in the amount of \$1,500.00 per year for the purposes of promoting, and selling tickets for, the Kingsville Folk Festival;

And that Administration be directed to complete a rental agreement to be brought to Council for approval.

CARRIED

4. 281 Main Street East

P. Van Mierlo-West, CAO

229-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council receives the Report of CAO P. Van Mierlo-West dated April 3, 2019 RE: 281 Main St. East, and that Dillon Consulting be retained to complete the noise impact assessment, with costs of the assessment allocated to the Town.

Recorded	For	Against
Mayor Nelson Santos	X	
Deputy Mayor Gord Queen	X	
Councillor Tony Gaffan	X	
Councillor Thomas Neufeld	X	
Councillor Larry Patterson		X
Councillor Kimberly DeYong		X
Councillor Laura Lucier		X
Results	4	3

CARRIED (4 to 3)

L. BUSINESS/CORRESPONDENCE-ACTION REQUIRED

1. Watson and Associates Economists Ltd.--Town of Kingsville Water Financial Plan dated March 21, 2019

230-2019

Moved By Councillor Thomas Neufeld

Seconded By Councillor Laura Lucier

That Council approves the Town of Kingsville Water Financial Plan prepared by Watson & Associates Economists Ltd. in accordance with O. Reg. 453/07, dated March 21, 2019 ("the Plan"); and

That Council directs Administration to publicly advertise the availability of the Plan and to submit the Plan to the Ministry of Municipal Affairs and Housing and the Ministry of the Environment, Conservation and Parks as required to satisfy the requirements of the *Safe Drinking Water Act* and O. Reg. 453/07.

CARRIED

2. Leamington District Agricultural Society--RE: 171st Annual Leamington Fair--Request for support of children's bike giveaway

231-2019

Moved By Councillor Thomas Neufeld

Seconded By Councillor Tony Gaffan

That Council support the Leamington District Agricultural Society 171st Fair event in the amount of \$160.00, split in equal amounts from the 2019 conference allocation accounts of Councillor Neufeld and Councillor Gaffan.

CARRIED

M. MINUTES OF THE PREVIOUS MEETINGS

1. Regular Meeting of Council--March 25, 2019

2. Regular 'Closed Session' Meeting of Council--March 25, 2019

232-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Council adopts Regular Meeting of Council Minutes, dated March 25, 2019 and Regular 'Closed Session' Meeting of Council Minutes dated March 25, 2019.

CARRIED

N. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. Tourism and Economic Development Committee - February 14, 2019

233-2019

Moved By Councillor Tony Gaffan

Seconded By Councillor Larry Patterson

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

CARRIED

2. Kingsville Municipal Heritage Advisory Committee - February 20, 2019

234-2019

Moved By Councillor Kimberly DeYong

Seconded By Councillor Laura Lucier

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

CARRIED

3. Parks, Recreation, Arts and Culture Committee - February 21, 2019

235-2019

Moved By Councillor Tony Gaffan

Seconded By Deputy Mayor Gord Queen

That Council receive Parks, Recreation, Arts and Culture Committee Meeting Minutes dated February 21, 2019 together with Minutes of the following sub-committees:

Kingsville Highland Games - November 20, 2018

CARRIED

4. Police Services Board - February 27, 2019

236-2019

Moved By Councillor Larry Patterson

Seconded By Councillor Kimberly DeYong

That Council receives Police Services Board Meeting Minutes dated February 27, 2019

CARRIED

O. BUSINESS CORRESPONDENCE - INFORMATIONAL

- 1. Town of Kingsville, Office of the Mayor--Letter of Support dated April 1, 2019 sent to Ontario Highway Transport Board (in support of Transit Windsor to provide transit services for the Long-Distance Scheduled Intercommunity Project)**
- 2. Layne and Elaine van Loo, Cottam Residents--Correspondence received April 2, 2019 RE: Proposal for formation of an 'En Plein Air' Arts event**
- 3. Office of the Prime Minister--Correspondence dated April 3, 2019 from T. Jolicoeur, Executive Correspondence Officer for the Prime Minister's Office RE: Phragmites Control**

237-2019

Moved By Councillor Kimberly DeYong

Seconded By Councillor Thomas Neufeld

That Council receives Business Correspondence-Informational Items 1-3.

CARRIED

238-2019

Moved By Councillor Kimberly DeYong

Seconded By Councillor Tony Gaffan

That Council direct Administration to forward Item O-2 (Layne and Elaine van Loo, RE: Proposal for formation of an 'En Plein Air" Arts event) to the Parks and Recreation, Arts and Culture Committee for consideration.

CARRIED

In respect to Item O-1 (Letter of support sent to Ontario Highway Transport Board in support of Transit Windsor to provide transit services for the Long-Distance Scheduled Intercommunity Project), Administration will bring back any further information as soon as it is received.

P. NOTICES OF MOTION

1. Deputy Mayor Queen may move, or cause to have moved:

239-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That the Senior Members of Administration research and report back to Council within six (6) months the options and costs that may be incurred for better "improved" internet within the Town of Kingsville.

CARRIED

2. Councillor DeYong may move, or cause to have moved:

240-2019

Moved By Councillor Kimberly DeYong

Seconded By Councillor Tony Gaffan

That Council direct Administration to update/revise By-law 62-2014, being the "by-law to establish and regulate a Fire Department for the Town of Kingsville" to include a schedule of core services and excluded services.

CARRIED

Q. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

There were no unfinished business items, announcements or updates.

R. BYLAWS

1. By-law 38-2019

241-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council reads By-law 38-2019, being a by-law to appoint Paul D. Watson as the Integrity Commissioner for The Corporation of the Town of Kingsville, a first, second and third and final time.

CARRIED

2. By-law 39-2019

242-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council reads By-law 39-2019, being a By-law authorizing the entering into of an Agreement with Cheema Cleaning Services Ltd. for the Janitorial Service Maintenance of the Various Town of Kingsville Buildings a first, second and third and final time.

CARRIED

3. By-law 40-2019

243-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council reads By-law 40-2019, being a By-law authorizing the entering into of an Agreement with Mill-AM Corporation for the 2019 Urban Road Program (File No. 19-101; Landsdowne Avenue) a first, second and third and final time.

CARRIED

4. By-law 41-2019

244-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council reads By-law 41-2019, being a By-law authorizing the entering into of an Agreement with Mill-AM Corporation for the 2019 Urban Road Program (File No. 19-102 Heritage Road) a first, second and third and final time.

CARRIED

5. By-law 42-2019

245-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Council reads By-law 42-2019, being a By-law authorizing the entering into of an Agreement with Mill-AM Corporation for the 2019 Urban Road Program (File No. 19-105; Cedarhurst Subdivision Urban Road Program) a first, second and third and final time.

CARRIED

6. By-law 43-2019

246-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council reads By-law 43-2019, being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (Part of Lot 11,

Concession 2 ED; Draft Plan 37-T-13002--Plan 12M 649 and Plan 12M 651, ZBA/06/19) a first, second and third and final time.

CARRIED

S. CONFIRMATORY BY-LAW

1. By-law 44-2019

247-2019

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council reads By-law 44-2019, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its April 8, 2019 Regular Meeting a first, second and third and final time.

CARRIED

T. ADJOURNMENT

248-2019

Moved By Councillor Kimberly DeYong

Seconded By Councillor Tony Gaffan

That Council adjourns this Regular Meeting at 8:09 p.m.

CARRIED

COMMITTEE OF ADJUSTMENT MEETING

**TUESDAY JANUARY 22ND, 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

Robert Brown, Manager of Planning 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"> • Deputy Mayor Gord Queen • Councillor Thomas Neufeld • Russell Horrocks • Allison Vilardi • Shannon Olson 	<ul style="list-style-type: none"> • Town Planner – George Robinson • Manager of Planning – Robert Brown • Administrative – Stephanie Coussens

Robert Brown, Manager of Planning, called for Chairperson Nominations for the 2019-2022 Committee.

CA - 01 - 2019

Moved by Gord Queen, seconded by Russell Horrocks that Thomas Neufeld be appointed Chairperson for the 2019-2022 Committee of Adjustment.

CARRIED

Robert Brown, Manager of Planning, called for Vice-Chairperson Nominations for the 2019-2022 Committee of Adjustment.

CA - 02 - 2019

Moved by Gord Queen, seconded by Allison Vilardi that Shannon Olson be appointed Vice-Chairperson for the 2019-2022 Committee of Adjustment.

CARRIED

Robert Brown, Manager of Planning called for appointment of the Secretary-Treasurer for the 2019-2022 Committee of Adjustment.

CA - 03 - 2019

Moved by Russell Horrocks, seconded by Allison Vilardi that George Robinson be appointed the Secretary-Treasurer of the 2019-2022 Committee of Adjustment.

CARRIED

Robert Brown, Manager of Planning called for appointment of the Deputy Secretary-Treasurer for the 2019-2022 Committee of Adjustment.

CA - 04 - 2019

Moved by Gord Queen, seconded by Allison Vilardi that Robert Brown be appointed the Deputy Secretary-Treasurer of the 2019-2022 Committee of Adjustment.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Chairperson T. 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, NOVEMBER 22ND, 2018.

CA - 05 - 2019

Allison Vilardi reviewed an item that was included as a condition from the November meeting. She then asked that the committee ensure that all conditions are clarified prior to making a motion to pass going forward.

Moved by Gord Queen, seconded by Russell Horrocks that the Committee of Adjustment Meeting Minutes dated November 22nd, 2018 be adopted.

CARRIED

D. HEARINGS

1. A / 12 / 18 – 1296 Graham SdRd - Stephen and Shellie DANCKAERT

Town Planner, George Robinson introduced the Minor Variance application and reviewed his report dated January 11th, 2019 which provides details regarding the requested Minor Variance to the required front yard of a non-complying building to allow an addition onto an existing dwelling on lands known as 1296 Graham Side Road, in the Town of Kingsville.

The subject land is an approximately 1,029.7 sq. m (11,084 sq. ft.) residential lot with a single detached dwelling and two accessory structures. The applicants wish to build a 51.56 sq. m. (555 sq. ft.) addition onto the north facing wall of the existing home (as shown on Applicants' Sketch). Relief is being requested from Section 4.24 b) Non-complying buildings and structures, and more specifically section b) Horizontal Extension Permitted – Front and Side yards, subsection iv) which states:

- the encroachment within the front yard and/or side yard is not closer than the front yard and/or side yard setback of the existing main dwelling;

Since the lot is irregular shaped and the applicants wish to build the extension of the home in a linear fashion, matching the existing dwelling's front wall, they are requesting relief from the zoning by-law which will result in a front yard setback of 2.26 m (7.4 ft.) along the main dwelling addition's closest point to the front lot line. As per the attached site plan, all other zone performance standards are in compliance.

The applicant Stephen Danckaert was in attendance.

Chairperson, T. Neufeld asked if there were any comments from the committee.

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

CA - 06 - 2019

Moved by Allison Vilardi, seconded by Russell Horrocks that Minor Variance Application A/12/18, pertaining to the lands known as 1296 Graham Side Road to grant relief from Section 4.24 b) Non-complying buildings and structures – Town of Kingsville Zoning By-law 1-2014 to permit the construction of an addition onto the existing residential dwelling reducing the required front yard minimum to 2.26 m (7.4 ft.) along the main dwelling addition's closest point to the front lot line, 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 addition is constructed in accordance with Ontario Building Code.
3. That the owners obtain any applicable permits from ERCA for construction and site alteration.
4. That a clearance letter of approval for the septic system must be obtained from the Town's Building Department.

CARRIED

2. B / 18 / 18 & A / 13 / 18 – 1600 Union Ave. - Ron SELLON

Town Planner, George Robinson introduced the Consent and Minor Variance application and reviewed his report dated January 11th, 2019 which provides details regarding a combined application for consent and minor variance to create a lot on lands known as 1600 Union Avenue, in the Town of Kingsville.

The subject land is an approximately 0.44 ha (1.1 ac.) parcel that contains an existing dwelling. It is proposed that the lot be severed (as shown on the Applicants Sketch) and the retained lot (1600 Union Ave) be approximately 0.199 ha (0.49 ac.) in area; and the proposed severed lot (vacant land) be approximately 0.245 ha (0.61 ac.) in area. The proposed lot frontages fall too short of the 30 m (100 ft) minimum lot frontage required by the current 'Residential Zone 2 Rural/Urban (R2.2)' zone.

As a result of the proposed severance, the following zone deficiencies are created which will require a minor variance application to address:

- Retained: Reduced lot frontage from the required 30 m (100 ft) minimum to 19.81 m (64.99 ft.);
- Severed: Reduced lot frontage from the required 30 m (100 ft) minimum to 24.38 m (79.99 ft.)

The applicant Mr. Ron Sellon and his solicitor Jonathan Sinopoli were in attendance.

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

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

CA - 07 - 2019

Moved by Gord Queen, seconded by Shannon Olson that Consent Application B/18/18 to create a new vacant 0.245 ha (0.61 ac.) residential parcel from the lands known as 1600 Union Avenue, Part of Lot 9, Concession 1 Eastern Division, Parts 2 & 3, Plan 12R-7943, in the Town of Kingsville, be **Approved** subject to the following conditions:

1. That a reference plan be deposited in the registry office, ***both an electronic and paper*** copy to be provided for the files of the Secretary-Treasurer.
2. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality

including satisfactory proof as to compliance of the location of all buildings on the subject lands either by way of a plan showing the location of all buildings located thereon, or a certificate from a qualified surveyor indicating the location and sizes of all buildings on the said lands and/or favourable minor variances shall have been processed for any non-compliances.

3. That the owner shall provide that all municipal taxes be paid in full and that necessary apportionments be undertaken for any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or the Municipal Act.
4. That any necessary drainage reapportionments be undertaken.
5. A clearance letter of approval for the septic system on the severed parcels (surplus dwelling lots) must be obtained from the Town's Building Department.
6. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds.
7. The applicant provides a new water service at the applicant's expense and to the satisfaction of the Town prior to certification.
8. That the severed lot obtain a municipal address.
9. That the applicant obtains the necessary permits from the Town or County for the construction of a new entrance for the severed lot.
10. That the necessary deed(s), transfer or charges be ***submitted in triplicate***, signed and fully executed (***no photo copies***), prior to certification.
11. That Minor Variance Application A/13/18 be finally approved.
12. The conditions imposed above shall be fulfilled by **January 22, 2020** for this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act.

CARRIED

CA - 08 - 2019

Moved by Gord Queen, seconded by Russell Horrocks that Minor Variance Application A/13/18 to reduce the required lot frontage from 30 m (100 ft) minimum to 19.81 m (64.99 ft.) for the Retained lot; and reduce the required lot frontage from 30 m (100 ft) minimum to 24.38 m (79.99 ft.) for the Severed lot be **Approved** without conditions.

CARRIED

3. B / 19 / 18 – 1337 Briarwood – David & Stacey JONES

Town Planner, George Robinson introduced the Consent application and reviewed his report dated January 11th, 2019 which provides details regarding the requested consent to sever and convey a portion of land, being 699.84 sq. m (7,533 sq. ft.) in area, as a lot addition to an abutting residential property, from the lands known as 1337 Briarwood Cres to the lands known as 1328 Mc Rae Ave, in the Town of Kingsville.

The subject land is a 0.21 ha (0.51 ac.) parcel (shown in red in Appendix A) and contains an existing dwelling. The applicant has received a request from an abutting property owner (shown in blue in Appendix A) to purchase approximately 699.84 sq. m (7,533 sq. ft.) of vacant land (shown as Part 1 on the Applicants' Sketch). These lands would then be conveyed as a lot addition to the abutting parcel, 1328 Mc Rae Ave.

The main purpose of the severance is to attain the piece of land as additional back yard space, and to straighten out the side yard lot line. There is no zoning issue raised as a result of the proposed lot addition as the severed lands and receiving lot are both 'Lakeshore Residential (LR)' and both parcels will continue to meet the minimum lot area and lot frontage requirements.

The applicant David & Stacey Jones were in attendance.

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

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

CA - 09 - 2019

Moved by Allison Vilardi, seconded by Gord Queen that Consent Application B/19/18 to sever and convey a portion of land, being 699.84 sq. m (7,533 sq. ft.) in area, from the lands known as 1337 Briarwood Cres to an abutting residential parcel, known as 1328 Mc Rae Ave as a lot addition, in the Town of Kingsville, be **Approved** subject to the following conditions:

1. That the lot addition to be severed, shown on the applicant's sketch as Part 1, be conveyed to the owner of the abutting parcel (1328 Mc Rae Ave) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcel of land that is the subject of this consent.
2. That a reference plan be deposited in the registry office, ***both an electronic and paper*** copy of the registered plan is to be provided for the files of the Secretary-Treasurer.
3. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality.
4. That the owner shall provide that all municipal taxes be paid in full.
5. That any necessary drainage reapportionments be undertaken.
6. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds.
7. That any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or the Municipal Act be paid in full.
8. That a clearance letter of approval for the septic system on the retained parcel (1337 Briarwood Cres) must be obtained from the Town's Building Department.
9. The conditions imposed above shall be fulfilled by **January 22, 2020** or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.

CARRIED

4. B / 22 / 18 & A / 11 / 18 –125 Pearl St W - Matthew and Hiedee RIPLEY

Town Planner, George Robinson introduced the consent application and reviewed his report dated January 11th, 2018 which provides details regarding the requested consent to create an additional lot and an associated minor variance for lands known as 125 Pearl St W, in the Town of Kingsville.

The subject parcel is 1,015.15 sq. m (10,926 sq. ft.) in size and contains a single detached dwelling, and a shed. The applicant is requesting to sever the parcel into two residential lots (shown in red and blue in Appendix A of the Planners Report). Both the retained and severed

lands would result in lots with an area of approximately 507.6 sq. m. (5463.5 sq. ft.) and 12.6 m (41.50 ft.) of frontage onto Pearl St. W. The applicant is requesting relief from the 'Residential Zone 1 Urban (R1.1)' required lot frontage of 15 m (50 ft.) to 12.6 m (41.5 ft.) on both the retained and severed lands through a minor variance. On the retained lands the applicant is requesting relief from the interior side yard setbacks to 0.91 m (3 ft.) on one side and 1.8 m (6 ft.) on the other (as shown on the Applicants Sketch in Appendix B of the Planners report) due to the positioning of the existing house.

Mr. Brown received comment from a neighbouring property owner, Kathy and Gary Fulmer of 116 Pearl St W, in the Town of Kingsville, the same day as the meeting. A copy was given to the Committee Members at the beginning of the meeting. Mr. & Mrs. Fulmer had concerns regarding parking.

Town Planner George Robinson, addressed the committee regarding the comments from Mr. & Mrs. Fulmer in stating that when the building permit is submitted to the Town for the new home on the severed lot a driveway will be installed.

CA - 10 - 2019

Moved by Allison Vilardi, seconded by Gord Queen to accept the correspondence from Mr. & Mrs. Fulmer of 116 Pearl St W.

CARRIED

The applicant Matthew Ripley was in attendance.

Chairperson, T. Neufeld asked if there were any comments from the committee.

Committee Member Gord Queen asked if a 41.5 foot wide lot instead of 50 foot was consistent with the make-up of the area. Mr. Robinson replied that the lot sizes in the area vary between 40 and 50 feet. The size of the lot is consistent with the surrounding area.

Committee Member Shannon Olson, ask for clarification on the drive way. Mr. Robinson replied that a new build will require a new access / driveway. The driveway will be addressed at the time of issuing a building permit for the new build. The retained parcel did not have a driveway before and will remain with no driveway.

Chairperson, T. Neufeld confirmed there were no other comments from the committee or the audience.

CA - 11 - 2019

Moved by Russell Horrocks, seconded by Allison Vilardi that Consent Application B/22/18 to create one (1) new residential lot, being 507.6 sq. m. (5,463.5 sq. ft.) in area, from the lands known as 125 Pearl Street W., Part of Lot 2, Concession 1, WD, in the Town of Kingsville, be **Approved** subject to the following conditions:

1. That a plan of survey be prepared or a reference plan deposited in the registry office, ***both an electronic and paper*** copy of either to be provided to the Town for the files of the Secretary-Treasurer.
2. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality including satisfactory proof as to compliance of the location of all buildings on the subject lands either by way of a plan showing the location of all buildings located thereon, or a certificate from a qualified surveyor indicating the location and sizes of all buildings on the said lands and/or favourable minor variances shall have been processed for any non-compliances.
3. That the owner shall provide that all municipal taxes be paid in full and that necessary apportionments of storm drainage and private park fees be established pursuant to the provisions of the Local Improvement Act and/or the Municipal Act.

4. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds.
5. The applicant is to provide a new sanitary, private storm drain connection, and water service connection to the severed parcel.
6. A permit shall be obtained from the Town for the installation of a new entrances or changes to existing entrances from Pearl Street to the retained or severed lots, any cost associated with the access installation shall be the applicant's responsibility.
7. A park fee of \$1,500.00 is paid to the municipality for the creation of the new lot prior to certification.
8. That the severed lot obtain a municipal address.
9. That Minor Variance (A/11/18) is approved and finalized.
10. The conditions imposed above shall be fulfilled by **January 22, 2020** for this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act.

CARRIED

CA - 12 - 2019

Moved by Shannon Olson, seconded by Russell Horrocks that Minor Variance Application A/11/18 to reduce the required lot frontage on the severed and retained parcel from 15 m (50 ft.) to 12.6 m (41.5 ft.) on both the retained and severed lands be **Approved** without conditions.

CARRIED

5. B / 23 / 18 – 27 Mettawas Lane - HTM Management Inc

Town Planner, George Robinson introduced the consent application and reviewed his report dated January 11th, 2019 which provides details regarding the requested consent to establish a permanent easement for lands known as 25 & 27 Mettawas Lane, in the Town of Kingsville.

The subject lands consist of two parcels 25 and 27 Mettawas Lane (See Appendix A). The owner/developer of the subdivision has completed construction of townhouse units in the Mettawas Lane development. Due to the curvature of the road and location of the neighbouring townhouse's end unit (Unit 25), a request for consent to establish an easement and shared access for a portion of the driveway (shown as Part 9 and Part 10 on the Applicant's Sketch in Appendix B) has been submitted. This would result in shared driveway access from the road which then splits off to each individual unit's (25 & 27) garage.

Chairperson, T. Neufeld asked if there were any comments from the committee.

Committee member Shannon Olson, asked if the proposed easement is similar or the same as 26, 28 and 30 Mettawas Lane. Town Planner, George Robinson confirmed that yes this easement is similar.

Committee member Allison Vilardi, referenced the 12R provided, she asked if the 2ft frontage indicated is correct. The Town Planner, George Robinson, indicated that due to the curvature of the bump out the measurements are pushed back. Ms. A. Vilardi, asked if the lot conforms to the lot requirements. Mr. G. Robinson indicated that lot frontages were confirmed as compliant as part of the earlier Part Lot Control application.

Chairperson, T. Neufeld confirmed there were no other comments from the committee or the audience.

CA - 13 - 2019

Moved by Gord Queen, seconded by Shannon Olson that Consent Application B/23/18 to establish a permanent easement for access on the lands known as 25 & 27 Mettawas Lane, as shown on the applicant's sketch as Part 9 and Part 10, RP 12R 27382, in the Town of Kingsville, subject to the following conditions:

1. That a reference plan be deposited in the registry office, ***both an electronic and paper*** copy of the registered plan is to be provided for the files of the Secretary-Treasurer.
2. That the necessary deed(s), transfers or charges be submitted in triplicate; signed and fully executed (no photocopies), including a copy of the reference plan, prior to certification.
3. The conditions imposed above shall be fulfilled by **January 22, 2020** or this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act.

CARRIED

6. B / 24 / 18 – 176 Road 3 E - Cornelius VERSNEL

Town Planner, George Robinson introduced the consent application and reviewed his report dated January 11th, 2019 which provides details regarding the requested consent to sever an existing dwelling deemed surplus to the needs of the owner, from lands known as 176 Road 3 E, in the Town of Kingsville.

The Town of Kingsville has received the above-noted application for lands located on the north side of Road 3 East, east of County Road 29 (Division Rd N). The subject parcel is designated 'Agricultural' by the Official Plan and is zoned 'Agricultural (A1)' under the Kingsville Comprehensive Zoning By-law.

The parcel is approximately 12.34 ha (30.49 ac.) in size and contains a single detached dwelling, several outbuildings, including a barn, and vacant farmland. It is proposed that the dwelling and outbuildings, deemed surplus to the owner, be severed creating a new lot, as well as establishment of an easement over the existing driveway to allow access to an existing neighbouring parcel as shown on the applicants' sketch as:

- Part 1 – Surplus Dwelling Severance: Area of 0.25 ha (0.625 ac.), Frontage of 43.73 m (143.47 ft.)
- Part 2 – Driveway Access Easement: Area of 0.04 ha (0.110 ac.), Frontage of 9.14 m (30 ft.)

As a condition of the consent the retained farm parcel must be rezoned to prohibit dwellings as per Provincial and Town policies. An application for rezoning has been filed (Zoning by-law Amendment ZBA/35/18).

The applicant Mr. Versnel was in attendance. Mr. Versnel asked if the condition to install a new access to the retained farm parcel is mandatory or is it an option.

Committee Member R. Horrocks asked for clarification on which condition is in question. Town Planner George Robinson confirmed the condition in question reads as follows, "That the applicant obtain the necessary permit for and install a new access to the retained farm parcel at the applicant's expense and to the satisfaction of the Town and/or County".

The Manager of Planning Services, Robert Brown, explained the process of coming up with the condition to install the new access. The new access is a condition required by Municipal Services.

Chairperson, T. Neufeld confirmed there were no other comments from the committee or the audience.

CA - 14 - 2019

Moved by Russell Horrocks, seconded by Shannon Olson that Consent Application B/24/18 to sever an existing dwelling deemed surplus to the needs of the owner on a 0.25 ha (0.625 ac.) parcel shown as Part 1 and 2 on the applicants' sketch, and establish a permanent easement over the existing driveway shown as Part 2 on the applicants' sketch in favour of the neighbouring lot located at located at 204 Road 3 East, in Part of Lot 1, Concession 3 ED, in the Town of Kingsville, subject to the following conditions:

1. That a reference plan be deposited in the registry office, *both an electronic and paper* copy of the registered plan is to be provided for the files of the Secretary-Treasurer.
2. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality.
3. That the owner shall provide that all municipal taxes be paid in full.
4. That any necessary drainage reapportionments be undertaken.
5. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds.
6. That any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or the Municipal Act be paid in full.
7. A favourable Zoning By-law Amendment application is processed to prohibit future dwellings on the retained farm parcel prior to the consent being endorsed on the deeds.
8. A clearance letter of approval for the septic system on the severed parcels (surplus dwelling lots) must be obtained from the Town's Building Department.
9. That the owners provide proof to the satisfaction to the Town of the location of the municipal water service connection to the severed parcels.
10. That the applicants remove any buildings encroaching on a proposed lot line and that the setback of any building(s) to remain must comply with the provisions of the applicable zoning;
11. That the applicant obtain the necessary permit for and install a new access to the retained farm parcel at the applicant's expense and to the satisfaction of the Town and/or County;
12. That the necessary deed(s), transfers or charges be submitted in triplicate; signed and fully executed (no photocopies), including a copy of the reference plan, prior to certification.
13. The conditions imposed above shall be fulfilled by January 22, 2020 or this application shall be deemed to be denied in accordance with Section 53(41) of the Planning Act.

CARRIED

E. OTHER BUSINESS

- Review of 2019 Calendar of Meeting Dates
- Approval of 2019 Calendar of Meeting Dates

CA - 15 - 2019

Moved by Gord Queen, seconded by Shannon Olson to approve the proposed 2019 Calendar Meeting Dates.

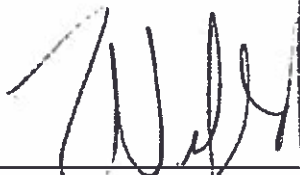
CARRIED

F. ADJOURNMENT

CA - 16 - 2019

Moved by Russell Horrocks, seconded by Shannon Olson there being no further hearings scheduled, the meeting was adjourned at 6:29 p.m.

CARRIED



CHAIRPERSON T. NEUFELD



SECRETARY-TREASURER



MINUTES

COMMITTEE OF ADJUSTMENT MEETING

TUESDAY FEBRUARY 19TH, 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">• Deputy Mayor Gord Queen• Councillor Thomas Neufeld• Russell Horrocks• Allison Vilardi• Shannon Olson	<ul style="list-style-type: none">• Town Planner – George Robinson• Administrative – Stephanie Coussens

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, JANUARY 22ND, 2019.

CA - 17 - 2019

Moved by Russell Horrocks, seconded by Shannon Olson that the Committee of Adjustment Meeting Minutes dated January 22nd, 2019 be adopted.

CARRIED

D. HEARINGS

1. B / 25 / 18 – VL Road 9 W – Charles McLean and Carol McKeegan

Town Planner, George Robinson introduced the Consent application and reviewed his report dated February 12th, 2019 which provides details regarding the requested Consent to sever and convey a portion of land, being approximately 0.4 ha (0.979 ac.) in area, as a lot addition to an abutting rural residential property, from the abutting vacant agricultural lands (shown as Part 1 on the Applicants' Sketch), in the Town of Kingsville.

The subject land is a 29.74 ha (73.5 ac.) parcel (shown in red on Appendix A). The applicant has received a request from an abutting property owner (shown in blue on Appendix A) to purchase approximately 0.4 ha (0.979 ac.) of vacant land (shown as Part 1 on the Applicants' Sketch). These lands would then be conveyed as a lot addition to the abutting parcel, 34 Road 9 West.

The main purpose of the severance is to attain a larger parcel for a rural residential lot, combine the existing wooded area on one parcel, and to straighten out the rear yard lot line. The receiving lands known as 34 Road 9 West were severed from the subject parcel in October 1991 (B/30/91). There is no zoning issue raised as a result of the proposed lot

addition as the severed lands and receiving lot are both 'Agriculture (A1)' and both parcels will continue to meet the minimum lot area and lot frontage requirements.

The applicants Charles McLean and Carol McKeegan were not in attendance.
The purchaser David Fehr, was in attendance.

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

Committee Member Gord Queen noted that private infrastructure, septic system inspection in particular is not mention in the list of conditions. Town Planner George Robinson confirmed that the building department has reviewed the septic system for the new build.

Committee Member Russell Horrocks asked if the new home is being constructed now?

Town Planner George Robinson explained the placement of the new home, referencing the photographs and map contained in his report.

The purchaser, David Fehr, commented that his intention is to have a larger private property for his family.

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

CA - 18 - 2019

Moved by Gord Queen, seconded by Allison Vilardi that Consent Application B / 25 / 18, to sever and convey a portion of land, being 0.4 ha (0.979 ac.) in area, from the lands known as Part of Lot 4, Concession 8, to an abutting rural residential parcel, known as 34 Road 9 West as a lot addition, in the Town of Kingsville, be **Approved** subject to the following conditions:

1. That the lot addition to be severed, shown on the applicants' sketch as Part 1, be conveyed to the owner of the abutting parcel (34 Road 9 West) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcel of land that is the subject of this consent.
2. That a reference plan be deposited in the registry office, ***both an electronic and paper*** copy of the registered plan is to be provided for the files of the Secretary-Treasurer.
3. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality.
4. That the owner shall provide that all municipal taxes be paid in full.
5. That any necessary drainage reapportionments be undertaken.
6. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds.
7. That any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or the Municipal Act be paid in full.
8. That the necessary deed(s), transfers or charges be submitted in triplicate; signed and fully executed (no photocopies), including a copy of the reference plan, prior to certification.
9. The conditions imposed above shall be fulfilled by **February 19, 2020** or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.

CARRIED

2. B / 01 / 19 – 1500 County Rd 34 E – Estate of Robert and Miriam Stevens

Town Planner, George Robinson introduced the Consent application and reviewed his report dated February 12th, 2019 which provides details regarding the requested consent to sever and convey a portion of land, being 1768.5 sq. m (19,036 sq. ft.) in area, as a lot addition to an abutting residential property, from the lands known as 1500 Country Road 34 E to the lands known as 2844 Olinda Side Road, in the Town of Kingsville.

The subject land is a 28.25 ha (69.8 ac.) parcel (shown in red on Appendix A) and contains an existing dwelling. The applicant has received a request from an abutting property owner (shown in blue on Appendix A) to purchase approximately 1768.5 sq. m (19,035.98 sq. ft.) of vacant land (shown as Part 2 on the Applicant's Sketch). These lands would then be conveyed as a lot addition to the abutting parcel, 2844 Olinda Side Road.

The main purpose of the severance is to attain the piece of land as additional side and back yard space, and to incorporate existing accessory structures used by 2844 Olinda Side Road onto their parcel. There is no zoning issue raised as a result of the proposed lot addition as the severed lands and receiving lot are both 'Agriculture (A1)' and both parcels will continue to meet the minimum lot area and lot frontage requirements.

The applicant Mr. R. James Stevens was in attendance.

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

Applicant, Mr. R. James Stevens understands no comments were made by neighbours. He asked if because of that would the appeal period be reduced? Town Planner George Robinson explained that all consent applications are obligated to the full 20 day appeal period.

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

CA - 19 - 2019

Moved by Gord Queen, seconded by Shannon Olson that Consent Application B / 01 / 19 to sever and convey a portion of land, being 1768.5 sq. m (19035.98 sq. ft.) in area, from the lands known as 1500 Country Road 34 E to an abutting residential parcel, known as 2844 Olinda Side Road as a lot addition, in the Town of Kingsville, be **Approved** subject to the following conditions:

1. That the lot addition to be severed, shown on the applicant's sketch as Part 2, be conveyed to the owner of the abutting parcel (2844 Olinda Side Road) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcel of land that is the subject of this consent.
2. That a reference plan be deposited in the registry office, ***both an electronic and paper*** copy of the registered plan is to be provided for the files of the Secretary-Treasurer.
3. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality.
4. That the owner shall provide that all municipal taxes be paid in full.
5. That any necessary drainage reapportionments be undertaken.
6. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds.

7. That any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or the Municipal Act be paid in full.
8. That the necessary deed(s), transfers or charges be submitted in triplicate; signed and fully executed (no photocopies), including a copy of the reference plan, prior to certification.
9. The conditions imposed above shall be fulfilled by **February 19, 2020** or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.

CARRIED

E. OTHER BUSINESS

F. ADJOURNMENT

CA - 20 - 2019

Moved by Allison Vilardi, seconded by Russell Horrocks there being no further hearings scheduled, the meeting was adjourned at 6:12 p.m.

CARRIED



CHAIRPERSON T. NEUFELD

SECRETARY-TREASURER



MINUTES

**REGULAR MEETING OF KINGSVILLE BIA
WEDNESDAY, MARCH 12, 2019 AT 6:00 P.M.
Carnegie Arts & Visitor Centre, 28 Division St. S, Kingsville, Ontario**

A. CALL TO ORDER

Beth Riddiford called the Meeting to order at 6:04 pm with the following persons in attendance:

Members of BIA Board: Beth Riddiford, Laura Lucier, Tony Gaffan, Trevor Loop, Izabel Muzzin, Robert Weston, Heather Brown, Maria Edwards, Amanda Everaert, Sarah Trudell, Paul Thompson

Regrets: Jason Martin, Trevor Loop

Absent:

Guests:

Members of Administration: Christina Bedal

B. DISCLOSURE OF PECUNIARY INTEREST

Beth Riddiford reminded members that any declaration and its general nature is to be made prior to each item being discussed.

C. DELEGATIONS

D. AMENDMENTS TO THE AGENDA

1. CHAIRPERSON NOMINATION - BIA-091-2019 – motion to nominate Beth Riddiford as Chairperson motioned by Roberta Weston, seconded by Heather Brown.

CARRIED. Beth Riddiford accepted the Chairperson position

2. CO-CHAIRPERSON NOMINATION - BIA-092-2019 – motion to nominate Tony Gaffan as Co-Chairperson motioned by Roberta Weston, seconded by Heather Brown.

CARRIED. Tony Gaffan accepted the Co-Chairperson position

E. DISCLOSURE OF PECUNIARY INTEREST

F. ADOPTION OF ACCOUNTS

BIA Coordinator – Re: BIA Accounts as recorded in the monthly period ending February 2019 as well as the 2018 year end actuals report.

BIA-093-2019 – Motion by Tony Gaffan and seconded by Izabela Muzzin to approve report. **CARRIED.**

F. STAFF REPORTS

1. **BIA Coordinator Christina Bedal** – Re: Monthly Activity
The Coordinator presented her written report.

2. **COUNCIL REP**
Laura Lucier reviewed her report

- 3 **EDDK**
Heather Brown updated that the group is planning to legitimize and become more structured as more members wish to join.

G. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. Board of Managers Orientation – package was reviewed and Board members took copies away for their records and further review.

H. MINUTES OF THE PREVIOUS MEETINGS

BIA-094-2019 – motion to approve the minutes from the February 12, 2019 meeting made by Roberta Weston and seconded by Heather Brown. **CARRIED**

I. BUSINESS/ CORRESPONDENCE – INFORMATIONAL

1. Police Services Board Letter Copy

J. NEW AND UNFINISHED BUSINESS

1. **BIA Dollar Promotion**

- Updated the program has approximately \$1100 left to be submitted to the BIA

2. AGM

- Program was well received by the membership
- Discussion took place to consider hiring a professional speaker for 2020

3. BUSINESS AWARDS DINNER

- BIA Coordinator may purchase a ticket for the event to attend if desired.

4. BANNERS

- BIA Coordinator to get pricing to wrap existing banners
- BIA Coordinator to get pricing for long banners to highlight festivals at the four corners

5. SPRING GUIDE

No guide will take place for the spring specifically. Windsor Life pricing to be provided at the next board meeting to advertise.

6. POP UP BEST PRACTICES

Information was not ready for this meeting.

7. COUPON BOOK

Discussion took place regarding a coupon book being a BIA fund raiser. Coordinator to send a survey to membership to see if there is an interest and determine the best time of year to sell this type of book.

8. GRAFFITI

Permission forms are coming in from property owners and April 10th is the planned date to remove graffiti from the BIA District area.

9. MEETING TIME

BIA-095-2019 – motion to change Board of Managers meeting start time to 6:15 PM made by Tony Gaffan and seconded by Izabela Muzzin. **CARRIED**

J. ADJOURNMENT

BIA-096-2019 – motion to adjourn at 7:47 PM made by Tony Gaffan and seconded by Roberta Weston. **CARRIED**



CHAIR, Beth Riddiford



RECORDING SECRETARY, Christina Bedal



MINUTES

**TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, MARCH 14, 2019 @ 5:30 P.M.
Committee Room 'A', 2021 Division Rd N, Kingsville**

A. CALL TO ORDER

In the absence of Mayor Santos, Councillor Gaffan assumed the chair and called the Regular Meeting to order at 5:31 p.m. with the following persons in attendance:

Members:

T. Gaffan
B. Durward
M. Somerville
M. Law
S. Lowrie

Members of Administration:

CAO, P. Van Mierlo-West
Executive Assistant to the Mayor and CAO, T. Hewitt
Tourism Coordinator, N. Cobby
BIA Coordinator, C. Bedal

Regrets:

Mayor N. Santos
D. Hunt

B. DISCLOSURE OF PECUNIARY INTEREST

When a member of the Committee has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at this Meeting of the Committee (or that was the subject of consideration at the previous Meeting of the Committee 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. None were reported

C. DELEGATIONS/PRESENTATIONS

T. Gaffan introduced Amy Saba of Branding Loft. Amy presented information about "Crafted," a company that uses recycled shipping containers to provide a mobile eatery experience along waterfronts. There was discussion about cost, number of units, and potential location fits in Kingsville/Cottam (such as Cedar Island, Cedar Beach, Ridgeview/Rotary Park or by the docks) A. Saba left at 5:48pm.

D. STAFF REPORTS

1. Report – Project Status Update Mar 2019 – N. Cobby

N. Cobby provided a summary of her attendance at the Southwestern Ontario Tourism Corporation Conference, which she attended in March. There was discussion about developing a unique brand personality for Kingsville. It was decided that a report regarding a slogan for Kingsville will be on the next Tourism Economic Development agenda.

2. TOK Passport 2019 – N. Cobby

N. Cobby presented the draft “Taste of Kingsville” passport. The committee provided feedback. A system to track passport use was discussed. It was decided that the coupons will all expire at the same time, and after one year.

07-2019 Moved by S. Lowrie, seconded by M. Law, to receive the N. Cobby's report.

CARRIED

3. Tourism Round Table 2 – P. Van Mierlo-West

P. Van Mierlo-West presented her report on the second Mayor's Round Table on Tourism. She recommended splitting the discussion into five separate categories. She provided a sample list of questions, proposed dates, and outlined timeframes. She requested each committee member attend two of the round tables. Another session on B&Bs, Airbnbs and accommodations will take place. She proposed April 1st, 15th and 29th as well as May 6th and 21st for the meeting dates. Invitations will be sent out for each of the sessions.

08-2019 Moved by B. Durward, seconded by M. Law, to approve the timeframes and action items within the report.

CARRIED

E. MINUTES OF THE PREVIOUS MEETING

1. Tourism/Economic Development Committee Meeting Minutes—February 14, 2019
B. Durward and M. Somerville noted their last names were spelled incorrectly.

09-2019 Moved by M. Law, seconded by B. Durward, to approve the minutes of Tourism/Economic Development Committee Meeting dated February 14, 2019 with those corrections.

CARRIED

F. NEW AND UNFINISHED BUSINESS

1. The committee discussed A. Saba's presentation "Crafted". Insurance, licensing and aesthetics were questioned. The committee decided to table the idea and reassess next year.
2. P. Van Mierlo-West provided an update on the Business Recognition Awards.

G. NEXT MEETING DATE

1. The next meeting of the Tourism and Economic Development Committee is Thursday, April 11, 2019 at COMMITTEE ROOM A, 2021 DIVISION RD N. @ 5:30 p.m.

H. ADJOURNMENT

10-2019 Moved by M. Law, seconded by S Lowrie, to adjourn this Meeting at 6:45 p.m.

CARRIED

CHAIR, Tony Gaffan

RECORDING SECRETARY, T. Hewitt



March 27, 2019

His Worship Nelson Santos
Mayor
Town of Kingsville
2021 Division Road N.
Kingsville, Ontario N9Y 2Y9

Dear Mr. Mayor:

I am pleased to inform you that, in accordance with the commitment in Budget 2019, the Government of Canada will provide an additional \$2.2 billion to the Gas Tax Fund. This one-time top-up will provide additional support to municipalities that face infrastructure deficits to support improved productivity, economic growth, a clean environment, and help to build strong cities and communities.

This special funding will be provided to Ontario recipients under the Canada–Ontario–Association of Municipalities of Ontario–Toronto Gas Tax Fund Administrative Agreement. An amount of \$819,443,895 will be provided to Ontario as well as individual signatories, and will then be distributed to ultimate recipients in accordance with the allocation formula used for gas tax payments made in 2018, as follows:

• Ontario:	\$819,443,895
○ Association Municipalities of Ontario	\$649,940,923
○ City of Toronto	\$167,421,424
○ Province of Ontario	\$2,081,548

Funds must be used in accordance with all the terms of the current Gas Tax Fund Administrative Agreement. Information on Ontario's federal Gas Tax Fund allocations per community prior to Budget 2019 can be found on Infrastructure Canada's website¹.

The gas tax top-up funding is expected to be transferred following royal assent of Budget 2019.

March 14, 2019 marked one year since the Canada–Ontario Integrated Bilateral Agreement was signed.

¹ <https://www.canada.ca/en/office-infrastructure/news/2018/background-ontarios-2018-19-federal-gas-tax-fund-allocations.html>

As I know you appreciate, under the Investing in Canada Infrastructure Program, proposed projects must first be prioritized by the province before they are submitted to Infrastructure Canada for consideration.

As a reminder, through the Integrated Bilateral Agreement with Ontario, \$11.9 billion is available to the province and is broken down as follows:

- \$8.3 billion for public transit;
- \$2.8 billion for green infrastructure;
- \$407 million for community, culture, and recreation infrastructure; and
- \$250 million for infrastructure in rural and northern communities.

The one-time top-up to the Gas Tax Fund adds substantial dollars to this Agreement. More importantly, those dollars flow to you.

We believe this is an important step to take to ensure your local priorities have the resources needed so projects can get moving and, crucially, the summer construction season is not missed. We all know how important that season is to make real progress on projects, not to mention job creation locally.

In the meantime, we continue to press the Ontario government to open intakes for all four streams so as to maximize the number of projects we can build together for Ontarians in 2019 and the years ahead.

We know you have proposals ready, and last week's announcement in Budget 2019 is a clear signal that we are there to support you.

Spring is already (at last) in the air. It is time to get projects moving so we do not lose a historic opportunity to build our communities and create good-paying jobs now.

I look forward to continuing to work with you on our shared infrastructure interests.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'F. Champagne', with a stylized flourish at the end.

The Honourable François-Philippe Champagne, P.C., M.P.
Minister of Infrastructure and Communities

c.c. City Clerk and Council

Enclosure – Gas Tax Fund fact sheet

THE FEDERAL GAS TAX FUND IN ONTARIO

The federal Gas Tax Fund delivers over \$2 billion every year to over 3600 communities across the country. For the 2018-19 fiscal year, this represents an investment of more than \$819 million from the Government of Canada to Ontario municipalities.

The **federal Gas Tax Fund (GTF)** is a permanent source of annual funding to provinces and territories, who in turn flow this funding to their municipalities to support local infrastructure priorities.

Every year, municipalities benefit from the support and flexibility of the federal Gas Tax Fund. They can pool, bank, and borrow against this funding — providing significant financial flexibility to plan infrastructure projects over the long term. Projects are chosen locally and prioritized according to the infrastructure needs of each community.

Communities select how best to direct the funds and have the flexibility to make strategic investments across 18 different project categories.

Because many municipalities across Canada continue to face serious infrastructure deficits, **Budget 2019** proposes a **one-time transfer of \$2.2 billion** through the federal Gas Tax Fund to address short-term priorities in municipalities and First Nations communities. This will double the Government of Canada's commitment to municipalities in 2018–19, with **Ontario municipalities of all sizes sharing an additional federal investment in local infrastructure of over \$819 million, for a total of approximately \$1.64 billion.**

QUICK FACTS:

- The federal Gas Tax Fund is allocated on a per capita basis for provinces, and provides a base funding amount of 0.75 percent of total annual funding for Prince Edward Island and each territory.
- On-reserve First Nations communities in provinces also receive an allocation on a per capita basis.
- The federal Gas Tax Fund has been indexed at two percent per year, meaning that it will continue to grow to provide additional support to municipalities.
- To date, more than \$23 billion has been invested in municipalities through the federal Gas Tax Fund.

THE FEDERAL GAS TAX FUND

Eligible projects include investments in infrastructure for construction, renewal or material enhancement in each of the following categories:



1. **Local roads and bridges** – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
2. **Highways** – highway infrastructure.
3. **Short-sea shipping** – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways.
4. **Short-line rail** – railway-related infrastructure for carriage of passengers or freight.
5. **Regional and local airports** – airport-related infrastructure (excludes the National Airport System).
6. **Broadband connectivity** – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
7. **Public transit** – infrastructure that supports a shared passenger transport system which is available for public use.
8. **Drinking water** – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
9. **Wastewater** – infrastructure that supports wastewater and storm water collection, treatment and management systems.
10. **Solid waste** – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
11. **Community energy systems** – infrastructure that generates or increases the efficient usage of energy, including energy retrofits of municipal buildings.
12. **Brownfield redevelopment** – remediation or decontamination and redevelopment of a brownfield site.
13. **Sport infrastructure** – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams, e.g. Junior A).
14. **Recreational infrastructure** – recreational facilities or networks.
15. **Cultural infrastructure** – infrastructure that supports arts, humanities, and heritage.
16. **Tourism infrastructure** – infrastructure that attracts travelers for recreation, leisure, business or other purposes.
17. **Disaster mitigation** – infrastructure that reduces or eliminates the long-term impacts and risks associated with natural disasters.
18. **Capacity building** – investments related to strengthening the ability of municipalities to develop long-term planning practices (e.g., including local asset management planning, public transit network planning, etc.)

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

Sandy Kitchen

From: Sandy Kitchen
Sent: Tuesday, April 16, 2019 3:20 PM
To: Sandy Kitchen
Subject: FW: National Public Works Week 2019 - Proclamations and Annual Truck Rodeo

From: Storey, Angela <Angela.Storey@hamilton.ca>
Sent: Friday, March 29, 2019 8:59 AM
To: Storey, Angela <Angela.Storey@hamilton.ca>
Subject: National Public Works Week 2019 - Proclamations and Annual Truck Rodeo

Good morning,

My name is Angela Storey and I work in the Public Works Department of the City of Hamilton. I am the 2019 President of the Ontario Chapter of the American Public Works Association. Our chapter is known as the Ontario Public Works Association (OPWA).

It is my pleasure to let you know that National Public Works Week (NPWW) is coming up the week of May 19th – 25th. NPWW is a time to celebrate the tens of thousands of men and women in North America who provide and maintain the infrastructure and services collectively known as public works.

The occasion is often accompanied with resolutions and proclamations from mayors and municipal councils. Please see the attached letter and sample proclamation for the 2019 National Public Works Week for your consideration.

I would also like to advise that the OPWA will be hosting our 2nd Annual "Truck Rodeo" on Thursday May 16th at Mohawk Race Track in Milton. I am attaching a link to the website in case your municipality would be interested and available in participating in the Truck Rodeo where municipal or contracted employees will be competing for the title "Top Snow Plow Operator" and "Top Waste Packer Operator"!

https://opwa.ca/opwa-events/?action=evregister&event_id=138

I would be happy to speak with you should you have any questions about the proclamation or Truck Rodeo.

Thank you.

Angela.

~ 2019 OPWA President



Angela Storey
Manager
Public Works Department

City of Hamilton
77 James Street North, Suite 400
Hamilton, ON L8R 2K3
T: 905-546-2424 ext 6483
Angela.Storey@Hamilton.ca



Cheryl Gallant

Member of Parliament
Renfrew-Nipissing-Pembroke
Member of Standing Committee on National Defence
Member of Standing Committee on Industry, Science and Technology



April 4th, 2019

Kingsville Township
2021 Division Rd. North
Kingsville, Ontario
N9Y 2Y9

Dear Kingsville Township,

This letter is to alert you to Bill C-68, another piece of interventionist federal legislation that will have a negative impact on your municipality, and on the property rights of your ratepayers.

Bill C-68, which is currently before the Senate, reverses changes to the Fisheries Act – changes which municipalities similar to yours requested our previous Conservative government to make.

Specifically, we amended the "HADD" provisions of the Act, (Harmful Alteration Disruption or Destruction of fish habitat).

One of the most significant problems identified by municipalities about the HADD provision was its broad application and restrictive nature, which ended up costing property taxpayers thousands of dollars, with no real or apparent benefit to the environment.

Municipalities which needed to install culverts or other flood mitigation work were in too many cases faced with negative enforcement after work was completed, with inconsistent guidance when they sought direction for compliance.

In addition to repealing our amendments, the current Federal Government has expanded the definition of "habitat," and added a new concept to the Act, "water flow."

By explicitly adding in the concept of water flow, which was not in the old legislation, the scope of offences municipalities can be charged with, have been greatly expanded.

Worst of all, rather than specifically listing what is and is not an offence under this legislation, including fines or jail, this power has been handed over to the unelected technocrats, to determine by regulation, what the penalties for non-compliance will be, after they have determined what is non-compliance.

As the longest consecutive serving Conservative MP in Ontario, representing a predominantly rural riding, I am very aware of the challenges rural and small-town municipalities have faced dealing with the Federal government.

PARLIAMENTARY OFFICE
Room 604, Justice Building
House of Commons
Ottawa, ON K1A 0A6
Tel.: (613) 992-7712
Fax: (613) 995-2561

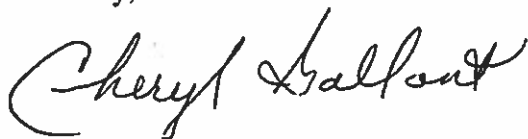
CONSTITUENCY OFFICE
2nd Floor, 84 Isabella St.
Pembroke, ON K8A 5S5
Tel.: (613) 732-4404
Fax: (613) 732-4697
Toll Free: 1-866-295-7165
Website: www.cherylgallant.com

RECEIVED APR 10 2019

All municipalities should be demanding the Federal Government provide regulatory certainty before this legislation is passed into law.

Clear regulatory certainty is necessary to prevent the return of conflicted interpretations, and inconsistencies in enforcement of the Fisheries Act which happened in the past.

Sincerely,

A handwritten signature in cursive script, reading "Cheryl Gallant". The signature is written in black ink and is positioned below the word "Sincerely,".

Cheryl Gallant, M.P.
Renfrew—Nipissing—Pembroke
CG:mm

Sandy Kitchen

From: Sandy Kitchen
Sent: Tuesday, April 16, 2019 3:18 PM
To: Sandy Kitchen
Subject: FW: Municipality of Grey Highlands Council Resolution - OMPF

From: Jerri-Lynn Levitt <deputyclerk@greyhighlands.ca>
Sent: Monday, April 8, 2019 3:49 PM
To:
Subject: Municipality of Grey Highlands Council Resolution - OMPF

Good afternoon,

The Council of the Municipality of Grey Highlands passed the following resolution at it's April 3rd Council meeting in regards to the Ontario Municipal Partnership Fund (OMPF):

Resolution Number: 2019-200
Moved By Deputy Mayor Desai Seconded by: Councillor Nielsen

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 Grey Highlands allocation was \$1,068,000 which is equivalent to 10.08% of the Township's municipal property tax revenue; and

Whereas the Municipality of Grey Highlands prides itself on efficient and value for money practices every day;

Now therefore be it resolved that although an interim payment has been received, Council of the Municipality of Grey Highlands 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.

Your endorsement and support of this resolution would be appreciated.

Sincerely,

Jerri-Lynn Levitt
Deputy Clerk



206 Toronto Street South, Unit 1, P.O.Box 409 Markdale, Ontario N0C 1H0
519-986-1216 x 230 Toll-Free 1-888-342-4059 Fax 519-986-3643
deputyclerk@greyhighlands.ca www.greyhighlands.ca

In accordance with Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Corporation of the Municipality of Grey Highlands wishes to inform the public that all information, including opinions, presentations, reports and documentation received by this office MAY be posted on the Municipality's website, included on a public agenda and/or made available to the public upon request. This electronic transmission, including any accompanying attachments, may contain information that is confidential, privileged and/or exempt from disclosure under applicable law, and is intended only for the recipient(s) named above. Any distribution, review, dissemination or copying of the contents of this communication by anyone other than the intended recipient(s) is strictly prohibited. If you have received this communication in error, please notify the sender immediately by return e-mail and permanently delete the copy you have received so we may ensure the integrity of the principles of MFIPPA are maintained.

PO Box 488
201 Atwood Avenue
Rainy River, ON
P0W 1L0



Office Phone: (807) 852-3244
Clerk Phone: (807) 852-3978
Fax: (807) 852-3553
Email: rainyriver@tbaytel.net
Website: www.rainyriver.ca

Town of Rainy River

MOTION

MOVED BY



DATE: **April 8, 2019**

SECONDED BY



MOTION: **19-058**

“That the Town Council of The Corporation of the Town of Rainy River hereby supports the Municipalities of Mattice-Val Côté and Kingsville in their resolution that the Ministry of Municipal Affairs and Housing and its Minister modify the wording of paragraph four of the Declaration of Office to make it more inclusive and representative of the times, and; that the Ministry consider replacing paragraph four of the Declaration of Office with the following working; “I will be faithful and bear true allegiance to my country, Canada, and to its three founding nations”.”

ABSTAIN _____

AYES _____

NAYES _____

CARRIED ☒ _____

DEFEATED _____

L. ARMSTRONG _____

D. EWALD _____

B. HELGESON _____

A. HARTNELL _____

N. IVALL _____

M. KREGER _____

P. WHITE _____


MAYOR OR ACTING MAYOR



371 Weslemkoon Lake Road
Box 436, R.R. #2
GILMOUR, ON K0L 1W0
clerk@tudorandcashel.com
www.tudorandcashel.com



LIBBY CLARKE, REEVE
BERNICE CROCKER, CLERK-TREASURER
613-474-2583 (Phone)
613-474-0664 (Facsimile)

THE CORPORATION OF THE TOWNSHIP OF TUDOR AND CASHEL

RESOLUTION

TOWNSHIP OF TUDOR AND CASHEL

APRIL 02, 2019

RESOLUTION NO: 2019 - 090

MOVED BY: NOREEN REILLY

SECONDED BY: RONALD CARROLL

WHEREAS hydro is essential for all individuals and the cost to receive hydro should not be so excessive that individuals cannot afford it;

AND WHEREAS the cost for service delivery for hydro should be affordable to all individuals;

AND WHEREAS the Hydro One invoices received over the last few months for the Township of Tudor and Cashel have indicated that 46% to 56% of the total cost has been related to service delivery fee;

AND WHEREAS the Township of Tudor and Cashel believes the cost for service delivery is not affordable to the Township or its residents;

AND WHEREAS the Township of Tudor and Cashel believes that Hydro One and the Ontario Energy Board should review its plans regarding delivery service to ensure that the cost of service delivery is fair to everyone;

NOW THEREFORE BE IT RESOLVED, THAT a copy of this motion be circulated to Hydro One, Daryl Kramp, MPP Hastings-Lennox & Addington, the Hon. Doug Ford, Premier of Ontario, Ontario Energy Board, all municipalities and the Association of Municipalities of Ontario.

Carried: LIBBY CLARKE, HEAD OF COUNCIL



Nelson,
Thank you for your
continued support and
participation in our
unique event. All the
best! Reid.

226 Sandybrook Way
Kingsville, Ontario N9Y 0A3

Re: Hoopin' Around The Clock 2019

Dear Friend,

On behalf of HighRise Basketball, I would like to take this opportunity to thank you for your generous contribution in support of our 4th Annual Hoopin' Around The Clock event. We were able to once again build on previous success and this would not have been possible without the tremendous continued interest and support we received from you.

On January 25th and 26th, between the SportsPlex at St. Clair College in Windsor and Migration Hall in Kingsville, we hosted 825 players, representing 75 teams, groups, and organizations from across Southwestern Ontario, competing against one another around the clock. We hosted teams representing the Town of Kingsville, the Ontario Provincial Police and Windsor Police Services, Hub International, Century 21 Real Estate, and Windsor Family Credit Union, as well as several local school and travel basketball teams. Of special note was the opportunity to once again include OCAA league competition as the St. Clair Saints Women's and Men's basketball teams hosted the University of Toronto - Mississauga Eagles.

Most importantly, in addition to bringing our community together, we were able to raise \$37,500. This year's funds will once again be used to help support five local groups and their efforts to support our community – Neighbourhood Charitable Alliance, St. Clair Saints Athlete Sponsorship program, Windsor Pinoy Athletics, Windsor Cancer Centre Foundation Patient Assistance Fund, and The Bridge - Leamington Youth Resource Centre.

We've come together to raise a total of \$104,000 to date and look forward to continuing our efforts. We're hopeful we can count on your continued involvement when we hit the courts again in January 2019.

Regards,

A handwritten signature in black ink, appearing to read "Reid Innes".

Reid Innes
Organizing Team Lead - Hoopin' Around The Clock
HighRise Basketball





Dear Mayor Santos and

Kingsville town council,

On behalf of the Erie Shores
Quilters' Guild, I would like to
Thank the council for your
generous donation of the use
of the UNICO Centre on a monthly
basis.

We have already donated 29
bed, lap and wheelchair quilts
to seniors in need.

With your charity, our charity
is able to continue to serve
our communities.

Sandy Beneteau

charity person

Erie Shores Quilters' Guild.



April 16, 2019

Below is a copy of a Resolution adopted by Brantford City Council at its meeting held March 26, 2019. In keeping with City Council's direction, a copy is being distributed to other municipalities in the Province of Ontario.

C. Touzel
City Clerk

RESOLUTION

6.1 Single-Use Plastic Straws

WHEREAS section 8(1) of the *Municipal Act, 2001* requires that the powers of a municipality are to be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS section 8(3) of the *Municipal Act, 2001* permits the municipality to pass by-laws under section 10 and 11 which: regulates or prohibits the matter; and to require persons to do things respecting the matter; and

WHEREAS section 10(2) of the *Municipal Act, 2001* permits single-tier municipalities to pass by-laws respecting the following matters: economic, social and environmental well-being of the municipality, including respecting climate change; and

WHEREAS the Council of The Corporation of the City of Brantford wishes to consider regulating or prohibiting the sale and distribution of single-use plastic straws in the municipality in order to reduce: (a) littering; (b) the impact on landfills; (c) the impact on sewers; and (d) the contribution to climate change;

NOW THEREFORE BE IT RESOLVED THAT City Staff BE DIRECTED to:

1. Analyze the impacts of single-use plastic straws in the municipality; and how to reduce those impacts through the regulation and prohibition of single-use plastic straws;

2. Consult with the public and impacted industries, including but not limited to:
 - i. Retail Stores;
 - ii. Restaurants;
 - iii. Manufacturers and Distributors, as applicable;
 - iv. Chamber of Commerce;
 - v. Brantford Accessibility Advisory Committee; and
 - vi. Brantford Environmental Policy Advisory Committee;
3. THAT City Staff REPORT BACK to Council on the results of their analysis and consultation; along with a process, including timelines, to:
 - a. In the first phase, regulate the sale and distribution of single-use plastic straws, taking into account existing inventories and the sourcing of alternate suppliers; and
 - b. In the final phase, prohibit the sale and distribution of single-use plastics straws.
4. THAT a copy of this resolution BE FORWARDED to the MP and MPP Brantford-Brant, the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM) and other municipalities in the Province of Ontario.

from: Deana Hurley [REDACTED]
Sent: April 2, 2019 10:54 PM
To: Tim Del Greco <tdelgreco@kingsville.ca>
Subject: Re: Traffic By-Law Amendments

Hi Tim. I've been doing some searching since I sent you my last email. I realize you know these things but it helped me see where we're at. If these are correct inferences of these By-Laws than this email my help Council members know what is already in the Town By-Laws.

Regarding Traffic By-Law 21-2005 Section 14.

These statements pertain to the existing By-Law Section 14.5

8) **commercial motor vehicle means** a motor vehicle,.....includes any tractor trailer,tow truck,**bus**,truck trailer combination or portions thereof,.....

20) **emergency vehicles include** vehicles driven by Police Officers, firemen, paramedics, municipal employees and **municipal contractors in the performance of their duties.**

39 **Motor vehicle** includes an automobile, motorcycle, motor-assisted bicycle,

General Stopping & Parking Regulations

7) Where authorized signs to that effect are displayed, no person shall park any vehicle
1) on curves or **cul-de-sacs** where there **maybe limitations on sight distance or on the maneuverability of emergency vehicles.**

This statement in the by-law confirms that council acknowledges that a cul-de-sac or curve causes limitations on stopping and parking by the very nature of the shape of the street.

A court has these limitations as well.

Parking Restrictions and Prohibitions on Certain Highways

14(4) In any zone other than a commercial or industrial zone as defined in the Zoning By-Law of the Town, **no person shall park a commercial motor vehicle** unless he/she/it is the owner or occupant of the lot **and it is parked within an enclosed private garage.....**

Currently a 52 ft. bus has been allowed to park on a residential street that is a court where there are limitations on sight distance and maneuverability of emergency vehicles which has been reported to the Town.

In my research the By-Laws are already in place they just need to be enforced.

Exceptions made for individuals cause disharmony in neighbourhoods, the opposite result by-laws are designed to have. Exceptions create a need to constantly "fix, or change" the wording so everyone is happy. This is unrealistic.

Strict enforcement in allowing **only Motor Vehicle parking on residential streets is the solution as the By-Law states. The Police then can enforce the By-Law.**

My recommendation for all **courts** in the town would be **"Motor Vehicle Parking Only"**.

I would allow a grandfather clause to allow current commercial parking on other streets **UNLESS there is a complaint** then the the vehicle would have to be moved and parked in a commercial parking area.

I would be interested in hearing your response to this email.

Regards,
Deana Hurley



April 15th, 2019

Re: Traffic By-Law 21-2015, \Amendments

Additional information for your consideration:

As per Town By-Law web site.

A by-law is a form of legislation set in place by local governments **to regulate activities** and development in the Town. These **rules protect** the environment, public health and **safety, and set standards for the appearance of the community.**

By-Law 91-2015. Being a by-law to regulate Portable Signs within the Town of Kingsville.

These portable signs became prolific in 2014-15. They were popping up everywhere, and many people complained about how many were being erected, and that they were an “eye sore”, and that something should be done about them. Thus this by-law was struck. The portable signs would have been an “eye sore” whether one person complained or many. The need to listen to the few and protect their rights is just as important as to listen to and protect the many. By-laws can create harmony in neighborhoods where the rights of all are considered. By-laws need to do what is right.

Our issue isn't portable signs but aspects are the same.

By-Law 91-5015 section 10:

10c Not have any side with an area greater than 3.7 sq. m. (40sq. ft.)

d. Not exceed 2.4 m (8ft.) in height measured from ground level to the top of the Portable Sign.

h. Not be located within the Site Visibility Triangle.

b. Only be located in a commercial, industrial, institutional or agricultural zone.

Realizing that a bus, (a commercial vehicle), is not a portable sign, it does block a view when in your line of sight when parked in front of a home or on a small street and in many ways is an “eye sore”.

A 52 ft. bus covers an area of over 400 sq. ft. That’s 10 signs (8 ftX5 ft =40 sq ft). This is the size of the commercial vehicle allowed to park on Allen Court.

Point being, a large commercial vehicle **parked** regularly near or in front of a residence in a residential zone creates visual pollution for the neighborhood, safety issues and lowers property values (real or perceived).

Residential zone residents should not be subjected to this offensive encroachment on their neighborhood and if this occurs they should be supported by the municipality’s by-laws to have the offending vehicle removed, (unless loading or unloading), and parked in an already designated approved area.

To my knowledge, a bus or other commercial vehicle is not regularly parked on the majority of streets in the residential zone of the town. Most residence would not experience this safety concern and visual annoyance on an almost daily basis. On our small four home court (referred to as a cul-de-sac in by-laws) this is our reality.

In my opinion, the convenience of one should not be allowed to override the rights and safety of the other home owners who are directly affected.

Sight line blockage by the bus for vehicles, when entering and exiting the court and driveways, creates real safety concerns.

Please read the email I sent to Tim Del Greco, Manager of Municipal Services for Kingsville on April 2nd.2019. On talking on the phone to Tim he assured me that his recommendation to council would be to leave everything as is. I write to each of you, the decision makers for Kingsville, that you might understand the existing by-laws and another point of view.

Thank you for taking the time to read this. I care about this town and my neighborhood and would welcome any further discussion.

Deana Hurley





ESSELTINE DRAIN Town of Kingsville

IN THE MATTER OF THE *DRAINAGE ACT*, R.S.O. 1990, CHAPTER D.17, AS AMENDED.

AND IN THE MATTER OF: An appeal to the Agriculture, Food and Rural Affairs Appeal Tribunal by **Carolyn Stockwell** under sections 48 and 54(1) of the *Drainage Act*, **John and Jennifer Fittler** under section 54(1) of the *Drainage Act*, and **1552843 Ontario Ltd. c/o Walter Branco** under section 54(1) of the *Drainage Act* with respect to the **Esseltine Drain**, in the Town of Kingsville, Ontario.

Before:

Paula Lombardi, Vice-Chair; Edward Dries, Vice-Chair; Jim McIntosh, Vice-Chair

Appearances:

Paul Courey, counsel for the Appellant, Carolyn Stockwell
Ed Hooker, counsel for the Respondent, the Town of Kingsville
Carolyn Stockwell, Appellant
Ken Vegh, Drainage Superintendent for the Town of Kingsville
John Fittler, Appellant
Mr. Dekker, appearing on behalf of Mr. Mucci, affected landowner
Scott Shilson, affected landowner
Christina Porrone, affected landowner
Will Bartlett, P. Eng., appearing as the Engineer in support of Ms. Stockwell's appeal
Mr. McCready, P.Eng., appearing as the Engineer for the Town of Kingsville
Mr. Lafontaine, P.Eng., appearing as the Engineer for the Town of Kingsville

DECISION OF THE TRIBUNAL

Background

The Tribunal held this hearing in the Town of Kingsville over a period of three days, November 20 and 21, 2018 and December 7, 2018. The Engineer's Report dated June 17, 2016 for the Esseltine Drain (the "Engineer's Report") was prepared by RC Spencer Associates Inc. and signed by Richard C. Spencer P. Eng. and Lou Zarlenga P. Eng.

An appeal was filed by Carolyn Stockwell under sections 48 and 54(1) of the *Drainage Act*, (the “Act”), **John and Jennifer Fittler** under section 54(1) of the *Act*, and **1552843 Ontario Ltd.** c/o Walter Branco under section 54(1) of the *Act*.

Jennifer Astrologo, Director of Corporate Services/Clerk of the Town of Kingsville, performed the duties of the Clerk of the Tribunal.

Preliminary Matters

There is no dispute that the Appellants have standing. There is no dispute that RC Spencer Associates Inc. was the duly appointed engineer under section 78 of the *Act* to produce the engineering report, the assessments of which are the subject of these appeals. Mr. Courey as a preliminary matter did raise an issue that Mr. Zarlenga, P. Eng., Senior Engineer and Drainage Specialist who signed the Engineer’s Report for the Esseltine Drain was not available to testify at the hearing.

Prior to the hearing, the Tribunal issued an order making all landowners assessed or compensated in the Report parties to the hearing.

The Town of Kingsville (“Town” or “Kingsville”) filed an Affidavit of Service, dated August 7, 2018 and an Affidavit of Supplementary Service dated September 17, 2018 as proof that all parties had been served with the Notice of Hearing.

Mr. Dekker on behalf of Mr. Mucci, Mr. Scott Shilson, and Ms. Christina Porrone all requested and were granted participant status.

As a preliminary matter, Mr. Shilson sought an extension of time to file an appeal before the Tribunal and be recognized as an Appellant. This request was denied. Mr. Shilson was a party to the hearing as a landowner assessed or compensated in the Engineer’s Report.

Mr. Walter Branco, President of 1552843 Ontario Inc., requested that the culvert that has been shown on plans and intended to serve a future stage of the subdivision be removed from the drainage works and that the assessment associated with the cost be removed from the Engineer’s Report. Mr. Branco indicated that if the culvert is required for a future stage of the subdivision the costs and other requirements can be dealt with through a development agreement.

On behalf of the Town, Mr. Hooker submitted Minutes of Settlement confirming the agreement between Mr. Branco and the Town. The appeal of Mr. Branco was therefore withdrawn.

The second preliminary matter raised by Mr. Courey related to the timing of the submission of the expert reports and additional information by the Town. Mr. Hooker, on behalf of the Town, submitted to the Tribunal background calculations that were reviewed by Mr. McCready relating to the calculation of the assessment values in the Engineer's Report. The Town's submission of additional information was made in response to a request made by the Tribunal. Mr. Courey expressed some concern with the manner of the communication, as the Tribunal had contacted the Town's Clerk directly to request the information. Mr. Courey acknowledged that the Town had copied him along with all of the Appellants on the response.

Mr. Courey also raised an issue with the credibility of the Engineer's Report as Mr. Zarlenga did not appear to provide evidence in support of the Engineer's Report. Mr. Lafontaine indicated that he was involved in the file during Mr. Zarlenga's tenure and attended the on-site meetings, Court of Revision and was involved in the preparation of the report and the assessment schedules.

Issues Raised

Appeals to the Esseltine Drain were filed under sections 48(1) and 54(1).

The section 48(1) appeals raise the following issues:

- a) The benefits set out in the Engineering Report are not commensurate with the costs; and
- b) The drainage works being proposed should be modified.

The compensation or allowances provided by the engineer are inadequate or excessive; and the engineer reported that the drain is not required. The section 54(1) appeal raises an issue with the distribution of the costs, assessments and benefits, of the Drainage Works.

It is normal practice for the Tribunal to hear the section 48 appeal before the section 54 appeal as it may potentially affect the allocation of the costs of the Drainage Works.

Hearing procedure

The parties agreed to a hearing procedure in order to reduce overlap of any testimony but allowing each party an opportunity to fully present and deliver their case and/or make any submissions in relation to their appeal(s).

The parties agreed that the section 48 appeals would be heard first following the normal practice with the appellants presenting their evidence first. The section 48 *Drainage Act* appeals would then be followed by the section 54 *Drainage Act* appeals and as set out in section 55 of the *Drainage Act*, the evidence of the Town's Engineer would be presented first.

The purpose of the Engineer's Report is to provide for the repair and improvements of the Esseltine Drain, being an existing municipal drain, and to convert the natural watercourse situated downstream of County Road 20 to a municipal drain. The repair and improvement of the drain is proposed under section 78 of the *Drainage Act*.

Evidence – Section 48 Appeals

Mr. Lafontaine, P.Eng., - Overview

Mr. Lafontaine was affirmed and provided an overview to the Tribunal of the Drainage Works. Mr. Lafontaine confirmed that he was involved in the preparation of the Engineer's Report with Mr. Zarlenga. Mr. Lafontaine indicated the he attended on-site meetings, was involved in the Court of Revision, assisted with the preparation of the Engineer's Report, and the preparation of the assessment schedule.

Mr. Lafontaine indicated that he was involved in the preparation of the Engineer's Report that is subject to this hearing but confirmed that the Engineers Report had been signed by Mr. Zarlenga. The Tribunal was advised that Mr Zarlinga has retired since submitting the Engineer's Report and was not present at the hearing. Mr. Courey raised a concern with Mr. Zarlenga's absence from the hearing.

Mr. Lafontaine indicated that the purpose of the Engineer's Report is to repair and improve the existing Esseltine Drain north of County Road 20 and improve the natural watercourse and ravine from County Road 20 downstream to Lake Erie. Authorization for the report had been granted by the Town under the authority of section 78 of the *Drainage Act*.

The Esseltine Drain provides outlet to approximately 300 hectares of land. -Mr. Lafontaine indicated that the Drainage Works being proposed include bringing fill into the ravine and natural watercourse located south of County Road 20 and constructing a concrete cable mat channel lining to stop the erosion. According to Mr. LaFontaine, some properties in the Esseltine Drain area are experiencing significant toe erosion and bank failure and the purpose of the drainage works is to prevent further erosion.

Mr. Lafontaine reviewed the calculations and rationale behind the allowances set out in the Engineer's Report. The allowances were all determined based on compensation for the land used, the land taken, and also provided tree allowances and other allowances for the Drainage Works.

Mr. Lafontaine reviewed the schedule of assessment in the Engineer's Report and indicated that the first step in preparing the schedule was to break out any special benefits or special assessment costs that would be assessed to specific properties. The remaining costs would then be levied against all properties within the drainage area. The majority of the costs of the works on the Esseltine Drain were in the downstream reach of the drain and related to the filling, grading and erosion protection required in the natural watercourse and ravine.

A benefit to outlet ratio of 20% benefit and 80% outlet was applied. Only 28 properties of the 447 located in the watershed were assessed for a benefit. The properties south of County Road 20 are predominantly residential and north of County Road 20 there are a mixture of urban and rural land uses along with a number of large greenhouse developments.

Benefit assessment was allocated to all affected lands adjacent to the drain that received a benefit or betterment from the Drainage Works. A benefit of approximately \$7,000 per hectare was applied along the existing watercourse due to the reconstruction of the existing flow channel.

In determining outlet, an equivalent hectares method and equivalent land use for each property was applied.

Mr. Shilson

Mr. Scott Shilson requested and was granted participant status at the hearing. Mr. Shilson advised the Tribunal that he owns lands adjacent to the Esseltine drain in the area downstream of County Road 20. Mr Shilson is a drainage contractor and he spent considerable time with Mr. Zarlenga in relation to construction cost estimates. Mr. Shilson stated that the project is needed and should proceed as designed.

Mr. Dekker

Mr. Dekker requested and was granted participant status on behalf of the Mucci Group. Mr. Dekker advised that the Mucci Group owns and operates numerous farms in the drainage area. The Mucci farms have been assessed for the Drainage Works in the amount of approximately \$1.9M representing 50% of total cost of the Drainage Works

Mr. Dekker expressed concerns relating to the assessments set out in the Engineer's Report particularly as they apply to the properties located south of County Road 20. Mr. Dekker was concerned with the overall costs of the Drainage Works.

The Drainage Report referred to the stormwater management ponds that were also dealt with at the Court of Revision. Mr. Dekker indicated that the stormwater management ponds restrict flow going into the Esseltine Drain and should mitigate the assessed value of the roof area applied to the Mucci property. Mr. Dekker expressed concerns with the assessment applied to the Mucci properties, as the properties did not receive any credit for their stormwater management ponds.

Mr. Dekker confirmed that the Mucci group was not opposed to the reconstruction of the Esseltine Drain and recognizes the need for repairs. The Mucci group is concerned over how the assessments have been allocated specifically between benefit and outlet liability. The Mucci group expressed a concern that the residences located south of County Road 20 receive a considerable benefit from the Drainage Works and should be paying more for the costs associated with the Drainage Works.

Ms. Porrone

Ms. Porrone requested and was granted participant status and expressed concerns with the amount of the assessment applied to her property. Ms. Porrone expressed concerns with her property being assessed more than other properties in the area. The Tribunal notes that Ms. Porrone is developing a subdivision in the area and was assessed based on the proposed land use.

Ms. Stockwell – Appellant

Ms. Stockwell confirmed that she owns approximately 35 acres and lives at the property legally described as Lot 11, Concession 2. Ms. Stockwell has lived at the property her entire life. The property was created by a grant from the crown in the 1700s and has been owned by Ms. Stockwell's family for approximately 200 years.

In describing the property and the historical character of the area, Ms. Stockwell indicated that it has good soil, good crops, and that orchards are located to the west of her property with cash crops and farmland in the surrounding area. Ms. Stockwell currently grows organic hay on the property.

Ms. Stockwell recalls the area being predominantly agricultural including hogs, cash crops and orchards. The Esseltine Drain was in existence and did provide drainage to the property when Ms. Stockwell was born. Ms. Stockwell indicated that the historical land uses along the Esseltine Drain was predominantly and traditionally agricultural and there were no large greenhouses in the area.

Ms. Stockwell advised the Tribunal that to her knowledge there have been no problems with the ravine and to her recollection no projects undertaken to reduce the erosion of the ravine. In Ms. Stockwell's opinion the development activities in the surrounding area changed the nature of the area. Ms. Stockwell indicated that the Esseltine Drain was established as an agricultural drain and the development of the area had not been appropriately planned by the Town.

In describing the current area and surrounding lands, Ms. Stockwell indicated that the lands located to the west that were historically an orchard are now a large industrial park. The lands to the south are scheduled for development and the first greenhouses in the area are located to the east.

Ms. Stockwell indicated that she appeared before Town Council to express concerns about the development of the greenhouses in the area. Ms. Stockwell noted that initially the greenhouses were not required to include stormwater management facilities on site, and surface runoff from outside the watershed boundary was directed to the Esseltine Drain. To resolve this issue, the Town required the construction of a stormwater management ponds and regrading of the Mucci property.

Ms. Stockwell indicated that the Fittler lands located to the north are used for conservation and traditional farming purposes. Ms. Stockwell expressed the opinion that any new development should be required to construct their own drainage. Ms. Stockwell confirmed that her farm consists of predominantly sandy loam and clay soil.

Ms. Stockwell indicated to the Tribunal that she did not see any benefit to her property from the Drainage Works being proposed. In response to questions from the Tribunal, Ms. Stockwell advised that her property does not have any subsurface tile drainage and that the old tiles that were previously located down the laneway were damaged beyond repair. The surface water on her property is dealt with through flat ditches and furrows and that there are no defined surface drains. Ms. Stockwell did indicate that a catchbasin is located in the southwest corner of her property but that she did not install the catchbasin. Although Ms. Stockwell indicated that she just recently discovered the catchbasin, in her opinion it does not provide any benefit and did not understand why it was installed.

Mr. Bartlett, P. Eng. - Engineering Evidence on behalf of Ms. Stockwell

Mr. Bartlett provided the Tribunal with an Engineer's Report along with his CV outlining the drainage projects he has been directly involved with throughout his career. Mr. Bartlett indicated that he has been involved in approximately 1,200 drainage reports under the *Drainage Act*.

Mr. Bartlett confirmed that he walked Ms. Stockwell's property and advised that it consists of a traditional farmhouse and the associated buildings. The topography on the property generally slopes from northeast to southwest with a low ridge in the middle of the farm that appears to obstruct the flow of surface water. There is no evidence that Ms. Stockwell's property is systematically tile drained. Mr. Bartlett also indicated that the soil appeared to be sandy in nature. It was his opinion that the proposed improvements on the Esseltine drain would provide no benefit to the Stockwell lands.

It was Mr. Bartlett's opinion that the septic systems on the lands adjacent to the natural watercourse south of County Road 20 are impacting groundwater by adding more water and exacerbating the seepage problem and, as a result, contributing to the erosion problem. Mr. Bartlett referred to the Golder report, the geotechnical report prepared for the Town, confirming that groundwater seepage is an issue. The Golder Report identified the ravine as a natural watercourse. Mr. Bartlett indicated that he did not see any calculations to differentiate baseflow from the stream.

It was Mr. Bartlett's opinion that without the drain the ravine would be subjected to natural erosion. It was Mr. Bartlett's opinion that the residential subdivision was impacting on the ravine. In the case where the land is vacant or in agricultural use it would be possible to flatten the slope of the banks and move the material into the ravine to partially fill the ravine and stabilize the banks. The Engineer's Report is proposing to import fill to raise the height of the ravine that significantly increases the cost of the Drainage Works. When questioned about whether the Drainage Works were required for the proper functioning of the Esseltine Drain, Mr. Bartlett was unable to determine, in his opinion, what is deficient and what needs to be repaired. Mr. Bartlett indicated that he did not observe any deficiencies of the drain along County Road 34.

Mr. Bartlett was unable to comment on whether the stormwater management ponds for the Mucci properties (greenhouses) are sufficient to control the surface water runoff from these properties into the drain. However, it was Mr. Bartlett's opinion that the stormwater management ponds do not affect the volume of water entering the Esseltine Drain.

Mr. Bartlett confirmed that every property in the drainage area is contributing water to the Esseltine Drain. Mr. Bartlett confirmed that the water flows throughout the Esseltine Drain to the ravine causing the toe erosion. Mr. Bartlett was of the opinion that seepage was a factor for the erosion which is supported by the Golder Report. On cross-examination, Mr. Bartlett confirmed that he was not asserting that seepage was the primary cause of the erosion nor did he take the position that the work does not need to be completed.

Mr. Bartlett confirmed that he was not presenting any alternative to the Drainage Works being proposed by the Engineer's Report. Mr. Bartlett indicated during cross-examination that the stormwater management ponds may not provide a benefit if they are not coordinated to work together. However, he did not provide any data to support that belief. Mr. Bartlett did confirm that he did not look at the Mucci site and cannot recall reviewing the Golder Report prepared by the Town on the stormwater management pond and berm.

In response to questioning from the Tribunal, Mr. Bartlett confirmed that if the drain never existed there would be no toe erosion. Mr. Bartlett also confirmed that there was no data available to determine whether the ravine would be impacted if there was no drain.

Mr. Bartlett also confirmed that the ditch inlet catchbasin at the corner of the Stockwell property was constructed in a manner to accept surface water and there is a berm in place indicating that there have been surface water flows in the area. It was his opinion that the inlet structure at the southwest corner of Ms. Stockwell's property could accept water as the property naturally slopes from the northeast to southwest and he doubted that it would accept any water from the neighbouring properties located to the south or west.

Mr. Bartlett also confirmed that he did not complete any calculations on the number or location of the septic systems in the area that could be contributing to seepage into the ravine. It was also determined that Mr. Bartlett did not take a topographical survey of the ridge he observed in the middle of Ms. Stockwell's farm.

Mr. Vegh, Town of Kingsville Drainage Superintendent

Mr. Vegh had been the Drainage Superintendent for the Town of Kingsville for approximately 10 years since June 2009 and is familiar with the Esseltine Drain and the Drainage Works.

Mr. Vegh confirmed that in an effort to be open and transparent, the Town held a series of public meetings and a question and answer session with the Engineer. The first on-site meeting was held in May 2015 and provided an opportunity for the area residents to ask questions. A summary of this meeting was provided as part of the Town's evidence.

Mr. Vegh confirmed that he walked the Esseltine Drain on numerous occasions and observed fallen trees, land erosion on both sides of the banks and obstructions that have caused the water flows to find the easiest path and, in his opinion, is in a general state of disrepair.

Mr. Vegh confirmed that the residential dwellings located close to the natural watercourse and ravine did not contravene the Town's by-laws. He had discussed the matter with the Town's Chief Building Official and Municipal Services was not made aware of any unlawful dwellings.

Mr. Vegh indicated that the water from Ms. Stockwell's property could be going to the catchbasin located on the DiMennema property. Mr. Vegh confirmed that the catchbasin at the Stockwell property is level with the surface of the land. However, Mr. Vegh did confirm that not all of the surface water flow from Ms. Stockwell's property could go into the catchbasin because some areas of the property are too low to naturally drain into the inlet.

Mr. Vegh confirmed that the request for the Drainage Works was initiated by the road authority. On cross-examination, Mr. Vegh confirmed that there was a complaint about the drainage in the area from a landowner located south of County Road 20.

Mr. McCready, P. Eng.

Mr. McCready was qualified as an expert witness in drainage matters and indicated that he has been working with RC Spencer Associates since approximately September 2016. In providing an overview of the Drainage Works, Mr. McCready indicated that surface water flows were resulting in damage to a downstream natural watercourse and ravine area that could no longer accept flows without damage.

Mr. McCready confirmed that under section 78 of the *Drainage Act* the Town is responsible for maintaining and repairing drainage works. Mr. McCready reviewed the authority of the municipality and in his opinion one of the projects that can be undertaken by the Town under section 78 of the *Drainage Act* and includes improving, extending to an outlet or altering drainage works. It was noted that there is nothing in section 78 of the *Drainage Act* relating to the request of an owner or road authority. Council on their

own initiative can commence the Drainage Works to implement better drainage and a petition is not required.

Mr. McCready confirmed that he reviewed the Golder Report prepared for the Town. That report suggested that seepage from the adjacent banks of the ravine was a natural and ongoing occurrence that has resulted in a minor degree of toe erosion. However, in his opinion, the ravine was being much more severely damaged by scour from flows within the channel from the upstream watershed.

Mr. Courey objected to Mr. McCready's evidence on the basis that he has no history with the Esseltine Drain project and only became involved after the Engineer's Report was completed and other than consultations with people, Mr. LaFontaine is the engineer with the most knowledge about the Drainage Works.

Mr. McCready discussed the toe erosion related to bank seepage and the scouring process from upstream flows which occurs to deepen the bottom of the ravine. In his opinion, the damage due to toe erosion related to bank seepage is insignificant in relation to the damage to the bottom of the ravine due to scour from upstream flows.

Mr. McCready concluded that the development of the residential area has not impacted groundwater levels. A review of the photographs provided showed exposed tree roots hanging in the air within the eroded channel. It was Mr. McCready's opinion that the erosion appeared to be quite rapid to the point that the trees are undermined.

Mr. McCready analyzed the Drainage Work being proposed by the Engineer's Report and was of the opinion that it would create a stable channel.

Based on Mr. McCready's review of the Engineer's Report and the Golder geotechnical report, it was his opinion that the natural watercourse can no longer tolerate the rate and volume of flow currently occurring. Mr. McCready advised that in preparing the Engineer's Report, Mr. Zarlenga considered other options such as totally enclosing the watercourse within the ravine, but that this option was cost prohibitive. Mr. McCready was of the opinion that the Drainage Works being proposed are appropriate for the situation and a reasonable design to repair the injuries caused by the upstream water drainage. In Mr. McCready's opinion the residential uses are only one of the factors contributing to the increased runoff rates and noted that the greenhouses in the area have constructed stormwater management ponds to accept water runoff from their properties.

In summary, Mr. McCready indicated that the source of the water running through the ravine and watercourse necessitates that the Drainage Work being proposed. Mr. McCready advised that in his opinion there was not one potential source of increased flow. The residential development in the area is expected over time, agricultural properties in the area do not appear to be abusing the drain, and greenhouse development is happening throughout the area with storm water management facilities on the property. However, Mr. McCready noted that all of these land uses together contribute to the surface water discharge that is damaging the downstream watercourse.

During cross-examination, Mr. McCready disagreed with Mr. Courey's statement that the seepage identified in the photographs along the banks could reasonably be inferred to be from a failed septic system. Mr. McCready agreed with Mr. Courey that no earthen structure can be considered a permanent device and further that over the course of history this ravine area has eroded. While this is the same watershed as historically existed in the area, the volume and rate of flow has changed over time due to several changes in land use including the intensification of agricultural uses (greenhouses) and residential development.

Evidence - Section 54 appeals

Mr. Lafontaine, P.Eng.

Mr. Lafontaine confirmed that he was involved in the preparation of the Engineer's Report and the Court of Revision for the Esseltine Drain. Mr. Lafontaine was involved in the hydrogeological aspect of the Drainage Works.

Mr. Courey questioned the qualification of Mr. Lafontaine as it related to the preparation of the Engineer's Report. Mr. Lafontaine confirmed that he was involved in the selection of the run-off factors, the rationale for the ratings applied was discussed with Mr. Zarlenga and confirmed that he can defend the calculations of the assessment set out in the Engineer's Report. Mr. Lafontaine indicated that he has not been involved in any projects under the *Drainage Act* where he has been appointed as the engineer. The Esseltine Drain is one of the main projects he has been directly involved in.

Mr. Courey expressed a concern with Mr. Lafontaine providing the evidence required as he did sign the Engineer's Report and was not a properly qualified expert. Mr. Hooker relied on the case of *R. v. Mohan* in support of the testimony provided by Mr. Lafontaine.

In *R. v. Mohan* [1994] 2 S.C.R. 9 (“Mohan”) the Supreme Court introduced a principled approach to the admissibility of expert evidence. The Supreme Court indicated that for expert evidence to be admitted, the following criteria must be met:

- (a) It must be relevant;
- (b) It must be necessary to assist the trier of fact;
- (c) It must not offend any exclusionary rule; and
- (d) It must come from a properly qualified expert.

In *Mohan* the Supreme Court held that it is not enough that the person selected to provide an opinion is an expert in his or her field. The Court found that it is necessary to establish that the person providing the opinion is an expert in the precise discipline or area of knowledge with respect to which the opinion is directed. The Tribunal took into consideration the concerns expressed by Mr. Courey with the absence of Mr. Zarlinga to provide expert opinion on the Engineer’s Report that he prepared. The Tribunal found that Mr. Lafontaine had been involved in and worked with Mr. Zarlinga in the preparation of the Engineer’s Report.

The Tribunal qualified Mr. Lafontaine to give expert opinion evidence but confirmed that it would give Mr. Lafontaine’s testimony the appropriate weight where necessary.

Mr. Lafontaine gave a general overview of the assessment schedule and indicated that the total cost was determined based on estimated construction costs, allowances and engineering fees. The special benefits and special assessments were removed from the calculation that included specific drain connections and the costs relating to Town’s road crossing improvements and private access culvert improvements.

Mr. Lafontaine confirmed that the assessments were split between what constituted a benefit and outlet liability to the lands within the watershed recognizing that the majority of the project costs were in the ravine area due to elevating the bottom and the construction of a cable concrete mat. The Drainage Works are required to repair damages due to the increased flow and in determining the assessments arrived at a benefit / outlet split of 20% – 80%. The total value of \$761,620 of benefit was assessed to twenty-eight properties of the four hundred and forty-seven properties located in the watershed.

In determining the assessments an equivalent hectare evaluation was conducted applying the method of assigning a factor to each property based on land use and multiplying by the specific area to come up with an equivalent hectare value. Mr. Lafontaine confirmed that the method applied in developing a factor for each land use is the method derived to accommodate for volume and rate of flow.

Mr. Lafontaine confirmed that a modified Todgham method was used to determine the assessments. Mr. Lafontaine stated that typically, the direct outlet assessments levied against lands adjacent to the drain very near the outlet of the drain are assessed very low values. However, in this case, in consideration of the high costs of the Drainage Works required to protect these same lands, the direct outlet assessment for the reach from Lake Erie to County Road 20 (Sta. 0 to Sta. 520) was significantly increased. This resulted in higher than typical outlet assessments against these properties.

Mr. Lafontaine confirmed that it is his opinion that the values used for the development of the assessments against the Mr. Fittler's and Ms. Stockwell's properties are consistent and reasonable. The outlet factors were determined using an average rate per hectare. Mr. Lafontaine confirmed that agricultural properties such as Mr. Fittler's and Ms. Stockwell's are assessed at a much lower rate than the non-agricultural properties or the greenhouse properties. Mr. Lafontaine believed that the total assessments were fair and reasonable and indicated that the Mucci properties represent 46% of the total assessment due to the extensive area of greenhouse lands and the higher rate of outlet liability applied to those lands.

Mr. Lafontaine confirmed that Ms. Stockwell's lands were surveyed as shown on Figure 27, marked as Exhibit 3, to show the direction of surface water flow on the property. The survey confirms that surface water flows over the adjacent lands to the southwest to the Esseltine Drain.

Mr. Lafontaine reviewed the assessments to determine whether it was a fair assessment of costs, and it was his opinion that all the assessments were distributed in a fair and equitable manner.

In response to questioning from Mr. Fittler, Mr. Lafontaine confirmed that the bush area on his property was not taken into consideration in determining an adjusted runoff factor for that particular land use. Mr. Lafontaine confirmed that the calculation relating to Mr. Fittler's property was based on the roof area, applying a factor of 10, agricultural area, applying a factor of 1, asphalt and concrete area applying a factor of 9, and gravel area, applying a factor of 8. The land classification of soil was presented to Mr. Lafontaine who confirmed that all soil types were treated as an equal factor for rate and volume of flow and that all agricultural land was treated in a similar manner.

During cross-examination by Mr. Courey, Mr. Lafontaine confirmed that it was Mr. Zarlenga who prepared and determined the assessments and the land use factors. Mr. Lafontaine confirmed that the same land use factors were applied to Ms. Stockwell's property, being 10 for the roof area, 1 for the agricultural lands, 8 for the gravel area, and 0.5 for the bush area. The bush area on Ms. Stockwell's lands were measured based on aerial photography using autocad.

Mr. Lafontaine confirmed that the survey of Ms. Stockwell's property was prepared in response to the appeal. Mr. Lafontaine confirmed that the inlet structure on Ms. Stockwell's property was not at ground level. Further, it was his opinion that the only evidence to show overland flow, being the survey, indicated that Ms. Stockwell's property drains towards the southwest corner of the property.

Mr. Lafontaine advised the Tribunal that the existing use of the land is determinative of the appropriate factor to apply and that the land use designations set out in the Official Plan are not considered in determining the appropriate factor to apply.

Mr. Lafontaine confirmed that it was the current conditions of the Esseltine drain that were considered in determining the Drainage Works. Base flow modelling was calculated for the area. The outlet assessment allocated to the baseflow in the ravine was based on the equivalent hectares method.

Mr. Lafontaine indicated that Mr. Zarlenga was not in attendance at the hearing due to his retirement. In response to questions raised by Mr. Courey, Mr. Lafontaine confirmed that he never observed a failed septic system. Mr. Lafontaine confirmed that he agreed with the division between outlet and benefit factors.

In response to questioning from the Tribunal, Mr. Lafontaine confirmed that the factors applied in calculating the assessments were determined by Mr. Zarlinga based on his experience and as suggested by the Ontario Ministry of Agricultural Food and Rural Affairs. Mr. Lafontaine confirmed that specific cropping practices of agricultural lands were not differentiated and there was no distinction for tilling practices. Mr. Lafontaine indicated that one acre equals one acre and it is not practical to differentiate agricultural practices nor can an engineer ask each property owner their plans for the property. No reduction factors were utilized in determining the assessments.

Mr. Lafontaine did confirm that peak flows for different storm intensities and durations were applied to accurately determine the size of the cable concrete channel.

Mr. McCready, P.Eng.,

Mr. McCready, in reviewing the allocation of the assessments, indicated that the Todgham Method was applied for the development of the Benefit/Outlet splits and the detailed outlet calculations. Mr. McCready explained that the outlet assessments increase as you move up the drain because the properties are utilizing a longer percentage of the length of the drain.

Mr. McCready reviewed the spreadsheet on costs and the factors applied for each land use and considered the nature of the sections and considered the assessments as fair. While Mr. McCready would normally divide a drain into several sections and assess each section separately, the Esseltine Drain assessment as developed by Mr. Zarlinga was left as only one section for the purpose of calculating assessments. Mr. McCready did apply his approach to the assessment calculations and concluded that breaking down the costs in four sections from the outlet to the top of the drain resulted in an approximately 10% lower assessment to the extreme upstream lands using the same land use factors that are in the Drainage Report.

Mr. McCready stated he would not have applied land use factors as high as those used in the report. In his opinion, the stormwater management ponds located on the greenhouse properties should have been calculated at a lower factor. Mr. McCready would have applied a factor of 8 for greenhouses and roof areas and concluded that he would end up with an outlet assessment similar to Mr. Zarlenga's.

However, Mr. McCready was of the opinion that although he applied a slightly modified assessment method to that of Mr. Zarlenga, the overall outcome was similar to the Engineer's Report confirming the validity of the assessments set out in the Engineer's Report.

Mr. McCready confirmed that Mr. Zarlenga's land use factors weighted at assessing developed areas are a bit higher than he would normally use, but it was Mr. McCready's opinion that the assessment set out by Mr. Zarlenga were done in a fair manner.

Mr. McCready confirmed that he reviewed the soils mapping for the area and the soils on Mr. Fittler's and Ms. Stockwell's lands are capable of growing high value crops.

The description of Ms. Stockwell's property as undulating and well drained is consistent with Ms. Stockwell's description of the property. Mr. McCready did not see any indications of large ponded or wet areas on Ms. Stockwell's property.

Mr. McCready confirmed that the drainage engineers have taken the position that distinguishing between outlet liability and injuring liability is difficult and the common practice is that most engineers assess as outlet which is referred to in the new design guidelines by the Ontario Ministry of Agricultural, Food and Rural Affairs.

Mr. McCready was of the opinion that every engineer has the right to develop runoff factors for various land uses as guided by OMAFRA publications and while he may not have had the same opinions as Mr. Zarlinga, he did not have any issues or concerns with the report or the assessments.

In reply evidence Mr. McCready stated that when preparing a drainage report the engineer does not examine every property to the extent of tile drainage or crops. The engineer does not rate farming practices or quality of farming practices as it relates to runoff. Agricultural land is assessed at a rate of 1.0 and bush at a rate of 0.5. There is no distinction in the assessment between cropland and pasture land.

Mr. McCready indicated that the purpose of the fill for the ravine is to raise the bottom elevation in order to stabilize the side slopes and protected by erosion control materials. It was his belief that the adjoining owners want the injury to the natural watercourse rectified.

On the issue of special benefits as suggested by Mr. Bartlett, Mr. McCready stated that a special benefit is normally assessed under section 26 of the *Drainage Act* allowing roads to be assessed for increased costs due to the presence of the road. Mr. Bartlett confirmed that a snake barrier fence could not be considered a special benefit to any one owner and there is no authority to assess the snake barrier fence against the County Road. McCready indicated that he cannot support the addition of several other special benefits being proposed by Mr. Bartlett.

Mr. McCready indicated that he did not see any evidence of a berm on Ms. Stockwell's property and that the issue of ponding was not mentioned until much later in the process, which is why they were not investigated in more detail.

Mr. McCready advised that he did not confirm the survey as the issues of ridges and ponding were not brought forward until the Court of Revision. Mr. McCready confirmed that he was brought into the project after the engineer's report was prepared and adopted. Mr. McCready confirmed that he did not do any field work or detailed calculations. Mr. McCready stated that there is no direct outlet for Ms. Stockwell's property to a municipal drain.

Mr. McCready reviewed the assessment analysis of Mr. Bartlett and found that his split was at 80/20 benefit to outlet while Mr. Bartlett's was at 75/25 and confirmed that the distinction in their analysis is the values allocated to special benefit. It was Mr. McCready's view that wastewater from the septic systems adjacent to the drain should not be directed to a watercourse and is appropriately dealt with in other pieces of legislation.

Mr. Fittler

Mr. Fittler expressed a concern with different types of soil being treated in the same manner with respect to run off values, as it was his opinion that different soils should be assessed using different factors. Mr. Fittler was of the opinion that consideration of the soil type and curve numbers should be taken into consideration when determining the appropriate assessment to be applied.

Mr. Fittler reviewed the run off coefficient sheets and soil mapping information in detail. Mr. Fittler confirmed that he engages in no till farming, which results in his soil having a higher water-holding capacity. Numerous videos of the area were presented by Mr. Fittler, some of which showed him walking up and down the Esseltine Drain during different rain fall events. Mr. Fittler did not provide any supporting documentation in terms of weather data to confirm the amount of precipitation received in the area.

Mr. Fittler indicated that there was a considerable difference between the rate of water flow between upstream and downstream properties. Mr. Fittler indicated that there was nothing he wanted to change with the existing drainage works as in his opinion they were functioning appropriately. Mr. Fittler advised the Tribunal that the appropriate assessment for his property would be to change the categories applied to his land and advised something closer to the bush area category would be more appropriate in the circumstances. Mr. Fittler advised the Tribunal that he adapted his farming system with a goal of minimizing erosion and therefore runoff and provided documentation in support of this practice. Mr. Fittler indicated that his farming practice won a conservation award.

Mr. Bartlett, P.Eng.

Mr. Bartlett confirmed that he has been a drainage engineer for approximately 49 years and has been writing reports under the *Drainage Act* for the past 47 years. Mr. Bartlett indicated that in his experience when he was the engineer of record responsible for preparing the report he has been criticized by the Tribunal if he did not appear to defend the engineer report.

Mr. Bartlett confirmed that he walked Ms. Stockwell's property and drafted the report submitted to the Tribunal. Mr. Bartlett confirmed that Ms. Stockwell's property is approximately 14 hectares that is utilized primarily for organic hay. The total cost of the report is just over 4 million dollars with approximately 3.3 million dollars being spent on the ravine located on the south side of County Road 20.

Mr. Bartlett reviewed the aerial drawing of the drain downstream of County Road 20 and identified the top of the slope and its proximity to the residential structures. It was Mr. Bartlett's opinion that the top of bank is located close to several structures and that any type of bank stability is going to directly benefit those properties. It is his opinion that the benefit assessment for those properties is too low.

Mr. Bartlett was concerned that if nothing was done to stop the continued erosion it would jeopardize the utilities on County Road 20. The profiles currently show a drop off immediately downstream of the county road culvert.

Mr. Bartlett was of the opinion that the assessment against Ms. Stockwell is disproportionate in that the benefit and special benefit levied against all other lands are too low, and the outlet liability on the Stockwell lands is not appropriately allocated.

Mr. Bartlett reviewed the assessment schedule for outlet and took into consideration the lands designated for future development, particularly those that have an existing plan of subdivision approval such as the industrial park. For these areas he applied a different factor recognizing their uses for industrial / commercial purposes. Based on Mr. Bartlett's assessment, it was his opinion that the assessment for Ms. Stockwell should be approximately \$11,700 as opposed to the \$46,000 in the Engineer's Report.

Mr. Bartlett disagreed with the method applied by Mr. Zarlenga in determining assessments. It was Mr. Bartlett's opinion that assessing the costs against the drain as a single reach would be acceptable if the work was the same for the entire length of the drain such as cleaning out an open drain. Mr. Bartlett indicated that you cannot lump the entire area together to develop an average and expect it to be fair. Mr. Bartlett's opinion is that the length factors need to apply to smaller reaches and apply the interval costs. It was Mr. Bartlett's opinion that the way the assessments were established represents a major flaw with the Engineer's Report and is extremely unfair.

Mr. Bartlett indicated that additional consideration should have been given to the type of soil having good drainage such as the sandy loam soil of Ms. Stockwell's property. In addition, the construction of a berm along the property line at Ms. Stockwell's property stops any water flow from the Stockwell property entering into the catchbasin. Mr. Bartlett felt that Ms. Stockwell's assessment should be further reduced for outlet due to the area of the bush. Mr. Bartlett also indicated that he did not observe any sanitary sewers in the residential areas.

Mr. Bartlett advised that the natural process of erosion is to progress upstream until such time as it reaches a stable bottom and the banks become stabilized.

Mr. Bartlett's opinion is that the one way to fix the assessment schedule is to break the drain into intervals and assess each interval individually.

During cross-examination by Mr. Hooker, Mr. Bartlett stated that Ms. Stockwell's land should not be viewed as permanent pasture because it has historically grown very good crops and should remain in its present state. While there was some concern about permanent ponding on Ms. Stockwell's property, Mr. Bartlett indicated that there was no evidence of permanent ponding and he would not expect permanent ponding to occur due to the type of soil present.

There was a discussion with respect to the costs of the snake barrier and the appropriate allocation of the costs associated with the implementation as they protect species at risk for the public good.

Mr. Bartlett agreed that the scouring effect of the water was deepening the channel. In response to questions from the Tribunal, Mr. Bartlett stated that planned urban development should be assessed at a higher rate if the draft plan of subdivision is registered and the owners are in the process of getting it approved.

When questioned about the wastewater being discharged by developed lands, Mr. Bartlett responded by questioning whether there should be a special benefit due to there being no sanitary sewers in the area because the drain needs to be oversized. Mr. Bartlett did confirm that he did not conduct any analysis of flows that might be attributable to discharge of wastewater into the drain.

When asked whether it was Mr. Bartlett's practice to levy a special benefit that is in the public good against a public property, Mr. Bartlett responded that it is not his practice as he has never encountered the requirement for snake barriers in any prior reports. Mr. Bartlett did indicate that this would be a controversial approach to assess this cost as a special benefit against the roads that are not related specifically to roads. Mr. Bartlett

confirmed that there are no provisions under the *Drainage Act* to assess this type of special benefit cost to the road.

Mr. Bartlett indicated that in his opinion the fill in the ravine downstream of County Road 20 is not necessary for the function of the drain and that the bottom of the drain could be reshaped, and cable concrete installed. No alternative design drawings or cost estimates were provided to the Tribunal.

Mr. Bartlett confirmed that he did not calculate the assessments for the entire Esseltine drain and only looked at Ms. Stockwell's assessment.

Findings and Analysis

The Tribunal accepts the evidence of the Town's Engineers in the matter of appeals under section 54 and agrees that the assessments are fair and reasonable. Mr. McCready acknowledged that while he may have calculated the assessments using a different methodology, the allocation would be substantially the same as what was proposed by Mr. Zarlenga. The Tribunal would prefer to have the engineer who prepared the report, including the assessment schedule to be present at hearings such as this; however, this is not always practical or possible. The Town presented the evidence through a qualified engineer, Mr. LaFontaine, who was involved in the preparation of the Engineer's Report and supplemented the evidence with the review of the Engineer's Report by Mr. McCready.

It was the position of the Town that the question before the Tribunal is how much the property owners in the watershed should be charged for the Drainage Works, and what aspect(s) of the Drainage Works should they be charged for.

Mr. Courey requested that the Tribunal take judicial notice that the portion of the watershed where Ms. Stockwell's property is situated consists of farmers who have farmed for centuries and continue to farm today. Mr. Courey argued that the development in the area including the greenhouses and industrial parks are impacting the watershed and should not be done at the detriment of others who choose not to develop their properties. Mr. Courey took the position that based on the evidence presented, the problems with the watershed is due to the development of residential housing and greenhouses putting pressure on the ravine and resulting in the slumping of the banks.

Mr. Courey identified four engineers being involved in the Engineer's Report including Mr. Zarlenga, Mr. Fontaine, Mr. McCready and Mr. Bartlett. Mr. Zarlenga did not present any evidence before the Tribunal, Mr. Lafontaine worked under the direction of Mr. Zarlenga, Mr. McCready did not conduct any field work and did not go on Ms. Stockwell's property.

Mr. Courey pointed out that Mr. Bartlett has been involved in the preparation of a significant number of reports and has a lifetime of experience in preparing engineer's reports under the *Drainage Act*.

Mr. Courey pointed the Tribunal to the evidence that Mr. Fittler and Ms. Stockwell are the only two property owners who have not exacerbated the problem with increased volumes of water discharge from their properties. Ms. Stockwell and Mr. Fittler are of the opinion that the assessment in the Engineer's Report has been incorrectly calculated.

Ms. Stockwell's appeals relates to her concerns about the costs and benefits of the Drainage Works. Ms. Stockwell expressed a concern that there is no cost benefit analysis provided for the Drainage Works making it impossible to challenge. Further, it is the position of Ms. Stockwell that she should not be placed in the position of having to commission an extensive engineering report to raise an issue with the assessments. A concern was raised that the Town needs to be cognizant of the significant increase in the costs applied to the properties in the area.

Mr. Courey expressed concern with the substantial costs to Ms. Stockwell of the hearing specifically for legal and engineering representation. Mr. Courey requested that these costs be allocated to the drain. The Tribunal reviewed the cost submissions and, in the circumstances, do not feel that it is appropriate for an individual's legal and engineering fees incurred in challenging the Engineer's Report to be allocated to the Town.

The Town highlighted the fact that no planning evidence was presented to challenge the development occurring in the Town.

The Tribunal finds that there was no evidence presented on the section 48 appeal that would support a revision to the Engineer's Report.

The Tribunal confirms that there was some evidence presented relating to the oversight of Mr. Fittler's bush area. While the evidence indicates that there may be some discrepancies in the calculation of the assessments, the Tribunal finds that these are negligible and result from the judgment of the engineer and no significant change would occur to the assessment. However, based on the evidence and information presented, the assessments are fair and reasonable for all properties located in the watershed area. No modification of the Fittler assessment is recommended.

Considerable evidence was submitted to the Tribunal in an attempt to justify reduced run off factors for the Fittler's and Stockwell lands. Similar arguments could be made for other

properties within the watershed. The rates applied to these two properties are the lowest in the assessment schedule and are rates normally used in such cases.

The Tribunal sympathizes with Ms. Stockwell and Mr. Fittler as existing agricultural property owners in what is also an urbanized area with increasing greenhouse intensification as an agricultural use.

The Tribunal has reviewed the cost submissions of the parties and finds that no costs are justified in the circumstances.

Order of the Tribunal

The Tribunal thereby orders the following:

1. That the appeals are denied.
2. That the non-administrative costs of the Municipality incurred with respect to this appeal shall form part of the cost of the drainage works, and such costs shall include the Engineer's fees and expenses for preparing the Report and the revised Report.
3. That each party shall bear their own costs.
4. That there shall be no other Order as to costs and all parties shall be responsible for their own costs.



Paula Lombardi
Vice-Chair

Dated at London, Ontario this 15th day of April 2019.

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 45 - 2019

Being a By-law authorizing the entering into of 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)

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 by By-law 29-2017 enacted on the 27th day of February, 2017, Council of The Corporation of the Town of Kingsville authorized the entering into of an Application-Based Component 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 Top-Up Application Component/Park Street Road Reconstruction Project; File Number: OCIF AC3-3147;

AND WHEREAS The Corporation of the Town of Kingsville (the “Town”) deems it expedient for the Town 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, for the said aforesaid Project.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE ENACTS AS FOLLOWS:

1. **THAT** the Town enters into and executes with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs, an Ontario Community Infrastructure Fund – Amending Agreement (Ontario Community Infrastructure Fund Application Component – Intake 3/ Park Street Road Reconstruction; Amending Agreement #1), 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 Amending 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 23rd DAY OF APRIL, 2019.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

This Amendment is effective as of the date of the Province's execution.

AMENDING AGREEMENT

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Agriculture, Food and Rural Affairs

("Ontario")

AND

THE CORPORATION OF THE TOWN OF KINGSVILLE
(CRA# 108127523)

(the "Recipient")

WHEREAS Ontario and the Recipient (the "**Parties**") entered into an agreement (the "**Agreement**") with an Effective Date of March 16, 2017, under the Ontario Community Infrastructure Fund – Application-Based Component;

AND WHEREAS the Parties wish to amend the Agreement;

AND WHEREAS section 3.1 of the Agreement allows the Parties to make amendments to the Agreement, provided such amendments are in writing agreed upon and signed by the Parties;

NOW THEREFORE, in accordance with the principles set out above and the mutual covenants and agreements herein, the sufficiency of which is acknowledged, the Parties hereby agree to amend the Agreement under this amending agreement (the "**Amendment**") as follows:

- 1. *Revocation and Replacement of Part C3 "Project Completion Date" of Schedule "C" of the Agreement.*** Part C3 of Schedule "C" of the Agreement is revoked and replaced with the following:

C3 Project Completion Date. The Project will be completed no later than July 31, 2019. For clarity this means Substantial Completion must have occurred.
- 2. *Revocation and Replacement of Part F3 "Provision of Funds" of Schedule "F" of the Agreement.*** Part F3 of Schedule "F" of the Agreement is revoked and replaced with Part F3 attached to this Amendment.
- 3. *Revocation and Replacement of Part I1 "Reports" of the Agreement of Schedule "I" of the Agreement.*** Part I1 of the Agreement is revoked and replaced with Part I1 attached to this Amendment.

4. **Defined Terms.** Any capitalized term used in this Amendment but not defined herein shall have the same meaning given to it in the Agreement.
5. **Referential Incorporation Of Certain Provisions In Agreement.** Sections 1.1, 3.1, A1.1, A3.1, A3.2, A22.1, A23.1, A24.1, A25.1, A25.2, A27.1, A30, and 1, Articles A20, and A26 are referentially incorporated into this Amendment with any and all necessary modifications to make them applicable to this Amendment.
6. **Amendment May Be Signed In Counterparts.** This Amendment may be signed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
7. **The Agreement.** The Parties acknowledge that the Agreement continues as a valid and binding agreement, subject only to this Amendment, and that all other terms and conditions of the Agreement apply *mutatis mutandis*.

IN WITNESS WHEREOF the Parties have respectfully executed this Amendment as of the dates indicated below:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Agriculture, Food and Rural Affairs

Name: Randy Jackiw
Title: Assistant Deputy Minister

Date

I have the authority to bind the Crown pursuant to delegated authority.

THE CORPORATION OF THE TOWN OF KINGSVILLE

AFFIX
CORPORATE
SEAL

Name: _____
Title: _____
Date: _____

Name: _____
Title: _____
Date: _____

I/We have the authority to bind the Recipient.

PART F3 – PROVISION OF FUNDS

F3 Provision Of Funds. The Province will provide the Funds to the Recipient, subject to the terms and conditions of the Agreement, in accordance with the following:

MILESTONE PAYMENT SCHEDULE

Project Milestone Payment	Recipient Expected Completion Date
Milestone 1: Agreement Execution	March 15, 2017
Milestone 2: Submission and Acceptance of Revised Budget Report (Submitted after 70% of the Project costs are awarded)	July 24, 2017
Milestone 3: Submission and Acceptance of Final Report	October 28, 2019

MILESTONE PAYMENT	AMOUNT	REQUIRED DOCUMENTATION
Subject to the terms and conditions of the Agreement:	-	-
Milestone 1: Execution of the Agreement by both Parties.	An amount up to fifty-five percent (55%) of the Maximum Funds	An executed Agreement and a Council by-law / Board resolution authorizing the Recipient's entry into the Agreement.

MILESTONE PAYMENT	AMOUNT	REQUIRED DOCUMENTATION
<p>Milestone 2: Upon receipt and acceptance by Ontario of required reports.</p> <p>If there is a variance between the date noted in Recipient Expected Date for Milestone 2 (noted above) and the actual date Milestone 2 will be submitted by the Recipient, notification must be provided as soon as possible to Ontario.</p>	<p>Provided it is not a negative figure, an amount up to seventy-five percent (75%) of either</p> <p>(i) The Maximum Funds, less the amount paid at Milestone 1;</p> <p style="text-align: center;">or</p> <p>(i) An amount calculated by multiplying the percentage of Maximum Funds against the Recipient's Revised Total Net Eligible Costs, less the amount paid at Milestone 1.</p>	<p>Construction Contract Award Report as described in Schedule "I" of this Amendment</p> <p>Revised Budget Report</p> <p>Progress Report</p>
<p>Milestone 3: Upon receipt and acceptance by Ontario of the Final Report. The Final Report shall be submitted within sixty (60) Business Days of the completion of the Project and no later than October 28, 2019 whichever is earliest.</p> <p>If there is a variance between the date noted in Recipient Expected Completion Date for Milestone 3 (noted above) and the actual date Milestone 3 will be submitted by the Recipient, notification must be provided as soon as possible to Ontario.</p>	<p>Using the same method of calculation as in Milestone 2,</p> <p>(i) The balance of the Funds, if any, to the limit of the Maximum Funds</p> <p style="text-align: center;">or</p> <p>(ii) The balance, if any, of the Funds calculated by multiplying the Percentage of Provincial Support against the Recipient's Total Net Eligible Costs as certified in the Final Report,</p> <p>whichever aggregate amount is smaller.</p>	<p>Final Report</p>

PART I.1 – REPORTS

The Recipient will submit the following Reports in accordance with the reasonable directions provided by the Province by the date indicated in the chart immediately below and with such content as is satisfactory to the Province. The Province will provide the contents of the Report at a later date.

	Name of Report and Details Required	Due Date
1.	Construction Contract Award Report - a Report from council including a resolution or other municipal document recognizing the awarding of the Project tender(s)	Within fifteen (15) Business Days of a council resolution and no later than July 24, 2017.
2.	Revised Budget Report must be based on tenders awarded to complete the Project. The Recipient shall use the form provided by the Province.	Within fifteen (15) Business Days of a council resolution awarding the tender(s) and no later than July 24, 2017.
3.	Progress Report - The Recipient shall use the form provided by the Province	Twice a year by May 15 and October 15 for the Term of the Agreement or until sixty (60) Business Days after the Project Completion Date. A Progress Report is also required to be submitted as part of the submission for Milestone Two (2).
4.	Final Report - including statement of final incurred eligible expenses validated by invoices and/or payment certificates. The Recipient shall use the form provided by the Province.	Within sixty (60) Business Days of the Project Completion or no later than October 28, 2019, whichever is earliest.
5.	Other Reports or information as may be directed by Ontario from time to time, if any	On or before a date directed by Ontario.

THE CORPORATION OF THE TOWN OF KINGSVILLE

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**

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 April 8, 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
23rd DAY OF APRIL, 2019.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo