



**REGULAR MEETING OF COUNCIL
AGENDA**

Monday, June 8, 2020, 7:00 PM

Council Chambers

2021 Division Road N

Kingsville, Ontario N9Y 2Y9

Pages

A. CALL TO ORDER

In light of the ongoing COVID-19 pandemic, this Regular Meeting of Council is being held electronically. Members will meet via electronic participation. Members of the public can view the meeting at: www.kingsville.ca/meetings and select the VIDEO icon.

B. 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.

C. PRESENTATIONS/DELEGATIONS

- | | | |
|----|---|---|
| 1. | Kingsville Pickleball, Incorporated--Board Members Helen Dean (President) and Jules Kay (Secretary) RE: Requests regarding pickleball courts | 1 |
| 2. | MDB Insight Inc., Natasha Gaudio Harrison, Consultant, and Paul Blais, Executive Vice-President RE: Business Retention and Expansion Project update | 4 |

D. AMENDMENTS TO THE AGENDA

E. ADOPTION OF ACCOUNTS

- | | | |
|----|--|----|
| 1. | Town of Kingsville Accounts for the monthly period ended May 31, 2020, being TD cheque numbers 0072940 to 0073286 for a grand total of \$865,035.81. | 27 |
|----|--|----|

Recommended Action

That Council receives Town of Kingsville Accounts for the monthly period ended May 31, 2020, being TD cheque numbers 0072940 to 0073286 for a grand total of \$865,035.81.

F. STAFF REPORTS

- 1. Vacation Carry Over 2020** 51
J. Galea, Human Resources Manager

Recommended Action
That Council approves a one-time exception to the vacation carry-over entitlement and allow non-union employees to carry over an additional week of vacation above any entitlement outlined in paragraph 8(f) of the Non-Union Policies of Employment; And That, full-time union employees be permitted to carry-over up to one week of vacation time for the 2020 calendar year.
- 2. CAO Recruiter Options** 54
J. Galea, Human Resources Manager

Recommended Action
That Council authorizes the HR Manager to engage Waterhouse Executive Search to recruit for the vacant CAO position.
- 3. Resurfacing of Briarwood Crescent Subdivision** 62
T. Del Greco, Manager of Municipal Services

Recommended Action
That Council support a change in project scope (additional asphalt at a cost of \$27,470) for resurfacing of Briarwood Crescent, Lincoln Road, and Graham Sideroad (south of County Road 20).
- 4. Environmental Services Staffing Request** 64
S. Martinho, Manager of Public Works

Recommended Action
That Council add a full-time Environmental Services position to increase the staff complement to 6 full-time employees, until three (3) employees eligible to retire between 2019 -2021 have retired from their positions.
- 5. Penalty and Interest Relief – Extension and Delegation of Authority** 67
R. McLeod, Director of Financial Services

Recommended Action
To waive penalty and interest until July 31, 2020 and to authorize the Director of Financial Services to adjust penalty and interest rates for property tax and water accounts for the duration of the municipal state of

emergency.

6. 2020 Folk Festival Funding Contribution – Additional Information 69

R. McLeod, Director of Financial Services

Recommended Action

That Council approve the release of one half (\$10,000) of the annual sponsorship contribution to Sun Parlour Folk Music Society and waive their 2020 rental fees (\$1,500) for the use of the Carnegie Arts & Visitor Centre.

G. MINUTES OF THE PREVIOUS MEETINGS

1. Regular Meeting of Council--May 25, 2020 77

2. Regular Closed Session Meeting of Council--May 25, 2020

Recommended Action

That Council adopts Regular Meeting of Council Minutes dated May 25, 2020, and Regular Closed Session Meeting of Council Minutes dated May 25, 2020.

H. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. Union Water Supply System Joint Board of Management - April 15, 2020 88

Recommended Action

That Council receives Union Water Supply System Joint Board of Management Regular Meeting Minutes and Special Meeting Minutes dated April 15, 2020.

2. Police Services Board - April 22, 2020 96

Recommended Action

That Council receives Police Services Board Meeting Minutes dated April 22, 2020.

3. Parks, Recreation, Arts and Culture Committee - April 23, 2020 103

Recommended Action

That Council receives Parks, Recreation, Arts and Culture Committee Meeting Minutes dated April 23, 2020 together with Minutes of the following sub-committees: Fantasy of Lights - January 28, 2020; Migration Festival - January 28, 2020; Communities in Bloom - January 23, 2020; Highland Games - October 22, 2019 and January 14, 2020.

4. Tourism and Economic Development Committee - May 14, 2020 131

Recommended Action

That Council receives Tourism and Economic Development Committee

5. **Communities in Bloom--Request for Kingsville Council endorsement of CIB resolution RE: Pollinator Habitat** 134

Recommended Action

That Council considers the request of the Communities in Bloom Committee to endorse CIB resolution regarding Pollinator Habitat.

I. BUSINESS CORRESPONDENCE - INFORMATIONAL

1. **City of Brantford--Correspondence dated May 28, 2020 RE: Essential Workers' Day - March 17** 135

Recommended Action

That Council receives Business Correspondence-Informational Item 1.

J. NOTICES OF MOTION

1. **Councillor Neufeld may move, or cause to have moved, that Administration prepare a "worst-case scenario" report outlining the impact reduced revenues due to COVID-19 will have on the 2021 budget.**

K. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

L. BYLAWS

1. **By-law 44-2020** 137

Being a By-law authorizing the entering into of an Agreement with Pierascenzi Construction Limited for the 2020 Sidewalk Program in the Town of Kingsville (Contract No. 20-2018) (full contract document available for review in Department of Municipal Services)

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

M. CONFIRMATORY BY-LAW

1. **By-law 58-2020** 142

Being a by-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its June 8, 2020 Regular Meeting

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

N. ADJOURNMENT



June 8, 2020

To the Mayor and Council:

Thank you for providing the Kingsville Pickleball, Inc. (KPI) membership the opportunity to present today. We are a very enthusiastic group of 70 plus tax paying players. Since 2013 we have accessed the town tennis courts for our play. Regrettably the relationship between KPI and the Kingsville Tennis Association (KTA) has been fraught with tensions and adversity from start to present. It is our desire to work together in harmony as is successful in many other locations.

In July 2019 a presentation was made at the PRAC meeting where we provided information on a cost efficient process to increase the four overlay pickleball courts on the tennis surface to eight courts. KPI has shared and shown the need for more courts in order to accommodate our increasing membership play time. At this same meeting the Kingsville Tennis Association (KTA) stated that they wanted the pickleball lines removed by the 2020 season. They stated that the present lines cause confusion for tennis play, that they cannot run a junior program, give lessons or run a sanctioned tournament.

In actuality, KTA's views are not consistent with the norm as many tennis clubs are incorporating and welcoming pickleball. Their municipalities are using blended lines on tennis courts to allow for both tennis and pickleball to be played on the same surface with great success. Tennis Canada has produced a publication, "Pickleball, Badminton and Tennis Integration". The guidelines for sanctioned tournaments and court usage rests with Tennis Ontario (pages 44 and 45 from *Rules of the Court from Tennis Canada*), with specifics regarding blended lines and the provincial sanctioning body in allowing said lines. In the same publication, page 4, are the rules for blended lines for National Events, like the Roger's Cup. The blended lines used on the Kingsville tennis courts at present are within these guidelines. We know that indoor tennis is played in gymnasiums where many sets of lines exist, including volleyball, basketball, badminton and pickleball. The colours are distinguishable and play is successful.

On May 21, 2020 two of our board members joined the PRAC meeting via Zoom as "Tennis/Pickleball update" was listed on the agenda. We believed, following email correspondence from Mr. Dan Wolicki, that an update regarding play on the courts as it regarded the Covid pandemic was to be outlined. We were taken aback when a prepared statement by the Tennis Association was read aloud to the committee by the Director of Parks & Rec., petitioning the immediate cessation of pickleball play on the tennis courts. Subsequently we were shocked when the committee agreed to the demands of the KTA and furthermore decided that KPI would be given the use of the courts at Ridgeview Park in Cottam. At the start of the meeting we were offered the unexpected opportunity to make a presentation to the PRAC members, however this was provided to us prior to hearing the presentation of the KTA. We had no knowledge of their request to terminate pickleball on the tennis courts and hence, were unable to

speak to the matter. While KPI had requested a meeting prior to the May 21st PRAC meeting to discuss use of the courts we were not afforded such a meeting, unlike KTA as outlined during their presentation. We feel that the handling of this matter was patently inequitable and unjust.

The talk of new pickleball courts is exciting and welcoming news to members of KPI. While KPI views positive advantages to these dedicated courts, we feel strongly that as residents and taxpayers we deserve advance notice of any public meeting that affects pickleball. This did not happen in regard to the May 21st PRAC meeting. Had we known, we would have been prepared to speak to the KTA position on behalf of our members. At previous meetings, for example at the aforementioned July 2019 PRAC meeting, both parties were afforded advanced notice of the agenda. As well, in May 2018 we received an invitation to present, as did KTA. The following is a direct excerpt from the email we received in May of 2018 from the Director of Parks & Rec.: *"In an effort to work toward an equitable and fair court allocation between Kingsville Pickleball Association and Kingsville Tennis Association the Parks Recreation Arts and Culture Committee would like to invite you to their next meeting...Each Group (Pickleball and Tennis) will have 10 minutes to make their presentation...."*. The latter protocol and effort to work toward equitable and fair allocation was denied KPI on May 21, 2020.

We draw attention to the following as outlined in the Terms of Reference- Parks, Recreation, Arts and Cultural Committee (Approved November 17, 2014)

The Purpose of PRAC is to operate as a link between the community and Council to make recommendations regarding:

1.1) Increasing recreation, sports and cultural opportunities for all residents

1.3) *The effective and efficient operation and use of parks and facilities....*

Furthermore within the Scope of Work - The committee shall :

3.2.1) *Improve and encourage full use of recreation, arts and cultural facilities and resources*

We ask that not only the Mayor and Council, but also the PRAC members hear from all parties affected. Due diligence must be followed in regard to information shared and decisions should be made based on accurate and factual information; fair and equitable decisions should be made for all parties affected.

In regard to fees collected, as per Council Meeting on November 25, 2019, it was recommended that Pickleball court fees collected in excess of court maintenance costs be placed in the Pickleball Reserve. In reviewing the General Ledger, both Tennis and Pickleball fees appear to be placed in the same account. The excess from Pickleball is not clearly stated and as such remains unknown to us. KTA states that through their membership varying amounts of money and donations were raised and used to build and maintain the courts. Be that as it may, so too has KPI contributed to court maintenance, alongside the Town of Kingsville and its taxpayers. Remarkably, the sole responsibility for the use of the courts and determination of its use has been given to KTA.

While not consulted in any fashion, KPI sees advantage to the use of dedicated pickleball courts in Cottam. However, those courts do not exist at this time, nor within the short foreseeable future. KPI is happy to partner with the town and Cottam Rotary to make the short term solution viable. Indeed the site itself is very appealing with its many amenities and opportunity for public exposure to our group, allowing for increased membership. Likewise, KPI was collaborating with the town to develop pickleball courts by the arena, as per the PRAC Master Plan. In point of fact, stated in the Master Plan on page 29, "The priorities which received the highest number of votes were: "Outdoor Pickleball Courts" followed by "Splash Pad at Lakeside Park...". At the PRAC meeting in May 2020, the plans for the splash pad were reviewed in great length with viable options reviewed. At this same meeting, when

discussions ensued, it was stated by Mr. Wolicki that the community vote should be honoured in regard to the splash pad location. As well, that the purpose of the vote was to hear the voice of the community. That same voice voted highest for Outdoor Pickleball Courts.

The KPI membership is anxious to have a set location that is viable for play. At present none exists for our group. We are very willing to work in collaboration with the town to make the Cottam courts viable until such time that the PRAC Master Plan sees the fruition of dedicated courts in town. While neither of these options are presently available we implore council to intervene and make the fair and equitable decision to allow KPI to continue with the use of the town tennis courts as we have since 2013, until courts are available to us. In its desire for courts and willingness to work with the town, KPI has developed a concept drawing for eight dedicated pickleball courts at Ridgeview Park. We will happily share this with the Mayor and Council should it be desired. We want to have access to courts where we can play and feel welcomed.

Many communities are either building pickleball courts or using dual purpose courts for both tennis and pickleball. We have researched and have information from local communities as well as communities across Canada which we would be willing to share in this regard. We feel strongly that as a town we too should be working harmoniously as a community to provide for our residents. We boost Kingsville as a town for retirees, and any amount of research will show that not only among retirees, but younger adults as well, pickleball is a growing sport to be embraced.

In our desire to promote and further the opportunity for pickleball in our community, Kingsville Pickleball, Inc. readily acknowledges making our share of mistakes. Frankly, it has been an arduous seven years. Nonetheless, having town representatives provide the way for one user group to evict another user group from the use of town facilities in no way fosters goodwill within our community. As experienced in surrounding localities, we are confident that we too can develop a cooperative and positive atmosphere within the Town of Kingsville as all members of the community work together for the good of all. Pickleball is growing bigger in numbers here and across Canada and beyond. We now have an opportunity to work together, moving forward to make our Pickleball site known as a great place to play.

In conclusion, we respectfully request:

- Mayor and Council alongside PRAC provide KPI access to the town tennis courts, as has been the practice since 2013, until such time as viable pickleball courts are ready for our use.
- In collaboration with KPI, support the temporary installation of pickleball courts at Ridgeview Park in Cottam within a feasible short timeline.
- In collaboration with KPI, move forward with the installation of permanent pickleball courts as per the PRAC Masterplan for the town of Kingsville, be it in Cottam or the arena location.

KPI Board Members- on behalf of the KPI Membership,

Helen Dean, President

Jules Kay, Secretary

BUSINESS RETENTION AND EXPANSION PROJECT - DRAFT FINAL REPORT

Town of Kingsville

May 22, 2020



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Cover Image: “Kingsville main street” via Wikimedia Commons user Andrea_44 (CC BY 2.0)



1. Background



The Town of Kingsville has enjoyed significant growth in recent years. Located in the southernmost region of Canada, its diverse business base includes agriculture and agri-food, manufacturing, and retail, among others. It benefits from a healthy mix of established businesses with deep roots

in the area, and newer recent investments, especially in the greenhouse and food and wine sector. The economy is healthy and broad, though the Town is interested in further diversifying and strengthening its local economy.

The Town has a clear mandate toward economic and business development, but it has had no formal approach to business engagement. With that in mind, it undertook this Business Retention and Expansion (BR+E) project to engage its business base to improve relationships with business owners/managers, identify and address any concerns, and improve business competitiveness.

A BR+E survey was commissioned to engage businesses and report on observations generalizable to the broader business community, while also allowing for the identification of potential expansion or retention opportunities, which can be followed-up with on an individual business level. The intention of the survey was twofold:

- To gather a statistically significant amount of information from business owners so that future economic development initiatives could be pursued with confidence, knowing they will have a positive impact on the business community.
- For each business, identify whether there were green flag and/or red flag issues that the Town could follow-up on and attempt to address. These responses would identify businesses that reported growth opportunities (green) or challenges that might result in downsizing, relocation, or closure (red).

This project was supported by a Volunteer Task Force, who contributed to vetting both the questionnaire and the business listing for the random sample survey, and conducted outreach to businesses based on survey results. Green and red flag businesses were prioritized, but follow-up was conducted with even those that did not emerge as a Triage priority.

Towards the end of the project, the global COVID-19 pandemic had significant impacts on the business community. Thus, the course of the project was altered to include an online business workshop for the Town to check in on its businesses and their impacts at such a challenging time. This pivot was embraced by the Town and members of the business community and provided needed feedback to address some of those challenges. This project accounts for some immediate-need responses to the crisis. COVID-19 has served to highlight the importance of close relationships between municipalities and their business base.

The pandemic has accelerated business trends that were emerging before the crisis such as the need for broadband connectivity and digital literacy. It has also, unfortunately, had dire impacts on the tourism sector, which has been an important driver of Kingsville's economy in recent years. Thus, this project takes some of those needs and challenges into account in the short-term, while accounting for the need to prioritize more BR+E outreach in the medium-term and partnerships and advocacy in the long-term.



2. Methodology

MDB Insight has developed a unique approach to the development of business retention and expansion strategies through a process known as Triage BR+E. Triage BR+E refers to the immediacy of the findings and strategy development through the use of random sample telephone surveys. This allows for a statistically significant sample of businesses to be surveyed and identify challenges, gaps, and opportunities that the local economic development organization can focus on. It also allows the identification of green flag and red flag issues that could impact a business's decision to grow/remain in the community and for an immediate follow-up to take place.



¹This project involved a unique internal communication plan that allowed for the identification of businesses with both green and red flag issues to be identified during the survey process. They were asked for their consent to have their information shared with their local economic development organization. This provided the opportunity for their concerns or issues to be addressed in real-time. This is an advantage that the

majority of other BR+E programs lack.

In total, 120 business owners/managers were targeted and were successfully surveyed out of an initial sample of 390.

The survey was administered during November and December of 2019, and March 2020. In-person follow-up was conducted by the volunteer task force in late 2019 and January 2020 for the first 40 businesses.

Telephone surveying was completed in March 2020, prior to the drastic and immediate economic impacts of the COVID-19 pandemic. Following the final survey results, in place of in-person follow-up meetings, an online remote workshop was held on April 28, 2020 to follow-up on survey results and to engage with businesses on the impacts of COVID-19. This workshop allowed the Town to connect with business owners at a critical time in the business health of the community.

¹ Image: "Lakeside Pavilion" via Wikimedia Commons, user Andrea_44

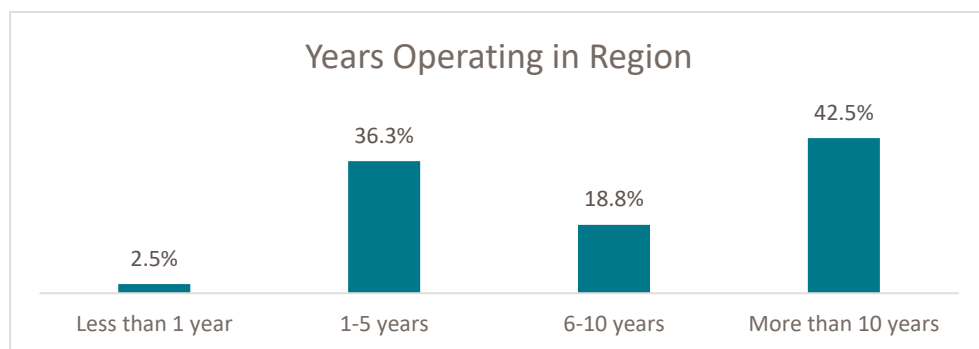


3. Triage BR+E Survey Findings

3.1 Business Profile

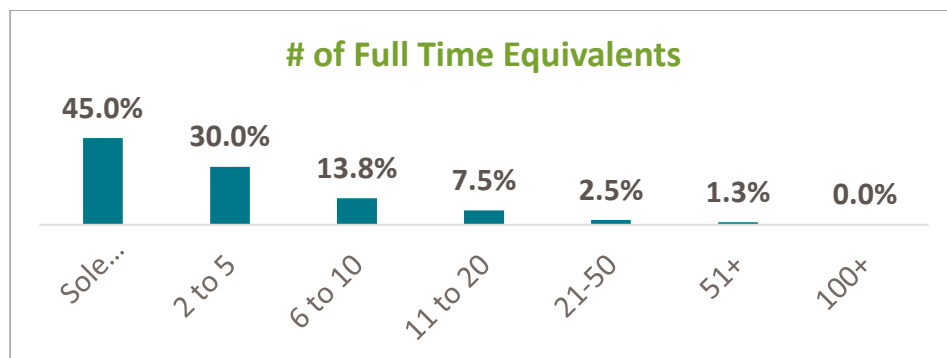
Balanced Business Community – Longevity and Entrepreneurship

Businesses surveyed consisted of a healthy mix of established and newer businesses. The strong representation of businesses that have been operating between 6-10 years, and more than 10 years, suggests that the community is backed by commitment to the community and a stable economic base. As for the 36.3% that in the establishment and growth phase (1-5 years), it is critical to ensure these newer businesses have access to business support resources and to build a strong relationship between them and the Town.



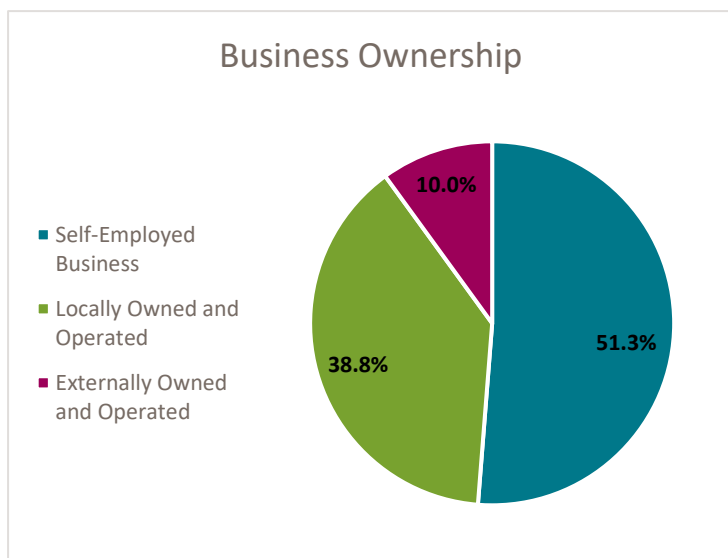
Employee Size

Businesses were asked about the number of full-time employees (FTEs) in their organization. A strong percentage (45%) were sole proprietorships, followed by 30% reporting that they had 2-5 employees. Those employing 6-10 made up 13.8% of businesses, and those employing 11-20 accounted for 7.5%. These percentages suggest that many of Kingsville's businesses are SMEs. While only representing 1.3%, businesses representing 51+ employees have a major impact on local employment and by extension the local economy. This distribution is similar to what one would find in Ontario or Canada.





Ownership



The businesses surveyed were predominantly locally owned and operated (38.8%), including those that were self-employed (51.3%). These are positive results, as they suggest that business decisions are made at the local level rather than through headquarters elsewhere in Canada, the United States, or anywhere else abroad. It also points to a grassroots business culture in the community. This means that relationships with businesses can be as close as possible and the Town has the ability to have direct impact on business wellbeing. A small proportion, 10%, were externally owned and operated. Many of Kingsville's

externally owned and operated businesses may also be large employers – like greenhouse businesses or manufacturers. To reach these key business owners and cultivate relationships with them, site visits may be required.



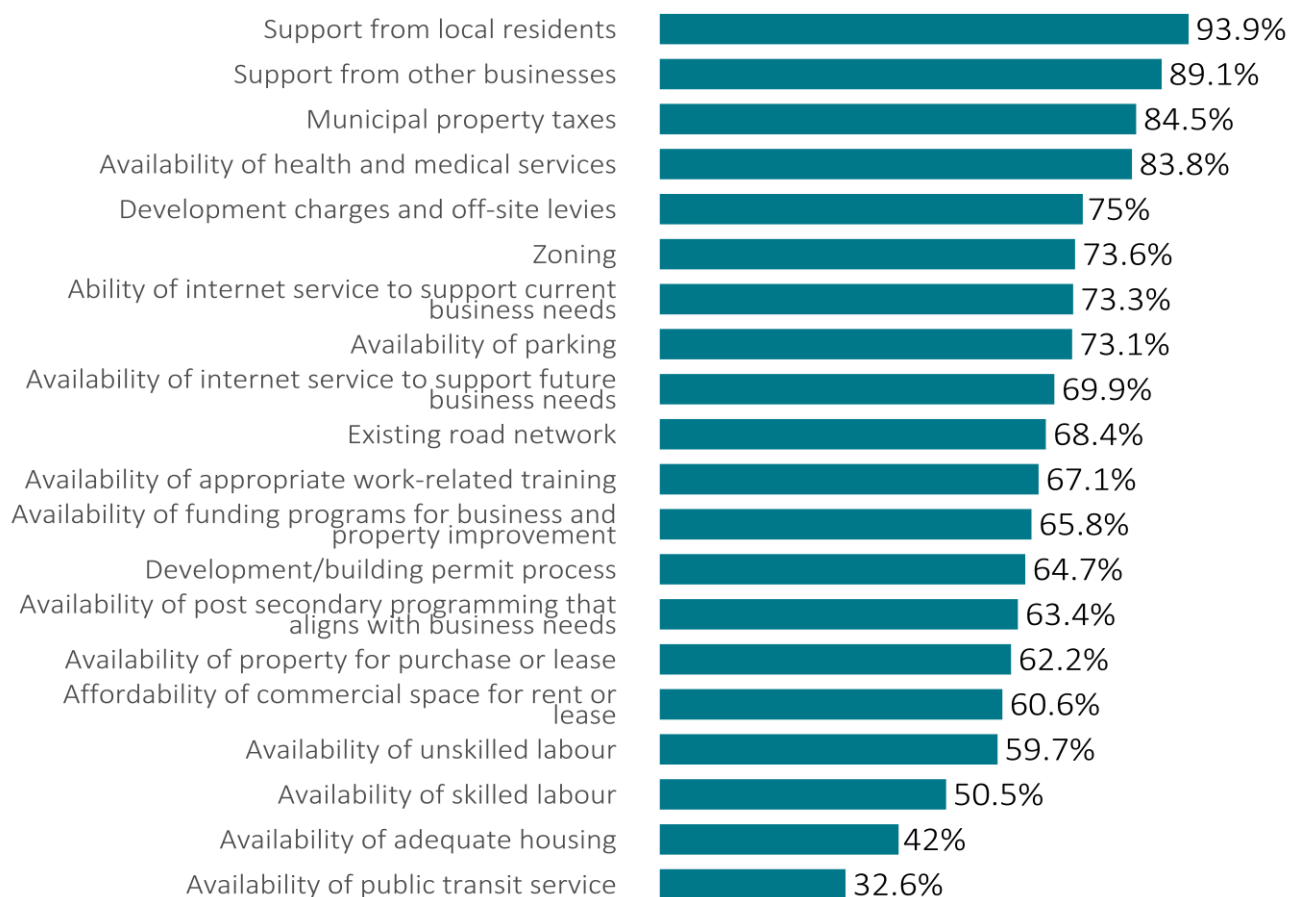
3.2 Key Findings

Finding	Commentary
Overall business satisfaction in Kingsville is strong at 90.8% with 64.2% very satisfied and 26.7% somewhat satisfied.	<ul style="list-style-type: none"> This level of satisfaction is particularly high, compared with other communities where Triage BR+E process has been deployed. At 64.2%, the level of very satisfied businesses is extremely strong.
41.7% indicate their level of satisfaction is more positive than 12 months ago, compared to 9.2% indicating more negative; representing a net improvement of 32.5%.	<ul style="list-style-type: none"> These results suggest that, prior to COVID-19, optimism around doing business in Kingsville was high.
Businesses were asked to rate their satisfaction on 20 different factors affecting their business performance. Only 2 of these factors had a satisfaction level of less than 50% satisfaction.	<ul style="list-style-type: none"> Businesses generally are satisfied with many factors of doing business in Kingsville. That said, many factors were in the 60% range. This means that 1 in 3 businesses are dissatisfied with many factors of doing business in Kingsville, which points to areas where improvements could be made.
The factors with the lowest levels of satisfaction were: Availability of adequate housing, Availability of public transit service, Availability of skilled labour, Availability of unskilled labour.	<ul style="list-style-type: none"> Based on follow-up engagement, it was determined that the dissatisfaction with adequate housing supply was largely a discussion around the need for more affordable housing, as real estate prices in Kingsville are becoming inaccessible to those of lower incomes. Follow-up engagement revealed that public transit access is a major challenge for businesses' ability to recruit employees. While some cabs are available, there is a need for better transportation access throughout Essex County to fully benefit from the surrounding talent pool. This spoke to the challenges associated with availability of skilled and unskilled labour.



3.3 Performance of Business Factors

Performance represents the combination of somewhat satisfied and very satisfied responses to questions about specific business factors within the Town of Kingsville. The table below identifies overall performance for the 16 business factors that the survey asked businesses to rate as either very satisfied, somewhat satisfied, somewhat dissatisfied and very dissatisfied.





3.4 Priority Matrix

The priority matrix was developed utilizing the derived importance methodology. Derived importance gives insight into the services that drive re-investment and overall business satisfaction. Derived importance measures how well the community is performing on services by analyzing the correlation of business responses to questions of overall satisfaction and subsequent questions about satisfaction with individual business factors as well as the relation to the overall cohort of business responses. Each business factors importance is scored based on the calculation of derived importance.

Utilizing the ranking of performance of business factors (shown above) and relative importance enables the Town of Kingsville to focus on the areas with the highest priority.

Variable	Level of Importance	Performance	Priority Rank
Availability of adequate housing	7.6	42%	1
Availability of public transit service	6.3	33%	2
Availability of skilled labour	7.2	51%	3
Availability of property for purchase or lease	8.2	62%	4
Availability of post-secondary programming that aligns with business needs	8.4	63%	5
Availability of unskilled labour	7.4	60%	6
Affordability of commercial space for rent or lease	7.0	61%	7
Development/building permit process	7.8	65%	8
Availability of appropriate work-related training	8.0	67%	9
Availability of funding programs for business and property improvement	7.2	66%	10
Zoning	7.8	74%	11
Existing road network	6.1	68%	12
Availability of internet service to support future business needs	6.3	70%	13
Ability of internet service to support current business needs	6.8	73%	14
Development charges and off-site levies	6.4	75%	15
Availability of parking	5.9	73%	16
Municipal property taxes	8.0	85%	17
Support from other businesses	8.7	89%	18
Availability of health and medical services	5.3	84%	19
Support from local residents	7.6	94%	20



3.5 Follow-Up Interview Findings

This project followed a phased approach to surveying businesses via telephone, and in-person follow-up. Due to COVID-19, only one phase of telephone surveying resulted in in-person follow up interviews by the Volunteer Task Force.

Follow-up interviews can often reveal the nuance behind a survey response. In cases where a business answered 'Very Satisfied' or 'Very Dissatisfied' on a business factor, follow-up interviews provide the Town the opportunity to uncover what has specifically contributed to that response and learn in essence, what is working or not working about that business factor in the Town of Kingsville. This type of qualitative follow-up is essential to building and maintaining relationships with the business community, and can help the Town develop a targeted response to any areas of dissatisfaction, while capturing what is working and continuing those efforts.

The follow-up interviews that occurred revealed the following common themes:

- **Businesses welcomed BR+E outreach:** Overall, businesses were pleased to have received engagement from the Town via survey and were happy to have follow-up contact. Many felt that this type of formalized business communication had been lacking in the past and hoped it would continue.
- **Desire for consistent relationship with the Town:** Many businesses had a connection with the Town, though there was inconsistency as to who the point-person to assist them with business needs was, and multiple identified that they felt the Town needed a consistent person that they could reach out to. Some businesses expressed that the Town should take more of a leadership role in economic development, and should be solutions oriented when dealing with business inquiries.
- **Development process, zoning assistance, and cutting through red tap:** Businesses feel they would benefit from assistance navigating building permit processes and zoning bylaws. There is insufficient data to determine if those processes require simplification internally, but businesses did reflect that there was a need for help navigating those processes.
- **Supportive community:** The two business factors with the highest satisfaction levels, 'Support from residents' and 'Support from other businesses,' were strengthened during interviews. Businesses felt that support from the community overall was very strong.
- **Affordability:** Businesses noted that they appreciated how affordable it was to start their business in Kingsville, but did lament that that affordability seemed to be at risk when looking at real estate prices. This was reflected in the discussion around lack of access to affordable housing.
- **Successful programs:** The Facelift program with the BIA has been beneficial and businesses were pleased with it. The Cottam CIP was also identified as successful.
- **Supportive BIA:** Many businesses identified that they felt their BIA was extremely supportive.
- **Favourable attitude toward tourism:** Businesses predominantly reflected that tourism growth in the community had been beneficial to their business, even if they were not directly impacted by tourism spending.
- **Need for better internet connection:** Many businesses noted that internet service was unreliable and insufficient. COVID-19 has highlighted the need to upgrade internet service across the board, as businesses have shifted to digital platforms. This should be carried forward as an action item.



3.6 Workshop Findings

At the conclusion of the final telephone survey interviews in March 2020, the measures to curb the spread of COVID-19 had unprecedented impacts on the business community globally, nationally, and locally. These measures limited the Volunteer Taskforce's ability to conduct the remaining one-on-one follow-up interviews as initially planned. As COVID-19 had a significant impact on businesses, this project would have been remiss not to incorporate those challenges.

In lieu of in-person follow-up interviews, an online workshop was held on April 28, 2020 with an open invitation to the business community. Businesses were asked about the impacts they'd experienced to date from COVID-19 measures, changes to their operations, and actions the Town could take to support them through this unprecedented time.

The workshop revealed the following common themes:

- **Impacts on Tourism, Retail, and Restaurants:** Business owners offered that their losses were significant: some reported approximately 20% of usual monthly sales, having to lay off workers. Projections were that the economy would be slow to start up again, and that much of that lost revenue would be lost. Businesses called for the Town to find ways to support brick and mortar and tourism businesses as they would be most heavily impacted by COVID-19.
- **Government Support was Welcome:** Overall, respondents felt that government support has been adequate. Wage subsidies and loans, tax reductions, payment delays have been great measures. That said, some noted that government programs were difficult to navigate.
- **Digital Capacity:** Reinventing or pivoting business models to include virtual offerings, and remote or digital communication was common. A need to increase social media literacy (online newsletters, Facebook, Instagram, etc.) throughout the community was identified, especially since the closure of the weekly paper. Businesses also called for mutual sharing of social media posts online. Businesses were optimistic about solutions in this area, and suspected that hybrid offerings of digital and in-person services were likely to continue beyond the pandemic. Workshops to encourage digital literacy were identified as an action the Town could take or support to this end.
- **Communication Channels & Weekly Paper Closure:** After 144 years, the weekly paper in Kingsville closed as a result of COVID-19 as it was unable to work with community businesses for advertising, community events or news. This signalled a need for increased communication among the business community and residents to fill the gap.
- **Positive Attitudes:** Overall, businesses that participated in the workshop had a positive attitude toward finding solutions, and that Kingsville's tightly knit business community could get through these challenges. "All complaints seem to have solutions," was one optimistic quote from the session. Businesses were doing their research on PPE requirements and pivots to stay afloat.
- **Need for central advocacy:** In some cases, businesses that struggled with financial challenges or landlord issues called for central advocacy or support on those issues. One example was that the rent assistance program did not qualify for many of the properties that existed in downtown Kingsville, and advocating for residential-above-commercial inclusion would be an area that the Town could take the lead on.



- **Business Leadership:** Business owners that participated in the workshop noted that they felt a responsibility as community leaders to make customers feel safe and included moving forward.
- **Workforce challenges are based on accessibility:** These challenges include public transit access, and access to affordable housing. The County bus service was referenced as a successful way to access labour from nearby towns and Windsor, and businesses were hopeful it would expand.
- **Funding Programs:** The Facelift grant program funded in partnership with the Town/BIA has been working well and will be continuing, and the CIP in Cottam was also commended.
- **PPE Needs:** The BIA noted that there were some discussions around PPE procurement to assist businesses with COVID-19 requirements, and that contributions of funding to this end would be welcome.
- **Supporting Culture:** Discussions around the need to maintain Kingsville's arts and cultural scene were common. Moving forward on festivals and events offerings will be difficult and businesses called for support of arts and culture to ensure Kingsville's distinct flavour is not lost. Service clubs that hold fundraisers were also referenced as at risk.



4. Action Plan

The Action Plan follows three logical phases:

- 1. Immediate COVID-19 Recovery Response** – Responding to COVID-19 economic challenges will be required in short-order, and these actions will take priority over longer-term BR+E actions, such as continued business follow-up.
- 2. Outreach and Community Ties** – This phase involves getting business visits back on track, whether led by a recruited Economic Development staff person or the Volunteer Task Force. The data that was collected through the Triage BR+E process prior to COVID-19 is invaluable and can be leveraged to follow up on business health as the economy begins to normalize after the pandemic crisis.
- 3. Long-Term Action: Advocacy and Partnerships** – These actions are long-term in nature, but are critical to creating solutions to the challenges of doing business in Kingsville that were identified in the Triage BR+E survey process. These actions address the need to address affordable housing gaps, transportation needs, and skilled/unskilled labour challenges, among others.

Phase 1: Immediate COVID-19 Recovery Response

- Prioritizing digital marketing capacity building, and supporting downtown and the tourism sector are all issues that require action and support in short order for COVID-19 recovery.

Phase 2: Outreach and Community Ties

- Critical path: central economic development efforts in the Town of Kingsville
- Focus on supporting expanding businesses through follow up and identification of potential barriers. Work with these businesses to ensure expansions are as on-track as possible with pandemic considerations.
- Focus on planned downsizing and closures; follow up with red flags.

Long-Term Action: Advocacy and Partnerships

- Prioritize fibre internet connectivity in Kingsville. This is a long-term project that has been highlighted by COVID-19.
- Partnerships with University of Windsor, St. Clair College, and secondary schools to address labour shortages.
- Expand County bus service.

Figure 1 Action Plan Summary



4.1 Prioritizing Economic Development for BR+E

The Town of Kingsville benefits from a uniquely tight-knit and supportive business community and resident base. Its community partners like the BIA and the Windsor Essex Regional Chamber of Commerce are effective in supporting the business community, and workshop engagement for this project revealed that these organizations have been extremely effective in supporting Kingsville businesses in responding to COVID-19. Survey results and follow-up discussions conducted throughout this project suggest that Kingsville enjoys a thriving ecosystem of business supports. That said, all forms of engagement suggested that businesses did not necessarily know who to speak to at the Town of Kingsville with their concerns. When asked their agreement with the statement ‘I know who to speak to at the Town if I have a problem with my business or a business concern I’d like to share,’ 23% either somewhat disagreed or strongly disagreed. The majority, 46.9% chose ‘somewhat agree.’ Follow-up interviews by the Volunteer Taskforce conducted in the first phase of this project unearthed that businesses were grateful to receive direct outreach from the Town through this effort, and desired for there to be a centralized and consistent point-person they could reach out to. Some also noted that they would welcome further BR+E outreach or formalized ‘check-in’ by the Town annually.

Kingsville’s recent growth, notwithstanding COVID-19 challenges, should not be taken for granted. It should be captured and formalized to ensure sustained success. Consistent engagement with the business community, responding to inquiries, and keeping a close link with the local economy is a full-time effort and it is important that the Town of Kingsville keep its figurative seat at the table.

Many of the actions herein would greatly benefit from the recruitment of an Economic Development staff person within the Town of Kingsville to undertake them in a coordinated and directed manner, prioritized during Phase 2 of the action plan, once things have stabilized from COVID-19. The findings of this project have shown that that individual would have a number of priorities in the short, medium, and long term that would improve business satisfaction in the Town of Kingsville and assist with growing and diversifying the economy. This project utilized an engaged Volunteer Taskforce, whose engagement could be mobilized in the future, though central leadership is required for consistency and direction. Businesses’ concerns are often within the scope of the municipality’s jurisdiction, but many are more complex and may take a long-term effort, like working with post-secondary institutions on workforce alignment efforts. Having a dedicated individual to take the lead on immediate business follow up with Triage cases, respond to concerns and take on long-term projects will allow the Town of Kingsville to maintain its economic successes.



COVID-19 Recovery Response

Timeline: Immediate

Action	Partners/Budget (\$, \$\$, \$\$\$)	Justification & Outcomes
<p>Redirect any available tourism funds to “shop local” or local pride marketing efforts. Work with community partners to launch this local marketing campaign.</p> <ul style="list-style-type: none"> Use social media channels to celebrate Kingsville, work with community partners and businesses to share posts and coordinate messaging Encourage businesses to decorate storefronts in support of local shopping 	BIA (\$\$)	Local retailers are being severely affected by COVID-19. Best practices so far include using marketing capacity to support local retailers, and generate local pride. This action in the short-term will have long-term impacts, as shopping habits will likely continue to remain local. Also, as consumers choose to avoid outshopping in nearby urban centres like Windsor/Detroit due to physical distancing, Kingsville has the opportunity to capture some of that spending and instill local shopping habits.
<p>Conduct follow up telephone outreach with any Red Flag businesses identified by the survey (see accompanying excel files).</p> <p>Volunteer taskforce members should:</p> <ul style="list-style-type: none"> Be prepared for these meetings with any contact information to appropriate sources of further support or funding. Eg. Essex Community Futures Development Corporation may have information on grant or loan opportunities; staff from the Chamber or Windsor Essex Economic Development Corporation may be available to assist businesses with navigating government programs, or workshops. 	<p>Volunteer taskforce. Potential partners to provide resources or more information to assist businesses: BIA, Chamber of Commerce, Windsor Essex Economic Development, Essex Community Futures Development Corporation</p>	These businesses will likely have been severely impacted by COVID-19 measures and may need immediate support. Outcomes may be that these businesses are not forced to close or downsize as a result of COVID-19.
<p>Profile and highlight businesses that have adapted their operations to minimize the impact of COVID-19. Connect innovators with businesspeople who are struggling to adapt to e-commerce and alternative forms of delivering products and services. Create a digital business mentorship program to encourage skill-sharing.</p>	BIA, Chamber of Commerce (\$)	Businesses that are struggling to adapt will see that adaptation and revenue generation is possible throughout the pandemic.



<p>Assist retailers with digital capacity</p> <ul style="list-style-type: none"> Work with the BIA to support digitization workshops that can be made available to all retailers in Kingsville. Communicate the benefits of Digital Mainstreet² service among Kingsville's retailers (downtown and elsewhere). Commit to the creation of a funding program to assist with any costs retailers incur to use tools or services accessed through Digital Mainstreet. <p>Explore whether WEEDC or Windsor Essex Community Development Corporation has any grants or available funding to this end.</p>	<p>BIA, WindsorEssex Community Development Corporation (\$\$)</p>	<p>Kingsville's retailers have access to needed toolkits and resources to digitize their operations and reach their customers through social media, apps, and e-commerce applications. These digitization upgrades will be useful in the short-term, but will likely contribute to long-term success. Since the loss of the weekly paper in Kingsville, digital literacy amongst the business community will be imperative to businesses' ability to communicate with residents.</p>
<p>Ensure businesses have access to financial support and recovery program information from governments and financial institutions.</p> <ul style="list-style-type: none"> Work with WEEDC, Community Development Corporation to determine what supports may be available. Work with the Chamber and BIA to determine who should take the lead on translating government programs to the business community. 	<p>Chamber, BIA (\$)</p>	<p>Recovery and financial support resources will be better communicated and more readily available to Kingsville's business community.</p> <p>Long term, this knowledge of business funding resources will be invaluable to support growing business in Kingsville.</p>

² Digital Mainstreet is a program and service that helps main street businesses achieve digital transformation. The program is built around an online learning platform, structured training programs, and support staff that assist main street businesses grow and manage their business through the adoption of digital tools and technology. <https://digitalmainstreet.ca/>



<p>Focus on tourism recovery</p> <ul style="list-style-type: none"> Allow for increased outdoor seating at restaurants; close streets if need be so patrons can social distance. Direct any tourism marketing locally and regionally – tourism trends suggest that local trips will be the first to pick up again. Encouraging visitors from Windsor to take a rural vacation will be a relevant tourism offering when it is safe to travel again. Explore “staycation” packages that can be coordinated with local businesses to encourage residents to engage with tourism products at home. Work with Kingsville Folk Festival and other cultural festivals and events organizers to encourage online “live” social media offerings in lieu of holding events. See VisitKingston Facebook and Instagram livestreams “Together at Home”³. To do this, create a grant that supports virtual events. See Lethbridge Virtual Activity Grant⁴ Work with the BIA to identify vacant storefronts downtown that could act as venues for pop-up cultural events when smaller-scale gatherings are permitted, in place of large festivals. 	<p>BIA, Kingsville Folk Festival, Other event organizers (\$)</p>	<p>Tourism draw efforts are aligned and focused on the common goal of ensuring that Kingsville’s tourism industry is recovered.</p>
<p>Determine infrastructure improvements that could benefit from potential government stimulus.</p>	<p>N/A (\$)</p>	<p>‘Existing road network’ had a satisfaction rating of 68%, which leaves room for improvement. This is an example of infrastructure improvements that could be prioritized to take advantage of likely government stimulus following COVID-19.</p>

Outreach and Community Ties

Timeline: Mid-Range; Activities should begin once shocks of COVID-19 have settled into a stable “new normal”

Action	Partners/Budget (\$, \$\$, \$\$\$)	Justification & Outcomes
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³ <https://www.visitkingston.ca/>

⁴ https://getinvolvedlethbridge.ca/ourdowntown/news_feed/heart-of-our-city-committee-creates-new-virtual-activity-grant



<p>Undertake Triage specific actions.</p> <ul style="list-style-type: none"> ▪ Carry on BRE outreach on an annual basis. ▪ Track all future BRE results against the data generated from this project; if funding exists, undertake a Triage BR+E survey annually or biannually to compare business health. 	N/A	<p>Green and red flag businesses that were missed for one-on-one follow-up will still require outreach. Many red flag concerns may have been heightened as a result of COVID-19, and expansions may have been delayed. It will be essential to reach out to those businesses one-on-one as soon as it is safe to do so and the path forward is clearer.</p> <p>The survey results from this project are unique in that they were captured just before the global pandemic. Thus, the data captured during surveying set 'recovery benchmarks' that can be referenced as the point to return to in recovering the local economy. It will be illuminating to see how businesses have recovered in a year's time. These results can also be used in future funding requests from upper levels of government.</p>
<p>Work toward streamlined and better communication of the development permit approval process and other zoning bylaws in Kingsville.</p> <ul style="list-style-type: none"> ▪ Follow up with businesses that identified this as a challenge and determine their experience behind this satisfaction factor. 	N/A (\$)	<p>The development/building approval process was ranked 8th on the priority ranking and had a satisfaction rate of 64.7%. Follow up interviews revealed that businesses did not always feel supported while navigating these processes. Best practices in economic development involve streamlined processes that are well-communicated and welcoming to new investment.</p>
<p>Develop an inventory of commercial properties for sale, purchase, or lease. Coordinate with the BIA to keep track of downtown properties, and the Town should take the lead on identifying properties outside the BIA area.</p>	BIA (\$)	<p>'Availability of property for purchase or lease' ranked 4th on the priority matrix, with a satisfaction ranking of 62%. As a first step to stemming this challenge, the Town should take inventory of available properties in Kingsville to direct any development inquiries effectively. This should be a priority for the economic development staff person.</p>



Advocacy and Partnerships

Timeline: Long-term; activities are long-range in nature, but may require some relationship building or preparation in the short-term to work toward larger goals.

Action	Partners/Budget (\$, \$\$, \$\$\$)	Justification & Outcomes
Secure fibre internet access in Kingsville. Be ready to take advantage of any funding or programs from upper levels of government as a response to COVID-19.	Upper levels of government, internet provider (\$\$\$)	After surveying, 'availability of internet service to support current business needs' was only ranked at 69.9%. Since then, COVID-19 has forced many businesses to go digital and has increased digital and remote working significantly. Communities that did not have fibre internet access prior to this crisis were already behind, but this has highlighted the need to work toward better connectivity.
Continue to work with the County on County-wide bus service.	Essex County (\$\$)	Expanding the county-wide bus service would provide needed public transit access to Kingsville, which was the second-highest ranked priority factor for business satisfaction and had the lowest satisfaction rating at 32%. This would also provide access to a wider labour pool, which would address skilled and unskilled labour challenges. While public modes of transportation may be considered unsafe at this juncture, it is fair to prioritize this once public health threats have subsided.
Explore partnerships with St. Clair College, University of Windsor to address labour needs.	UWindsor, St. Clair College (\$)	Availability of post-secondary programming that aligns with business needs was ranked 5 th on the priority ranking and had a 63% satisfaction rate. Strengthening partnerships with these institutions to address labour needs is a long-term action that would likely address challenges with the availability of skilled labour (priority rank 3).
Create affordable housing in Kingsville. <ul style="list-style-type: none"> Undertake a housing needs analysis to determine need and housing supply in Kingsville. 	Windsor Essex Community Housing Corporation (\$\$)	'Availability of adequate housing' ranked #1 on the priority matrix, and had a satisfaction level of 42%, the second lowest satisfaction level across all factors. Approaching housing needs in a measured manner will involve a high-level needs and gap analysis, and partnerships with housing non-profits and developers will be essential to developing a more diverse housing mix in Kingsville.



4.2 Immediate Business Follow Up

The Triage BR+E Survey indicated 36% of businesses presented with either a red or green flag. Red flags indicate businesses considering relocating, downsizing, selling, or closing. A business that has a lease that is expiring within a year would also generate a red flag. These businesses are the key place to start in the Business Retention and Expansion program and need to be contacted first with three key steps:

- Understand and prepare the supports that are available in the Town of Kingsville that could address the individual issues they face. This would require compiling information on potentially applicable supports or grants available through the BIA, the Essex Community Futures Development Corporation, or any others. Developing an inventory of these supports to communicate to businesses is a key undertaking to ensure productive outreach efforts.
- Coordinate outreach with other economic development and business support agencies to address challenges regionally.
- Select and focus on key performance indicators to track progress.

The table below contains all Red Flag businesses located in the Town of Kingsville that allowed their contact information to be shared with local economic development staff. In total there were 44 businesses that presented red flags. Of the 44 red flag businesses that emerged, only three chose to remain anonymous, which indicates a desire for the majority of these business' concerns to be heard and addressed if possible. All business names are withheld in this document to maintain the confidentiality of business responses but were included in the accompanying data files.

As the initial phase of this project included one-on-one follow-up outreach by the Volunteer Taskforce, one of these businesses received follow-up during that period. Those that have are highlighted in grey, and any further follow-up should reference findings from that engagement.

Bus. ID #	Upcoming Lease Expiration	Plans for the Next 24 Months	Timeline for Downsizing	Timeline for Relocation	Timeframe for Selling	Timeline for Closing
42	Less than a year	Closing				Within the next six months
49	Less than a year	Closing				Within the next six months
55		Selling			More than six months from now	
62		Relocating		More than six months from now		
81		Selling			More than six months from now	
101		Downsizing	Within the next six months			



Bus. ID #	Upcoming Lease Expiration	Plans for the Next 24 Months	Timeline for Downsizing	Timeline for Relocation	Timeframe for Selling	Timeline for Closing
105		Closing				More than six months from now
111	Less than a year	Maintaining Operations				
122	Less than a year	Maintaining Operations				
124		Relocating		Within the next six months		
136		Selling			Within the next six months	
182		Downsizing	More than six months from now			
216		Downsizing	More than six months from now			
255		Selling			Within the next six months	
265		Downsizing	Within the next six months			
267	Less than a year	Maintaining Operations				
279		Selling			More than six months from now	
284	Less than a year	Maintaining Operations				
18		Selling			Within the next six months	
54	Less than a year	Maintaining Operations				
135		Downsizing	More than six months from now			
228		Selling			More than six months from now	
209	Less than a year	Maintaining Operations				



The survey also indicated 13.0% of the businesses are Green Flags or businesses considering expanding within the next two years. These businesses present the greatest opportunity for an intervention to leverage a potential expansion and ensure that it moves forward. The steps involved with addressing green flag businesses are the same as red flags but will require different resources based upon individual follow up with businesses and answers to the following questions:

- Are you experiencing difficulties?
- Will your expansion require:
 - Additional land
 - Additional buildings
 - A building permit, rezoning application or other planning-related process
 - Increase in workforce/hiring
 - Access to financing that has not already been secured

The table below contains all Green Flag businesses located in the Town of Kingsville. In total there were 18 businesses that presented green flags. Only four businesses chose to remain anonymous, again indicating the desire of most businesses to make their plans known to the Town. All business names are withheld in this document to maintain the confidentiality of business responses but were included in the accompanying data files.

As the initial phase of this project included one-on-one follow-up outreach by the Volunteer Taskforce, one of these businesses received follow-up during that period. Those that have are highlighted in grey, and any further follow-up should reference findings from that engagement.

Bus. ID #	Plans for the next 24 Months	Timeline for Expansion
7	Expanding	More than six months from now
68	Expanding	More than six months from now
123	Expanding	More than six months from now
135	Expanding	More than six months from now
146	Expanding	Within the next six months
184	Expanding	More than six months from now
206	Expanding	More than six months from now
274	Expanding	More than six months from now
280	Expanding	More than six months from now
56	Expanding	More than six months from now
129	Expanding	More than six months from now
332	Expanding	More than six months from now
193	Expanding	More than six months from now
124	Expanding	Within the next six months



4.3 Triage Specific Actions

This group of actions involve those businesses that have presented either a Green Flag or Red Flag during the survey process. While each business will have individual needs, there are some broad-based actions that can be taken to support businesses with similar challenges or opportunities.

Triage Specific Actions		
Data	Interpretation	Action
18 businesses in the Town of Kingsville have planned expansions.	<ul style="list-style-type: none"> Business expansion may apply to buildings, land, personnel or other aspects and may involve direct contact with municipal services. 	<ul style="list-style-type: none"> Conduct one-on-one follow-up with these businesses to understand and address any possible barriers to expansion. Highlight successful expansions in the community and local media. Prioritize reaching out to the two businesses planning to expand within the next 6 months. Determine if COVID-19 has impacted their expansion timeline and what can be done, if anything, to help get them back on track.
<ul style="list-style-type: none"> 2 businesses are planning to relocate out of Kingsville, 1 within the next 6 months and 1 in more than 6 months. 8 businesses are planning to sell, 3 within the next 6 months, 5 in more than 6 months. 	<ul style="list-style-type: none"> Two businesses are looking at strategies to address issues related to their current location. The total number of businesses looking to sell is small considering the overall sample size. 	<ul style="list-style-type: none"> Conduct one-on-one follow-up with local businesses to understand the motivations for relocating and whether it is location-specific (i.e. cost of rent, access to workers) or if a suitable alternative could be found locally. For businesses looking to sell, providing them with succession planning resources will help ensure these businesses remain in the community.
<ul style="list-style-type: none"> 6 businesses are planning to downsize, 3 within the next 6 months, 3 in more than 6 months from now. 	<ul style="list-style-type: none"> Planned downsizing may be the result of immediate economic challenges or the first stage in a larger business plan. 	<ul style="list-style-type: none"> Identify if businesses that are downsizing are doing so as a result of sales, workforce challenges or the first step in a larger plan to wind-down or sell the business. Follow-up interviews from Phase 1 of this project revealed that these may be retirements. Identify if downsizing businesses present an opportunity to connect workers with expanding businesses or create available space for another business. Identify if downsizing businesses are retirements; if so, determine if succession planning resources would assist with selling rather than downsizing or closing.



**Town of Kingsville
Council Summary Report
2020**

Cheque Distributions for the Month of: MAY

Department Summary:

Dept. No.	Department Name	Amount
	Credit Card Transactions	\$ 11,105.17
000	Default - Clearing	\$ 35,216.17
110	Council	\$ 549.50
112	General Administration	\$ 65,580.95
114	Information Technology	\$ 55,733.95
120	Animal Control	\$ 579.10
121	Fire	\$ 22,745.66
122	OPP	\$ 5,400.04
124	Building	\$ 1,593.79
130	Transportation - Public Works	\$ 158,554.39
131	Sanitation	\$ 166,888.53
151	Cemetery	\$ 2,621.98
170	Arena	\$ 22,099.61
171	Parks	\$ 62,536.81
172	Fantasy of Lights	\$ 165.31
173	Marina	\$ 40,485.64
174	Migration Festival	\$ 350.60
175	Recreation Programs	\$ 105.17
176	Communities in Bloom	\$ -
177	Highland Games	\$ 2,579.71
178	Facilities	\$ 23,459.20
180	Planning	\$ 5,205.65
181	BIA	\$ 713.74
184	Accessibility Committee	\$ 172.99
185	Tourism & Economic Development Committee	\$ 679.39
186	Heritage Committee	\$ -
201	Environmental - Water	\$ 28,053.27
242	Kingsville/Lakeshore West Wastewater	\$ 138,601.46
243	Cottam Wastewater	\$ 13,258.03

Total of Current Expenditures: \$ 865,035.81

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

Total Number of Current Cheques Issued: 218

Comparison Data: MAY 2019

Total of Approved Expenditures: \$ 1,167,846.29

Total Number of Cheques Issued: 291

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

**Council Summary Report
Credit Card Transactions
May 2020**

Cheque Number	Cheque Date	Vendor Name	Description	Account	Amount
73232	5/20/2020	TD Canada Trust - RM Visa	ST LIGHT CONNECTION-PORRONE	01-000-006-13199	\$ 401.29
73232	5/20/2020	TD Canada Trust - RM Visa	ST LIGHT CONNECTION-PORRONE	01-000-006-13199	\$ 401.29
73232	5/20/2020	TD Canada Trust - RM Visa	RFND MFIPPA - JAS	01-112-098-60254	\$ (325.63)
73232	5/20/2020	TD Canada Trust - RM Visa	FLOWERS - T NEUFELD	01-112-099-60317	\$ 106.80
73232	5/20/2020	TD Canada Trust - RM Visa	FLOWERS - B PETERSON	01-112-099-60317	\$ 101.71
73232	5/20/2020	TD Canada Trust - RM Visa	GIFTS - ADMIN DAY	01-112-099-60317	\$ 102.67
73232	5/20/2020	TD Canada Trust - RM Visa	MEMBERSHIP FEE	01-112-099-60320	\$ 8.13
73232	5/20/2020	TD Canada Trust - RM Visa	MEMBERSHIP FEE	01-112-099-60320	\$ 8.13
73232	5/20/2020	TD Canada Trust - RM Visa	SUBSCRIPTION RENEWAL	01-112-099-60320	\$ 415.18
73232	5/20/2020	TD Canada Trust - RM Visa	DISINFECTANT WIPES - COVID	01-112-360-72057	\$ 489.67
73232	5/20/2020	TD Canada Trust - RM Visa	DISINFECTANT WIPES - COVID	01-112-360-72057	\$ 161.35
73232	5/20/2020	TD Canada Trust - RM Visa	DISINFECTANT - COVID	01-112-360-72057	\$ 10.12
73232	5/20/2020	TD Canada Trust - RM Visa	BACKUP SOFTWARE-WRKSTNS	01-114-099-60309	\$ 1,376.78
73232	5/20/2020	TD Canada Trust - RM Visa	TRAINING - FIRE	01-121-072-60118	\$ 3,856.51
73232	5/20/2020	TD Canada Trust - RM Visa	ARIS PPD ACT #12789-001	01-121-099-60320	\$ 210.00
73232	5/20/2020	TD Canada Trust - RM Visa	FIRE - SHIELDS	01-121-099-60701	\$ 1,127.36
73232	5/20/2020	TD Canada Trust - RM Visa	SCUFF PAD - BUCKET TRUCK	01-130-099-60316	\$ 208.41
73232	5/20/2020	TD Canada Trust - RM Visa	MEMBERSHIP - A PLANCKE	01-130-099-60320	\$ 249.12
73232	5/20/2020	TD Canada Trust - RM Visa	BUCKET TRUCK - TOOL HOLDER	01-130-099-60357	\$ 245.36
73232	5/20/2020	TD Canada Trust - RM Visa	PW - SMALL TOOLS	01-130-099-60357	\$ 80.37
73232	5/20/2020	TD Canada Trust - RM Visa	TREES	01-130-099-60425	\$ 145.16
73232	5/20/2020	TD Canada Trust - RM Visa	RFND TRAINING APRIL - APL	01-170-098-60254	\$ (1,350.00)
73232	5/20/2020	TD Canada Trust - RM Visa	SHUFFLE BOARD	01-175-099-60627	\$ (356.16)
73232	5/20/2020	TD Canada Trust - RM Visa	HG - PRINT ADS 2020	01-177-099-60306	\$ 700.00
73232	5/20/2020	TD Canada Trust - RM Visa	OFFICE SUPPLIES	02-201-099-60301	\$ 6.98
73232	5/20/2020	TD Canada Trust - RM Visa	NEW BAR FINDER	02-201-099-60357	\$ 1,168.60
73232	5/20/2020	TD Canada Trust - RM Visa	CELL NODES FOR METERS	02-201-182-60448	\$ 260.37
73232	5/20/2020	TD Canada Trust - RM Visa	CELL NODES FOR METERS	02-201-182-60448	\$ 260.37
73232	5/20/2020	TD Canada Trust - RM Visa	CELL NODES FOR METERS	02-201-182-60448	\$ 195.27
73232	5/20/2020	TD Canada Trust - RM Visa	CELL NODES FOR METERS	02-201-182-60448	\$ 195.27
73232	5/20/2020	TD Canada Trust - RM Visa	CELL NODES FOR METERS	02-201-182-60448	\$ 195.27
73232	5/20/2020	TD Canada Trust - RM Visa	CELL NODES FOR METERS	02-201-182-60448	\$ 299.42
73232	5/20/2020	TD Canada Trust - RM Visa	PERMIT - DIVISON WS	02-242-360-71864	\$ 150.00
TD Canada Trust - NS Visa					\$ -
					\$ -
Total Credit Card Transactions					\$ 11,105.17

Town of Kingsville
Council Summary Report

Ranges:	From:	To:
Vendor ID:	First	Last
Vendor Name:	First	Last
Cheque Date:	5/1/2020	5/31/2020
Sorted By:	Cheque Number	

Distribution Types Included: **PURCH**

Cheque Number	Cheque Date	Vendor Name	Description	Amount
-				
Total For Department				\$0.00
000	-			
0072951 *	5/1/2020	Duncan or Vanessa MacDonald	RFND - HGMV 2020 COVID19 01-000-006-12012	\$19.50
0072957*	5/1/2020	Luanne Ribble	RFND - HGMV 2020 COVID19 01-000-006-12012	\$23.01
0073087 *	5/12/2020	1614916 Ontario Ltd.	RFND DEP - SPA/04/19 01-000-020-21501	\$5,000.00
0073094 *	5/12/2020	Bellavance Nursery	RFND DEP - 1913 HERITAGE RD 01-000-000-21410	\$1,000.00
0073139 *	5/12/2020	I.B.E.W. #636	REMITTANCE APR 5-APR 18, 2020 01-000-000-21006	\$733.97
0073139 *	5/12/2020	I.B.E.W. #636	REMITTANCE APR 19-MAY 2, 2020 01-000-000-21006	\$1,071.74
0073145*	5/12/2020	Kingsville Fire Fighter Assoc	REMITTANCE - MARCH 2020 01-000-000-21014	\$324.00
0073156 *	5/12/2020	Mike Beetham Construction	RFND DEP - 81 HAZEL CRES 01-000-000-21410	\$1,000.00
0073158*	5/12/2020	Minister of Finance	CLAIM NO SC-17-58242 01-000-000-21016	\$66.74
0073164*	5/12/2020	Justin Nelson	RFND DEP - 2383 DIVISION RD N 01-000-000-21410	\$1,000.00
0073173 *	5/12/2020	Phasor Industrial	SERVICE - MAROUN PUMP STATION 01-000-023-14080	\$1,434.33
0073181 *	5/12/2020	RC Spencer Associates Inc.	ENG SERVICES - SMITH/NEWMAN DR 01-000-023-14080	\$1,404.29
0073182 *	5/12/2020	Receiver General	ACCOUNT NO: 485121354R1 01-000-000-21015	\$100.11
0073184	5/12/2020	Royal Benefits Inc	BENEFITS CLAIM - APRIL 2020 01-000-006-12002	\$4.50
0073193 *	5/12/2020	Estate of Robert C Stevens	2019 HERITAGE REBATE REFUND 01-000-031-21418	\$653.42
0073212	5/12/2020	Workplace Safety & Insurance F	REMITTANCE CORRECTION-MARCH 01-000-000-21007	\$794.82
0073212	5/12/2020	Workplace Safety & Insurance F	REMITTANCE - APRIL 2020 01-000-000-21007	\$13,118.88
0073223 *	5/14/2020	HYDRO ONE	1 Conc Lot22 Moroun Pump St 01-000-023-14080	\$915.15
0073223 *	5/14/2020	HYDRO ONE	Streetlights - Dimar Dr 01-000-006-13199	\$29.58
0073227 *	5/14/2020	Kelly Wolters	RFND-AUD RENTAL KIM CARVALHO 01-000-030-21383	\$10.80

Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073238*	5/22/2020	Robert Brando	RFND DEP - 73 MCCALLUM ST 01-000-000-21410	\$1,000.00
0073247 *	5/22/2020	Dillon Consulting	4TH CON BRANCH - LANE DRAIN 01-000-023-14080	\$3,511.33
0073272*	5/22/2020	Peter Penner	RFND DEP - 273 GLASS AVE 01-000-000-21410	\$2,000.00
Total For Department 000				\$35,216.17
110	-			
0073183	5/12/2020	RKM Awards & Promotional Prc	HEALTH CARE BANDANAS 01-110-099-60300	\$457.92
0073196	5/12/2020	Telus Mobility	CELL PHONE - MAR 28-APR27/2020 01-110-099-60327	\$45.79
0073225	5/14/2020	Telus Mobility	CELL PHONE - APR 28-MAY27/2020 01-110-099-60327	\$45.79
Total For Department 110				\$549.50
112	-			
0072949	5/1/2020	Kingsville Home Hardware	TOWN HALL - WIRING SUPPLY 01-112-099-60315	\$38.62
0072949	5/1/2020	Kingsville Home Hardware	ARENA - TAPE COVID19 01-112-360-72057	\$34.58
0072949	5/1/2020	Kingsville Home Hardware	RIDGEVIEW - TAPE COVID19 01-112-360-72057	\$43.01
0072949	5/1/2020	Kingsville Home Hardware	RIDGEVIEW - TAPE COVID 01-112-360-72057	\$11.18
0073098	5/12/2020	The Canadian Payroll Associati	2020 MEMBERSHIP - D BRODA 01-112-099-60320	\$284.93
0073101	5/12/2020	Chapman Signs	SIGNS - COVID 01-112-360-72057	\$554.08
0073102	5/12/2020	Cheema Cleaning Services Ltd	ADDITIONAL CLEANING - COVID 01-112-360-72057	\$5,708.73
0073102	5/12/2020	Cheema Cleaning Services Ltd	CLEANING SERVICES - APR 2020 01-112-099-60341	\$2,289.60
0073104	5/12/2020	Cisco Systems Canada Co	VIDEO CONFERENCE SOFTWARE 01-112-360-72057	\$50.03
0073105	5/12/2020	Colasanti Farms Ltd	LUNCH - MGMT ORG REVIEW 01-112-099-60317	\$233.98
0073106	5/12/2020	Compugen Inc.	TREASURY/CLERKS COPIES 01-112-099-60311	\$426.64
0073107	5/12/2020	Compugen Finance Inc.	TOWN HALL COPIER LEASE 01-112-099-60311	\$768.94
0073120	5/12/2020	eSCRIBE Software Ltd	TRNG/SUPPORT-CNCL VIRTUAL MTG 01-112-360-72057	\$1,373.76
0073125	5/12/2020	Jennifer Galea	AMCTO - MAFP UNIT 1 01-112-098-60254	\$371.42
0073127	5/12/2020	GFL Environmental Inc	CONTAINERS - DROP OFF SITES 01-112-360-72057	\$182.36
0073127	5/12/2020	GFL Environmental Inc	FRONT END SERV - DROP OFF'S 01-112-360-72057	\$1,190.42

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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073135	5/12/2020	Holland Cleaning Solutions Ltd	DISINFECTING WIPES - COVID 01-112-360-72057	\$1,058.30
0073147	5/12/2020	LBC Capital	RECP PRINTER MAY 15-JUN 14 01-112-099-60301	\$72.30
0073152	5/12/2020	Lucier Glove & Safety Products	PW/ES/COVID-CONES,BARREL,FENCE 01-112-360-72057	\$3,663.36
0073153	5/12/2020	Maxill Inc	FIRE - SANITIZER 01-112-360-72057	\$76.75
0073154	5/12/2020	Merchant Paper Company	ADMIN - DISINFECTANT WIPES 01-112-360-72057	\$1,190.89
0073154	5/12/2020	Merchant Paper Company	ADMIN - DISINFECTANT WIPES 01-112-360-72057	\$57.70
0073154	5/12/2020	Merchant Paper Company	ADMIN - DISINFECTANT/WIPES/BTL 01-112-360-72057	\$135.89
0073157	5/12/2020	Miller Canfield LLP - In Trust	RESOLUTION OF 200 MAIN ST E 01-112-099-60313	\$7,500.00
0073159	5/12/2020	M&L Supply	FIRE - FACE MASKS 01-112-360-72057	\$401.03
0073161	5/12/2020	Monarch Office Supply	OFFICE SUPPLIES - APR 2020 01-112-099-60301	\$541.78
0073161	5/12/2020	Monarch Office Supply	OFFICE SUPPLIES - APR 2020 01-112-360-72057	\$207.42
0073162	5/12/2020	Mousseau DeLuca McPherson	NUISANCE BY-LAW 01-112-099-60319	\$1,106.64
0073171	5/12/2020	Orkin Canada Corporation	TOWN HALL - PEST CONTROL 01-112-099-60315	\$91.58
0073179	5/12/2020	Purolator Courier Service	COURIER SERVICE 01-112-099-60305	\$22.54
0073187	5/12/2020	Shred-It International ULC	RECORDS ARCHIVE DESTRUCTION 01-112-099-60317	\$107.99
0073189	5/12/2020	Sims Publications Incorporated	NOTICE -NOTICES NOW ON WEBSITE 01-112-099-60306	\$107.70
0073196	5/12/2020	Telus Mobility	CELL PHONE - MAR 28-APR27/2020 01-112-099-60327	\$183.17
0073197	5/12/2020	Thomson Reuters Canada	WESTLAW SUBSCRIPTION - MARCH 01-112-099-60320	\$133.34
0073197	5/12/2020	Thomson Reuters Canada	WESTLAW SUBSCRIPTION - APRIL 01-112-099-60320	\$133.34
0073200	5/12/2020	Truax Lumber	SKATE PARK - FENCE RENTAL 01-112-360-72057	\$223.87
0073200	5/12/2020	Truax Lumber	SKATE PARK - FENCE RENTAL 01-112-360-72057	\$147.55
0073200	5/12/2020	Truax Lumber	SKATE PARK - FENCE RENTAL 01-112-360-72057	\$122.11
0073200	5/12/2020	Truax Lumber	SKATE PARK - FENCE RENTAL 01-112-360-72057	\$223.87
0073203	5/12/2020	Verhaegen Land Surveyors	GRWY MAIN- INDUSTRY-DR OUTLETS 01-112-099-60319	\$3,470.23
0073205	5/12/2020	Kelly Waddingham	HICKSON GRIEVANCE 01-112-099-60317	\$2,035.20
0073209	5/12/2020	Windsor Factory Supply	FIRE - N95 MASKS 01-112-360-72057	\$127.20
0073210	5/12/2020	Wolseley Canada Inc	ROAD CLOSURES - CONC BARRIERS 01-112-360-72057	\$3,256.32
0073216	5/14/2020	Bell Canada	2021 DIVISION RD N (PIPE) 01-112-099-60327	\$559.68
0073216	5/14/2020	Bell Canada	2021 Division Rd N 01-112-099-60327	\$701.20

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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073218	5/14/2020	CPA Ontario	ANNUAL MEMBERSHIP- R MCLEOD 01-112-099-60320	\$997.25
0073220	5/14/2020	Enbridge Gas Inc.	2021 Division Rd N - Town Hall 01-112-099-60314	\$199.20
0073222 *	5/14/2020	Christian LeFave	RFND CODE OF CONDUCT FEE 01-112-099-60319	\$250.00
0073223	5/14/2020	HYDRO ONE	2021 Division Admin #J027150 01-112-099-60314	\$2,512.53
0073225	5/14/2020	Telus Mobility	CELL PHONE - APR 28-MAY27/2020 01-112-099-60327	\$183.17
0073225	5/14/2020	Telus Mobility	CELL PHONE - APR 28-MAY27/2020 01-112-099-60346	\$69.66
0073237	5/22/2020	BDO Canada LLP	2019 FS AUDIT - INTERIM 01-112-099-60326	\$13,321.39
0073242	5/22/2020	Cisco Systems Canada Co	WEBEX SUBSCRIPTION 01-112-360-72057	\$50.03
0073243	5/22/2020	Compugen Finance Inc.	TOWN HALL COPIER LEASE 01-112-099-60311	\$768.94
0073244	5/22/2020	CPA Ontario	ANNUAL MEMBERSHIP - T HONG 01-112-099-60320	\$997.25
0073252	5/22/2020	Fusion Managed Services	TONER 01-112-099-60301	\$67.15
0073252	5/22/2020	Fusion Managed Services	FRONT COUNTER - METER READ 01-112-099-60311	\$23.59
0073258	5/22/2020	Tony Iacobelli	FACE SHIELDS - SERVER ROOM 01-112-360-72057	\$39.66
0073266	5/22/2020	McTague Law Firm	190-200 MAIN ST E-MEDICAL CNTR 01-112-099-60319	\$4,650.94
0073267	5/22/2020	Mousseau DeLuca McPherson	BYLAW ENFORCEMENT - 1057 CEDAR 01-112-099-60319	\$76.32
0073267	5/22/2020	Mousseau DeLuca McPherson	NUISANCE BY-LAW 01-112-099-60319	\$152.64

Total For Department 112 \$65,580.95

114

0073093	5/12/2020	Applied Computer Solutions Inc	BATTERY REPLACEMENT 01-114-099-60302	\$482.02
0073114	5/12/2020	Diamond Software Inc.	GP MAINTENANCE & SUPPORT 01-114-099-60309	\$36,285.10
0073138	5/12/2020	Tony Iacobelli	PHONE CHARGING CABLES 01-114-099-60302	\$56.48
0073172	5/12/2020	Perfectmind Inc	RENEWAL- APR 23/20-APR 22/21 01-114-099-60309	\$4,070.40
0073196	5/12/2020	Telus Mobility	CELL PHONE - MAR 28-APR27/2020 01-114-099-60327	\$91.58
0073225	5/14/2020	Telus Mobility	CELL PHONE - APR 28-MAY27/2020 01-114-099-60327	\$91.58
0073234	5/22/2020	Advanced Network Devices Inc	NETWORK MONITORING SOFTWARE 01-114-099-60309	\$2,330.19
0073235	5/22/2020	Applied Computer Solutions Inc	VMARE MAIN'T RENEWAL-ARENA 01-114-099-60309	\$98.47
0073274	5/22/2020	RC Spencer Associates Inc.	FIBRE OPTIC INSTALL 01-114-360-72013	\$1,322.88

**Town of Kingsville
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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073282	5/22/2020	Thinkdox Inc.	LASERFICHE MTC RENEWAL 01-114-099-60309	\$10,905.25
Total For Department			114	\$55,733.95
<u>120</u>	-			
0073163	5/12/2020	Municipality of Leamington	ANIMAL CTRL - TRAPPING MAR2020 01-120-280-60124	\$79.10
0073208	5/12/2020	Windsor Essex County Humane	STRAY CAT PROGRAM - MAR 2020 01-120-280-60125	\$50.00
0073284	5/22/2020	Windsor Essex County Humane	CAT VOUCHER PROGRAM - MAR 2020 01-120-280-60377	\$450.00
Total For Department			120	\$579.10
<u>121</u>	-			
0072949	5/1/2020	Kingsville Home Hardware	FIRE - SUPPLIES 01-121-099-60315	\$7.70
0073089	5/12/2020	A.J. Stone Company Ltd.	FIRE - GAS CALIBRATION 01-121-099-60316	\$519.38
0073102	5/12/2020	Cheema Cleaning Services Ltd	CLEANING SERVICES - APR 2020 01-121-099-60341	\$356.16
0073102	5/12/2020	Cheema Cleaning Services Ltd	CLEANING SERVICES - APR 2020 01-121-099-60341	\$183.17
0073103	5/12/2020	Cintas Canada Limited	FIRE - MATS 01-121-099-60315	\$16.07
0073109	5/12/2020	Commercial Truck Equipment C	216 - SERVICE 01-121-099-60316	\$182.15
0073109	5/12/2020	Commercial Truck Equipment C	219 - SERVICE 01-121-099-60316	\$639.31
0073113	5/12/2020	Jeff Dean	FIRE - FUEL, MISC, EQUIPREPAIR 01-121-099-60340	\$50.86
0073113	5/12/2020	Jeff Dean	FIRE - FUEL, MISC, EQUIPREPAIR 01-121-099-60317	\$16.00
0073113	5/12/2020	Jeff Dean	FIRE - FUEL, MISC, EQUIPREPAIR 01-121-099-60316	\$15.75
0073113	5/12/2020	Jeff Dean	FIRE - BRUSH & SHOP TOWELS 01-121-099-60316	\$56.92
0073124	5/12/2020	Fisher's Regalia & Uniform Ac	FIRE - UNIFORMS (MOUNTING) 01-121-072-60216	\$90.31
0073126	5/12/2020	Genrep Ltd	FIRE - ANNUAL SERVICE 01-121-099-60315	\$407.04
0073144	5/12/2020	Kingsville Home Hardware	FIRE - PLUMBING SUPPLIES 01-121-099-60315	\$1.72
0073161	5/12/2020	Monarch Office Supply	OFFICE SUPPLIES - APR 2020 01-121-099-60301	\$2.92
0073161	5/12/2020	Monarch Office Supply	OFFICE SUPPLIES - APR 2020 01-121-099-60301	\$14.32
0073161	5/12/2020	Monarch Office Supply	OFFICE SUPPLIES - APR 2020 01-121-099-60301	\$12.02
0073177	5/12/2020	Public Safety Services	FIRE - MIC 01-121-099-60358	\$355.14

**Town of Kingsville
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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073177	5/12/2020	Public Safety Services	FIRE - MIC 01-121-099-60358	\$76.32
0073179	5/12/2020	Purolator Courier Service	COURIER SERVICE 01-121-099-60305	\$4.08
0073188	5/12/2020	Signs by Nommel	FIRE - VEHICLE CRESTS 01-121-099-60316	\$223.87
0073195	5/12/2020	Stryker Canada ULC	FIRE - DEFIB MAINTENANCE 01-121-099-60316	\$1,262.64
0073195	5/12/2020	Stryker Canada ULC	BATTERY - DEFIB 01-121-099-60316	\$320.90
0073196	5/12/2020	Telus Mobility	CELL PHONE - MAR 28-APR27/2020 01-121-099-60327	\$203.52
0073199	5/12/2020	Town of LaSalle	QUARTERLY DISPATCHING 01-121-100-60715	\$12,724.54
0073209	5/12/2020	Windsor Factory Supply	FIRE - EQUIPMENT REPAIR 01-121-099-60316	\$16.12
0073214	5/12/2020	Xerox Canada Ltd.	XEROX - MAR 25/20 - APR 27/20 01-121-099-60311	\$39.37
0073215	5/14/2020	Allstream Business Inc	Fire Emergency Calls 01-121-099-60327	\$45.79
0073219	5/14/2020	E.L.K. Energy Inc	120 Fox St 01-121-099-60314	\$233.99
0073220	5/14/2020	Enbridge Gas Inc.	120 Fox St 01-121-099-60314	\$330.03
0073221	5/14/2020	Gosfield North Communications	Cottam Fire Hall 01-121-099-60327	\$126.46
0073223	5/14/2020	HYDRO ONE	1720 Division Rd N 01-121-099-60314	\$618.66
0073225	5/14/2020	Telus Mobility	CELL PHONE - APR 28-MAY27/2020 01-121-099-60327	\$203.52
0073226	5/14/2020	Town of Kingsville (water)	120 Fox St 01-121-099-60314	\$136.76
0073230	5/20/2020	Enbridge Gas Inc.	1720 Division Rd N 01-121-099-60314	\$407.22
0073231	5/20/2020	HYDRO ONE	1720 Division Rd N 01-121-099-60314	\$657.73
0073245	5/22/2020	Darch Fire	FIRE - OIL CAP 01-121-099-60316	\$135.77
0073246	5/22/2020	DeLage Landen	FIRE - COPIER LEASE MAY 2020 01-121-099-60311	\$137.83
0073246	5/22/2020	DeLage Landen	FIRE COPIER LEASE JUNE 2020 01-121-099-60311	\$137.83
0073250	5/22/2020	Fireservice Management Ltd.	EQUIPMENT REPAIR 01-121-099-60316	\$126.83
0073251	5/22/2020	Firehall Bookstore	FIRE - CODE BOOK 01-121-099-60317	\$103.81
0073278	5/22/2020	Southwest Diesel Service Inc	219 - SEAT BELT 01-121-099-60316	\$568.91
0073278	5/22/2020	Southwest Diesel Service Inc	122 - ANNUAL INSPECTION 01-121-099-60316	\$893.35
0073281	5/22/2020	Thames Communications Ltd.	FIRE - EQUIPMENT REPAIR 01-121-099-60316	\$82.87

Total For Department 121

\$22,745.66

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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
<u>122</u>	-			
0072949	5/1/2020	Kingsville Home Hardware	OPP - STORAGE HOOKS 01-122-099-60315	\$17.29
0072949	5/1/2020	Kingsville Home Hardware	OPP - MARKER 01-122-099-60315	\$9.14
0072949	5/1/2020	Kingsville Home Hardware	OPP - SUPPLIES & COAT HOOKS 01-122-099-60315	\$40.66
0073092	5/12/2020	Allegra Kingsville	OTHER -PROMO BROCHURE MATERIAL 01-122-030-21391	\$237.31
0073102	5/12/2020	Cheema Cleaning Services Ltd	CLEANING SERVICES - APR 2020 01-122-099-60341	\$1,922.24
0073102	5/12/2020	Cheema Cleaning Services Ltd	CLEANING SERVICES - APR 2020 01-122-099-60341	\$315.46
0073102	5/12/2020	Cheema Cleaning Services Ltd	CLEANING SERVICES - APR 2020 01-122-030-21390	\$254.40
0073122	5/12/2020	Jennifer Fink	OTHER - HARM REDUCTION SHOES 01-122-030-21390	\$273.32
0073136	5/12/2020	Hotel-Dieu Grace Healthcare	EQUIP - MONTHLY CELL BILL 01-122-030-21391	\$50.94
0073136	5/12/2020	Hotel-Dieu Grace Healthcare	EQUIP - MONTHLY CELL BILL 01-122-030-21390	\$50.94
0073140	5/12/2020	Nicole Ivanisko	OTHER - HARM REDUCTION PANTS 01-122-030-21390	\$44.20
0073144	5/12/2020	Kingsville Home Hardware	OPP - COAT RACKS 01-122-099-60315	\$77.30
0073154	5/12/2020	Merchant Paper Company	OPP - SUPPLIES 01-122-099-60315	\$307.42
0073202	5/12/2020	Amanda Valtchev	OTHER - HARM REDUCTION SHOES 01-122-030-21391	\$273.32
0073219	5/14/2020	E.L.K. Energy Inc	41 Division St S 01-122-099-60314	\$569.06
0073221	5/14/2020	Gosfield North Communications	OPP - Talbot St Cottam 01-122-099-60327	\$121.88
0073224	5/14/2020	Reliance Home Comfort	41 Division St S 01-122-099-60314	\$37.61
0073230	5/20/2020	Enbridge Gas Inc.	41 Division St S 01-122-099-60314	\$257.24
0073259	5/22/2020	John and Michelle Ivanisko	COTTAM OPP LEASE - JUNE 2020 01-122-260-60342	\$540.31
Total For Department			122	\$5,400.04

<u>124</u>	-			
0073147	5/12/2020	LBC Capital	BLDG PRINTER MAY 15-AUG 14 01-124-099-60301	\$212.17
0073161	5/12/2020	Monarch Office Supply	OFFICE SUPPLIES - APR 2020 01-124-099-60301	\$362.11
0073186	5/12/2020	Robert Sassine	MILEAGE - APR 4-13/2020 01-124-099-60400	\$223.15
0073196	5/12/2020	Telus Mobility	CELL PHONE - MAR 28-APR27/2020 01-124-099-60327	\$239.14
0073201	5/12/2020	Peter Valore	MILEAGE - APR 4-13, 2020 01-124-099-60400	\$213.58

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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073225	5/14/2020	Telus Mobility	CELL PHONE - APR 28-MAY27/2020 01-124-099-60327	\$239.14
0073265	5/22/2020	MC Business Solutions Ltd	BLDG DEPT - COPIES FEB-MAY 01-124-099-60301	\$104.50
Total For Department			124	\$1,593.79
130	-			
0072947	5/1/2020	Chuck Hedge	MILEAGE-VIKING CIVES MT FOREST 01-130-099-60316	\$369.60
0072949	5/1/2020	Kingsville Home Hardware	DAMAGED SOLAR LIGHT-TREE TRIM 01-130-099-60426	\$15.26
0072949	5/1/2020	Kingsville Home Hardware	PW - SAW BLADES 01-130-099-60335	\$32.00
0073099	5/12/2020	Cedar Signs	SIGNS - NEIGHBOURHOOD WATCH 01-130-132-60428	\$260.01
0073100	5/12/2020	Cedar Creek Landscaping	GRASS CUTTING - APRIL 2020 01-130-141-60429	\$239.14
0073101	5/12/2020	Chapman Signs	SIGNS - NO PARKING 01-130-132-60428	\$553.32
0073110	5/12/2020	Corp. of the County of Essex	SIGN INSTALL - S TALBOT SRV RD 01-130-360-71924	\$1,596.51
0073111	5/12/2020	County Wide Tree Service	TREE REMOVAL - 128 MAIN ST E 01-130-099-60426	\$4,136.54
0073111	5/12/2020	County Wide Tree Service	TREE REMOVAL - ROAD 10 W 01-130-099-60426	\$1,032.86
0073111	5/12/2020	County Wide Tree Service	TREE REMOVAL-GRAHAM SDRD DITCH 01-130-099-60426	\$1,180.41
0073111	5/12/2020	County Wide Tree Service	TREE REMOVAL - 1011 MCCAIN 01-130-099-60426	\$284.93
0073111	5/12/2020	County Wide Tree Service	TREE REMOVAL - METTAWAS ROW 01-130-099-60426	\$1,653.60
0073115	5/12/2020	Dillon Consulting	RD#11 IRWIN DR - CULVERT 01-130-360-71962	\$5,013.40
0073119	5/12/2020	Erie Sand & Gravel Limited	SAND - SANDBAG PROGRAM 01-130-360-71961	\$2,225.15
0073130	5/12/2020	G-TEL Engineering Inc	DESIGN LOCATES - ROAD 2 E 01-130-360-72024	\$8,267.99
0073134	5/12/2020	Herc Rentals	GRINDER RENTAL - SIDEWALK 01-130-144-60438	\$1,997.67
0073141	5/12/2020	Jeff Shepley Excavating Ltd.	HAUL SCREENINGS - SHOULDERING 01-130-138-60432	\$1,107.15
0073143	5/12/2020	Kelcom Radio Division	AVL AND RADIOS FOR FLEET 01-130-099-60460	\$761.93
0073144	5/12/2020	Kingsville Home Hardware	PW - RAKE REPLACEMENT 01-130-099-60357	\$34.59
0073144	5/12/2020	Kingsville Home Hardware	PW - CATCH BASIN CEMENT 01-130-141-60439	\$43.19
0073144	5/12/2020	Kingsville Home Hardware	PW - CATCH BASIN ADHESIVE 01-130-141-60439	\$1.02
0073148	5/12/2020	Leamington Int. Trucks	15-01 -AIR LEAK/HANGER BEARING 01-130-099-60316	\$763.98
0073152	5/12/2020	Lucier Glove & Safety Products	PW/ES/COVID-CONES,BARREL,FENCE 01-130-099-60347	\$1,220.81

Town of Kingsville
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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073155	5/12/2020	Messer Canada Inc.,	CYLINDER RENTAL FEE 01-130-099-60335	\$24.42
0073155	5/12/2020	Messer Canada Inc.,	CYLINDER RENTAL FEE 01-130-099-60335	\$100.05
0073161	5/12/2020	Monarch Office Supply	OFFICE SUPPLIES - APR 2020 01-130-099-60301	-\$19.42
0073171	5/12/2020	Orkin Canada Corporation	PW - PEST CONTROL 01-130-099-60315	\$91.58
0073173	5/12/2020	Phasor Industrial	SERVICE - ST LIGHTS CULL DR 01-130-114-60413	\$5,494.30
0073173	5/12/2020	Phasor Industrial	SERVICE - VARIOUS ST LIGHTS 01-130-114-60413	\$9,154.67
0073180	5/12/2020	Queens Auto Supply	PW - OIL FILTER 01-130-099-60335	\$66.95
0073180	5/12/2020	Queens Auto Supply	PW - GREASE 01-130-099-60335	\$42.84
0073180	5/12/2020	Queens Auto Supply	PW - DIESEL EXHAUST FLUID 01-130-099-60335	\$130.76
0073180	5/12/2020	Queens Auto Supply	PW - VARIOUS FUSES 01-130-099-60316	\$0.81
0073180	5/12/2020	Queens Auto Supply	PW - KIOTI HYDRAULIC FITTING 01-130-099-60316	\$3.50
0073180	5/12/2020	Queens Auto Supply	PW -BULK DIESEL EXHAUST FLUID 01-130-099-60335	\$156.30
0073181	5/12/2020	RC Spencer Associates Inc.	ENG SERVICES - ESSLETINE DR 01-130-360-71547	\$12,303.42
0073181	5/12/2020	RC Spencer Associates Inc.	ENG SERVICES - ESSELTINE DR 01-130-360-71547	\$13,561.80
0073181	5/12/2020	RC Spencer Associates Inc.	ENG SERVICES - MILLCREAK@DIV 01-130-360-72023	\$8,998.12
0073184	5/12/2020	Royal Benefits Inc	BENEFITS CLAIM - APRIL 2020 01-130-072-60222	\$481.50
0073185	5/12/2020	Sam's Service Facility	10-01 - BRAKES/COMPRESSOR/SERV 01-130-099-60316	\$1,365.87
0073189	5/12/2020	Sims Publications Incorporated	NOTICE - EXPROPRIATE LAND 01-130-360-71546	\$410.30
0073189	5/12/2020	Sims Publications Incorporated	NOTICE - EXPROPRIATE LAND 01-130-360-71546	\$410.30
0073190	5/12/2020	SkyMobile	FLEET TRACKING - APRIL 2020 01-130-099-60460	\$1,083.74
0073190	5/12/2020	SkyMobile	FLEET TRACKING - MAY 2020 01-130-099-60460	\$1,114.27
0073191	5/12/2020	Southwestern Sales Corp. Ltd.	SANDBAG PROGRAM 01-130-360-71961	\$472.08
0073194	5/12/2020	Stinson Equipment Ltd.	STOCK SIGN - STOP & CHECKERBRD 01-130-132-60428	\$1,798.58
0073196	5/12/2020	Telus Mobility	CELL PHONE - MAR 28-APR27/2020 01-130-099-60327	\$45.79
0073196	5/12/2020	Telus Mobility	CELL PHONE - MAR 28-APR27/2020 01-130-099-60327	\$457.92
0073203	5/12/2020	Verhaegen Land Surveyors	MAIN ST RECONSTRUCTION 01-130-360-71546	\$235.73
0073203	5/12/2020	Verhaegen Land Surveyors	SURVEY- LAKE DR 01-130-360-72058	\$1,054.44
0073206	5/12/2020	Walker Aggregates Inc.	BULK SCREENINGS - SHOULDERING 01-130-138-60432	\$2,480.45
0073206	5/12/2020	Walker Aggregates Inc.	BULK SCREENINGS - SHOULDERING 01-130-138-60432	\$2,714.20

Town of Kingsville
Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073207	5/12/2020	Warkentin Plumbing	PW SHOP - HVAC REPAIR 01-130-099-60315	\$193.34
0073210	5/12/2020	Wolseley Canada Inc	PW/ES - BLOCKS FOR YARD 01-130-099-60315	\$507.32
0073210	5/12/2020	Wolseley Canada Inc	SANDBAG PROGRAM 01-130-360-71961	\$1,642.81
0073210	5/12/2020	Wolseley Canada Inc	SANDBAG PROGRAM 01-130-360-71961	\$5,495.04
0073210	5/12/2020	Wolseley Canada Inc	SANDBAG PROGRAM 01-130-360-71961	\$3,866.88
0073211	5/12/2020	Wood Environment & Infrastruc	BRIARWOOD SUBDIV -PROF SERVICE 01-130-360-72022	\$1,173.00
0073219	5/14/2020	E.L.K. Energy Inc	390 Main St E Traffic Lights 01-130-110-60402	\$70.97
0073219	5/14/2020	E.L.K. Energy Inc	Wigle Traffic Lights 01-130-110-60402	\$53.80
0073219	5/14/2020	E.L.K. Energy Inc	Jasperson Traffic Lights 01-130-110-60402	\$187.58
0073219	5/14/2020	E.L.K. Energy Inc	Street Lights - Kingsville 01-130-114-60412	\$7,586.78
0073219	5/14/2020	E.L.K. Energy Inc	Division Traffic Lights 01-130-110-60402	\$145.32
0073219	5/14/2020	E.L.K. Energy Inc	Spruce Traffic Lights 01-130-110-60402	\$187.58
0073219	5/14/2020	E.L.K. Energy Inc	Santos & Main Traffic Lights 01-130-110-60402	\$25.88
0073219	5/14/2020	E.L.K. Energy Inc	Street Lights - Cottam 01-130-114-60412	\$1,519.09
0073220	5/14/2020	Enbridge Gas Inc.	2021 Division Rd N - PW Garage 01-130-099-60314	\$75.58
0073220	5/14/2020	Enbridge Gas Inc.	2021 Division - Garage 01-130-099-60314	\$172.78
0073223	5/14/2020	HYDRO ONE	Streetlights - Kratz 01-130-114-60412	\$2.15
0073223	5/14/2020	HYDRO ONE	Combination All Street Lights 01-130-114-60412	\$2,071.84
0073223	5/14/2020	HYDRO ONE	PW Garage 01-130-099-60314	\$1,338.08
0073223	5/14/2020	HYDRO ONE	Streetlights - Road 3E 01-130-114-60412	\$2.15
0073223	5/14/2020	HYDRO ONE	Streetlights - Mucci Dr 01-130-114-60412	\$22.00
0073223	5/14/2020	HYDRO ONE	Streetlights - Regent St 01-130-114-60412	\$28.61
0073223	5/14/2020	HYDRO ONE	Streetlights - Woodland 01-130-114-60412	\$60.42
0073223	5/14/2020	HYDRO ONE	Streetlights - Meghan Agosta 01-130-114-60412	\$58.18
0073225	5/14/2020	Telus Mobility	CELL PHONE - APR 28-MAY27/2020 01-130-099-60327	\$45.79
0073225	5/14/2020	Telus Mobility	CELL PHONE - APR 28-MAY27/2020 01-130-099-60327	\$457.92
0073248	5/22/2020	Economy Rental Centre	PW - CHAINSAW OIL 01-130-099-60335	\$65.21
0073260	5/22/2020	Joe Johnson Equipment Inc.	SWEeper - VARIOUS PARTS 01-130-110-60422	\$500.94
0073266	5/22/2020	McTague Law Firm	LAND EXPROPRIATION - MAIN ST W 01-130-360-71546	\$2,886.93

**Town of Kingsville
Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073273	5/22/2020	Queens Auto Supply	PW - 4 PLY WIPES 01-130-099-60335	\$87.53
0073274	5/22/2020	RC Spencer Associates Inc.	ENG SERVICES - ESSELTINE DRAIN 01-130-360-71547	\$1,882.56
0073274	5/22/2020	RC Spencer Associates Inc.	ENG SERVICES - MILLCREEK @ DIV 01-130-360-72023	\$3,429.31
0073274	5/22/2020	RC Spencer Associates Inc.	ENG SERV-RD 2 E RECONSTRUCTION 01-130-360-72024	\$14,126.31
0073275	5/22/2020	Silver Top Supply	S/PLOW 17-05 - REVERSE CAMERA 01-130-099-60316	\$1,989.41
0073275	5/22/2020	Silver Top Supply	S/PLOW 18-07 - REVERSE CAMERA 01-130-099-60316	\$1,989.41
0073276	5/22/2020	Southwestern Sales Corp. Ltd.	PW YARD - BULK STONE 01-130-138-60432	\$1,173.35
0073277	5/22/2020	Southern Collision	PW SPEED TRAILER-MAINT/RESTORE 01-130-099-60316	\$2,035.20
0073279	5/22/2020	Speedprint Inc.	PW - NO PARKING EVENT SIGNS 01-130-099-60455	\$61.69
0073280	5/22/2020	Sun Parlour Grower Supply	RESTORATION GRASS SEED 01-130-122-60420	\$419.76
0073285	5/22/2020	Wood Environment & Infrastruc	BRIARWOOD SUBDIV-PROF SERVICE 01-130-360-72022	\$3,889.56

Total For Department 130 \$158,554.39

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0073121	5/12/2020	Essex-Windsor Solid Waste	FIXED COSTS - MARCH 2020 01-131-400-60370	\$38,376.00
0073121	5/12/2020	Essex-Windsor Solid Waste	WASTE DISPOSAL - MARCH 2020 01-131-400-60370	\$16,547.10
0073127	5/12/2020	GFL Environmental Inc	CONTRACT REC - JAN - APR 2020 01-131-400-60380	\$5,653.58
0073127	5/12/2020	GFL Environmental Inc	FRONT END SERVICE - COTTAM 01-131-400-60380	\$237.87
0073127	5/12/2020	GFL Environmental Inc	FRONT END SERVICE-CRYSTAL APT 01-131-400-60380	\$237.87
0073127	5/12/2020	GFL Environmental Inc	WASTE COLLECTION - MAY 2020 01-131-400-60380	\$44,909.80
0073249	5/22/2020	Essex-Windsor Solid Waste	WHITE GOODS - JAN-MAR 2020 01-131-400-60381	\$1,295.40
0073249	5/22/2020	Essex-Windsor Solid Waste	PREPETUAL CARE - MAY-JUNE 2020 01-131-400-60404	\$11,432.00
0073249	5/22/2020	Essex-Windsor Solid Waste	FIXED COSTS - APRIL 2020 01-131-400-60370	\$38,376.00
0073253	5/22/2020	GFL Environmental Inc	YARD WASTE COLLECTION - APR 01-131-400-60382	\$9,822.91

Total For Department 131 \$166,888.53

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0073117	5/12/2020	Economy Rental Centre	BOBCAT - GRAVE OPENING 99 -151-072-60121	\$326.55
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**Town of Kingsville
Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073117	5/12/2020	Economy Rental Centre	PW - JUMPING JACK REPAIR 01-151-099-60316	\$95.95
0073137	5/12/2020	Hutchins Monuments	GRACELAND - OPENING 01-151-072-60121	\$570.00
0073137	5/12/2020	Hutchins Monuments	GRACELAND - OPENING 01-151-072-60121	\$570.00
0073137	5/12/2020	Hutchins Monuments	GRACELAND - OPENING 01-151-072-60121	\$570.00
0073200	5/12/2020	Truax Lumber	GRACELAND - GATE 01-151-099-60337	\$73.23
0073219	5/14/2020	E.L.K. Energy Inc	Greenhill Cemetery 01-151-099-60314	\$97.15
0073230	5/20/2020	Enbridge Gas Inc.	Mill St Cemetery 01-151-099-60314	\$72.50
0073248	5/22/2020	Economy Rental Centre	BOBCAT - GRAVE OPENING 01-151-072-60121	\$246.60

Total For Department 151 \$2,621.98

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0072949	5/1/2020	Kingsville Home Hardware	ARENA - FILTERS 01-170-099-60315	\$10.99
0072949	5/1/2020	Kingsville Home Hardware	ARENA - COLUMNS 01-170-099-60315	\$14.97
0072949	5/1/2020	Kingsville Home Hardware	ARENA - DISINFECTANT 01-170-099-60315	\$11.98
0072949	5/1/2020	Kingsville Home Hardware	ARENA - RAGS 01-170-099-60315	\$25.94
0072949	5/1/2020	Kingsville Home Hardware	ARENA - KEYS 01-170-099-60315	\$2.19
0072949	5/1/2020	Kingsville Home Hardware	ARENA - PARTS 01-170-099-60315	\$62.69
0072949	5/1/2020	Kingsville Home Hardware	ARENA - PAINTING SUPPLIES 01-170-099-60315	\$304.75
0072949	5/1/2020	Kingsville Home Hardware	ARENA - CLEANING SUPPLIES 01-170-099-60335	\$109.65
0072949	5/1/2020	Kingsville Home Hardware	ARENA - BATTERIES 01-170-099-60315	\$19.98
0072949	5/1/2020	Kingsville Home Hardware	ARENA - BATTERIES 01-170-099-60315	\$9.99
0072949	5/1/2020	Kingsville Home Hardware	ARENA - SUPPLIES 01-170-099-60315	\$35.93
0072954 *	5/1/2020	MacKenzie Morencie	RFND - DEP PAVILION COVID19 01-170-006-12063	\$550.00
0072955 *	5/1/2020	Rebecca Perfetti	RFND - DEP PAVILION COVID19 01-170-006-12063	\$550.00
0073090	5/12/2020	Allstream Business Inc	Arena - Fax/Debit 01-170-099-60327	\$93.56
0073090	5/12/2020	Allstream Business Inc	Carnegie/Arena Elevator 01-170-099-60327	\$46.91
0073095	5/12/2020	Black & McDonald Limited	BRINE PUMP 01-170-099-60316	\$1,478.20
0073095	5/12/2020	Black & McDonald Limited	ARENA - SERVICE CALL 01-170-099-60316	\$746.20

**Town of Kingsville
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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073112	5/12/2020	Culligan Water	WATER COOLER - ARENA 01-170-099-60315	\$27.95
0073142	5/12/2020	Jutzi Water Technologies (D.H.)	WATER EQUIP RENTAL 01-170-099-60318	\$75.00
0073144	5/12/2020	Kingsville Home Hardware	P&R - STORAGE ROOM 01-170-099-60315	\$30.36
0073151	5/12/2020	Limelight & Electric	ARENA - LIGHTS 01-170-099-60315	\$236.15
0073151	5/12/2020	Limelight & Electric	ARENA - LIGHTS 01-170-099-60315	\$59.09
0073154	5/12/2020	Merchant Paper Company	ARENA - SUPPLIES 01-170-099-60335	\$52.40
0073161	5/12/2020	Monarch Office Supply	OFFICE SUPPLIES - APR 2020 01-170-099-60301	\$40.91
0073165	5/12/2020	Noble Corporation	ARENA - FLUSH VALVE 01-170-099-60315	\$136.00
0073165	5/12/2020	Noble Corporation	P&R - PARTS 01-170-099-60315	\$269.96
0073167	5/12/2020	Office Solutions Inc	ARENA - TABLES & CHAIRS 01-170-099-60315	\$1,725.00
0073167	5/12/2020	Office Solutions Inc	ARENA - TABLES & CHAIRS 01-170-099-60315	\$3,530.00
0073196	5/12/2020	Telus Mobility	CELL PHONE - MAR 28-APR27/2020 01-170-099-60327	\$457.92
0073200	5/12/2020	Truax Lumber	ARENA - AUDITORIUM REPAIRS 01-170-099-60315	\$77.96
0073200	5/12/2020	Truax Lumber	ARENA - NEW STORAGE ROOM 01-170-099-60315	\$296.02
0073200	5/12/2020	Truax Lumber	ARENA - NEW STORAGE ROOM 01-170-099-60315	\$100.19
0073200	5/12/2020	Truax Lumber	ARENA - STORAGE ROOM 01-170-099-60315	\$204.98
0073200	5/12/2020	Truax Lumber	ARENA - STORAGE ROOM 01-170-099-60315	\$228.72
0073217	5/14/2020	Cogeco	1741 Jasperson 01-170-099-60327	\$110.44
0073223	5/14/2020	HYDRO ONE	Arena Complex 01-170-099-60314	\$9,110.12
0073225	5/14/2020	Telus Mobility	CELL PHONE - APR 28-MAY27/2020 01-170-099-60327	\$457.92
0073227	5/14/2020	Kelly Wolters	PIC FRAMES - HALL CAPACITY 01-170-099-60315	\$9.25
0073227	5/14/2020	Kelly Wolters	OFFICE SUPPLIES 01-170-099-60301	\$5.20
0073227*	5/14/2020	Kelly Wolters	RFND-AUD RENTAL KIM CARVALHO 01-170-006-12063	\$100.00
0073230	5/20/2020	Enbridge Gas Inc.	1741 Jasperson Lane 01-170-099-60314	\$624.12
0073262	5/22/2020	Loblaw Inc.	VENDING MACHINE SUPPLIES 01-170-154-60446	\$60.02

Total For Department	170	\$22,099.61
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Town of Kingsville
Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0072945	5/1/2020	Cogeco	103 Park St 01-171-135-60327	\$119.90
0072949	5/1/2020	Kingsville Home Hardware	DIAMONDS - PAINT 01-171-177-60337	\$49.96
0072949	5/1/2020	Kingsville Home Hardware	PARTS - PLAYGROUND EQUIP 01-171-099-60349	\$13.80
0072949	5/1/2020	Kingsville Home Hardware	PAVILION - HVAC FILTERS 01-171-155-60315	\$11.98
0072949	5/1/2020	Kingsville Home Hardware	LIONS HALL - LIGHTS 01-171-159-60315	\$31.47
0072949	5/1/2020	Kingsville Home Hardware	LIONS HALL - LIGHTS 01-171-159-60315	\$19.98
0072949	5/1/2020	Kingsville Home Hardware	RIDGEVIEW - GREASE INJECTOR 01-171-176-60315	\$10.98
0072949	5/1/2020	Kingsville Home Hardware	PAINT 01-171-099-60315	\$47.82
0072949	5/1/2020	Kingsville Home Hardware	RIDGEVIEW - PAINT 01-171-176-60315	\$56.94
0072949	5/1/2020	Kingsville Home Hardware	RUTHVEN LIBRARY-HVAC FILTERS 01-171-174-60315	\$12.19
0072949	5/1/2020	Kingsville Home Hardware	COTTAM - HVAC FILTERS 01-171-176-60315	\$10.99
0072949	5/1/2020	Kingsville Home Hardware	RIDGEVIEW - BATTERIES/LED'S 01-171-176-60315	\$33.98
0072949	5/1/2020	Kingsville Home Hardware	UNICO - HVAC FILTERS 01-171-172-60315	\$3.99
0072956	5/1/2020	Reliance Home Comfort	315 Queen 01-171-155-60314	\$87.36
0073090	5/12/2020	Allstream Business Inc	Park Pavilion 01-171-155-60327	\$50.54
0073090	5/12/2020	Allstream Business Inc	Lions Hall 01-171-159-60327	\$46.78
0073090	5/12/2020	Allstream Business Inc	Carnegie/Arena Elevator 01-171-171-60327	\$54.58
0073102	5/12/2020	Cheema Cleaning Services Ltd	CLEANING SERVICES - APR 2020 01-171-172-60341	\$350.00
0073102	5/12/2020	Cheema Cleaning Services Ltd	CLEANING SERVICES - APR 2020 01-171-171-60341	\$661.44
0073111	5/12/2020	County Wide Tree Service	TREE TRIM - LAKESIDE PRK STORM 01-171-099-60339	\$442.66
0073117	5/12/2020	Economy Rental Centre	P&R - FLEET MAINTENANCE 01-171-099-60316	\$388.65
0073117	5/12/2020	Economy Rental Centre	P&R - WELDING MATERIAL 01-171-099-60335	\$86.44
0073123	5/12/2020	Fire Safety Services	SERVICE - FIRE EXTINGUISHER 01-171-155-60315	\$199.50
0073131	5/12/2020	Gyori Farms Inc.	TOPSOIL - COGHILL PARK 01-171-099-60337	\$157.73
0073160	5/12/2020	Modular Service Group Inc	STORAGE RENTAL 01-171-099-60318	\$76.32
0073173	5/12/2020	Phasor Industrial	SERVICE -GROVEDALE EXHAUST FAN 01-171-135-60315	\$467.78
0073173	5/12/2020	Phasor Industrial	RIDGEVIEW - STEEL PANEL 01-171-360-71935	\$6,227.71
0073173	5/12/2020	Phasor Industrial	RIDGEVIEW PRK -INSTAL LIGHTING 01-171-360-71935	\$45,866.26
0073174	5/12/2020	PlayPower Canada Inc.	P&R - PLAYGROUND EQUIPMENT 01-171-099-60349	\$985.04

Town of Kingsville
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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073175	5/12/2020	Plant Products	GRASS SEED 01-171-099-60337	\$412.13
0073180	5/12/2020	Queens Auto Supply	P&R - PARTS 01-171-099-60316	\$18.83
0073180	5/12/2020	Queens Auto Supply	P&R - BRAKER CLEANER 01-171-099-60316	\$46.52
0073180	5/12/2020	Queens Auto Supply	PW - ATV RECEIVER TUBE 01-171-360-72043	\$28.44
0073180	5/12/2020	Queens Auto Supply	P&R - PARTS 01-171-099-60316	\$19.03
0073188	5/12/2020	Signs by Nommel	UTV VEHICLE - DECALS 01-171-360-72043	\$183.17
0073191	5/12/2020	Southwestern Sales Corp. Ltd.	STONE - LIGHTHOUSE 01-171-360-71934	\$152.92
0073192	5/12/2020	Southern Collision	P&R - REPAIR FLEET DOOR 01-171-099-60316	\$551.29
0073200	5/12/2020	Truax Lumber	PAVILION-BREAK IN DMGE REPAIR 01-171-155-60315	\$85.98
0073204	5/12/2020	Vertechs Elevators Ontario Inc.	ELEVATOR MAINTENANCE-MAY 2020 01-171-171-60315	\$330.72
0073207	5/12/2020	Warkentin Plumbing	GROVEDALE - FURNANCE REPAIR 01-171-135-60315	\$142.50
0073209	5/12/2020	Windsor Factory Supply	P&R - MARKING PAINT 01-171-099-60315	\$75.10
0073219	5/14/2020	E.L.K. Energy Inc	Queen St - NE Corner 01-171-099-60314	\$13.05
0073219	5/14/2020	E.L.K. Energy Inc	Queen St - NW Corner 01-171-099-60314	\$13.05
0073219	5/14/2020	E.L.K. Energy Inc	21 Mill St - Lions Hall 01-171-159-60314	\$12.82
0073219	5/14/2020	E.L.K. Energy Inc	28 Division St S 01-171-171-60314	\$246.43
0073219	5/14/2020	E.L.K. Energy Inc	315 Queen St - Meter Cab 01-171-099-60314	\$20.31
0073219	5/14/2020	E.L.K. Energy Inc	315 Queen St - Pavilion 01-171-155-60314	\$95.27
0073219	5/14/2020	E.L.K. Energy Inc	21 Mill St - Lions Hall 01-171-159-60314	\$463.32
0073219	5/14/2020	E.L.K. Energy Inc	37 Beech St (42 Main) 01-171-172-60314	\$142.93
0073219	5/14/2020	E.L.K. Energy Inc	103 Park St 01-171-135-60314	\$14.10
0073219	5/14/2020	E.L.K. Energy Inc	103 Park St 01-171-135-60314	\$454.85
0073219	5/14/2020	E.L.K. Energy Inc	124 Fox - Ridgeview Park 01-171-176-60314	\$14.73
0073219	5/14/2020	E.L.K. Energy Inc	122 Fox St 01-171-173-60314	\$243.10
0073219	5/14/2020	E.L.K. Energy Inc	169 Cty Rd 34W (Cottam Rotary) 01-171-099-60314	\$32.76
0073220	5/14/2020	Enbridge Gas Inc.	124 Fox St 01-171-176-60314	\$177.46
0073220	5/14/2020	Enbridge Gas Inc.	315 Queen St 01-171-155-60314	\$123.18
0073220	5/14/2020	Enbridge Gas Inc.	103 Park St 01-171-135-60314	\$408.02
0073223	5/14/2020	HYDRO ONE	ERCA - Ticket Booth 01-171-099-60314	\$26.08

**Town of Kingsville
Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073223	5/14/2020	HYDRO ONE	1741 Jasperson Lane 01-171-177-60314	\$139.88
0073224	5/14/2020	Reliance Home Comfort	24 Mill St - Lions Hall 01-171-159-60314	\$24.00
0073226	5/14/2020	Town of Kingsville (water)	122 Fox St 01-171-173-60314	\$123.30
0073226	5/14/2020	Town of Kingsville (water)	Fox St - Red Work Shed 01-171-176-60314	\$49.31
0073226	5/14/2020	Town of Kingsville (water)	124 Fox St - Splash Pad 01-171-176-60314	\$20.46
0073226	5/14/2020	Town of Kingsville (water)	122 Fox - Ridgeview Park 01-171-176-60314	\$69.48
0073229	5/20/2020	Cogeco	103 Park St 01-171-135-60327	\$119.90
0073230	5/20/2020	Enbridge Gas Inc.	21 Mill St - Lions Hall 01-171-159-60314	\$395.19
0073230	5/20/2020	Enbridge Gas Inc.	28 Division St S 01-171-171-60314	\$38.69
0073230	5/20/2020	Enbridge Gas Inc.	37 Beech St 01-171-172-60314	\$194.12
0073231	5/20/2020	HYDRO ONE	1741 Jasperson Lane 01-171-177-60314	\$150.22
0073261	5/22/2020	Kelcom Telemessaging	EMERGENCY ELEVATOR LINE 01-171-171-60315	\$91.40

Total For Department 171 \$62,536.81

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0073262	5/22/2020	Loblaw Inc.	FOL - SUPPLIES 01-172-099-60625	\$165.31
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Total For Department 172 \$165.31

173 -

0073090	5/12/2020	Allstream Business Inc	Boat Ramp - 599 Cedar Dr 01-173-099-60327	\$50.54
0073150	5/12/2020	Leo Mailloux Construction	FLOATING DOCKS - CHANGE ORDER 01-173-360-72049	\$3,660.00
0073170	5/12/2020	On The Water Designs	CHG ORDER - MARINA RAMP 01-173-360-72049	\$781.76
0073173	5/12/2020	Phasor Industrial	MARINA - ELECTRICAL REPAIRS 01-173-099-60315	\$4,972.78
0073223	5/14/2020	HYDRO ONE	Cedar Beach Marina-W Dock 01-173-099-60314	\$58.70
0073223	5/14/2020	HYDRO ONE	Boat Ramp Booth - 599 Cedar Dr 01-173-099-60314	\$41.21
0073223	5/14/2020	HYDRO ONE	Cedar Island Boat Slips 01-173-099-60314	\$25.63
0073223	5/14/2020	HYDRO ONE	Cedar Island Washrooms 01-173-099-60314	\$25.63
0073271	5/22/2020	On The Water Designs	FINAL-MARINA RAMP/FLOAT'G DOCK 01 -173-360-72049	\$30,809.40

Town of Kingsville
Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073286	5/22/2020	XPlornet Communications Inc	MARINA COMMUNICATIONS 01-173-099-60327	\$59.99
Total For Department			173	\$40,485.64
<u>174</u>	-			
0072949	5/1/2020	Kingsville Home Hardware	MIG FEST - SUPPLIES 01-174-099-60820	\$30.00
0073200	5/12/2020	Truax Lumber	MIG FEST - ART STANDS 01-174-099-60820	\$320.60
Total For Department			174	\$350.60
<u>175</u>	-			
0072949	5/1/2020	Kingsville Home Hardware	PICKLE BALL - TAPE 01-175-099-60627	\$16.26
0073227	5/14/2020	Kelly Wolters	KIDS IN THE KITCHEN 01-175-099-60627	\$13.55
0073227	5/14/2020	Kelly Wolters	KIDS IN THE KITCHEN 01-175-099-60627	\$38.68
0073227	5/14/2020	Kelly Wolters	KIDS IN THE KITCHEN 01-175-099-60627	\$2.00
0073227	5/14/2020	Kelly Wolters	KIDS IN THE KITCHEN 01-175-099-60627	\$7.43
0073227	5/14/2020	Kelly Wolters	KINDERGYM 01-175-099-60327	\$19.60
0073227	5/14/2020	Kelly Wolters	KIDS IN THE KITCHEN 01-175-099-60627	\$7.65
Total For Department			175	\$105.17
<u>177</u>	-			
0072941 *	5/1/2020	Ben Bhraggie House Ltd	RFND - HGMV 2020 COVID19 01-177-066-41272	\$150.00
0072942 *	5/1/2020	Steven Boussey	RFND - HGMV 2020 COVID19 01-177-066-41272	\$200.00
0072943 *	5/1/2020	Tory Caradonna	RFND - HGMV 2020 COVID19 01-177-066-41272	\$150.00
0072944 *	5/1/2020	Christine's Bake Shop	RFND - HGMV 2020 COVID19 01-177-066-41272	\$150.00
0072946 *	5/1/2020	Kristen Damphouse	RFND - HGMV 2020 COVID19 01-177-066-41272	\$300.00
0072948 *	5/1/2020	Dan Johnston	RFND - HGMV 2020 COVID19 01-177-066-41272	\$150.00
0072950 *	5/1/2020	Lemonology	RFND - HGMV 2020 COVID19 01-177-066-41272	\$150.00
0072951 *	5/1/2020	Duncan or Vanessa MacDonald	RFND - HGMV 2020 COVID19 01-177-066-41272	\$150.00

**Town of Kingsville
Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0072952*	5/1/2020	Ellen Mervin	RFND - HGMV 2020 COVID19 01-177-066-41272	\$150.00
0072953*	5/1/2020	Momma Bear's Bakery	RFND - HGMV 2020 COVID19 01-177-066-41272	\$150.00
0072957 *	5/1/2020	Luanne Ribble	RFND - HGMV 2020 COVID19 01-177-066-41272	\$177.00
0072958 *	5/1/2020	Kyle Sala	RFND - HGMV 2020 COVID19 01-177-066-41272	\$326.55
0073096	5/12/2020	Burnetts & Struth	HG - TARTAN DEVELOPMENT 01-177-099-60306	\$356.16
0073166	5/12/2020	Helen C Noels	HIGHLAND GAMES - EXPENSES 01-177-099-60306	\$20.00
Total For Department 177				\$2,579.71
<u>178</u>	-			
0073118	5/12/2020	E.L.K. Energy Inc	CAPITAL CONTRIBUTION 01-178-360-71630	\$1,970.00
0073128	5/12/2020	Global Industrial Canada	WATER BOTTLE REFILL STATIONS 01-178-360-72048	\$21,489.20
Total For Department 178				\$23,459.20
<u>180</u>	-			
0073161	5/12/2020	Monarch Office Supply	OFFICE SUPPLIES - APR 2020 01-180-099-60301	\$2.82
0073179	5/12/2020	Purolator Courier Service	COURIER SERVICE 01-180-099-60305	\$22.54
0073196	5/12/2020	Telus Mobility	CELL PHONE - MAR 28-APR27/2020 01-180-099-60327	\$45.79
0073213	5/12/2020	WSP Canada Group Limited	5 YEAR OP REVIEW 01-180-360-71742	\$5,088.71
0073225	5/14/2020	Telus Mobility	CELL PHONE - APR 28-MAY27/2020 01-180-099-60327	\$45.79
Total For Department 180				\$5,205.65
<u>181</u>	-			
0072940	5/1/2020	Bell Canada	BIA Toll Free 01-181-099-60327	\$12.17
0073133	5/12/2020	Sarah Haefling	EDK GIFT GC - K'VILLE STRONG 01-181-099-60317	\$200.00
0073149	5/12/2020	Leamington District Chamber of	MEMBERSHIP MAY 1/20-APR 30/21 01-181-099-60320	\$150.00
0073216	5/14/2020	Bell Canada	BIA Phone 01-181-099-60327	\$123.38
0073216	5/14/2020	Bell Canada	BIA Internet 01-181-099-60327	\$36.63

Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073228	5/20/2020	Bell Canada	BIA Toll Free 01-181-099-60327	\$12.18
0073254	5/22/2020	Global Leasing	BIA COPIER LEASE-JUL-SEPT/2020 01-181-099-60301	\$179.38
Total For Department			181	\$713.74
<u>184</u>	-			
0073255	5/22/2020	Hall Telecommunications Suppl	TEXTNET SERVICE 01-184-099-63300	\$172.99
Total For Department			184	\$172.99
<u>185</u>	-			
0073178	5/12/2020	Peter & Elizabeth Pucovsky	2020 SIGN LEASE 01-185-099-63101	\$500.00
0073254	5/22/2020	Global Leasing	BIA COPIER LEASE-JUL-SEPT/2020 01-185-099-60307	\$179.39
Total For Department			185	\$679.39
<u>201</u>	-			
0072949	5/1/2020	Kingsville Home Hardware	ENV-BATTERY BADGER PROGRAMMER 02-201-099-60357	\$14.23
0073088*	5/12/2020	John William Adams	RFND WTR - 1294 PATRICIA BLVD 02-201-006-12067	\$117.21
0073091	5/12/2020	Allsop Plumbing	BACKFLOW REPAIR - AGRIS 02-201-099-63045	\$847.15
0073097	5/12/2020	Caduceon Enterprises Inc.	SAMPLE 2 - SUMAC WATERMAIN 02-201-360-71953	\$40.30
0073097	5/12/2020	Caduceon Enterprises Inc.	SAMPLE 1 - SUMAC WATERMAIN 02-201-360-71953	\$40.30
0073100	5/12/2020	Cedar Creek Landscaping	GRASS CUTTING - APRIL 2020 02-201-099-60315	\$91.58
0073108	5/12/2020	comPeters inc.	LOCATE SOFTWARE - MAY 2020 02-201-099-63020	\$381.60
0073116	5/12/2020	DiMenna Excavating	WATER LINE REPAIRS 02-201-099-63040	\$5,260.99
0073129 *	5/12/2020	Golden Bridge Express Inc	RFND WTR - 1961 ROAD 3 E 02-201-006-12067	\$23.19
0073132	5/12/2020	Hach Sales & Service Canada l	DPD PUCKS - PORTABLE ANALYZER 02-201-099-60335	\$351.17
0073146	5/12/2020	KTI Limited	ES-BRASS FLANGE KIT 2" METER 02-201-099-63015	\$132.41
0073152	5/12/2020	Lucier Glove & Safety Products	PW/ES/COVID-CONES,BARREL,FENCE 02-201-099-60347	\$1,383.12
0073169	5/12/2020	Ontario One Call	NOTIFICATIONS - APRIL 2020 02-201-099-63020	\$344.72

Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073176	5/12/2020	Preview Inspections and Consu	BACKFLOW PREVENTION - FEB 2020 02-201-180-60405	\$1,933.44
0073176	5/12/2020	Preview Inspections and Consu	BACKFLOW PREVENTION - APR 2020 02-201-180-60405	\$1,933.44
0073179	5/12/2020	Purolator Courier Service	COURIER SERVICE 02-201-099-60305	\$78.18
0073191	5/12/2020	Southwestern Sales Corp. Ltd.	ES - STOCK SAND WTRLINE REPAIR 02-201-099-63040	\$1,412.68
0073196	5/12/2020	Telus Mobility	CELL PHONE - MAR 28-APR27/2020 02-201-099-60327	\$320.54
0073198 *	5/12/2020	Ashley Tonita	RFND CREDIT BAL - 126 ELM ST 02-201-006-12067	\$153.19
0073209	5/12/2020	Windsor Factory Supply	ES - SERVICE CUTTERS 02-201-099-60357	\$63.10
0073210	5/12/2020	Wolseley Canada Inc	PW/ES - BLOCKS FOR YARD 02-201-099-60315	\$507.33
0073210	5/12/2020	Wolseley Canada Inc	ES - LOCATE FLAGS 02-201-099-63020	\$48.08
0073210	5/12/2020	Wolseley Canada Inc	ES - VALVE BOX RISERS 02-201-099-63040	\$1,222.44
0073210	5/12/2020	Wolseley Canada Inc	ES - 6" GATE VALVE 02-201-099-63040	\$807.98
0073210	5/12/2020	Wolseley Canada Inc	ES - WIRE CONNECTORS 02-201-099-63040	\$203.52
0073225	5/14/2020	Telus Mobility	CELL PHONE - APR 28-MAY27/2020 02-201-099-60327	\$320.54
0073233 *	5/22/2020	2611169 Ontario Ltd	RFND - CR BAL ON INACTIVE ACCT 02-201-006-12067	\$160.57
0073236 *	5/22/2020	Michael Bachemeir	RFND DEP - 46 DIVISION ST N 02-201-006-12067	\$83.25
0073239 *	5/22/2020	Arthur Brown	RFND OVRPYMT - 91180160.005 02-201-006-12067	\$1,492.28
0073240 *	5/22/2020	Julia Brown	RFND - CR BAL ON INACTIVE ACCT 02-201-006-12067	\$39.35
0073241	5/22/2020	Canada Post Corporation	WATER - G/N & G/S ARREARS 02-201-099-60303	\$1,684.23
0073248	5/22/2020	Economy Rental Centre	ES - PULL CORD FOR PUMP 02-201-099-60316	\$25.44
0073256	5/22/2020	Heaton Sanitation	HYDRANT REPAIR - ROAD 2 E 02-201-099-63045	\$1,719.74
0073257	5/22/2020	Hurricane SMS Inc	HYDRANT REPAIR - CTY RD 27 02-201-099-63045	\$2,035.20
0073263*	5/22/2020	Jessica Long	RFND WTR - 14-230 WIGLE AVE 02-201-006-12067	\$113.75
0073264*	5/22/2020	Austin Marr	RFND WTR - 125 LAUREL ST 02-201-006-12067	\$133.08
0073269*	5/22/2020	Danny Nelson	RFND CR BAL ON INACTIVE ACCT 02-201-006-12067	\$104.65
0073279	5/22/2020	Speedprint Inc.	ES - WATER METER DOOR HANGERS 02-201-099-60306	\$119.25
0073283	5/22/2020	Uline Shipping Supply Specialis	ES SHOP-STORAGE RACKS/CABINETS 02-201-099-60315	\$1,491.93
0073283	5/22/2020	Uline Shipping Supply Specialis	ES SHOP - STORAGE RACKS 02-201-099-60315	\$818.12

Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
Total For Department			201	\$28,053.27
242	-			
0073100	5/12/2020	Cedar Creek Landscaping	GRASS CUTTING - APRIL 2020 02-242-099-60315	\$203.52
0073115	5/12/2020	Dillon Consulting	K'VILLE SAN SYS - MASTER PLAN 02-242-360-71357	\$6,000.58
0073168	5/12/2020	Ontario Clean Water Agency	LSW - REPLACE UV BULBS 02-242-360-72054	\$12,979.54
0073168	5/12/2020	Ontario Clean Water Agency	OPERATIONS & MAINT - MAY 2020 02-242-320-64360	\$84,489.69
0073185	5/12/2020	Sam's Service Facility	08-01 -REPLACE FUSE/HEADLIGHT 02-242-099-60316	\$193.80
0073219	5/14/2020	E.L.K. Energy Inc	98 McCallum Dr 02-242-099-60314	\$65.73
0073219	5/14/2020	E.L.K. Energy Inc	Bernath Pump Station 02-242-099-60314	\$25.94
0073219	5/14/2020	E.L.K. Energy Inc	67 Heritage Sewage 2 02-242-099-60314	\$3,606.93
0073219	5/14/2020	E.L.K. Energy Inc	250 Queen St 02-242-099-60314	\$1,004.18
0073223	5/14/2020	HYDRO ONE	Normandy Pump Station 02-242-099-60314	\$70.63
0073223	5/14/2020	HYDRO ONE	18 Hwy Lane Sewage Lagoon 02-242-099-60314	\$42.45
0073223	5/14/2020	HYDRO ONE	1562 Heritage Rd Pump 4 02-242-099-60314	\$77.21
0073223	5/14/2020	HYDRO ONE	1902 Heritage Rd Pump 5 02-242-099-60314	\$60.49
0073223	5/14/2020	HYDRO ONE	Pump Station Cedar Island 02-242-099-60314	\$391.71
0073223	5/14/2020	HYDRO ONE	Forcemain over Bridge 02-242-099-60314	\$26.08
0073223	5/14/2020	HYDRO ONE	1053 Cedar Dr 02-242-099-60314	\$189.47
0073223	5/14/2020	HYDRO ONE	690 Heritage Rd 02-242-099-60314	\$15,735.03
0073223	5/14/2020	HYDRO ONE	1460 Road 2 East Pump 02-242-099-60314	\$979.01
0073231	5/20/2020	HYDRO ONE	1460 Road 2 East Pump 02-242-099-60314	\$1,097.47
0073247	5/22/2020	Dillon Consulting	LAKESIDE PARK - TRUNK SAN. S 02-242-360-71864	\$476.14
0073270	5/22/2020	Ontario Clean Water Agency	ENBRIDGE - MAR 18-APR 23/2020 02-242-099-60314	\$1,962.78
0073270	5/22/2020	Ontario Clean Water Agency	ADDT'L SERV-SYNTEC PROC EQUIP 02-242-360-72054	\$8,923.08
Total For Department			242	\$138,601.46

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**Town of Kingsville
Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0073115	5/12/2020	Dillon Consulting	COTTAM SAN SEWAGE UPGRADE 02-243-360-71950	\$5,831.61
0073168	5/12/2020	Ontario Clean Water Agency	OPERATIONS & MAINT - MAY 2020 02-243-320-64360	\$6,175.42
0073219	5/14/2020	E.L.K. Energy Inc	168 Cty Rd 27 N 02-243-099-60314	\$453.34
0073219	5/14/2020	E.L.K. Energy Inc	Rear 17 Lyle 02-243-099-60314	\$44.28
0073219	5/14/2020	E.L.K. Energy Inc	16 whitewood (Behind) 02-243-328-64365	\$44.65
0073219	5/14/2020	E.L.K. Energy Inc	168 Cty Rd 27 N - Lagoon 02-243-099-60314	\$660.58
0073221	5/14/2020	Gosfield North Communications	Pump House Alarm 02-243-099-60327	\$48.15

Total For Department 243 \$13,258.03

* Note GST Rebate details are omitted, but are included in the totals **\$853,930.64**



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Date: May 22, 2020
To: Mayor and Council
Author: Jennifer Galea, HR Manager
RE: Vacation Carry Over 2020
Report No.: CS-2020-16

AIM

To request that Council approve a one-time exception for an additional week of vacation to be carried forward from 2020 to 2021 due to COVID- 19.

BACKGROUND

On October 22, 2012, Council approved the Non-Union Policies of Employment which included vacation entitlement. This policy speaks to the amount of vacation time a non-union staff member is eligible to carry over. Under section 7.f of the policy it states:

Employees with a minimum of four (4) weeks' vacation may carry over up to two (2) weeks of vacation time, if not used in the current year, into the following year. Any deviation from this policy requires Council approval.

Additionally, the collective agreement for full-time unionized staff contains language relating to vacation time under Article 17.07, which states that:

All vacation is intended to be taken during the calendar year, however an employee may choose to carry over one (1) week of vacation from the previous year for the purpose of an extended vacation.

Under the *Employment Standards Act (ESA)*, employers are required to give employees their legislated minimum time off every year, which is at least two weeks or three weeks, depending on their years of service.

DISCUSSION

Management has noticed an increased number in vacation requests being cancelled due to the travel bans and increased work levels. Although the Town is currently closed to the public, additional measures have been added to staff to ensure the safety of the workforce and the public are at the forefront through safety protocols. Given the current state of emergency and the request from the Minister of Health to ban non-essential travel the date of travel opening up is unknown and as such employees have become reluctant in making any travel plans.

It is important for staff to have work life balance and given the uncertain times it is even more important for staff to take time away from work. Accordingly, management is encouraging staff to take and use their vacation time, while at the same time being cognisant that some employees may find it difficult to take the time off due to their workload requirements.

The non-union policies of employment allow staff with a minimum of 4 weeks vacation entitlement to carry over up to 2 weeks of vacation time into the following year. After consideration, Administration is proposing a one-time exception to the policy to allow non-union staff to carry over additional week of vacation regardless of whether the threshold in the policy is met, allowing the staff to carry over between one and three weeks' vacation.

With respect to the unionized staff, Administration proposes that the Town relax the requirement outlined in the Collective Agreement with respect to vacation carryover. Administration has had a discussion with the union, and they have no concerns allowing unionized staff to carry over up to one week of vacation time regardless of the reason.

The relaxing of these carryover requirements would only apply for the 2020 calendar year. There will be no change to employees who currently receive 4% or 6% vacation pay will continue to be paid and their vacation time unpaid.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

There will be no direct financial impacts as the amount of vacation pay was budgeted for 2020 and can be rolled over to 2021 if the employee chooses.

CONSULTATIONS

Senior Management Team
IBEW

RECOMMENDATION

That Council approves a one-time exception to the vacation carry-over entitlement and allow non-union employees to carry over an additional week of vacation above any entitlement outlined in paragraph 8(f) of the Non-Union Policies of Employment; And That, full-time union employees be permitted to carry-over up to one week of vacation time for the 2020 calendar year.

Jennifer Galea

Jennifer Galea, CHRL
Human Resources Manager

Jennifer Astrologo

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

Ryan McLeod

Ryan McLeod, CPA, CA
Director of Financial Services



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Date: May 28, 2020
To: Mayor and Council
Author: Jennifer Galea, Human Resources Manager
RE: CAO Recruiter Options
Report No.: CS-2020-17

AIM

To obtain council approval to allow the HR Manager to initiate the recruitment process with the recruiter.

BACKGROUND

On March 3, 2020, the CAO position became vacant at the Town of Kingsville. On May 25, 2020, Council directed the HR Manager to move forward with the CAO Recruitment Process using an External Recruiter.

On May 28, 2020, the HR Manager contacted recruitment firms and requested a proposal be sent in by June 3, 2020 at 12:00 p.m. The following municipal recruitment firms were asked to provide a quote: FeldmanDaxon, Odgers Berndtson, Waterhouse Executive Search, Phelps Group, Ravenhill Group and Western Management Consultants.

DISCUSSION

Provided in the chart below is a summary of the recruitment costs, additional expenses, time frame for hire and a guarantee of services provided from the proposals that were submitted. All firms that submitted were within the original budget that was proposed.

Recruitment Firm	Waterhouse Executive Search	FeldmanDaxon Partners Inc.	Western Management Consultants Inc.	Ravenhill Smith Search Inc.	Odgers Berndtson
Recruitment Cost	\$24,000	\$30,000	\$20,000	\$24,000	\$35,000
Additional expenses	Candidate travel costs, and additional advertising (2 included)	Advertising, psychometric testing, travel expenses	Assessments, expenses (advertising, long distance calls, travel, etc.)	Courier services, travel, and advertising.	5% (\$1,750) engagement support expense and monthly out of pocket expense (\$1,500)
Time Frame	12 weeks	15-18 weeks	12 weeks	17-20 weeks	12 weeks
Guarantee of Services	18 months	12 months	12 months	12 months	12 months

The Administration team, consisting of the Director of Financial Services, Director of Corporate Services and the HR Manager, reviewed all proposals. The proposals were evaluated based on the following criteria:

- Costing
- Timeframe for recruitment
- Service guarantee
- Recruitment experience, including municipal experience
- Interview process and screening
- Psychometric testing, background and reference checks

Based on the evaluation, Administration is recommending that Council engage Waterhouse Executive Search (“Waterhouse”) for the CAO recruitment. This firm has extensive municipal, and high-level executive, recruitment experience and clearly identified the recruitment process it would follow. That process essentially mirrors the process outlined in the CAO Recruitment Report (CS-2020-09), presented to Council on May 25, 2020 (Attached as ‘Appendix A’).

The cost of the contract includes all background checks, psychometric testing, their travel costs and advertising LinkedIn and two career portals. Waterhouse guarantees their recruitment for an 18 month period and offers a 360 review after the first year of employment for the new CAO, at the Town’s option and at no additional cost. Moreover, their cost proposal was one of the lowest, if not the lowest, after factoring in the additional expenses of the other firms that submitted proposals.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

The cost of the recruitment using Waterhouse Executive Search is \$24,000 (excluding HST), plus the potential for additional expenses for items such as additional advertising or candidate travel.

CONSULTATIONS

Director of Corporate Services
Director of Financial Services

RECOMMENDATION

That Council authorize the HR Manager to engage Waterhouse Executive Search to recruit for the vacant CAO position.

Jennifer Galea

Jennifer Galea, CHRL
Human Resources Manager

Jennifer Astrologo

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

Ryan McLeod

Ryan McLeod, CPA, CA
Director of Financial Services



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Date: April 16, 2020
To: Mayor and Council
Author: Jennifer Galea, Human Resources Manager
RE: CAO Recruitment Appendix A.docx
Report No.: CS-2020-09

AIM

To obtain council approval on the CAO job description, establishing a Hiring Committee and to allow the HR Manager to initiate the recruitment process.

BACKGROUND

On March 3, 2020, the CAO position became vacant at the Town of Kingsville. On April 6, 2020, a draft revised job description for the CAO (Appendix 'A') was presented at the Personnel Committee Meeting for comment and review.

In the past, the recruitment process consisted of a job posting, interviews, and reference and background checks. At this time, Administration anticipates the CAO recruitment will take 4 to 6 months from the time of the job posting to the first day the successful candidate starts work.

The last time the CAO position was filled (February 2016) the hiring committee was comprised of the Mayor, Deputy Mayor, one Councillor, and two members of administration from the County of Essex, being the CAO and HR Manager. The hiring process at that time consisted of interview, a report, and presentation to the Hiring Committee and reference checks. The Committee at that time was called a Search Committee and they were compensated \$100 per meeting.

DISCUSSION

At the Personnel Committee meeting on April 6, 2020, an amended job description was presented by the HR Manager for review. This job description was created based on the education, job knowledge and job responsibilities of a CAO. At this time, Administration is

‘Appendix A’

seeking comment from Council regarding any additional changes to the job description and Council’s adoption of the job description so the hiring process can move forward.

The Town has a vested interest in ensuring that the successful candidate for the position is recruited and as such is proposing the establishment of a CAO Hiring Committee (the “Committee”), consisting of the Mayor, Deputy Mayor and a Member of Council with assistance of the Town’s HR Manager. The Director of Corporate Services and Director of Financial Services are currently tasked with the CAO responsibilities. Both Directors have indicated they will not be applying for the CAO position, but advised they would assist the Committee if Council wished for them to be involved similar to the involvement of the County CAO during the last recruitment cycle. In the interest of ensuring the transparency and integrity of the recruitment process, assistance by those Directors would preclude both of them from applying for the position.

The Committee and members of Administration that have access to confidential information collected/created during the hiring process must execute a confidentiality agreement (attached as Appendix ‘B’) at the outset of the process.

Recruitment Plan

There are several options that Council can choose from as it relates to the CAO recruitment process, below is a breakdown of the process for each option:

- **Option 1- Internal Recruitment with External Testing**

This option will have all aspects of the recruitment process completed internally by the HR Manager, with some assistance from an external third party for testing. Some of the internal processes that will be created will be the job posting, scoring matrix, interviews, report and presentation requirements and reference checking.

- The HR Manager will complete the job posting for the CAO position and post internally and externally for approximately 4 to 6 weeks. Resumes will be submitted to the HR Manager, who will provide a copy to the Committee for review and scoring.
- The Committee will conduct all interviews and scoring. Candidates may be brought back for additional interviews if the Committee requires it.
- Once the Committee has selected their preferred candidates, the HR Manager will conduct reference checks and a third party will engage the candidates in a psychometric testing, which will include a follow up report for review. An external third party will also be required to complete a second set of reference checks.

- **Option 2 External Recruitment with HR facilitation**

This option will have all aspects of the recruitment process completed by an external third party and the HR Manager will be utilized for facilitation of the

‘Appendix A’

recruitment. The Committee will be able to select the third party to complete the recruitment. The recruiter will meet with the Committee to determine and establish the criteria Council is looking for in the next CAO.

- The recruiter estimates that it would take 3 to 4 months for the search to be completed, given the current conditions.
- The recruiter will complete the job posting for the CAO position and post internally and externally for approximately 6 to 8 weeks. Resumes will be submitted to the recruiter, who will provide at minimum the top 10 resumes to the Committee for review and scoring.
- The recruiter will also reach out to their network and contact potential candidates that may not be actively looking for employment to ensure the Town has a comprehensive list of applicants.
- The Committee will conduct all interviews and scoring, with the assistance of recruiter. Providing the interview questions and scheduling interviews. Interviews will be set up at the discretion of the Committee. The HR Manager will facilitate and liaise between the recruiter and the Committee.
- Once the Committee has selected their preferred candidate(s), the recruiter will conduct reference checks and will engage the candidates in a psychometric testing, which will include a follow up report for review.
- In the normal course, recruitment firms provide a 12 month guarantee. If, within 12 months of hiring the candidate does not work out, or if the candidate leaves, the recruiter will provide recruiting at no additional charge.
- This option can range between \$40,000 and \$60,000 depending on the starting wage of the candidate. Additional, expenses are variable, which can include travel and accommodation, advertising, and assessments.

Both options will require the Committee to be involved in the entire process. This includes the Committee providing updates to Council as may be necessary and making a recommendation for hiring. The impact on cost is less with option one, but will involve more staff and Committee time, the second will be at a higher cost but will be less involvement from staff time and may shorten the process.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

The anticipated range of cost to hire this position will be anywhere from:

‘Appendix A’

Option 1- Internal Recruitment with External Testing: the range of this recruitment will be \$10,000 to \$15,000 which includes advertising, and personality testing and external reference checking of the top candidates. This also includes any possible transportation and accommodations for interview candidates that may be from outside of the region.

Option 2- External Recruitment with HR assistance and facilitation: the range for this option is from \$40,000 to \$57,500.00, the difference in costing is in relation to the wage the applicant will start at in the salary range i.e. 80,85,90,95 or 100%. Additionally, this amount does not include ancillary expenses, including travel and accommodation, advertising, and assessments. This does not capture any internal staffing costs required in this process.

Additional costs that present in both options will be the cost of the Committee attending any meetings relating to the hire of the CAO if Council recommends compensation for the Committee members at \$100 per meeting.

CONSULTATIONS

Director of Corporate Services
Director of Financial Services
Senior Management Team
Recruitment Firms

RECOMMENDATION

That Council approves the updated job description for the CAO;

And That Council approves and confirms the Hiring Committee and compensation for the CAO position;

And That Council provide direction to the HR Manager to move forward with the recruitment process either internally through the HR Manager or an external Recruiter.

Jennifer Galea

Jennifer Galea, CHRL
Human Resources Manager

Jennifer Astrologo

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

Ryan McLeod
Ryan McLeod, CPA, CA
Director of Financial Services



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Date: June 1, 2020
To: Mayor and Council
Author: Tim Del Greco, Manager of Municipal Services
RE: Resurfacing of Briarwood Crescent Subdivision
Report No.: MS2020 – 17

AIM

To advise Council of a change in project scope.

BACKGROUND

During the January 16th 2020 Budget Meeting, Council approved milling and paving of Briarwood Crescent, Lincoln Road, and Graham Sideroad (south of County Road 20).

In February of 2020, Council awarded resurfacing of this subdivision to Coco Paving in the amount of \$254,505 (excluding HST).

DISCUSSION

The roads within this subdivision were originally built to a lower standard and lower level of service. The last resurfacing occurred around 1998. These roads have remained functional since this resurfacing, however are now severely cracked. Pot holes and rutting will occur in the absence of future repair.

Geotechnical testing of the road base was recently completed. The recommendation resulting from this testing is to reconstruct the road base as well as improve drainage prior to resurfacing. These improvements will strengthen the asphalt surface, increase the level of service, and delay distress. However, at a significant cost.

Full depth road reconstruction and improvements to drainage (curb and gutter, storm sewers, etc.) are typically reserved for collector and arterial roads that operate at higher speeds and/or volumes and therefore require a higher level of service. Residents are able to petition for local road improvements through Ontario Regulation 586/06 - Local Improvement Charges.

The intent of resurfacing (as planned) is to repair the asphalt surface prior to failure and restore the road to its original level of service. An additional 20 years of service life following resurfacing should be expected based on past performance. However, cracking and distress will occur early in the life cycle.

Increasing the asphalt thickness will improve road strength. A change order to the existing contract will be processed increasing asphalt to 4 inches thick (currently 3 inches thick). No other changes to project scope are planned.

LINK TO STRATEGIC PLAN

To become a leader in sustainable infrastructure renewal and development.

FINANCIAL CONSIDERATIONS

\$450,000 is approved in the Capital Budget for resurfacing of Briarwood Crescent Subdivision. Coco Paving has been awarded this work at a cost of \$254,505 (excluding HST). Increasing the asphalt thickness will result in an additional \$27,470 in expenses.

For comparison, reconstructing the road base and improving drainage is estimated to cost in the range of \$800,000 - \$900,000. Spending additional dollars on low travelled local roads inhibits the Town's ability to maintain collector and arterial roads (both urban and rural).

CONSULTATIONS

Kingsville Administration

RECOMMENDATION

That Council support a change in project scope (additional asphalt at a cost of \$27,470) for resurfacing of Briarwood Crescent, Lincoln Road, and Graham Sideroad (south of County Road 20).

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



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Date: May 27, 2020
To: Mayor and Council
Author: Shaun Martinho, Manager of Public Works
RE: Environmental Services Staffing Request
Report No.: MS 2020- 19

AIM

To seek Council approval to proceed with a full-time job posting in Environmental Services in lieu of a temporary contract position and that council consider keeping this position for the purposes of succession planning until all employees with eligible retirement dates between 2019-2021 vacate their positions

BACKGROUND

On November 19, 2019 a senior employee in the Environmental Services Department went on leave due to a personal illness. In accordance with the terms of the Town's Health Insurance Plan, this employee transitioned onto Long-term disability on February 19, 2020. Municipal Services planned to post an external 6-month temporary contract position but this was put on hold due to the COVID-19 pandemic.

Municipals Services conducted a review of workforce demographics within the Department. The retirement eligibility of senior staff is as follows:

Staff	Eligible Retirement Date
Employee A	December 31, 2019
Employee B	May 31, 2019
Employee C	April 30, 2021

It should be noted that none of these staff members have given a formal notice of retirement. However, all of them have indicated that they plan to retire before the end of 2021.

DISCUSSION

Ontario Regulation 128/04: *Certification of Drinking Water Systems Operators and Water Quality Analysts* outlines the certification process for new water operators. In summary, new operators are required to work through a traineeship that includes 1800 experience hours and mandatory training. During this time, they can only perform a limited number of activities and they have to work under the supervision of a fully certified water operator. Experience can only be gained while working for an accredited operating authority such as a municipality or OCWA. This makes it extremely difficult to recruit fully certified operators. Therefore, it will be one year before a new hire can work independently within Kingsville's distribution system.

Given the traineeship requirements for new hires and retirements in the near future, there could be a significant negative impact to daily operations. As specified within the Town's Drinking Water Quality Management System (DWQMS), the Town is committed to providing safe drinking water to its customers by ensuring that all staff are well trained, competent to undertake the duties assigned to them, and certified appropriately. To ensure new hires receive an appropriate level of onboarding from senior staff Municipal Services is in support of temporarily increasing the size of the department from five (5) to six (6) full time staff members.

A labour shortage could significantly affect the department's ability to meet the maintenance requirements specified in the Town's DWQMS. It is recognized that there could be increased salary and benefit costs should eligible employees choose to delay retirement. However, Municipal Services believes these additional costs are necessary to ensure uninterrupted service and ultimately safe drinking water for Kingsville residents.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

The approximate cost for a 6-month temporary position in Environmental Services is \$38,688.00. In comparison, the cost for a full-time employee for the balance of the year including WSIB, CPP, EI, OMERS and health benefits is approximately \$42,903.30. To date there has been \$26,245.00 in reduced salary expenses due to the personal illness. The cost of a full-time staff member including all expenses is \$85,806.60. Future expenses for this employee will be incorporated into the budget for approval and removed once the last retirement takes place.

CONSULTATIONS

Corporate Services Department
Financial Services Department
Municipal Services Department

RECOMMENDATION

That Council add a full-time Environmental Services position to increase the staff complement to 6 full-time employees, until three (3) employees eligible to retire between 2019 - 2021 have retired from their positions.

Respectfully Submitted,

Shaun Martinho

Shaun Martinho, H.B.Sc., MBA
Public Works Manager

G.A. Plancke

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



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Date: May 28, 2020

To: Mayor and Council

Author: Ryan McLeod, CPA, CA

RE: Penalty and Interest Relief – Extension and Delegation of Authority

Report No.: FS-2020-10

AIM

To seek Council's authorization to extend penalty and interest relief until July 31, 2020 and to authorize the Director of Financial Services establish penalty and interest rates for the duration of the municipal state of emergency.

BACKGROUND

In response to the economic implications of COVID-19, the Town of Kingsville has waived penalties and interest on all tax and water / wastewater accounts from April 1st – June 30th. This financial relief strategy has been adopted collectively among all lower tier municipalities within the County of Essex.

DISCUSSION

In the absence of further financial relief measures, Administration would be required to impose penalties and interest on all outstanding tax and water / wastewater account balances as of July 1st, at a rate of 1.25% per month for taxes and 1.5% per month for water / wastewater.

The Essex County Treasurer's Group met on May 28th, and determined that it be would appropriate to extend the penalty and interest waiver until July 31st and adopt a strategy to phase in the re-introduction of penalty and interest rates starting August 1st.

Due to the uncertainties surrounding Provincial restrictions and the re-opening of the economy, the Treasurer's group was somewhat reluctant to commit to a long-term penalty and interest phase in strategy at this point in time. The majority of the group felt that it would be wise to reconvene in early July to reassess the situation. Given the timeline required to obtain Council's approval for every rate change, I am seeking Council's delegated authority to adjust penalty and interest rates for the duration of the municipal state of emergency.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

The 2020 budget anticipated that the Town would generate \$245,000 from penalties and interest on past due property taxes. Every month the Town waives penalties and interest results in approximately \$20,500 of lost revenue.

CONSULTATIONS

Essex County Treasurers' Group

RECOMMENDATION

To waive penalty and interest until July 31, 2020 and to authorize the Director of Financial Services to adjust penalty and interest rates for property tax and water accounts for the duration of the municipal state of emergency.

Ryan McLeod

Ryan McLeod, CPA, CA
Director of Financial Services



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Date: June 2, 2020
To: Mayor and Council
Author: Ryan McLeod, CPA, CA
RE: 2020 Folk Festival Funding Contribution – Additional Information
Report No.: FS-2020-11

AIM

To seek Council's direction on the payment of the 2020 Folk Festival funding contribution.

BACKGROUND

In February of 2019, Council entered a 5-year agreement with the Sun Parlour Folk Music Society ("Society") to support the annual Kingsville Folk Festival. This agreement outlines various terms and conditions for the use of Lakeside Park and includes certain covenants of both the Town and the Society in an effort to establish an effective partnership. The agreement also lays out the Town's annual financial commitment to the Festival in the amount of \$20,000 per year. This sponsorship, however, is subject to the event being held on the dates outlined in section 4 of the agreement.

Due to COVID-19, the Sun Parlour Folk Music Society has been forced to cancel the 2020 Folk Festival. Despite the cancelation, the Society has respectfully requested full payment of the 2020 sponsorship to offset operating expenses and non-refundable deposits which they will not be able to recover through other revenue streams.

Council considered this request at the May 11, 2020 council meeting, and carried the following motion:

312-2020

Moved By Councillor Kimberly DeYong

Seconded By Deputy Mayor Gord Queen

That Council directs Administration to provide the full funding contribution of \$20,000.00 to the Sun Parlour Folk Music Society, subject to the receipt of additional information from the Society in terms of their expenses and lost revenues and an update report to be brought back to Council for consideration.

DISCUSSION

In response to Council's request for additional financial information, the Sun Parlour Folk Music Society has provided administration with the following:

- 2019 Income Statement (Appendix A)
- 2020 Budget - Pre-COVID (Appendix B)
- 2020 Projections - based on the cancelled event and other COVID-19 financial implications (Appendix C)

It should be noted that this information has not been audited or independently verified.

Based on the 2019 Income Statement, the Society generated \$251,429 in revenue through ticket sales, grants, bingos and various other sources. Their 2019 expenses totaled \$250,789, leaving a small surplus of \$640.

With the cancellation of the 2020 Folk Festival and the impact of COVID-19 on other sources revenue, the Society anticipates it will incur a \$12,236 deficit in 2020. This projected deficit assumes no financial support from the Town, and includes a \$1,500 expense for the lease of their office space in the Carnegie Arts & Visitor Centre.

In discussion with Michele Law, Producer of the Kingsville Folk Music Festival, the lack of financial support from the Town would completely deplete any reserves the Festival has built since its inception in 2014 and would adversely affect their ability to market and promote the 2021 Festival.

If Council were to provide one half (\$10,000) of the annual sponsorship contribution and waive the Society's 2020 rental fees (\$1,500) for their use of the Carnegie Arts & Visitor Centre, it would significantly reduce their 2020 operating deficit. As a non-profit organization, this would greatly assist the Society's ability to produce a successful event in 2021.

LINK TO STRATEGIC PLAN

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

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

FINANCIAL CONSIDERATIONS

The full \$20,000 financial contribution for the Kingsville Folk Festival is included in the 2020 municipal budget. While the Town will not benefit from the economic spin-off that the event would have otherwise provided, Council should consider the Sun Parlour Folk Music Society's request, at least in part, to help ensure the Town will benefit from the Festival in future years.

CONSULTATIONS

None

RECOMMENDATION

That Council approve the release of one half (\$10,000) of the annual sponsorship contribution to Sun Parlour Folk Music Society and waive their 2020 rental fees (\$1,500) for the use of the Carnegie Arts & Visitor Centre.

Ryan McLeod

Ryan McLeod, CPA, CA
Director of Financial Services

Sun Parlour Folk Music Society

Income Statement 10/01/2018 to 09/30/2019

REVENUE

Sales Revenue

Bingo	22,406.52
Canoe Raffle	8,320.34
Concert Series	3,200.00
Festival Ticket Sales	75,270.00
Sponsorships	6,250.00
Grants - Federal	22,000.00
Grants - Provincial	55,000.00
Grants - Municipal	20,000.00
Advertising	1,909.00
Artisan Vendor	2,716.00
Artist Merchandise Commission	1,075.00
Food Vendor	4,500.00
Wine and Beer Sales	26,782.00
50/50 Raffle	2,000.00
	<hr/>
	251,428.86

TOTAL REVENUE	251,428.86
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EXPENSE

Cost of Goods Sold

Supplies & Material	4,817.12
Artist Merchandise	5,989.38
Production Costs	23,772.94
Subcontracts	1,000.00
Total Cost of Goods Sold	35,579.44

General & Administrative Expenses

Accounting & Legal	9,252.55
Artist Performance Fees	100,312.80
Wine & Beer Purchase	12,891.98
Artist Accommodations	12,625.67
Printing	7,109.34
Advertising & Promotions	8,901.50
Meetings	1,129.78
Canoe Raffle Draw	6,291.65
Festival Food & Kitchen	2,776.15
May Fund	2,000.00
Site Costs & Rentals	18,355.48
Business Fees & Licenses	1,831.33
Insurance	5,197.11
Interest & Bank Charges	420.47
Office Supplies	391.64
Rent	1,555.00
Producer Contract (No HST)	24,167.30
Total General & Admin. Expenses	215,209.75

TOTAL EXPENSE	250,789.19
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NET INCOME	639.67
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Generated On: 10/08/2019

	Kingsville Folk Music Festival Budget 3.0 (March 2020)	
	INCOME	2020
	TOTAL TICKET SALES	\$82,797
	SPONSORSHIPS & GRANTS	
	Town of Kingsville - MAIN STAGE SPONSOR	\$20,000
	Town of Kingsville - in kind - garbage, recycling removal, park fees	
	Canadian Heritage - Canada Arts Presentation Fund	\$20,000
	Ontario Arts Council	\$18,952
	Celebrate Ontario	\$34,000
	Sponsorships/Fundraising	\$50,000
	TOTAL SPONSORSHIPS & GRANTS	
	ADDITIONAL REVENUE	
	Tim Horton’s Coffee Truck	
	Labelled Wine Sales (@ \$2.50/bottle)	
	Program Book - Advertisers	
	Festival Merchandise	
	Performer Merchandise (gross sales)	
	Water Bottle Sales (@ \$2 each)	
	Festival Food Tent	
	Food Vendor Fees	
	Artisan Vendor Booth Rental	
	Alcohol Ticket Sales (@ \$7 each)	
	50/50 weekend draw	
	TOTAL ADDITIONAL REVENUE	\$52,000
	TOTAL INCOME	\$277,749
	EXPENSES	
Artist Costs		
	Artist Performance Fees	\$120,000
	Sneak Peak @ The Grove	
	Performer Riders	
	Transportation	
121 rooms estimate	Accommodations	\$13,000
	Performer Merchandise Payout (15% gross sales)	\$6,700
	TOTAL ARTIST COSTS	
Administration/Office		
	Volunteer Coordinator	
	SOCAN	
Cowan Insurance	Insurance 5M PL	
	TOTAL ADMINISTRATIVE COSTS	\$10,000
	MEDIA BUYS	
	Print	
	Digital/Social Medial	
	Radio	
	TOTAL MARKETING	\$19,000
	MARKETING, PRINTING, GRAPHIC DESIGN	

	MAY FUNd Scholarship - 2 X \$1,000	
	Festival Tickets	
	Signage, Stickers	
	Festival Posters	
	50/50 weekend draw winner	
	Rack Cards	
	Main Stage Banners	
	Graphic Design	
	Programs Book	
	Wristbands	
	Tickets Liquor	
	Festival T-Shirts	
	Art Reveal (supplies)	
	Volunteer T-Shirts	
	Water Bottles (2000)	
	TOTAL PRINTING	\$13,500
	HOSPITALITY	
	Kitchen food/supplies	
	Special Occasion Permit (SOP)	
	Purchase of Alcohol	
	TOTAL HOSPITALITY	\$16,500
	PRODUCTION	
	Sound, Lighting, Techs, Back-line (4 stages), stage risers, hydraulic stage	
	Videographer	
	TOTAL PRODUCTION	\$26,565
	SITE	
in kind	Lakeside Park Site Rental	
	Electrical Permit & Electrical Services	
	Building Permit	
	Material/equipment rental/purchases/supplies	
	Face Painting Supplies	
	Tents, Stage Risers, tables, chairs	
	Fencing - Perimeter	
	Generators/lighting	
	Gas for Generators	
in kind	Golf Carts (2)	
	Porta Johns/Hand wash stations	
in kind	Water Station	
in kind	Recycle Bins (20)	
	Overnight Security (overnight - Thurs., Fri., Sat., Sun.)	
	Police (OPP)	
	Security (2 guards during SOP hours)	
	2 way radio's \$20/20 units	
	Medical Stand-by (First Aid)	
	WiFi for Site	
	Accessibility	
	TOTAL SITE	\$28,000
	GRAND TOTAL EXPENSES	\$253,265
	GRAND TOTAL INCOME	\$277,749
	NET INCOME/EXPENSE	\$24,484

Sun Parlour Folk Music Society 2020

Income

Ticket Sales (donated 2020)	1165
Federal Grants	22,000
Provincial Grants	18,952
Sponsorships	9,000
	51,117

Expense

Performer Deposits	25,000
Office Rent	1,800
Director Insurance	2,325
Storage Unit Rental	1,752
Sponsorship Refunds	1,500
Producer Contract	25,000
Volunteer Coordinator	1,500
Website/Hosting/Email Subscription	336
	59,213 (A)

In an effort to engage with the Kingsville community throughout the summer, the Society has introduced **KINGSVILLE: You are my Sunshine**

A May 27 mail out to all Kingsville households that includes sunflower seeds and song lyrics to encourage growing and sharing.

Includes sponsor logos:

Kingsville Folk Music Festival 2021

Town of Kingsville

Two J's Bird Seed

Libro Credit Union.

Cost: Printing \$1940; Canada Post \$2200

TOTAL COST OF "YOU ARE MY SUNSHINE"
CAMPAIGN = \$4,140 (B)

REVENUE	\$51,117
EXPENSES (A + B)	(\$63,353)
PROJECTED DEFICIT	<u><u>(\$12,236)</u></u>



**REGULAR MEETING OF COUNCIL
MINUTES**

Monday, May 25, 2020

7:00 PM

Council Chambers

2021 Division Road N

Kingsville, Ontario N9Y 2Y9

Members of Council	Mayor Nelson Santos Deputy Mayor Gord Queen Councillor Tony Gaffan Councillor Thomas Neufeld Councillor Larry Patterson Councillor Kimberly DeYong Councillor Laura Lucier
Members of Administration	J. Astrologo, Director of Corporate Services R. Brown, Manager of Planning Services M. Durocher, Parks & Recreation Program Manager J. Galea, Human Resources Manager T. Del Greco, Municipal Services Manager T. Iacobelli, Manager of Information Technology S. Kitchen, Deputy Clerk-Council Services S. Martinho, Public Works Manager R. McLeod, Director of Financial Services C. Parsons, Fire Chief A. Plancke, Director of Municipal Services P. Valore, Chief Building Official D. Wolicki, Manager of Municipal Facilities and Property

A. CALL TO ORDER

Mayor Santos, in attendance in the Council Chambers, called the Regular Meeting to order at 7:06 p.m. All other members participated in the meeting through video conferencing technology from remote locations.

B. 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.

C. PRESENTATIONS/DELEGATIONS

1. Rick Stephenson, representing the Executive for the Kingsville Tennis Association (Written presentation only)

Mayor Santos introduced the Presentation Item, being correspondence communication to Town of Kingsville Council updating Council on the history and activities of the Kingsville Tennis Club.

Mayor Santos read aloud the two-page written correspondence for information of Council.

328-2020

Moved By Councillor Tony Gaffan

Seconded By Councillor Thomas Neufeld

That Council receives the correspondence communication to Town of Kingsville Council from Mr. Rick Stephenson, representing the Executive for the Kingsville Tennis Association.

CARRIED

D. AMENDMENTS TO THE AGENDA

Councillor Neufeld added one Notice of Motion. There were no further amendments to the Agenda.

E. STAFF REPORTS

1. Outstanding Action Items and Updates

J. Astrologo, Director of Corporate Services

329-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council receives the Report of Director of Corporate Services J. Astrologo and Director of Financial Services R. McLeod dated May 13, 2020 regarding Outstanding Action Items and Updates, for information.

CARRIED

2. Edge Line Repair on Graham Side Road

S. Martinho, Public Works Manager

Mr. Martinho presented his report, and clarified that his reference to Amico Infrastructure as contained therein should have read Mill-Am Corporation.

330-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council awards edge line repair work on Graham Side Road to Coco Paving Inc. for \$64,999.95 including HST and authorize the expenditure of the remaining \$35,000.05 on in-house hardtop road maintenance initiatives throughout the Town.

CARRIED

3. Personnel Committee Terms of Reference

J. Galea, Human Resources Manager

331-2020

Moved By Councillor Larry Patterson

Seconded By Councillor Tony Gaffan

That Council adopts the Terms of Reference for the Personnel Committee, as presented.

CARRIED

4. CAO Recruitment

J. Galea, Human Resources Manager

332-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Council approves the updated job description for the Chief Administrative Officer.

CARRIED

333-2020

Moved By Councillor Larry Patterson

Seconded By Councillor Tony Gaffan

That Council approves and confirms the Hiring Committee and compensation for the Chief Administrative Officer position.

CARRIED

334-2020

Moved By Councillor Thomas Neufeld

Seconded By Councillor Tony Gaffan

That Council directs the Human Resources Manager to move forward with the CAO Recruitment Process using an External Recruiter (Option 2).

CARRIED

5. Dark Sky Compliance Enforcement

R. Brown, Manager of Planning Services

335-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council receives the Report of Manager of Planning Services R. Brown dated May 15, 2020 on Greenhouse Dark Sky Compliance Enforcement for information purposes.

CARRIED

6. Planning Application Processing – Part II

R. Brown, Manager of Planning Services

336-2020

Moved By Councillor Tony Gaffan

Seconded By Councillor Thomas Neufeld

That Council approves proceeding with the processing of basic Planning Act applications, until restrictions on public gatherings are lifted, including:

those not subject to public notification and not the subject of a recent zoning amendment;

consent applications for lot additions, the establishment of easements or rights-of-way, the subdivision of an existing semi-detached or townhouse dwelling and the severance of surplus dwellings; and

minor variances for changes to an existing development;

all subject to the outlined meeting, public participation and notification protocol, and final discretion of the applicable approval authority, as outlined in the Report of Manager of Planning Services R. Brown (RE: Planning Act Processing--Part II; PS 2020-033) dated May 15, 2020.

CARRIED

7. Permit and Site Plan Review Processing

R. Brown, Manager of Planning Services

337-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council receives the Report of Manager of Planning Services R. Brown dated May 15, 2020 outlining the steps required to ensure proper oversight and compliance with approved plans;

And Further That Council directs Administration to provide Council with confirmation of the final implementation and completion of the Building PPL software access and SOP changes and/or updates,

And Further That Council directs Administration to provide a follow-up Report in twelve months to ensure that the implemented process is working.

CARRIED

At 8:54 p.m. Mayor Santos called for a brief recess, and the meeting reconvened at 9:03 p.m.

8. 183 Main St. East, Kingsville--Notice of Objection of Brotto Investments Inc., filed pursuant to s.29(5) of the Ontario Heritage Act

S. Kitchen, Deputy Clerk-Council Services

338-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council directs Administration to refer the Notice of Objection of Brotto Investments Inc., filed pursuant to s.29(5) of the Ontario Heritage Act, to the Conservation Review Board for a hearing; And Further That Council authorizes the Clerk to retain legal counsel to make submissions on behalf of the Town.

CARRIED

9. 183 Main St. East, Kingsville--Application for Consent to Demolish filed by Solicitor Analee J. M. Baroudi on behalf of Brotto Investments Inc.

339-2020

Moved By Councillor Kimberly DeYong

Seconded By Councillor Larry Patterson

That Council, pursuant to Subsection 34(1)(1.2), serves a notice of receipt of the Application for Consent to Demolish received under Subsections (30)(2) and 34(1) of the *Ontario Heritage Act* on the Applicant; And Further That Council refers the Application for Consent to Demolish 183 Main St. East, dated April 29, 2020 (as filed by Solicitor Analee Baroudi on behalf of her client) to the Kingsville Municipal Heritage Advisory Committee for the purposes of the Committee providing a recommendation to Council regarding the request.

CARRIED

10. Tax Adjustments Under Section 357 and 358 of the Municipal Act, 2001

R. McLeod, Director of Financial Services

340-2020

Moved By Councillor Larry Patterson

Seconded By Councillor Tony Gaffan

Council authorizes tax reductions totaling \$10,437.12 for the 2020 taxation year.

CARRIED

F. MINUTES OF THE PREVIOUS MEETINGS

1. Regular Meeting of Council--May 11, 2020

2. Regular Closed Session Meeting of Council--May 11, 2020

341-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council adopts Regular Meeting of Council Minutes dated May 11, 2020, and Regular Closed Session Meeting of Council Minutes dated May 11, 2020.

CARRIED

G. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. Tourism and Economic Development Committee - March 12, 2020

342-2020

Moved By Councillor Tony Gaffan

Seconded By Councillor Laura Lucier

That Council receives Tourism and Economic Development Committee Meeting Minutes dated March 12, 2020.

CARRIED

H. BUSINESS CORRESPONDENCE - INFORMATIONAL

1. **Town of Amherstburg--Correspondence dated April 24, 2020 RE: Issues Regarding the Mapping of Provincially Significant Wetlands**
2. **Town of Amherstburg--Correspondence dated April 24, 2020 RE: Suspend Time-of-Use Electricity Billing--Support from the Town of Amherstburg**
3. **Town of Amherstburg--Correspondence dated April 24, 2020 RE: Support for 100% Canadian Wines Excise Exemption**
4. **Township of Perth South--Correspondence dated April 26, 2020 RE: Provincially Significant Wetlands Designation**
5. **Township of Montague--Correspondence dated April 27, 2020 RE: Federal Assistance for Municipalities**
6. **Township of Armour--Correspondence dated April 29, 2020 RE: Support Resolution - High Speed Internet Connectivity in Rural Ontario**
7. **Town of Grimsby--Correspondence dated May 6, 2020 RE: Support for Commercial Rent Assistance Program**
8. **Township of North Frontenac--Correspondence dated May 13, 2020 RE: Framework for Reopening our Province--Residential Construction in Rural Areas**
9. **Town of Tecumseh--Correspondence dated May 14, 2020 Requesting reconsideration of the permanent closing of the Shoreline Week and its sister community weekly newspapers owned by Post Media Inc.**
10. **City of Kitchener--Correspondence dated May 15, 2020 RE: Universal Basic Income**

343-2020

Moved By Councillor Laura Lucier

Seconded By Councillor Kimberly DeYong

That Council receives Business Correspondence-Informational Items 1 through 10.

CARRIED

344-2020

Moved By Councillor Thomas Neufeld

Seconded By Councillor Larry Patterson

That Council supports Information Item 3, being Town of Amherstburg correspondence dated April 24, 2020 RE: Support for 100% Canadian Wines Excise Exemption.

CARRIED

I. NOTICES OF MOTION

Councillor Neufeld introduced a Notice of Motion, indicating that at the next Regular Meeting he may move, or cause to have moved, that Administration prepare a "worst-case scenario" report outlining the impact reduced revenues due to COVID-19 will have on the 2021 budget.

J. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

K. BYLAWS

1. By-law 56-2020

345-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council reads By-law 56-2020, being a by-law authorizing the entering into of a Farm Lease Agreement with Paul Repko, a first, second and third and final time.

CARRIED

L. CLOSED SESSION

346-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Thomas Neufeld

That Council at 9:27 p.m., pursuant to Section 239(2) of the *Municipal Act, 2001*, enter into Closed Session to address the following items:

1. Subsection 239(2)(d) labour relations or employee negotiations; being an Update Report regarding the Kingsville Firefighters' Agreement; and
2. Subsection 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality; being an update Report by Mayor Santos regarding a proposal to the Town.

CARRIED

M. REPORT OUT OF CLOSED SESSION

Upon rising from Closed Session at 10:06 p.m. Mayor Santos advised that Council had entered into Closed Session to address the following item:

1. Subsection 239(2)(d) being an Update Report from Human Resources Manager J. Galea regarding the proposed Kingsville Firefighters' Wage Agreement.

In connection with that item, the following Motion was made:

347-2020

Moved By Councillor Larry Patterson

Seconded By Councillor Tony Gaffan

That Council endorses the Wage Agreement with the Town of Kingsville Volunteer Firefighters.

CARRIED

In connection with Item L-2 pursuant to Subsection 239(2)(k), Mayor Santos reported that Council received an update regarding negotiations currently being carried on, and this item has been deferred to the future.

N. CONFIRMATORY BY-LAW

1. By-law 57-2020

348-2020

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council reads By-law 57-2020, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its May 25, 2020 Regular Meeting a first, second, and third and final time.

CARRIED

O. ADJOURNMENT

349-2020

Moved By Councillor Tony Gaffan

Seconded By Councillor Laura Lucier

That Council adjourns this Regular Meeting at 10:10 p.m.

CARRIED



JOINT BOARD OF MANAGEMENT

Wednesday, April 15, 2020
9:00 AM

Virtually via Zoom

SPECIAL MEETING MINUTES

Members Present: Mayor MacDonald (Chair); Deputy Mayor Verbeke, Councillors Dunn, Jacobs, Hammond, Wilkinson - Leamington
Mayor Santos, Deputy Mayor Queen, Councillors DeYong, Neufeld, Patterson - Kingsville
Councillor VanderDoelen - Essex
Councillor Walstedt, Mayor Bain (alternate)

UWSS Staff Present: Rodney Bouchard, Manager UWSS
Khristine Johnson, UWSS Recording Secretary

Municipal Staff Present: Laura Rauch, Shannon Belleau - Leamington
Andy Graf - Essex
Andrew Plancke - Kingsville
Kevin Girard - Lakeshore

OCWA Staff Present: Susan Budden
Dale Dillen, Ken Penney

Call to Order: 9:03 am

Disclosures of Pecuniary Interest: none

Reports/Correspondence:

Report UW/10/20 dated April 3, 2020 Re: Emergency Measures during an Emergency - Electronic Meetings and Electronic Preparation

The Manager reviews his report with board members. He explains that in order for the UWSS to conduct meetings electronically there needs to be a procedure in place and therefore UWSS had to develop several policies to ensure these aspects were covered. The policies developed emulated those developed at the Municipality of Leamington. The Manager acknowledges that the policies were provided to the Board members late the prior evening, and apologizes for the lateness, but notes that they were being reviewed by the legal team and he only just received them late in the day.

Special Meeting of the UWSS Joint Board of Management Meeting Minutes

The Electronic Policy allows for electronic meetings to take place in whatever media format is chosen in order to meet quorum. This applies to both Special and Regular Meetings. His recommendation is to adopt this policy.

He does note a few changes that should be made. There were a few title changes that should be made referencing the Manager and the Office Coordinator.

He further explains that when voting on a motion the best practice would be for all board members to put their hand in front of the camera so the chair can ensure that all are in favour and if not in favour, then the board member must clearly state they are not in favour.

The Manager then moves on the Delegation of Authority policy and explains that this policy would allow the Manager to have authority to make decisions when and emergency has been declared and Board members have become ill due to Covid-19. This would allow for budgetary decisions over \$40,000 if having prior approval within the approved budget and allows the Manager to insure liabilities exceeding \$40,000, not in the budget, if they relate to the UWSS Board Emergency.

Deputy Mayor Queen suggests that each policy if voted on separately.

No. UW-17-20

Moved by: Councillor Jacobs

Seconded by: Councillor Patterson

That the Policy UW C01 - Electronic Meetings during an Emergency is adopted.

Carried

Deputy Mayor Queen then discusses the Policy regarding Delegation of Authority. He notes that it would not be prudent to have only the Manager in control during and emergency. He makes the suggestion the Delegation of Authority includes both the Manager and the Chair of the UWSS Joint Board of Management.

No. UW-18-20

Moved by: Deputy Mayor Queen

Seconded by: Councillor DeYong

That the Policy UW C01 - Temporary Delegate Certain Authority to the Manager in the Event of Loss of Quorum (COVID-19) is amended to include the Chair of the UWSS Board as well.

Carried

Adjournment

Special Meeting of the UWSS Joint Board of Management Meeting Minutes

No. UW-19-20

Moved by: Mayor Santos

Seconded by: Councillor Hammond

That the meeting adjourn at 9:12 am

Carried

/kmj



JOINT BOARD OF MANAGEMENT

Wednesday, April 15, 2020
9:00 AM

Virtually in Zoom

MINUTES

Members Present: Mayor MacDonald (Chair); Deputy Mayor Verbeke, Councillors Dunn, Jacobs, Hammond, Wilkinson - Leamington
Mayor Santos, Deputy Mayor Queen, Councillors DeYong, Neufeld, Patterson - Kingsville
Councillor VanderDoelen - Essex
Councillor Walstedt, Mayor Bain (alternate) - Lakeshore

UWSS Staff Present: Rodney Bouchard, Manager UWSS
Khristine Johnson, UWSS Recording Secretary

Municipal Staff Present: Laura Rauch, Shannon Belleau - Leamington
Andy Graf - Essex
Andrew Plancke - Kingsville
Kevin Girard - Lakeshore

OCWA Staff Present: Susan Budden
Dale Dillen, Ken Penney

Call to Order: 9:13 am

Disclosures of Pecuniary Interest: none

Adoption of Board Minutes:

No. UW-20-20

Moved by: Deputy Mayor Queen

Seconded by: Councillor Wilkinson

That Minutes of the UWSS Joint Board of Management meeting of February 19, 2020 be approved.

Carried

Business Arising Out of the Minutes:

There was none.

Report UW/11/20 dated April 10, 2020 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to April 10, 2020

The Manager notes that things have certainly changed since the last meeting of the UWSS Board. He reviews his report with board members by splitting the zoom screen so members could follow along. He notes that he is meeting weekly with colleagues across Canada to discuss pressing issues during this time of Covid-19 crisis. He further explains that as of March 17th, 2020 the UWSS Water Treatment Plant turned over to essential staff only and non-essential staff were requested to work remotely. He explains that operators are still running the plant with maintenance staff rotating in as needed. The staff maintain social distancing and several of the UWSS facilities are not manned and therefore social distancing is not an issue.

The Manager also confirms that all contractors that had been working on projects at the Ruthven WTP have been sent home. He confirms that he is following the public health recommendations as to when contractors will be allowed to return to the site.

Clarifier #2 is back in service after being taken out of service to make repairs. However, since the Covid-19 situation arose prior to repairs being completed Clarifier #2 has been put back into service. He notes repairs will have to be made at a later date. Low Lift pump #5 has taken out of service for repairs and will be reinstalled at a time when work can be done safely.

The Manager reminds the board members of the Town of Essex request to provide water to Harrow during repairs to the Harrow Water Tower. However, those repairs have been put on hold.

The High Lift pump #4 was not functioning properly and it was determined that there was an electrical short in it. The pump has been sent to Phasor for repairs. Staff is now waiting for it to be returned and then this will be put back into service.

Flow meters for the raw water line #1 and #2 had been acting erratically. The Manager explains that accurate numbers are needed for the new CO2 pH adjustment system. An additional magnetic flow meter will be purchased and installed later in the year.

The Manager provides updates on the SCADA project. He explains that this project should have been completed by the end of April, however, with the current situation that is most likely not going to happen. Currently, operations staff have some new SCADA systems that are working well, while some parts of the system are still on the old system. The SCADA team will return once determined safe to do so to complete this project.

The CO2 project was also nearing completion, there is still some landscaping work that is needed to be completed later in the Spring. There are no penalties for either side associated with the delays and all the legalese has been attended to.

The refurbishment of the Kingsville Water Tower (KWT) has been started, with OCWA Engineering Services being retained to manage the project. During this time a lot of the background work has been completed and the tendering document is nearing completion. Currently the Manager is in communication with OCWA and will be

speaking with the Town of Kingsville as well. The Manager notes that this project is a time sensitive project, with limited weather for painting. Therefore, tendering might be completed this year with work to start in 2021.

The Manager confirms that Eramosa has been retained to retrofit the hydrants, consisting of 3 or 4 within each municipality. The Manager is working with the towns in order to determine where best to place the recorders in order to obtain real time data. He is anticipating that later in the summer this project can be in place.

Quotes have been requested for the security system, which will allow staff to get rid of real keys and move to the FOB system. This system will also increase the cameras capacity. The Manager then notes that NJ Peralta has been retained to provide engineering in order to remove the septic system and install the force main for the new parking lot.

The Manager then notes he forgot to include an update on the University of Windsor, Great Lakes Institute and the HAB monitoring project. He notes that the proposal has been completed and sent into NSERT for funding. He confirms that 14 buoys will be installed and provide data back to the UWSS. This system will allow early monitoring for blue-green algae, a potentially good news story for the UWSS.

The Manager then notes that the flows are up quite a bit, even during this time of COVID-19. This in turn means that the revenue is still coming in and the budget has not been affected.

The Board asks if the Manager is concerned that funding will be drying up and the buoy project could be in jeopardy. The Manager explains that the funding was already in place and earmarked for such projects. He feels that the money will still be available.

The Board asks why the flow meters were acting erratically. The Manager refers this question to the Operations Manager. Mr. Dillen explains that the original flow meters were pressure differential meters and they were not providing accurate readings. He further explains that the new clamp on meters provide more accurate readings, which is better for the new CO2 system.

The Board then asks if there is potential for the local residents tie in to the force main that is being proposed. Mayor Santos asks that the Manager speak with the Town of Kingsville to assist with this.

No. UW-21-20

Moved by: Councillor Hammond

Seconded by: Councillor Dunn

That report UW//20 dated April 10, 2020 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to April 10, 2020 is received.

Report UW/12/20 dated April 10, 2020 re: 2019 UWSS Financials

The Manager turns the meeting over to Laura Rauch, Director of Finance and Business Services. Ms. Rauch confirms that her team at the municipality prepared this report, however, the external auditors did attend to provide an audit on the system.

The report highlights a few things, namely the financial position saw a \$3.2 million increase under PSAB. She further notes that the UWSS has a strong balance sheet which saw an increase to the wholesale billings and favourable expenses. These included extending the CO2 project into 2020, low repairs and maintenance expenses, and lower than expected operational programs and studies.

The Board asks Ms. Rauch her thoughts on approaching the Sun Life Company again to see if there is any benefit to paying off the debt to them. She indicates that she certainly could, however, in the past there has always been significant penalties to pay off this debt early. However, she will work with the Manager to see if anything has changed in this regard.

No. UW-22-20

Moved by: Councillor Jacobs

Seconded by: Councillor Wilkinson

That the 2019 Financial Report for the Union Water Supply System Joint Board of Management is approved.

Carried (UW/12/20)

Report UW/13/20 dated April 10, 2020 re: Payments from February 14th to April 10th, 2020**No. UW-23-20**

Moved by: Councillor Walstedt

Seconded by: Mayor Santos

That report UW/13/20 dated April 10, 2020 re: Payments from February 14 to April 10, 2020 is received.

Carried (UW/09/20)

New Business

Councillor Patterson suggests that the Manager provide the residents with a second News Release to remind everyone that during the COVID-19 outbreak that the water is still safe to drink. The Manager explains that he certainly can and will do that, however, he notes that when the outbreak started the reporters were not generally interested as this outbreak is not affecting the water supply. However, it is never a bad thing to promote safe drinking water.

Mayor MacDonald asks if the UWSS has considered setting up a Facebook page. The Manager allows the Recording Secretary to answer this question. The Recording Secretary notes that while a personal page is easy to set up a business page is slightly different and required assistance from the Communications Manager. She further explains that the page should be going live by the end of the week.

Adjournment

No. UW-24-20

Moved by: Councillor DeYong

Seconded by: Councillor Jacobs

That the meeting adjourn at 9:48 am

Carried

Date of Next Meeting: Wednesday, May 20th, 2020 9:00 am - TBD

/kmj



MINUTES

POLICE SERVICES BOARD MEETING WEDNESDAY, APRIL 22, 2020 @ 4:00 P.M. Via Webex

A. CALL TO ORDER

Chairperson, Nelson Santos called the Meeting to order at 4:00 p.m. with the following persons confirming their attendance via teleconference:

Nelson Santos	-	Chairperson
William Chisholm	-	Vice Chairperson
Kimberly DeYong	-	Board member
Barry Wilson	-	Board member
Bill Baird	-	Board member
Glenn Miller	-	O.P.P. Inspector
Silvano Bertoni	-	O.P.P. Constable
Brian Johnson	-	O.P.P. Staff Sergeant

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

Others in attendance: PC Amanda Allen, Community Safety Officer

B. DISCLOSURE OF PECUNIARY INTEREST

Where a member of the board has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at the Regular Meeting of the Board, the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter. There were none.

C. PRESENTATIONS/DELEGATIONS

1. PC Amanda Alan – Community Safety Officer

Chair Santos welcomed Amanda to the meeting.

Amanda introduced herself to the board members and gave a brief background on her extensive experience. Amanda is the new Community Safety Officer for Kingsville and is looking forward to getting out in the community building relationships, working collaboratively with local community partners and connect partners to support social development, and increase community safety.

Board members welcomed Amanda and look forward to meeting her in person.



MINUTES

D. ADOPTION OF ACCOUNTS

1. Police Services Accounts – RE: Budget actuals ending March 31, 2020

14-2020 Moved by Kim DeYong, seconded by Will Chisholm to receive the accounts ending March 2020

CARRIED

E. REPORTS

1. Monthly Status Reports

- i) Town of Kingsville PSB report and Crime Stoppers report for February and March 2020

Sgt. Johnson provided an overview of the February and March reports.

He noted that patrolling has increased due to the pandemic and that their focus has been on ensuring residents are complying with social distancing orders. OPP have been working in partnership with municipal By-law Enforcement staff to enforce emergency orders under the *Emergency Management and Civil Protection Act* (EMCPA), as authorized by the Provincial Government.

15-2020 Moved by Bill Baird, seconded by Will Chisholm to receive Kingsville PSB Reports and Crime Stoppers reports for February and March 2020 as information.

CARRIED

F. BUSINESS/CORRESPONDENCE

1. Ministry of Solicitor General:

- i) Memorandum: RE: Basic Constable Training Program – Allocation Request for May 6 – July 30, 2020 Intake, issued February 28, 2020 (Index: 20-0010)
- ii) Memorandum: RE: Firearms Data Submission under the Police Services Act, issued March 4, 2020 (Index: 20-0011)

- iii) Memorandum: RE: Bill C-75 changes to s. 145 of the Criminal Code, issued March 4, 2020 (Index: 20-0012)
- iv) Memorandum: RE: Anti-Human Trafficking Strategy, issued March 6, 2020 (Index: 20-0013)
- v) Memorandum: RE: Ontario Licence Plates, issued March 6, 2020 (Index: 20-0014)
- vi) Memorandum: RE: Adult Correctional Facilities in Response to COVID-19, issued March 14, 2020 (Index: 20-0015)
- vii) Memorandum: RE: Information to Support Police Operations – Novel Coronavirus (COVID-19), issued March 16, 2020 (Index: 20-0016)
- viii) Memorandum: RE: Declaration of a Provincial Emergency AND Enforcement of Emergency Orders, issued March 18, 2020 (Index: 20-0017)
- ix) Memorandum: RE: Set Fines for Offences under the Emergency Management and Civil Protection Act, issued March 19, 2020 (Index: 20-0018)
- x) Memorandum: RE: Extension of Expiry of Driver, Vehicle, and Carrier Products and Services in Response to COVID-19, issued March 19, 2020 (Index: 20-0019)
- xi) Memorandum: RE: Update on the Ontario Police College, issued March 20, 2020 (Index: 20-0020)
- xii) Memorandum: RE: Ontario Court of Justice Pandemic Planning Update, issued March 20, 2020 (Index: 20-0021)
- xiii) Memorandum: RE: Assistant Deputy Minister Announcement, issued March 23, 2020 (Index: 20-0022)
- xiv) Memorandum: RE: Prioritizing Police Record Checks, issued March 23, 2020 (Index: 20-0023)
- xv) Memorandum: RE: Guidance to Police Services Boards Regarding Meetings, issued March 23, 2020 (Index: 20-0024)



MINUTES

- xvi) Memorandum: RE: Correctional Institutions and Parole Board Operations during COVID-19, issued March 24, 2020 (Index: 20-0025)
- xvii) Memorandum: RE: Use of N95 Masks for Frontline Policing Personnel, issued March 25, 2020 (Index: 20-0026)
- xviii) Memorandum: RE: Basic Constable Training (BCT) Returning Recruits, issued March 27, 2020 (Index: 20-0027)
- xix) Memorandum: RE: Enforcement of Emergency Orders under the Emergency Management and Civil Protection Act, issued March 27, 2020 (Index: 20-0028)
- xx) Memorandum: RE: Continuing Essential Businesses and the Closing of Other Workplaces, issued March 27, 2020 (Index: 20-0029)
- xxi) Memorandum: RE: Ontario Court of Justice Notice Limiting Access to Courthouses, issued March 29, 2020 (Index: 20-0030)
- xxii) Memorandum: RE: COVID-19 Enforcement Support Line, issued March 29, 2020 (Index: 20-0031)
- xxiii) Memorandum: RE: Social Gatherings and Organized Public Events, issued March 31, 2020 (Index: 20-0032)
- xxiv) Memorandum: RE: Fact Sheet on Use of Expired N95 Masks, issued April 2, 2020 (Index: 20-0033)
- xxv) Memorandum: RE: Update on the Extension of Expiry of Driver, Vehicle, and Carrier Products and Services in Response to COVID-19, issued April 2, 2020 (Index: 20-0034)
- xxvi) Memorandum: RE: Offence for Failure to Provide Identifying Information for Enforcement of Violations of Emergency Orders, issued April 2, 2020 (Index: 20-0035)
- xxvii) Memorandum: RE: Expansion of MTO Enforcement Officer and Maintenance Staff Powers to Assistant in Direction Traffic in an Emergency & Changes to Truck Parking Rules, issued April 3, 2020 (Index: 20-0036)
- xxviii) Memorandum: RE: The Quarantine Act (Canada) and Mandatory Isolation Order, issued April 3, 2020 (Index: 20-0037)

- xxix) Memorandum: RE: Extension of the Declaration of Emergency and Updates on Emergency Orders, issued April 3, 2020 (Index: 20-0038)
- xxx) Memorandum: RE: Clarification on the Extension of the Six-Day Requirement to Register a Vehicle in Ontario, issued April 3, 2020 (Index: 20-0039)
- xxxi) Memorandum: RE: Update to the List of Essential Businesses, Requirements that Apply to Businesses and the Closing of Non-Essential Businesses, issued April 4, 2020 (Index: 20-0040)
- xxxii) Memorandum: RE: Disclosure of COVID-19 Status Information by Laboratories and Public Health Units, issued April 6, 2020 (Index: 20-0041)
- xxxiii) Memorandum: RE: Basic Constable Training (BCT) May 2020 Intake – Update, issued April 6, 2020 (Index: 20-0042)
- xxxiv) Memorandum: RE: Storage of Used Personal Protective Equipment, issued April 8, 2020 (Index: 20-0043)
- xxxv) Memorandum: RE: Authorized Users for Disclosure of COVID-19 Status Information to Communication and Dispatch Centres, issued April 9, 2020 (Index: 20-0044)
- xxxvi) Memorandum: RE: Changes to Use of Force and Firearms Training Requirements During Declaration of Provincial Emergency, issued April 9, 2020 (Index: 20-0045)
- xxxvii) Memorandum: RE: O. Reg. 128/20 – Pick Up and Delivery of Cannabis, issued April 9, 2020 (Index: 20-0046)
- xxxviii) Memorandum: RE: Collection of Enforcement Data related to the Emergency Orders under the Emergency Management and Civil Protection Act, issued April 12, 2020 (Index: 20-0047)
- xxxix) Memorandum: RE: Launch of the First Responders COVID-19 Risk Look-Up Web Portal, issued April 13, 2020 (Index: 20-0048)
- xl) Memorandum: RE: Emergency Temporary Regulation to Extend Accessible Parking Permit Validity Dates, issued April 13, 2020 (Index: 20-0049)



MINUTES

- xli) Memorandum: RE: Update on COVID-19 Preparations and Actions to Manage Disease Spread, issued April 14, 2020 (Index: 20-0050)
- xliv) Memorandum: RE: Clarification of Application of O.Reg. 104/20: Closure of Outdoor Recreational Amenities to Beaches, issued April 15, 2020 (Index: 20-0051)

2. OAPSB RE: 2020 Spring Conference Cancellation, issued March 23, 2020

3. OAPSB RE: 2020 OAPSB Annual General Meeting by Zoom Virtual Webinar, issued April 16, 2020

16-2020 Moved by Kim DeYong seconded by Barry Wilson to receive Ministry of Solicitor General communication items 1 i) to xlii) and communication items 2 and 3.

CARRIED

G. ADOPTION OF MINUTES OF PREVIOUS MEETING

1. Adoption of Police Services Board Minutes – held on February 26, 2020.

17-2020 Moved by Will Chisholm, seconded by Bill Baird adopt the Police Services Board meeting minutes held on February 26, 2020.

CARRIED

H. NEW AND UNFINISHED BUSINESS

There were none.

I. ADJOURNMENT

18-2020 Moved by Kim DeYong, seconded by Will Chisholm, that Police Services Board adjourns the meeting at the hour of 4:38 p.m. and to meet again on May 27, 2020 or at the call of the Chair.

CARRIED



MINUTES

CHAIRPERSON, Nelson Santos

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



COMMITTEE MINUTES

**PARK RECREATION ARTS AND CULTURE COMMITTEE
APRIL 23, 2020 @ 5:30 P.M.
VIA ZOOM**

A. CALL TO ORDER

Deputy Mayor Queen called the Meeting to order at 5:30 p.m. with the following persons in attendance:

MEMBERS OF PARKS, RECREATION ARTS & CULTURE COMMITTEE:

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

MEMBERS OF ADMINISTRATION:

M. Durocher Program Manager

D. Wolicki, Facilities Manager

A. DISCLOSURE OF PECUNIARY INTEREST

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

B. PRESENTATIONS/DELEGATIONS

NONE

C. AMENDMENTS TO THE AGENDA

None.

D. STAFF REPORTS

M. DUROCHER-MANAGER OF PARKS AND RECREATION PROGRAMS AND EVENTS

M. Durocher provided an update on events, and programs scheduled to take place.

25-2020 Moved by M. Tremaine-Snip, seconded by A. Hickmott receive the report by M. Durocher as presented

CARRIED

2. D. WOLICKI-MANAGER OF MUNICIPAL FACILITIES AND PROPERTIES

D. Wolicki provided an update on progress on several projects including the following:

- New Playground
- Arena Dehumidifier
- Marina updates

26-2020 Moved by M. Shields, seconded by A. Hickmott to receive the report of D. Wolicki as presented

CARRIED

E. MINUTES OF THE PREVIOUS MEETING

1. Parks Recreation Arts and Culture Meeting Minutes—February 20, 2020

27-2020 Moved by Councilor T. Neufeld, seconded by A. Hickmott, to receive the minutes of Parks Recreation Arts and Culture Committee Meeting dated February 20, 2020

CARRIED

F. COMMITTEE REPORTS

1. Fantasy of Lights Committee

28-2020 Moved by Councilor T. Neufeld and seconded by Mayor N. Santos to receive the minutes of the Fantasy of Lights committee dated January 28, 2020

CARRIED

3. Migration Fest Committee

29-2020 Moved by A. Hickmott and seconded by Councilor T. Neufeld to receive the minutes of the Migration Fest committee dated January 28, 2020

CARRIED

4. Communities in Bloom Committee

30-2020 Moved by Councilor T. Neufeld and seconded by M. Tremaine-Snip receive the minutes of the communities in Bloom committee dated January 23, 2020

CARRIED

5. Highland Games Committee

31-2020 Moved by Councilor T. Neufeld and seconded by Mayor N. Santos receive the minutes of the Highland Games Committee dated October 22, 2019 and January 14 2020

CARRIED

G. NEW AND UNFINISHED BUSINESS

SERT COMMITTEE APPROVALS

All approvals granted are subject to provincial guidelines under COVID-19 legislation

1. Carnegie Socials

32-2020 Moved by A. Hickmott, seconded by M. Shields, to approve the recommendations of the SERT Committee for Carnegie Socials for 2020

CARRIED

2. Migration Fest Beer Fest

- 33-2020** Moved by Councilor T. Neufeld and seconded by A. Hickmott to approve the recommendations of the SERT Committee for the Migration Fest Beer Fest

CARRIED

3. Hogs for Hospice Blessing of the Bikes

- 34-2020** Moved by A. Hickmott and seconded by M. Tremaine Snip to approve the recommendations of the SERT Committee for the Hogs for Hospice Blessing of the Bikes

CARRIED

4. Nolan's Smile 5k Run/Walk

- 35-2020** Moved by Councilor T. Neufeld and seconded by M. Shields to approve the recommendations of the SERT Committee for Nolan's Smile 5K Run/Walk

CARRIED

New Business

1. Symphony at the Park

The date that chosen for Symphony at Mettawas Park is June 7 at 7pm

2. Millbrook Park updates

The new playground equipment for Millbrook Park went out for tender.

Six designs were received and surveys were distributed to neighbours. Playpower Canada was the successful design. The design and the sidewalk inclusion from the road will be sent to the accessibility committee for review. Expansion to include four swings suggest inclusion of a mom and tot swing. Committee ask Dan to review alternative colour options.

3. Alternative Splash Pad Locations

D. Wolicki provided an update on alternative sites including Mettawas, Lions Park and Lakeside Park. The following issues are identified:

- Sand at Mettawas and Lakeside
- Lions Park-size of the pad. Two or Three of the designs will require eliminating a feature of the new park.

4. Pickleball and Tennis

D. Wolicki has budgeted for resurfacing the courts in Cottam. To make them dedicated Pickleball courts then the tennis nets need to be removed. There is a concern relative to where Tennis and Pickleball will play for the 2020 season since Tennis is looking to expand their program and requires the time that Pickleball has previously used.

36-2020 Moved by Mayor N. Santos and seconded by A. Hickmott that Administration approach Kingsville Tennis Club and request that Pickleball Play be allowed to continue on the Tennis Courts for one more year.

CARRIED

5. Community Concerns

M. Tremaine-Snip raised concerns with regard to self isolation and what it means to The mental health of the community. Various options to engage the community were discussed including a different PlayScape for each day. These program initiatives can be undertaken on the Parks and Rec Facebook Page.

6. Community Recognition

37-2020 Moved by Councilor T. Neufeld and seconded by Mayor N. Santos recognize Brians for their contribution to the committee through the COVID 19 Pandemic

CARRIED



COMMITTEE MINUTES

H. NEXT MEETING DATE

May 21 at 5:30 pm via ZOOM

I. ADJOURNMENT

38-2020 Moved by Councillor T. Neufeld seconded by A. Hickmott to adjourn this Meeting at 6:49 p.m.

CARRIED

CHAIR, Deputy Mayor Queen

**RECORDING SECRETARY,
M. Durocher**



COMMITTEE MINUTES

FANTASY OF LIGHTS COMMITTEE

JANUARY 28, 2020 @ 4:00P.M.

Kingsville Arena Room 'D', 1741 Jasperson Lane, Kingsville

A. CALL TO ORDER

Councillor T. Gaffan called the Meeting to order at 4:03 p.m. with the following persons in attendance:

MEMBERS OF FANTASY OF LIGHTS COMMITTEE:

Mayor N. Santos
S. l'Anson
D. Doey
J. Willoughby
C. Anson
L. Duhig
J. Mockler

MEMBERS OF ADMINISTRATION:

Maggie Durocher, Administrative Support

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS

None.

D. AMENDMENTS TO THE AGENDA

None.

E. STAFF REPORTS

1. M. Durocher, Program Manager-none

F. MINUTES OF THE PREVIOUS MEETING

1. Fantasy of Lights Committee Meeting Minutes November 26, 2019

01-2020 Moved by Mayor N. Santos, seconded by C. Anson to receive the minutes of the Fantasy of Lights Committee Meeting dated November 26, 2019.

CARRIED

G. NEW AND UNFINISHED BUSINESS

1. Santa Claus Parade

In 2020 a letter will be sent to the principal of Kingsville district high school notifying them of the parade and the request to use a portion of the parking lot.

2. Paws and Claus

Committee was pleased with the event. For 2020 more advertising and the opportunity to book earlier will be beneficial.

3. Jack Miner Display

Staff were asked to repair the Jack Miner display as there were several issues with it when it was received at the sanctuary

4. Dinner with Santa/Breakfast with Santa

Santa and Mrs. Claus need better chairs. C. Anson to inquire if Ernie Demarse could assist with this request.

5. Fundraising

D. Doey to approach A-1 about a date for 2020

New Business

1. Signature Piece

D. Doey and C. Anson will attend meeting to discuss creation of tunnel piece with Thermal Energy.

2. **Carnegie Tree**

Committee discussed options for lighting the tree at Carnegie in 2020. It was decided that Santa would momentarily stop on the parade route at the Carnegie, throw some magic dust in the air, which would turn on the lights.

3. **Thank you**

Councillor Gaffan thanked the committee and members of administration for their efforts in 2019.

H. NEXT MEETING DATE

The next meeting of the Fantasy of Lights Committee shall take place on February 25, 2020 at 4pm at the Kingsville Arena.

I. ADJOURNMENT

02-2019 Moved by S. l'Anson, seconded by C. Anson to adjourn this Meeting at 4:55 p.m.

CARRIED

CHAIR, Councillor T. Gaffan

**RECORDING SECRETARY,
M. Durocher**



COMMITTEE MINUTES

MIGRATION FESTIVAL COMMITTEE

JANUARY 28, 2020 @ 6:30P.M.

Kingsville Arena Room 'D', 1741 Jasperson Lane, Kingsville

A. CALL TO ORDER

Chair S. Girardin called the Meeting to order at 6:30 p.m. with the following persons in attendance:

MEMBERS OF MIGRATION FESTIVAL COMMITTEE:

Diane-Marie Swiderski
Matt Kraus
Robyn Braybrook-Gard
Councillor L. Lucier
Alison Araujo
Stephanie Allen-Santos

MEMBERS OF ADMINISTRATION:

M. Durocher

A. DISCLOSURE OF PECUNIARY INTEREST

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

B. PRESENTATIONS/DELEGATIONS

C. AMENDMENTS TO THE AGENDA

There were none.

D. STAFF REPORTS

1. **M. Durocher** provided a report with regard to the Great Migration Paint out and their affiliation with Migration Fest. The committee reminded M. Durocher that the Paint out event should be also including the Migration Fest Logo in their advertising.

E. MINUTES OF THE PREVIOUS MEETING

1. Migration Festival Committee Meeting Minutes—November 26, 2019

01-2020 Moved by M. Kraus, seconded by D. Swiderski to receive the minutes of the Migration Festival Committee Meeting dated November 26, 2020

CARRIED

F. NEW AND UNFINISHED BUSINESS

Budget

The committee reviewed the budget. Details were discussed with respect to the BBQ fundraiser. It was noted that if a complete reconciliation cannot be made with respect to the tickets then the difference owing should be deducted from the proceeds given back

Children's Events

R. Braybrook-Gard noted that interactive play should be incorporated into the children's activities. Items such as bouncy castles and crafts might be considered. L. Lucier noted that Rotary wants to provide a service, not just stand at a barricade.

Other ideas for events included a talent showcase.

Opening Ceremonies

Opening ceremonies require re-evaluation. The committee will review and look for ways to increase the attendance and incorporate items that would create a unique experience.

Octoberfest Event

86'd Catering is looking to partner with Migration Fest to create an Octoberfest themed event. Questions were raised as to ownership of the event, and possibilities for Rotary participation. More information to be provided at next meeting.



COMMITTEE MINUTES

G. NEXT MEETING DATE

The next meeting of the Migration Festival Committee shall take place on February 25, 2020 at Kingsville Arena @ 6:30 p.m.

H. ADJOURNMENT

02-2020 Moved by R. Braybrook-Gard seconded by A. Araugo to adjourn this Meeting at 8:00 p.m.

CARRIED

CHAIR, Sue Girardin

**RECORDING SECRETARY,
M. Durocher**



COMMITTEE MINUTES

**COMMUNITIES IN BLOOM COMMITTEE
JANUARY 23, 2020 @ 12:00 P.M.
Kingsville Arena Room 'D', 1741 Jasperson Lane, Kingsville**

A. CALL TO ORDER

Councilor T. Neufeld called the Meeting to order at 12.20 p.m. with the following persons in attendance:

MEMBERS OF COMMUNITIES IN BLOOM COMMITTEE:

M. Tremaine-Snip
A. Batke
C. Bedal-BIA

MEMBERS OF ADMINISTRATION: M.Durocher-Program Manager

A. DISCLOSURE OF PECUNIARY INTEREST

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

B. PRESENTATIONS/DELEGATIONS

None

C. AMENDMENTS TO THE AGENDA

None.

D. STAFF REPORTS

M. Durocher provided a report and information sheets to each member detailing the various levels which the committee could decide to compete at in 2020

01-2020 Moved by A. Batke, seconded by M. Tremaine-Snip that the committee agrees to participate in Communities in Bloom at the National Level in the Circle of Excellence-non evaluated classification for 2020

CARRIED

E. MINUTES OF THE PREVIOUS MEETING

1. Communities in Bloom Meeting Minutes—November 7 2019

02-2020 Moved by A Batke, seconded by M. Tremaine-Snip, to receive the minutes of Communities in Bloom Committee Meeting dated November 7 2019

CARRIED

F. NEW BUSINESS

BUSINESS EXCELLENCE AWARDS

C. Bedal raised the idea of CIB participating as a friend of business level at a cost of \$100. This is in keeping with corporate social responsibility guidelines under the tenants of communities in bloom. Other ideas that were brought forward included the Agri Award, or Environmental Stewardship award.

TREE PLAQUE

A. Batke approached Hallmark monuments about creating tree plaques for CIB annual tree planting. The cost is \$307 per plaque not including the cement that the plaque is set into. Committee asks that Parks and Recreation install the 2X4 cement pad to accommodate the plaque in the same manner as the previous plaques were installed.

YELLOW FISH PROGRAM

Committee would like to request that public works stencil the yellow fish stencil at all storm drains. This could be an education piece to the public done by CIB. Councilor T. Neufeld to request this through the CAO's office.

EVENTS PROPOSED FOR 2020

Theme for 2020 fighting climate change 1 tree at a time in Kingsville

February events



COMMITTEE MINUTES

Promote walk to school day Feb. 15-Social Media Campaign

March Events

March 17-Green Campaign-Melissa to speak with Dennis from Green Heart Lunch for ways to partner

April Events:

Craft Easter baskets at Mayor's Easter Egg hunt using recycled items-Melissa

April 20-Nature Walk-Social Media Campaign-Maggie, Alan to look for Tree Map

April 21-Bag Library at Carnegie-Maggie to ask Staff to construct

April 25-Re-Use A Palooza-Maggie to book arena

20-20-20-tree planting all week-Maggie and Thomas to source trees and funding

May Events

Pollinator Garden at Heritage Road and McCain Side Road-Thomas to inquire

Clean Sweep

03-2020 Moved by C. Bedal, seconded by A. Batke, that a downtown clean sweep day be considered by CIB committee for implementation in 2020

CARRIED

JULY 1 EVENTS

Red white and green Canada day-pine cone planting as part of July 1 events.- committee

August Events

Floral Art Contest at Grovdale-Maggie to look for dates

September Events

Garden Dinner-Melissa to investigate with ACCESS



COMMITTEE MINUTES

October Events

Pumpkin Parade

November/December Events

Decorating the Town Christmas Tree at the Carnegie-Social Media exposure-committee

G. NEXT MEETING

Next meeting of the Communities in Bloom Committee will take place February 20 at 4pm at Kingsville Arena in Room D

H. ADJOURNMENT

04-2020 Moved by M. Tremaine Snip, seconded by A. Batke to adjourn this Meeting at 3:35 p.m.

CARRIED

CHAIR, Councilor T. Neufeld

**RECORDING SECRETARY,
M. Durocher**



MINUTES

**HIGHLAND GAMES COMMITTEE
TUESDAY, OCTOBER 22, 2019 @ 6:30 P.M.
ARENA ROOM "B" 1741 Jasperson Dr., Kingsville**

A. CALL TO ORDER

D. Plumb called the Regular Meeting to order at 6:30 p.m. with the following persons in attendance:

Members:

R. Braybrook-Gard
P. Reid Crichton
D. Noels
H. Noels
D. Robinson
R. Stafford
M. Dick
Councillor K. DeYong
B. Wilson

Members of Administration:

CAO P. Van Mierlo-West

Regrets:

H. Brown

B. DISCLOSURE OF PECUNIARY INTEREST

D. Plumb stated that 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.

C. MINUTES OF THE PREVIOUS MEETING

1. Highland Games Committee Meeting Minutes —Monday, September 16, 2019

101-2019 Moved by D. Noels seconded by K. DeYong to receive the minutes of the Highland Games Committee Meeting dated Monday, September 16, 2019.

CARRIED



MINUTES

D. COMMITTEE PLANS

1. 2020 Heavies & ToW Plan

There was discussion about the sound system and if included. R. Braybrook-Gard will meet with committee regarding the sound system.

2. 2020 BIA Plan

There were no comments on the 2020 BIA Plan.

3. 2020 Marketing Plan

The committee discussed the facebook page and calendar of planned events.

4. 2020 PR Plan

K. DeYong requested the committee be made aware of events to promote them.
H. Noels will circulate events.

5. 2020 Parking Plan

The committee discussed the 2020 Parking Plan.

- Get approval for SERT
- Intent is a team for volunteers
- Coordinate with sponsorship
- Assign leadership for responsibility
- Intent to find busses, etc.

6. 2020 Vendor Plan

There was no comment on the 2020 Vendor plan.

7. 2020 Sponsorship Plan

Gold, silver and bronze sponsorship levels were suggested. This will be on the January agenda. It was determined that Town staff will still do the grants.

8. 2020 Site Plan & Draft Map

The committee discussed the 2020 Site Plan & Draft Map.

- The comfort Station will be changed to Refreshment Station



MINUTES

- They discussed the closing of Herrington Street
- 6-10 golf carts
- Discussion of the changes of the fields
- All activities in lower bowl
- Committee to have site walk

9. **2020 Rentals Plan**

H. Noels will send the rental spreadsheet to committee for review.

10. **2020 PPBSO & Haggis Hurl Plan**

It was decided to have a Grade 5- Grade 1. \$20,000 would be the budget. PPBSO covers prize money, accommodation, pipe bands, trophies, adding more experienced bands.

- 102-2019** Moved by B. Wilson, seconded by D. Robinson to authorize D. Plumb to negotiate with PPBSO with an upset limit of \$20,000 for Grade 5-Grade 1 band.

CARRIED

11. **2020 Fencing & Site Maintenance Plan**

The committee discussed the 2020 Fencing & Site Maintenance Plan.

12. **2020 Ceilidh plan**

The committee discussed the 2020 Ceilidh plan. 2 bands will play the Saturday evening.

13. **2020 Sheep Herding Plan**

The committee would like a contract and deposit. (Possibly include sheep shearing)

14. **2020 Clans Plan**

The committee discussed the 2020 Clans Plan. There were no concerns.

15. **2020 Finance and Administration Plan**

There will be an addition of cash boxes. The trailer will be removed. They agreed



MINUTES

on the removal of some duplication. \$6000 of revenue included – net of \$3500.00. Confirmation that debit machines will be rented.

16. **2020 Merchandise Plan**

The committee discussed the 2020 Merchandise Plan. \$6000 of revenue and net of \$3500. They discussed kilts, the race and water bottles. Last year Rotary funded this.

17. **2020 Plan Revenues**

Revenue changes were discussed. (\$25 ticket at the gate \$15 early bird and \$20 March-June) Sales start Nov. 15th. Celeih closing ceremonies 4:00pm – 9:00pm price will drop \$10.

- D. Noels changed the budget amount for Action 1 to \$15,000
- D. Noels changed the budget amount for Action 2 to \$25,000
- D. Noels changed the budget amount for Action 3 to \$35,000 and asked for the committees support to make gate sales \$25 (up from last year). This would be for attendees that entered the park between 9:30am and 4pm.
- Don changed the budget amount for Action 7 to \$5000. Discussion that if cost to enter from 4pm and afterwards was \$10 we would assume an additional 500 people would come.

103-2019 Moved by R. Braybrook-Gard, seconded by D. Robinson to accept structure of admission.

CARRIED

The Highland Games Committee referred to the addendum agenda for the additional plans.

18. **Highland Dance and Lads & Lassies**

The committee discussed the Highland Dance and Lads & Lassies Plan.

19. **Volunteers**

The committee discussed the Volunteers Plan. McDonalds will provide refreshments. K. DeYong requires the final list of volunteers at the end of January. There will be an online form and recruiting in February. T-shirts June 5th. Training June 8-9th. Volunteers required for the gate. No single use plastic.



MINUTES

R. Stafford left at 7:29 p.m.

20. **5K Kilt Walk/Run**

The committee discussed the 5K Kilt Walk/Run Plan. They will be meeting soon for review.

21. **Water Buggy**

The committee discussed the Water Buggy Plan. The upper bowl is booked. They are trying to figure out a single solution in lower bowl.

- Volunteer needs
- Require radios
- Think about appropriate protocol
- Talk to Andrew
- Bring in a tank
- Require a discussion on reusable plastics

22. **Alcohol Sales**

The committee discussed the Alcohol Sales Plan. Estimate \$20,000 profit. Biodegradable. \$1100-1200 addition to budget.

23. **Opening/Closing Ceremonies**

The committee discussed the Opening/Closing Ceremonies Plan. Change to \$4000.00.

E. NEW AND UNFINISHED BUSINESS

1. **Use of Photographs Taken Without Consent**

The committee discussed the use of photographs taken without consent.

2. **Registration of the KHG Logo**

The committee discussed the possibility of registering the KHG Logo.



MINUTES

- 104-2019** Authorize Doug Plumb to proceed with registration of logo without committee approval if cost is under \$1000.00. Moved by Kim DeYong, Seconded by Doug Robinson.

CARRIED

3. Axe Throwing Competition Proposal – D. Plumb

D. Plumb presented an Axe Throwing Competition Proposal. They discussed judging, waiver, wrist bands. The committee will provide material of throwing booth, check with insurance, prize money net \$0.

- 105-2019** Moved by D. Robinson, seconded by R. Braybrook-Gard that the committee accept the idea of having an Axe Throwing Competition.

4. Financials – D. Noels

Don Noels reviewed the Financial Reports. Final profit from last year was \$30,726. With the proposed budget discussed tonight our anticipated profit for this upcoming year will be ~\$26,000.

- 106-2019** Moved by Robyn Braybrook-Gard, seconded by Matt Dick that the committee accept Committee plans as proposed during meeting.

CARRIED

- 107-2019** Moved by Kim DeYong, seconded by Matt Dick that the committee Authorize Don Noels to create a budget based on the proposed plans and present it to Town of Kingsville Administration.

CARRIED

F. NON AGENDA ITEMS

G. NEXT MEETING DATE

1. The Highland Games Committee will meet at 6:30pm on:
January 14, 2020
March 31, 2020
June 3, 2020.



MINUTES

H. ADJOURNMENT

106-2019 Moved by M. Dick seconded by D. Robinson to adjourn this Meeting at 8:06 p.m.

CARRIED

CHAIR, Doug Plumb

**RECORDING SECRETARY,
P. Van Mierlo-West**



MINUTES

**HIGHLAND GAMES COMMITTEE
TUESDAY, JANUARY 14, 2020 @ 6:30 P.M.
ARENA ROOM "B" 1741 Jasperson Dr., Kingsville**

A. CALL TO ORDER

D. Plumb called the Regular Meeting to order at 6:33 p.m. with the following persons in attendance:

Members:

R. Braybrook-Gard
P. Reid Crichton
D. Noels
H. Noels
D. Robinson
R. Stafford
Councillor K. DeYong
B. Wilson

Members of Administration:

CAO P. Van Mierlo-West

Regrets:

H. Brown
M. Dick

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. There were no amendments to the agenda.

C. COMMITTEE PLANS

1. JANUARY REPORT – D. PLUMB

The committee discussed D. Plumb's January report and discussed. Commended staff on the work they have done.



MINUTES

001-2020 Moved by H. Noels, seconded by D. Noels to accept the report as provided.

CARRIED

2. **REPORT – KHG NOTES FOR JANUARY 14 – P. REID CRICHTON**

The committee discussed P. Reid Crichton's report. There were questions about the volunteers for McDonalds. The committee has requested a list of sponsors. Some are confirmed, mostly from last year. P. Reid Crichton provided a list of current sponsors.

002-2020 Moved by K. DeYong, seconded by B. Wilson to accept the report as provided.

CARRIED

3. **HIGHLAND GAMES REPORT – JAN 9TH, 2020 – R. BRAYBROOK-GARD**

The committee discussed R. Braybrook-Gard's January report. There was an update on the waterbuggy, opening and closing ceremonies and sound. There is a faucet on Herrington, there is a box that could possibly be a valve. was discussion regarding water and use for the sheep. Municipal Services are checking to see if it is live. The sound system will meet the needs of the interactive stage for the dancers.

003-2020 Moved by B. Wilson, seconded by D. Noels to accept the report as provided.

CARRIED

4. **JANUARY 14TH REPORT – D. NOELS**

The committee discussed D. Noels January report confirmed for merchandise sales. Reverend Swan will be the leadership volunteer for the clans. There are currently 7. Finance and Administration, budget will be reviewed on Thursday.

004-2020 Moved by R. Braybrook Guard, seconded by D. Plumb to accept the report as provided.

CARRIED

5. **JANUARY 14TH REPORT – H. NOELS**

The committee discussed H. Noels January report. It was decided that more will



MINUTES

be done to acknowledge in-kind sponsors. K. DeYong inquired about looking for volunteer for parking, shuttle buses and dedicated parking. Someone will be required to manage parking for that day. Someone to manage transportation. Would like a sub committee to assist.

005-2020 Moved by K. DeYong, seconded by B. Wilson to accept the report as provided.

CARRIED

6. UPDATE JANUARY 2020 – B. WILSON

The committee discussed B. Wilson's report. There are no cash sponsorships as of yet. We have partners with Winery and Brewery and Wolfhead Distillery. Eventbrite will be changed to clarify event date. Pelee Island will also be partnering. The Kitchen Party starts at 5:00pm and go until 1:00pm. The park will be closed at 1:00pm. There will be food vendors in the lower bowl in the evening. There was a discussion regarding logistics of the kitchen party and food vendors during the evening event. The committee will review the liquor permit. There was a discussion regarding security (2 retired OPP officers). There was a discussion regarding moving people from up and down, however will not be able to access the bridge.

006-2020 Moved by D. Robinson, seconded by H. Noels to accept the report as provided.

CARRIED

7. K. DEYONG REPORT

K. DeYong requires more information from the committee regarding timelines from start to finish. Training to be provided and the lead of the event will organize the training. Volunteer appreciation, will be held at the Grovedale and the committee will have to work the event to assist. Volunteer contacts will be sent to K. DeYong. It was decided to have female shirt sizing for the volunteers. The station up at the main gate will also be a volunteer check in. The distribution of them will be by June 5th. Incident command and who will be provided with the radios. And who will be training. There are two volunteers for incident command. Training can be done for leaders prior to the check in time. The organizational tree for radios will change

007-2020 Moved by D. Noels, seconded by P. Reid Crichton to accept the report as provided.

CARRIED



MINUTES

8. D. ROBINSON REPORT

D. Robinson has nothing to report. Still looking for a sheep shearer. Fence has been ordered.

Heavy's report: continues to be advanced. There was a discussion regarding heavy awards and trophy sponsorship. Waivers will be sent to the Town for review.

Photography: The committee will look for a drone or volunteer photography and capture certain images. The marketing leader will be working with the photographers to get the shots that they would like.

008-2020 Moved by R. Braybrook Guard, seconded by R. Stafford to accept the committee plans as proposed during meeting.

CARRIED

D. MINUTES OF THE PREVIOUS MEETING

1. Highland Games Meeting Minutes —Monday, October 22, 2019

009-2018 Moved by P. Reid Crichton seconded by D. Robinson to accept the minutes of the Highland Games Committee Meeting dated Tuesday, October 22, 2019 with requested amendments.

CARRIED

E. NEW AND UNFINISHED BUSINESS

1. **Motion Request: Permission to use the Celtic Goose Logo – D. Plumb**

D. Plumb provided the group an update regarding trademarking of the Celtic Goose Logo.

010-2020 Moved by K. DeYong, seconded by D. Robinson that the committee ask town administration to provide a policy for the use of the Celtic Goose Logo.

CARRIED

2. **Master of Ceremonies – R. Braybrook-Gard**

R. Braybrook-Gard we are looking for a second person for MC. This will provide the MC to not have to be on the stage at all time.

3. **Single Use Plastics – H. Noels**

H. Noels presented proposed wording by Councillor DeYong (surrounding the single use plastic avoidance policy) "The Town of Kingsville has adopted a policy to avoid using single use plastic at Town Sponsored events. As such, the Kingsville Highland Games encourages all of our vendors, participants and patrons to bring reusable water bottles, choose recyclable paper products and compostable containers and utensils.

There was discussion regarding the use of compostable cups. Will require more recycling bins. K. DeYong provided a Waste Authority email regarding recycling containers. Possible have the waste authority review the recycle bins etc.

D. Noels: would like to thank KD for the social media work.

F. NEXT MEETING DATE

1. The next meeting of the Tourism and Economic Development Committee shall take place on Tuesday, March 31, 2020 at the Kingsville Arena Room B @ 6:30 p.m.

G. ADJOURNMENT

011-2020 Moved by D. Noels, seconded by H. Noels to adjourn this Meeting at 7:39p.m.

CARRIED

CHAIR, Doug Plumb

**RECORDING SECRETARY,
P. Van Mierlo-West**



MINUTES

**TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE
THURSDAY, MAY 14, 2020 @ 5:30 P.M.
ZOOM**

A. CALL TO ORDER

Mayor Santos called the Regular Meeting to order at 5:33 p.m. with the following persons in attendance via ZOOM:

Members:

B. Durward
M. Somerville
S. Lowrie
T. Gaffan
M. Law
D. Hunt

Members of Administration:

Executive Assistant to the Mayor and CAO, T. Hewitt
BIA Coordinator, S. Haeffling

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. STAFF REPORTS

1. Budget vs. Actuals for the period ending March 31, 2020

N. Santos stated that Red Grant funding is pending delivery of the draft Action Plan by MDB Insight.

15-2020 Moved by T. Gaffan seconded by M. Law to receive the report.

CARRIED

D. MINUTES OF THE PREVIOUS MEETING

1. Tourism/Economic Development Committee Meeting Minutes—Thursday, March 12, 2020

- 16-2020** Moved by B. Durward, seconded by S. Lowrie to approve the minutes of the Tourism/Economic Development Committee Meeting dated March 12, 2020.

CARRIED

E. NEW AND UNFINISHED BUSINESS

1. Update on the BR+E Online Feedback and Workshop held Tuesday, April 28, 2020 – N. Santos

N. Santos provided an update on the BR+E Online Feedback and Workshop, held on April 28, 2020 as the last phase of the BR+E study. MDB Insight summarized research compiled to date, and is preparing the draft Action Plan for presentation to council. The committee will meet again on May 28, 2020 to review the action plan in advance of council.

2. Business Recognition Awards Update

N. Santos provided an update on the 2020 Business Awards, postponed due to COVID-19 restrictions. There was discussion about creative ways the Town may still be able to acknowledge nominees. T. Hewitt will compile the nomination forms for committee review.

- 17-2020** Moved by T. Gaffan, seconded by S. Lowrie that the Tourism & Economic Development Committee will sponsor the “Retail Excellence” award.

CARRIED

3. Tourist Maps

N. Santos presented the latest tourist map redesign accomplished before progress stalled due to COVID-19 closures. The map remains on hold.

4. BIA Update

S. Haeffling provided a BIA update. She stated the BIA restarted their Facebook page, organized a photo contest, hung new banners, and started developing a program similar to the BIA Dollars Program. There was discussion about the Town participating in their \$100 BIA Dollars a Day contest. S. Haeffling will send written correspondence to request sponsorship.

F. NON AGENDA ITEMS

N. Santos invited the group to register for the Tourism Windsor-Essex Pelee Island (TWEPI) “Respond, Restart, Recover” Webinar on May 21, 2020. The link to the webinar will follow the meeting.

G. NEXT MEETING DATE

1. The next meeting of the Tourism and Economic Development Committee is on Thursday, May 28, 2020 via ZOOM @ 5:30 p.m.

H. ADJOURNMENT

18-2020 Moved by M. Law seconded by M. Somerville to adjourn this Meeting at 5:56 p.m.

CARRIED

CHAIR, Nelson Santos

RECORDING SECRETARY, T. Hewitt



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

WHEREAS The Kingsville Communities in Bloom Committee recognizes the critical importance of pollinator habitat both restored and maintained on public and private lands;

AND WHEREAS pollinators include butterflies, bees, some birds, bats, and other insects that play a crucial role in flowering plant reproduction;

AND WHEREAS it is critical to expand efforts to take new steps to reverse pollinator losses and help restore populations to healthy levels;

AND WHEREAS monarch butterfly populations have declined and there is an imminent risk of failed migration;

AND WHEREAS 35 % of the world's food crops depend on animal pollination to reproduce;

AND WHEREAS bioretention is able to reduce the impact of local heat islands;

AND WHEREAS vegetation absorbs less solar radiation than hard surfaces.

THEREFORE the Kingsville Communities in Bloom Committee declares that it is our goal to collaboratively and strategically protect and enhance pollinator species and their habitat on public and private lands throughout our municipality and the County of Essex.

NOW THEREFORE BE IT RESOLVED that: The Kingsville Communities in Bloom Committee requests that the traffic island at the intersection of McCain Road and Heritage Road be redeveloped into a pollinator habitat to help recover pollinator species, while reducing the former maintenance costs of cutting and spraying herbicides in summer months, while acting as a natural water aquifer as well as the added benefit of a living snow fence in winter;

AND BE IT FURTHER RESOLVED that this resolution be endorsed by the municipality of Kingsville and forwarded to the County of Essex for further consideration.

Cc: Essex County Municipalities.



May 28, 2020

Will Bouma, MPP
96 Nelson Street
Suite 101
Brantford, ON N3T 2X1

Sent via email will.bouma@pc.ola.org

Phil McColeman, MP
108 St. George Street
Suite 3
Brantford, ON N3R 1V6

Sent via email phil.mccoleman@parl.gc.ca

Re: Essential Workers Day – March 17

Please be advised that Brantford City Council at its meeting held May 26, 2020 adopted the following:

10.1 Essential Workers Day – Councillor Wall

WHEREAS the Province of Ontario enacted a Declaration of Emergency on March 17th, 2020 in response to the COVID-19 Worldwide Pandemic; and

WHEREAS during the state of emergency certain services have been deemed essential services by the Government of Ontario; and

WHEREAS citizens are asked to isolate at home to reduce the spread of COVID-19 as essential workers continue to work and provide an essential service to their community; and

WHEREAS essential workers across the country are risking their lives; and

WHEREAS some essential workers have been stricken with illness, suffered trauma or injury, or lost their lives as a result of providing an essential service; and

WHEREAS without this dedicated workforce, essential services, including but not limited to, healthcare, police, fire, paramedics, military, social services, community services, food distribution, agriculture, postal and delivery services, education, security, transit, financial services, hospitality, commerce, manufacturing, construction, maintenance and repair, waste management, sanitation services, government, and administrative services would fail to function; and

WHEREAS our community owes a profound debt of gratitude to every single essential worker who ensured our community could continue to operate;

NOW THEREFORE, the Municipal Council of The Corporation of the City of Brantford HEREBY RESOLVES as follows:

- A. THAT March 17 BE PROCLAIMED by the Council for The Corporation of the City of Brantford to be Essential Workers Day in the City of Brantford; and
- B. THAT the Clerk BE DIRECTED to provide a copy of this resolution, with a covering letter, to MPP Will Bouma and MP Phil McColeman to respectfully request that the Government of Ontario and the Government of Canada formally declare March 17 to be Essential Workers Day to honour all of the essential workers who sacrificed so much during the COVID-19 pandemic; and
- C. THAT all municipalities across Ontario and Canada BE INVITED to proclaim March 17 to be Essential Workers Day in their respective municipalities, and that a copy of this resolution be provided to AMO, LUMCO, FCM, and ROMA for that purpose.



Tanya Daniels
City Clerk
tdaniels@brantford.ca

cc All Ontario municipalities
Association of Municipalities of Ontario (AMO)
Large Urban Mayor's Caucus of Ontario (LUMCO)
Federation of Canadian Municipalities
Rural Ontario Municipal Association (ROMA)

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 44 - 2020

Being a By-law authorizing the entering into of an Agreement with Pierascenzi Construction Limited for the 2020 Sidewalk Program in the Town of Kingsville (Contract No. 20-108)

WHEREAS Section 9 of the *Municipal Act, 2001*, S.O. c. 25 confers natural person powers on municipalities which include the power to enter into agreements with individuals and corporations;

AND WHEREAS The Corporation of the Town of Kingsville (the “Town”) deems it expedient for the Town to enter into an Agreement with Pierascenzi Construction Limited for the 2020 Sidewalk Program (File No. 20-108).

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE ENACTS AS FOLLOWS:

1. **THAT** the Town enters into and executes with Pierascenzi Construction Limited an Agreement attached hereto as Schedule “A” and forming part of this By-law.
2. **THAT** the Mayor and Clerk are hereby authorized and directed on behalf of the Town to execute the 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 8th DAY OF JUNE, 2020.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

Contract Agreement

File No. 20-108
2020 SIDEWALK PROGRAM

THIS AGREEMENT made in triplicate this 23 day of March, 2020 A.D.

BETWEEN: THE CORPORATION OF THE TOWN OF KINGSVILLE
(hereinafter called the "Owner")

OF THE FIRST PART

- and -

PIERASCENZI CONSTRUCTION LIMITED
(hereinafter called the "Contractor")

OF THE SECOND PART

WITNESSETH

That the Owner and the Contractor in consideration of the fulfillment of their respective promises and obligations herein set forth covenant and agree with each other as follows:

ARTICLE 1

(a) A general description of the work is:

2020 Sidewalk Program

(b))The Contractor shall, for the prices set out in the Form of Tender and except as otherwise specifically provided, provide at no additional cost to the Owner all and every kind of labour, machinery, plant, structures, roads, ways, materials, appliances, articles and things necessary for the due execution and completion of all the work set out in this Contract and shall forthwith according to the instructions of the Engineer, commence the works and diligently execute the respective portions thereof, and deliver the works complete in every particular to the Owner within the time specified in the Contract.

ARTICLE 2

In the event that the Form of Tender provides for and contains a Contingency Allowance, it is understood and agreed that such Contingency Allowance is merely for

the convenience of accounting by the Owner, and the Contractor is not entitled to payment thereof except for extra or additional work carried out by him as directed by the Engineer and in accordance with the Contract and only to the extent of such extra or additional work.

ARTICLE 3

In case of any inconsistency or conflict between the provisions of this Agreement and the Plans or Specifications & Specifications or General Conditions or Form of Tender or any other document or writing, the provisions of such documents shall take precedence and govern in the following order, namely:

- | | |
|--|--|
| (1) This Agreement | (7) Supplementary Specifications, if any |
| (2) Addenda <u>1</u> | (8) Specifications, if any |
| (3) Special Provisions, if any | (9) Standard Specifications, if any |
| (4) Information to Tenderers | (10) Contract Drawings |
| (5) Supplementary General Conditions, if any | (11) Standard Drawings |
| (6) General Conditions | (12) Form of Tender |

ARTICLE 4

The Owner covenants with the Contractor that the Contractor having in all respects complied with the provisions of this Contract, will be paid for and in respect of the works the sum of:

One Hundred Thirty-Nine Thousand Three Hundred Sixty-Five 50/100 Dollars
(excluding HST) (\$ 18 117.52)

subject to Article 2 hereof and subject to such additions and deductions as may properly be made under the terms hereof, subject to the provision that the Owner may make payments on account monthly or Otherwise as may be provided in the Contract Documents attached hereto.

ARTICLE 5

Where any notice, direction or other communication is required to be or may be given or made by one of the parties hereto to the other or to the Engineer or to his agent, it shall be deemed sufficiently given or made if mailed or delivered in writing to such party or to the Engineer at the following addresses:

The Owner: **The Corporation of the Town of Kingsville**
 2021 Division Road
 Kingsville, Ontario, N9Y 2Y9

The Contractor:

Pierascenzi Construction Limited
5545 Cherry Blossom Dr.
Windsor Ontario
139 Mac DDB

Where any such notice, direction or other communication is given or made to the Engineer, a copy thereof shall likewise be delivered to any agent of the Engineer appointed in accordance with the General Conditions of this Contract and where any such notice, direction or other communication is given or made to such agent a copy thereof shall likewise be delivered to the Engineer.

ARTICLE 6

A copy of each of the Specifications, Special Provisions, General Conditions, Form of Tender, Information for Tenderers and Addenda No. 1 is/are hereto annexed and together with the Drawings relating thereto and listed in the Specifications are made part of this Contract as fully to all intents and purposes as though recited in full herein.

ARTICLE 7

No implied contract of any kind whatsoever by or on behalf of the Owner shall arise or be implied by or inferred from anything in this Contract contained, nor from any position or situation of the parties at any time, it being clearly understood that the express covenants and agreements herein contained made by the Owner shall be the only covenants and agreements upon which any rights against the Owner may be founded.

ARTICLE 8

Time shall be deemed the essence of this Contract




ARTICLE 9

The Contractor declares that in quoting for the works and in entering into this Contract he has either investigated for himself the character of the work and all local conditions that might affect his Quotation or his acceptance or performance of the work, or that not having so investigated, he acknowledges that his responsibility under the Contract is in no way reduced or limited thereby and, in either case, he is willing to assume and does hereby assume all risk of conditions arising, developing, or being revealed in the course of the work which might or could make the work, or any items thereof, more expensive in character, or more onerous to fulfill, than was contemplated or known when the Tender was made or the Contract signed. The Contractor also declares that he did not and does not rely upon information furnished by any methods whatsoever by the Owner or its officers, employees or agents, being aware that any information from such sources was and is approximate and speculative only, and was not in any manner warranted or guaranteed by the Owner.

ARTICLE 10

The Contract shall apply to and be binding on the parties hereto and their successors, administrators, executors and assigns and each of them.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written or caused their corporate seals to be affixed, attested by the signature of their proper officers, as the case may be.

<hr/> <p>Witness to Signature of Contractor</p> <hr/> <p>Address <u>5545 Cherry Blossom Dr.</u></p> <p><u>Windsor, ON N9C 0B6</u></p> <hr/> <p>Occupation <u>Project Manager</u></p>	<p>Owner: The Corporation of the Town of Kingsville</p> <p>Per:  <u>Mayor/NELSON SANTOS</u></p> <p>Per:  <u>Clerk/JENNIFER ASTROLOGO (Seal)</u></p> <p>Contractor:</p> <p>Per: <u>Jeremiah Baker</u></p> <p>Per:  <u>(Seal)</u></p>
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THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 58-2020

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its June 8, 2020 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 June 8, 2020 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
8th day of June, 2020.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo