



**REGULAR MEETING OF COUNCIL
AGENDA**

Monday, March 8, 2021, 6:00 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 selected 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. CLOSED SESSION

Pursuant to Subsection 239(2) of the *Municipal Act, 2001*, Council will enter into Closed Session to address the following items:

i) Subsection 239(2)(f) advice that is subject to solicitor-client privilege, including communications for that purpose; being a Report of Director of Legislative Services J. Astrologo RE: Cottam Sanitary Sewage Lagoons;

ii) Subsection 239(2)(f) advice that is subject to solicitor-client privilege, including communications for that purpose; being a Report of Director of Legislative Services J. Astrologo regarding mandatory retirement at age 60 for salaried firefighters.

D. REPORT OUT OF CLOSED SESSION

E. MOMENT OF SILENCE AND REFLECTION

F. PLAYING OF NATIONAL ANTHEM

G. MATTERS SUBJECT TO NOTICE

1. 2021 Fee By-law Amendments

1

R. McLeod, Director of Financial and IT Services

i) Notice of Consideration of Amendments to Fees and Charges By-law, Building Services Fees By-law, and Water and Sewage Rate By-law, dated February 19, 2021;

ii) Report dated February 22, 2021;

ii) Draft By-law 15-2021, being a Bylaw to impose fees and charges by the Corporation of the Town of Kingsville;

iii) Draft By-law 16-2021, being a By-law to regulate Permits Issued Under the Building Code Act, Set Fees, and Establish a Code of Conduct for the Chief Building Official and Inspectors.

Recommended Action

That Council adopts By-law 15-2021, being a by-law to impose fees and charges, and that the local improvement charges in this by-law supersedes the rates in the Local Improvement Policy which will be updated and brought to Council in 2021;

That Council adopts By-law 16-2021, being a by-law to regulate permits issued under the Building Code Act, set fees, and establish a Code of Conduct for the Chief Building Official and Inspectors;

That Council authorize the Director of Financial and IT Services to reduce recreational fees, by a maximum of 50%, in accordance with occupancy limits as a result of COVID-19 restrictions.

2. 2021 Water and Wastewater Rates

33

R. McLeod, Director of Financial and IT Services

i) Report dated February 22, 2021;

ii) Draft By-law 17-2021, being a By-law to impose a Water Rate and Sewage Rates.

Recommended Action

That Council adopts By-Law 17-2021, being a by-law to impose a water rate and sewage rates.

H. AMENDMENTS TO THE AGENDA

I. STAFF REPORTS

1. Cottam Lagoons Capacity Upgrade – Tender Results

50

T. Del Greco, Manager of Engineering

Recommended Action

That Council award construction of increased sanitary treatment capacity at the Cottam Lagoons to BGL Contractors in the amount of \$2,002,600 (excluding HST) and authorize the Mayor and Clerk to execute the requisite agreement.

2. Comprehensive Transportation Master Plan

53

T. Del Greco, Manager of Engineering

Recommended Action

That Council awards the development of a Comprehensive Transportation Master Plan to WSP Canada Incorporated in the amount of \$119,905 (excluding HST).

3. 2020 DWQMS Annual Summary Report

59

S. Martinho, Manager of Public Works and Environmental Services

Recommended Action

There is no recommendation from administration, the information in the report is being provided to satisfy the regulatory requirements of the Safe Drinking Water Act.

4. Healthy Communities Initiative Grant

111

K. Loney, Manager of Recreation Programming and Special Events

Recommended Action

That Council directs administration to submit a Healthy Communities Initiative grant application of \$250,000 called "Kingsville Plays Outdoors."

5. Application for Site Plan Amendment SPA/04/2021 by 617885 Ontario Limited – JEM Farms Part of Lot 9, Concession 2 ED Pt. Part 1, RP 12R 2445 & Pts. 1, 2, 4 & 5, RP 12R 68751581 & 1585 County Road 34 E

116

R. Brown, Manager of Planning Services

Recommended Action

That Council:

Approve site plan amendment application SPA/04/2021 for 0.828 ha (2.046 ac.) stand alone greenhouse structure (research and development area), a 720 sq. m (7,750 sq. ft.) addition to the existing irrigation room attached to the Phase 3 greenhouse and a 466.8 sq. m (5,025 sq. ft.) addition to the existing main service building, subject to the further amended terms of the site plan agreement, and

Authorize the Mayor and Clerk to sign the amending agreement and register said agreement on title.

6. **Cottam Community Improvement Plan Application by Tim Lindsay. 105/107 County Road 34 W Pt. Lot 270, Concession STR, Part 1, RP 12R 5537** 133
- R. Brown, Manager of Planning Services
- Recommended Action**
That Council approves the Cottam Community Improvement Plan funding application for the purchase and installation of new energy efficient HVAC systems as an energy efficiency improvement for 105/107 County Road 34 W in the amount of \$2,500 for each proposed unit representing the maximum funding allowance per request.
7. **Request to Dispose of Surplus Land Victor Lane - Cottam** 135
- R. Brown, Manager of Planning Services
- Recommended Action**
That Council:
- Declare Victor Lane surplus to the needs of the Town and convey the lands to the abutting landowner, subject to the following condition:
- That costs associated with the conveyance of Victor Lane are the responsibility of the abutting landowner.
- Agree to waive the standard surplus land or road allowance disposition process based on the lands being part of a long established but undeveloped plan of subdivision.
8. **Phosphorus Reduction Demonstration Project** 141
- G. A. Plancke, Director of Infrastructure and Engineering
- Recommended Action**
That Council authorizes the completion of a pilot test of RE300, with project partners OCWA and Bishop Water Technologies, at the Lakeshore West Wastewater Pollution Control Plant whereby RE300 is added to the Pollution Control Plant's wastewater;
- And That Council authorizes Administration to execute the Transfer Payment Agreement with the Ministry of Environment Conservation and Parks in order to access the funding for this project in the amount of \$99,500.
9. **Open Streets Ad hoc Advisory Committee Appointments**
- J. **MINUTES OF THE PREVIOUS MEETINGS**
1. **Regular Meeting of Council--February 22, 2021** 144
2. **Regular Closed Session Meeting of Council Minutes--February 22, 2021**

3. Special Meeting of Council Minutes--February 24, 2021

Recommended Action

That Council adopts Regular Meeting of Council Minutes dated February 22, 2021, Regular Closed Session Meeting of Council Minutes dated February 22, 2021, and Special Meeting of Council Minutes dated February 24, 2021.

K. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. Kingsville Accessibility Advisory Committee--November 26, 2020 160

Recommended Action

That Council receives Kingsville Accessibility Advisory Committee Meeting Minutes dated November 26, 2020.

2. Kingsville BIA--December 8, 2020 163

Recommended Action

That Council receives Kingsville BIA Meeting Minutes dated December 8, 2020.

3. Tourism and Economic Development Committee--December 10, 2020 167

Recommended Action

That Council receives Tourism and Economic Development Committee Meeting Minutes dated December 10, 2020.

4. Kingsville Municipal Heritage Advisory Committee--December 22, 2020 and January 20, 2021 170

Recommended Action

That Council receives Kingsville Municipal Heritage Advisory Committee Meeting Minutes dated December 22, 2020 and January 20, 2021.

5. Union Water Supply System Joint Board of Management--January 20, 2021 176

Recommended Action

That Council receives Union Water Supply System Joint Board of Management Meeting Minutes dated January 20, 2021.

6. Police Services Board--January 27, 2021 186

Recommended Action

That Council receives Police Services Board Meeting Minutes dated January 27, 2021.

L. BUSINESS CORRESPONDENCE - INFORMATIONAL

1.	Resolutions re: Ontario Fire College Campus Closure in Gravenhurst	
a.	Township of Baldwin--Resolution passed February 1, 2021	190
b.	Township of Perry--Correspondence dated February 19, 2021	191
c.	Township of Tiny--Correspondence from Mayor Cornell dated February 19, 2021	193
d.	Township of Strong--Correspondence dated February 25, 2021	194
e.	Town of Mono--Correspondence dated February 25, 2021	196
2.	Municipality of Leamington--Notice of a Public Meeting to Consider a Municipally Initiated Official Plan and Zoning By-law Amendment Boarding Houses and Farm Help Dwellings	198
3.	Perth County--Correspondence dated February 2, 2021 RE: Significant Negative Impacts of Current Value Assessments in Perth County	200
4.	City of St. Catharines--Correspondence dated February 9, 2021 RE: Universal Paid Sick Days in Ontario	203
5.	Town of Orangeville--Correspondence received February 10, 2021 RE: Greenhouse Gas Emissions.	205
6.	AMCTO--Correspondence from President Tremblay dated February 18, 2021	207
7.	Township of The Archipelago--Correspondence dated February 19, 2021 RE: Requested Amendments to the Municipal Elections Act	209
8.	Township of Perry--Correspondence dated February 19, 2021 RE: Community Safety & Well-Being Plan--Extension Request	210
9.	ERCA--Correspondence dated February 22, 2021 RE: Essex Region Conservation Authority 2021 Draft Budget -- 30-Day Notice to Member Municipalities	211
10.	Migrant Worker Community Program--Letter of thanks from MWCP Chair Martin Varela dated February 23, 2021.	277

Recommended Action

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

M. NOTICES OF MOTION

1. **Mayor Santos may move, or cause to have moved:**

WHEREAS the Ontario wine industry supports directly and indirectly over

18,000 full-time equivalent jobs; and Ontario is the largest wine growing region in Canada responsible for over 2/3 of Canada's grape production;

AND WHEREAS with 2.4 million annual visitors to Ontario's wine regions, Lake Erie North Shore's wine sector has developed unique experiential destination tourism, enhanced by the proximity to the City of Windsor;

AND WHEREAS COVID-19 has had significant impacts on Ontario's wine industry--a key contributor to Lake Erie North Shore's economy and tourism sector;

AND WHEREAS to build back a stronger, more sustainable economy, there is a need to unlock the potential of Ontario's grape and wine industry.

NOW THEREFORE BE IT RESOLVED:

That the Town of Kingsville calls on the Province of Ontario to pursue a level playing field and to provide Ontario's entrepreneurial wine industry with opportunities to invest more into innovation and job creation while providing consumer choice and convenience for the purchase of Ontario wines;

And Further That the Province undertake the following:

- Eliminate or reduce the 6.1% tax applied to VQA (100% Ontario-grown) wines on sales in the 2021 Budget;
- Enable Ontario wines to offer direct delivery, with margin, to grocery stores;
- Establish long-term VQA wine support programs at the LCBO that would increase shelf space for VQA wines; and
- Eliminate import taxes on 100% Ontario VQA wines;

And Further That this motion BE CIRCULATED to municipalities in Niagara and Prince Edward County and to MPP Taras Natyshak, MPP Rick Nicholls, the Premier, the Minister of Finance and the Minister of Agriculture, Food and Rural Affairs.

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

Resolution

A Resolution concerning Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms), specifically Amendment 26, Section (58.01 (1-8), Conditions-bylaws.

WHEREAS municipalities have never been responsible for gun control laws in Canada;

AND WHEREAS law abiding Kingsville residents who own legal handguns have already been thoroughly vetted through the CFSC, PAL and ATT applications;

AND WHEREAS illegal gun owners and smugglers do not respect postal codes;

AND WHEREAS if one municipality enacts a ban and not a neighbouring municipality, this will create a patchwork of by-laws;

AND WHEREAS a municipal ban would be difficult to enforce and easy to get around.

NOW THEREFORE BE IT RESOLVED that The Corporation of the Town of Kingsville is OPPOSED to the adoption of any by-laws restricting the possession, storage and transportation of legally obtained handguns;

AND BE IT FURTHER RESOLVED that this resolution be forwarded to the following public officials: MP Chris Lewis-Essex, MPP Taras Natyshak-Essex, Premier of Ontario The Honourable Doug Ford, Leader of the Official Opposition Andrew Horwath, Prime Minister of Canada The Honourable Justin Trudeau, and Leader of Official Opposition The Honourable Erin O'Toole.

3. Deputy Mayor Queen may move, or cause to have moved:

WHEREAS the health and safety of our Communities is dependent on the collective strengths of all three levels of government (Federal, Provincial and Municipal) working together;

AND WHEREAS the residents of our Communities include many, such as our permanent residents, our tourists and the many temporary workers aiding in the food and agricultural sector;

AND WHEREAS the health of all is important to all within and outside our municipal boundaries; and

THEREFORE, in appreciation of the work of many we give thanks:

To the Federal Government for their past and ongoing support of Temporary Foreign Workers;

and

To the Minister of Labour for the Inspectors that enforce and work to ensure compliance with the Labour Law requirements;

and

To the Building Inspectors that ensure compliance with the building Code;

and

To the Fire Department Inspectors that strive to ensure compliance with the Fire Code;

and

To the Ministry of Health that may provide advice and guidance to the

Local Health Units;

and

To the Ministers of Municipal Affairs and Housing, as well as Ontario Ministry of Agriculture, Food and Rural Affairs as they strive to develop a strategy considering COVID-19 with plans to reduce the political silos with "a one-window approach"

AND FURTHER MAY IT BE RESOLVED that we once more ask that the local Municipalities be included in the communication from the Local Health Units when they are making inspections that the needs of Fire and Building Safety may also be addressed.

4. Deputy Mayor Queen may move, or cause to have moved:

WHEREAS the Federal Government has recently changed the way that they treat Temporary Farm or Workers that work in our farm Communities;

AND WHEREAS the Mayor of the City of Windsor has indicated that the current and past expenses for the workers that enter Canada under the Temporary Foreign Workers should not fall on the tax paying residents of the City of Windsor;

AND WHEREAS the City of Windsor has been helpful in aiding actions necessary to help the workers that may be impacted by COVID-19;

AND WHEREAS the residents of the County of Essex or any of the lower tier municipalities should not be held to pay the COVID-19 added mandated health care costs;

AND WHEREAS we do want to keep all healthy within our Communities.

NOW THEREFORE BE IT RESOLVED that our Town of Kingsville ask the Federal Government how they intend to keep these and all our residents safe without just transferring the costs of same to lower levels of government;

And

That we specifically ask our local MP Chris Lewis what he is and can do to resolve this issue;

And

That our senior Administration reviews all options and make suggestions at the next meeting of Council.

N. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

O. BYLAWS

1. By-law 15-2021

Being a by-law to impose fees and charges by The Corporation of the Town of Kingsville

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

2. By-law 16-2021 293

Being a By-law to Regulate Permits Issued under the Building Code Act, Set Fees, and Establish a Code of Conduct for the Chief Building Official and Inspectors

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

3. By-law 17-2021 304

Being a by-law to Impose a Water Rate and Sewage Rates

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

4. By-law 22-2021 315

Being a By-law to amend By-law 21-2005 as amended, being a By-law to Regulate Traffic and Parking on Highways within the Town of Kingsville

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

P. CONFIRMATORY BY-LAW

1. By-law 25-2021 316

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its March 8, 2021 Regular Meeting

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

Q. ADJOURNMENT



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

Date: February 22, 2021
To: Mayor and Council
Author: Ryan McLeod
RE: 2021 Fee By-law Amendments
Report No.: FS-2021-05

AIM

To provide Council with information relating to the proposed changes to the Fees and Charges By-law 024-2020 and the Building Code Fees and Charges by-law 025-2020.

BACKGROUND

In accordance with section 391 of the Municipal Act, 2001 (the "Act"), the municipality is authorized to pass by-laws imposing fees or charges on persons:

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control.

Each year, Administration reviews the fees charged for various services and activities to ensure they remain appropriate.

DISCUSSION

The proposed changes to the Fees and Charges By-law 24-2020 and the Building Code Fees and Charges by-law 25-2020 are outlined in the attachments to this report. Any changes to the wording of the by-law, fee amounts or fee descriptions have been highlighted. Details on the more significant amendments are discussed below:

Administrative Services

Property Information Report (PIR) Fees

PIRs are typically requested by potential real estate purchasers or their agents. These reports provide information on municipal services, outstanding work orders, fire concerns, zoning and outstanding financial obligations associated with the property. These reports require circulation through nine managers or supervisors and the current fee does not sufficiently cover the staff time required to process these requests. Administration is proposing an increase of \$100 for each type of PIR.

Duplicate Tax/Water Notice Fees

The Town currently charges \$10.00 per request for a duplicate Tax or Water notice. Administration is proposing to waive the fee if the account is enrolled in our paperless billing service. This is to encourage enrollment of the service which will benefit both the property owner and allow for effective use of Town resources.

Licenses

Pheasant Fees

The Town collects these fees on behalf of the Gosfield North Sportsmen Association. As per resolution 606-2020 from the October 26, 2020 Council meeting, Council authorized Administration to include the proposed pheasant hunting license fees in the 2021 fees and charges by-law. The fee increase is in response to the rising costs associated with raising the birds. The Town does not retain any portion of this fee, so there is no financial implications to the Town.

Infrastructure and Engineering Services

Local Improvement Charges

A review of the 2020 tenders for storm and sanitary work was completed to propose an increase to the maximum fixed rate to \$290 per metre for sanitary sewers and \$250 per metre for storm sewers. This fixed rate represents the maximum charge to benefitting properties for municipal work performed, under a local improvement project. Since any excess costs above the fixed rate is charged to the Town, it is reasonable to set the proposed fixed rates based on actual recent bids.

Once the proposed increase is approved by Council, Administration will update its Local Improvement Policy to reflect these new rates.

Parks and Recreation Services

Carnegie Instructional Fee

Similar to other Town facilities, a rental charge of \$30 per hour at the Carnegie facility for instructional use is being proposed. This fee is consistent with instructional fees at the Arena, Ridgeview Hall and the Unico Centre.

Commemorative Program Fees

The Town has been providing this program for several years and administration is proposing to add this service to the fees by-law. Historically, the Town has subsidized a portion of the cost. The proposed fee reflects the full cost. As a result, the recommended

fee is \$550 for a commemorative tree and \$1,650 for a commemorative bench, including the memorial plaque.

COVID-19

Administration is proposing that Council provide Administration with the authority to reduce facility rental fees due to COVID-19 capacity limitations. The authority would be limited to a maximum reduction of 50% of the standard fee. For example, if a venue had a normal capacity limit of 100, however, due to COVID-19 restrictions the gathering limit is 25 people, Administration would be allowed to reduce the fee by 50%.

During this pandemic, it is an ongoing challenge for Administration to support its community while adhering to the health regulations. Users are confronted with evaluating the cost and risk against the benefits of the service. By allowing Administration with this authority, Administration can quickly react and provide flexibility with the fees to provide some relief during this unpredictable pandemic.

Planning Services

As part of a multi-year strategy to reduce the cost of Planning Services on the general tax levy, Administration is proposing a number of modest increases to various planning department fees. Refer to schedule A of the attached for details. In contemplation of these fees, consideration was given to the amount of time required to process an application as well as the rates imposed by neighbouring municipalities.

Committee of Adjustment Fees

Administration is recommending the fees for Consents to be specific to an 'initial severance' or 'additional severances' when included in the same application.

Major Development Agreement Fees

This agreement was applicable to Plan of Subdivisions or Condominium applications. Administration is proposing to remove this classification and simply incorporate it into the proposed Plan of Subdivision and Plan of Condominium fees.

Plan of Condominium Fees

As discussed above, the increase to this fee from \$3,300 to \$3,900 is due to inclusion of the Major Agreement fee to eliminate the need for a separate agreement. Since there will be some savings to only process one application instead of two, the increase for the plan of condominium is based on 50% of the 2020 major agreement fee plus a modest increase due to the multi-year strategy discussed above.

Plan of Subdivision Fees

As discussed above in the changes to the Major Agreement Fees, the increase to this fee from \$4,800 to \$5,900 is due to inclusion of the Major Agreement fee to eliminate the need for a separate agreement. Since there will be some savings to only process one application instead of two, the increase for the plan of subdivision is based on 50% of the 2020 major agreement fee plus an additional \$500 due to an increase in staff resources for consultation and review. A modest increase due to the multi-year strategy discussed above is also included.

Sidewalk Patio Application Fees

These fees were previously approved in a policy document and are being added to the by-law as a housekeeping matter. The initial application cost will remain at \$600 and annual renewals will remain at \$200.

Police Services

Police Service Fees are set by the Ontario Provincial Police ("O.P.P."). As a result, Administration is proposing that these fees are removed from our by-law for the purpose of ensuring the community understands the Town has no involvement with the setting of these fees. However, the fee schedule on the Town's webpage will reflect the O.P.P.'s fee schedule that was effective July 1st, 2020 and will be updated annually.

Building Fees – By-law 25-2020

The Building Department is proposing a few amendments to the fees currently established in By-law 25-2020. The fee increases are required to keep pace with rising operating costs and to better align their fees with the cost of providing the service. The increase will help offset associated costs for contract workers, additional staff and assist with maintaining a satisfactory level of customer service. The more significant changes are as follows:

Residential Building Permits

Management is recommending an increase to residential building permit fees from \$1.10 per square foot to \$1.15 per square foot. This would represent a \$100 increase on a 2,000 square foot home.

Administration is proposing to remove the fast track service and the associated fees due to challenges of providing this service as a result of high permit volumes. It is also recommended that basement fees apply to both finished and unfinished basements because it is common during final occupancy inspection that the property owner has finished the basement without paying the related permit fees.

Greenhouse Building Permits

Management is recommending an increase to the Greenhouse permit fees from \$0.04 per square foot to \$0.05 per square foot. This would represent an \$8,712 increase on a 20 acre greenhouse.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

With the exception of Building and Water Department revenue, any revenue generated from user fees will reduce the amount of revenue required from general taxation, and therefore reduce pressure on the property tax rate.

CONSULTATIONS

All departments were consulted for input on revisions to the Town's fees and charges bylaws.

Notice that this by-law being considered by Council has been given to the public pursuant to the Town's Notice Policy and the proposed amendments were available for viewing on the Town website.

RECOMMENDATION

That Council adopts By-law 15-2021, being a by-law to impose fees and charges, and that the local improvement charges in this by-law supersedes the rates in the Local Improvement Policy which will be updated and brought to Council in 2021;

That Council adopts By-law 16-2021, being a by-law to regulate permits issued under the Building Code Act, set fees, and establish a Code of Conduct for the Chief Building Official and Inspectors;

That Council authorize the Director of Financial and IT Services to reduce recreational fees, by a maximum of 50%, in accordance with occupancy limits as a result of COVID-19 restrictions.

Ryan McLeod

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



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**NOTICE OF CONSIDERATION OF AMENDMENTS TO
FEES AND CHARGES BY-LAW
BUILDING SERVICES FEES BY-LAW
WATER AND SEWAGE RATE BY-LAW**

TAKE NOTICE that the Council of The Corporation of the Town of Kingsville will consider amendments to the following By-laws:

- Fees and Charges By-law 15-2021
- Building Services Fees By-law 16-2021
- Water and Sewage Rate By-law 17-2021

at its Regular Meeting on:

Monday, March 8, 2021 at 6:00 p.m.

A Summary of the Proposed Amendments will be available online at www.kingsville.ca/fees on Friday, February 26, 2021. Please call the Municipal Office if you require a printed copy. Any written comments must be received by 12:00 noon on Wednesday, March 3, 2021. Comments which are made at the meeting become part of the public record which is available for anyone to view on the Town of Kingsville website.

In light of the ongoing COVID-19 pandemic, the Meeting will be 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.

DATED at Kingsville, this 19th day of February, 2021.

Tiffany Hong, Manager of Financial Services
The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville, Ontario N9Y 2Y9
www.kingsville.ca

THE CORPORATION OF THE TOWN OF KINGSVILLE

DRAFT - BY-LAW 15-2021

Being a by-law to impose fees and charges by The Corporation of the Town of Kingsville

WHEREAS section 391 of the *Municipal Act, 2001*, S.O. c. 25 (the “Act”) authorizes a municipality to pass by-laws imposing fees or charges on persons:

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

and the costs included in a fee or charge may include costs incurred by a municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

AND WHEREAS subsection 398(1) of the Act provides that such fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality.

AND WHEREAS subsection 398(2) of the Act provides that the treasurer of a municipality may add fees and charges imposed by the municipality to the tax roll for any property for which all of the owners are responsible for paying the fees and charges and collect them in the same manner as municipal taxes.

AND WHEREAS subsection 69(1) of the *Planning Act*, R.S.O. 1990 c. P.13 provides that the council of a municipality, by by-law may establish fees for the processing of applications made in respect of planning matters (the “Application”), which fees shall be designed to meet only the anticipated cost to the municipality in respect of the processing the Application.

AND WHEREAS the Town deems it advisable to repeal By-law 24-2020 on the effective date of this by-law.

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

Definitions

1. In this By-law, the following words shall have the corresponding meaning:

“Indemnity Deposit” means a fee or charge paid to the Town to meet all or a portion of the cost and expenses of remediating or repairing any damage to Town property or infrastructure, including, but not limited to roads, sidewalks, curbing or paved boulevards, water or sewage works, caused as a result of the use of such property or infrastructure or as a result of the carrying on of construction or demolition or other works on adjacent property.

“Rental Deposit” means the fee or charge paid to the Town as partial payment toward the rental of Town owned facilities.

“Security Deposit” means a fee or charge paid to the Town to guarantee the due performance of certain obligations owing to the Town that the Town may draw upon in the event that such obligations are not performed in order to complete all outstanding works or matters and pay the costs and expenses incurred.

Fees and Charges

2. Subject to section 12 of this By-law, the fee or charges as provided for in Schedule “A” attached hereto and forming part of this By-law shall be

imposed and charged for the services, activities and use of property as indicated in said Schedule “A”.

Rental Deposit

3. A rental deposit of 50% of the entire rental amount shall be paid to the Town at the time of booking either Lakeside Park Pavilion or Grovedale Arts & Culture Centre. The balance of the rental amount shall be payable in accordance with the Town’s policies and procedures, as may be amended from time to time. For clarity, the Town will honour the rental rates in effect when the deposit is received.
4. The rental deposit shall be forfeited in the event that the rental is cancelled within thirty (30) days of the scheduled event date.

Indemnity Deposits

5. Indemnity Deposits as provided for in Schedule “B” attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule “B”.
6. Following the use of the property or infrastructure or the completion of the construction or demolition in respect of which an Indemnity Deposit has been paid and, upon request of the person who paid the Indemnity Deposit to the Town, the Indemnity Deposit, less any costs and expenses of remediating or repairing any damage to Town property or infrastructure, shall be refunded by the Town.

Security Deposits

7. Security Deposits as provided for in Schedule “C” attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule “C”.
8. Upon the performance of all obligations owing to the Town for which a Security Deposit has been paid and, upon request of the person who paid the Security Deposit to the Town, the Security Deposit, less any costs and expenses of completing any works or matters not performed, shall be refunded by the Town.

Unclaimed Deposits

9. Where an Indemnity Deposit and/or a Security Deposit has been paid to the Town and remains unclaimed for a period of seven years, the Treasurer of the Town may transfer to the general funds of the Town, any such Indemnity Deposit and/or Security Deposit against which no claim has been made, free of and from any and all claims whatsoever.

Reduced Fee or No Fee

10. Those persons and organizations identified in Column II (remove-III) of Schedule “D” attached hereto and forming part of this By-law shall be subject to the corresponding reduced fee or no fee (remove -identified in Column II) for the use of those facilities identified in Column I.
11. Subject to availability, organizations under Column II (remove-III) are permitted two (2) free non-prime time rentals of Lakeside Park Pavilion each calendar year. Weekend rentals for these groups will be permitted, subject to availability, at a reduced rate of \$300.00 per day, with or without alcohol.
12. Column II (remove-III) organizations are not permitted to transfer entitlements under Schedule “D” to any other group, organization, entity or individual and such bookings must be used by the organization for a purpose benefiting the organization or the community at large.

13. Organizations under contract for use of sports fields or ice time shall have access to meeting rooms at no cost, subject to availability and managerial approval. These groups will be expected to set up and take down tables and chairs as required.

Repeal

14. By-law 24-2020 is hereby repealed effective March 31, 2021.

15. This by-law shall come into force on April 1, 2021.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
8th DAY OF MARCH, 2021.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

SCHEDULE A

FEES AND CHARGES

ADMINISTRATIVE SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
911 Sign and Post (with or without building)	\$60.00	\$60.00
Accounts Receivable (accounts outstanding after 60 days following invoice date)	1.25% per month	1.25% per month
Administration Fee <ul style="list-style-type: none"> Misdirected payment Adding outstanding charges to tax roll Arrangements for weed cutting 	\$25.00	\$25.00
Advertising Hosting Fee	\$50.00	\$50.00
By-law Appeal - Filing Fee	\$100.00 per appeal	\$100.00 per appeal
Certified Copies of Municipal Documents	\$15.00 per document	\$15.00 per document
Code of Conduct Complaint (refundable on recommendations of Integrity Commissioner)	\$100.00	\$100.00
Council Meeting Recording (including USB)	\$20.00 per meeting	\$20.00 per meeting
DVD/CD/USB (any copied document or documents)	\$10.00	\$10.00
Election Sign Removal	\$20.00 per sign	\$20.00 per sign
Fireworks Permit	\$100.00	\$100.00
Map (Town)	\$30.00	\$30.00
PLUS	\$3.00 per square foot	\$3.00 per square foot
Marriage Solemnization <ul style="list-style-type: none"> During business hours After business hours PLUS - travel from and return to municipal office 	\$250.00 \$350.00 \$0.59 per kilometre	\$250.00 \$350.00 \$0.59 per kilometre
Merchandise and Apparel	Cost + 15%	Cost + 15%
MYKingsville website advertising space	\$85.00 per month	\$85.00 per month
Non-Objection Letter (AGCO)	\$25.00	\$25.00
Notice of Registration of Death (Form 17)	\$10.00	\$10.00
NSF cheque	\$25.00	\$25.00
Noise Permit	\$50.00	\$50.00
Over the Road Banner	\$50.00	\$50.00
Photocopies (on- site)	\$0.50 per copy	\$0.50 per copy
Photocopies (off-site)	Cost	Cost
Portable Signs <ul style="list-style-type: none"> Permit Removal Storage Variance 	\$65.00 \$75.00 per hour \$20.00 per day \$65.00	\$65.00 \$75.00 per hour \$20.00 per day \$65.00
Property Information Report (PIR) <ul style="list-style-type: none"> Standard (10 business days) Within 5 days, excluding holidays 	\$200.00 \$300.00	\$100.00 \$200.00
Property File Document Retrieval (picked up at Town office)	\$7.50	\$7.50
Property File Document Retrieval (delivered by mail or email)	\$10.00	\$10.00
Property Report (for information not included in the PIR)	\$50.00 per department	\$50.00 per department
Refund charge	\$25.00	\$25.00
Request for Fence Viewers	\$750.00	\$750.00
Severance - property roll creation	\$100.00	\$100.00
Signing of Document as a Commissioner for Taking Affidavits	\$15.00 up to 3 documents (seniors exempt)	\$15.00 up to 3 documents (seniors exempt)
Signing of Document as a Notary Public	\$50.00 up to 3 documents	\$50.00 up to 3 documents
Statement of Account (picked up at Town office)	\$7.50 (seniors exempt)	\$7.50 (seniors exempt)
Statement of Account (delivered by mail or email)	\$10.00	\$10.00
Statement of Death (Form 15)	\$15.00	\$15.00
Tax Certificate (includes outstanding water)	\$75.00 per property	\$75.00 per property

ADMINISTRATIVE SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Tax Certificate (within two business days)	\$150.00 per property	\$150.00 per property
Tax Notice (duplicate - picked up at Town office)	\$7.50 (seniors exempt)	\$7.50 (seniors exempt)
Tax Notice (duplicate - delivered by mail or email)	\$10.00	\$10.00
Tax Notice (duplicate – delivered by email if account is enrolled for paperless billing)	No fee	Not applicable
Tax Registration	Cost	Cost
Tax Sale Tender Package	\$10.00	\$10.00
Town flag	Cost	Cost
Utility Account Setup PLUS SECURITY DEPOSIT (Tenant accounts)	\$25.00	\$25.00
Water notice (duplicate - picked up at Town office)	\$7.50 (seniors exempt)	\$7.50 (seniors exempt)
Water notice (duplicate - delivered by mail or email)	\$10.00	\$10.00
Water notice (duplicate – delivered by email if account is enrolled for paperless billing)	No fee	Not applicable

ANIMAL CONTROL	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Dog License		
• January 1 to March 31	\$20.00	\$20.00
• April 1 to December 31	\$40.00	\$40.00
o PLUS - By-law Enforcement Officer attendance	\$15.00	\$15.00
Kennel (includes one dog license)	\$110.00	\$110.00
Dog Impound Fee		
• First reclaiming fee	\$50.00	\$50.00
• Second reclaiming fee	\$75.00	\$75.00
• Third and subsequent reclaiming fee	\$125.00	\$125.00

CEMETERY SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Grave		
Greenhill Cemetery - Adult or Child Grave(standard 3'4" x 8')	\$600.00 interment rights + \$400.00 care & maintenance = \$1,000.00	\$600.00 interment rights + \$400.00 care & maintenance = \$1,000.00
Greenhill Cemetery - Cremation	\$300.00 interment rights + \$200.00 care & maintenance = \$500.00	\$300.00 interment rights + \$200.00 care & maintenance = \$500.00
Greenhill Cemetery - Infant (standard 12" x 24")	\$150.00 interment rights + \$150.00 care & maintenance = \$300.00	\$150.00 interment rights + \$150.00 care & maintenance = \$300.00
All Other Active Cemeteries - Adult or Child (standard 3'4" x 8')	\$450.00 interment rights + \$300.00 care & maintenance = \$750.00	\$450.00 interment rights + \$300.00 care & maintenance = \$750.00
All Other Active Cemeteries - Cremation	\$150.00 interment rights + \$100.00 care & maintenance = \$250.00	\$150.00 interment rights + \$100.00 care & maintenance = \$250.00
Interment (includes opening/closing grave, lowering/raising device, grass seeding)		
Interment for Adult or Child Grave		
• March 16-December 14		
o Weekdays (10:00 am to 3:30 pm)	\$725.00	\$725.00
o Saturdays (10:00 am to 2:00 pm)	\$885.00	\$885.00
• December 15-March 15		

CEMETERY SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
○ Weekdays (10:00 am to 3:30 pm)	\$775.00	\$775.00
○ Saturdays (10:00 am to 2:00 pm)	\$935.00	\$935.00
Interment for Infant or Cremated Remains		
• March 16-December 14		
○ Weekdays (10:00 am to 3:30 pm)	\$300.00	\$300.00
○ Saturdays (10:00 am to 2:00 pm)	\$425.00	\$425.00
• December 15-March 15		
○ Weekdays (10:00 am to 3:30 pm)	\$350.00	\$350.00
○ Saturdays (10:00 am to 2:00 pm)	\$475.00	\$475.00
Maximum for Assisted Services (in accordance with O.Reg. 184/12 made under the Funeral, Burial and Cremation Services Act, 2002)		
Interment Rights and Interment - Adult or Child Grave	\$1,300.00	\$1,300.00
Interment Rights and Interment - Cremated Remains	\$500.00	\$500.00
Interment Rights and Interment - Receipt from Irregular Burial Site	\$650.00	\$650.00
Disinterment (includes opening/closing grave, lowering/raising device, grass seeding)		
Disinterment for Adult or Child Grave		
• March 16-December 14		
○ Weekdays (10:00 am to 3:30 pm)	\$1,500.00	\$1,500.00
○ Saturdays (10:00 am to 2:00 pm)	\$1,870.00	\$1,870.00
• December 15-March 15		
○ Weekdays (10:00 am to 3:30 pm)	\$1,615.00	\$1,615.00
○ Saturdays (10:00 am to 2:00 pm)	\$1,985.00	\$1,985.00
Disinterment for Infant or Cremated Remains		
• March 16-December 14		
○ Weekdays (10:00 am to 3:30 pm)	\$300.00	\$300.00
○ Saturdays (10:00 am to 2:00 pm)	\$400.00	\$400.00
• December 15-March 15		
○ Weekdays (10:00 am to 3:30 pm)	\$350.00	\$350.00
○ Saturdays (10:00 am to 2:00 pm)	\$450.00	\$450.00
Marker/Monument Care and Maintenance		
• Flat (less than 173 square inches)	\$0.00	\$0.00
• Flat (at least 173 square inches)	\$50.00	\$50.00
• Upright (4 feet or less in height and 4 feet or less in length, including base)	\$100.00	\$100.00
• Upright (more than 4 feet in either height or length, including base)	\$200.00	\$200.00
Other Services		
• Transfer of Interment Rights	\$40.00	\$40.00
• Marker Locating	\$25.00	\$25.00
• Marker Inspection	\$25.00	\$25.00
• Tent Rental (March 16 - December 14 only)	\$100.00	\$100.00
• License (HST exempt)	as set by Ministry of Consumer Services	as set by Ministry of Consumer Services

Note: Interment services outside the above listed dates and times will be performed at cost.
Please contact the Public Works Manager for more information.

FIRE SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
AGCO Letters (for liquor related premises and events)	\$100.00	\$100.00
Fire Safety Request for Training Services	\$100.00 per session (up to 2 hours)	\$100.00 per session (up to 2 hours)
Fire Training provided to other Fire Departments	Cost	Cost
Inspection (from PIR report)	\$100.00	\$100.00
Inspection Order with violations re-inspection	\$100.00	\$100.00
Non-Emergency Alarm Activation (following third false alarm within 6 months)	as set by MTO	as set by MTO
Non-resident Motor Vehicle Accident or Fire Attendance	as set by MTO	as set by MTO

FIRE SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Occurrence Report Normal	\$40.00	\$40.00
Occurrence Report with Full Investigation	\$100.00	\$100.00
Prohibited Open Burn	as set by MTO	as set by MTO
• PLUS - heavy equipment	Cost	Cost
• PLUS - foam	Cost	Cost
Propane Review/Documentation - Level 1	\$80.00	\$80.00
Propane Review/Documentation - Level 2	\$80.00	\$80.00
• PLUS - legal or engineering review	Cost	Cost
Response to Utility Strike (if responsible party failed to properly locate)	as set by MTO	as set by MTO
Technical Rescue Team Services	Cost	Cost

LICENSES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Charitable Gaming		
• Bingo	3% of prize	3% of prize
• Media Bingo	3% of prize	3% of prize
• Break Open (Nevada) Tickets	3% of prize	3% of prize
• Raffle	3% of prize	3% of prize
• Bazaar - Raffle & Bingo	3% of prize	3% of prize
• Bazaar - Wheel of Fortune	\$10.00	\$10.00
Hunting		
• Pheasant (resident)	\$20.00	\$12.50
• Pheasant (non-resident)	\$25.00	\$18.00
• Rabbit (resident)	\$10.00	\$10.00
• Rabbit (non-resident)	\$10.00	\$10.00
Marriage	\$125.00	\$125.00
Refreshment Vehicle		
• First vehicle	\$250.00	\$250.00
• Second vehicle	\$125.00	\$125.00
Taxi/Limousine/Vehicle for Hire		
• Vehicle (new)	\$300.00	\$300.00
• Vehicle (renewal)-per year payable on or before January 1	\$100.00	\$100.00
Driver - per year payable on or before January 1	\$25.00	\$25.00

MUNICIPAL SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Encroachment/Entrance Permit	\$150.00 + Indemnity Deposit	\$150.00 + Indemnity Deposit
Encroachment Agreement		
• prepared/reviewed by Administration	\$500.00	\$500.00
• prepared/reviewed by external legal services	Cost	Cost
Local Improvement Charges (full details can be obtained from the Local Improvement Policy). The cost of the works shall be assessed upon benefitting properties based upon a maximum fixed rate per metre of assessable frontage as follows:		
• Sanitary Sewers	\$290.00 per metre	\$165.00 per metre
• Storm Sewers	\$250.00 per metre	\$125.00 per metre
• Road Works (curb and gutter only)	\$65.00 per metre	\$65.00 per metre
• Sewer Services Connections	Actual cost	Actual cost
Road Crossing Agreement PLUS INDEMNITY DEPOSIT	\$150.00	\$150.00
Road Use Agreement PLUS INDEMNITY DEPOSIT	\$1,500.00	\$1,500.00
Temporary Culvert Installation Permit	\$100.00	\$100.00
Solar Signs - blank sign	\$40.00	\$40.00
Solar Signs - new post and hardware, if required	\$15.00	\$15.00
Solar Signs - installation by Public Works	\$25.00	\$25.00
Weed Cutting (one hour minimum)	\$75.00 per hour	\$75.00 per hour

PARK AND RECREATION SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Carnegie		
• 2 hours or less	\$56.50	\$56.50
• Full day	\$200.00	\$200.00
• Instructional	\$30.00 per hour	Not Applicable
Grovedale Arts & Culture Centre		
• Private event with alcohol ○ PLUS INDEMNITY DEPOSIT	\$2,000.00 per day	\$2,000.00 per day
• Private event without alcohol	\$500.00 per day	\$500.00 per day
• Instructional	\$75.00 per hour	\$75.00 per hour
Lakeside Park Pavilion		
• Private event with alcohol ○ PLUS INDEMNITY DEPOSIT	\$900.00 per day	\$900.00 per day
• Private event without alcohol	\$300.00 per day	\$300.00 per day
• Instructional	\$50.00 per hour	\$50.00 per hour
Kingsville Recreational Complex		
Ice Time		
○ Adult prime	\$194.00 per hour	\$194.00 per hour
○ Adult non-prime (weekdays before 5:00 pm)	\$158.00 per hour	\$158.00 per hour
○ Minor Sports - prime	\$179.00 per hour	\$179.00 per hour
○ Minor Sports - non-prime (weekdays before 5:00 pm)	\$150.00 per hour	\$150.00 per hour
○ Public Skating - general	\$3.50 per person	\$3.50 per person
○ Public Skating - general - family	\$9.00 per family	\$9.00 per family
○ Parent & Tot/Home School/Adult Skate	\$2.50 per person	\$2.50 per person
○ Shinny Hockey/Club	\$5.50 per person	\$5.50 per person
Arena Floor	\$55.00 per hour or \$300.00 per day	\$55.00 per hour or \$300.00 per day
Auditorium A		
○ Private event with alcohol ▪ PLUS INDEMNITY DEPOSIT	\$450.00 per day	\$450.00 per day
○ Private event without alcohol	\$200.00 per day	\$200.00 per day
○ Private event without alcohol	\$120.00 for 4 hours	\$120.00 for 4 hours
○ Instructional	\$30.00 per hour	\$30.00 per hour
Auditorium B, C or D		
○ Private event with alcohol ▪ PLUS INDEMNITY DEPOSIT	\$190.00 per day, per room	\$190.00 per day, per room
○ Private event without alcohol (B, C or D)	\$100.00 per day, per room	\$100.00 per day, per room
○ Instructional	\$30.00 per hour	\$30.00 per hour
Ball Diamond Pavilion		
○ Evening with alcohol	\$175.00	\$175.00
○ Day with alcohol	\$250.00	\$250.00
Baseball		
○ Diamond - without lights	\$40.00 per game (up to 2 hours)	\$40.00 per game (up to 2 hours)
○ Diamond - with lights	\$55.00 per game (up to 2 hours)	\$55.00 per game (up to 2 hours)
○ Diamond - minor sports	\$13.00 per child, per season	\$13.00 per child, per season
○ Diamond - tournament	\$100.00 per day, per diamond	\$100.00 per day, per diamond
Soccer		
○ Field	\$30.00 per game (up to 2 hours)	\$30.00 per game (up to 2 hours)
○ Field - minor sports	\$13.00 per child, per season	\$13.00 per child, per season
○ Field - tournament	\$75.00 per day, per field	\$75.00 per day, per field

PARK AND RECREATION SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Tennis Courts (Kingsville only)		
○ Access Card	\$10.00	\$10.00
○ Entry	\$6.00 per court	\$6.00 per court
Marina		
• Seasonal Ramp Pass	\$130.00 per craft	\$130.00 per craft
• Senior Ramp Pass	\$100.00 per craft	\$100.00 per craft
• Dockage - Cedar Island	\$48.00 per foot	\$48.00 per foot
• Dockage - Docks 63 and 64	\$56.00 per foot	\$56.00 per foot
• Transient Wells - Daily	\$2.00 per foot	\$2.00 per foot
• Transient Wells - Monthly	\$15.00 per foot	\$15.00 per foot
• Ramp Pass - Daily	\$12.00 per day	\$12.00 per day
• Ramp Pass - Monthly	\$50.00 per month	\$50.00 per month
• Fuel	Cost + \$0.30 per litre	Cost + \$0.30 per litre
Ridgeview Park		
• Hall and Pavilion with alcohol ○ PLUS INDEMNITY DEPOSIT	\$350.00 per day	\$350.00 per day
• Hall and Pavilion without alcohol	\$100.00 per day	\$100.00 per day
• Instructional	\$30.00 per hour	\$30.00 per hour
Unico Community Centre		
• Private event with alcohol ○ PLUS INDEMNITY DEPOSIT	\$390.00 per day	\$390.00 per day
• Private event without alcohol	\$180.00 per day	\$180.00 per day
• Private event without alcohol	\$90.00 for 4 hours	\$90.00 for 4 hours
• Instructional	\$30.00 per hour	\$30.00 per hour
Parking Lots		
• Unico Parking Lot	\$160.00 per day	\$160.00 per day
• Carnegie Parking Lot		
• King Street Parking Lot		
Advertising		
• Arena Walls	\$125.00 per year	\$125.00 per year
• Illuminated sign	\$300.00 per year	\$300.00 per year
• Ice surface boards	\$450.00 per year	\$450.00 per year
• Ice surface	\$865.00 per year	\$865.00 per year
• Marina display	\$58.00 per year	\$58.00 per year
• Zamboni (\$1,100 per side)	\$2,200.00 per year	\$2,200.00 per year
Programs		
• All Programs	Cost	Cost
• Standard First Aid/Level C	\$120.00	\$120.00
• Standard First Aid Renewal	\$75.00	\$75.00
Commemorative Program		
• Tree	\$300 Tree + \$250 Plaque=\$550 Total	\$350 includes tree and plaque
• Bench	\$1,400 Bench + \$250 Plaque=\$1,650 Total	\$1,500 includes bench and plaque

PLANNING SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Note: Applicants will be eligible for a 25% refund if an application is withdrawn prior to the holding of any public open house or meeting.		
Committee of Adjustment		
Consent		
• Initial severance (Remove-1 new lot or lot addition)	\$1,100.00	\$1,050.00
• Additional severance	\$300.00	\$250.00
PLUS ERCA	as set by ERCA	as set by ERCA
Minor Variance	\$735.00	\$685.00

PLANNING SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
PLUS ERCA	as set by ERCA	as set by ERCA
Joint Application (combined consent and minor variance)	\$1,525.00	\$1,475.00
PLUS ERCA	as set by ERCA	as set by ERCA
Development Agreements		
Minor Agreement (i.e. consents) PLUS EXTERNAL COSTS PLUS SECURITY DEPOSIT	\$600.00	\$500.00
(REMOVE-Major Agreement (i.e. subdivisions) PLUS EXTERNAL COSTS PLUS SECURITY DEPOSIT	Not applicable	\$1,000.00
Development Agreement Amendment PLUS EXTERNAL COSTS PLUS SECURITY DEPOSIT	\$500.00	\$500.00
Official Plan		
Amendment PLUS EXTERNAL COSTS	\$2,900.00	\$2,800.00
PLUS ERCA	as set by ERCA	as set by ERCA
Joint Application (combined with Official Plan Zoning By-law Amendments) PLUS EXTERNAL COSTS	\$3,900.00	\$3,800.00
PLUS ERCA	as set by ERCA	as set by ERCA
Parkland Dedication or Fees in Lieu		
Commercial or Industrial Land	2% of appraised value of land	2% of appraised value of land
Residential Land	\$1,500.00 per new lot	\$1,500.00 per new lot
Part Lot Control		
Part Lot Control	\$1,700.00	\$1,650.00
Part Lot Control Extension	\$1,100.00	\$1,050.00
Plan of Condo/Subdivision		
Plan of Condominium PLUS EXTERNAL COSTS	\$3,900.00	\$3,300.00
PLUS ERCA	as set by ERCA	as set by ERCA
Plan of Subdivision PLUS EXTERNAL COSTS	\$5,900.00	\$4,800.00
PLUS ERCA	as set by ERCA	as set by ERCA
Recirculation of Application (after 3 months of inaction by applicant)	\$50.00	\$50.00
Plan of Subdivision (redline) PLUS EXTERNAL COSTS	\$1,000.00	\$1,000.00
PLUS ERCA	as set by ERCA	as set by ERCA
Site Plan Control		
Site Plan Agreement PLUS SECURITY DEPOSIT PLUS ERCA	\$1,900.00	\$1,850.00
Site Plan Agreement Amendment PLUS SECURITY DEPOSIT PLUS ERCA	\$1,200.00	\$1,150.00
Site Plan Agreement (Tower) PLUS EXTERNAL COSTS PLUS SECURITY DEPOSIT PLUS ERCA	\$750.00	\$700.00
	as set by ERCA	as set by ERCA
Zoning By-law		
Zoning By-law Amendments PLUS EXTERNAL COSTS	\$2,500.00	\$2,400.00
PLUS ERCA	as set by ERCA	as set by ERCA
Temporary Use	\$1,400.00	\$1,350.00
PLUS ERCA	as set by ERCA	as set by ERCA
Temporary Use Extension	\$800.00	\$750.00
PLUS ERCA	as set by ERCA	as set by ERCA
Removal of Holding (h)	\$700.00	\$650.00
PLUS ERCA	as set by ERCA	as set by ERCA
Surplus Dwelling	\$2,200.00	\$2,100.00

PLANNING SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
PLUS ERCA	as set by ERCA	as set by ERCA
Other Services		
Renewable Energy Review and Approval PLUS EXTERNAL COSTS	\$1,500.00	\$1,500.00
Sidewalk Patio		
Initial application	\$600.00	\$600.00
PLUS USE OF PARKING SPACE PLUS INDEMNITY DEPOSIT	\$100.00 per month/space	\$100.00 per month/space
Annual renewal	\$200.00	\$200.00
PLUS USE OF PARKING SPACE PLUS INDEMNITY DEPOSIT	\$100.00 per month/space	\$100.00 per month/space
Compliance Letter (Subdivision/Site Plan, Development Agreement)	\$100.00	\$100.00
Documents - Comprehensive Zoning By-law (hard copy)	\$100.00	\$100.00
Documents - Official Plan Amendment (hard copy)	\$100.00	\$100.00

****REMOVE POLICE SCHEDULE-FEES ARE SET BY O.P.P.. TOWN HAS NO INFLUENCE ON THE RATES. TOWN WEBSITE WILL PROVIDE FEES AS PER THE OPP****

POLICE SERVICES	EFFECTIVE APRIL 1, 2020
Note: All fees for Polices Services include HST where applicable.	
Criminal Record Check	\$25.00
Duplicate copy of Criminal Record Check Certificate	\$5.00
Criminal Record Check (Volunteer)	No charge
Fingerprints	\$26.50
Traffic Reports	\$42.25
Incident Reports	\$42.25
Statements	\$42.25
Technical Traffic Collision Reports	\$565.00
Reconstruction Report	\$1,130.00
Paid Duty - Administrative	\$68.50
Paid Duty - Hourly Vehicle Usage Fee	\$28.25

TRANSIT	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Note: If an attendant is required, only half of the fee is payable by the attendant.		
Erie Shores Transit:		
<ul style="list-style-type: none"> Kingsville, Leamington, Wheatley 	\$5.00 one way	\$5.00 one way
<ul style="list-style-type: none"> Essex, Harrow, Tilbury, Woodslee 	\$10.00 one way	\$10.00 one way
<ul style="list-style-type: none"> Amherstburg, Belle River, LaSalle, St. Clair Beach, Tecumseh, Windsor 	\$10.00 one way	\$10.00 one way

WATER SEWER SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Hydrant Hook Up	\$80.00 + water consumption at current rate	\$80.00 + water consumption at current rate
Water Meter (5/8" x 3/4" residential meter and MXU radio)	\$335.00	\$335.00
Turn On or Turn Off	\$40.00	\$40.00
Turn On or Turn Off (after Town business hours)	\$200.00	\$200.00
Frozen Meter Replacement	\$200.00	\$200.00
Frozen Meter Replacement (after Town business hours)	\$400.00	\$400.00
Frost Plate Repair	\$60.00	\$60.00
Frost Plate Repair (after Town business hours)	\$260.00	\$260.00
New Water Service Connection (3/4")	\$5,100.00	\$5,100.00
New Water Service Connection (1")	\$7,800.00	\$7,800.00
New Water Service Connection (2" or larger)	Cost	Cost
Raising/Lowering Curb Box/Meter Pit (result of owner grade change)	Cost	Cost
Lowering of Clean Out (result of owner grade change)	\$85.00	\$85.00

WATER SEWER SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Replace Clean Out Cap	\$85.00	\$85.00
Minicam Investigation	\$75.00 first hour + \$50.00 each subsequent hour	\$75.00 first hour + \$50.00 each subsequent hour
Steaming Frozen Private Water Services	\$100.00 first hour + \$75.00 each subsequent hour	\$100.00 first hour + \$75.00 each subsequent hour
Steaming Frozen Private Water Services (after Town business hours)	\$500.00 first hour + \$175.00 each subsequent hour	\$500.00 first hour + \$175.00 each subsequent hour
Service Vehicle	\$24.00 per hour	\$24.00 per hour
Watermain and Appurtenance Application Review and Approval	\$1,200.00	\$1,200.00

Note: For the purposes of this Schedule:

1. Except where otherwise noted, fees are exclusive of HST;
2. “Cost” shall mean an amount equal to the cost to the Town of labour, vehicle(s), materials, supplies or services used or purchased for the purpose of the service or activity;
3. “Instructional” refers to a program or service that is delivered by a 3rd party, but is available to the general public
4. “Prime” shall mean all day Saturday and Sunday, and 5 pm-close Monday to Friday
5. “Senior” shall mean a person 65 years of age or older; and
6. “Holidays” include the following days:

New Year’s Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	December 24
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	December 31

SCHEDULE B

INDEMNITY DEPOSITS AND PENALTIES

PARKS AND RECREATION SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
RENTALS		
Grovedale Arts & Culture Centre	\$500.00	\$500.00
Lakeside Park Pavilion	\$500.00	\$500.00
Kingsville Recreational Complex - Auditorium A	\$100.00	\$100.00
Kingsville Recreational Complex - Auditorium B, C, or D	\$100.00	\$100.00
Ridgeview Park	\$100.00	\$100.00
Unico Community Centre	\$100.00	\$100.00
Any hall rental with alcohol	\$500.00	\$500.00

MUNICIPAL SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
*Building Permit	\$2,000.00	\$2,000.00
Standard Penalties for Damage to Municipal Services:		
• Curb box replacement/repair	\$175.00	\$175.00
• Meter pit bonnet replacement	\$275.00	\$275.00
• Full meter pit replacement	\$1,000.00	\$1,000.00
• Install cleanout cap	\$85.00	\$85.00
• Curb repair (patching only)	\$100.00 per hour	\$100.00 per hour
• Sidewalk replacement	\$100.00 per sq. metre	\$100.00 per sq. metre
• Curb replacement	\$150.00 per metre	\$150.00 per metre
• Asphalt replacement	Cost	Cost
• All other repairs	Cost	Cost
• Re-inspection fee (after failing initial inspection)	\$75.00	\$75.00
Encroachment/Entrance Permit	\$500.00	\$500.00
Road Crossing Agreement	10% of value of the works (\$500.00 minimum)	10% of value of the works (\$500.00 minimum)
Road Use Agreement	100% of value of the works	100% of value of the works

*Indemnity deposit not applicable to building permits issued for the following: sheds, signs, decks, solar panels and indoor plumbing

SCHEDULE C

SECURITY DEPOSITS

ADMINISTRATIVE SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Election Signs		
Municipal/School Board Candidates	\$140.00	\$140.00
Provincial or Federal Candidates	\$300.00	\$300.00
Utility Account Set Up (Tenant Accounts):		
Residential (no sewage)	\$100.00	\$100.00
Residential (with sewage)	\$200.00	\$200.00
Business (no sewage)	\$150.00	\$150.00
Business (with sewage)	\$250.00	\$250.00

PLANNING SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Development Agreements:		
Performance	50% value of the works	50% value of the works
Maintenance	25% value of the works	25% value of the works
Delayed Performance	100% value of the approved delayed works	100% value of the approved delayed works
○ Plus Maintenance		
Sidewalk Patio	\$500.00	\$500.00
Site Plan Agreements:		
Minimal (obligation value less than \$10,000.00)	\$1,000.00	\$1,000.00
Minor (new entrance, minor on-site construction, minor service connections)	\$5,000.00	\$5,000.00
Major (new entrance, major internal services and connections, landscaping, additional studies, hard surfacing, lighting)	\$10,000.00 minimum	\$10,000.00 minimum
Greenhouse Minor Addition (no new entrances, storm water facilities)	\$5,000.00	\$5,000.00
Greenhouse New or Major Addition (entrances, storm water facilities, buffering, internal facilities, parking areas, fire safety, outdoor large central storage locations installation of rate of flow control device)	\$30,000.00 minimum	\$30,000.00 minimum

SCHEDULE D

REDUCED OR NO FEE

PARKS AND RECREATION SERVICES			
FACILITY RENTALS – REDUCED FEE			
FACILITY RENTALS COLUMN I	ORGANIZATIONS COLUMN II	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Lakeside Park Pavilion -anytime with or without alcohol PLUS INDEMNITY DEPOSIT (with alcohol only)	<ul style="list-style-type: none"> • Delta Waterfowl • Lion's Club (including auxiliaries) • Neighbourhood Charitable Alliance • Royal Canadian Legion (including auxiliaries) 	\$300.00 per day	\$300.00 per day
Kingsville Recreational Complex Ice Time Minor Sports – non-prime (weekdays before 5:00 pm)	<ul style="list-style-type: none"> • Elementary or Secondary Schools recognized by the Ministry of Education 	50% of standard rate	50% of standard rate
Unico Community Centre	<ul style="list-style-type: none"> • Kingsville Friendly Club • Odd Fellows 	\$100.00 per month	\$100.00 per month
Unico Community Centre	<ul style="list-style-type: none"> • Lily Rebekah 	\$50.00 per month	\$50.00 per month

FACILITY RENTALS – NO FEE			
FACILITY RENTALS COLUMN I	ORGANIZATION/PERSON COLUMN II	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Lakeside Park Pavilion* -with or without alcohol (refer to section 11 of By-law for restrictions) -PLUS INDEMNITY DEPOSIT (with alcohol only) Kingsville Recreational Complex Auditorium <ul style="list-style-type: none"> • Anytime with or without alcohol • PLUS INDEMNITY DEPOSIT (with alcohol only) Auditorium B, C or D <ul style="list-style-type: none"> • Anytime with or without alcohol • PLUS INDEMNITY DEPOSIT (with alcohol only) Ridgeview Park Hall and pavilion with or without alcohol <ul style="list-style-type: none"> • PLUS INDEMNITY DEPOSIT (with alcohol only) Hall with or without alcohol <ul style="list-style-type: none"> • PLUS INDEMNITY DEPOSIT (with alcohol only) Unico Community Centre Anytime with or without alcohol <ul style="list-style-type: none"> • PLUS INDEMNITY DEPOSIT (with alcohol only) 	<ul style="list-style-type: none"> • Business Improvement Area Board of Management • Canadian Blood Services • Cottam Cubs & Scouts • Cottam Rotary Club • Discovery School-Based Childcare Program • Gosfield North Sportsmen • Horticultural Society • Kingsville Cubs & Scouts • Kingsville Firefighters Association • Kingsville Essex Associated Band • Knights of Columbus (including auxiliaries) • Optimist Club (including auxiliaries) • Organizations under contract for use of Sports Fields or Ice Time 	No Fee	No Fee
Marina Seasonal Ramp Pass	<ul style="list-style-type: none"> • Baldwin, Neil • Balkwill, Gary • Branch, Jim • Clemente, Manual • Hodgkins, Leslie • Lacey, Eugene • Mallott, Jim • Miinch, Craig • Pretli, Andy • Woodall, N. 	No Fee	No Fee

*See sections 11-12 for conditions.

THE CORPORATION OF THE TOWN OF KINGSVILLE

DRAFT BY-LAW 16-2021

Being a By-law to Regulate Permits Issued Under the Building Code Act, Set Fees, and Establish a Code of Conduct for the Chief Building Official and Inspectors

WHEREAS section 7 of the *Building Code Act*, 1992, S.O. 1992, c. 23 (the “Act”) authorizes the Council of a municipality to pass by-laws applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of the Act.

AND WHEREAS the authorization set out in section 7 of the Act includes the power to require the payment of fees on applications for and on the issuance of permits, requiring the payment of fees for maintenance inspections, and to set the amounts of such fees, the total amount of which must not exceed the anticipated reasonable costs to administer and enforce the Act.

AND WHEREAS section 391 of the *Municipal Act*, 2001, S.O. c. 25 authorizes a municipality to pass by-laws imposing fees or charges on persons:

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

and the costs included in a fee or charge may include costs incurred by a municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

AND WHEREAS subsection 398(2) of the *Municipal Act*, 2001, S.O. c. 25 provides that the treasurer of a municipality may add fees and charges imposed by the municipality, including such fees as authorized by the Act, to the tax roll for any property for which all of the owners are responsible for paying the fees and charges and collect them in the same manner as municipal taxes.

AND WHEREAS section 7.1(1) of the Act requires a municipality to establish and enforce a code of conduct for the Chief Building Official and inspectors appointed under the Act.

AND WHEREAS section 8 of the Act provides the authority to a Chief Building Official to revoke a permit in certain circumstances.

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE ENACTS AS FOLLOWS:

Definitions and Interpretation

1. In this By-law:
 - a) “applicant” means a person who applies for a permit and includes any person authorized by an owner to apply for a permit on the owner’s behalf;
 - b) “Code” means the regulations made under section 34 of the Act;
 - c) “Chief Building Official” means the person appointed as such by Council of the Town for the purposes of enforcement of the Act;
 - d) “Council” means the Council of the Town;

- e) “Inspector” means those persons appointed as such by Council of the Town for the purposes of enforcement of the Act;
 - f) “owner” means the registered owner of the property upon which the building is situate which is the subject of a permit or an application for a permit;
 - g) “permit” means a permit issued pursuant to the Act;
 - h) “person” means an individual, firm, corporation, association or partnership;
 - i) “permit holder” means the person to whom a permit has been issued; and
 - j) “Town” means The Corporation of the Town of Kingsville.
2. Any term not defined in this By-law shall have the same meaning ascribed to it in the Act or the Code.

Application for Permit

3. Every application for every permit shall:
- a) contain sufficient information to enable the Chief Building Official to determine whether or not the work will conform with the Act, the Code and any other applicable law;

include a statement that the application does not contravene any applicable law and include supporting document in connection with the same;
 - b) be appropriately signed by the applicant;
 - c) if the owner is not the applicant, include an authorization to the applicant, in the form approved by the Chief Building Official, appropriately signed by the owner;
 - d) be accompanied by the required fee as set out in Schedule A attached hereto and forming part of this By-law;
 - e) be submitted to the Chief Building Official.

Permits

4. The classes of permits and the additional information and documents required to be filed by the applicant and considered prior to the issuance of the corresponding permit shall be as follows:

Construction Permit:

- a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;
- b) plans and specifications in accordance with sections 5 to 10 inclusive;
- c) a detailed description of the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;
- d) drawings and commitments as set out in Schedule C attached to and forming part of this By-law; and
- e) Energy Efficiency Design Summary, as prescribed by the Code.

Demolition Permit:

- (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;
- (b) plans and specifications in accordance with sections 5 to 10 inclusive;
- (c) a detailed description of the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a permit is made and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
- (d) commitment to general review by engineer as required by the Code;
- (e) demolition control agreement, as required;
- (f) designated substance report and method of demolition report as required; and
- (g) confirmation that:
 - (i) arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities; and
 - (ii) that the owner and applicant will comply with the Town’s Property Standards By-law upon the completion of demolition.

Conditional Permit:

- (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;
- (b) plans and specifications in accordance with sections 5 to 10 inclusive; and
- (c) a written statement containing the following:
 - (i) the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (ii) information regarding the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
 - (iii) the time in which plans and specifications of the complete building will be filed with the Chief Building Official,

all of which shall be incorporated into the agreement required pursuant to section 8(c) of the Act.

Change of Use Permit:

- (a) the application in the form approved by the Chief Building Official from time to time;
- (b) plans and specifications in accordance with sections 5 to 10 inclusive, including floor plans, details of walls, ceilings and roof assemblies, identifying required fire resistance ratings and load bearing capacities, and details of the existing sewage system if any;
- (c) a description of the building in which the occupancy is to be changed, which description shall readily identify and locate the building;

- (d) a detailed description of the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made; and
- (e) drawings and commitments as set out in Schedule C.

Sewage System Permit:

- (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;
- (b) plans and specifications in accordance with sections 5 to 10 inclusive;
- (c) commitment to general review by architect and engineer where sewage system exceeds 10,000L/day (removed-10,00l/d);
- (d) soils analysis;
- (e) site plan and cross section detail;
- (f) a site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:
 - (i) the date the evaluation was done;
 - (ii) the name, address, telephone number and signature of the person who prepared the evaluation;
 - (iii) a scaled map of the site including the following:
 - the legal description
 - lot size
 - property dimensions
 - existing rights-of-way, easements or municipal/utility corridors
 - the location of items listed in column 1 of Tables 8.2.1.6.A., 8.2.1.6.B., and 8.2.1.6.C. (removed-8.2.1.5.A., 8.2.1.5.B. and 8.2.1.5.C). of the Code
 - the location of the proposed sewage system
 - the location of any unsuitable, disturbed or compacted areas
 - proposed access routes for system maintenance
 - depth to bedrock
 - depth to zones of soil saturation
 - soil properties, including soil permeability; and soil conditions, including the potential for flooding
 - (iv) a report completed by a geo-technical engineer verifying condition of soil

Transfer Permit:

- (a) the application in the form approved by the Chief Building Official;
- (b) a written statement from the permit holder authorizing the transfer of the permit to the transferee;
- (c) proof of ownership of the property by the transferee;
- (d) confirmation that the work to be done and the existing and proposed use and occupancy of the building or part thereof, for which the application for the transfer of the permit is made, is the same as that identified in the application;
- (e) the name, address, telephone number and facsimile number of the proposed architect, professional engineer or other designer,

and his/her/their respective qualifications, where they are different from those identified in the application;

- (f) written confirmation from the proposed architect, professional engineer or other designer that he/she/they have been retained to undertake general review of the construction or demolition where required under the Code; and
- (g) where the proposed transferee is a builder as defined in the *Ontario New Home Warranties Plan Act*, or any successor thereto, the proposed transferee's registration number.

Plans and Specifications

- 5. Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two (2) complete sets of the plans and specifications submitted upon paper or other suitable and durable material or, if approved by the Chief Building Official, in electronic format, and shall contain text that is legible and drawings that are legible, complete, fully dimensioned and to scale.
- 6. Site plans shall be referenced to a current plan of survey and a copy of the survey shall accompany the site plan submission except where the Chief Building Official waives the requirement to do so.
- 7. On the completion of the foundation for a detached, semi-detached, triplex, fourplex or townhouse dwelling, but prior to a framing inspection, the Chief Building Official may require a survey prepared by an Ontario Land Surveyor to be submitted, which survey shall indicate the location and elevation of the top of the foundation wall.
- 8. Upon completion of the construction of a building, or part of a building, the Chief Building Official may require the submission of a set of plans of the building or part of a building, as constructed, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the building along with finished grade elevations.
- 9. In the event of a material change to a plan or specification on the basis of which a permit has been issued, the applicant shall give notice in writing to the Chief Building Official together with the details of such change.
- 10. Plans and specifications provided in accordance with this By-law shall become the property of the Town and shall be retained by the Town in accordance with the relevant legislation and the Town's Records Retention By-law, as amended from time to time.

Alternative Solutions

- 11. Where an applicant proposes using an alternative solution, the applicant shall provide, in addition to the prescribed documentation, a description of the proposed location(s) where the alternative solution is proposed to be used.
- 12. The Chief Building Official may accept or reject any alternative solution and may impose conditions or limitation on its use.
- 13. Alternative solutions which are accepted by the Chief Building Official shall be applicable only to the location proposed by the applicant and are not transferable to any other location.

Revoking Permits

- 14. Prior to revoking a permit, the Chief Building Official shall give written notice of his or her intention to revoke the permit to the permit holder at the permit holder's address shown on the application or to such other address as the permit holder may provide to the Town for that purpose.

15. Notice under subsection 14 of this By-law shall be given either personally or by registered mail and where notice is by registered mail, it shall be deemed to have been given on the fifth day after the day of mailing.
16. A permit holder may request in writing that the Chief Building Official defer the revocation. Such request shall:
 - a) be received by the Chief Building Official within 30 days from the date of service of the notice given under subsection 14;
 - b) contain reasons why the permit should not be revoked; and
 - c) include the required fee as set out in Schedule A.
17. The Chief Building Official may, upon consideration of the request, defer the revocation of the permit and, in any event, shall provide notice in writing to the permit holder of his or her decision.
18. If no request for deferral is received by the Chief Building Official, the Chief Building Official may revoke the permit without further notice and dispose of all submitted plans, specifications, documents and other information which has been received in support of the application for a permit in accordance with the Records Retention By-law.

Fees

19. Fees shall be charged and paid as set out in Schedule A attached hereto and forming part of this By-law.
20. The calculation of fees shall be subject to the following:
 - a) building classifications and the square footage of buildings shall be determined by the Chief Building Official in accordance with the Code;
 - b) for a construction, demolition or conditional permit based on the value of the proposed work, the value of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services as determined by the Chief Building Official;
 - c) for a construction, demolition permit or conditional permit based on floor area, floor area shall mean the total floor space of all storeys above grade (or below grade for an underground home) measured as the horizontal area within the outside surface of the exterior walls of the building;
 - d) for a change of use permit based on a floor area, floor area shall mean the total floor space of all storeys subject to the change of use; and
 - e) for a conditional permit, fees shall be paid based on the complete project.
21. Any permit applications withdrawn or cancelled by the applicant will be charged a fee of \$250.00 for Part 9 residential properties and \$750.00 for Part 3 commercial, industrial and agricultural properties.

Refund of Fees

22. In the event that applicant disputes the value of the proposed work as determined by the Chief Building Official pursuant to subsection 20(b), the applicant shall:
 - a) pay the fee;

- b) submit, together with the payment of the fee, a written notice of protest; and
 - c) within six (6) months of completion of the work, submit an audited statement of the actual costs of the work.
- 23. Where the actual costs of the work as indicated on the audited statement submitted pursuant to subsection 21(c) are less than the value of the proposed work as determined by the Chief Building Official, the Chief Building shall issue a refund for the difference between the fee paid and the fee calculated based upon the audited costs of the work.
- 24. Further, the Chief Building Official shall refund a fee paid in the following amounts and in the following circumstances:
 - a) 80% in the event the application has been filed, but is withdrawn, in writing, prior to the permit being issued.
 - b) 75% in the event the application has been filed, the permit issued and/or picked up, and no inspection has been requested within 6 months of the permit being issued. The refund amount shall not be less than \$250.00 for Part 9 properties and \$750.00 for Part 3 properties.

Additional Notice Requirements for Inspections

- 25. When determined necessary by the Chief Building Official, the permit holder shall provide notice to the Chief Building Official of the following stages of construction:
 - a) commencement of construction;
 - b) substantial completion of site grading;
 - c) the completion and availability of drawings of the building as constructed; and/or
 - d) completion of a building for which an occupancy permit is required under Article 1.3.3. (removed-1.3.3.4) of the Code.
- 26. For greater clarity, except as authorized by the Code, prior to the occupancy or use of a building or part of a building or prior to permitting the occupancy or use of a building or part of a building, notice of the date of completion of the building or part must be given to the Chief Building Official.

Code of Conduct

- 27. The Code of Conduct as set out in Schedule B attached hereto and forming part of this By-law is hereby established.
- 28. The Chief Building Official and Inspectors shall be governed by the Code of Conduct.

General

- 29. The requirements as set out in this By-law are in addition to the requirements of the Act and the Code.
- 30. Should any section, subsection, clause or provision of this By-law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law.
- 31. By-law 025-2020 is hereby repealed effective March 31, 2021.
- 32. This by-law shall come into force on April 1, 2021.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
8th DAY OF MARCH, 2021.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

SCHEDULE “A”

BUILDING SERVICES

CONSTRUCTION PERMIT NOTES

Permits reviewed and/or issued and not paid for or picked up will be charged a fee of **\$300.00 (remove \$250.00)** for Part 9 residential properties and \$750.00 for Part 3 commercial, industrial and agricultural properties.

Municipal Services requires a \$2,000.00 Indemnity Deposit upon the issuance of all Building Permits in accordance with the Fees and Charges By-law **(15-2021)**, save and except for permits issued for: sheds **(up to 150 sqft)**, signs, decks, solar panels, and indoor plumbing, **or at the discretion of Municipal Services.**

CONSTRUCTION PERMIT	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Residential		
• New construction	\$1.15 per square foot	\$1.10 per square foot
PLUS - if submitted under Residential - Fast Track Policy:	Service removed	
▪ detached house	Service removed	\$170.00
▪ semi-detached house, 2 unit townhouse or row house	Service removed	\$260.00
▪ 3 unit townhouse or row house	Service removed	\$340.00
▪ 4 unit townhouse or row house	Service removed	\$435.00
▪ 5 unit townhouse or row house	Service removed	\$500.00
• Renovations	\$13.00 per \$1,000.00 of value of construction	\$12.00 per \$1,000.00 of value of construction
• Accessory buildings	\$0.55 per square foot	\$0.55 per square foot
• Finished and unfinished basements	\$0.55 per square foot	\$0.55 per square foot
• Minimum fee	\$200.00	\$175.00
Swimming pools		
• In ground and above ground	\$200.00	\$175.00
Part 3-Assembly/Residential/Commercial/Institutional & Industrial/ Part 9-other than Residential		
• Value of construction up to \$1,000,000.00	\$13.00 per \$1,000.00 of value of construction	\$12.00 per \$1,000.00 of value of construction

CONSTRUCTION PERMIT	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
○ PLUS –value of construction thereafter	\$1.25 per \$1,000.00 of value of construction	\$1.25 per \$1,000.00 of value of construction
• Minimum fee	\$500.00	\$175.00
Greenhouse	\$.05 per square foot	\$.04 per square foot
• Minimum fee	\$500.00	\$500.00
Other Farm Structures	\$0.50 per square foot	\$0.50 per square foot
• Minimum fee	\$200.00	\$175.00
Water Storage Tanks (remove-‘Hot’)	\$500.00	\$350.00
Temporary Structures	\$200.00	\$175.00
Wind Turbine With an Output of 1.5 Megawatts or More	\$10,000.00	\$10,000.00
Construction Commenced Prior to Permit Being Issued	Fee x 2	Fee x 2
Other Permits (not specifically listed)	\$13.00 per \$1,000.00 of value of construction	\$12.00 per \$1,000.00 of value of construction
• Minimum fee	\$200.00	\$175.00
Moving	\$300.00	\$300.00
Signs	\$200.00	\$200.00

DEMOLITION PERMIT	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Demolition	\$0.30 per square foot	\$0.25 per square foot
• Minimum fee (residential accessory buildings)	\$200.00	\$175.00
• Minimum fee (all other buildings)	\$500.00	\$175.00

CONDITIONAL PERMITS
Fees as per Construction Permits

CHANGE OF USE PERMIT WHERE NO PROPOSED CONSTRUCTION	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Change of Use	\$200.00	\$175.00

SEWAGE SYSTEM PERMIT	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
On Site Sewage		
• Systems	\$750.00	\$750.00
• Repair	\$300.00	\$300.00

TRANSFER PERMIT	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Transfer	\$200.00	\$175.00

OTHER SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Inspection re: AGCO Liquor License Application	\$200.00	\$175.00
Conditional Permit Agreement	\$250.00	\$250.00
• Registration of Agreement on title	Cost	Cost
Change of Use Field Review	\$200.00	\$175.00
Defer/Revocation Letter	\$200.00	\$175.00
Post Review Amendment		
• Part 9/Residential	\$275.00	\$275.00
• Part 3/Commercial, Industrial, Greenhouse	\$750.00	\$750.00
Re-inspection (inspection booked, but work not ready or completed; or no one on site)	\$75.00	\$75.00
Sewer/Water Connection (additional costs apply to complete service):		
• Residential	\$200.00	\$175.00
• Commercial/Industrial/Greenhouse	\$350.00	\$350.00
Water Meter (5/8" x 3/4" residential meter and MXU/SP radio)	\$335.00	\$335.00



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

Date: February 22, 2021
To: Mayor and Council
Author: Ryan Mcleod
RE: 2021 Water and Wastewater Rates
Report No.: FS-2021-06

AIM

To increase municipal water and wastewater rates to ensure sufficient revenue is available to finance the current and long-term needs of the Town's water distribution and wastewater processing systems.

BACKGROUND

Water

The Town's current water rate structure consists of 3 components; a wholesale rate, a distribution rate, and a quarterly capital charge. The wholesale rate is intended to cover the cost of water supplied by the Union Water Supply System (UWSS). The distribution rate funds the municipal water department's operating expenses. The quarterly capital charge is intended to fund future capital projects such as water main replacements.

Wastewater

On August 12, 2019, Council approved a new wastewater rate structure which provides residents with the ability to have some control over their wastewater charges. Over the past few years, many residents had expressed frustration with the flat rate structure, particularly those who live alone and use a minimal amount of water and those who only live in Kingsville on a seasonal basis. As steady increases to the base charges would be required over the next decade, the flat rate structure may have also become an affordability issue for some residents. The new rate structure, which includes a combination of fixed and volume based charges, will encourage and reward residents who make efforts to conserve water.

The rates approved on August 12, 2019 are as follows:

- A minimum base charge of \$60 / quarter for each residential unit.
- Volume charges of \$0.60 / m³ for Kingsville / Lakeshore West and \$0.65 / m³ for Cottam.
- A maximum wastewater charge or “cap” of \$120 / quarter per residential unit.

Due to COVID-19, the new rate structure for residential wastewater accounts were delayed as per by-law 48-2020 with the following effective dates:

- Sewage Area 1 Rates (Cottam Facility) – effective Jan 15, 2021
- Sewage Area 2 Rates (Lakeshore West Facility) – effective March 15, 2021
- Sewage Area 3 Rates (Kingsville Facility) – effective February 15, 2021

Non-residential wastewater rate structure comprises of a volume based charge for multi-residential, commercial and industrial customers.

Separate rates are established for each sewage service area based on the operating and capital costs associated with each area. As the Kingsville and Lakeshore West (KLW) facilities are integrated, these service areas share common rates.

Wastewater charges include an allocation for future capital costs. Based on the current sewage rate by-law, 25% of sewage revenue is to be allocated to reserves for future capital expenditures. The balance of the rates are intended to fund operating expenditures.

DISCUSSION

Water

Administration is proposing the following amendments to the Town’s current water rates.

Type	Proposed	Current	Increase
Wholesale Rate (UWSS)	\$0.68 per m ³	\$0.65 per m ³	\$0.03 per m ³
Distribution Rate	\$0.36 per m ³	\$0.35 per m ³	\$0.01 per m ³
Total	\$1.04 per m³	\$1.00 per m³	\$0.04 per m³
Quarterly Capital Charge	\$22.89 per Quarter	\$21.55 per Quarter	\$1.34 per Quarter

The increase to the wholesale rate is necessary to keep pace with the rates established by UWSS. On December 16, 2020, the UWSS Board increased their water rates to \$0.6716 per cubic metre, effective January 1, 2021.

The increase to the quarterly capital charge is necessary to ensure sufficient funds are available to replace the Town’s existing infrastructure as required.

Based on a median household consumption of 15 m³ per month, the proposed rates would increase the average household’s water bill by \$1.05 per month.

Wastewater

Administration is proposing no changes to the residential wastewater rates. With the delay of the new wastewater rate structure, residents have not had an opportunity to realize the benefits of the new structure and the control they have on their wastewater charges based on water usage. By maintaining the same rate, residents can focus on understanding the advantage of the new structure.

The proposed residential wastewater rates will remain at:

- A minimum base charge of \$60 / quarter for each residential unit.
- Volume charges of \$0.60 / m³ for Kingsville / Lakeshore West and \$0.65 / m³ for Cottam.
- A maximum wastewater charge or “cap” of \$120 / quarter per residential unit.

The following changes are being proposed for non-residential wastewater rates:

Area 1 Cottam Facility

Type of Building	Proposed Fee	Current Fee
Multi-Residential, Commercial, Industrial	\$1.52 per m ³ of water volume	\$1.46 per m ³ of water volume
Greenhouse	\$1.52 per m ³ of sewage discharge	\$1.46 per m ³ of sewage discharge
Worker Housing	If metered: \$20.00 per occupant + \$0.65 per m ³ of water volume If not metered: \$27.85 per occupant	\$20.00 per occupant + \$0.65 per m ³ of water volume

Area 2 & 3: Kingsville/Lakeshore West Facility

Type of Building	Proposed Fee	Current Fee
Multi-Residential, Commercial, Industrial	\$1.41 per m3 of water volume	\$1.35 per m3 of water volume
Greenhouse	\$1.41 per m3 of sewage discharge	\$1.35 per m3 of sewage discharge
Worker Housing	If metered: \$20.00 per occupant + \$0.60 per m3 of water volume If not metered: \$27.20 per occupant	\$20.00 per occupant + \$0.60 per m3 of water volume

All significant changes to the Water and Sewage Rate by-law have been discussed above. Please refer to the Draft By-law 17-2021 attached to this report for full details on all proposed changes.

LINK TO STRATEGIC PLAN

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

To become a leader in sustainable infrastructure renewal and development.

FINANCIAL CONSIDERATIONS

Appendix A illustrates a comparison of water and wastewater charges for a residential home using 20m³/mo in 2020. Kingsville continues to have the lowest fees amongst Essex County.

The proposed fee changes will help ensure the long-term financial sustainability of the Town's Water and Wastewater systems.

CONSULTATIONS

Senior Management Team

RECOMMENDATION

That Council adopts By-Law 17-2021, being a by-law to impose a water rate and sewage rates.

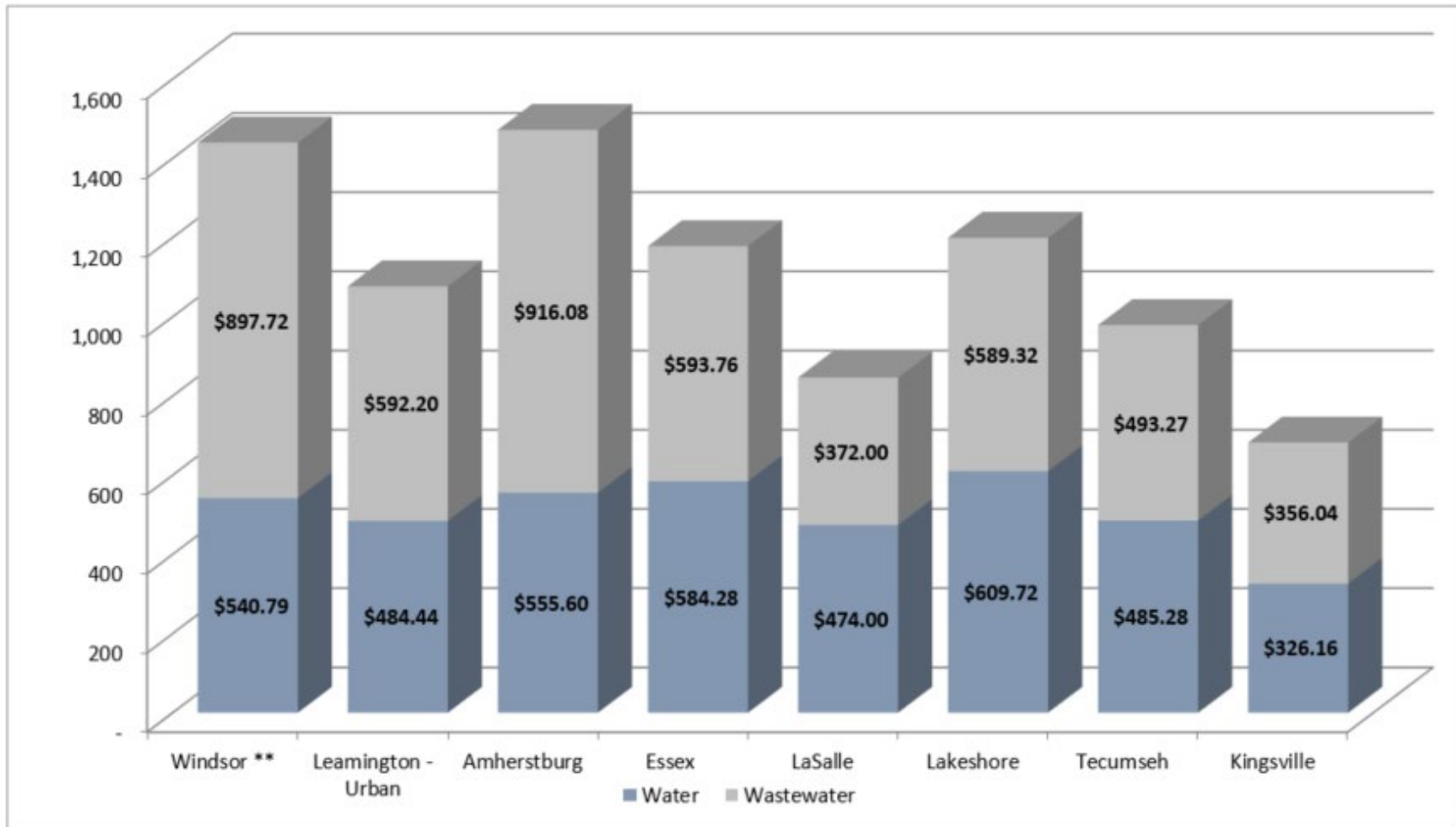
Ryan Mcleod

Ryan Mcleod, CPA, CA
Director of Financial Services

Appendix A

2020 Windsor Essex Region Water and Wastewater Comparison

Residential home using 20m³/mo of water



Municipality (Urban)	Windsor	Leamington (Urban)	Amherstburg	Essex	LaSalle	Lakeshore	Tecumseh	Kingsville
Water	\$540.79	\$484.44	\$555.60	\$584.28	\$474.00	\$609.72	\$485.28	\$326.16
Wastewater	\$897.72	\$592.20	\$916.08	\$593.76	\$372.00	\$589.32	\$493.27	\$356.04
Total	\$1,438.51	\$1,076.64	\$1,471.68	\$1,178.04	\$846.00	\$1,199.04	\$978.55	\$682.20

THE CORPORATION OF THE TOWN OF KINGSVILLE

DRAFT BY-LAW 17-2021

Being a by-law to impose a Water Rate and Sewage Rates

WHEREAS pursuant to section 391 of the *Municipal Act, 2001*, S.O. 2001, c.25 (the “Act”), a municipality may pass by-laws imposing fees or charges on persons:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control,

and such fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time.

AND WHEREAS the costs included in a fee or charge may include costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

AND WHEREAS section 394(2) of the Act provides that a fee or charge may be based on, be in respect of or be computed by reference to the location of the property, the physical characteristics of property, including buildings and structures on the property, or the zoning of property or other land use classification.

AND WHEREAS section 1 of the Act indicates that the definition of a “public utility” includes a system that is used to provide water and sewage for the public.

AND WHEREAS section 398 of the Act indicates that fees and charges for the supply of a public utility imposed by a municipality on a person constitute a debt of the person to the municipality and that such fees and charges may be added to the tax roll for the property in the municipality to which the public utility was supplied and be collected in the same manner as municipal taxes.

AND WHEREAS section 81 of the Act provides that, in addition to recovering all fees and charges payable, a municipality may, on reasonable notice, shut off the supply of a public utility to land if fees or charges payable by the owners or occupants of the land for the supply of the public utility to the land are overdue.

AND WHEREAS Council of The Corporation of the Town of Kingsville deems it expedient to consolidate the provisions of the aforementioned by-laws, establish new Sewage Service Areas and impose a Water Rate and Sewage Rates.

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

Definitions

1. "Capital Surcharge" refers to a fixed rate established to finance the replacement of water mains and other water system capital expenditures.
2. "Commercial" means property classified as such by the Municipal Property Assessment Corporation.
3. "Distribution Rate" refers to a volume based rate established to finance the operating and administrative costs associated with maintaining the Town's water distribution network.
4. "Foreign Worker Housing" means a building used for the residential housing of workers who work in the agriculture industry, including, but not limited to, work in a Greenhouse.
5. "Greenhouse" means any building or portion of a building producing Greenhouse Sewage which is discharged into the Sewage Works, either directly or through a secondary treatment process.
6. "Greenhouse Sewage" means Sewage resulting directly from the process of growing plants, including, but not limited to watering, fertilizing, cultivating and/or exhibiting plants, in a building with transparent or semi-transparent walls and/or roof, under controlled conditions.
7. "Industrial" means property classified as such by the Municipal Property Assessment Corporation.
8. "Multi-residential" means property classified as such by the Municipal Property Assessment Corporation.
9. "Residential" means property classified as such by the Municipal Property Assessment Corporation.
10. "Residential Unit" means a self-contained set of rooms located in premises and contains kitchen and bathroom facilities that are intended for the use of the unit only.
11. "Sewage" means any liquid waste containing animal, vegetable or mineral or nutrient matter in solution or in suspension.
12. "Sewage Rate" means the fee and charge imposed for the purpose of raising funds to pay all or a portion of the capital costs of the Sewage Works or for the operation, repair and maintenance of the Sewage Works and any reserve fund for such purpose.
13. "Sewage Area 1 Rate" means the corresponding Sewage Rate for the identified property or building located in the area indicated in Schedule B attached to and forming part of this By-law and serviced by the "Cottam Facility".
14. "Sewage Area 2 Rate" means the corresponding Sewage Rate for the identified property or building located in the area indicated in Schedule B attached hereto and forming part of this By-law and serviced by the "Lakeshore West Facility".
15. "Sewage Area 3 Rate" means the corresponding Sewage Rate for the identified property or building located in the area indicated in Schedule B attached hereto and forming part of this By-law and serviced by the "Kingsville Facility".
16. "Sewage Works" means the collection, transmission, storage, treatment and disposal of Sewage and any systems or works required for the same.
17. "Water" means potable water.

18. "Water Rate" means the fee and charge imposed for the purpose of raising funds to pay for Water and all or a portion of the capital costs of the Water Works or for the operation, repair and maintenance of the Water Works and any reserve fund for such purpose.
19. "Water Works" means the provision and distribution of Water and any systems or works required for the same.
20. "Wholesale Rate" refers to a volume rate based on the rates established by Union Water Supply System for the supply of water.

Water Rate

21. The Water Rates as set out in Schedule "A" attached hereto and forming part of this By-law is hereby imposed on those owners, occupants or tenants of property who benefit from or who may benefit from Water Works.
22. The Capital Surcharge as set out in Schedule "A" shall apply to every active water service connection located on a property. A water service connection is considered active if it is in use or expected to be in use at any point during the next 12 month period.
23. Municipally owned splash pads shall be exempt from the Distribution Rate outlined in Schedule A.

Sewage Rates

24. The Sewage Rates as set out in Schedule "C" attached hereto and forming part of this By-law are hereby imposed on those owners, occupants or tenants of the following:
 - a) a property or building that is connected to the Sewage Works, or
 - b) a property that is not connected to the Sewage Works, but has the facilities to produce Sewage and has frontage adjacent to any part of the Sewage Works.
25. For greater certainty:
 - a. In the Residential Area, in the event there are one or more Residential Units on the property or in the building, the Sewer Rate imposed shall be imposed for each Residential Unit;
 - b. The owner, occupant or tenant of the remainder of the property upon which a Greenhouse (or portion thereof) or Foreign Worker housing is located shall remain subject to the Sewage Rate applicable to that property.
26. The owners, occupants or tenants of property or that portion of a property as described in Schedule "D" are exempt from section 24 (remove-19) of this By-law.
27. The owners, occupants or tenants of properties described in Schedule "E" are exempt from section 24 (remove-19) of this By-law until such time as said property is connected to the Sewage Works.
28. Funds raised from Sewage Rates shall be allocated as follows:
 - a. 25% Capital Reserve
 - b. 75% Operation of Sewage System

General

29. In the event that a property does not appear to be, in whole or in part, within a Sewage Area as indicated in Schedule B, such property shall be deemed to be within the Sewage Area that is closest to said property.

30. If any court finds that any provision of this By-law is ultra vires or invalid, such provision shall be deemed to be severable and shall not invalidate any other provisions of this By-law which shall remain in full force and effect.
31. By-law 26-2020 and By-law 48-2020 and all amendments thereto, be and are hereby repealed on the effective date(s) of this by-law.
32. This by-law, and all attached schedules shall come into effect on April 1, 2021, save and except the following;
 - a. Sewage Area 1 Rates (Cottam Facility) – effective April 15, 2021.
 - b. Sewage Area 2 Rates (Lakeshore West Facility) – effective June 15, 2021
 - c. Sewage Area 3 Rates (Kingsville Facility) – effective May 15, 2021

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 8th DAY OF MARCH, 2021.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

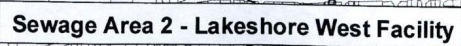
SCHEDULE “A”

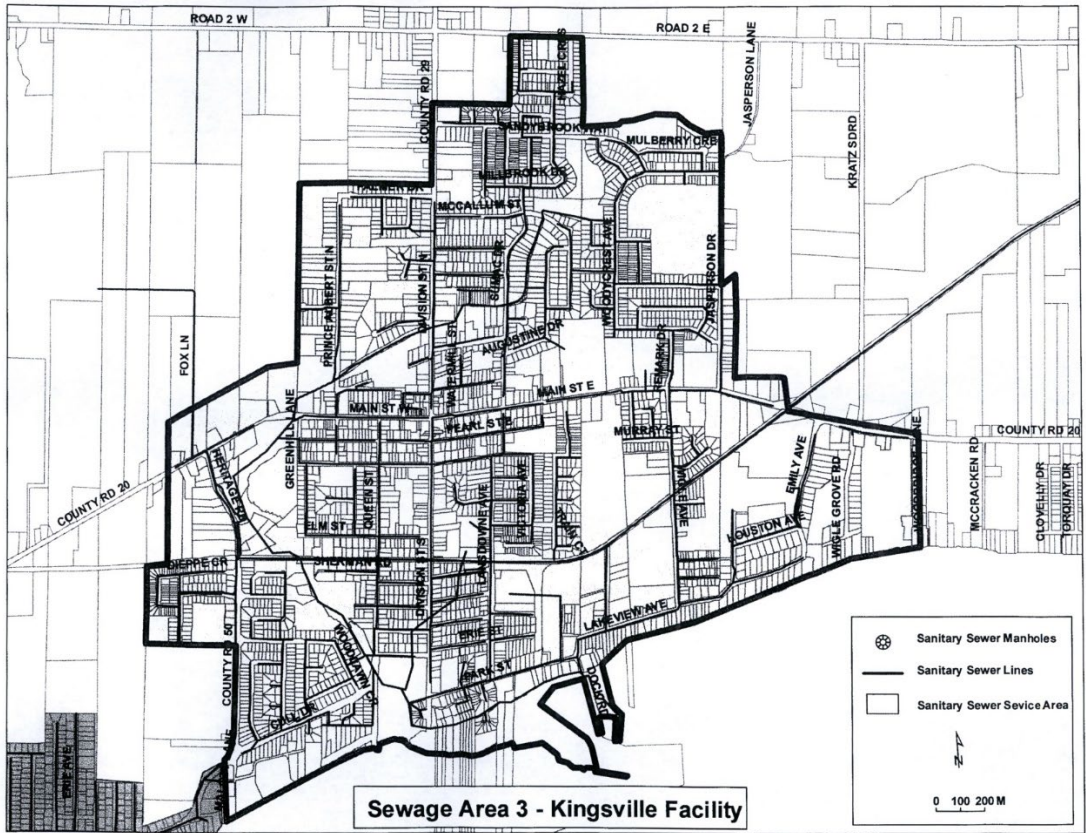
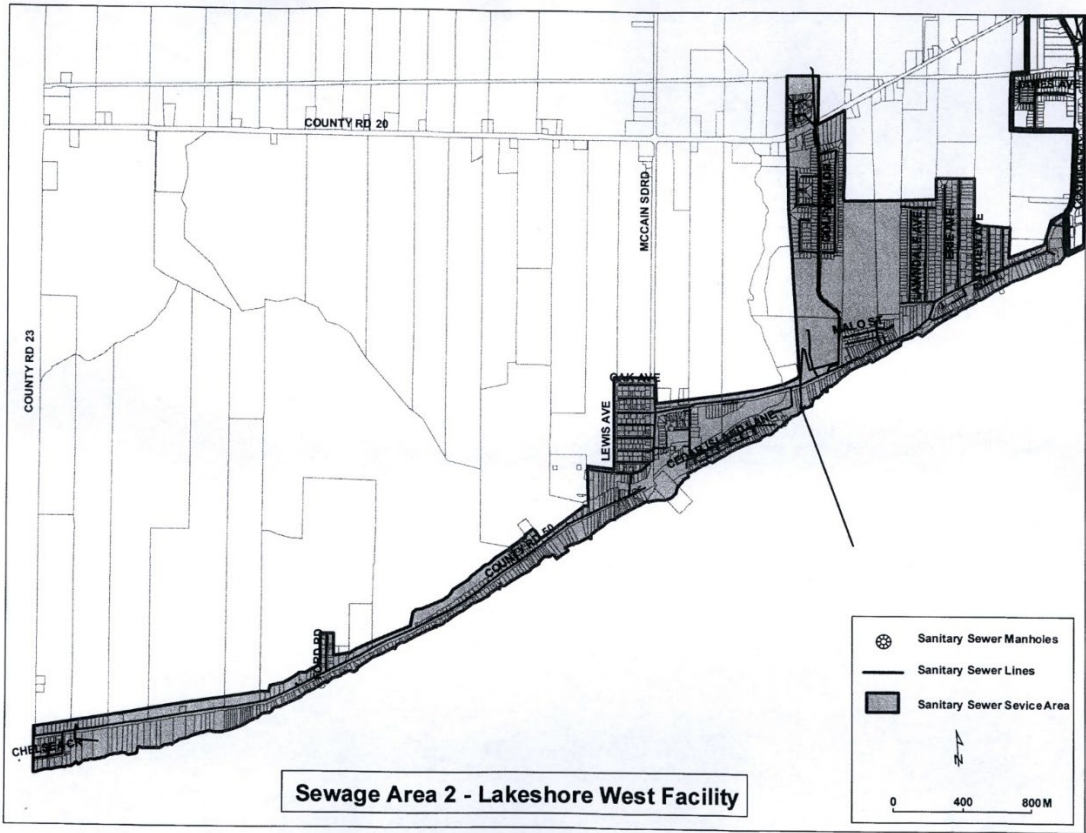
WATER RATES

Volume Rates	Effective April 1, 2021	Effective April 1, 2020
Wholesale	\$0.68 per m3	\$0.65 per m3
Distribution	\$0.36 per m3	\$0.35 per m3
Total	\$1.04 per m3	\$1.00 per m3

Fixed Rates	Effective April 1, 2021	Effective April 1, 2020
Capital Surcharge	\$22.89 per Quarter	\$21.55 per Quarter

SEWAGE SERVICE AREAS





SCHEDULE “C”

RESIDENTIAL SEWAGE RATES

Facility	Effective April 15, 2021	Effective January 15, 2021
Sewage Area 1 Rates Cottam Facility	<ul style="list-style-type: none">• Base Charge - \$60.00 per quarter per residential unit, plus• Volume Charge - \$0.65 per m3 of water volume Maximum sewage charges - \$120 per quarter per residential unit	<ul style="list-style-type: none">• Base Charge - \$60.00 per quarter per residential unit, plus• Volume Charge - \$0.65 per m3 of water volume Maximum sewage charges - \$120 per quarter per residential unit

Facility	Effective June 15, 2021	Effective March 15, 2021
Sewage Area 2 Rates Lakeshore West Facility	<ul style="list-style-type: none">• Base Charge - \$60.00 per quarter per residential unit, plus• Volume Charge - \$0.60 per m3 of water volume Maximum sewage charges - \$120 per quarter per residential unit	<ul style="list-style-type: none">• Base Charge - \$60.00 per quarter per residential unit, plus• Volume Charge - \$0.60 per m3 of water volume Maximum sewage charges - \$120 per quarter per residential unit

Facility	Effective May 15, 2021	Effective February 15, 2021
Sewage Area 3 Rates Kingsville Facility	<ul style="list-style-type: none">• Base Charge - \$60.00 per quarter per residential unit, plus• Volume Charge - \$0.60 per m3 of water volume Maximum sewage charges - \$120 per quarter per residential unit	<ul style="list-style-type: none">• Base Charge - \$60.00 per quarter per residential unit, plus• Volume Charge - \$0.60 per m3 of water volume Maximum sewage charges - \$120 per quarter per residential unit

NON-RESIDENTIAL SEWAGE RATES

Sewage Area 1 Rates Cottam Facility	Effective April 15, 2021	Effective April 15, 2020
Multi-Residential, Commercial, Industrial	\$1.52 per m3 of water volume	\$1.46 per m3 of water volume
Greenhouse	\$1.52 per m3 of sewage discharge	\$1.46 per m3 of sewage discharge
Worker Housing (Remove-Foreign)	<p>If metered:</p> <ul style="list-style-type: none">Base Charge - \$20.00 per quarter per occupant (based on maximum occupant load), plusVolume Charge - \$0.65 per m3 of water volume <p>If not metered:</p> <ul style="list-style-type: none">\$27.85 per occupant	<ul style="list-style-type: none">Base Charge - \$20.00 per quarter per occupant (based on maximum occupant load), plusVolume Charge - \$0.65 per m3 of water volume

Sewage Area 2 Rates Lakeshore West Facility	Effective Jun 15, 2021	Effective June 15, 2020
Multi-Residential, Commercial, Industrial	\$1.41 per m3 of water volume	\$1.35 per m3 of water volume
Greenhouse	\$1.41 per m3 of sewage discharge	\$1.35 per m3 of sewage discharge
Worker Housing (Remove-Foreign)	<p>If metered:</p> <ul style="list-style-type: none">Base Charge - \$20.00 per quarter per occupant (based on maximum occupant load), plusVolume Charge - \$0.60 per m3 of water volume <p>If not metered:</p> <ul style="list-style-type: none">\$27.20 per occupant	<ul style="list-style-type: none">Base Charge - \$20.00 per quarter per occupant (based on maximum occupant load), plusVolume Charge - \$0.60 per m3 of water volume

Sewage Area 3 Rates Kingsville Facility	Effective May 15, 2021	Effective May 15, 2020
Multi-Residential, Commercial, Industrial	\$1.41 per m3 of water volume	\$1.35 per m3 of water volume
Greenhouse	\$1.41 per m3 of sewage discharge	\$1.35 per m3 of sewage discharge
Worker Housing (Remove-Foreign)	<p>If metered:</p> <ul style="list-style-type: none">Base Charge - \$20.00 per quarter per occupant (based on maximum occupant load), plusVolume Charge - \$0.60 per m3 of water volume <p>If not metered:</p> <ul style="list-style-type: none">\$27.20 per occupant	<ul style="list-style-type: none">Base Charge - \$20.00 per quarter per occupant (based on maximum occupant load), plusVolume Charge - \$0.60 per m3 of water volume

SCHEDULE “D”

Irrigation Systems located on a Commercial property if such system is independently metered

Ice Making Systems located on the property owned by the Town of Kingsville and the Kingsville Port Users Association and existing as of the date of the passing of this By-law (includes the former Kingsville Fisherman’s Co-Op Ice; 215 Industry Road, LaNassa Seafood Ice Water Meter and All Temp Foods Ltd. Ice Water Meter)

197 Pineway Park
137 County Road 34E
143 County Road 34E
1875 County Road 34 E

SCHEDULE “E”

203 County Road 34 W
198 County Road 27E
204 County Road 27E
46 County Road 27 W
48 County Road 27 W
50 County Road 27 W
54 County Road 27 W
56 County Road 27 W
58 County Road 27 W
60 County Road 27 W
62 County Road 27 W
68 County Road 27 W



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

Date: February 15, 2021
To: Mayor and Council
Author: Tim Del Greco, Manager of Engineering
RE: Cottam Lagoons Capacity Upgrade – Tender Results
Report No.: IED 2021 – 10

AIM

To award a tender for the construction of increased sanitary treatment capacity at the Cottam Lagoons.

BACKGROUND

Sanitary sewage within the Cottam Collection Area flows to a lagoon facility located at 168 County Road 27. This facility, which consists of two cells (ponds) and an intermittent sand filter bed, provides the required treatment of sanitary influent. However, this facility is now operating at peak capacity. As a result, new development within the Cottam Collection Area is prohibited until additional sanitary capacity is secured.

On December 14, 2020, Council approved a construction budget of \$2,627,000 in order to facilitate increased sanitary treatment capacity. A tender (prepared by Dillon Consulting) for the necessary construction was advertised to the public on January 21, 2021 and closed on February 17, 2021.

As per Kingsville Procurement Policy, award of any tender exceeding \$50,000 requires Council approval.

DISCUSSION

The results of the tender are as follows (excluding HST):

Contractor / Vendor Name	Bid Amount
Elmara Construction Ltd.	\$1,956,290
BGL Contractors Corp.	\$2,002,600
Amico Infrastructures Inc.	\$2,436,223

Contractor / Vendor Name	Bid Amount
Dalla Bona Construction Inc.	\$2,486,800
Facca Inc.	\$3,016,000

BGL is able to demonstrate significant experience relating to municipal construction projects, and in particular, wastewater treatment facilities. This experience will be vital to ensuring project timelines and budget for the Cottam Lagoons stay within scope. BGL has been awarded wastewater projects in Essex County in the recent past. Local reference checks have been completed and the results are positive. Therefore, the recommendation is to proceed with this contractor. Dillon Consulting also conducted a review of the bid proposals (see Appendix A) and have provided the same endorsement of BGL.

Should Council award construction, the work is anticipated to commence in May with a goal of project completion prior to November 30, 2021. Once complete, sanitary treatment capacity for an additional 293 residential lots will be available.

LINK TO STRATEGIC PLAN

To become a leader in sustainable infrastructure renewal and development.

FINANCIAL CONSIDERATIONS

\$2,650,000 is allocated in the 2021 Capital Budget for this project. The estimated cost of construction, which includes BGL's bid amount and the purchase of a nitrification system from Veolia Water Technologies, is \$2,676,200. Although slightly above budget, BGL's bid amount does include a \$230,000 contingency allowance.

All costs associated with this project are to be funded by Development Charges.

CONSULTATIONS

Kingsville Administration
Dillon Consulting

RECOMMENDATION

That Council award construction of increased sanitary treatment capacity at the Cottam Lagoons to BGL Contractors in the amount of \$2,002,600 (excluding HST) and authorize the Mayor and Clerk to execute the requisite agreement.

Tim Del Greco

Tim Del Greco, P.Eng
Manager of Engineering

G. A. Plancke

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

Appendix A

February 24, 2021

Sent electronically only

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

Attention: Tim Del Greco, P.Eng.
Manager of Engineering

MS 19-201 Cottam Lagoons Capacity Upgrade
Tender Review

Dear Mr. Del Greco,

We have completed our review of the two lowest bids submitted for the Cottam Lagoons Capacity Upgrade tender, from Elmara Construction (Elmara) and BGL Contractors (BGL) as provided in the Bids and Tenders summary document - MS19-201 - Cottam Lagoons Capacity Upgrade - Overview of Schedule of Prices.

We found that the prices submitted by both bidders were balanced and did not notice unusually low or high items, and note that Elmara's bid was the lower of the two bids.

We have reviewed the provided reference projects and noted that Elmara did not list wastewater treatment plant projects. BGL provided wastewater treatment plant related projects.

We requested the Bidders to provide contact information for their reference projects. We have interviewed the contacts over the phone, except OCWA, who provided input to the Town directly. One of Elmara's contacts did not provide information noting that Elmara did not request them to provide references. No significant issues were noted during interviews.

Based on the above review and all other information reviewed and provided, in our opinion, BGL is better qualified to complete the project.

Please contact our office with any comments or questions.

Yours sincerely,

DILLON CONSULTING LIMITED



SCOTT PRAILL, CET, B.Comm.
Project Manager

SJP:lld

Our File: 19-1108



10 Fifth Street South
Chatham, Ontario
Canada
N7M 4V4
Telephone
519.354.7802
Fax
519.354.2050

Dillon Consulting
Limited



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

Date: February 21, 2021
To: Mayor and Council
Author: Tim Del Greco, Manager of Engineering
RE: Comprehensive Transportation Master Plan
Report No.: IED 2021 – 12

AIM

To procure consulting services for the development of a Comprehensive Transportation Master Plan.

BACKGROUND

A transportation network is the backbone of a municipality and allows for the movement of people, goods, and services by foot or by vehicle. An efficient and reliable transportation network benefits the community in a number of ways and improves health, safety, commerce, and the environment.

To improve and strengthen the Kingsville Transportation Network for today as well as the future, the Town is currently preparing for the development of a Comprehensive Transportation Master Plan.

A Comprehensive Transportation Master Plan ("CTMP") is a document that defines actions and policies to improve the existing transportation network as well as sustainably plan for future transportation needs as a result of continued growth. A CTMP will serve a number of specific purposes, including:

- The identification of existing capacity constraints and gaps in the current transportation network and the corresponding solutions.
- Creates a plan for accommodating future transportation needs for all modes including cars, trucks, bicycles, pedestrians, mobility devices, etc.
- Provides clear direction for guiding the capital and operating needs of the Town as it continues to grow.
- Identifies growth related projects to be included in the next Development Charges Background Study.

- It shapes the long term capital and financial plans of the Town.
- Guides the construction of new development, both public and private.

The Town of Kingsville currently utilizes two transportation master plans, one for the road network and the other for active transportation. Although completed under separate processes, both were adopted by Council in 2012. Since that time, the Town has experienced significant growth and development, as well as increased traffic, thus creating the need for a new comprehensive plan.

During the January 13, 2021, Budget Meeting, Council approved funds to proceed with the first phase of developing a new comprehensive plan.

As per Kingsville Procurement Policy, award of any Request For Proposal (“RFP”) exceeding \$50,000 requires Council approval.

DISCUSSION

A RFP for consulting services was advertised to the public on January 26, 2021 and closed on February 19, 2021. A copy of the services requested is included in Appendix A for your reference.

The results of the RFP are as follows (excluding HST):

Consultant / Vendor Name	Bid Amount	Proposal Score
WSP Canada Inc.	\$119,905	95
Paradigm Transportation Solutions	\$119,000	86
The Municipal Infrastructure Group, Ltd.	\$122,647	85
BT Engineering Inc.	\$121,865	82
McIntosh Perry Consulting Engineers	\$186,416	73
Dillon Consulting Ltd.	\$246,925	67

All proposals were evaluated and scored taking into consideration each proponent’s cost, experience with similar projects, understanding of this project, proposed work plan, and value added benefits. The table above includes the final score of each proposal as ranked by administration.

WSP is able to demonstrate considerable experience having completed a number of transportation master plans and transportation related studies throughout Ontario. WSP is familiar with Windsor-Essex County having completed the following local projects:

- Lasalle Transportation Master Plan (2020)
- Leamington Active Transportation Plan (2016)
- County Wide Active Transportation Master Plan (Essex County - 2012 and 2021)

Further, WSP was the project manager and lead author for the development of both Ontario Traffic Manual Book 18 (Cycling Facilities Design – 2020) and the Transportation Association of Canada’s Geometric Design Guide for Canadian Roads (2017). WSP’s experience in leading the development of provincial and national design standards for road and active transportation facilities provides assurance of their knowledge and capabilities.

Local references of WSP have been verified to be positive. Therefore, the recommendation is to proceed with WSP Canada Inc. Should Council approve, the development of this plan will take approximately 18 months for completion with plenty of opportunities for community engagement along the way.

LINK TO STRATEGIC PLAN

To become a leader in sustainable infrastructure renewal and development.

FINANCIAL CONSIDERATIONS

The award of \$119,905 is within the amount budgeted for this project in the 2021 Capital Budget.

CONSULTATIONS

Kingsville Administration
WSP Canada Inc.

RECOMMENDATION

That Council award the development of a Comprehensive Transportation Master Plan to WSP Canada Incorporated in the amount of \$119,905 (excluding HST).

Tim Del Greco

Tim Del Greco, P.Eng
Manager of Engineering

G. A. Plancke

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

1. SCOPE OF WORK

The Town of Kingsville is seeking proposals from qualified multi-disciplinary Consultants to complete a full review and subsequent update of the Kingsville Transportation Master Plan as well as the Kingsville Active Transportation Master Plan. Once complete, both plans will be incorporated into one Comprehensive Transportation Master Plan document that provides clear direction for guiding the capital and operating needs of the Town as it continues to grow.

The Comprehensive Transportation Master Plan shall:

- Establish a Vision Statement and guiding principals supporting the Vision Statement.
- Proactively plan for all modes of travel.
- Provide accessible streets for all ages and abilities in established and new developments.
- Encourage seamless multi-modal travel and transfers across different transportation modes including pedestrians, cyclists, transit users, and motorists.
- Support goals for a vibrant and connected community.
- Promote active lifestyles.
- Enhance the quality of life for people who live, work, and play in the Town.

The Comprehensive Transportation Master Plan shall be completed in accordance with the “Master Plan” process as identified by the Municipal Engineers Association ensuring that the provisions of a Municipal Class EA are satisfied, particularly the requirements of Phases 1 and 2.

The Comprehensive Transportation Master Plan shall provide the context for implementation of specific transportation infrastructure projects and transportation management initiatives.

In addition to the above, the scope of work required includes the following:

1.1 Road Transportation Network

- A review of relevant municipal documents including but not limited to:
 - Kingsville Official Plan
 - County of Essex Official Plan
 - Kingsville Strategic Plan
 - Kingsville Transportation and Active Transportation Master Plans
 - County of Essex Transportation Master Plan
 - Kingsville Development Standards Manual
 - Jasperson Drive and Main Street East Traffic Impact Study
 - Traffic Impact Studies associated with private development

-
- GIS mapping for inventory of road and active transportation network
 - CWATS Master Plan
 - A review, assessment and evaluation of the existing transportation network (roads, intersections, etc.) and an identification of gaps and deficiencies in terms of capacity, connectivity, level of service and effectiveness. Further, identify the necessary solutions to these deficiencies.
 - An assessment of the Town's future arterial and collector road needs, based on short, mid and long-term planning horizons.
 - An assessment of the Town's mid and long-term transit requirements, if any.
 - The identification, assessment and evaluation of cost-effective options to responsibly address the existing transportation related gaps and/or deficiencies and the future transportation related needs of the Town of Kingsville.
 - A review and update of existing design standards for Kingsville roads and paths/trails, to ensure that they are designed, built and maintained to meet applicable standards and best practices for all users (pedestrians, cyclists, and motorists of all ages and abilities). Drawings of cross sections to be provided.
 - Develop a plan to identify any gaps or opportunities for the Town's overall transportation needs arising from autonomous (self-driving) vehicles, electric vehicles, and other emerging technologies (ex – ride sharing, mobile apps, etc.).
 - Review and update the following Town of Kingsville policies to ensure they are still relevant and effective in accordance with best practices:
 - Traffic Calming Policy
 - Signage Request Policy
 - Special Needs Signage Policy
 - Traffic By-Law Amendment Request Policy
 - Establish a policy for reviewing speed limits of existing urban and rural roadways.
 - Establish a clear and concise definition and hierarchy of road classifications for the Town of Kingsville.
 - Identify an appropriate heavy truck route for the Town as well as recommendations for signage types and locations.
 - Review Transportation Demand Management (TDM) measures and provide recommendations, where suitable, for the Town.
 - Review OPP collision records, identify areas of concern, and make appropriate recommendations.
 - Identification of growth-related transportation projects for the purposes of evaluation within future reviews of the Development Charges By-Law.
 - Identification of any policy amendments to the Official Plan that may be required to implement future transportation needs, objectives, and goals presented by a revised Transportation Master Plan.
 - All site/field investigations as necessary.
 - The preparation of an implementable action plan outlining recommended capital projects and/or initiatives based on priority, recommended timelines for completion, further requirements under the Municipal Class EA process, and an estimation of costs all in a manner that makes cost-effective use of limited financial resources. This plan shall be a 15-year timeframe and be relevant to the year 2037.

1.2 Active Transportation (“AT”) Network

- Review the gaps that still exist within the AT network, with an emphasis on identifying critical pieces of missing AT infrastructure, and identifying how best to complete the Town’s AT network, in order to meet the evolving needs of cyclists, pedestrians and persons with special mobility requirements of all ages and of all abilities.
- Review the opportunities that exist to better integrate the Town’s AT infrastructure within the larger CWATS network and Chrysler Canada Greenway.
- Review opportunities to provide for and promote active transportation to, from, and within the downtown commercial cores of Kingsville and Cottam.
- Develop local routes which will increase the opportunities for both recreational and trip-oriented active transportation throughout the municipality by recognizing the presence of urban and rural environments within the Town and recommend opportunities to increase the connectivity between the communities of Ruthven, Cottam, and Kingsville, as well as adjacent municipalities.
- Review and update the design guidelines that should be used for various AT facility types, for existing and proposed developments focusing on user needs, safety, and convenience factors that collectively promote/support increased use of AT by a broad range of Kingsville residents and visitors of all ages and abilities. Design guidelines shall be all encompassing and include elements such as lighting, signage (including branding), paint markings, etc.
- Outline best practices for on-going maintenance of AT infrastructure in order to promote sound asset management and user safety.
- The preparation of an implementable action plan outlining recommended capital projects and/or initiatives for AT related infrastructure based on priority, recommended timelines for completion, further requirements under the Municipal Class EA process, and an estimation of costs all in a manner that makes cost-effective use of limited financial resources. This plan shall be a 15-year timeframe and be relevant to the year 2037.



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

Date: November 4, 2020

To: Mayor and Council

Author: Shaun Martinho, Manager of Public Works and Environmental Services

RE: 2020 DWQMS Annual Summary Report

Report No.: IED 2021- 03

AIM

The purpose of this report is to provide information to stakeholders and to satisfy the regulatory requirements of the Safe Drinking Water Act (SDWA) and O. Reg. 170/03-Drinking Water Systems Schedule 22. Specifically, that a report is presented to system owners no later than March 31 of each year, providing an overview of activities in the distribution system for the preceding calendar year.

BACKGROUND

A standard of care applies to all individuals tasked with providing safe and reliable potable water to their community. In the case of a drinking water system owned by a municipality, as decision-makers, members of Council share in this responsibility. As such, an annual report summarizing both regulatory and operational activities within Kingsville's Water Distribution System must be presented to Council each year. In conjunction with the Summary Reports submitted by Union Water (Appendix A), a comprehensive overview of Kingsville's potable water system will be presented.

DISCUSSION

As an accredited operating authority, Kingsville is required to develop and maintain an Operational Plan, which establishes policies, objectives, controls, and methods for delivering safe potable water. To ensure Kingsville is meeting the requirements of the Drinking Water Quality Management Standard (DWQMS) developed by the Ministry of Environment Conservation and Parks (MECP), a third party audit of its Operational Plan must be completed annually. In addition, the distribution system is also subject to a series of other mandatory audits, inspections and reviews. The following will summarize these activities:

Conformance Audits (Annual)

Conformance audits compare Kingsville's Operational Plan to the requirements of the Ministry's DWQMS. The objective of the audit is to ensure conformance with the standard and promote continuous improvement of the Operational Plan. During the inspection, an auditor may issue a non-conformance. This occurs when a deficiency is discovered between what is required under the DWQMS and what is actually documented and completed as part of the Operational Plan. For each non-conformance, a response is submitted to the auditor, which addresses the issue so that the item may be resolved and closed out. Auditors also identify Opportunities for Improvement that do not require a formal response. As such, they are not highlighted in this report.

External Audit Results

SAI Global conducted a system audit on June 16, 2020. During the inspection, the auditor identified the following minor-nonconformities:

- Standard forms, such as the Water Main Break and Fire Hydrant Inspection Sheets, are uncontrolled as per Element 5 Documents and Records Control.
- There was no evidence that new hires have received DWQMS orientation training as per Procedure 12:01 Communications.
- There was no evidence of ensuring the quality of essential supplies related to sampling and testing as per Procedure 13:01 Essential Supplies and Services.
- Records are inadequate to demonstrate emergency response training and testing requirements as per Procedure 18:01 Emergency Management.

Root cause analysis was completed on each of these nonconformities and the necessary corrections were in place within specified completion dates. As such, the auditor determined that Kingsville's Operational Plan is effectively implemented and maintained and meets the requirements of the DWQMS.

Internal Audit Results

The Ontario Clean Water Agency (OCWA) completed the internal audit on Kingsville's behalf September 11, 2020. Internal Audits are designed to assess the effectiveness of operations, identify non-conformities, and assist in the continual improvement of Kingsville's Operational Plan. Due to the pandemic, personnel were interviewed remotely and documentation was submitted electronically. The auditor identified no instances of nonconformance and determined that Kingsville's quality management processes are able to consistently produce and distribute drinking water that meets applicable requirements.

Management Review

As specified in Kingsville's Operational Plan, administration is required to complete an annual review of system activities and share the results with the system owner (Council).

The purpose of the Management Review is to evaluate the ongoing suitability, adequacy and effectiveness of the Towns Quality Management System. The review includes considerations such as adverse drinking water tests, instances of non-compliance, operational performance, drinking water quality trends, and the status of action items between reviews. The Management Review was completed on November 4, 2020. A copy of the meeting minutes and associated action items can be reviewed in Appendix B.

Risk Assessment (3-year Cycle/Annual Review)

The MECP maintains a list of hazardous events that have the potential to impact municipal drinking water systems. Kingsville's Operational Plan establishes methods for identifying and evaluating the significance of these hazardous events and how they may affect drinking water quality or supply. Full risks assessments are conducted every three (3) years, with the last taking place in 2019. However, once every calendar year representatives must verify the currency and validity of the assumptions used as part of the risk assessment tool. This includes reviewing processes, procedures, sample results, service interruptions, and emergency response procedures. In 2020, there were no deviations from critical control points or hazardous events within the distribution system that posed a threat to the public. As a result, it was determined that Kingsville's risk assessment protocols are up-to-date and effective.

In 2017, the MECP updated the DWQMS and included requirements for municipalities to incorporate risk assessment outcomes into infrastructure capital planning. It is now mandatory to forecast major infrastructure maintenance, rehabilitation, and renewal activities based on the severity and likelihood of the hazardous events identified within the risk assessment tool. This long-term forecast must be reviewed by administration once per calendar year. The Infrastructure and Engineering Department incorporated the risk assessment protocols outlined in Kingsville's Operational Plan into the 5-year capital plan for buried infrastructure. Projects completed in 2020 and those identified for future rehabilitation are as follows:

Year	Projects	Risk Assessment Analysis
2020	Sumac Water Main Looping Project	- Failure to maintain secondary disinfection
2021	Clarke Street Water Main Replacement	- Aging infrastructure - Pipeline/water main break
2022	Stonehedge Dr/Coghill Dr Water Main Project	- Aging infrastructure - Pipeline/water main break
2022	Lorna St and Edith St Water Main Looping Projects	- Loss of Supply - Failure to maintain secondary disinfection
2023	Woodfern Ave/Queen Blvd/Peach Dr Water Main Replacement Project	- Aging infrastructure - Pipeline/water main break

MECP Compliance Inspection (Annual)

The primary purpose of a MECP inspection is to confirm compliance with relevant legislation as well as evaluating conformance with Ministry drinking water policies and guidelines. Inspections include a review of treatment processes, distribution system components, operations, manuals, consumer relations, staff certification, and overall water quality. Provincial officers may, at any reasonable time, enter onto municipal property to

conduct these inspections. Traditionally, the MECP conducts them annually, with an unannounced inspection taking place once every three (3) years.

Upon completion of the inspection, each municipality is assigned an Inspection Summary Rating Record (IRR), which provides the Ministry and Local Public Health Units with a summarized quantitative measure of the drinking water systems annual inspection and water quality testing performance. Due to concerns arising from the pandemic, administration participated in a virtual inspection on October 8, 2020. The Kingsville Distribution System received a rating of 100% during the inspection period (Appendix C).

Summary

The MECP encourages individuals, particularly municipal Councillors, to learn about the drinking water systems over which they have decision-making authority. Should any member of Council wish to review any of these reports in their entirety, please reach out to the Infrastructure and Engineering Department for assistance.

LINK TO STRATEGIC PLAN

To promote a safe community.

FINANCIAL CONSIDERATIONS

The external audit performed by SAI Global cost \$2712.00 and the internal audit performed by OCWA cost \$885.00. Staff in the Infrastructure and Engineering Department completed all other compliance and conformance activities in 2020.

CONSULTATIONS

Union Water Supply System
Environmental Services Department

RECOMMENDATION

There is no recommendation from administration, the information in the report is being provided to satisfy the regulatory requirements of the Safe Drinking Water Act.

Respectfully Submitted,

Shaun Martinho

Shaun Martinho, H.B.Sc., MBA
Manager of Public Works and Environmental Services

G.A. Plancke

G.A. Plancke, Civil Eng. Tech (Env.)
Director of Infrastructure and Engineering



Union Water Supply System

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Tele: 519-326-1668 Fax: 519-326-3490

Email: rbouchard@unionwater.ca

www.unionwater.ca

SENT BY: EMAIL

February 18, 2021

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

Attention: Mr. John Norton, Chief Administrative Officer

Dear Mr. Norton,

RE: Annual Report (2020) Requirement Section 11, Reg. 170/03 and Summary Report (2020) Requirement Schedule 22, Reg. 170/03

Attached are the following items for the Kingsville Water Distribution System supplied by the UWSS:

1. Annual Report (Section 11, Reg. 170/03)
2. Summary Report (Schedule 22, Reg. 170/03).

Annual Report

The Annual Report must be prepared before February 28, 2021 which requirement is now satisfied. It must also be provided to all members of Council, given at no charge to the public on request and posted on the municipal website.

Summary Report

The Summary Report must be provided to all members of Council before March 31, 2021. Although the Report gives information for all parts of the UWSS, the information that refers to the Kingsville Water Distribution System satisfies the requirements of Schedule 22, Reg. 170/03.

Please call me if you have any questions or comments.

Yours truly,

Rodney Bouchard, Manager
Union Water Supply System Joint Board of Management

kmj

CC: Andrew Plancke, Shaun Martinho

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Ontario Clean Water Agency
Agence Ontarienne Des Eaux



Annual Performance Report
Kingsville Distribution System
Drinking Water System # 220003403
2020

Prepared for the Corporation of the Town of Kingsville

By the Ontario Clean Water Agency
Sam Wen
Process & Compliance Technician
swen@ocwa.com
519-326-4447

ANNUAL REPORT

Drinking Water System Number:	220003403
Drinking Water System Name:	Kingsville Distribution System (Union WSS)
Drinking Water System Owner:	The Corporation of The Town of Kingsville
Drinking Water System Category:	Large Municipal Residential
Period being reported:	01-January-2020 to 31-December 2020

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking Water System serve more than 10,000 people? Yes [X] No []</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Town of Kingsville Municipal Office 2021 Division Rd. North, Kingsville, Ontario</p> </div>	<p><u>Complete for all other Categories</u></p> <p>Number of Designated Facilities served: <div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div> </p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to: <div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div> </p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>
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Note: For the following tables below, additional rows or columns may be added, or an appendix may be attached to the report

List all Drinking Water Systems (if any), which receive all their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	N/A

Did you provide a copy of your annual report to all Drinking Water System owners that are connected to you and to whom you provide all drinking water?
Yes [] No [N/A]

Indicate how you notified system users that your annual report is available and is free of charge.

- ☒ Public access/notice via the web
☐ Public access/notice via Government Office
☐ Public access/notice via a newspaper
☒ Public access/notice via Public Request
☐ Public access/notice via a Public Library
☒ Public access/notice via other method_____

Describe your Drinking Water System

Distribution only. Water Distribution Class II serving approximately 22,000 people through approximately 7500 service connections fed from approximately 315 km of system infrastructure water main.

List all water treatment chemicals used over this reporting period

N/A

Were any significant expenses incurred to?

- ☐ Install required equipment
☒ Repair required equipment
☒ Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

In 2020, Kingsville incurred approximately \$5,600,000.00 in operational expenses and a further \$1,000,000.00 in Capital works projects required to maintain the water system.

Provide details on the notices submitted in accordance with subsection 18 (1) of the Safe Drinking Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
None					

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period

	Number of Samples	Range of E. Coli Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	See annual report for the Union Water Supply System # 210000853				
Treated	See annual report for the Union Water Supply System # 210000853				

Distribution	467	0-0	0-0	208	<10 - <10
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Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity	Please see the Annual Report for the Union Water Supply System # 210000853		
Chlorine	624	1.26-2.03	mg/L
Fluoride (If the DWS provides fluoridation)	N/A	N/A	N/A

NOTE: For continuous monitors use 8760 as the number of samples

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
None				

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Nitrite (N)	07-Jan-2020	<0.1	mg/L	No
Nitrate (N)		0.5	mg/L	No
Ammonia N-Total		0.04	mg/L	No
Nitrite (N)	06-Apr-2020	<0.1	mg/L	No
Nitrate (N)		0.5	mg/L	No
Ammonia N-Total		0.08	mg/L	No
Nitrite (N)	07-July-2020	< 0.1	mg/L	No
Nitrate (N)		0.4	mg/L	No
Ammonia N-Total		0.05	mg/L	No
Nitrite (N)	05-Oct-2020	<0.1	mg/L	No
Nitrate (N)		0.2	mg/L	No
Ammonia N-Total		0.06	mg/L	No

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Plumbing	N/A	N/A	N/A	N/A
Distribution	24	0.1-3.56	Ug/L	No

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
THM (NOTE: show latest annual average)	Annual Average	29.75	ug/L	No
HAA (NOTE: show latest annual average)	Annual Average	15.45	ug/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards

Parameter	Result Value	Unit of Measure	Date of Sample
None			

UNION WATER SUPPLY SYSTEM SUMMARY REPORT 2020

For the Union Water Supply System
(Made under Schedule 22 of Ontario Regulation 170/03, a regulation made under
the Safe Drinking Water Act, 2002)

EXPLANATION

Schedule 22 of Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002 requires that a large municipal residential drinking-water system that is owned by a municipality, municipal board or municipal corporation must provide to its councillors or board members a Summary Report on various aspects of the system before March 31 of the following year. The Union Water Supply System is classed as a large municipal residential drinking-water system and is therefore subject to Schedule 22.

The Summary Report must list the following:

- Any requirements of the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- Any requirements of the regulations made under the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- Any condition of the drinking-water system's drinking water works permit or municipal drinking water license that the system failed to meet during the period covered by the Summary Report
- Any order that the system failed to meet during the period covered by the Summary Report, the duration of any such failure and any measures that were taken to correct such failure
- A summary of the quantities and flow rates of water supplied by the drinking-water system by monthly average and maximum daily flow rates and instantaneous peak flow rates
- A comparison of actual flow rates with rated capacity and flow rates in the systems approval

A drinking-water system that supplies water to another drinking water system must provide a copy of the Summary Report to that system's owner by March 31 of the year following the year covered in the Summary Report.

The sections below details the occasions on which the Union Water Supply System (UWSS) and the connected municipal water systems failed to meet the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders in 2020.

Union Water Supply System (UWSS)

The following provides details of occurrences where the Union Water Supply System was not in compliance with the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders.

Non-Compliance Item:

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Union Water common Distribution System that is supplied by Union Water Supply System.

Leamington Water Distribution System

Non-Compliance Item:

The following Adverse Water Quality Incident (AWQI) identified for the Leamington Distribution System that is supplied by the Union Water Supply System.

- AWQI #150851 on July 21, 2020 - sample taken at distribution station SS-L-14 with a TC count of 5. A BWA was issued on July 21, 2020. Staff flushed and resampled the affected area upstream and downstream on July 22, 2020 and 24 hours later. Those samples were returned clean.

Kingsville Water Distribution System

Non-Compliance Item:

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Kingsville Distribution System that is supplied by the Union Water Supply System.

Essex Water Distribution System

Non-Compliance Item:

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Essex Distribution System that is supplied by the Union Water Supply System.

Lakeshore Water Distribution System

Non-Compliance Item:

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Lakeshore Distribution System that is supplied by the Union Water Supply System

SUMMARY OF THE QUANTITIES AND FLOW RATES OF WATER SUPPLIED DURING THE PERIOD COVERED BY THE REPORT, INCLUDING MONTHLY AVERAGE AND MAXIMUM DAILY FLOWS, AND DAILY INSTANTANEOUS PEAK FLOW RATES

The following sections provide information in regards to the Union Water Supply System's Permit to Take Water, issued under Ontario Regulation 387/04 and Drinking Water License issued under the Safe Drinking Water Act, 2002.

Permit to Take Water

The Union Water Supply System operated under Permit to Take Water (PTTW) Number 0816-9T9SVT, which expires at the end of 2025. The PTTW has the following flow conditions:

- Maximum Allowable Amount Taken per Minute (Litres/Min) 113,650
- Maximum Allowable Amount Taken Per Day (Litres/Day) 163,656,000

The maximum amounts of raw water taken during 2020 (see Table 1 below) are as follows:

- Maximum Amount Taken per Minute in 2020 (Litres/Min) 88,304
- Maximum Amount Taken Per Day in 2020 (Litres/Day) 109,548,000

The system did not exceed the PTTW limits in 2020.

Drinking Water License

The UWSS operates under Municipal Drinking Water Licence 041-101; issue Number 7 which has been issued for the period July 18, 2020 to July 17, 2024. The Certificate of Approval and licence had the following condition:

- The drinking water system shall not be operated to exceed 124,588 m³/d (27.4 MIGD) on any calendar day, conveyed from the treatment system to the distribution system.
- The maximum daily volume of water pumped into the distribution system was 97,115m³ (21.37 MIGD).

Tables 1A through 3B below provide the monthly average, maximum and peak flows for raw and treated water for the Union Water Supply System.

Table 1A
2020 Raw Water Taking from Lake Erie in Metric Units

	Maximum Allowed Flow Rate (m3/Day)	Average Flow (m3/Day)	Maximum Flow (m3/Day)	Maximum Flow (Litres/Day)	Maximum Allowed Flow Rate (Litres/ Minute)	Peak Flow (Litres/ Minute)
January	163,656	37,015	53,328	53,328,000	113,650	39,327
February	163,656	49,162	61,784	61,784,000	113,650	54,153
March	163,656	49,790	62,419	62,419,000	113,650	56,430
April	163,656	56,648	72,729	72,729,000	113,650	68,639
May	163,656	65,811	89,261	89,261,000	113,650	70,877
June	163,656	87,655	102,430	102,430,000	113,650	88,304
July	163,656	89,066	109,548	109,548,000	113,650	85,443
August	163,656	80,258	95,148	95,148,000	113,650	81,234
September	163,656	70,016	83,782	83,782,000	113,650	65,909
October	163,656	53,097	70,882	70,882,000	113,650	57,231
November	163,656	45,276	55,625	55,625,000	113,650	44,825
December	163,656	39,059	50,225	50,225,000	113,650	38,658

Table 1B
2020 Raw Water Taking from Lake Erie in Imperial Units

	Maximum Allowed Flow Rate (MGD)	Average Flow (MGD)	Maximum Flow (MGD)	Maximum Allowed Flow Rate (Gallons/ Minute)	Peak Flow (Gallons/ Minute)
January	36.00	8.14	11.73	25,000	8,651
February	36.00	10.81	13.59	25,000	11,912
March	36.00	10.95	13.73	25,000	12,413
April	36.00	12.46	16.00	25,000	15,098
May	36.00	14.48	19.63	25,000	15,591
June	36.00	19.28	22.53	25,000	19,424
July	36.00	19.59	24.10	25,000	18,795
August	36.00	17.65	20.93	25,000	17,869
September	36.00	15.40	18.43	25,000	14,498
October	36.00	11.68	15.59	25,000	12,589
November	36.00	9.96	12.24	25,000	9,860
December	36.00	8.59	11.05	25,000	8,504

Table 2A
2020 Treated Water Flow Into Distribution System in Metric Units

	Maximum Allowed Flow Rate (m3/Day)	Average Daily Flow (m3/Day)	Maximum Daily Flow (m3/Day)	Peak Instantaneous Flow (Litres/ Second)
January	124,588	30,367	34,881	692
February	124,588	35,813	43,409	991
March	124,588	40,043	51,603	1,281
April	124,588	48,283	60,293	1,415
May	124,588	57,150	80,559	1,432
June	124,588	78,083	94,982	1,680
July	124,588	79,103	97,115	1,668
August	124,588	71,457	86,082	1,574
September	124,588	61,282	75,349	1,384
October	124,588	46,019	62,831	1,265
November	124,588	39,226	46,742	1,247
December	124,588	33,815	42,260	740

Table 2B
2020 Treated Water Flow Into Distribution System in Imperial Units

	Maximum Allowed Flow Rate (MGD)	Average Daily Flow (MGD)	Maximum Daily Flow (MGD)	Peak Instantaneous Flow (Gallons/ Second)
January	27.4	6.68	7.67	152
February	27.4	7.88	9.55	218
March	27.4	8.81	11.35	282
April	27.4	10.62	13.26	311
May	27.4	12.57	17.72	315
June	27.4	17.18	20.90	370
July	27.4	17.40	21.37	367
August	27.4	15.72	18.94	346
September	27.4	13.48	16.58	304
October	27.4	10.12	13.82	278
November	27.4	8.63	10.28	274
December	27.4	7.44	9.30	163

Table 3A
2020 Treated Flow to Local Municipalities in Metric Units

	<u>Leamington</u>		<u>Kingsville</u>		<u>Essex</u>		<u>Lakeshore</u>	
	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)
January	475,832	15,349	334,112	10,778	60,333	1,946	64,841	2,092
February	545,669	18,816	375,337	12,943	58,335	2,012	47,709	1,645
March	685,087	22,100	484,097	15,616	64,133	2,069	53,252	1,718
April	790,081	26,336	567,939	18,931	60,936	2,031	50,449	1,682
May	908,541	29,308	616,542	19,888	67,187	2,167	54,170	1,747
June	1,313,910	43,797	958,039	31,935	112,973	3,766	74,235	2,475
July	1,358,244	43,814	942,699	30,410	95,680	3,086	69,744	2,250
August	1,237,242	39,911	884,356	28,528	93,561	3,018	68,871	2,222
September	1,019,718	33,991	706,956	23,565	75,854	2,528	61,189	2,040
October	788,481	25,435	472,507	15,242	72,606	2,342	61,197	1,974
November	677,214	22,574	363,478	12,116	62,862	2,095	64,841	2,161
December	549,454	17,724	373,269	12,041	61,576	1,986	64,483	2,080
Total	10,349,473	28,263	7,079,331	19,333	886,036	2,421	734,981	2,007

Table 3A
2020 Treated Flow to Local Municipalities in Imperial Units

	<u>Leamington</u>		<u>Kingsville</u>		<u>Essex</u>		<u>Lakeshore</u>	
	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)
January	104,668,407	3.38	73,494,365	2.37	13,271,405	0.43	14,263,026	0.46
February	120,030,400	4.14	82,562,598	2.85	12,831,906	0.44	10,494,513	0.36
March	150,698,072	4.86	106,486,453	3.44	14,107,288	0.46	11,713,802	0.38
April	173,793,524	5.79	124,929,115	4.16	13,404,046	0.45	11,097,229	0.37
May	199,851,081	6.45	135,620,280	4.37	14,779,074	0.48	11,915,734	0.38
June	289,019,795	9.63	210,739,119	7.02	24,850,586	0.83	16,329,417	0.54
July	298,771,912	9.64	207,364,790	6.69	21,046,658	0.68	15,341,535	0.49
August	272,155,193	8.78	194,531,125	6.28	20,580,543	0.66	15,149,502	0.49
September	224,306,602	7.48	155,508,580	5.18	16,685,547	0.56	13,459,698	0.45
October	173,441,573	5.59	103,937,010	3.35	15,971,087	0.52	13,461,458	0.43
November	148,966,255	4.97	79,953,982	2.67	13,827,707	0.46	14,263,026	0.48
December	120,862,983	3.90	82,107,701	2.65	13,544,826	0.44	14,184,277	0.46
Total	2,276,565,796	6.22	1,557,235,119	4.25	194,900,673	0.53	161,673,218	0.44



Union Water Supply System

P.O. Box 340, 1615 Union Avenue, Ruthven, Ontario, N0P 2G0

Tele: 519-326-1668 Fax: 519-326-3490

Email: rbouchard@unionwater.ca

www.unionwater.ca

SENT BY: EMAIL

February 18, 2021

Municipality of Leamington

111 Erie St. N.

Leamington, Ontario

N8H 2Z9

Attention: Mr. Peter Neufeld, Chief Administrative Officer

Town of Kingsville

2021 Division Road North

Kingsville, Ontario

N9Y 2Y9

Attention: Mr. John Norton, Chief Administrative Officer

Town of Essex

33 Talbot Street South

Essex, Ontario

N8M 1A8

Attention: Mr. Chris Nepszy, Chief Administrative Officer

Town of Lakeshore

419 Notre Dame Street

Belle River, Ontario

N0R 1A0

Attention: Mr. Truper McBride, Chief Administrative Officer

RE: Union Water Supply System Annual Report for 2020 in accordance with Section 11 O. Reg. 170/03

At its meeting on February 17, 2021, the Joint Board of Management of the UWSS received the Annual Report for 2020 prepared in accordance with Section 11 of O. Reg. 170/03. By this letter and as required by O. Reg. 170/03 I am providing the owners of the drinking water systems that obtain water from the UWSS with a copy of the UWSS Annual Report for 2020.

I request that you do the following:

1. Provide each member of your municipal council with the report on or before February 28, 2021.
2. Provide a copy of the report to anyone who requests it, free of charge (Section 11 (8) O. Reg. 170/03) (Copies will also be made available free of charge at the Ruthven WTP).

3. Post a copy of the report on your municipal website (Section 11(10), O. Reg. 170/03).
4. Include a notice that the report is available at your municipal office and at the Ruthven Water Treatment Plant in any newsletter or other notice that you issue to your residents (Section 11(9.1) O. Reg. 170/03).

Please call me if you have any questions.

Yours truly,



Rodney Bouchard, Manager
Union Water Supply System Joint Board of Management

kmj

Filename: e:\khristine\annual-summary\2020\02-18-21 ltr to caos re - uwss annual rpt for 2020.docx

CC: Robert Sharon, Shannon Belleau, Nelson Carvalho, Andrew Plancke, Shaun Martinho, Andy Graf, Kevin Girard, Albert Dionne, Krystal Kalbol, Dale Dillen, Ken Penney, Sam Wen, Dave Jubenville



Ontario Clean Water Agency
Agence Ontarienne Des Eaux



Annual Performance Report

Union Area Water Supply System

Drinking Water System # 210000853

2020

**Prepared for the Corporation of the Town of Kingsville, the Corporation of the
Town of Essex, the Town of Lakeshore & the Municipality of Leamington**

By the Ontario Clean Water Agency
Sam Wen
Process & Compliance Technician
swen@ocwa.com
519-326-4447

ANNUAL REPORT

Drinking Water System Number:	210000853
Drinking Water System Name:	Union Water Supply System
Drinking Water System Owner:	Union Water Supply System Joint Board of Management (Municipality of Leamington, Town of Kingsville, Town of Essex, Town of Lakeshore)
Drinking Water System Category:	Large Municipal Residential
Period being reported:	01-January-2020 to 31-December-2020

<u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u>	<u>Complete for all other Categories</u>
<p>Does your Drinking Water System serve more than 10,000 people? Yes [X] No []</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Union Water Supply System P.O. Box 340, 1615 Union Ave., Ruthven, Ont. N0P 2G0</p> </div>	<p>Number of Designated Facilities served: <div style="border: 1px solid black; padding: 2px;">N/A</div></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to: <div style="border: 1px solid black; padding: 2px;">N/A</div></p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>

Note: For the following tables below, additional rows or columns may be added, or an appendix may be attached to the report

List all Drinking Water Systems (if any), which receive all their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
Municipality of Leamington	220004992
Town of Kingsville	220003403
Town of Essex	220003680
Town of Lakeshore	260004995

Did you provide a copy of your annual report to all Drinking Water System owners that are connected to you and to whom you provide all drinking water?
Yes [X] No []

Indicate how you notified system users that your annual report is available and is free of charge.

- ☒ Public access/notice via the web
☐ Public access/notice via Government Office
☐ Public access/notice via a newspaper
☒ Public access/notice via Public Request
☐ Public access/notice via a Public Library
☒ Public access/notice via other method _____

Describe your Drinking Water System

The Union Water Supply System (UWSS) includes one water treatment plant, the Ruthven Water Treatment Plant (RWTP) that is located in the hamlet of Ruthven in the Town of Kingsville, Ontario. The RWTP is a chemically assisted conventional filtration plant that draws water from Lake Erie.

The UWSS supplies potable water to the Town of Kingsville, Municipality of Leamington, a portion of the Town of Essex and a portion of the Town of Lakeshore with an estimated service population of 66,600.

The treatment process includes raw water pH control, chemically assisted up-flow clarification, filtration with dual media filters, primary disinfection using Chlorine gas and secondary disinfection using Chlorine gas and Sodium Hypochlorite.

Seasonally, the RWTP uses sodium hypochlorite at its intakes to control Zebra Mussel formation.

There are also four water towers and a booster/storage station located on the Union Water Supply System.

List all water treatment chemicals used over this reporting period

Zebra Mussel Control:

- Sodium Hypochlorite – (Seasonal)

Clarification Chemicals:

- DelPac 2020 – Coagulant
- DelPac XG-15 - Coagulant
- Magnafloc LT22S (polymer) - Coagulant Aid
- Powdered Activated Carbon – Taste and Odor Control
- CO₂ – PH adjustment

Filtration:

- Cat-Floc 8103 Plus (polymer) – Filter Aid (Seasonal)

Disinfection:

- Primary: Chlorine Gas
- Secondary: Chlorine Gas and Sodium Hypochlorite

Were any significant expenses incurred to?

- ☒ Install required equipment
☒ Repair required equipment

[X] Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

	<u>Item Description</u>	<u>Expenditures to 2020 Year End</u>
	<u>Capital Works and Major Maintenance</u>	
1	SCADA System Upgrades	\$554,317
2	Raw Water pH Adjustment System	\$186,300
3	Distribution Pressure/Temperature Monitoring System	\$170,299
4	Chlorine Gas System Upgrades	\$110,060
5	DAF System for Clarifier #2	\$138,378
6	Residuals Management	\$136,031
7	New Security and Access Control System	\$108,100
8	Kingsville Water Tower Rehabilitation	\$84,808
9	Treatment Plant Building and Grounds Improvements	\$52,900
10	Low Lift Electrical Upgrades	\$52,754
11	Clarifier #1 Raw Water Pipe–New Flow Meter, Valve & Rotork	\$26,320
12	Clarifier #2 Raw Water Pipe – New Flow Meter	\$18,113
13	New Laboratory	\$15,400
14	High Lift #9 Soft Start	\$9,677
15	Meter Pit #13 Flow Meter	\$8,170
16	Spare Actuator for Filters #5-8	\$5,410
17	Spare Powdered Activated Carbon Feed Pump	\$5,020
18	Clarifier #1 Blow off Valve	\$4,724
	Total Capital Works/Major Maintenance:	\$1,686,781

	<u>New Capital Works in 2021</u>	
1	DAF System for Clarifier #2	\$4,500,000
2	Kingsville Water Tower Rehabilitation	\$1,650,000
3	Filter #2 Rehabilitation	\$360,000
4	Filter #4 Rehabilitation	\$360,000
5	Low Lift Electrical Upgrades	\$200,000
6	High Lift #7 Pump - New	\$175,000
7	Grounds Improvements	\$170,000
8	PLC Upgrades (Low Lift, Cottam Booster, Generator B)	\$150,000
9	New Utility Building – Kingsville Water Tower	\$150,000
10	Distribution System Upgrades – Valves, Monitoring, etc.	\$150,000

11	Former Ammonia Building Retrofit to Maintenance Shop	\$125,000
12	Low Lift Roof Replacement	\$75,000
13	Cottam Booster Mixing System	\$75,000
14	New Laboratory Construction	\$75,000
15	Electrical Upgrades – New Capacitors, etc.	\$70,000
16	Filter Aid System Upgrades	\$60,000
17	Wastewater System – New Backup Pump	\$50,000
18	Billing Meters Upgrades	\$50,000
19	Essex Water Tower New Cathodic Protection System	\$40,000
20	Low Lift Pump #3 Rehabilitation	\$35,000
21	Communication System Upgrades	\$35,000
22	Treatment Plant Admin Area Improvements	\$30,000
23	Clearwell #1 Inlet Rotork	\$20,000
24	New Fencing–Treatment Plant and Leamington Water Tower	\$20,000
	Total Approve New Capital Works for 2021:	\$8,625,000

Provide details on the notices submitted in accordance with subsection 18 (1) of the Safe Drinking Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
July 21, 2020	TC	count 5	cfu/100ml	Flushing affected area and resampling. BWA was issued on July 21, 2020.	July 24, 2020

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period

	Number of Samples	Range of E. Coli Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	52	1 - 54	2-2000	0	N/A
Treated	52	0 – 0	0 – 0	52	<10 - <10
Distribution	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).				

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results	Unit of Measure
--	------------------------	------------------	-----------------

		(min #)-(max #)	
Turbidity	8760	0.00- 1.998	NTU
Chlorine - Free	8760	0.975-1.698	Mg/L

NOTE: For continuous monitors use 8760 as the number of samples

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
July 18, 2019	Suspended Solids	Jan 06/20	3	mg/L
	Suspended Solids	Feb 03/20	3	mg/L
	Suspended Solids	Mar 02/20	3	mg/L
	Suspended Solids	April 06/20	3	mg/L
	Suspended Solids	May 04/20	3	mg/L
	Suspended Solids	June 01/20	3	mg/L
	Suspended Solids	July 06/20	4	mg/L
	Suspended Solids	Aug 04/20	4	mg/L
	Suspended Solids	Sept 08/20	4	mg/L
	Suspended Solids	Oct 05/20	4.5	mg/L
	Suspended Solids	Nov 02/20	3	mg/L
	Suspended Solids	Dec07 /20	3	mg/L

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
July 18, 2019	Total Chlorine residuals	Jan 03/20	0.13	mg/L
	Total Chlorine residuals	Feb 03/20	0.08	mg/L
	Total Chlorine residuals	Mar 02/20	0.06	mg/L
	Total Chlorine residuals	April 06/20	0.09	mg/L
	Total Chlorine residuals	May 05/20	0.12	mg/L
	Total Chlorine residuals	June 01/20	0.14	mg/L
	Total Chlorine residuals	July 06/20	0.06	mg/L
	Total Chlorine residuals	Aug 04/20	0.09	mg/L
	Total Chlorine residuals	Sept 09/20	0.19	mg/L
	Total Chlorine residuals	Oct 06/20	0.12	mg/L
	Total Chlorine residuals	Nov 02/20	0.02	mg/L
	Total Chlorine residuals	Dec10 /20	0.04	mg/L

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	2020/01/07	0.13	Ug/L	No
Arsenic	2020/01/07	0.2	Ug/L	No
Barium	2020/01/07	16.3	Ug/L	No
Boron	2020/01/07	16.0	Ug/L	No
Cadmium	2020/01/07	0.01	Ug/L	No

Chromium	2020/01/07	0.19	Ug/L	No
*Lead	N/A	N/A	N/A	N/A
Mercury	2020/01/07	0.01<MDL	Ug/L	No
Selenium	2020/01/07	0.07	Ug/L	No
Sodium	2020/01/07	7.83	Mg/L	No
Uranium	2020/01/07	0.166	Ug/L	No
Fluoride	2020/01/07	0.09	Mg/L	No
Nitrite	N/A	N/A	N/A	N/A
Nitrate	N/A	N/A	N/A	N/A

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Nitrite (N)	06-Jan-2020	<0.1	mg/L	No
Nitrate (N)		0.4	mg/L	No
Ammonia N-Total		0.04	mg/L	No
Nitrite (N)	06-Apr-2020	<0.1	mg/L	No
Nitrate (N)		0.6	mg/L	No
Ammonia N-Total		0.03	mg/L	No
Nitrite (N)	07-July-2020	< 0.1	mg/L	No
Nitrate (N)		0.4	mg/L	No
Ammonia N-Total		0.03	mg/L	No
Nitrite (N)	05-Oct-2020	<0.1	mg/L	No
Nitrate (N)		0.2	mg/L	No
Ammonia N-Total		0.03	mg/L	No

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).		
Distribution	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).		

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Unit of Measure	Exceedance
Alachlor (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Atrazine + N-dealkylated metabolites (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Azinphos-methyl (ug/L)	2020/01/07	<MDL 0.05	Ug/L	No
Benzene (ug/L)	2020/01/07	<MDL 0.32	Ug/L	No
Benzo(a)pyrene (ug/L)	2020/01/07	<MDL 0.004	Ug/L	No
Bromoxynil (ug/L)	2020/01/07	<MDL 0.33	Ug/L	No
Carbaryl (ug/L)	2020/01/07	<MDL 0.05	Ug/L	No
Carbofuran (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Carbon Tetrachloride (ug/L)	2020/01/07	<MDL 0.17	Ug/L	No
Chlorpyrifos (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Diazinon (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Dicamba (ug/L)	2020/01/07	<MDL 0.2	Ug/L	No
1,2-Dichlorobenzene (ug/L)	2020/01/07	<MDL 0.41	Ug/L	No
1,4-Dichlorobenzene (ug/L)	2020/01/07	<MDL 0.36	Ug/L	No
1,2-Dichloroethane (ug/L)	2020/01/07	<MDL 0.35	Ug/L	No
1,1-Dichloroethylene (ug/L)	2020/01/07	<MDL 0.33	Ug/L	No
Dichloromethane (Methylene Chloride) (ug/L)	2020/01/07	<MDL 0.35	Ug/L	No
2,4-Dichlorophenol (ug/L)	2020/01/07	<MDL 0.15	Ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L)	2020/01/07	<MDL 0.19	Ug/L	No
Diclofop-methyl (ug/L)	2020/01/07	<MDL 0.4	Ug/L	No
Dimethoate (ug/L)	2020/01/07	<MDL 0.06	Ug/L	No
Diquat (ug/L)	2020/01/07	<MDL 1.0	Ug/L	No
Diuron (ug/L)	2020/01/07	<MDL 0.03	Ug/L	No
Glyphosate (ug/L)	2020/01/07	<MDL 1.0	Ug/L	No
HAAs (Note: show latest running annual average)		7.55	Ug/L	No
Malathion (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Metolachlor (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Metribuzin (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Monochlorobenzene (Chlorobenzene) (ug/L)	2020/01/07	<MDL 0.3	Ug/L	No
Paraquat (ug/L)	2020/01/07	<MDL 1.0	Ug/L	No
PCB (ug/L) - TW	2020/01/07	<MDL 0.04	Ug/L	No
Pentachlorophenol (ug/L)	2020/01/07	<MDL 0.15	Ug/L	No
Phorate (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Picloram (ug/L)	2020/01/07	<MDL 1.0	Ug/L	No
Prometryne (ug/L)	2020/01/07	<MDL 0.03	Ug/L	No
Simazine (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Terbufos (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No

Tetrachloroethylene (ug/L)	2020/01/07	<MDL 0.35	Ug/L	No
2,3,4,6-Tetrachlorophenol (ug/L)	2020/01/07	<MDL 0.2	Ug/L	No
THMs (Note: show latest running annual average)		18.42	Ug/L	No
Triallate (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Trichloroethylene (ug/L)	2020/01/07	<MDL 0.44	Ug/L	No
2,4,6-Trichlorophenol (ug/L)	2020/01/07	<MDL 0.25	Ug/L	No
Trifluralin (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Vinyl Chloride (ug/L)	2020/01/07	<MDL 0.17	Ug/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards

Parameter	Result Value	Unit of Measure	Date of Sample
None			



Management Review Minutes

Kingsville Distributions System

Issue Date: 17-Oct-19
Pages: 1 of 4

Date: November 4, 2020

Location: Council Chambers

Participants: DWQMS Representatives

Review Period: August 2019- August 2020

Item	Description	Action	Responsible	Due Date
1.	<p>Introductions</p> <p>The following staff were in attendance:</p> <ul style="list-style-type: none"> Tim Del Greco Erica Allen Andrew Plancke Shaun Martinho <p>The purpose and objectives of the Management Review meeting were:</p> <p>To evaluate the continuing suitability, adequacy and effectiveness of The Town of Kingsville's QMS. The Management Review will include a review of the DWQMS operational plan, external audit reports, internal audit report and other related operational documents/records as required.</p>			
2.	<p>Review of minutes from most recent Management Review</p> <p>The minutes from the last Management Review held on November 6, 2019.</p>			
3.	<p>Standing agenda items:</p>			
	<p>a. Incidents of regulatory non-compliance:</p> <ul style="list-style-type: none"> - All standard operating procedures were followed. No deviations from OP. - Valve turning program was not completed. 	<ul style="list-style-type: none"> - We will need to generate an inventory of missed valves and increase efforts in 2021. - Contract out valve turning work in 2021. Valve report will allow us to update inventory and condition. 3-year program. 	Shaun/Erica	June 2021
	<p>b. Incident of adverse drinking water test:</p> <ul style="list-style-type: none"> - No adverse drinking water tests reported in 2020. - Review residuals and annual summary report. 	N/A	N/A	N/A
	<p>c. Deviations from critical control limits and response actions:</p> <p>Table 2 of Procedure 7/8.01 identifies one CCP.</p> <ul style="list-style-type: none"> - Failure to maintain target secondary 	N/A	N/A	N/A



Management Review Minutes

Kingsville Distributions System

Issue Date: 17-Oct-19
Pages: 2 of 4

Item	Description	Action	Responsible	Due Date
	<p>disinfection.</p> <ul style="list-style-type: none"> - There were no instances in this reporting period. 			
	<p>d. The effectiveness of the risk assessment process:</p> <ul style="list-style-type: none"> - An annual review of risk assessment was completed with the internal audit. - Review risk assessment operational items. 	<ul style="list-style-type: none"> - Continue to review operations annually and update risk assessment spreadsheet. 	Erica/Shawn	Dec. 31 2020
	<p>e. Internal and third party audits result:</p> <ul style="list-style-type: none"> - Review the internal audit and NC/OFI - Review the external audit and NC/OFI 	<ul style="list-style-type: none"> - All NC and OFI have been addressed. Modifications to OP have been made as necessary. 	Shawn	Done
	<p>f. Results of emergency response testing:</p> <ul style="list-style-type: none"> - New standard template for emergency response training provided by OCWA. We need to create our own tracking form. - To be completed during staff meetings. 	<ul style="list-style-type: none"> - Create standard form for tracking Emergency Response Training based on OCWA recommendations. - Incorporate into staff meetings. 	Shawn	Dec. 2021
	<p>g. Operational performance:</p> <ul style="list-style-type: none"> - See city works summary. - Completed all maintenance programs except valve turning. Possible contract next year. - Winterizing hydrants. - 13 new waterlines commissioned b/w Aug 2019 and Aug 2020. - 2 more on the agenda. 	N/A	N/A	N/A
	<p>h. Raw Water Supply and drinking water quality trends:</p> <ul style="list-style-type: none"> - All residuals within limits. Continue to experience problems during summer at SSK-17 in Dieppe. - OCWA purchased new portable auto-flusher for town to address the issue. 	<ul style="list-style-type: none"> - Continue to monitor residuals at SSK-17 to determine effectiveness of new auto-flushing unit. 	Shawn/Erica	Dec 2021
	<p>i. Follow-up on action items from previous Management Review:</p> <ul style="list-style-type: none"> - External Audit Complete - Need to update training tracking spreadsheet. - Implemented compliance tracking form. 	N/A	N/A	N/A



Management Review Minutes

Kingsville Distributions System

Issue Date: 17-Oct-19
Pages: 3 of 4

Item	Description	Action	Responsible	Due Date
	<ul style="list-style-type: none"> - Created QMS tracking form. - ES calendar is up to date with DWQMS elements. - Risk assessment included in capital planning. - DWQMS updated to Version 2.0 - SOP's with CI disinfection. 			
	j. The status of management action items identified between reviews: <ul style="list-style-type: none"> - some have been completed. 	- The training Tracking Spreadsheet needs to be revised and updated. QMS training needs to be incorporated.	Shaun	June 2021
	k. Changes that could affect the QMS: <ul style="list-style-type: none"> - Review the new disinfection procedures and update SOP's. - Internal audit suggests updating element 11 Personnel Coverage to incorporate changes due to COVID. 	<ul style="list-style-type: none"> - SOP's have been updated to incorporate new disinfection procedures. - Staff will need training before implementation on Dec 31. 	Shaun	Dec 2020
	l. Consumer feedback: <ul style="list-style-type: none"> - Cityworks summary report included for review. - Taste and odour complaints have decreased substantially. People acclimatizing to CI disinfection. 	N/A	N/A	N/A
	m .The resources needed to maintain the QMS: <ul style="list-style-type: none"> - New supervisor should increase capacity for additional compliance monitoring. - OCWA performed internal audit for 2020. 	Hire new supervisor.	Shaun	June 2021
	n. The results of the Infrastructure Review: <ul style="list-style-type: none"> - Risk in relation to CCP has been incorporated into capital schedule. - Clarke in 2021, Stonehedge 2022 	Ensure asset management and risk assessment are incorporated into capital planning related to water.	Tim/Shawn	Sept 2021
	o. Operations plan currency, content and updates: <ul style="list-style-type: none"> - The OP was updated Nov 26, 2019. - A working copy is stored in the MS drive. No major revisions planned for 2020. - A summary report will be brought to Council before the end of 2020. 	Draft Summary Report for Council	Shaun	Dec, 2020
	p. Staff suggestions:	Staff are currently reviewing	Shaun	Dec 2020



Management Review Minutes

Kingsville Distributions System

Issue Date: 17-Oct-19
Pages: 4 of 4

Item	Description	Action	Responsible	Due Date
		revised SOP's. Include comments and suggests if valid.		
4.	New Agenda Items:			
	a. Risk Assessment Outcomes - Need to incorporate and review all risk assessment outcomes into capital planning. Review them with team.	- Need to review all hazards listed in Element 7/8: Risk Assessment and Outcomes when capital planning.	Tim/Shawn	Sept 2021
	b. Effectiveness of Actions - Review actions in compliance tracking sheet. Were they effective?	Reviewed and comment provided.	N/A	N/A
	c. Best Management Practices - Check MECP website for best management practices. - Review source material listed at end of MECP inspection report. - Disinfection procedures and related SOP's	N/A	N/A	N/A
	d. Essential Supplies and Services List - The list is current and reflects the vendors we currently use.	N/A	N/A	N/A
5.	Round Table - Changes at UWTP - Standard procedures and equipment - Historical practices	N/A	N/A	N/A

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement, de la
Protection de la nature et des Parks

Southwestern Region

Direction régionale du Sud-Ouest

620 – 4510 Rhodes Drive
Windsor ON N8W 5K5

Tel.: 519 948-1464

Fax.: 519 948-2396

TTY: 416 456-1234

620 – 4510, chemin Rhodes
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File# SI-ES-KI-540

October 15, 2020

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

Attention: Mr. John Norton, CAO
jnorton@kingsville.ca

Dear Mr. Norton:

Re: Kingsville Distribution System
Inspection Report

Please find enclosed the Drinking Water System Inspection Report for the Kingsville Distribution System (DWS#220003403). This year's inspection was conducted remotely and the telephone interview/questionnaire was held on October 8, 2020. There was no physical inspection conducted at your drinking water system this year.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in *"Taking Care of Your Drinking Water: A guide for members of municipal council"* found on the Drinking Water Ontario website at www.ontario.ca/drinkingwater.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR), included as Appendix B of the inspection report, provides the Ministry, the system

owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance.

IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspectors' Annual Report. If you have any questions or concerns regarding the rating, please contact Marc Bechard, Water Compliance Supervisor, at (519) 490-0761.

Likewise, if you have any questions or concerns regarding this report, please call me at (226) 280-1556.

Yours truly,



Neil Gilbert, P.Eng.
Provincial Officer – Water Inspector
Southwestern Region
Ministry of the Environment, Conservation and Parks
Sarnia District – Windsor Area Office

Encl.

cc: Dr. Wajid Ahmed, Medical Officer of Health, Windsor-Essex County HU, wahmed@wechu.org
Theresa Marentette, CEO and Chief Nursing Officer, Windsor-Essex County HU, tmarentette@wechu.org
Kristy McBeth, Director of Health Protection, Windsor-Essex County HU, kmcbeth@wechu.org
Phil Wong, Manager, Environmental Health, Windsor-Essex County HU, pwong@wechu.org
Victoria Peczulis, Manager, Environmental Health, Windsor-Essex County HU, vpeczulis@wechu.org
Andrew Plancke, Director of Municipal Services, Town of Kingsville, aplancke@kingsville.ca
Shaun Martinho, Manager of Public Works, Town of Kingsville, smartinho@kingsville.ca
Erica Allen, Supervisor of Public Works, Town of Kingsville, eallen@kingsville.ca
Rodney Bouchard, Manager, Union AWSS, rbouchard@unionwater.ca
Dale Dillen, Operations Manager – Union AWSS, OCWA, ddillen@ocwa.com
Dave Jubenville, Essex Regional Manager, OCWA, djubenville@ocwa.com
Samuel Wen, PCT (A), OCWA, swen@ocwa.com
Marc Bechard, Water Compliance Supervisor, MECP Sarnia District, marc.bechard@ontario.ca



Ministry of the Environment, Conservation and Parks

**KINGSVILLE DISTRIBUTION SYSTEM
Inspection Report**

Site Number:	220003403
Inspection Number:	1-P00P5
Date of Inspection:	Oct 08, 2020
Inspected By:	Neil Gilbert

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Appendix A: Stakeholder Appendix

Appendix B: Inspection Rating Record

OWNER INFORMATION:

Company Name:	KINGSVILLE, THE CORPORATION OF THE TOWN OF		
Street Number:	2021	Unit Identifier:	
Street Name:	DIVISION Rd N		
City:	KINGSVILLE		
Province:	ON	Postal Code:	N9Y 2Y9

CONTACT INFORMATION

Type:	Owner	Name:	Shaun Martinho
Phone:	(519) 733-2305	Fax:	
Email:	smartinho@kingsville.ca		
Title:	Manager of Public Works		

INSPECTION DETAILS:

Site Name:	KINGSVILLE DISTRIBUTION SYSTEM
Site Address:	KINGSVILLE
County/District:	KINGSVILLE
MECP District/Area Office:	Windsor Area Office
Health Unit:	WINDSOR-ESSEX COUNTY HEALTH UNIT
Conservation Authority:	
MNR Office:	
Category:	Large Municipal Residential
Site Number:	220003403
Inspection Type:	Special Announced
Inspection Number:	1-P00P5
Date of Inspection:	Oct 08, 2020
Date of Previous Inspection:	Aug 21, 2019

COMPONENTS DESCRIPTION

Site (Name):	MOE DWS Mapping	Sub Type:	
Type:	DWS Mapping Point		

Site (Name):	Kingsville (Union) Distribution System	Sub Type:	Other
Type:	Other		

Comments:
The Kingsville Distribution System is a standalone distribution system which supplies water to the majority of the Town of Kingsville from the Union Area Water Supply System (UAWSS) located in Ruthven, Ontario. The Town of Kingsville is part owner of the UAWSS through the Union Water System Joint Board of Management. According to the drinking water system profile, a population of approximately 21,600 residents is served by the Kingsville Distribution System. It therefore falls into the "large municipal residential" category under O. Regulation 170/03. Several transmission mains, from 300 to 750 mm, take treated water from the UAWSS to the community of Kingsville, north to the Cottam reservoir (servicing Essex), and to Kingsville's northwestern boundary with the community of Essex. The major transmission mains, the Kingsville 1100 m3 elevated tank, the Cottam reservoir, and the 6800 m3

Albuna tower (servicing Leamington) are owned by the UAWSS and are not included within the scope of this inspection. The Kingsville elevated storage tank maintains distribution system pressure, controlled and monitored from the UAWSS.

It should be noted that as of June 4, 2018 the UAWSS is supplying the Kingsville DS with chlorinated water (instead of chloramination) for secondary disinfection purposes.

INSPECTION SUMMARY:

Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on an inspection of a "stand alone connected distribution system" and was conducted remotely. This type of system receives treated water from a separately owned "donor" system. This report contains elements required to assess key compliance and conformance issues associated with a "receiver" system. This report does not contain items associated with the inspection of the donor system, such as source waters, intakes/wells and treatment facilities.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

The Kingsville Distribution System (DWS#220003403) is a standalone distribution system which supplies water to the majority of the Town of Kingsville from the Union Area Water Supply System (UAWSS) located in Ruthven, Ontario.

The Town of Kingsville is part owner of the UAWSS through the Union Water System Joint Board of Management. According to the drinking water system profile, a population of approximately 21,600 residents is served by the Kingsville Distribution System. It therefore falls into the "large municipal residential" category under O. Regulation 170/03.

This inspection was conducted remotely and the inspection review period was August 1, 2019 to August 31, 2020.

Treatment Processes

- The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.
- The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.
- Where an activity has occurred that could introduce contamination, all parts of the drinking water system were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit.

The system's representative was made aware that the updated Ontario Watermain Disinfection Procedure was issued on August 1, 2020. The representative was advised that the municipality is required to modify its watermain repair/commissioning procedures and forms to meet the updated procedure's documentation requirements by the date required in its DWWP.

- The owner had evidence indicating that all chemicals and materials that come in contact with water within the drinking water system met the AWWA and ANSI standards in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA.

Treatment Process Monitoring

- **The secondary disinfectant residual was measured as required for the distribution system.**

As per O.Reg. 170/03 s 7-2 (3), the owner/operating authority of a system that provides secondary disinfection shall ensure that at least seven distribution samples are taken each week and are tested immediately for, (a) free chlorine residual, if the system provides chlorination and does not provide chloramination; or (b) combined chlorine residual, if the system provides chloramination.

The following rules apply to the distribution samples referred above unless at least one sample is taken on each day of the week: At least four of the samples must be taken on one day of the week, at least 48 hours after the last sample was taken in the previous week. Then, at least three of the samples must be taken on a second day of the week, at least 48 hours after the last sample was taken on the first day of the sampling week. When more than one sample is taken on the same day of the week then each sample must be taken from a different location.

As previously noted, as of June 4, 2018 the UAWSS is supplying the Kingsville DS with chlorinated water, instead of chloramination, for secondary disinfection purposes.

During the inspection review period (August 1, 2019 to August 31, 2020) at least seven distribution samples were collected each week using the 4/3 rule and tested for free and total chlorine residuals.

- **Samples for chlorine residual analysis were tested using an acceptable portable device.**

Distribution System

- **The owner had up-to-date documents describing the distribution components as required.**

- **There is a backflow prevention program, policy and/or bylaw in place.**

The Town of Kingsville's By-Law # 39-2001 is a by-law that regulates cross connections and backflow prevention.

- **The owner had implemented a program for the flushing of watermains as per industry standards.**
- **Records confirmed that disinfectant residuals were routinely checked at the extremities and "dead ends" of the distribution system.**
- **A program was in place for inspecting and exercising valves.**
- **There was a program in place for inspecting and operating hydrants.**
- **There was a by-law or policy in place limiting access to hydrants.**

There is a policy in place and it was noted that a by-law is currently in draft form and awaiting for endorsement.

- **The owner was able to maintain proper pressures in the distribution system and pressure was monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate.**

It was also noted that there are three remote pressure sensors installed in various hydrants at the extremities of the distribution system. These sensors monitor pressures, flow rates and temperatures and the measured real-time data is tied into the Union WTP's SCADA system.

- **The donor had provided an Annual Report to the receiver drinking water system.**

Operations Manuals

- **Operators and maintenance personnel had ready access to operations and maintenance manuals.**

Operations Manuals

- The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.

The Town of Kingsville's Operational Plan for the Kingsville Environmental Services was recently revised (Revision 8) and approved by Council on Nov. 26, 2019.

- The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

Logbooks

- Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.
- For every required operational test and every required sample, a record was made of the date, time, location, name of the person conducting the test and result of the test.
- Logs or other record keeping mechanisms were available for at least five (5) years.

Security

- The owner had provided security measures to protect components of the drinking water system.

Within the Kingsville Distribution System, all autoflushers and sampling stations are locked.

Consumer Relations

- The owner and/or operating authority undertook efforts to promote water conservation and reduce water losses in their system.

The Town of Kingsville's By-law # 55-2003 is a by-law that regulates the external use of water from the municipal distribution systems.

Certification and Training

- The overall responsible operator had been designated for each subsystem.
- Operators-in-charge had been designated for all subsystems which comprised the drinking water system.
- All operators possessed the required certification.
- An adequately licenced operator was designated to act in place of the overall responsible operator when the overall responsible operator was unable to act

Water Quality Monitoring

- All microbiological water quality monitoring requirements for distribution samples were being met.

As per O.Reg. 170/03 s10-2, the owner/operating authority for the system shall ensure that if a system serves 100,000 people or less, at least eight distribution samples, plus one additional sample for every 1,000 people served, are taken every month, with at least one sample being taken each week. Each of the distribution samples

Water Quality Monitoring

collected must be tested for E. coli and total coliforms and at least 25 percent of these samples must be tested for general bacteria population expressed as colony counts on a heterotrophic plate count (HPC).

During the inspection review period (August 1, 2019 to August 31, 2020) all microbiological water monitoring requirements for distribution water samples were performed.

- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.**

As per O.Reg 170/03 s13-6.1, the owner/operating authority shall ensure that a minimum of one sample is collected and tested for haloacetic acid (HAA) per calendar quarter.

On January 1, 2020, the O.Reg. 169/03 standard for HAA (80ug/L) came into effect and is expressed as a RAA, where RAA is defined as "the running annual average of quarterly results" for HAA for a drinking water system.

During the inspection review period (August 1, 2019 to August 31, 2020), these HAA samples were collected on Oct. 10, 2019 (HAA result = 15.8ug/L), Jan. 7, 2020 (HAA result = <5.3ug/L), Feb. 4, 2020 (HAA result = <5.3ug/L), Apr. 6, 2020 (HAA result = 17.1ug/L) and July 7, 2020 (HAA result = 19.3ug/L). All of these HAA results were below 80ug/L and the average for the inspection review period was 12.6ug/L.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

As per O.Reg 170/03 s13-6, the owner/operating authority shall ensure that a minimum of one sample is collected and tested for trihalomethanes (THM) per calendar quarter.

During the inspection review period (Aug. 1, 2019 to Aug. 31, 2020) these THM samples were collected monthly from Aug. 6, 2019 to Dec. 2, 2019 (5 THM results ranging from 16ug/L to 44ug/L) and then quarterly samples were collected on Jan. 7, 2020 (THM result = 16ug/L), Apr. 6, 2020 (THM result = 24ug/L) and July 7, 2020 (THM result = 39ug/L).

The Ontario Drinking Water Quality Standard (ODWQS) for THM is 100 ug/L (expressed as a running annual average of quarterly results). All of the THM results were below 100ug/L and the average for the inspection review period was 32.4ug/L.

- **The owner ensured that water samples were taken at the prescribed location.**
- **All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.**

This drinking water system is exempt from plumbing lead sampling as per the exemption in O.Reg. 170/03 Schedule 15.1. Under this exemption and as per subsection 15.1-5 (10), the owner/operating authority are required to test for pH and alkalinity during each of the two periods described in subsection 15.1-5 (5) (i.e. Dec. 15 to Apr. 15 and June 15 to Oct. 15) in every 12-month period and to test for lead during each of the two periods described in subsection 15.1-5 (5) in every third 12-month period. In accordance with the "Reduced Sampling Table" (found in O.Reg. 170/03 Schedule 15.1) and based on the population served by the Kingsville Distribution System, at least four sampling points must be tested in the distribution system per period (i.e. Dec. 15 to Apr. 15 and June 15 to Oct. 15).

During the inspection review period (Aug. 1, 2019 to Aug. 31, 2020), water samples were collected from four locations within the distribution system on Sept. 10, 2019 (tested for alkalinity and pH) and Mar. 26, 2020 (tested for lead, alkalinity and pH).

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**
- **The owner indicated that the required records are kept and will be kept for the required time period.**

Water Quality Assessment

Water Quality Assessment

- Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).

Reporting & Corrective Actions

- Summary Reports for municipal council were completed on time, included the required content, and were distributed in accordance with the regulatory requirements.

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable

SIGNATURES

Inspected By:

Neil Gilbert

Signature: (Provincial Officer)

Reviewed & Approved By:

Marc Bechard

Signature: (Supervisor)

Review & Approval Date:

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

Stakeholder Appendix

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater



PUBLICATION TITLE	PUBLICATION NUMBER
FORMS: Drinking Water System Profile Information Laboratory Services Notification Adverse Test Result Notification	012-2149E 012-2148E 012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable	012-2149F
Avis de demande de services de laboratoire	012-2148F
Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau potable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web

Inspection Rating Record

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2020-2021)

DWS Name: KINGSVILLE DISTRIBUTION SYSTEM
DWS Number: 220003403
DWS Owner: Kingsville, The Corporation Of The Town Of
Municipal Location: Kingsville

Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Standalone
Inspection Date: October 8, 2020
Ministry Office: Windsor Area Office

Maximum Question Rating: 244

Inspection Module	Non-Compliance Rating
Treatment Processes	0 / 37
Distribution System	0 / 4
Operations Manuals	0 / 42
Logbooks	0 / 22
Certification and Training	0 / 35
Water Quality Monitoring	0 / 71
Reporting & Corrective Actions	0 / 4
Treatment Process Monitoring	0 / 29
TOTAL	0 / 244

Inspection Risk Rating	0.00%
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FINAL INSPECTION RATING:	100.00%
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Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2020-2021)

DWS Name: KINGSVILLE DISTRIBUTION SYSTEM
DWS Number: 220003403
DWS Owner: Kingsville, The Corporation Of The Town Of
Municipal Location: Kingsville

Regulation: O.REG 170/03

Category: Large Municipal Residential System

Type Of Inspection: Standalone

Inspection Date: October 8, 2020

Ministry Office: Windsor Area Office

Maximum Question Rating: 244

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%



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

Date: February 25, 2021
To: Mayor and Council
Author: Karen Loney
RE: Healthy Communities Initiative Grant
Report No.: 2-2021

AIM

For Council to approve that the theme of "Kingsville Plays Outdoors" will be used in the Government of Canada Healthy Communities Initiative grant and approve administration to apply.

BACKGROUND

COVID has impacted everyone. However, there has been a disproportionate impact for people working in small business, tourism, and the arts and cultural sectors. Isolation has changed almost everyone's lifestyles as people have stayed indoors to reduce the spread. Additionally, people living in poverty or challenged in accessing their basic needs have been significantly impacted more by COVID.¹

The Government of Canada has created a grant program called the Healthy Communities Initiative which Community Foundations and partners administer. Municipalities can apply for funding. Applicants must submit their proposal by March 9, 2021, 5:00 P.M.; funding requests cannot exceed \$250,000, with expenses incurred between April 1, 2020, and June 30, 2022.

The purpose of the Healthy Communities initiative is to,

- respond to identified needs arising from impacts of COVID-19;

¹ Ontario Agency for Health Protection and Promotion (Public Health Ontario). COVID-19 in Ontario - a focus on material deprivation: January 15, 2020 to June 3, 2020 Toronto, ON: Queen's Printer for Ontario; 2020. Retrieved from <https://www.publichealthontario.ca/-/media/documents/ncov/epi/2020/06/covid-19-epi-material-deprivation.pdf?la=en>

- create and adapt public spaces, and programming and services for public spaces in the public interest;
- demonstrate consideration of and connections with the community;
- serve the general public or a community disproportionately impacted by COVID-19; and,
- fall within the three Healthy Communities Initiative theme areas of
 - Safe and vibrant public spaces,
 - Improved mobility options and,
 - Digital solutions.

Applicants for the grant need to demonstrate how projects will engage the community and embed equity in the project design and implementation. The following questions on the application showcase the philosophy of the initiative.

- Please describe relationships with your community (including equity-seeking groups and those with specific socioeconomic needs) and how community engagement is integrated into your work
- "Nothing about us, without us"; Are individuals representative of the population(s) you're seeking to serve involved in the decision making and delivery of your project?

DISCUSSION

To support safe and vibrant public spaces, increase mobility options, programming, and services, an application called Kingsville Plays Outdoors has been created. The following three concepts have been identified as ways to support groups disproportionately impacted by COVID. These groups include the business, tourism and art sector, plus partnering with others to identify equity-seeking engagement opportunities to fully develop the activities, ensuring those impacts can shape the actions.

Kingsville Plays Outdoors

Safe and Open Streets

On February 22, Council approved that the town will lead open Streets in 2021. Open Streets aligns with the grant criteria of safe and vibrant public spaces and improved mobility options. Opening streets to people creates opportunities for safe physical activity and social engagement and makes it easier to use mobility aids. When roads are open, it allows more generous space for people to maintain an appropriate distance from one another and businesses to expand their footprint while also allowing vendors from outside the downtown core to participate. Creating a creative space can be possible through engaging arts to perform, allowing a sector to generate much-needed revenue.

A grant funding request of \$70,000 is proposed to cover the following needs:

- To create places where artists can showcase art and music, a shade structure will be purchased and installed outside the Carnegie Arts and Cultural Centre (\$50,000).

- A part-time Open Streets Coordinator will be hired (\$20,000) to develop partnerships and implement the event,

Safe Pop-up Play

Through Council's recent Strategic Mid-term planning process, the community identified a desire for increased recreation programs. COVID has limited children's access to recreation opportunities. A 'Safe Pop-up Play' is designed to align with the grant criteria of Safe and vibrant public spaces and improved mobility options.

The Safe Pop-up Play program is a free recreation program offered in public parks and spaces. It will encourage children to play safely outdoors by providing unique opportunities for unstructured free play. This program turns a park, waterfront area or community space into a fun and inviting space that promotes physical activity, spending time as a family, and developing essential physical literacy skills. Accessible equipment will be purchased to support children of all abilities to increase mobility. Also, infrastructure is requested to enhance parks and waterfronts to improve community access and recreational programming.

A grant funding request of \$119,000 is proposed to cover the following needs.

- Equipment: Summer recreation staff can implement the program, but play equipment is needed (\$15,000).
- Two mobility mats will be purchased and installed at the beach; this creates wheelchair, strollers and walkers accessibility (\$25,000).
- Metal picnic tables, which allow cleaning options, will be purchased for parks and open space (\$24,000).
- A shade structure will be purchased that supports sun safety and options for covered programming (\$30,000).
- Three bicycle repair stations will be installed to support active transportation, increased mobility and will be used for cycling programming (\$25,000).

Safe Cultural Experiences

Safe Cultural Experiences will be developed in partnership with non-profit groups; these include the Arts Society of Kingsville, the Sun Parlor Folk Music Society, the South Essex Community Council, and the people they represent. The 'Safe Cultural Experiences' will be developed through engaging people and voices from those impacted by COVID, such as artists, musicians, seniors and people unemployed or accessing settlement services.

The 'Safe Cultural Experience' initiative aligns with all three of the grant criteria.

Proposed activities include the following but will be co-created with user groups,

- Art and music therapy classes,
- Pop-up art and music experiences,
- Seminars or classes on how creative arts support positive mental health,
- Creation of public art,
- Activities to engage people who are isolated or may not access outdoor spaces such as creative art kits or access to virtual programming will be created, and,

- Supports to reduce barriers in accessing programs such as transportation, food or childcare.

The Safe Cultural Experience activities will highlight the impact of COVID on people's mental health, support skill-building, increase programming, break down barriers and connect people. Completed work or artist performing will also be embedded within the Open Streets event, a potential Cultural Day event and over the Christmas/holiday season.

A grant funding request of \$61,000 is proposed to cover the following needs:

- Recognizing the art sector has been significantly impacted by COVID, artists will be employed and paid a fair wage for their performances, expertise to develop 'creative art' kits or activities, and any virtual or digital programming they are involved in,
- Supplies and materials,
- Resources to reduce barriers,
- Diversity and equity training, and,
- A part-time creative arts lead would be hired to oversee the 'Safe Cultural Experience' initiative.

LINK TO STRATEGIC PLAN

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

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

To promote a safe community.

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

Support growth of the business community.

FINANCIAL CONSIDERATIONS

Should the Town of Kingsville successfully receive, the Healthy Communities grant, staff from Recreation Programming, Special Events, Tourism and staff from Municipal Facilities and Property will implement the activities within existing budgeted resources.

CONSULTATIONS

Art Society of Kingsville
 Sun Parlor Folk Music Society
 South Essex Community Council
 Manager of Municipal Facilities and Property

RECOMMENDATION

That Council directs administration to submit a Healthy Communities Initiative grant application of \$250,000 called "Kingsville Plays Outdoors."

Karen Loney

Karen Loney, MA

Manager of Recreation Programming and Special Events



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

Date: February 24, 2021

To: Mayor and Council

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

RE: Application for Site Plan Amendment SPA/04/2021 by
617885 Ontario Limited – JEM Farms
Part of Lot 9, Concession 2 ED
Pt. Part 1, RP 12R 2445 & Pts. 1, 2, 4 & 5, RP 12R 6875
1581 & 1585 County Road 34 E

Report No.: PS 2021-013

AIM

To provide the Mayor and Council with detail on a requested site plan amendment for a proposed greenhouse expansion located on the west side of County Road 34 E, just south of Road 3 E.

BACKGROUND

The subject parcel is an approximately 29.43 ha (72.73 ac.) farm with a total of 11.732 ha (28.99 ac.) of existing greenhouses, an accessory bunkhouse and associated support facilities constructed over several years starting 1985 with the newest in 2012. In 2018 the property was rezoned to permit cannabis production however plans for that have not proceeded. The applicant was granted approval of an amendment in 2020 to make a number of minor changes to the final phase of expansion to the greenhouse for vegetable production. A further amendment is being requested for the construction of additional greenhouse space in the southwest corner of the property for a research and development area, addition to the recently completed irrigation and service area for Phase 3 and addition to the south end of the main service building. The storm water management plan prepared and approved for the Phase 3 expansion included these anticipated additions so no new plan or review is required.

DISCUSSION

1.0 Provincial Policy Statement

There are no issues of Provincial significance raised by this application.

2.0 Official Plan

The subject property is designated 'Agriculture' and subject to the policies under Section 3.1 of the Official Plan for the Town of Kingsville. The proposed use is permitted in the agricultural area. The property has also been assessed under the Site Suitability criteria of Section 2.8 and conforms or will conform through the site plan process.

3.0 Comprehensive Zoning By-Law – Town of Kingsville

The subject property is zoned 'Agriculture, Exception 62, (A1-62)'. The attached site plan has been reviewed and the proposed new development will be in compliance with the provisions of the Town of Kingsville Zoning By-law 1-2014.

4.0 Site Plan

The research and development area consists of a 0.828 ha (2.046 ac.) stand alone greenhouse structure, a 720 sq. m (7,750 sq. ft.) addition to the existing irrigation room attached to the Phase 3 greenhouse and a 466.8 sq. m (5,025 sq. ft.) addition to the existing main service building. (Appendix A)

The facilities on the subject property have access to municipal sanitary sewer service. Water needs for the facility have been reviewed and supply availability confirmed by Stantec Consulting. (Appendix B)

The property is still under active development completing the Phase 3 greenhouse so there may be outstanding items however inspections are still pending and securities continue to be held until Phase 3 is complete.

LINK TO STRATEGIC PLAN

Support growth of the business community.

.

FINANCIAL CONSIDERATIONS

There will be an increase in the assessed value on the property once the full build out is completed. Development charges are applicable to any non-growing areas of the expansion. Building permit fees will also be collected at the time of permit.

CONSULTATIONS

In accordance with standard practice for review of site plan approval applications applicable external agencies and internal departments have been circulated. The following comment has been provided.

1) Essex Region Conservation Authority (ERCA)

ERCA comment has not changed from the original amendment in February of 2020 and is attached as Appendix C.

2) Technical Advisory Committee

Building Services will review the plans for items related to the Building Code at the permit stage.

Infrastructure and Engineering Services (IES) requested confirmation that either water supply is available to accommodate the additional greenhouse space or an indemnification from the applicant that no additional water supply is required. Stantec was made aware of the requested addition and has indicated that water availability for the addition is not a concern and that the applicant has confirmed that no additional water is required. The applicant has also indicated no objection to providing the requested indemnification.

IES also asked for confirmation on the level of use of the proposed secondary access to the Peterson Lane. The applicant has indicated that not more than two trucks per month will use the secondary access for the delivery of growing material only. All other delivers and shipping will remain from the service area off County Road 34.

Administration is in support of the proposed development subject to the requirements outlined in the associated amending site plan agreement.

RECOMMENDATION

That Council:

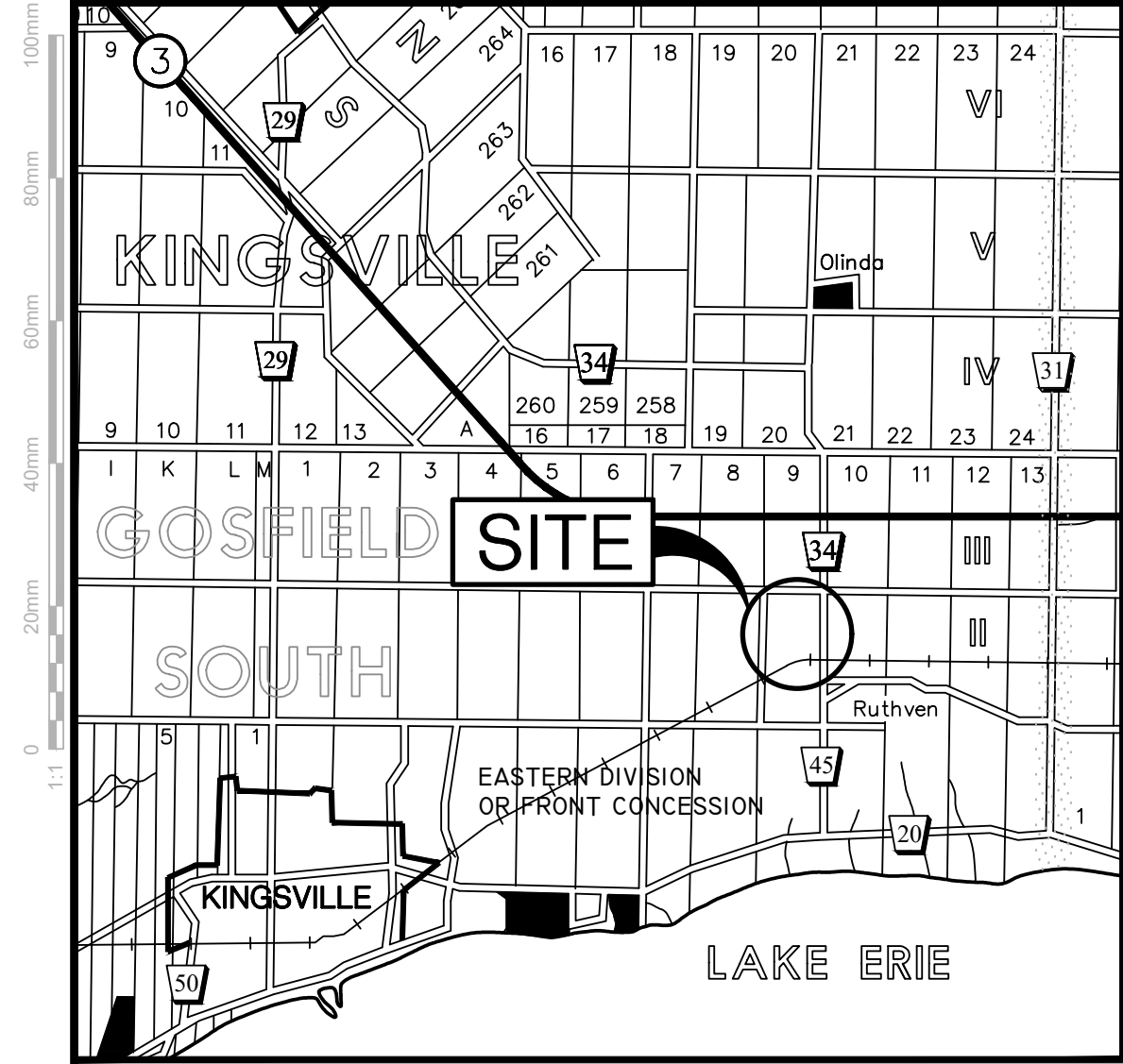
Approve site plan amendment application SPA/04/2021 for 0.828 ha (2.046 ac.) stand alone greenhouse structure (research and development area), a 720 sq. m (7,750 sq. ft.) addition to the existing irrigation room attached to the Phase 3 greenhouse and a 466.8 sq. m (5,025 sq. ft.) addition to the existing main service building, subject to the further amended terms of the site plan agreement, and

Authorize the Mayor and Clerk to sign the amending agreement and register said agreement on title.

Robert Brown

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

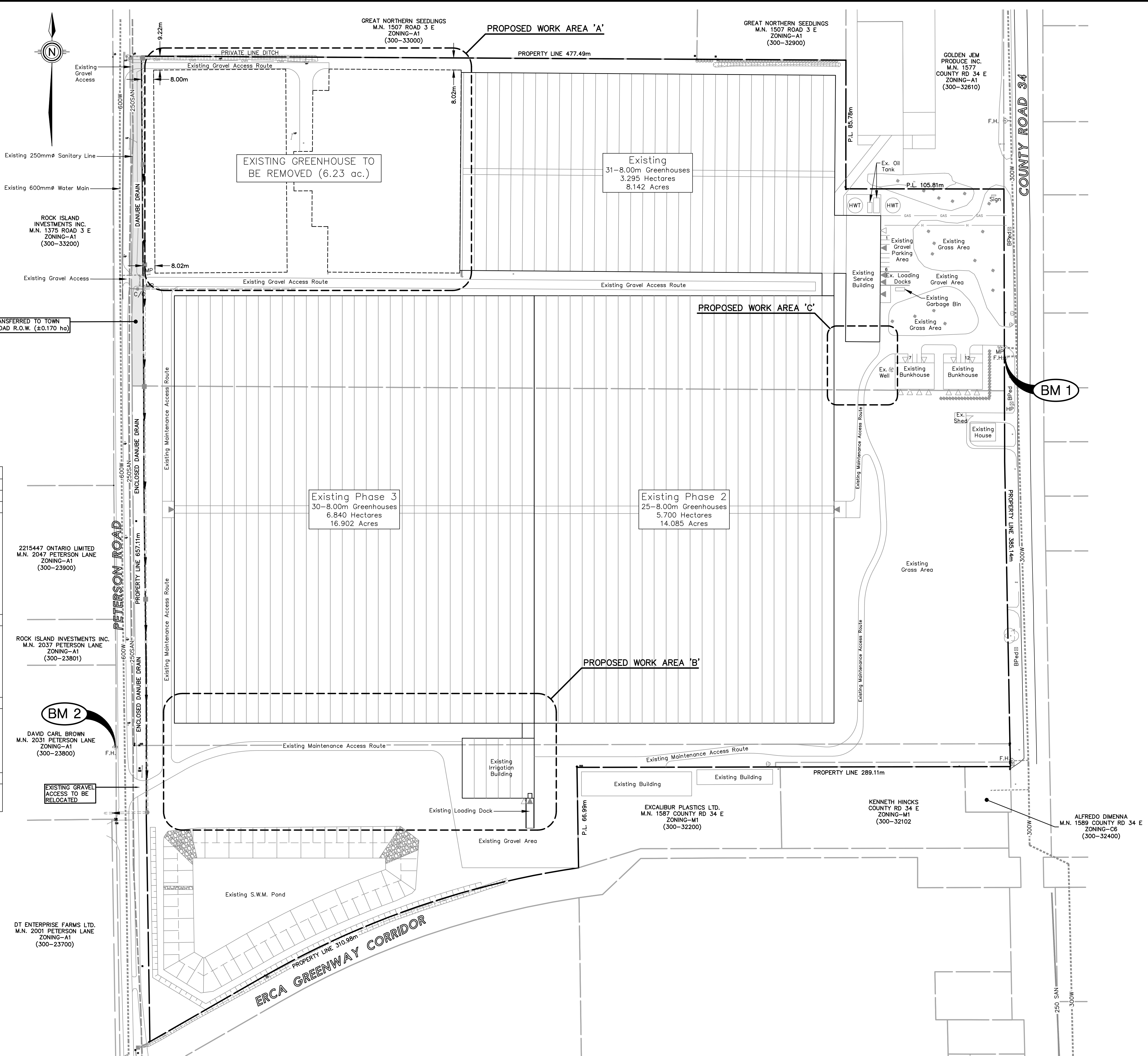
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KEY PLAN
Scale = N.T.S.

SITE STATISTICS (300-32600)			
ZONING:		A1-9 AGRICULTURE	
ZONE CATEGORY		REQUIRED	PROPOSED
GROSS LOT AREA		2,000 ha. (4.94 ac.)	29,793 ha. (73.62 ac.)
LOT FRONTAGE		30.00m	385.14m
FRONT YARD SETBACK (MIN.)		20.00m	83.07m
REAR YARD SETBACK (MIN.)		5.00m	11.35m
INTERIOR SIDE YARD SETBACK (MIN.)		3.00m OR HEIGHT OF SIDEWALL OF GREENHOUSE	7.56m (EXISTING)
EXTERIOR SIDE YARD SETBACK (MIN.)		4.50m	N/A
LOT COVERAGE		EXISTING	NEW PROPOSED
MAIN BUILDING AREA		16,035 ha. (39.62 ac.)	3,528 ha. (8.72 ac.)
ACCESSORY STRUCTURE AREA		0,385 ha. (0.95 ac.)	0,119 ha. (0.29 ac.)
LOT COVERAGE		55.11%	12.24%
TOTAL LOT COVERAGE		MAX. = 80%	66.96%
PARKING			
REGULAR SPACE SIZE		3m x 6m	
BARRIER FREE SPACE SIZE		5m x 6m	
PARKING SPACE REQUIREMENT		1 SPACE PER 2 ha. GREENHOUSE	
REGULAR SPACES PROVIDED		14 + 12 (EXISTING)	
BUILDING HEIGHTS			
MAIN BUILDING		15.00m	(GREENHOUSE)
ACCESSORY BUILDING		15.00m	(IRRIGATION BUILDING AND SERVICE BUILDING)

LEGEND			
△ MANDOR	△ EXISTING		
▲ OVERHEAD DOOR	▲ EXISTING		
✱ WALL PACK LIGHT	✱ EXISTING		



EXISTING OVERALL SITE PLAN
Scale = 1:1250

- NOTES:
1. THE ACCURACY OF THE UTILITIES SHOWN ON THIS DRAWING ARE NOT GUARANTEED BY THE OWNER OR N. J. PERALTA ENGINEERING LTD. OTHER UTILITIES MAY BE PRESENT OR THE UTILITIES SHOWN MAY DIFFER IN SIZE AND/OR LOCATION SHOWN.
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 5. ALL BARRIER FREE PARKING SPACES TO BE SIGNED WITH R6-3A.
 6. ALL EXTERIOR LIGHTS TO BE DARK SKY COMPLIANT.

BENCHMARKS:

1. TOP OF FIRE HYDRANT ON THE WEST SIDE OF COUNTY ROAD 34 APPROXIMATELY 23m NORTH OF SOUTHEAST CORNER OF SUBJECT PROPERTY.
ELEV. 211.138m
2. TOP OF FIRE HYDRANT ON THE WEST SIDE OF PETERSON ROAD APPROXIMATELY 45m NORTH OF SOUTHEAST CORNER OF M/M 2031.
ELEV. 205.740m

REVIEW AND APPROVAL	W.L.L.	19 NOV. 2020
OWNER REVIEW	W.L.L.	09 NOV. 2020
OWNER REVIEW	W.L.L.	10 SEPT. 2020
ISSUED FOR:	BY:	DATE:

N. J. Peralta
Engineering Ltd.

Consulting Engineers

Kingsville Ontario

ENGINEERING STAMPS:



JEM FARMS

PHASE 4
GREENHOUSE

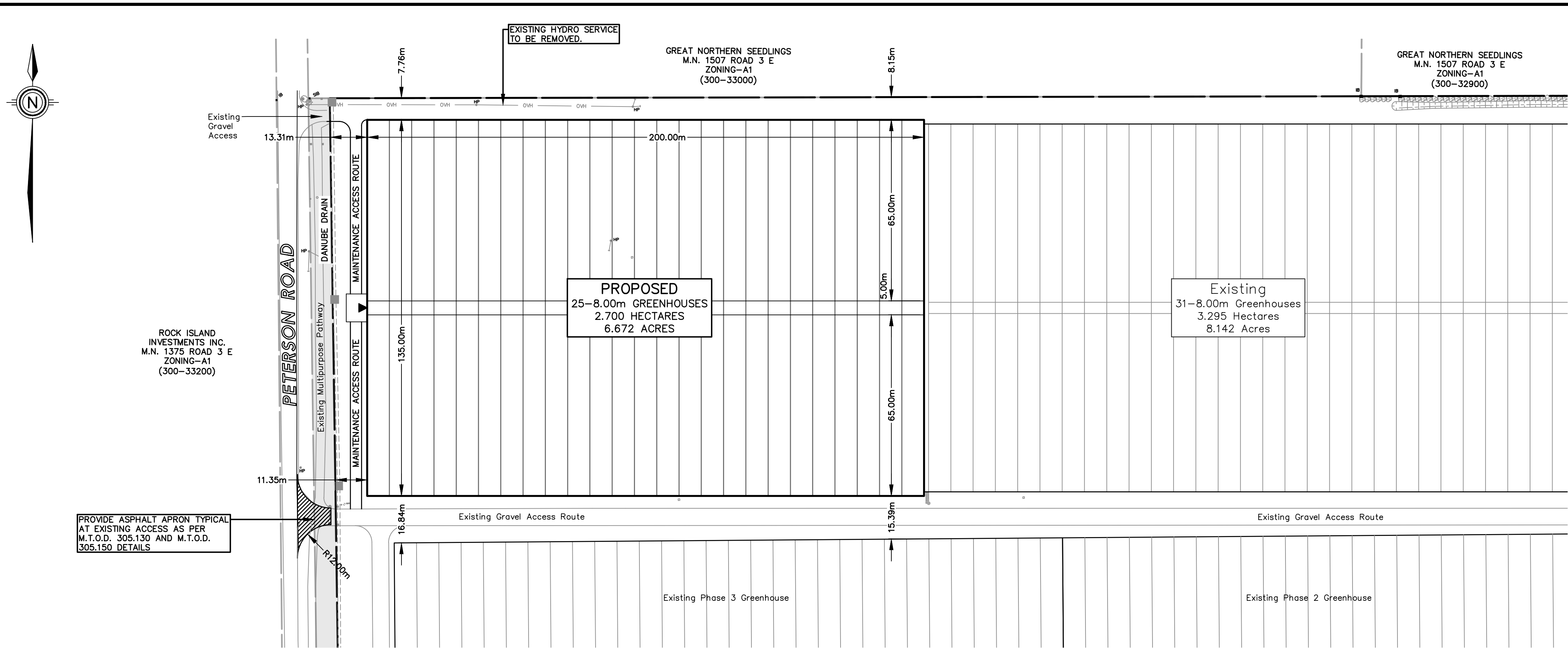
1581 COUNTY ROAD 34
KINGSVILLE, ONTARIO

SHEET TITLE:

EXISTING OVERALL
SITE PLAN

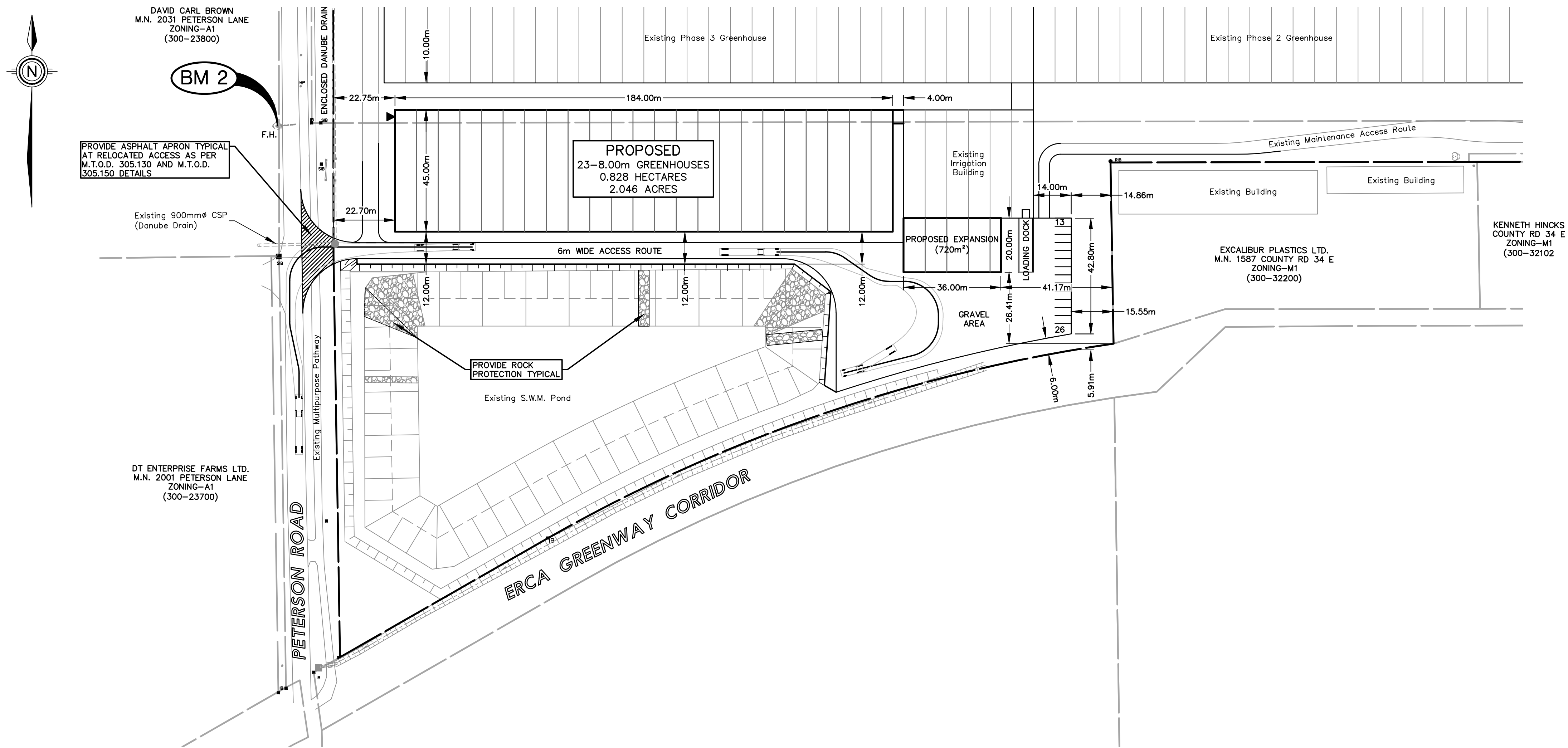
DESIGNED BY:	DATE:
H.C.M.	NOV. 9th 2020
DRAWN BY:	SCALE:
J.H.	AS NOTED
SHEET No.:	OF:
1	8
PROJECT No.:	E20-036

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PARTIAL SITE PLAN - WORK AREA 'A'

Scale = 1:1000



PARTIAL SITE PLAN - WORK AREA 'B'

Scale = 1:1000

- NOTES:
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 5. ALL BARRIER FREE PARKING SPACES TO BE SIGNED WITH R6-83.
 6. ALL EXTERIOR LIGHTS TO BE DARK SKY COMPLIANT.

BENCHMARKS:

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ELEV. 211.138m
2. TOP OF FIRE HYDRANT ON THE WEST SIDE OF PETERSON ROAD APPROXIMATELY 45m NORTH OF SOUTHEAST CORNER OF MM# 2031.
ELEV. 205.740m

REVIEW AND APPROVAL	W.L.L.	19 NOV. 2020
OWNER REVIEW	W.L.L.	09 NOV. 2020
OWNER REVIEW	W.L.L.	10 SEPT. 2020
ISSUED FOR:	BY:	DATE:

REVISIONS:

N. J. Peralta
Engineering Ltd.

Consulting Engineers

Kingsville Ontario

ENGINEERING STAMPS:



JEM FARMS

PHASE 4
GREENHOUSE

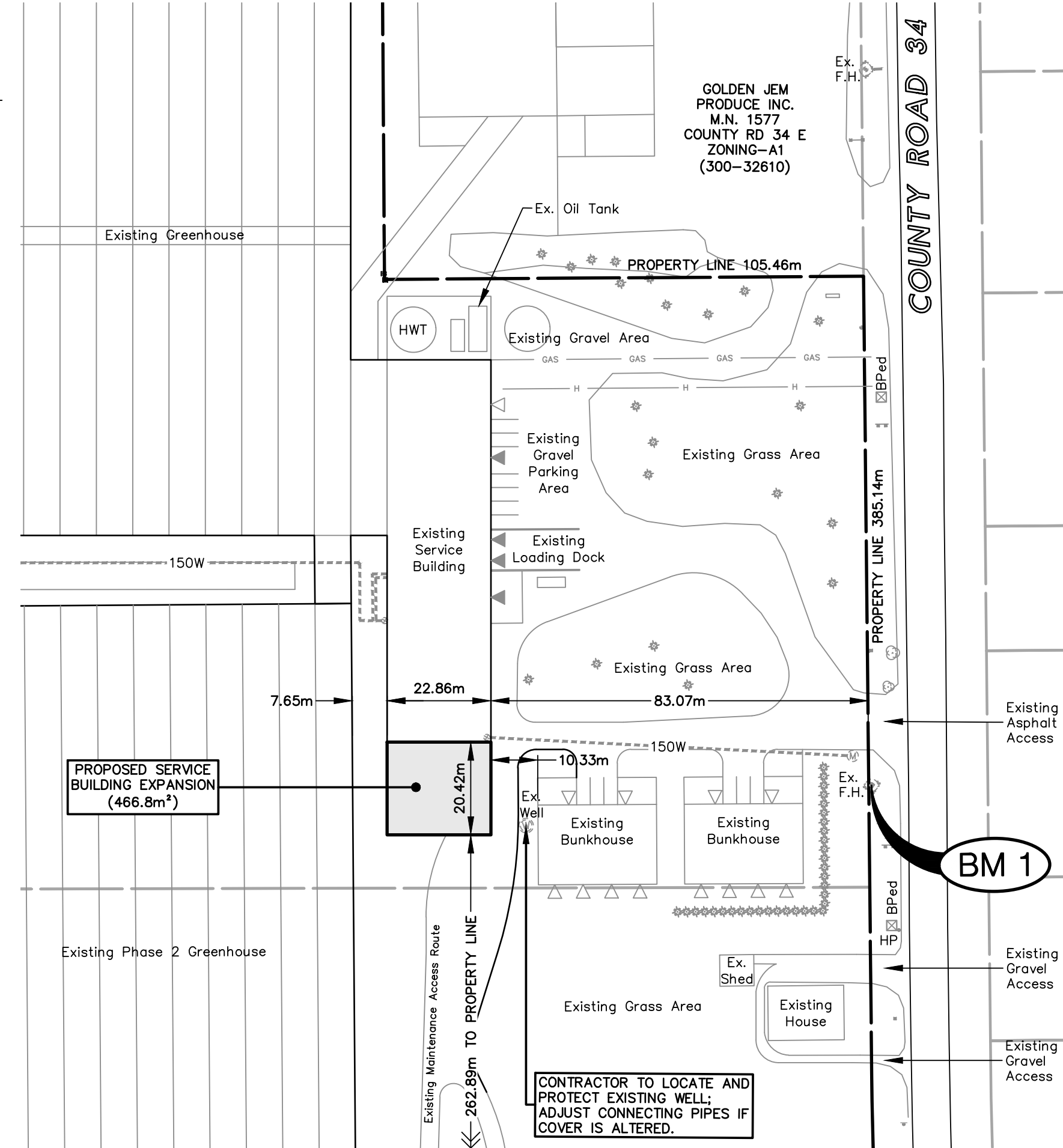
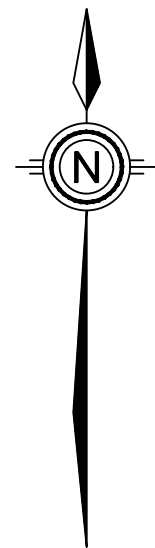
1581 COUNTY ROAD 34
KINGSVILLE, ONTARIO

SHEET TITLE:

PARTIAL SITE PLANS

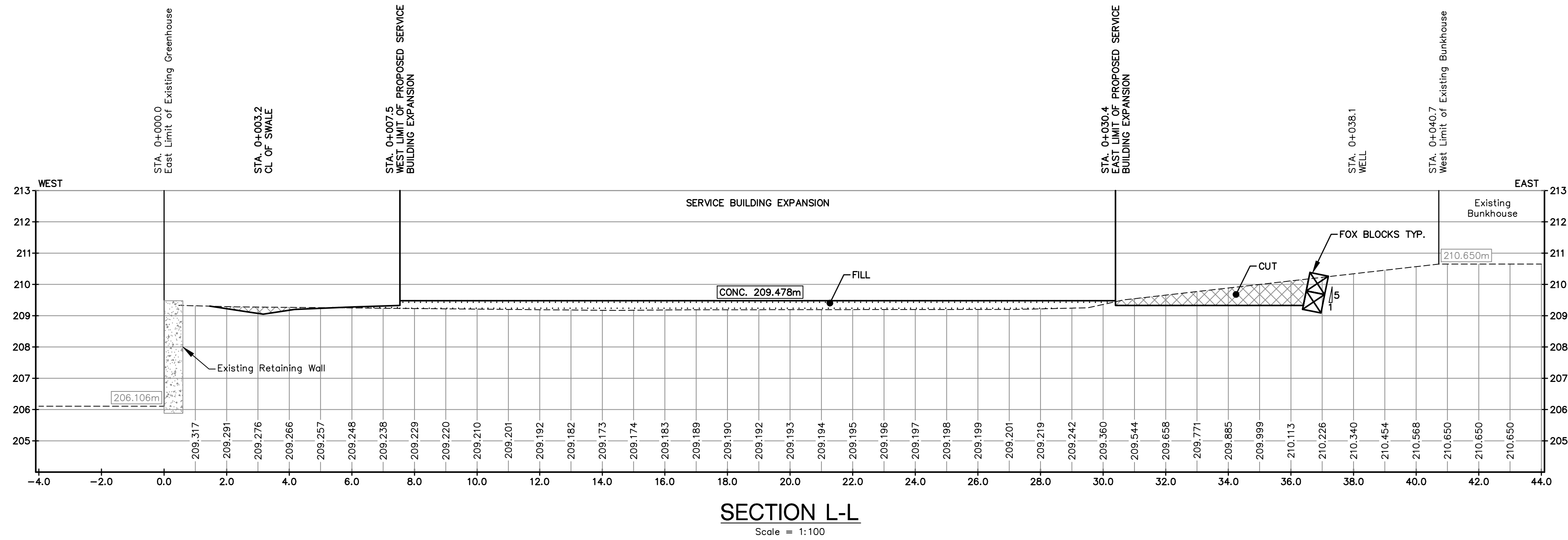
DESIGNED BY:	DATE:
H.C.M.	NOV. 9th 2020
DRAWN BY:	SCALE:
J.H.	AS NOTED
SHEET No.:	OF:
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PROJECT No.:	E20-036

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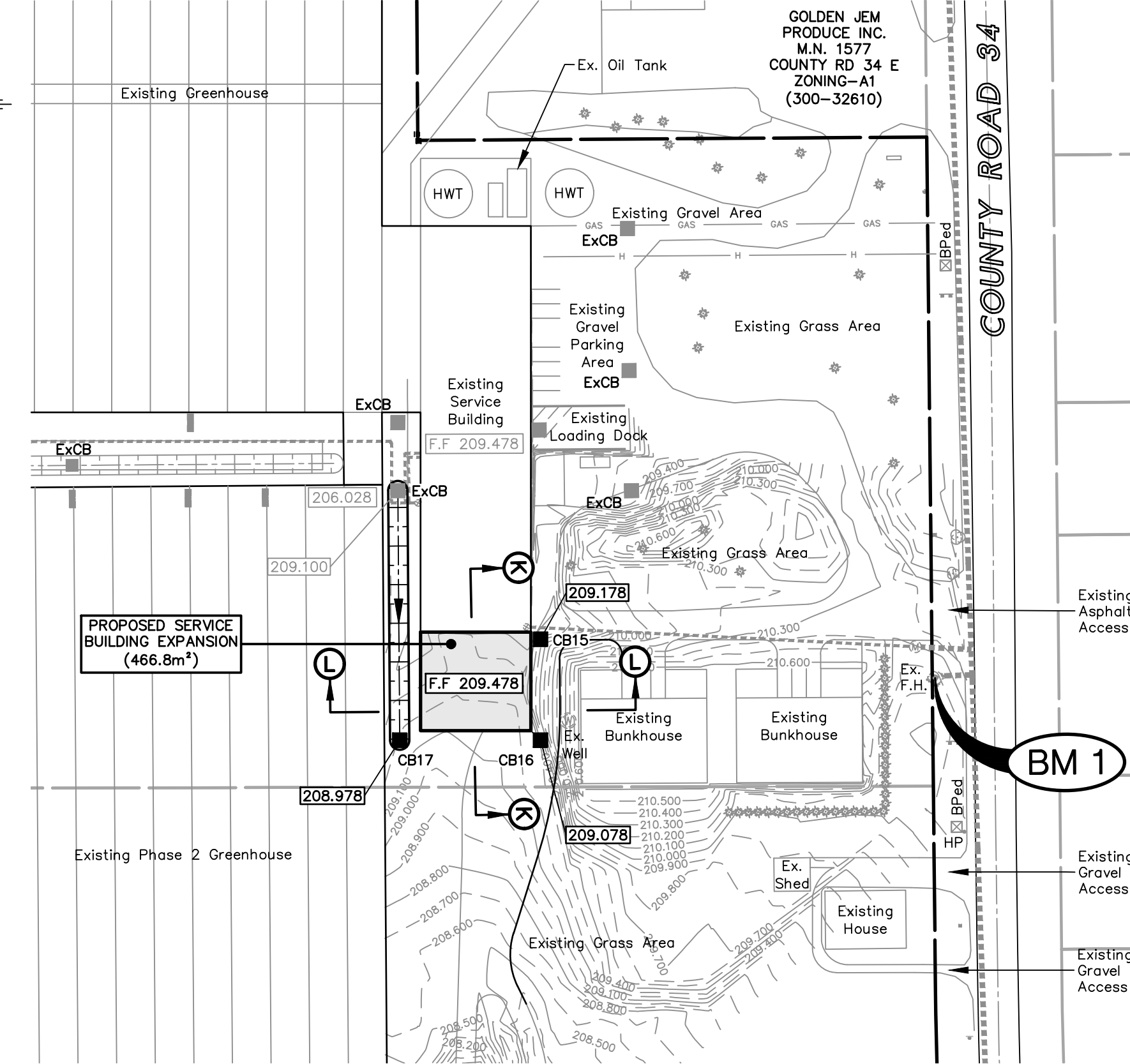
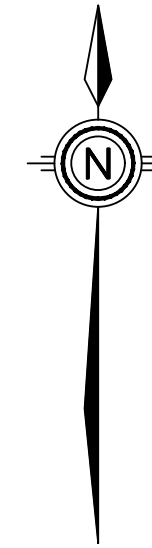
PARTIAL SITE PLAN - WORK AREA 'C'

Scale = 1:1000



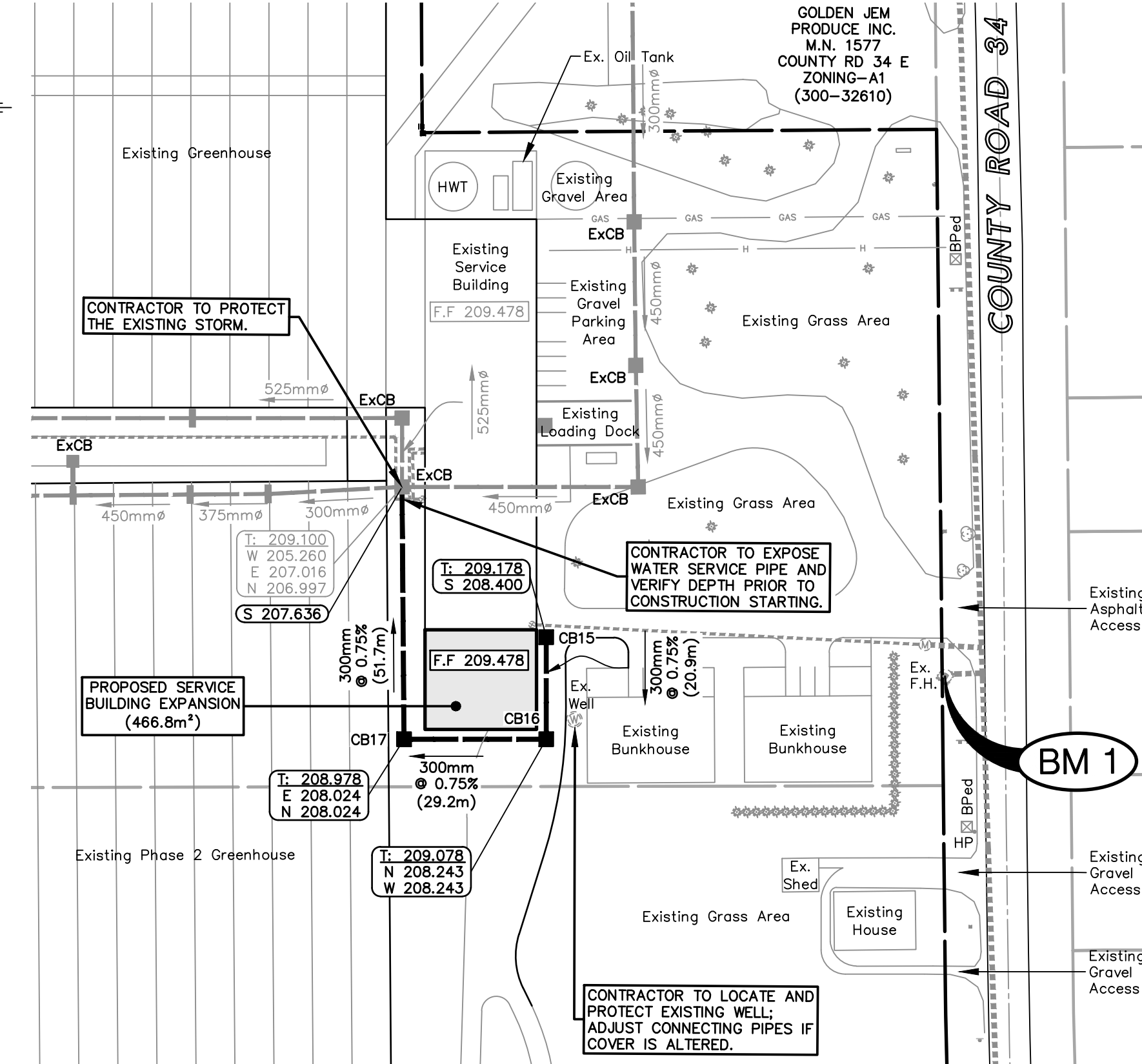
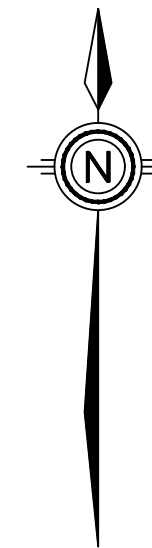
SECTION L-L

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PARTIAL GRADING PLAN

Scale = 1:1000



PARTIAL DRAINAGE PLAN

Scale = 1:1000

NOTES:

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3. DENOTES EXISTING SITE ELEVATIONS.
4. APPROXIMATE PROPOSED TOP ELEVATION OR SITE GRADE.
5. APPROXIMATE PROPOSED INVERTS. I.L. DENOTES APPROXIMATE PROPOSED TOP ELEVATION.
6. APPROXIMATE PROPOSED SWALE GRADES.
7. ALL POND SLOPES TO BE NO STEEPER THAN 4:1 (H:V) UNLESS OTHERWISE NOTED.
8. PLACE MIN. 6" (150mm) THICK TOPSOIL ON ALL POND BANKS AND DISTURBED AREAS, AND SEED TO GRASS.
9. EROSION PROTECTION TO BE 300mm THICK QUARRIED LESTONE RIP RAP ON NON-WOVEN FILTER CLOTH MINIMUM 2.0m WIDE.
10. PROVIDE RODENT GRATES ON ALL DRAIN OUTLETS.
11. TOP ELEVATION OF DETENTION POND TO BE NO LESS THAN 205.130m.
12. STORM EVENTS IN EXCESS OF THE 1:100 YEAR STORM MAY CAUSE FLOODING.
13. THIS PLAN IS TO BE READ IN CONJUNCTION WITH THE STORMWATER MANAGEMENT REPORT DATED NOVEMBER 19, 2020.
14. STORM DRAINAGE AND DETENTION DESIGN BASED ON SITE LAYOUT ESTABLISHED AND APPROVED BY OWNER. ADEQUACY OF SITE LAYOUT IS THE RESPONSIBILITY OF THE OWNER.
15. THE OWNER AND/OR CONTRACTOR IS RESPONSIBLE TO PROVIDE ADEQUATE SEDIMENT CONTROL MEASURES DURING CONSTRUCTION. FOR DETAILS SEE O.P.S.S. 577.
16. DETAILS FOR SEDIMENT CONTROL MEASURES ARE AVAILABLE IN APPENDIX E OF THE STORMWATER MANAGEMENT REPORT.
17. CATCH BASINS WITHIN PARKING LOTS AND TRAVELLED AREAS TO BE PRECAST CONCRETE WITH CAST IRON FRAME AND GRATE, OR EQUIVALENT.

BENCHMARKS:

1. TOP OF FIRE HYDRANT ON THE WEST SIDE OF COUNTY ROAD 34 APPROXIMATELY 23m NORTH OF SOUTHEAST CORNER OF SUBJECT PROPERTY.

ELEV. 211.138m

REVIEW AND APPROVAL	W.L.L.	19 NOV. 2020
OWNER REVIEW	W.L.L.	09 NOV. 2020
OWNER REVIEW	W.L.L.	10 SEPT. 2020
ISSUED FOR:	BY:	DATE:

REVISIONS:

N. J. Peralta
Engineering Ltd.

Consulting Engineers

Kingsville

Ontario

ENGINEERING STAMPS:



JEM FARMS

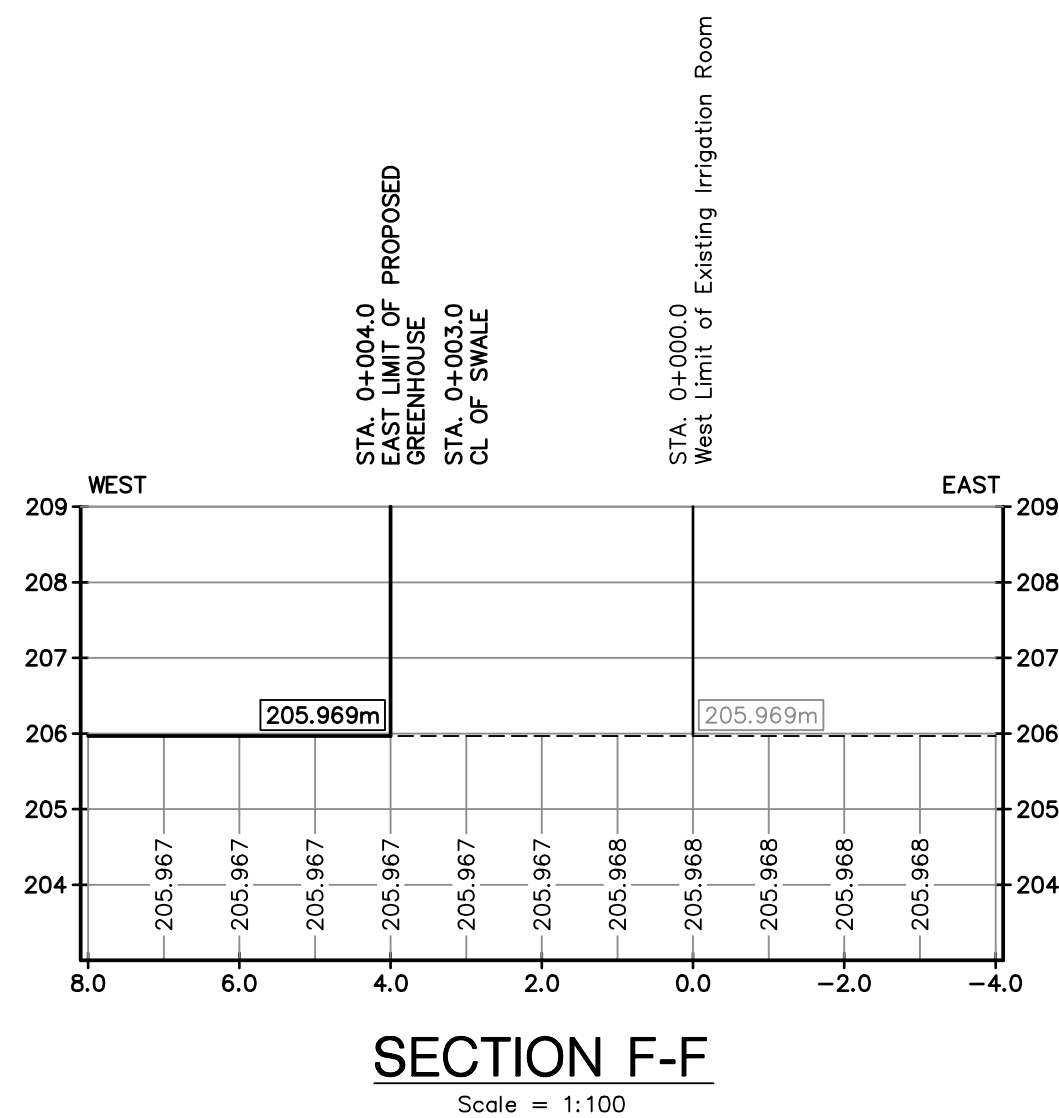
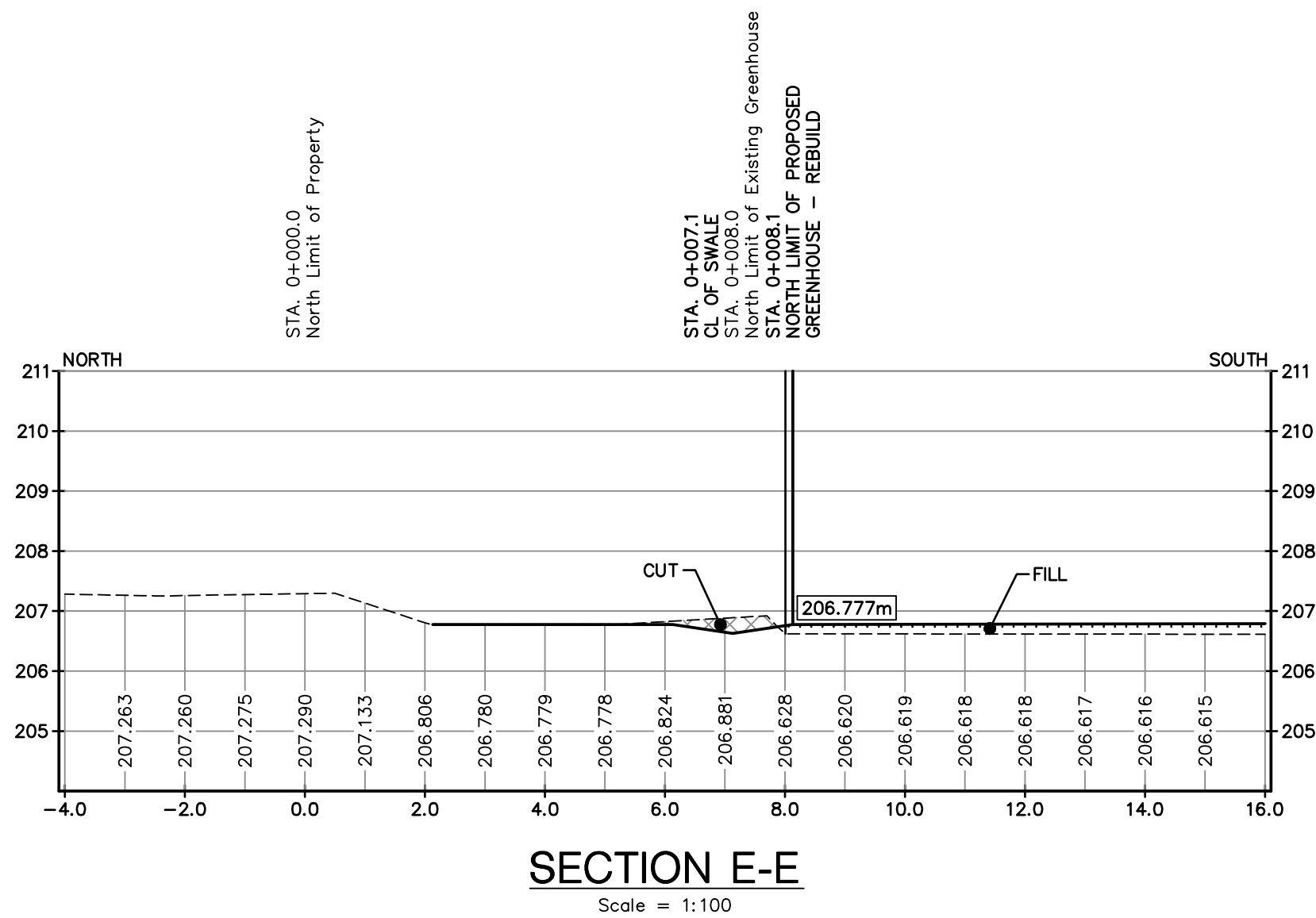
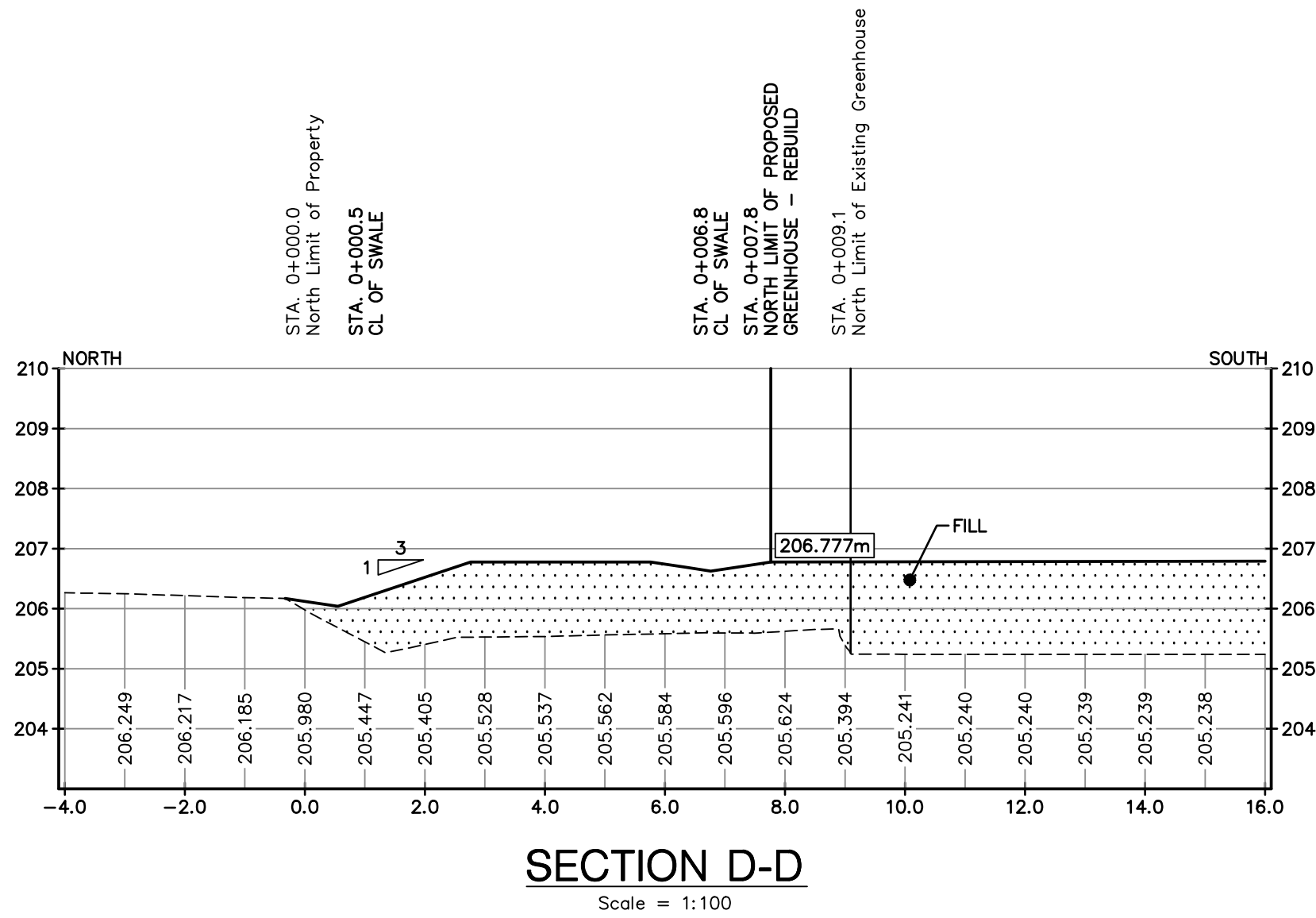
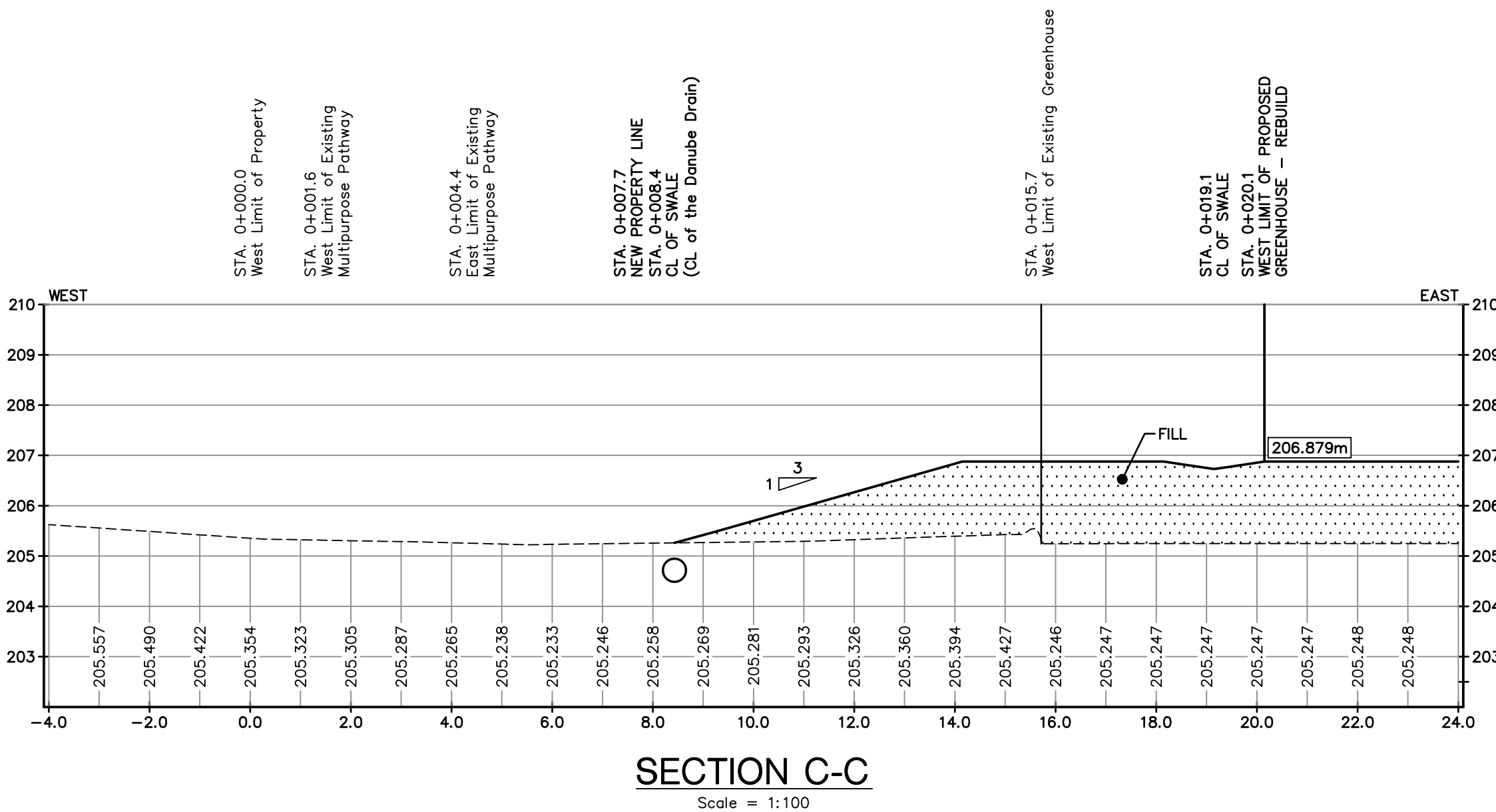
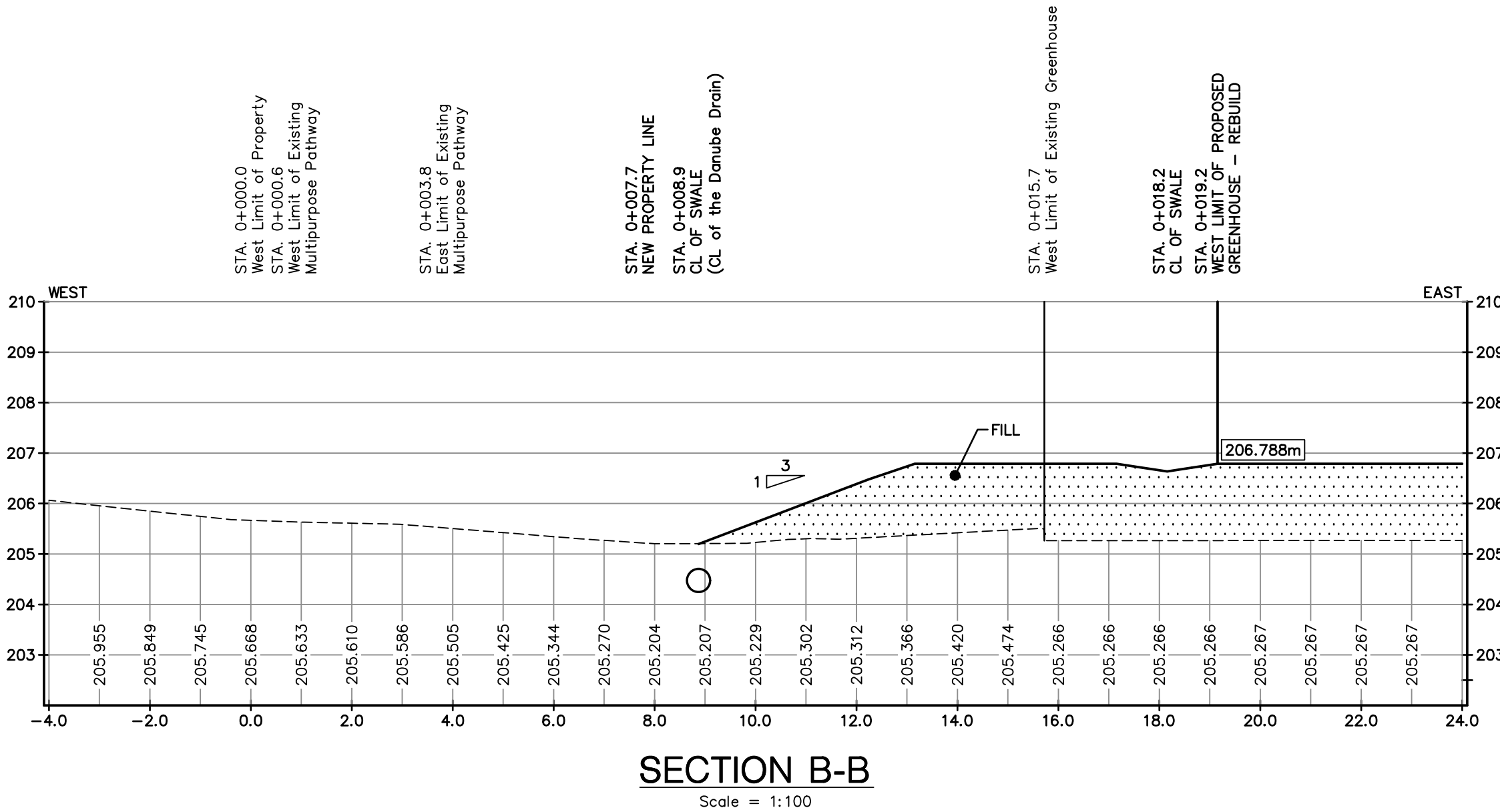
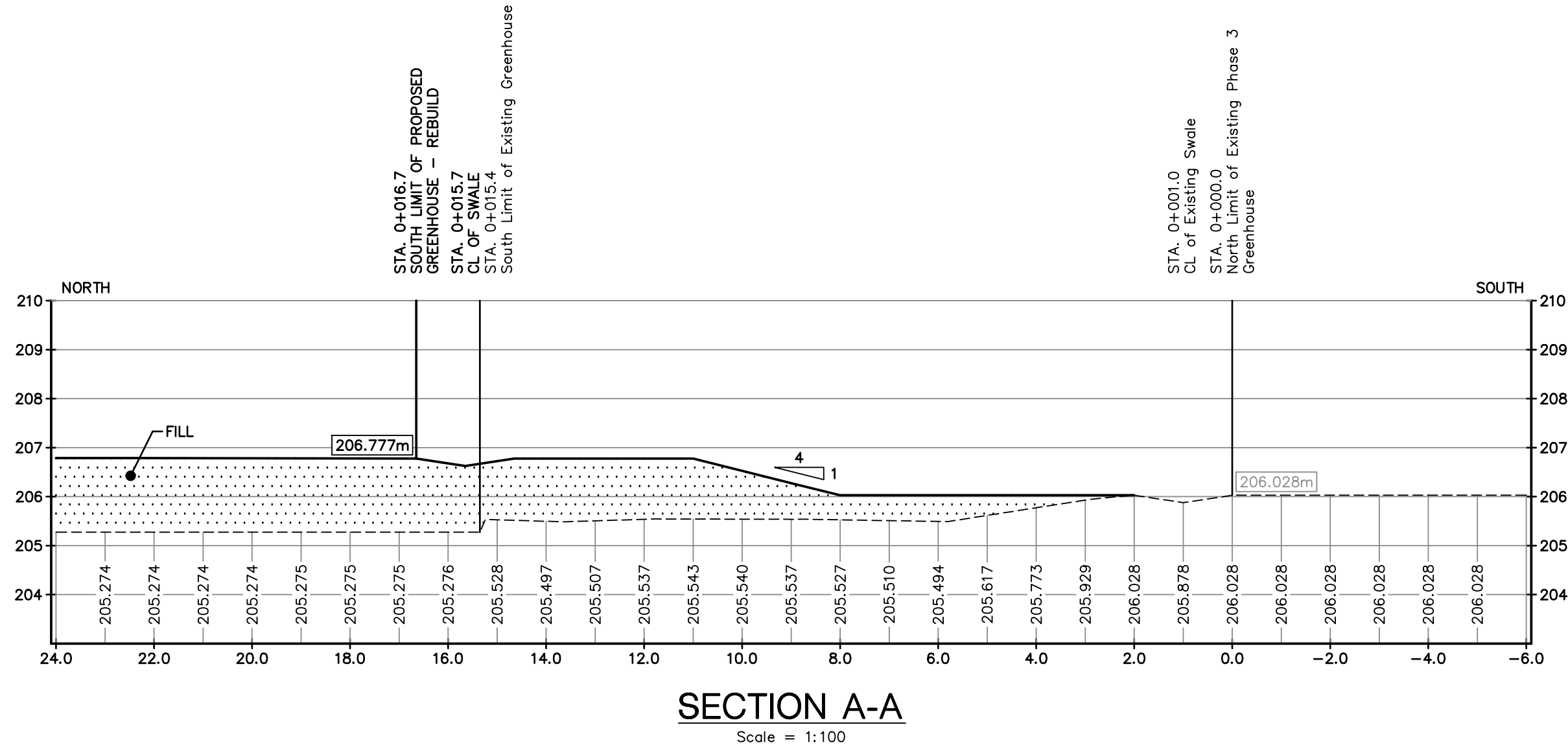
PHASE 4
GREENHOUSE

1681 COUNTY ROAD 34
KINGSVILLE, ONTARIO

SHEET TITLE:

PARTIAL SITE,
GRADING, AND
UNDERGROUND
DRAINAGE PLAN
AND SECTION

DESIGNED BY:	H.C.M.	DATE:	NOV. 9th 2020
DRAWN BY:	J.H.	SCALE:	AS NOTED
SHEET No.:	5	OF:	8
PROJECT No.:	E20-036		

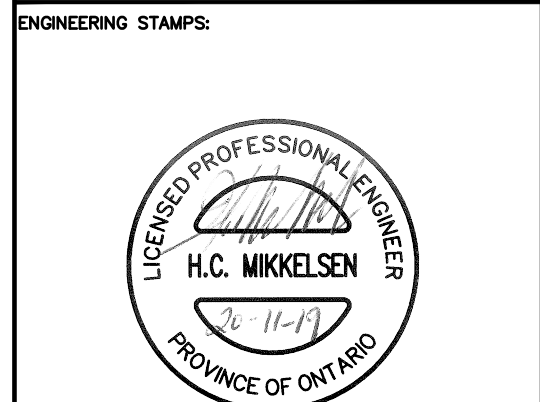


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REVIEW AND APPROVAL	W.L.L.	19 NOV. 2020
OWNER REVIEW	W.L.L.	09 NOV. 2020
ISSUED FOR:	BY:	DATE:

N. J. Peralta
Engineering Ltd.

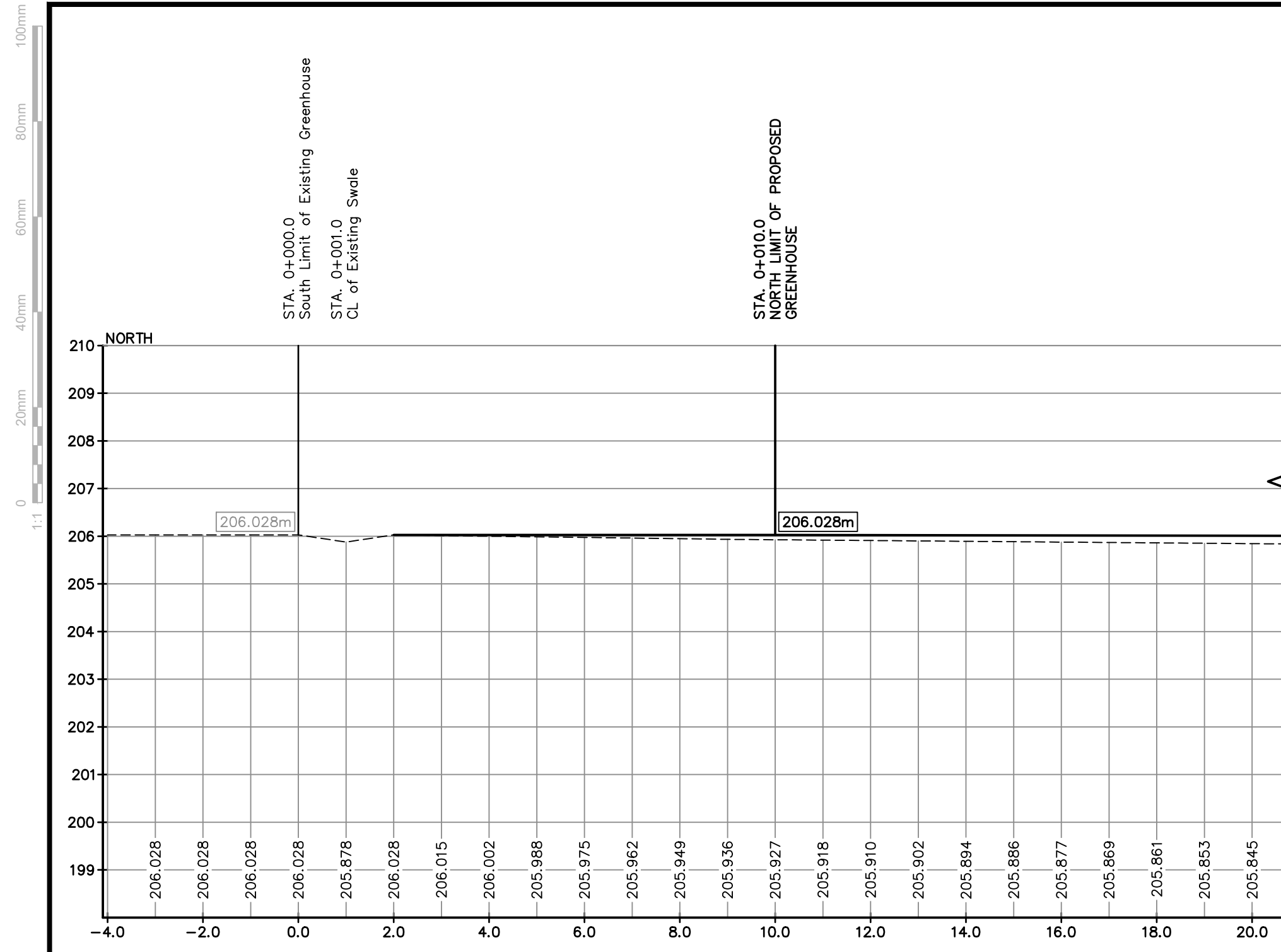
Consulting Engineers
Kingsville Ontario



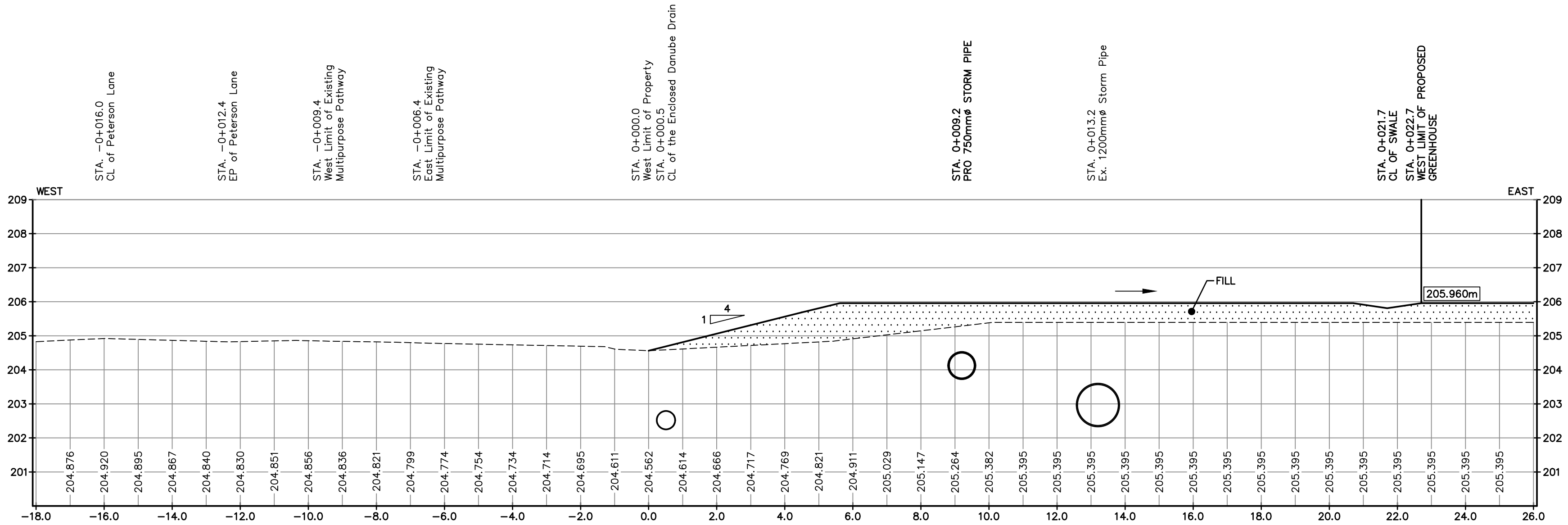
JEM FARMS
PHASE 4 GREENHOUSE
1681 COUNTY ROAD 34 KINGSVILLE, ONTARIO

SHEET TITLE:
SECTIONS

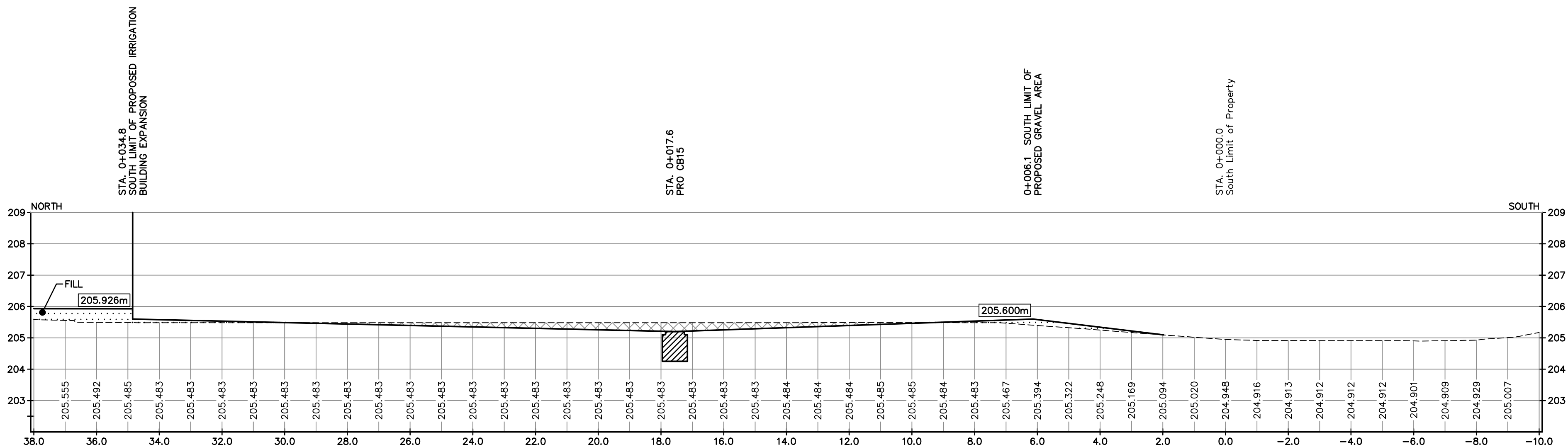
DESIGNED BY: H.C.M.	DATE: NOV. 9th 2020
DRAWN BY: J.H.	SCALE: AS NOTED
SHEET No.: 6	OF: 8
PROJECT No.: E20-036	



SECTION G-G
Scale = 1:100



SECTION H-H
Scale = 1:100



SECTION I-I
Scale = 1:100

- NOTES:
1. THE ACCURACY OF THE UTILITIES SHOWN ON THIS DRAWING ARE NOT GUARANTEED BY THE OWNER OR N. J. PERALTA ENGINEERING LTD. OTHER UTILITIES MAY BE PRESENT OR THE UTILITIES SHOWN MAY DIFFER IN SIZE AND/OR LOCATION SHOWN.
 2. ALL DIMENSIONS AND ELEVATIONS SHOWN IN METRES UNLESS OTHERWISE NOTED.
 3. DENOTES EXISTING SITE ELEVATIONS.
 4. APPROXIMATE PROPOSED TOP ELEVATION OR SITE GRADE.
 5. APPROXIMATE PROPOSED INVERTS. TL DENOTES APPROXIMATE PROPOSED TOP ELEVATION.
 6. APPROXIMATE PROPOSED SWALE GRADES.
 7. ALL POND SIDESLOPES TO BE NO STEEPER THAN 4H:1V TO 11V:1 UNLESS OTHERWISE NOTED.
 8. PLACE MIN. 6" (150mm) THICK TOPSOIL ON ALL POND BANKS AND DISTURBED AREAS, AND SEED TO GRASS.
 9. EROSION PROTECTION TO BE 300mm THICK QUARRIED LESTONE RIP RAP ON NON-WOVEN FILTER CLOTH MINIMUM 2.0m WIDE.
 10. PROVIDE RODENT GRATES ON ALL DRAIN OUTLETS.
 11. TOP ELEVATION OF DETENTION POND TO BE NO LESS THAN 288.130m.
 12. STORM EVENTS IN EXCESS OF THE 1:100 YEAR STORM MAY CAUSE FLOODING.
 13. THIS PLAN IS TO BE READ IN CONJUNCTION WITH THE STORMWATER MANAGEMENT REPORT DATED NOVEMBER 9, 2020.
 14. STORM DRAINAGE AND DETENTION DESIGN BASED ON SITE LAYOUT ESTABLISHED AND APPROVED BY OWNER. ADEQUACY OF SITE LAYOUT IS THE RESPONSIBILITY OF THE OWNER.
 15. THE OWNER AND/OR CONTRACTOR IS RESPONSIBLE TO PROVIDE ADEQUATE SEDIMENT CONTROL MEASURES DURING CONSTRUCTION. FOR DETAILS SEE O.P.S.S. 577.
 16. DETAILS FOR SEDIMENT CONTROL MEASURES ARE AVAILABLE IN APPENDIX E OF THE STORMWATER MANAGEMENT REPORT.
 17. CATCH BASINS WITHIN PARKING LOTS AND TRAVELLED AREAS TO BE PRECAST CONCRETE WITH CAST IRON FRAME AND GRATE, OR EQUIVALENT.

REVIEW AND APPROVAL	W.L.L.	19 NOV. 2020
OWNER REVIEW	W.L.L.	09 NOV. 2020
ISSUED FOR:	BY:	DATE:

REVISIONS:

N. J. Peralta
Engineering Ltd.

Consulting Engineers

Kingsville

Ontario

ENGINEERING STAMPS:



JEM FARMS

PHASE 4
GREENHOUSE

1581 COUNTY ROAD 34
KINGSVILLE, ONTARIO

SHEET TITLE:

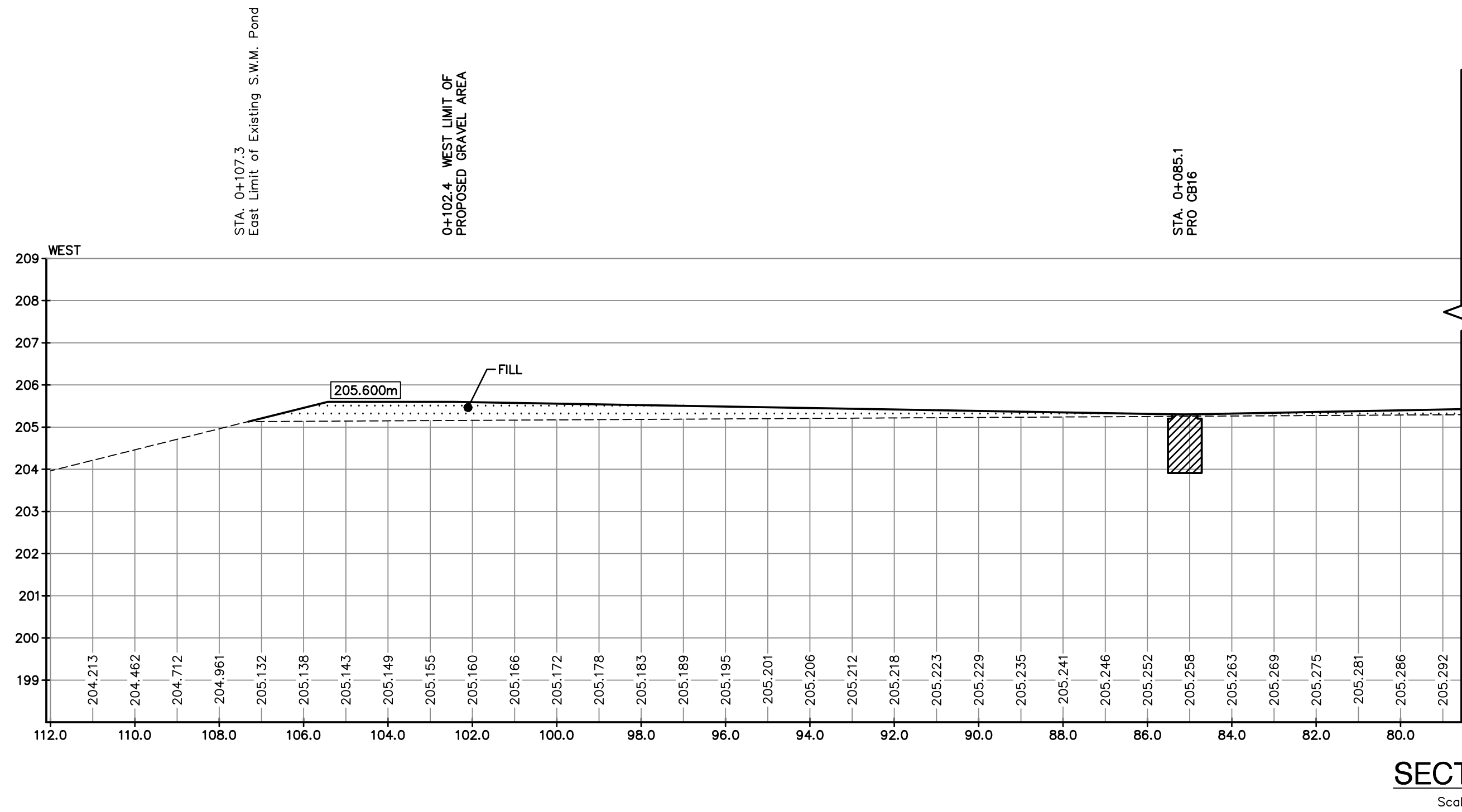
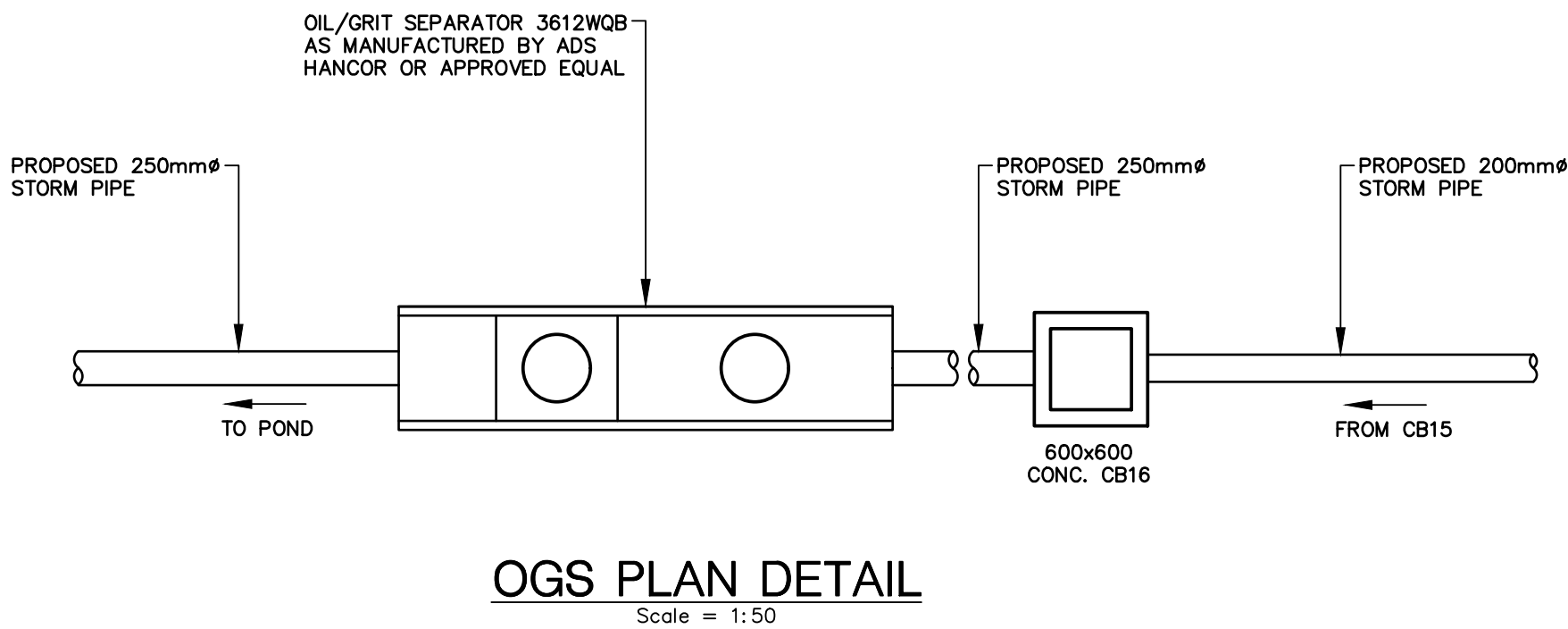
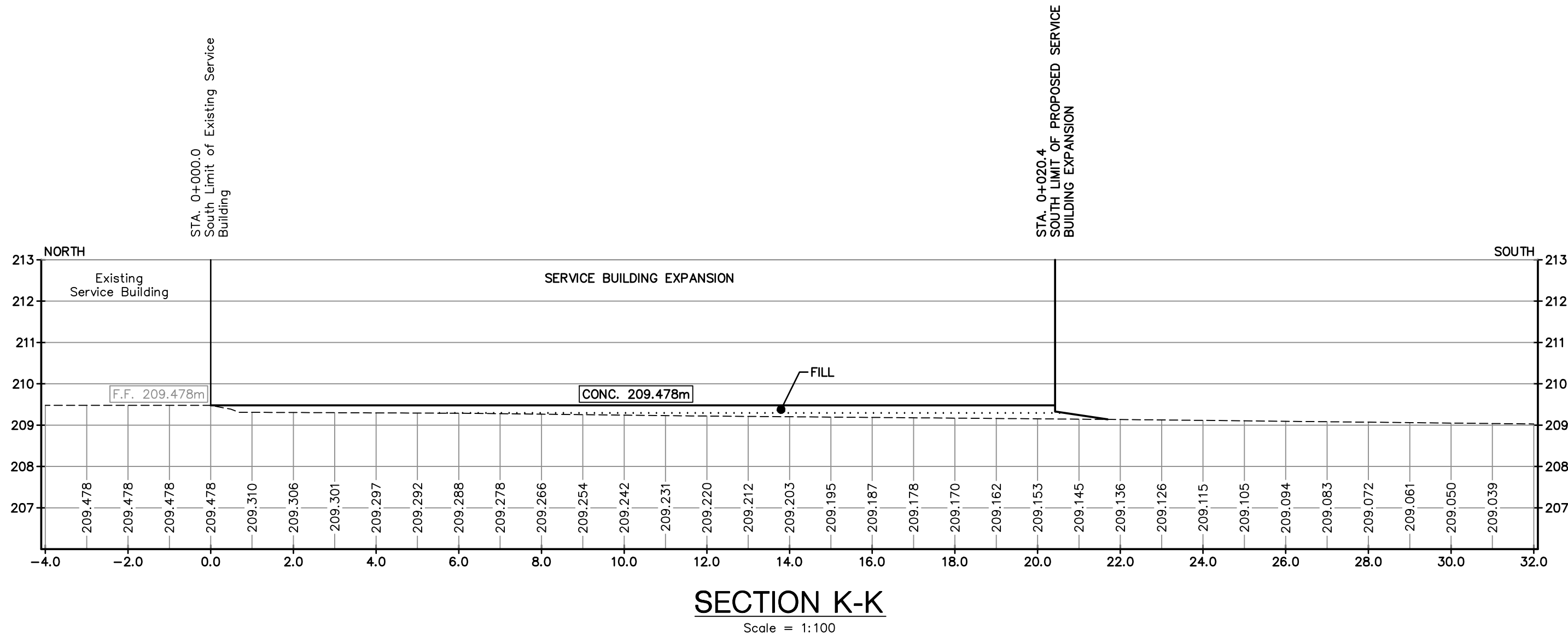
SECTIONS

DESIGNED BY: H.C.M. DATE: NOV. 9th 2020

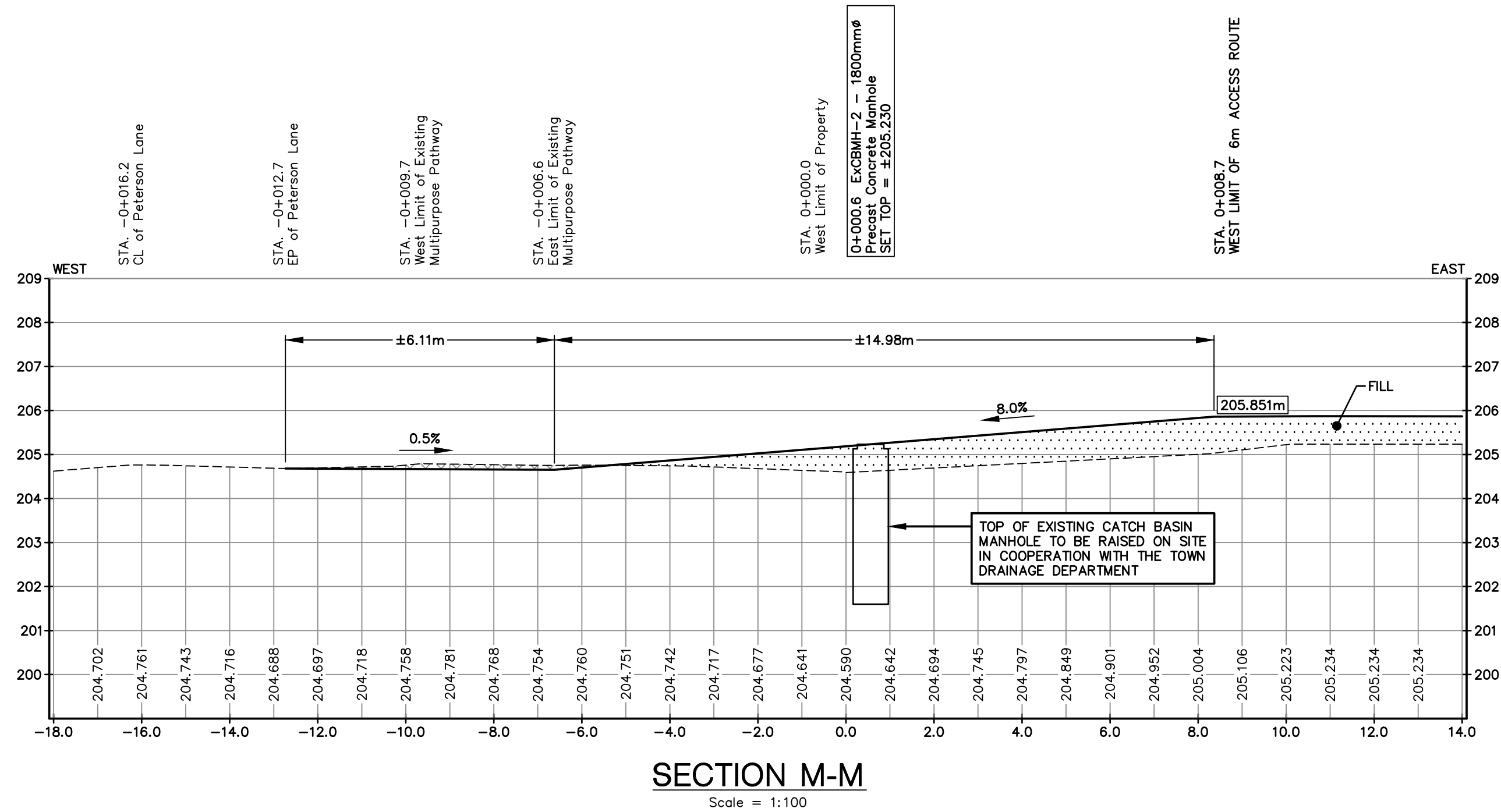
DRAWN BY: J.H. SCALE: AS NOTED

SHEET No.: 7 OF: 8

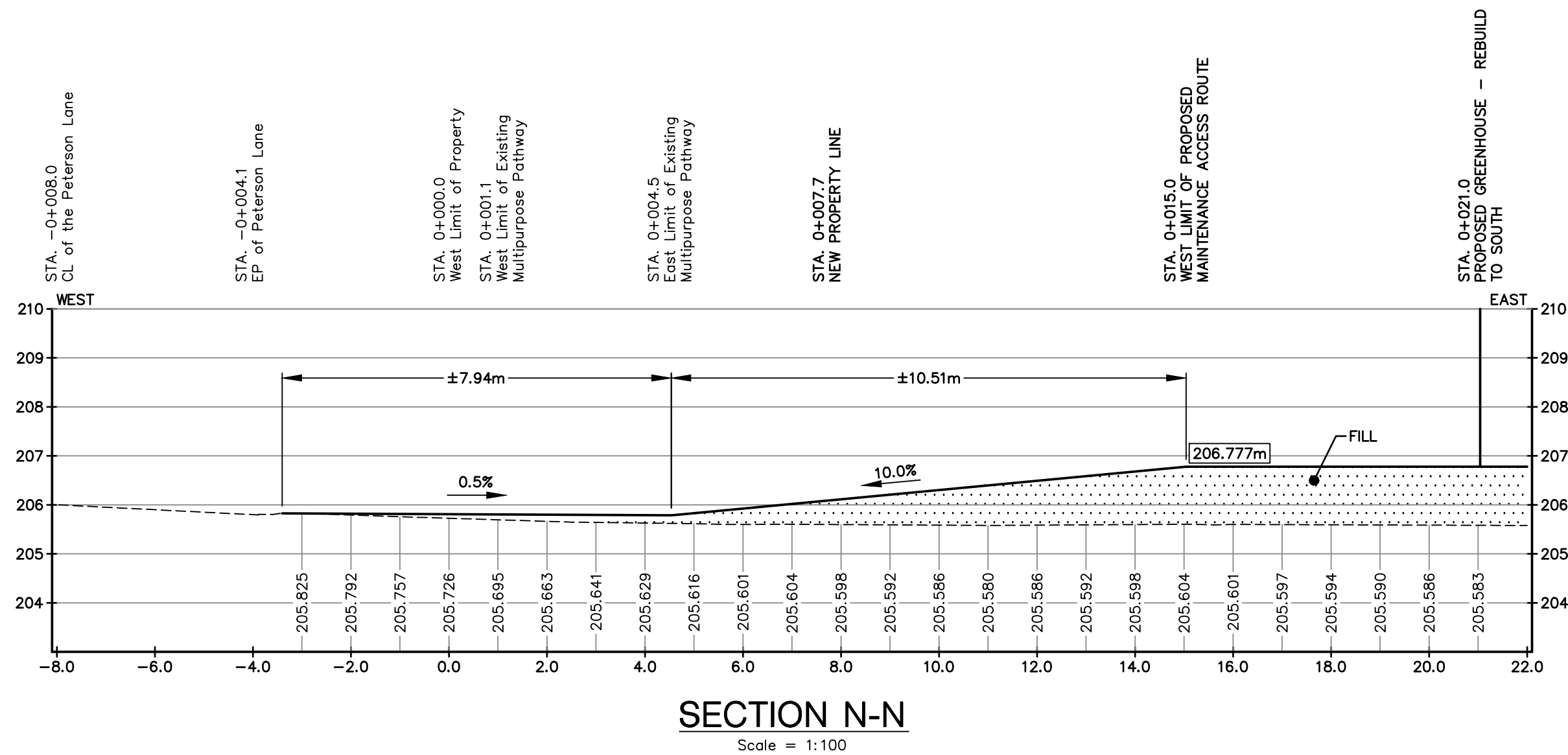
PROJECT No.: E20-036



SECTION J-J
Scale = 1:100



SECTION M-M
Scale = 1:100



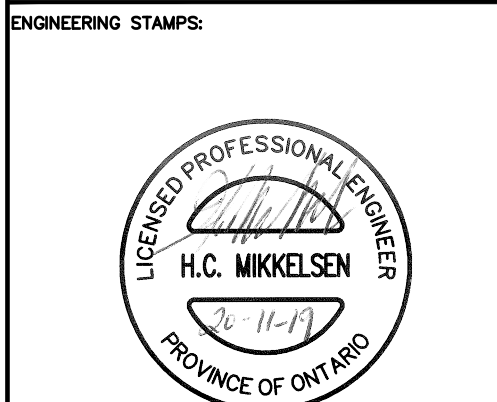
SECTION N-N
Scale = 1:100

- NOTES:
1. THE ACCURACY OF THE UTILITIES SHOWN ON THIS DRAWING ARE NOT GUARANTEED BY THE OWNER OR N. J. PERALTA ENGINEERING LTD. OTHER UTILITIES MAY BE PRESENT OR THE UTILITIES SHOWN MAY DIFFER IN SIZE AND/OR LOCATION SHOWN.
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 6. APPROXIMATE PROPOSED SWALE GRADES.
 7. ALL POND SLOPES TO BE NO STEEPER THAN 4:1 (H:V) UNLESS OTHERWISE NOTED.
 8. PLACE MIN. 6" (150mm) THICK TOPSOIL ON ALL POND BANKS AND DISTURBED AREAS, AND SEED TO GRASS.
 9. EROSION PROTECTION TO BE 300mm THICK QUARRIED LESTONE RIP RAP ON NON-WOVEN FILTER CLOTH MINIMUM 2.0m WIDE.
 10. PROVIDE RODENT GRATES ON ALL DRAIN OUTLETS.
 11. TOP ELEVATION OF DETENTION POND TO BE NO LESS THAN 285.13m.
 12. STORM EVENTS IN EXCESS OF THE 1:100 YEAR STORM MAY CAUSE FLOODING.
 13. THIS PLAN IS TO BE READ IN CONJUNCTION WITH THE STORMWATER MANAGEMENT REPORT DATED NOVEMBER 9, 2020.
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REVIEW AND APPROVAL	W.L.L.	19 NOV. 2020
OWNER REVIEW	W.L.L.	09 NOV. 2020
ISSUED FOR:	BY:	DATE:

N. J. Peralta
Engineering Ltd.

Consulting Engineers
Kingsville Ontario



JEM FARMS

PHASE 4
GREENHOUSE

1681 COUNTY ROAD 34
KINGSVILLE, ONTARIO

SHEET TITLE:

SECTIONS

DESIGNED BY: H.C.M. DATE: NOV. 9th 2020

DRAWN BY: J.H. SCALE: AS NOTED

SHEET No.: 8 OF: 8

PROJECT No.: E20-036

Appendix B

From: [Berardi, Tony](#)
To: [Robert Brown](#); [Andrew Plancke](#)
Cc: [paul mastronardi](#); [William LeBel](#)
Subject: RE: JEM R&D Addition - water supply
Date: Monday, February 22, 2021 4:53:49 PM

Dear Robert and Andrew.

In his email below, Paul Mastronardi is advising that no additional water is needed to support a proposed 2.8 acre Phase 4 expansion to his existing 45.8 acre gh operation for a total of 48.6 acres.

Paul is also advising that his currently allocated 285,800 lgpd @ 198 lgpm of water delivery capacity and water treatment capacity is sufficient to support the expanded 46.8 acre operation and thus remain unchanged

Further, on account of the greater acreage, the per acre water allocation will decrease from 6,000 lgpd to 5,880 lgpd.

I have no objections with the above proposed water supply arrangement for the expanded GH operation; and with the Town's approval, I will proceed to update the UWSS GH Summary with the above information.

Can you pls advise Paul if the Town requires the submission of a water supply application and preparation of water availability report for the proposed 2.8 acre Phase 4 expansion.

Regards,

Tony Berardi P.Eng.

Principal & Business Centre Practice Leader, Water

Direct: 519 966-2250 ext 255

Mobile: 519 551-3891

Fax: 519 966-5523

tony.berardi@stantec.com

2555 Ouellette Ave., Suite 100

Windsor ON N8X 1L9



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From: paul mastronardi <paulmastronardi@msn.com>

Sent: Monday, February 22, 2021 4:19 PM

To: Robert Brown <rbrown@kingsville.ca>; William LeBel <william@peraltaengineering.com>;

Berardi, Tony <tony.berardi@stantec.com>

Cc: aplancke@kingsville.ca

Subject: Fw: JEM R & D Addition

Robert, I just spoke with Tony. There is enough supply for the additonal two acres.

From: William LeBel <william@peraltaengineering.com>

Sent: February 22, 2021 2:42 PM

To: paul mastronardi <paulmastronardi@msn.com>

Cc: Heide Mikkelsen <heide@peraltaengineering.com>; Emma Teskey

<emma@peraltaengineering.com>

Subject: FW: JEM R & D Addition

Paul,

Here's a copy of the Phase 3 Water Reports and Application and the ultimate build out was noted as 45.8 acres (which does not include the additional 2 acre R&D Building). Based on the Report Jem Farms is entitled to 285,800 lgpd @ 198 lgpm. I'm not sure if this was actually completed as part of the Phase 3 build (but it should have been)??

You will need to review your current operation and determine if you actually require additional fresh water for the 2 acres or if it can be accommodated in the current water allocation already approved above.

Let me know and we can respond back to Robert.

--

Regards,
William LeBel, P.Eng.
N.J. Peralta Engineering Ltd.
45 Division Street North
Kingsville, ON
N9Y 1E1
(519)733-6587 office
(519)733-6588 fax

The content of this email is the confidential property of N.J. Peralta Engineering and should not be copied, modified, retransmitted, or used for any purpose except with N.J. Peralta Engineering's written authorization. If you are not the intended recipient please delete all copies and notify us immediately



planning@erca.org

P.519.776.5209

F.519.776.8688

360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

February 11, 2020

Mr. Robert Brown, Manager of Planning Services
Planning & Development Services Department
The Corporation of the Town of Kingsville
2021 Division Road North
Kingsville Ontario, N9Y 2Y9

Dear Mr. Brown:

RE: Application for Site Plan Control SPA-01-2020 1583 County Rd 34
ARN 371130000032500, 371130000032600; PIN: 751450321
Applicant: JEM Farms

The following is provided as a result of our review of Application for Site Plan Control SPA-01-2020. The purpose of the application is for the approval of an expansion to an existing greenhouse facility (phase 3 expansion). The creation of a new stormwater management facility and improvements to and enclosure of an existing municipal drain is an associated component of the application. ERCA has received but has not reviewed the provided Stormwater Management Report prepared by N.J. Peralta Engineering Ltd., dated January 14, 2020.

DELEGATED RESPONSIBILITY TO REPRESENT THE PROVINCIAL INTEREST IN NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES ASSOCIATED WITH THE CONSERVATION AUTHORITIES ACT

The following comments reflect our role as representing the provincial interest in natural hazards as outlined by Section 3.1 of the Provincial Policy Statement of the *Planning Act* as well as our regulatory role as defined by Section 28 of the *Conservation Authorities Act*.

We have reviewed our floodline mapping for this area and it has been determined this site is **not** located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the *Conservation Authorities Act*). As a result, a permit is not required from ERCA for issues related to Section 28 of the *Conservation Authorities Act*, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the *Conservations Authorities Act*, (Ontario Regulation No. 158/06).

The confirmation of a new outlet, however, will require that an ERCA approval is required for this application. ERCA recommends that the application be advised to make a full permit submission to our office to allow our technical staff to initiate our technical review.

WATERSHED BASED RESOURCE MANAGEMENT AGENCY



Mr. Brown
February 11, 2020

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

SECTION 1.6.6.7 Stormwater Management (PPS, 2014)

ERCA has concerns with the potential impact of the quality and quantity of runoff in the downstream watercourse due to the proposed development on this site. ERCA recommends that stormwater quality and stormwater quantity will need to be addressed up to and including the 1:100 year storm event and be in accordance with the guidance provided by the Stormwater Management Planning and Guidance Manual, prepared by the Ministry of the Environment (MOE, March 2003) and any other local requirements (e.g., Windsor-Essex Region Stormwater Management Standards Manual).

We therefore request inclusion of the following conditions in the Site Plan Control Agreement:

1. That the developer undertakes an engineering analysis to identify stormwater quality and quantity measures as necessary to control any increases in flows in downstream watercourses, up to and including the 1:100 year design storm, to the satisfaction of the Municipality and the Essex Region Conservation Authority.
2. That the developer installs stormwater management measures identified above, as part of the development of the site, to the satisfaction of the Municipality and the Essex Region Conservation Authority.
3. That the developer obtains the necessary permit or clearance from the Essex Region Conservation Authority prior to undertaking site alterations and/or construction activities.

PLANNING ADVISORY SERVICE TO MUNICIPALITIES - NATURAL HERITAGE POLICIES OF THE PPS

The following comments are provided from our perspective as a service provider to the Municipality on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the PPS. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Municipality as the planning authority.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance as defined by the Provincial Policy Statement (PPS). Based on our review, we have no objection to the application with respect to natural heritage policies.

If you have any questions or require any additional information, please contact the undersigned.

Sincerely,



Mr. Brown
February 11, 2020

Michael Nelson, BSc, MSc (Planning)
Watershed Planner
/mn



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

Date: February 23, 2021

To: Mayor and Council

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

RE: Cottam Community Improvement Plan Application by
Tim Lindsay.
105/107 County Road 34 W
Pt. Lot 270, Concession STR, Part 1, RP 12R 5537

Report No.: PS 2021-011

AIM

To provide the Mayor and Council with details regarding an application for funding under the Cottam Community Improvement Plan.

BACKGROUND

In November of 2017 Council approved the Cottam Community Improvement Plan and associated funding to support, maintain and enrich the Cottam downtown area by realizing the benefits of the area. The overall funding plan was to provide a total of \$50,000 over a five year time frame. Qualifying projects under the CCIP would be eligible for up to 25% of the cost of the project up to a maximum of \$2,500. Qualifying project could be one of the following:

1. Façade Upgrading & Improvement
2. Accessibility Upgrades
3. New Signage
4. Permanent Landscaping Infrastructure
5. Energy Efficiency Improvements

DISCUSSION

The subject property is located at 105/107 County Road 34 W and is a mixed use commercial/residential building. The commercial tenant in the building is proposing to replace two existing HVAC systems for the residential units with new energy efficient units. This type of work would be considered as an energy efficiency improvement under the CCIP funding. Total cost of the proposed HVAC improvements is \$26,000 or \$13,000 per unit.

LINK TO STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

A total of \$20,000 was allocated to the initial year of the CCIP in 2018. Six grants have been awarded since the being of the program. There is just under \$7,000 remaining in the initial allocation from 2018. Originally, \$50,000 was anticipated for the CCIP program with money to be allocated as needed. The 2021 budget did not anticipate topping up money in the program however, there may be a need to add additional funds prior to the end of this year if Council wants to continue to fund grant applications through 2021.

CONSULTATIONS

Technical Advisory Committee

RECOMMENDATION

That Council:

Approve the Cottam Community Improvement Plan funding application for the purchase and installation of new energy efficient HVAC systems as an energy efficiency improvement for 105/107 County Road 34 W in the amount of \$2,500 for each proposed unit representing the maximum funding allowance per request.

Robert Brown

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



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

Date: February 23, 2021

To: Mayor and Council

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

RE: Request to Dispose of Surplus Land
Victor Lane - Cottam

Report No.: PS 2021-012 – Supplementary

AIM

To provide the Mayor and Council with follow-up information and details from the January 11, 2021 meeting of Council regarding a request to acquire lands currently owned by the Town as an unopened future road allowance within the Woodridge Estates Subdivision.

BACKGROUND

The subdivision in question covers approximately 6.86 ha (16.96 ac.) and was approved in 1996 for the development of a total of 47 lots for single detached dwellings. These lands were recently purchased. The new owner then finalized plans for development and received Council approval of a new development agreement and removal of the H-Holding symbol. The initial phase of development (23 lots) was accepted on maintenance recently and construction of new dwellings can now proceed.

The approved layout of the subdivision (See Appendix A) is a continuation of Whitewood to the southeast to a new street (Bellevue) that will continue southwest and connect to the recently endorsed Ridge Side Estates subdivision fronting on County Rd. 34 E. The development would also include an extension of Redwood to the southwest. Both Redwood and Bellevue were proposed to connect via Victor Lane.

DISCUSSION

With the development of the abutting lands, Ridge Side Estates to the southwest, both Bellevue Drive and Redwood Ave will now continue through to County Rd 34 E. This connection now makes the need for Victor Lane redundant. As such, the developer of Woodridge Estates has proposed a reconfiguration of the lots along Victor Lane to reorient the lots with frontage on Bellevue Drive and Redwood Avenue. In order to do this Victor Lane would need to be conveyed back to the developer.(See Appendix B)

At the January meeting of Council it was noted that no new lots will result from the proposal. Unfortunately, the discussion focused on just the area around Victor Lane and did not include the full explanation of why no new lots are being created. When the developer purchased the subdivision there were a total of 47 lots and three blocks. Two of the blocks were for use as a storm water management pond and one block for a future road connection to the lands to the southeast. As a result of increased storm water management capacity requirements Lot 2 and Lot 3 had to be included with Block 44 and 45 to accommodate the necessary pond. In addition to this the original subdivision agreement from 1996 required that the subject subdivision had to also accommodate the storm water flows from the recently approved Ridge Side Estates subdivision to the west. As a result this too added to the lands needed for the pond. (See Appendix C)

Having lost two lots for the new pond the developer asked if Block 46, that was originally for a future road connection, was needed. Staff reviewed the request and agreed that the Block was not needed as the lands to the northeast are not within the secondary settlement area of Cottam and cannot be developed for future residential. This returned the total lot count to 46. With the requested conveyance of Victor Lane and associated lot reconfiguration the total lot count would be 47, the original number of lots in the overall subdivision hence no new lots are created and no net benefit to the developer.

LINK TO STRATEGIC PLAN

Manage residential growth through sustainable planning.

FINANCIAL CONSIDERATIONS

Costs associated with the conveyance of the lands will be the responsibility of the developer.

CONSULTATIONS

An appraisal of the lands was completed. The conclusion of the report is that the unserviced, vacant lands making up Victor Lane are worth \$1.90 to \$1.98 per sq .ft. based on comparable sales in the County. The report has been reviewed and while it may reflect the general value of the land in question the value is higher than the actual price paid for the lands within the Woodside Estate subdivision which was \$1.08 per sq. ft.

In addition to this there are other factors that should be considered before assigning any value to the Victor Lane lands including the following:

- i) There is no net benefit to the developer i.e no new lots
- ii) There is no loss to the Town as Victor Lane was conveyed to the Town free of charge when the subdivision was registered and has not gained value as a result of this conveyance.
- iii) The Town has incurred little to no expenses on the lands as they have not required any servicing
- iv) The lands in question are not serviced, saleable residential lots
- v) Once constructed Victor Lane then becomes a Town asset however it equally becomes a Town liability in the form of maintenance
- vi) The construction of one storm water pond servicing two subdivisions will result in the creation of three additional lots in the Ridge Side Estate subdivision, three new homes and three additional tax paying residents in Cottam that has a long-term positive financial benefit to the Town.
- vii) One storm water pond results in less maintenance expense to the Town
- viii) Maintaining 47 lots rather than 46 increases the number of homes, in the Woodside Estates subdivision that has a far greater long-term positive financial benefit to the Town.
- ix) The developer is conveying a long outstanding easement over the storm water outlet from the existing subdivision to the north.
- x) Victor Lane is 20,782.5 sq. ft. in area the additional storm water pond lands (Lot 2 & 3) were 16,753.5 sq. ft. which is a minimal difference
- xi) The overall value of Lot 2 & 3 would be far greater than the Victor Lane lands as Lots 2 & 3 would have been serviced lots versus a road allowance.
- xii) Additional costs will be associated with the reconfiguration of the lands to eventually create the six lots.

RECOMMENDATION

That Council:

Declare Victor Lane surplus to the needs of the Town and convey the lands to the abutting landowner, subject to the following condition:

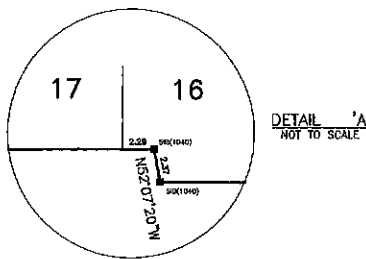
That costs associated with the conveyance of Victor Lane are the responsibility of the abutting landowner.

Agree to waive the standard surplus land or road allowance disposition process based on the lands being part of a long established but undeveloped plan of subdivision.

Robert Brown

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

Appendix A



DETAIL 'B'
NOT TO SCALE

APPROVED under section 51 of the PLANNING ACT
This 18th day of Sept. 1997
Milena Gecova
Milena Gecova
Senior Planner
Provincial Planning Services Branch
Ministry of Municipal Affairs and Housing

PLAN 12M-392
I CERTIFY THAT THIS PLAN IS REGISTERED
IN THE LAND REGISTRY OFFICE FOR
THE LAND TITLES DIVISION OF ESSEX (12)
AT 15:09 O'CLOCK ON THE 23rd DAY OF
SEPT. 1997 AND ENTERED IN
P.L.N. 01496-0103
AND REQUIRED CONSENTS AND AFFIDAVITS ARE
REGISTERED AS PLAN DOCUMENT NO. 1220417
R. Lee Marjerrison
DEP. LAND REGISTRAR

THIS PLAN COMPRESES ALL OF THE LAND
IDENTIFIED BY P.L.N. 01496-0103 (LT)

PLAN OF SUBDIVISION
OF
PART OF LOT 269
CONCESSION NORTH TALBOT ROAD
IN THE
TOWNSHIP OF GOSFIELD NORTH
COUNTY OF ESSEX, ONTARIO
VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC. • 1997
SCALE = 1:750
0 7.50 15.00 30.00 45.00 75.00 METRES

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

BEARING REFERENCE
BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE SOUTHEASTERN LIMITS OF PLAN
M-173, & PLAN M-158, HAVING A BEARING OF N 47° 51' 10" E.

LEGEND
SIB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
SIB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
SIB DENOTES 16mm X 16mm X 0.61m IRON BAR
SIB DENOTES 16mm diameter X 0.61m ROUND IRON BAR
SIB DENOTES SURVEY MONUMENT FOUND
SIB DENOTES SURVEY MONUMENT SET AND MARKED 1528
SIB DENOTES WITNESS (a) DENOTES PERPENDICULAR (b) DENOTES DEED
SIB DENOTES SET (c) DENOTES MEASURED (d) DENOTES DEED
SIB DENOTES SET PROPORTIONALLY (e) DENOTES ORIGIN UNKNOWN
(f) DENOTES PLAN 12M-5713 (g) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
(h) DENOTES WILLIAM J. SETTERINGTON, O.L.S.
(i) DENOTES STUBBERFIELD, HARTLEY, BREWER LIMITED, O.L.S.

OWNER'S CERTIFICATE
I CERTIFY THAT:
1. LOTS 1 TO 42 (INCLUSIVE), BLOCKS 43 TO 48 (INCLUSIVE), BLOCKS 47 &
& 48 (O.C. Reserves) THE STREETS NAMED BELLEVUE DRIVE, VICTOR LANE &
WHITEWOOD AVE. HAVE BEEN Laid OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
2. THE STREETS ARE HEREBY DEDICATED AS PUBLIC HIGHWAYS TO THE CORPORATION
OF THE TOWNSHIP OF GOSFIELD NORTH.
DATED THE 15th DAY OF SEPTEMBER, 1997

PRATT, FITCH & JONES LIMITED

John E. Pratt
JOHN PRATT - PRESIDENT
I HAVE AUTHORITY TO BIND THE CORPORATION

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT,
THE SURVEYS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 2nd DAY OF September, 1997

DATE SEPTEMBER 8, 1997

W.C. Stubberfield
W.C. STUBBERFIELD
ONTARIO LAND SURVEYOR
for VERHAEGEN • STUBBERFIELD • HARTLEY
BREWER • BEZAIRE INC.

Winchester, Ontario
Suite 200
475 Devonshire Road
N4Y 2L5
PH: 258-1772
Fax: 258-1791
VERHAEGEN
STUBBERFIELD
HARTLEY
BREWER
BEZAIRE
INC.
Leamington, Ontario
187 Talbot Street E.
N4H 1A8
PH: 322-2336
Fax: 322-2676
ONTARIO LAND SURVEYORS
DRAWN BY: J.A.B. CAD FILE NO.: 12/SEP/1997 8:44AM
WORK ORDER: 4-15021 FILE NO.: S-304(WND) PLAN FILE NO.: C-1432

Ministry of Municipal Affairs 37794003

DETAIL 'B'
NOT TO SCALE

PLAN 12M-392

"R. Lee Marjerrison"
 DEP. LAND REGISTRAR

PLAN OF SUBDIVISION
OF
PART OF LOT 269
CONCESSION NORTH TALBOT ROAD
IN THE
TOWNSHIP OF GOSFIELD NORTH
COUNTY OF ESSEX, ONTARIO
VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC. • 1997

A horizontal scale bar with vertical tick marks at intervals of 7.50 metres. The labels are 0, 7.50, 15.00, 30.00, 45.00, and 75.00. The unit 'METRES' is written at the far right end of the bar.

BEARING REFERENCE
BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE SOUTHEASTERN LIMITS OF PLAN M-173, & PLAN M-158. HAVING A BEARING OF N 47° 51' 10" E.

SIR	DENOTES	25mm x 25mm x 1.22m	STANDARD IRON BAR
SSB	DENOTES	25mm x 25mm x 0.81m	SHORT STANDARD IRON BAR
R	DENOTES	19mm x 16mm x 1.61m	ROUND IRON BAR
#	DENOTES	19mm diameter x 0.81m	ROUND IRON BAR
C	DENOTES	SURVEY MEASUREMENT	
Q	DENOTES	SURVEY MONUMENT SET AND MARKED	1528
N	DENOTES WITNESS	DENOTES PERPENDICULAR	
(N)	DENOTES	MEASURED	
(G/P)	DENOTES	(N) DENOTES DEED	
(P/P)	SET PROPORTIONALLY	(O/U) DENOTES OTHER UNKNOWN	
(P/P)	SET PROPORTIONALLY	(O/U) DENOTES OTHER UNKNOWN	
(1526)	DENOTES	VERHAEGEN STUBBERFIELD HARTLEY BREWER BEAZARE INC., O.L.S.	
(1527)	DENOTES	WILLIAM J. SEITZMAN	
(1172)	DENOTES	STUBBERFIELD, HARTLEY, BREWER LIMITED, O.L.S.	

1. LOTS 1 TO 42 (INCLUSIVE), BLOCKS 43 TO 46 (INCLUSIVE), BLOCKS 47 & 48 (3 Reserves) THE STREETS NAMELY BELLEVUE DRIVE, VICTOR LANE & WHITEWOOD AVE. HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.

2. THE STREETS ARE HEREBY DEDICATED AS PUBLIC HIGHWAYS TO THE CORPORATION OF THE TOWNSHIP OF GOSFIELD NORTH.

DATED THE 15th DAY OF SEPTEMBER, 1997

PRATT, FITCH & JONES LIMITED

John E. Pratt
JOHN PRATT - PRESIDENT
' I HAVE AUTHORITY TO BIND THE CORPORATION '

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

DATE SEPTEMBER 8, 1997

W.C. STUBBERFIELD
ONTARIO LAND SURVEYOR
for VERHAEGEN • STUBBERFIELD • HARTLEY
BREWSTER • BEZAIRE INC.

Windsor, Ontario
Suite 200
475 Devonshire Road
N8Y 2L5
Ph: 258-1772
Fax: 258-1791

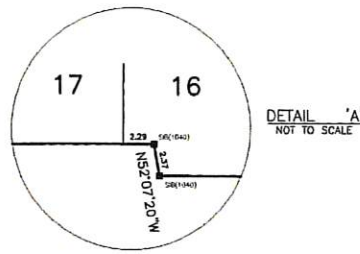
 VERHAEGEN
STUBBERFIELD
HARTLEY
BREWER
BEZAIRE
INC.

Learnington, Ontario
187 Talbot Street E.
N8H 1L8
Ph: 322-2375
Fax: 322-2675

ONTARIO LAND SURVEYORS

DRAWN BY:	J.A.B.	CAD DATE:	15/SEP/1997 8:34AM
		CAD FILE NO.:	W:\4150\41502100.DWG
WORK ORDER:	4-15021	FILE NO.:	S-304(WIND)
		PLAN FILE NO.:	C-1432

Appendix B



DETAIL 'B'
NOT TO SCALE

APPROVED under section 31 of the Planning Act
This 18 day of Sept 1997
Milena Gecce
MILANA GECCE
Surveyor
Professional Surveying Services
1000 Highway 10 West, Unit 10
Scarborough, Ontario M1V 4Y7

PLAN 12M-392
I CERTIFY THAT THIS PLAN IS REGISTERED
IN THE LAND REGISTRY OFFICE FOR
THE LAND TITLES DIVISION OF ESSEX (12)
AT 15:09 O'CLOCK ON THE 23 DAY OF
SEPT 1997 AND ENTERED IN
P.L.N. 01496-0103
AND REQUIRED CONSENTS AND AFFIDAVITS ARE
REGISTERED AS PLAN DOCUMENT NO. 220417
"R. Lee Marjerrison"
D.E.P. LAND REGISTRAR

THIS PLAN COMPREHENDS ALL OF THE LAND
IDENTIFIED BY P.L.N. 01496-0103 (L.T.)

PLAN OF SUBDIVISION
OF
PART OF LOT 269
CONCESSION NORTH TALBOT ROAD
IN THE
TOWNSHIP OF GOSFIELD NORTH
COUNTY OF ESSEX, ONTARIO
VERHAEGEN • STUBBERFIELD • HARTLEY • BREWER • BEZAIRE INC. • 1997

SCALE = 1:750
0 7.50 15.00 30.00 45.00 METRES
75.00

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

BEARING REFERENCE
BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE SOUTHEASTERN LIMITS OF PLAN
M-173, & PLAN M-158, HAVING A BEARING OF N 47° 51' 10" E.

LEGEND
S.B. DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
S.B. DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
S.B. DENOTES 19mm X 19mm X 0.91m IRON BAR
S.B. DENOTES 19mm diameter X 0.61m ROUND IRON BAR
S.B. DENOTES SURVEY MONUMENT SET AND MARKED 1528
W.T. DENOTES WITNESS L DENOTES PERPENDICULAR
(S.P.) DENOTES SET PROPORTIONALLY (M) DENOTES MEASURED (D) DENOTES DEED
(S.P.) DENOTES SET PROPORTIONALLY (O.S.) DENOTES ORIGIN UNKNOWN
(P) DENOTES PLAN 12R-6713
(1528) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.
(1546) DENOTES WILLIAM J. SETTERINGTON, O.L.S.
(1172) DENOTES STUBBERFIELD, HARTLEY, BREWER LIMITED, O.L.S.

OWNER'S CERTIFICATE
I CERTIFY THAT:
1. LOTS 1 TO 42 (INCLUSIVE), BLOCKS 43 TO 46 (INCLUSIVE), BLOCKS 47 &
& 48 (O.J. Reserves) THE STREETS NAMED BELLEVUE DRIVE, VICTOR LANE &
WHITEWOOD AVE. HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
2. THE STREETS ARE HEREBY DEDICATED AS PUBLIC HIGHWAYS TO THE CORPORATION
OF THE TOWNSHIP OF GOSFIELD NORTH.
DATED THE 15th DAY OF SEPTEMBER, 1997

PRATT, FITCH & JONES LIMITED
John E. Pratt
JOHN PRATT - PRESIDENT
I HAVE AUTHORITY TO BIND THE CORPORATION

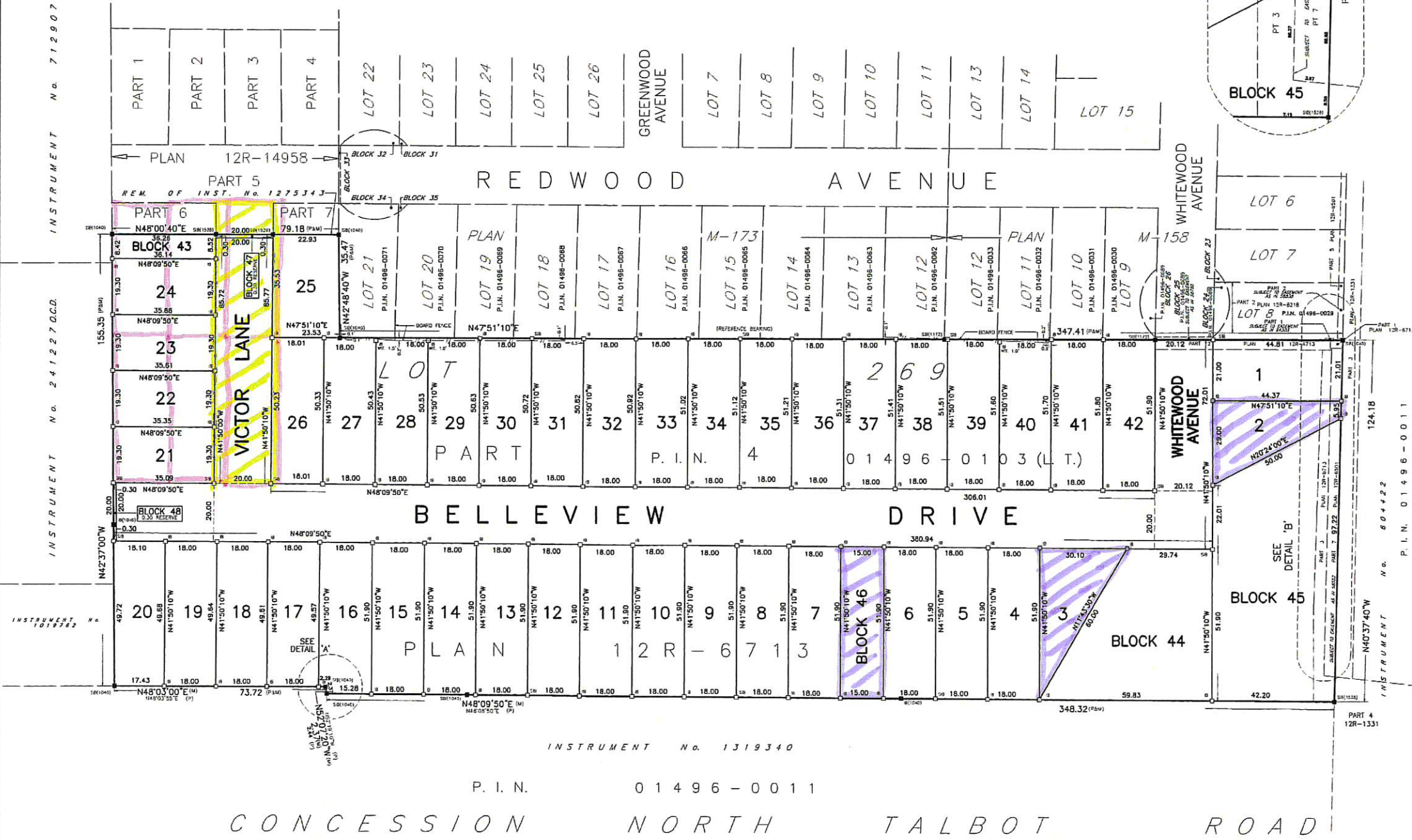
SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT,
THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 2nd DAY OF SEPTEMBER, 1997

DATE SEPTEMBER 8, 1997
W.C. Stubberfield
W.C. STUBBERFIELD
ONTARIO LAND SURVEYOR
for VERHAEGEN • STUBBERFIELD • HARTLEY
BREWER • BEZAIRE INC.

Windsor, Ontario
Suite 200
475 Devonshire Road
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BEZAIRE
INC.
Leamington, Ontario
157 Talbot Street E.
N8H 1L8
Ph: 322-2375
Fax: 322-2875

ONTARIO LAND SURVEYORS
DRAWN BY J.A.B. CAD DATE 10/22/1997 E.S.M.M.
CHECKED BY J.A.B. CAD FILE NO. MVA150(41503)00.DWG
P.C.R. ORDER 4-15021 FILE NO. 5-304(MHD) PLAN FILE NO. C-1432

Ministry of Municipal Affairs 37T94003



P. I. N. 01496-0011
CONCESSION NORTH TALBOT ROAD



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

Date: February 16, 2021
To: Mayor and Council
Author: G.A. Plancke / Director of Infrastructure and Engineering
RE: Phosphorus Reduction Demonstration Project
Report No.: IED 2021-11

AIM

To demonstrate innovative Phosphorous reduction technology (RE 300) in the Lakeshore West Wastewater Pollution Control Plant (LSWWPCP) and compare this solution to conventional chemical based removal in terms of performance, cost, sludge production and other key parameters.

BACKGROUND

Wastewater treatment plants in Ontario typically use iron or aluminum-based chemicals to remove phosphorus. The use of these chemicals is proven and effective at removing phosphorus. However, the use of these chemicals can be costly to achieve low effluent phosphorus concentrations; produce substantial amounts of chemical sludge that needs to be trucked and disposed off-site; and can consume alkalinity needed in the treatment process.

The LWWPCP discharges to the Western Basin of Lake Erie and has a Total Phosphorus (TP) effluent limit of 1.0 mg/L. The treatment plant consistently meets its effluent limit despite being heavily impacted by nutrient loadings from greenhouses and wineries that discharge to the treatment plant. The number of greenhouses discharging to the treatment plant is increasing as this industry expands within the treatment plant's sewer-shed, which will result in higher amounts of conventional chemical addition to meet the TP effluent compliance limit. Adding large amounts of conventional phosphorus removal chemicals is costly, could negatively affect the treatment process, and results in excessive amounts of chemical sludge. Additional sludge production increases sludge handling costs and may require expansion or upgrade of the plant's solid and/or liquid treatment processes.

The Ministry of Environment Conservation and Parks (MECP) recognizes that Phosphorus in Lake Erie has become a critical environmental concern, and so they have created a funding opportunity through the MECP Great Lakes Program to encourage advancement and innovation in the reduction of Phosphorus discharges from municipal wastewater treatment plants into Lake Erie.

This project is supported with commitments made by the Province of Ontario under the Lake Erie Action Plan (LEAP) and Made in Ontario, Environmental Plan on reducing Phosphorus loading in urban areas. In addition, the project supports the Canada-Ontario Agreement and Great Lakes Strategy between Canada and Ontario by promoting innovative technology, and developing climate change adaptation strategies.

DISCUSSION

The technology proposed to improve phosphorus removal is RE300, which is a rare-earth based chemical composed of lanthanum and cerium. It is different than iron and aluminum-based phosphorus removal chemicals because it requires a lower dose, does not produce as much chemical sludge, improves sludge dewatering and does not consume alkalinity or lower pH like other coagulants (Haneline et. al, 2017). Switching to RE300 is straightforward because it can be used with existing chemical dosing equipment without expansion or upgrades of infrastructure.

RE300 removes phosphorus efficiently. For example, to achieve an effluent phosphorus concentration as low as 0.07 mg/L, a molar ratio of coagulant: phosphorus of 1:1 is required for RE300, whereas a ratio between 5:2 to 8:1 is required for conventional iron and aluminum-based coagulants. This high removal can be achieved using only RE300 coagulant without effluent filtration. A potential side benefit of lower sludge production by RE300 is treatment could be achieved with a lower sludge mass, which could reduce the likelihood of plant washout during wet weather flows and the need to bypass treatment processes. Moreover, RE300 has been demonstrated to not cause effluent toxicity, and it is currently in use at over 50 treatment plants in the USA (Bishop Water Technologies).

The Ontario Clean Water Agency (OCWA) has brought in project partners; Ministry of Environment Conservation and Parks (MECP), and Bishop Water Technologies (Bishop) including funding of \$99,500 from Ministry of Environment, Conservation and Parks.

The pilot project will run for a period of 12 months with technical support from both Bishop and OCWA.

The plant's Environmental Compliance Approval (ECA# 9716-9WUKTU-14) has Limited Operational Flexibility that allows pilot tests using side streams. An ECA amendment is required for direct addition of RE300 because Limited Operational Flexibility cannot be used for a chemical that is not commonly used or is proprietary.

If successfully demonstrated by this project, the innovative technology is a cost-effective option that all municipal wastewater treatment plants in Ontario (including LSWWPCP) could use to help them meet the 0.5 mg/L effluent total phosphorus limit set out in the Lake Erie Action Plan, and reduce phosphorus loadings to Lake Erie.

LINK TO STRATEGIC PLAN

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

This project supports Town's strategic objectives around energy conservation and (Greenhouse Gas) GHG reduction goals including environmental awareness and fostering innovation.

FINANCIAL CONSIDERATIONS

The project has received funding support of \$99,500 from MECP upon successful execution of Transfer Payment Agreement (TPA) between the Town and MECP.

Bishop will provide in-kind support of \$9,000 as technical expert's time.

OCWA will provide operational and other support as required in the plant.

The Town is expected to provide in-kind support of \$9,460 in staff time. There is no cash contribution expected from Town for this project.

CONSULTATIONS

Ontario Clean Water Agency
Bishop Water Technologies
Ministry of Environment Conservation and Parks

RECOMMENDATION

That Council authorize the completion of a pilot test of RE300, with project partners OCWA and Bishop Water Technologies, at the Lakeshore West Wastewater Pollution Control Plant whereby RE300 is added to the Pollution Control Plant's wastewater;

And That Council authorize Administration to execute the Transfer Payment Agreement with the Ministry of Environment Conservation and Parks in order to access the funding for this project in the amount of \$99,500.

G.A. Plancke

G.A. Plancke Civil Eng. Tech (Env)
Director of Infrastructure and Engineering



**REGULAR MEETING OF COUNCIL
MINUTES**

Monday, February 22, 2021

6:00 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 Legislative Services/Solicitor/Clerk R. Brown, Manager of Planning Services J. Galea, Human Resources Manager T. Del Greco, Manager of Engineering S. Kitchen, Deputy Clerk-Council Services R. McLeod, Director of Financial & IT Services A. Plancke, Director of Infrastructure & Engineering D. Wolicki, Manager of Municipal Facilities and Property J. Norton, CAO John Quennell, Fire Chief

A. CALL TO ORDER

Mayor Santos, in attendance in the Council Chambers, called the Regular Meeting to order at 6:00 p.m. All other members of Council participated in the meeting through video conferencing technology from remote locations.

B. MOMENT OF SILENCE AND REFLECTION

Mayor Santos asked members to observe a moment of silence and reflection to be followed by the playing of O'Canada.

C. PLAYING OF NATIONAL ANTHEM

D. DISCLOSURE OF PECUNIARY INTEREST

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

1. Councillor Tony Gaffan - Heather Brown and Dennis Rogers--Request dated February 17, 2021 on behalf of a group of local business owners regarding support for small businesses in Kingsville (follow-up)

Councillor Gaffan is self employed and has a business uptown.

E. REPORT OUT OF CLOSED SESSION

Mayor Santos indicated that due to the technical difficulty experienced at the end of the streaming of the February 8, 2021 Regular Meeting, a rising report is being made this evening in connection with February 8 Agenda Item O-i. In that regard, Mayor Santos reported that Council provided direction to Administration towards an issue relating to legal matters and subject to solicitor-client privilege.

F. DELEGATIONS/PRESENTATIONS

1. Heather Brown and Dennis Rogers--Request dated February 17, 2021 on behalf of a group of local business owners regarding support for small businesses in Kingsville (follow-up)

Councillor Gaffan, having declared an interest, shut off his camera and left the Council table for this presentation.

Dennis Rogers (Greenheart Kitchen) addressed Council on behalf of the following local business owners: Jennifer and James Flynn of The Grove Hotel; Trevor Loop of Jack's, Banded Goose Brewery and Distinctive Inns of Kingsville; Beth Riddiford of My Cousin's Closet; Jodie Scherer of Tangles Hair Spa; Chris Bishop of Pinnacle Plus Realty; and Tony Smith of The Garage Gym. He had addressed Council at the December 14, 2020 Regular Meeting and is looking for tourism support assistance from the Town. Mr. Rogers indicated that the

business owners want to be a part of the solution, to see some action taken, and have a say at the table as a resource to the Town.

155-2021

Moved By Councillor Laura Lucier

Seconded By Councillor Thomas Neufeld

That Council refers the Delegation of Heather Brown and Dennis Rogers (on behalf of a group of local business owners) to the Kingsville Tourism & Economic Development Committee for discussion.

CARRIED

156-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That Council directs that the Town's Senior Management Team review the presentation by Dennis Rogers on behalf of the group of local business owners; And Further That Council receives the presentation.

CARRIED

Following the presentation, Councillor Gaffan returned to the meeting.

G. AMENDMENTS TO THE AGENDA

Councillor Neufeld added one Notice of Motion.

Councillor Lucier added one Notice of Motion, and one Update request.

H. ADOPTION OF ACCOUNTS

- 1. Town of Kingsville Accounts for the monthly period ended January 31, 2021 being TD cheque numbers 0075478 to 0075695 for a grand total of \$1,820,746.91**

157-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council receives Town of Kingsville Accounts for the period ended January 31, 2021 being TD cheques numbers 0075478 to 0075695 for a grand total of \$1,820,746.91.

CARRIED

I. STAFF REPORTS

1. 2021 Rural Roads Resurfacing Tender

T. Del Greco, Manager of Engineering

158-2021

Moved By Councillor Larry Patterson

Seconded By Councillor Laura Lucier

That Council awards the 2021 Rural Roads Resurfacing Tender to Shepley Road Maintenance in the amount of \$1,272,995 (excluding HST) and authorize the Mayor and Clerk to execute the requisite agreement.

CARRIED

2. Application for Site Plan Amendment SPA 01 2021 by Universal Greenhouse Structures Ltd. 1956 Settrington Dr., Part of Lot 12, Concession 3 ED Parts 1-4, RP 12R-18390

R. Brown, Manager of Planning Services

159-2021

Moved By Councillor Laura Lucier

Seconded By Councillor Larry Patterson

That Council approves Site Plan Amendment application SPA/01/2021 for the Phase Two addition of a 1,035 sq. m (11,141 sq. ft.) manufacturing space only, subject to the further amended terms of the site plan agreement; And Further That Council authorizes the Mayor and Clerk to sign the amending agreement and register said agreement on title.

CARRIED

3. Kingsville Pickleball and Bocce Facility – RFP Results

D. Wolicki, Manager of Municipal Facilities and Property

160-2021

Moved By Councillor Kimberly DeYong

Seconded By Deputy Mayor Gord Queen

That Council authorizes the Mayor and Clerk to execute an agreement with Greenlight General Contracting Inc. in the amount of \$330,000.00 (excluding HST) for the construction of the pickleball and bocce facility located at 1741 Jasperson Lane.

CARRIED

4. Lorna St. Conveyance

G. A. Plancke, Director of Infrastructure and Engineering

161-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Larry Patterson

That Council accepts the offer of conveyance of Lorna St. - Legally known as Parts 4, 5, 6, 7 and 8 Plan 12R 4461, Part of Lot 15 Concession 1 Western Division, Town of Kingsville formerly Gosfield South from the Cedar Island Yacht Club for the purchase price of \$1.00;

And Further That the Clerk's office enter or prepare a purchase and sale agreement and circulate a letter to Lorna St. residents formally advising them upon registration of the conveyance to the Town;

And Further That the Clerk prepare the necessary by-law for adoption at a future meeting of Council to reflect the assumption of Lorna St. as a public road allowance and ensure that the requisite paperwork is prepared and filed with the land registry office to reflect the adjustments as may be required.

CARRIED

5. Briarwood Lot Line Adjustments & Disposal of Surplus Municipal Land

G. A. Plancke, Director of Infrastructure and Engineering

162-2021

Moved By Councillor Larry Patterson

Seconded By Councillor Tony Gaffan

That Council deems Parts 1, 2, 3, 4, 5 of Registered Plans 1205 and 1372 (reference drawing #19-49-015-01,02 File # E-1205 Streets), surplus to the needs of the municipality and to dispose by lot line addition to adjacent properties;

And Further That Council approves a road allowance lot line adjustment performed by an OLS and registered with the Province of Ontario as outlined specifically that:

The municipal lands known as Parts 1, 2, be consolidated with Registered Plan 1205 BLK B (Roll # 310-04602), Part 3, be consolidated with Registered Plan 1372 Lot 3 (Roll # 310-04500), Part 4 be consolidated with Registered Plan 1372 Lot 6 (Roll # 310-04500), and Part 5 be consolidated with Registered Plan 1372 Block A (Roll #310-04300);

And Further That the Clerk prepare the necessary by-law, for adoption at a future meeting of Council, to reflect the lot line adjustment related to the Briarwood Crescent road allowance and ensure that the requisite paperwork is prepared and filed with the land registry office to reflect the adjustments and disposal of municipal land, as may be required.

CARRIED

6. Open Streets 2021

J. Norton, CAO

163-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Council approves the agreement, in principle, to host the "2021 Open Streets" summer event in downtown Kingsville. Council further agrees and directs that:

- a. Open Streets will be a Town event;
- b. Open Streets will be led and managed through administration, as described in Option 1 above under the Senior Management Team comment section;

- c. That administration will prepare a further report for Council to propose a budget, dates, and other matters requiring Council review and approval; and
- d. That an Open Streets Advisory Committee of Council be created to obtain resident and business input and foster volunteer participation.

CARRIED

J. MINUTES OF THE PREVIOUS MEETINGS

- 1. **Special Meeting of Council--January 27, 2021**
- 2. **Regular Meeting of Council--February 8, 2021**
- 3. **Regular Closed Session Meeting of Council--February 8, 2021**

164-2021

Moved By Councillor Thomas Neufeld

Seconded By Councillor Tony Gaffan

That Council adopts Special Meeting of Council Minutes dated January 27, 2021, Regular Meeting of Council Minutes dated February 8, 2021, and Regular Closed Session Meeting of Council Minutes dated February 8, 2021.

CARRIED

K. MINUTES OF COMMITTEES AND RECOMMENDATIONS

- 1. **Planning Advisory Committee - November 19, 2019**

165-2021

Moved By Councillor Laura Lucier

Seconded By Councillor Larry Patterson

That Council receives Planning Advisory Committee Meeting Minutes dated November 19, 2019.

CARRIED

2. **Main Street Development Review Committee - November 3, 2020, December 1, 2020 and January 5, 2021**

166-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Council receives Main Street Development Review Committee Meeting Minutes of November 3, 2020, December 1, 2020 and January 5, 2021.

CARRIED

3. **Parks, Recreation, Arts and Culture Committee - November 26, 2020**

167-2021

Moved By Councillor Thomas Neufeld

Seconded By Deputy Mayor Gord Queen

That Council receives Parks, Recreation, Arts and Culture Committee Meeting Minutes dated November 26, 2020 together with the following sub-committee minutes Migration Festival - October 6, 2020, Fantasy of Lights - November 10, 2020 and Communities in Bloom - October 29, 2020.

CARRIED

4. **Kingsville BIA - January 12, 2021**

168-2021

Moved By Councillor Tony Gaffan

Seconded By Councillor Laura Lucier

That Council receives Kingsville BIA Meeting Minutes dated January 12, 2021.

CARRIED

L. BUSINESS CORRESPONDENCE - INFORMATIONAL

1. **Township of Conmee--Resolution passed January 26, 2021 RE: Criminal Records and Municipal Election Candidates**

2. Township of Baldwin--Resolution passed February 1, 2021 RE: Support of Kingsville Resolution re: Small Businesses
3. Town of Kingsville Integrity Commissioner--Annual Report of Paul Watson for 2020 dated February 2, 2021
4. Township of Nairn and Hyman--Correspondence dated February 3, 2021 RE: Support Resolution re: Support for Small Businesses
5. Town of Amherstburg--Correspondence dated February 8, 2021 RE: Support of Bill S-216, an Act to enact the Modern Slavery Act and to Amend the Customs Tariff
6. Township of Guelph/Eramosa--Correspondence dated February 8, 2021 RE: Advocacy for Reform - MFIPPA Legislation
7. Town of Gravenhurst--Correspondence dated February 11, 2021 RE: Ontario Fire College
8. Township of Emo--Correspondence dated February 12, 2021 RE: Support for re-opening small business
9. Town of Amherstburg--Correspondence dated February 12, 2021 RE: Ontario Fire College

169-2021

Moved By Councillor Larry Patterson

Seconded By Deputy Mayor Gord Queen

That Council receives Business Correspondence-Informational items 1 through 9.

CARRIED

M. NOTICES OF MOTION

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

170-2021

Moved By Councillor Laura Lucier

Seconded By Councillor Kimberly DeYong

WHEREAS the Ontario Fire College has been in existence since 1949; and

WHEREAS the Ontario Fire College is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Ontario Fire College gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College is the most cost-effective method to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

WHEREAS the Kingsville Fire Department has and would continue to use the services of the Ontario Fire College for its firefighter, specialty and senior officer training; and

THEREFORE, BE IT RESOLVED THAT the Council of the Corporation of the Town of Kingsville request that the Province of Ontario reverse their decision to close the Ontario Fire College as the College is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents. Should the College continue to be closed as announced, that the Funds associated with the operation of the Fire College be retained for the exclusive use of the Ontario Fire Service to offset the financial impact of Fire fighter training; and,

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

CARRIED

KingsvilleWorks Summary Report

Councillor Lucier requested a KingsvilleWorks summary report be prepared for Council review. Director Plancke indicated he would provide the same, and Councillor Lucier, therefore, did not make a formal notice of motion.

Councillor Neufeld introduced a Notice of Motion, indicating that at the next Regular Meeting he may move or cause to have moved:

RE: Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms), specifically Amendment 26, Section (58.01 (1-8))

Whereas, municipalities have never been responsible for gun control laws in Canada;

Whereas, law abiding Kingsville residents who own legal handguns have already been thoroughly vetted through the CFSC, PAL and ATT applications;

Whereas, illegal gun owners and smugglers do not respect postal codes;

Whereas, if one municipality enacts a ban and not a neighbouring municipality, this will create a patchwork of bylaws;

Whereas, a municipal ban would be difficult to enforce and easy to get around.

Be it resolved that The Corporation of the Town of Kingsville is OPPOSED to the adoption of any bylaws restricting the possession, storage and transportation of legally obtained handguns.

Be it further resolved that this resolution be forwarded to the following public officials: MP Chris Lewis, Essex, MPP Taras Natyshak, Essex, Premier of Ontario, the Honourable Doug Ford, Leader of the Official Opposition in Ontario, Andrea Horwath, Prime Minister of Canada, the Honourable Justin Trudeau; Leader of Official Opposition, the Honourable Erin O'Toole; The Minister of Public Safety & Emergency Preparedness, the Honourable Bill Blair, The Shadow Minister of Public Safety & Emergency Preparedness, MP Shannon Stubb; The Warden and Mayors of Essex County; and All Municipalities in the Province of Ontario.

N. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

Councillor Lucier requested an update on the status of the enforcement of the light nuisance By-law, and Mr. Norton responded that a report would be brought back to Council within thirty days.

O. CLOSED SESSION

171-2021

Moved By Councillor Larry Patterson

Seconded By Councillor Thomas Neufeld

Pursuant to Subsection 239(2) of the *Municipal Act, 2001*, Council entered into Closed Session at 7:07 p.m. to address the following items:

- i) Subsection 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality; and Subsection 239(2)(f) legal advice that is subject to solicitor-client privilege; being an update RE: Conservation Review Board Case No. CRB2010; Brotto Investments Inc. v. Kingsville; 183 Main St. East, Kingsville;
- ii) Subsection 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality; and Subsection 239(2)(f) legal advice that is subject to solicitor-client privilege; being an update from Director of Legislative Services J. Astrologo RE: Robert Kissner and The Corporation of the Town of Kingsville ats G.H.;
- iii) Subsection 239(2)(b) personal matters about an identifiable individual, including municipal employees, being a report by CAO J. Norton pertaining to a member of Administration; and
- iv) Subsection 239(2)(f) legal advice that is subject to solicitor-client privilege; being a Report of CAO J. Norton RE: Kingsville Port Authority.

CARRIED

P. REPORT OUT OF CLOSED SESSION

Upon rising from Closed Session at 8:18 p.m. Mayor Santos advised that Council addressed four items, being items O.i), ii), iii), and iv) as outlined above.

He reported as follows:

RE: O.i) Council received an update for information;

RE: O.ii) Council received an update for information;

RE: O.iii) Information about an identifiable individual was received from CAO Norton; and

Item O.iv) Council received an update regarding the current status of the Kingsville Port Authority.

Q. CONFIRMATORY BY-LAW

1. By-law 20-2021

172-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Tony Gaffan

That Council reads By-law 20-2021, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its February 22, 2021 Regular Meeting, a first, second and third and final time.

CARRIED

R. ADJOURNMENT

173-2021

Moved By Councillor Kimberly DeYong

Seconded By Councillor Larry Patterson

That Council adjourns this Regular Meeting of Council at 8:57 p.m.

CARRIED



**SPECIAL MEETING OF COUNCIL
MINUTES**

Wednesday, February 24, 2021

9:00 AM

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 J. Astrologo, Director of Legislative Services/Solicitor/Clerk
Administration

 R. McLeod, Director of Financial & IT Services
 A. Plancke, Director of Infrastructure & Engineering
 R. Baines, Deputy Clerk - Administrative Services
 J. Norton, CAO
 John Quennell, Fire Chief
 Karen Loney, Manager of Recreation Programs and Special
 Events

A. CALL TO ORDER

Mayor Santos, in attendance at the Council Chambers, called the Special Meeting to order at 9:02 a.m. All other members of Council participated in the meeting through video conferencing technology from remote locations. Councillor Gaffan, also participating electronically, arrived at 9:47 a.m. due to technical difficulties arising from a power outage.

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. STRATEGIC MID-TERM REVIEW

1. Strategic Mid-Term Review session led by CAO J. Norton

Ms. Loney, Manager of Recreation Programs and Special Events facilitated the meeting. She and Mr. Norton, CAO, took Council through a PowerPoint presentation, discussing the results of the ThoughtExchange survey. Council was broken into smaller discussion groups to discuss the strengths, weaknesses internal to the Town, and came back together in a large group to provide feedback flowing from those discussions.

Mayor Santos called for a recess at 10:31 a.m.

The Meeting resumed at 10:44 a.m.

Council was again broken into smaller discussion groups to discuss the opportunities and threats as identified in the survey. Council then came back together in a large group to present the feedback from those discussions.

D. CONFIRMATORY BY-LAW

1. By-law 21-2021

174-2021

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Laura Lucier

That Council reads By-law 21-2021, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its February 24, 2021 Special Meeting a first, second and third and final time.

CARRIED

E. ADJOURNMENT

175-2021

Moved by Councillor Tony Gaffan

Seconded by Councillor Thomas Neufeld

That Council adjourns this Special Meeting of Council at 1:10 p.m.

CARRIED

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo



COMMITTEE MINUTES

KINGSVILLE ACCESSIBILITY ADVISORY COMMITTEE THURSDAY, NOVEMBER 26 2020 @ 4:30 P.M. Via Webex

A. CALL TO ORDER

Chair Patterson called the Meeting to order at 4:32 p.m. with the following persons in virtual attendance:

MEMBERS OF KINGSVILLE ACCESSIBILITY ADVISORY COMMITTEE:

Councillor L. Patterson
Chris Anson
Jackie Barraco

MEMBERS OF ADMINISTRATION: Roberta Baines, Deputy Clerk – Administrative Services

Regrets: Andrew Banar
Stephanie Olewski

B. DISCLOSURE OF PECUNIARY INTEREST

Chair Patterson 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. There were none.

C. BUSINESS/CORRESPONDENCE

There were none.

D. MINUTES OF THE PREVIOUS MEETING

1. Kingsville Accessibility Advisory Committee Meeting Minutes – October 8, 2020

15-2020 Moved by Jackie Barraco, seconded by Chris Anson to receive the minutes of the Kingsville Accessibility Advisory Committee Meeting dated October 8, 2020

CARRIED

E. NEW AND UNFINISHED BUSINESS

1. AODA Audit

Administration provided an overview of the audit requirements from the Ministry. A checklist was provided to the Town outlining seven key areas. The response is due on December 2, 2020. Administration will share any feedback received from the Ministry with members.

2. AODA Compliance Report deadline extended

It was noted that the AODA Compliance Reporting deadline of December 31, 2020 was extended to June 30, 2021 due to the pandemic.

3. 2020 year-end review

Members agreed that due to the pandemic, this past year has not been a good year for accessibility initiatives. Members will review the initiatives outlined in the multi-year accessibility plan.

4. Bridge over Mill Creek – Spruce & Sumac

Members discussed the bridge over Mill Creek matter and concurred that any future correspondence received will be forwarded to Municipal Services for their action and response. It was noted that the engineering report for the bridge is included in the 2021 budget.

F. NEXT MEETING DATE

1. The next meeting of the Kingsville Accessibility Advisory Committee shall take place on February 18, 2021.

G. ADJOURNMENT

16-2020 Moved by Chris Anson, seconded by Jackie Barraco to adjourn this Meeting at 4:48 p.m.

CARRIED



COMMITTEE MINUTES

CHAIR, Larry Patterson

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



COMMITTEE MINUTES

KINGSVILLE BIA
DECEMBER 8, 2020 @ 6:16 P.M.
Carnegie Arts & Visitor Centre, 28 Division St. S, Kingsville

A. CALL TO ORDER

Beth Riddiford called the Meeting to order at 6:16 p.m. with the following Members in attendance:

MEMBERS OF BIA BOARD:

Beth Riddiford
Councilor Tony Gaffan
Councilor Laura Lucier
Heather Brown
Roberta Weston
Trevor Loop
Amanda Everaert
Dave Debergh
Maria Edwards
Izabel Muzzin
Jason Martin

MEMBERS OF ADMINISTRATION:

Christina Bedal

Absent: NONE

Guests: Natalie Cobby - Tourism

B. DISCLOSURE OF PECUNIARY INTEREST

Beth Riddiford 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

Natalie Cobby provided an update on her current tourism projects and how she can continue to partner and support the BIA.

D. AMENDMENTS TO THE AGENDA

NONE

E. ADOPTION OF ACCOUNTS

1. **BIA Accounts** – RE: Budget actuals ending NOVEMBER 2020

BIA-206-2020 Moved by Tony Gaffan, seconded by Roberta Weston to receive the accounts ending NOVEMBER 2020

CARRIED

F. STAFF REPORTS

1. BIA COORDINATOR PRESENTED HER REPORT- Membership renewal update, administrative duties updates, membership support and communications updates, BIA Dollar contest and upcoming program, brick orders, holiday preparations discussed.
2. LAURA LUCIER PRESENTED HER REPORT – Updated on ELK presentation, Fire department leadership, waste collection contract, splash pad location and service delivery review.
3. EDDK REPORT – Updated gift card promotion was successful and Burger Feature went very well.

G. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. NONE

H. MINUTES OF THE PREVIOUS MEETING

1. Kingsville BIA Committee Meeting Minutes—November 10, 2020

BIA-207-2020 Moved by Roberta Weston, seconded by Maria Edwards to receive the minutes of the Kingsville BIA Meeting dated November 10, 2020

CARRIED

I. NEW AND UNFINISHED BUSINESS

1. 2021 ASSOCIATE MEMBERSHIP UPDATE

BIA-208-2020 Moved by Roberta Weston, seconded by Maria Edwards to waive Associate Membership fees for Kingsville Historical Park Museum, Canadian Transportation Museum and Jack Miners Sanctuary to ease 2021 financial burdens to these not for profit members.

CARRIED

2. 2021 AGM – will be a virtual event

3. BIA DOLLAR PROGRAM- program is progressing well.

BIA-209-2020 Moved by Tony Gaffan, seconded by Roberta Weston to extend the length of the BIA Dollar program in accordance to impacts from code grey status.

CARRIED

4. ANNUAL HOLIDAY GIVEAWAY CONTEST – very well received by the public

5. VIRTUAL GIFT GUIDE & GIFT CARD CAMPAIGNS- have been well received

6. COMPLIMENTARY GIFT WRAPPING CAMPAIGN- cancelled due to code red

7. CO-OP STUDENT AND VOLUNTEER – both are in place and very productive and helpful

8. BIA EMAIL ALTERNATIVE – waiting to hear back from the Town

9. OPEN STREETS FEEDBACK – a final call email will go to members to create a report for the board regarding summer Open Streets

10. ECONOMIC DEVELOPMENT & TOURISM MEETINGS 2021 -

BIA-207-2020 Moved by Tony Gaffan, seconded by Roberta Weston that the Coordinator attend Economic Development & Tourism Committee meetings beginning January 2021.

CARRIED

11. SOCIAL MEDIA ROADMAP 2021 – a report is to be presented to the Board at the January meeting.
12. BOARD MEETING 2021 SCHEDULE REMINDER – this was emailed to the Board
13. 2021 OPEN STREETS – Tony Gaffan explained this would be a Town sponsored Community Event to take place on Saturdays at 4:30 PM Between June 19 and September 11, 2021. It was explained that the committee will be engaging with BIA business owners to address concerns prior to the event taking place.

ADDITIONAL ITEMS:

None.

J. NEXT MEETING DATE

The next meeting of the Committee will be held on Tuesday, January 12, 2021 at 6:15 PM via zoom.

K. ADJOURNMENT

The meeting adjourned 7:37 pm.

CHAIR, Beth Riddiford

**RECORDING SECRETARY,
Christina Bedal**



COMMITTEE MINUTES

TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE DECEMBER 10, 2020 @ 5:30 P.M. VIA ZOOM

A. CALL TO ORDER

Mayor N. Santos called the Meeting to order at 5:34 p.m. with the following persons in attendance:

MEMBERS OF TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE

Mayor N. Santos
Councillor T. Gaffan
B. Durward
D. Hunt
M. Somerville
S. Lowrie

Absent:
M. Law

MEMBERS OF ADMINISTRATION:

John Norton, Chief Administrative Officer
Ryan McLeod, Director of Financial Services
Natalie Cobby, Tourism Coordinator
Kristina Brcic, Town Planner

B. DISCLOSURE OF PECUNIARY INTEREST

Mayor N. Santos 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

D. STAFF REPORTS

1. BUDGET VS. ACTUALS FOR THE PERIOD ENDING OCTOBER 31, 2020

53-2020 Moved by B. Durward, seconded by T. Gaffan to receive the report as presented.

CARRIED

2. TOURISM AND ECONOMIC DEVELOPMENT BUDGET 2021

Line items Provincial Grants (COVID) and EDC Promotions to be allocated for Open Streets 2021.

- 54-2020** Moved by D. Hunt, seconded by S. Lowrie to receive the report as presented

CARRIED

3. N. COBBY, TOURISM COODINATOR

Discussed marketing and promotion efforts and future opportunities.

- 55-2020** Moved by T. Gaffan, seconded by S. Lowrie to receive the report as presented

CARRIED

E. BUSINESS CORRESPONDENCE – ACTION REQUIRED

F. MINUTES OF THE PREVIOUS MEETING

1. Tourism and Economic Development Committee Meeting Minutes — Thursday, November 12, 2020.

- 56-2020** Moved by T. Gaffan, seconded by D. Hunt to receive the minutes of the Tourism and Economic Development Committee Meeting dated November 12, 2020.

CARRIED

G. NEW AND UNFINISHED BUSINESS

1. **Billboard Re-Design Options**—N. Cobby, Tourism Coordinator
Presented HWY #3 billboard designs. Option #3 was preferred by majority.

2. **Economic Development Officer and Tourism and Small Business Coordinator**

Discussion—J. Norton, Chief Administrative Officer and R. McLeod, Director of Financial Services

Economic Development Officer to focus on business retention, attraction, and expansion of commercial and industrial business. Tourism and Small Business Coordinator to focus on small business and tourism.

3. **Kingsville Business Improvement Area Update**—Councillor T. Gaffan

Provided update on current programs.

4. **Covid-19 Response Discussion**—J. Norton, Chief Administrative Officer and Mayor N. Santos

Discussed how moving into Grey “Lockdown” level would impact small business.

5. **Planning Services Department Update**—K. Brcic, Town Planner

Provided map of vacant stores and vacant and underutilized properties. Discussed planning policies and tools.

H. NEXT MEETING DATE

1. The next meeting of the Tourism and Economic Development Committee shall take place on Thursday, January 14, 2020 via Zoom @ 5:30 p.m.

I. ADJOURNMENT

57-2020 Moved by D. Hunt, seconded by B. Durward to adjourn this Meeting at 7:10 p.m.

CARRIED

CHAIR, Mayor Nelson Santos

**RECORDING SECRETARY,
N. Cobby**



COMMITTEE MINUTES

KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE TUESDAY, DECEMBER 22, 2020 AT 4:00 P.M. VIA ZOOM

A. CALL TO ORDER

Chair S. Sacheli called the Meeting to order at 4:00 p.m. with the following Members in attendance:

MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:

Kimberly DeYong
Bruce Durward
Anna Lamarche
Margie Luffman
Christine Mackie
Sarah Sacheli

MEMBERS OF ADMINISTRATION:

Sandra Kitchen, Deputy Clerk-
Council Services

Absent: Elvira Cacciavillani, Matt Biggley, Shannon Olson (on personal business)

MHC63-2020 Moved by B. Durward, seconded by A. Lamarche to allow the meeting to proceed without the necessity of the Chair to be in the same room as the Deputy Clerk (due to the region's grey lockdown status).

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST

Chair S. Sacheli reminded the Committee members in attendance 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. REPORTS AND ACCOUNTS

1. V. Brown – December 2020 Research Report and Addendum

MHC64-2020 Moved by B. Durward, seconded by A. Lamarche that the Committee receive the December 2020 Research Report and Addendum of Veronica Brown.

CARRIED

2. B. Durward - The Jack Miner Migratory Foundation – Revised Report

MHC65-2020 Moved by K. DeYong, seconded by C. Mackie that the Committee accept the Revised Research Report of Bruce Durward pertaining to 332 Road 3 West.

CARRIED

The Research Report will be presented to Council in 2021.

3. KMHAC 2020 Operating Budget actuals to November 30, 2020

MHC66-2020 Moved by B. Durward, seconded by C. Mackie to receive the Committee 2020 Operating Budget Actuals to November 30, 2020 for information.

CARRIED

D. MINUTES OF THE PREVIOUS MEETING

1. Kingsville Municipal Heritage Advisory Committee Meeting Minutes — October 27, 2020 and November 24, 2020

MHC67-2020 Moved by B. Durward, seconded by K. DeYong to adopt the Minutes of the Kingsville Municipal Heritage Advisory Committee Meeting dated October 27, 2020 as presented

CARRIED

MHC68-2020 Moved by M. Luffman, seconded by B. Durward to adopt the November 24, 2020 Minutes of the Kingsville Municipal Heritage Advisory Committee Meeting dated November 24, 2020 as presented.

CARRIED

E. BUSINESS/CORRESPONDENCE – INFORMATIONAL

1. The Ontario Heritage Tool Kit team—Call for contributions to the update of the Ontario Heritage Tool Kit—Selection of new examples and imagery.

Photos have been gathered by A. Lamarche and submitted to Ms. Sacheli. A submission to the Ontario Heritage Tool Kit team will be made electronically.

F. NEW AND UNFINISHED BUSINESS

1. Plaque update--Mr. Olson indicated that he will not install the plaques until the region comes out of Grey Lockdown status.
2. 257 Lakeview Avenue—S. Kitchen will follow-up with Mayor Santos in the New Year regarding the finalization of the research report.
3. 1417 Road 3 East—S. Sacheli will follow up with Ms. Cacciavillani regarding the status of the research report.
4. Ms. Sacheli updated on the work of the Main Street Development Review Committee. She presented a draft interim report. Once the report is adopted, Ms. Sacheli will bring the report to this Committee with a detailed update, and next steps.

G. NEXT MEETING DATE

After a brief discussion, it was agreed that the meetings of the Committee for the months of January to June 2021 (inclusive) will be held on the 3rd Wednesday of each month commencing at 4:00 p.m.

The next meeting date is Wednesday, January 20, 2021 at 4:00 p.m. via Zoom.

H. ADJOURNMENT

MHC69-2020 Moved by B. Durward, seconded by K. DeYong that the Meeting adjourn at 4:37 p.m.

CARRIED

CHAIR, Sarah Sacheli

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



COMMITTEE MINUTES

KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE WEDNESDAY, JANUARY 20, 2021 AT 4:00 P.M. VIA ZOOM

A. CALL TO ORDER

Chair S. Sacheli called the Meeting to order at 4:06 p.m. with the following Members in attendance:

MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:

Matt Biggley

Kimberly DeYong

Bruce Durward (@ 4:09 p.m.)

Anna Lamarche

Margie Luffman

Christine Mackie

Shannon Olson (@ 4:07 p.m.)

Sarah Sacheli

MEMBERS OF ADMINISTRATION:

Sandra Kitchen, Deputy Clerk-
Council Services

Absent: Elvira Cacciavillani (on personal business)

B. DISCLOSURE OF PECUNIARY INTEREST

Chair S. Sacheli reminded the Committee members in attendance 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. REPORTS AND ACCOUNTS

1. Full Report and PowerPoint presentation on the recommendations pertaining to heritage coming out of the Main St. Development Review Committee

Ms. Sacheli presented the PowerPoint presentation of the recommendations pertaining to Heritage coming out of the Main Street Development Review Committee.

MHC1-2021

Moved by B. Durward, seconded by C. Mackie to receive the presentation.

CARRIED

2. Discussion on the Jack Miner Designation report and next steps.

The report was approved. Mr. Durward will contact the Foundation to determine what specific heritage attributes they want to see listed and outlined in the designation by-law.

MHC2-2021 Moved by K. DeYong, seconded by M. Biggley to direct B. Durward to contact the property owner and set up a time to discuss the heritage attributes that will be outlined in the proposed designation by-law.

CARRIED

3. An update on outstanding designation reports:

a) 257 Lakeview Avenue

Ms. Kitchen will contact Mayor Santos re: status update.

b) 1417 Road 3 East

Ms. Sacheli will contact Ms. Cacciavillani re: status update.

c) 208 County Road 34 East

Ms. DeYong will endeavor to have an update to the Committee by the February meeting date.

D. MINUTES OF THE PREVIOUS MEETING

1. Ms. Kitchen advised that the Minutes of the December meeting are not yet completed.

E. BUSINESS/CORRESPONDENCE – INFORMATIONAL

NONE

F. NEW AND UNFINISHED BUSINESS

Ms. Sacheli reminded members to sign up for the CHO workshop on planning legislation changes scheduled for Saturday, January 30, 2021 at 11:00 a.m. Ms. Mackie and Mr. Biggley indicated that they have registered.

Ms. Sacheli reminded that the next Conservation Review Board Pre-Hearing Conference re: 183 Main St. East is scheduled for February 16 at 9:30 a.m.

Ms. Sacheli updated that a photo submission has been made to the Ontario Heritage tool kit, being a photo of the presentation of the heritage plaque to Mr. and Mrs. Matt Biggley in Council Chambers.

Ms. Sacheli updated as to the status of the barn photographs. She indicated that all addresses are marked in the index so that the locations of the old barns are identifiable. A further discussion regarding the use of this pictorial agricultural history of the Town will ensure at a future meeting.

Mr. Iacobelli will be invited to the February meeting to provide an IT update.

G. NEXT MEETING DATE

1. Wednesday, February 17, 2021 at 4:00 p.m. via Zoom.

H. ADJOURNMENT

MHC3-2021 Moved by B. Durward, seconded by M. Luffman that the Meeting adjourn at 4:59 p.m.

CARRIED

CHAIR, Sarah Sacheli

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



JOINT BOARD OF MANAGEMENT

Wednesday, January 20, 2021

9:00 AM

Virtually in Zoom

MINUTES

Members Present: Mayor MacDonald (Vice-Chair); Deputy Mayor Verbeke, Councillors Hammond, Jones, Tiessen - Leamington
Mayor Nelson Santos (Chair); Deputy Mayor Queen, Councillors Gaffan (alternate) DeYong, Patterson - Kingsville
Councillor VanderDoelen - Essex
Councillor Walstedt - Lakeshore

Members Absent: Councillor Neufeld - Kingsville
Councillor Dunn - Leamington

Staff Present: Kevin Girard - Essex
Andrew Plancke, Shaun Martinho, Tiffany Hong - Kingsville
Laura Rauch, Shannon Belleau, Nelson Carvalho - Leamington
Nelson Cavacas, Krystal Kalbol - Lakeshore

OCWA Staff Present: Dale Dillen, Ken Penney, Susan Budden

Call to Order: 9:02 am

Election of Chair for the UWSS Joint Board of Management

The Manager calls the meeting to order and calls for nominations for the position of Chair. Deputy Mayor Queen calls for the nomination of Mayor Santos for the position. He notes that Mayor MacDonald has done a good job with the position but notes that occasionally a fresh approach might be wise as well. Mayor MacDonald seconds the nomination

Mayor Santos accepts the nomination.

Deputy Mayor Verbeke calls for the nomination of Mayor MacDonald for the position of Chair. The nomination is seconded by Councillor Walstedt. Mayor MacDonald declines the position this year.

Mayor Santos is acclaimed as Chair for the Union Water Supply System Joint Board of Management for a term ending December 31, 2021.

No. UW-01-21

Moved by: Councillor Tiessen

Seconded by: Councillor VanderDoelen

That Mayor Santos is the Chair of the UWSS Joint Board of Management for the year 2021, with the term ending on December 31, 2021.

Carried

Mayor Santos takes over the meeting

Election of Vice-Chair for the Union Water Supply System Joint Board of Management

The Chair calls for nominations for the position of Vice-Chair for the UWSS Joint Board of Management.

Deputy Mayor Queen nominates Mayor MacDonald. Councillor DeYong seconds the nomination.

Mayor MacDonald accepts the nomination and is acclaimed to the position of Vice-Chair.

No. UW-02-21

Moved by; Deputy Mayor Queen

Seconded by: Councillor DeYong

That Mayor MacDonald will hold the position of Vice-Chair for the UWSS Joint Board of Management for the year 2021, with the term ending on December 31, 2021.

Disclosures of Pecuniary Interest: none

Adoption of Board Minutes:

No. UW-03-21

Moved by: Councillor Walstedt

Seconded by: Councillor DeYong

That Minutes of the UWSS Joint Board of Management meeting of Wednesday, December 16, 2020 be received.

Carried

Business Arising Out of the Minutes:

There was none.

Report UW/02/21 dated January 15, 2021 re: Changes to the Leamington UWSS Board Member Appointments

The Chair welcomes the newest member of Leamington Council, Trevor Jones, to the Board. Councillor Jones notes that he is excited to be working with the Board and has a strong awareness of Union Water.

No. UW-04-21

Moved by: Deputy Mayor Queen

Seconded by: Councillor Gaffan

That the UWSS receives report UW/02/21 dated January 15, 2021 re: Changes to the Leamington UWSS Board Member Appointments.

Carried (UW/02/21)

Report UW/03/21 dated January 15, 2021 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to January 15, 2021

The Manager reviews his report with board members, but notes that with the holidays between meetings not as much has been completed as usual.

He notes that the new security system is operational, with a few deficiencies being addressed.

Greenflag Coatings has been retained to complete the epoxy floors in the new lab areas. He was hoping this work would have been completed by the end of January, but since the new stay at home order, this work is deemed non-essential and it will be completed once the order has been lifted.

The new Low Lift transformer and panel/transfer switch electrical service has been completed. This required Hydro One shutting off power. Phasor Industrial of Kingsville completed work, while the UWSS's portable backup generator provided power.

Clean Harbours has been retained to clean out the residual chemicals of the ammonia building. It has now been over a year since the switch to Free Chlorine and it's unlikely that chloramination will again be used in the foreseeable future. . This building will now be refurbished to a maintenance building. This is also postponed until the end of February due to the stay at home order issued by the Province.

The Manager explains that Golder Associates has been retained to provide geotechnical services to test bore holes for the DAF project. However, they need to wait until the ground is in better condition to continue with the testing.

OCWA retained a local tree service company to remove several trees around the Leamington Water Tower. These trees were in poor health and posed a safety hazard.

The Manager also notes that the Lakeshore portion of the UWSS received a 100% rating on its most recent inspection from the MECP.

Finally, the Manager notes that the flows are up already, however, with it being so early in the year it is not possible to note if this is the trend. He will be monitoring the flows carefully. He does explain that the UWSS is seeing numbers that are not typical for this time of year and the winter flows seem to be higher than those of the past.

No. UW-05-21

Moved by: Deputy Mayor Queen

Seconded by: Councillor Patterson

That report UW/03/21 dated December 11, 2020 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to December 11, 2020 is received.

Carried (UW/30/20)

Report UW/04/21 dated January 14, 2021 re: Filters #2 and #4 Upgrades

The Manager reviews his report with the Board and notes that this project was part of the 2021 approved budget. The Manager explains that Filters #2 and #4 are original to the water treatment plant (WTP). He reminds the members of the upgrades to filters #1 and #3, which included new media and filter box recoating several years ago. However, at the time these two (2) filters were not in need of the same repairs.

He notes that Filters #2 and #4 are now leaking and it is time to fully upgrade these filters to the same quality as filters #1 and #3. He also notes that if both filters are completed at the same time there is some cost savings. The Manager had asked for \$600,000 for these upgrades as part of the 2021 Budget.

The Manager also notes that this project did not go out to tender, as this is specialized work and wanted the filters to be rehabilitated to the same quality as the previous ones. He did receive quotes from all three (3) contractors: Continental Carbon, JDCMI and Roberts Filter. These quotes came in slightly over the approved budget with Covid-19 adding to some of the costs.

This project needs to be completed now or in the Fall once the flows drop back down. He also notes that the budget increase of \$152,000 will be necessary to complete this project.

There were no questions from Board members.

No. UW-06-21

Moved by: Deputy Mayor Queen

Seconded by: Councillor Tiessen

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

And further, that the Board approves a budget of \$752,410 to be funded from the UWSS Reserves for Filters #2 and #4 Upgrades including rehabilitation of the cement filter box, installation of new underdrains and installation of new filter media and includes \$50,000 for inspection services and contingency purposes.

And further, that the UWSS Board authorizes the UWSS General Manager to direct source this work to:

- Jacques Daoust Coatings Management, Inc for rehabilitation and recoating of concrete filters boxes for Filters #2 and #4 in the amount of \$252,600 (\$126,300 per filter) not inclusive of HST and contingency.
- Continental Carbon Group for removals work, installation of new underdrains and supply & installation of new filter media in Filters #2 and #4. This work is valued at \$269,810 (\$134,905 per filter) not inclusive of HST and contingency.
- Pro-Aqua, Inc. for supply of the Roberts Filter underdrains for Filters #2 and #4 in the amount of \$180,000 (\$90,000 per filter) no includes of HST.

Carried (UW/04/21)

Report UW/05/21 dated January 14, 2021 re: Clarifier #2 DAF Retrofit- Equipment Supply and Purchase

The Manager explains that this project was approved as part of the 2021 Capital Budget but he is looking for approval for Napier-Reid to move ahead with the retrofit of Clarifier #2 over to dissolved air flotation (DAF).

The Manager explains that Associated Engineering (AE) had been retained in 2016 to identify new treatment process and increase output. The biggest area identified as needing attention was the clarification process. The Manager notes that with greenhouse demand, flows at the plants can change drastically day to day and hour to hour depending on the sunshine. DAF was then presented to the board as a possible resolution to the clarification bottleneck.

AE provided some pre-qualification of the contractors that could potentially complete this work and identified three (3) contractors that would meet our needs. Napier-Reid has been selected as the best for retrofitting a round clarification system, as the other contractors had suggested rectangular modifications that would be more costly. It should be noted that the UWSS has only round clarifiers.

AE then asked Napier-Reid to provide a specification documents to provide costs and that was received in late 2020. AE has provided a recommendation letter to the UWSS, which was attached to this agenda.

The intent is to have the throughput increase from approximately 32 million litres a day up to potentially 70 million litres per day. The intent is to complete two (2) clarifiers with this same retrofit.

The Manager is asking for the increased budget to be approved. The Manager also notes that the cost for this first clarifier upgrade will be higher since some components that will also be used for the second DAF unit need to be installed now.

The Chair asks for clarification on whether this is the same system as explained to the Board a few years back. The Manager notes that it is.

No. UW-07-21

Moved by: Councillor Walstedt

Seconded by: Mayor MacDonald

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

And further, that the UWSS Board authorizes the UWSS General Manager to award the pre-purchase of equipment to retrofit Clarifier #2 with a dissolved air flotation (DAF) system to Napier-Reid, Ltd. in the amount of \$3,296,540.

Carried (UW/05/21)

Report UW/06/21 dated January 15, 2021 re: UWSS Water Treatment Capacity Allocation

The Manager reminds members of the Board of his report back in October 2020, which discussed the future growth, allocation of remaining treatment capacity and future capital works. At the time the Board directed the Manager to reach out to the member municipalities to seek support of the remaining treatment allocation, based on current ownership (2017).

The Manager notes that this was the quickest way to divide the allocation, as treatment allocation has always been on a first come first serve basis, and the UWSS has never seen any other application other than for greenhouses. This was not an issue until about two (2) years ago when flows started began increasing.

The Manager did receive responses from three (3) out of the four (4) member municipalities, however, he did note that he spoke to the other municipality verbally. He then notes that Kingsville and Leamington both agree on the current division of the remaining allocation based on ownership. However, Essex does not agree and are asking for a new process to be considered.

The Manager further explains that it is his hope that the UWSS can be re-rated over the next few years to increase capacity and now is probably the best to see if there a better way to allocate treatment capacity.

His recommendation to the Board is to form a working group comprised of appropriate municipal staff and see if a better system can be put in place.

Councillor VanderDoelen notes that the Town of Essex basically owns 6% of the output and the interpretation is that Essex should also own 6% of the allocation. He further notes

that what is currently being proposed is not enough to serve the approved lots. He notes that almost 1000 lots have been approved between Essex and Harrow.

Deputy Mayor Queen indicates that he appreciates that the historical way of completing water application no longer applies and it is worth taking a second look.

Councillor DeYong wants to know where the UWSS is at with applications and further notes that there should be a deadline with the working group and suggests 90 days. The Manager indicates that no decision has been made as to how to proceed. Applications received in the Fall prior to any discussion have been approved. Applications are typically slower in the winter and no moratorium has been put in place by the UWSS Board.

Mayor Santos feels that 90 days might be a struggle to complete a working group and notes the remaining allocation will not be used up in this time period.

Councillor VanderDoelen notes that he will have to oppose the motion until he can consult with municipal staff. He is fearful this could jeopardize any developments that are already in place. He asks that the motion be delayed until the next meeting.

Councillor Tiessen asks how long before the UWSS can see this increased capacity through re-rating and secondly suggests a working group of 120 days. The Manager notes that he is hoping to have the increase in capacity by hopefully the end of 2022. Councillor Tiessen also suggests that this discussion shows why the UWSS should be a stand alone corporation.

Mayor MacDonald agrees that a time line needs to be put on any working group. She also notes that she does not want to see this board move in the direction of being territorial, as it was when she started. She notes that this board has always worked cohesively together and water flow determines how many people sit on the board. The greenhouse industry may have to be involved and put in the waterlines themselves. She asks the Manager to remind members how expansion is paid for currently.

The Manager briefly explains the historical rate structure and how it is now with one rate. He explains that UWSS uses wholesale water rates with all the money going into one pot. He reminds members of his report from October which suggested that growth pay for growth. UWSS should not make a decision on who gets what but rather ensuring that there is adequate water to meet the demands.

Mayor Santos briefly goes through the history on some of the special rates and notes that he respects Essex's decision however, 900 homes will not be built in the next six (6) months.

Councillor Walstedt apologizes for not having an official response from Lakeshore and asks if there is an issue deferring for one (1) month. Councillor DeYong asks if a legal opinion is required at this point.

The Manager then explains that his hope for the working group is that it will be comprised of municipal experts, including the planners. The Manager does note that he has already received an opinion on the transfer order and it includes how system ownership is completed, which is done every four (4) years but it does not identify that each municipal

owner owns a specific allocation of treatment plant capacity. The ownership review is scheduled to be completed again this month (the last time was 2017), with a report coming to the board in February, and there will be some significant changes with the ownership allocation, but again notes that future growth and treatment cannot be reserved.

No. UW-08-21

Moved by: Deputy Mayor Queen

Seconded by: Councillor Patterson

It is recommended that the Union Water Supply Joint Board of Management (UWSS Board) receives this report for information;

And further, that the UWSS Board supports the formation of a working group consisting of UWSS and municipal administration representatives to address the issue of treatment capacity allocation and develop a more robust and equitable application process for allocation of UWSS treatment capacity;

And further, that the any working group formed has 120 days to complete any discussions;

And further, that the UWSS Board directs the UWSS General Manager to send written correspondence to Administration of UWSS owner municipalities requesting their support and participation of the aforementioned working group;

And further, that the UWSS allocation is based on current ownership balance of capacity, on an interim basis.

Carried (UW06/21)

1 opposed

Report UW/07/21 dated January 15, 2021 re: Kingsville Water Tower (KWT) Rehabilitation Project Tender Results

The Manager reminds members that this was an approved project in the 2020 budget but was unable to be completed to the initial Covid-19 shutdown. Therefore it was carried over to the 2021 budget with approved monies at \$1.4 million. UWSS had retained OCWA Engineering services as the project engineer for this work. OCWA Engineering services sent this out to tender with seven (7) experts in the field. He notes that bids were received at the beginning of January 2021 and reviewed by OCWA staff and the Manager.

The lowest bid came from JDCMI at \$1.56 million with other bidders being significantly higher. There is a provisional cost included in the bid, which includes items that could potentially need to be completed, but that information won't be known until the start of the project. The Manager also indicates that JDCMI had the shortest project completion time of the bidders. He is hoping to have the project started in April when ground and weather conditions will be better to work in, until that time shop drawings will be completed.

Councillor VanderDoelen asks what the lifespan on a water tower is and how many rehabilitations can be completed. The Manager explains that by maintaining the water towers with new coatings his hope is that this will allow the water tower to last at least another 25 years.

Councillor Gaffan is concerned about the timeline. He does not want to have to tell residents that the contractors go way over. The Manager indicates that the provisional items could potentially add 15-20 days, however, JDCMI completed both the LWT and the EWT to satisfaction.

No. UW-09-21

Moved by: Councillor Patterson

Seconded by: Councillor Hammond

That the Union Water Supply System (UWSS) Board receives this report for information;

And further that the UWSS Board approves a budget of \$1,650,000 for the Rehabilitation of the Kingsville Water Tower;

And further that the UWSS Board authorizes the UWSS General Manager to award the Kingsville Water Tower Rehabilitation Project contract to Jacques Daoust Coatings Management Inc. (JDCMI) of Cambridge, Ontario for a sum of \$1,596,500.

Carried (UW/07/21)

Report UW/08/21 dated January 14, 2021 re: Payments from December 2020 to January 14, 2021

No. UW-10-21

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor DeYong

That report UW/08/21 dated January 14, 2021 re: Payments from December 2020 to January 14, 2021 is received.

Carried (UW/08/21)

New Business

Councillor Patterson wants to acknowledge the repair crew of a watermain break off of County Road 20 recently. He notes it was a very deep line and a substantial break. At the same time he notes that a member of a water crew in Michigan lost his life doing similar work.

Councillor Patterson is proud of the local crew and all of the safety procedures in place during this recent break and thought it should be acknowledged.

The Manager thanks the crew for the repairs made, as well as the contractors we work with.

Adjournment:

No. UW-11-21

Moved by: Councillor Gaffan

Seconded by: Councillor VanderDoelen

That the meeting adjourn at 10:28 am

Carried

Date of Next Meeting: Wednesday, February 17, 2021 in zoom

/kmj



MINUTES

POLICE SERVICES BOARD MEETING WEDNESDAY, JANUARY 27, 2021 @ 4:00 P.M. Via Webex

A. CALL TO ORDER

Administration called the Meeting to order at 4:05 p.m. with the following persons in attendance:

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

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

Other in attendance: Peter Valore, CBO

B. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

1. Nomination and election of 2021 Chairperson

Administration opened nominations for the position of Chairperson and Vice-Chairperson for 2021. Nelson Santos was nominated and was acclaimed as Chairperson for the Police Services Board.

PSB 01-2021 Moved by Kim DeYong, seconded by Bill Baird that the Chairperson for the Police Services Board is Nelson Santos
CARRIED

2. Nomination and election of 2021 Vice-Chairperson

Will Chisholm was nominated and was acclaimed as Vice-Chairperson for the Police Services Board.

PSB 02-2021 Moved by Kim DeYong, seconded by Bill Baird that the Vice-Chairperson for the Police Services Board is Will Chisholm
CARRIED

C. 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. None disclosed.

D. PRESENTATIONS & DELEGATIONS

Chair Santos brought forward item I 1 for discussion.

Chief Building Official Valore provided an update on COVID-19 enforcement and the challenges faced. He indicated that he was looking for support and recommendations on by-law enforcement. A discussion with OPP was shared with members regarding open lines of communication and use of 911 to request OPP assistance. Constable Bertoni also indicated that there would be sharing of open cases in order to work together to achieve compliance.

Inspector Miller provided a strategic overview of the COVID restrictions. The OPP continue to support enforcement efforts and appreciate vital work. He confirmed the use of 911 and calling the non-emergency line 1-888-310-1122. He also stated that OPP appreciate support of rule followers and will continue to work with the community. There is a lot of information on the website that can be shared with residents. The OPP have been following up on individuals that needed to quarantine themselves.

Mr. Valore thanked all members of OPP for their assistance and recapped that the Town will continue with the method of educate, warn, and enforce.

Inspector Miller closed with discussing vaccine targets, cyber security advisory, fraud and the need to be mindful of individuals taking advantage. The OPP media representative will forward the warning that is currently on the OPP website to the Town.

Staff Sergeant Lenehan provided an update on conducting checks on temporary foreign workers and quarantine matters.

Chair Santos thanked everyone for the update, sharing of information and collaboration efforts.

E. ADOPTION OF MINUTES OF PREVIOUS MEETING



MINUTES

1. Adoption of Police Services Board Minutes – held on November 25, 2020

PSB 03-2020 Moved by Bill Baird, seconded by Will Chisholm adopt the Police Services Board meeting minutes held on November 25, 2020.

CARRIED

F. REPORTS

1. Monthly Status Reports

- i) Town of Kingsville PSB report and Crime Stoppers report for November and December 2020

Inspector Miller stated that there have been significant online fraud scams and the importance of continued awareness. Cybercriminals are capitalizing on public concern about the COVID-19 outbreak with increasing numbers of phishing attacks through email, text message and telephone. If anyone is a victim of a scam, it's crucial to report it to both the Canadian Anti-Fraud Centre and the OPP. There have been 76 occurrences recently.

The Windsor Essex Child Youth Advocacy Centre is fully supported by the OPP. This program is victim focused, provides a holistic and wholesome approach to support victims of abuse.

Methamphetamine and other synthetic drugs have overrun communities across Canada, which has a serious impact on community safety, contributing to increasing violent acts and property crimes. In January 2021, Canadian police services launched the National Methamphetamine Strategy Public Awareness Campaign consisting of several resources to assist Canadian law enforcement with providing education to members of their communities.

Staff Sergeant Lenehan provided an overview of the December report.

PSB 04-2020 Moved by Bill Baird, seconded by Will Chisholm to receive Kingsville PSB Report and Crime Stoppers reports for November and December 2020 as information.

CARRIED

G. BUSINESS/CORRESPONDENCE

1. Ministry of Solicitor General, letter dated January 8, 2021



MINUTES

PSB 05-2020 Moved by Will Chisholm, seconded by Bill Baird to receive communication item 1.

CARRIED

H. ADOPTION OF ACCOUNTS

1. **Police Services Accounts – RE: Budget actuals ending December 2020**

PSB 06-2020 Moved by Barry Wilson, seconded by Will Chisholm to receive the accounts ending December 2020

CARRIED

I. NEW AND UNFINISHED BUSINESS

1. COVID-19 Enforcement
This item was discussed earlier under section D.

J. ADJOURNMENT

PSB 07-2020 Moved by Bill Baird, seconded by Barry Wilson that Police Services Board adjourns the meeting at the hour of 4:50 p.m. and to meet again on February 24, 2021 or at the call of the Chair.

CARRIED

CHAIRPERSON, Nelson Santos

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



The Corporation of the
TOWNSHIP OF BALDWIN

P.O. Box 7095, 11 Spooner Street
MCKERROW, ONTARIO POP 1M0
TEL: (705) 869-0225 FAX: (705) 869-5049
CLERK: Karin Bates – karin@baldwin.ca

MOVED BY: JOANNE BOUCHER DATE: February 1, 2021

SECONDED BY: DAVID FAIRBURN MOTION NO.: 21- 013

WHEREAS the province wants to mandate training levels for Fire Fighters and now wishes to close the Ontario Fire College located in Gravenhurst, Ontario which has been used for many Government agencies such as Ministry of Transportation, Ontario Provincial Police, Fire Fighters, both full time and volunteer; and

WHEREAS only a small percentage of our department has any formal training and are responsible to train junior fire fighters with the minimal training we receive; and

WHEREAS as volunteers, we are on call 24/7/365 with day jobs and families that expect us to come home safely each and every time; and

WHEREAS the Fire College makes top tier training accessible to all Fire Departments in Ontario; and

WHEREAS municipalities are mandated to have fire departments, yet there is no provincial or federal funding for volunteer fire departments for much needed equipment and training; and

WHEREAS without a plan in place it is irresponsible to close down a vital training centre that serves Ontario and it would put Municipalities at risk which is shortsighted and not acceptable.

NOW THEREFORE BE IT RESOLVED THAT: The Corporation of the Township of Baldwin requests the Province of Ontario to reconsider closing this all-important facility for dollars over lives.

Carried ✓ Defeated _____ Mayor ✓



Township of Perry

PO Box 70, 1695 Emsdale Road, Emsdale, ON POA 1J0

PHONE: (705)636-5941

FAX: (705)636-5759

www.townshipofperry.ca

February 19, 2021

Via Email: premier@ontario.ca

The Right Honourable Doug Ford, Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford,

**RE: Request that the Province of Ontario Reverse Decision to
Close the Ontario Fire College Campus in Gravenhurst**

Please be advised that at their last regular meeting on February 17, 2021, the Council of the Corporation of the Township of Perry supported the following resolution:

"Resolution #2021-69"

Moved by: Paul Sowrey

Seconded by: Margaret Ann MacPhail

WHEREAS the Ontario Fire College Campus has been in operation in Gravenhurst since 1958; and

WHEREAS the Ontario Fire College Campus is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College Campus has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College Campus has been used to train and certify both Volunteer, Part-Time, and Career firefighters throughout Ontario; and

WHEREAS the Regional Training Centers are not all created equal and similar in function to the Ontario Fire College Campus; and

/...2

WHEREAS the Ontario Fire College Campus gives Ontario Firefighters another option than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College Campus is the most cost-effective method for municipalities to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O.Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked O.Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the Township of Perry requests that the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Sylvia Jones, Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal Jon Pegg, and all municipalities within the Province of Ontario.

Carried."

Your attention to this matter is greatly appreciated.

Sincerely,



Beth Morton
Clerk-Administrator

BM/ec

cc: Honourable Sylvia Jones, Ontario Solicitor General
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Ontario Fire Marshal Jon Pegg
Ontario Fire College – Gravenhurst Campus
All Ontario Municipalities
Township of Perry Fire Chief Dan Marshall

February 19, 2021

Mr. Graydon Smith, President
The Association of Municipalities of Ontario
200 University Ave., Suite 801
Toronto, Ontario M5H 3C6

Dear Mr. Smith:

Re: Closure of the Ontario Fire College in Gravenhurst

The Township of Tiny Council recently reviewed correspondence dated January 14, 2021, from the Office of the Fire Marshal regarding the pending closure of the Ontario Fire College in Gravenhurst, Ontario.

The Ontario Fire College provided fire service training to hundreds of municipal fire departments, like ours, who do not have the capacity or resources to provide their own in-house training for specialized programs.

Should the Office of the Fire Marshal continue to develop fire fighter training curriculum, municipalities will now bear the cost for its use and delivery. The alternative use of Regional Training Centres, for specialized training, will be at a significant cost to municipal fire departments, including room and boarding expenses.

With the closure of the Ontario Fire College and the lack of provincial or federal funding for volunteer fire departments for much needed training, it puts municipalities at risk.

We ask that reconsideration be given to the closure of the Ontario Fire College, at the very least, until a plan is in place to support municipalities with the resources and funding that is required to adequately train and support its fire fighters.

The Corporation of the Township of Tiny



George Cornell
Mayor

cc. The Hon. Sylvia Jones, Minister of Community Safety and Correctional Services
Ontario Municipalities
Jill Dunlop, MPP, Simcoe North



The Corporation of the Township of Strong

PO Box 1120 28 Municipal Lane
Sundridge, ON P0A 1Z0
705-384-5819 (p) 705-384-5892 (f)
www.strongtownship.com

February 25, 2021

The Right Honourable Doug Ford, Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Via Email: premier@ontario.ca

RE: Request that the Province of Ontario Reverse Decision to Close the Ontario Fire College Campus in Gravenhurst

Dear Premier Ford,

Please be advised that at their last regular meeting on February 23, 2021, the Council of the Corporation of the Township of Strong supported the following resolution:

“Resolution R2021-041

Moved By: Jeff McLaren Seconded by: Jody Baillie

WHEREAS the Ontario Fire College Campus has been in operation in Gravenhurst since 1958; and

WHEREAS the Ontario Fire College Campus is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College Campus has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College Campus has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Regional Training Centers are not all created equal and similar in function to the Ontario Fire College Campus; and

WHEREAS the Ontario Fire College Campus gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College Campus is the most cost-effective method for municipalities to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the Corporation of the Township of Strong hereby requests that the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario

Carried"

Your attention to this matter is greatly appreciated.

Sincerely,



Caitlin Haggart
Clerk Administrator

BM/ec

cc: Honourable Sylvia Jones, Ontario Solicitor General
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Ontario Fire Marshal Jon Pegg
Ontario Fire College – Gravenhurst Campus
All Ontario Municipalities
Sundridge Strong Fire Chief Andrew Torrance



February 25, 2021

Honourable Doug Ford
Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Honourable Ford:

On February 23, 2021 Council for the Town of Mono passed the following resolution regarding the impending closure of the Ontario Fire College campus in Gravenhurst, Ontario.

Resolution #8-4-2021

Moved by Ralph Manktelow, Seconded by Sharon Martin

WHEREAS the Province of Ontario wishes to close the Ontario Fire College (OFC) located in Gravenhurst; and

WHEREAS the Ontario Fire College is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS many of our firefighters are volunteers who are on call 24/7/365 with day jobs and families that expect them to come home safely each and every time; and

WHEREAS municipalities are mandated to have fire departments, yet there is no provincial or federal funding for fire departments for much needed equipment and training; and

WHEREAS the Regional Training Centers are not all created equal and similar in function to the Ontario Fire College; and

WHEREAS the Ontario Fire College gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College is a cost-effective method for municipalities to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future.

THEREFORE BE IT RESOLVED THAT Council for the Town of Mono requests that the Province reverse their decision to close the Ontario Fire College as it is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents. If the Province chooses not to reverse its decision to close the Ontario Fire College, the Province should provide direct financial support to municipalities to offset the increase training costs of providing Provincially mandated fire fighting services.

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

"Carried"

Respectfully,

Fred Simpson

Digitally signed by Fred Simpson
DN: cn=Fred Simpson, gn=Fred Simpson, o=CA, Canada, l=CA,
Canada, c=Town of Mono, e=fred.simpson@townofmono.com
Reason: I am the author of this document
Location:
Date: 2021-02-25 16:38-05:00

Fred Simpson
Clerk

cc: Hon. Sylvia Jones, Solicitor General & MPP Dufferin-Caledon
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Jon Pegg, Ontario Fire Marshal
All Ontario Municipalities

**Notice of a Public Meeting to Consider a
Municipally Initiated Official Plan and Zoning By-law Amendment
Boarding Houses and Farm Help Dwellings**

Take notice that the Municipality of Leamington has completed a study of two types of housing, farm help dwellings and boarding houses within the Municipality and will consider Official Plan Amendment No. 8 and Zoning By-law Amendment No. 221 under Sections 22 and 34 of the Planning Act, R.S.O. 1990 c.P. 13.

And further that Council will hold a public meeting to consider these amendments which apply to all lands within the Municipality of Leamington.

Date: The applications will be heard by Council on **Monday, March 8, 2021.**

Time: **6:00 PM**

Location: **Electronic Meeting** - Due to COVID-19 and restrictions on public gatherings, this meeting will be held in a virtual forum through electronic participation only. There will not be an in-person meeting.

You may view the meeting on the Municipality's website at www.learmington.ca/live.

The purpose of the amendments to both Official Plan (2008) and Zoning By-law 890-09, as amended, is to establish a planning policy framework together with detailed zoning regulations to permit a variety of housing types in both the settlement and agricultural areas of the Municipality. Official Plan Amendment OPA No. 8 seeks to include approaches to address affordable housing opportunities in Leamington and also housing needs for farm workers within the agricultural area. OPA No. 8 is being brought forward to include policies in the Official Plan which will balance the overall pressure for a variety of housing options in the Municipality and the need to ensure that new development can be serviced sufficiently, is compatible with the surrounding uses and is done in a manner which meets health and safety expectations.

OPA No. 8 is being considered together with Zoning By-law amendment No. 221 to ensure implementation of the necessary regulations to permit the appropriate establishment and enforcement of boarding houses and farm help dwellings within the urban and rural areas of the Municipality.

Mapping of the lands affected by the proposed amendments has not been included, the proposed amendments will apply to all lands within the Municipality of Leamington.

Any person may make written and/or verbal comments either in support of or in opposition to the application(s). If you are an owner of property containing seven (7) or more residential units, you are requested to post this notice in a location visible to all residents.

Submitting Your Comments

Please note that if you wish to provide oral comments at the electronic meeting, you must register in advance by emailing clerks@leamington.ca or calling 519-326-5761 extension 1121 prior to Wednesday, March 3, 2021 at 12:00 PM. Once you register, you will be contacted by the Clerk's Department and provided information on how to make your submission at the electronic meeting by electronic participation. To participate, you will need access to a computer or tablet with internet service or a telephone.

As an alternative to attending the meeting, written correspondence may be submitted to the Clerk no later than Wednesday, March 3, 2021 at 12:00 PM. Please email clerks@leamington.ca or drop it in the Leamington Municipal Building mail slot located to the right of the rear entrance off of the parking lot. The Municipal Building is located at 111 Erie Street North, Leamington, Ontario, N8H 2Z9. Please note, written correspondence may be included on the agenda which will be published on the municipal website and will form part of the public record.

If a person or public body would otherwise have an ability to appeal the decision of Council of The Corporation of the Municipality of Leamington to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submission to The Corporation of the Municipality of Leamington before the by-law is passed or provisional consent is granted or refused, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Clerk of The Corporation of the Municipality of Leamington, before the by-law is passed or provisional consent is granted or refused, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Right to Appeal

If you wish to be notified of the decision of The County of Essex on the proposed **Official Plan Amendment No. 8**, you must make a written request to **Rebecca Belanger, Manager of Planning Services, County of Essex** 360 Fairview Avenue, Essex, Ontario N8M 1Y6 or by email at RBelanger@countyofessex.ca.

If you wish to be notified of the decision of The Corporation of the Municipality of Leamington on the proposed **amendments to the Zoning By-law**, you must make a written request to the **Clerk, Municipality of Leamington**, at the address below or by email at clerks@leamington.ca.

Additional information relating to this matter is available, including drafts of the proposed policies and regulations will be made available for public review on the municipal website www.leamington.ca or by contacting Danielle Truax, Manager of Planning Services at dtruax@leamington.ca or by calling 519-326-5761 extension 1405.

Dated at the Municipality of Leamington this February 17th, 2021.
Municipality of Leamington 111 Erie Street North, Leamington, Ontario N8H 1Z1

Honourable Doug Ford, Premier of Ontario
doug.fordco@pc.ola.org

February 2, 2021

RE: Significant Negative Impacts of Current Value Assessments in Perth County

Dear Premier Ford,

During the January 28th, 2021 Perth County Council meeting a resolution was passed directing staff to write a letter to the Province highlighting the concerns of assessment delays. The motion reads:

WHEREAS the property tax system is based on current value assessment;

AND WHEREAS the current delay in assessment does not utilize the Province's model of CVA,

THEREFORE, County Council direct staff to correspond with the Premier, the Finance Minister, the Minister of Municipal Affairs, Minister of Agriculture, Perth's MPP to move forward with implementing reassessment based on CVA, and that copies of the correspondence be sent to all Ontario municipalities.

Primary Concerns:

- The 2016 assessment valuation does not use the property tax model of Current Value Assessment (CVA). The assessment valuations in use are 5 years old.
- Assessment delays do not benefit all tax classes equally by shifting the assessment disproportionately between residential and farmland.
- Assessment delays create skepticism in the overarching framework of CVA and this skepticism causes citizens to question the Provincial model and process of CVAs.
- Current legislation restricts the ability for local government flexibility, as the ratio for residential tax class cannot be changed from a ratio of 1.00.

A further delay in reassessment continues to create challenges in how local government, along with tax policy, is ensuring the appropriate assessment values pay for their appropriate allotment of taxation levies. Local tax levies are developed within the constraints of the boundaries that provide the services to their communities. With property assessment valuations being 5 years past due, it causes citizens to question the validity of the system of property taxes that the Province of Ontario adheres to.

Corporation of the County of Perth 1 Huron Street, Stratford, Ontario, Canada N5A 5S4
t. 519-271-0531 f. 519-271-6265 www.perthcounty.ca

This is particularly exacerbated in a community such as Perth County that is a mix of urban and rural. The 2016 assessment valuation significantly shifted property taxes to the farmland class, which was phased in over the past 4 years. The shift was significant enough that the residential class has seen decreases in their portion of the overall municipal burden while the burden on farmland is disproportionately increasing.

Natural assessment valuation shifts do impact the tax policies of local governments with an urban-rural mix and more directly follow the overall property tax model of CVA. Equipping municipalities with the knowledge of the set dates related to reassessment and new valuation dates, provides the ability for key financial municipal departments to better plan for these assessment shifts that cannot be alleviated through tax ratio changes.

Below is some further information that outlines the significant impact on Perth County in particular:

- The overall tax burden on Perth County farmland increased from 21% in 2016 to 29% in 2020 of the overall levy. These percentages do include growth from 2017 to 2020. The amount of farmland would be higher in relation to phase in assessment amounts only. Based on 2020 without growth the percentage burden would have been higher than the 29%.
- The geography of Perth County is unique as it includes two urban center single tiers: The City of Stratford and The Town of St. Marys. This pushes the amount of farmland within the two-tiered structure of Perth County to greater than 90% of the total area covered by farmland.
- As they are single tier municipalities, The City of Stratford and The Town of St. Marys do not assist in subsidizing farmland as they would if they were part of a true two tiered structure. All of the Perth County's OMPF allocations are categorized as transitional, which is soon to be phased out completely. As of 2021, \$1,020,400 still remains to be phased out of the County's budget

In summary, Perth County is asking the province to update the CVA calculations to bring them in line with current property valuations and further to consider the impacts of the urban-rural mix of the region and the resultant impact causing residents to disproportionately carry the tax burden over citizens in neighbouring regions without the inclusion of single tier municipalities in their borders.

We look forward to hearing from you.

Sincerely,



Corey Bridges, Manager of Finance / Treasurer
On behalf of Perth County Council

Cc:

Minister of Finance – Peter Bethlenfalvy

Minister of Municipal Affairs and Housing – Steve Clark

Minister of Agriculture – Ernie Hardeman

Perth Wellington MPP – Randy Pettapiece
All Ontario Municipalities

February 9, 2021

The Honourable Doug Ford, M.P.P.
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Sent via email: premier@ontario.ca

**Re: Universal Paid Sick Days in Ontario
Our File 35.31.99**

Dear Premier Ford:

At its meeting held on February 1, 2021, St. Catharines City Council approved the following motion:

“WHEREAS workers in Ontario without paid sick leave often feel forced to work when unwell so they can feed and support their families and are at risk of losing a paycheque or even their jobs if they stay home; and

WHEREAS the Canada Recovery Sickness Benefit is temporary, not accessible to all and not usable for the crucial first few days of an illness; and

WHEREAS had legislated paid sick leave been in place before the global pandemic, lives would have been saved because infection rates would have been reduced; and

WHEREAS the lack of paid sick days has especially hurt Black, Indigenous, workers of colour, women and migrant workers who are over-represented in low-paying frontline jobs with few benefits and a reduced ability to work from home; and

WHEREAS the Ontario Medical Association, 11 GTHA Mayors and Chairs representing Ontario's largest municipalities, the editorial board of the Toronto Star, the Toronto Board of Health, the Decent Work and Health Network, the Ontario Nurses Association, and several other professional associations representing thousands of healthcare workers have all called on the provincial government to legislate paid sick days;

THEREFORE BE IT RESOLVED that the City of St. Catharines endorses legislated sick leave and calls on the government of Ontario to permanently legislate universal paid sick days for all workers in Ontario during the pandemic and beyond, regardless of workplace size, type of work or immigration status; and

BE IT FURTHER RESOLVED that this motion be forwarded to the Premier of Ontario, Minister of Labour, all Regional MPPs, Niagara Region, and all Ontario Municipalities.”

If you have any questions, please contact the Office of the City Clerk at extension 1506.



Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:ra

Cc Minister of Labour, Hon. Monte McNaughton, Minister.MLTSD@ontario.ca
Jennifer Stevens, MPP - St. Catharines, JStevens-CO@ndp.on.ca
Jeff Burch, MPP - Niagara Centre, JBurch-QP@ndp.on.ca
Wayne Gates, MPP - Niagara Falls, wgates-co@ndp.on.ca
Sam Oosterhoff, MPP - Niagara West-Glanbrook, sam.oosterhoff@pc.ola.org
Niagara Region
Ontario Municipalities

From: [Roberta Baines](#)
To: [Roberta Baines](#)
Subject: FW: Town of Orangeville Resolution - Greenhouse Gas Emissions
Date: Wednesday, February 10, 2021 2:21:11 PM

From: Tracy MacDonald <tmacdonald@orangeville.ca>
Sent: Wednesday, February 10, 2021 1:39 PM
To: steve.clark@pc.ola.org; JBurch-QP@ndp.on.ca; ckinfo@chatham-kent.ca; **Subject:** Town of Orangeville Resolution - Greenhouse Gas Emissions

Good afternoon,

Please see below a resolution passed by the Town of Orangeville on February 8, 2021 regarding greenhouse gas emissions.

2021-069

Moved: Councillor Peters

Seconded: Councillor Andrews

Whereas the Town of Orangeville prides itself on being a municipal leader with respect to sustainability, including the endorsement of the Sustainable Neighbourhood Action Plan and a community greenhouse gas (GHG) inventory;

And whereas the Town will be establishing a long term carbon goal later this year;

And whereas municipalities account for 50% of global emissions thus necessitating further action by all sectors and other levels of government;

And whereas the Ontario government recently purchased 3 gas plants, a move that could lead to the increase of provincial greenhouse gas pollution by more than 400% by 2040;

And whereas a number of municipalities, as partners in government, have passed motions to ask Queen's Park to reverse this decision in keeping with the need to reduce, not increase, greenhouse gas emissions;

Therefore Be It Resolved That the Town of Orangeville write to the Minister of Municipal Affairs and Housing and the Minister of Environment, Conservation, Energy, and Parks to request that the Government of Ontario develop and implement a plan to phase-out all gas-fired electricity generation as soon as possible, with an emphasis on proven renewable energy technologies and energy storage, to ensure that Orangeville and other municipalities are enabled to achieve climate action goals (or "GHG emission reduction targets"); and

That the Town of Orangeville write the respective portfolio critics, all party leaders in the Legislature, and the Association of Municipalities of Ontario, requesting that the Government of Ontario develop and implement a plan to phase-out all gas- fired electricity generation, and direct the IESO to accelerate the use of renewable electricity supply, energy storage, and energy efficiency in all sectors, in order to reduce provincial greenhouse gas emissions as soon as possible and bolster our competitiveness in the global cleantech marketplace and overall emerging low-carbon economy.

Result: Carried

Regards,

Tracy Macdonald | Assistant Clerk | Corporate Services

Town of Orangeville | 87 Broadway | Orangeville ON L9W 1K1

519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256

tmacdonald@orangeville.ca | www.orangeville.ca

Sandy Kitchen

From: Jennifer Astrologo
Sent: Friday, February 19, 2021 2:07 PM
To: Sandy Kitchen; Roberta Baines
Cc: John Norton
Subject: FW: An Open Letter to Ontario Municipal Councils

Jennifer Astrologo
Director of Legislative Services, Town Solicitor, Clerk
The Corporation of the Town of Kingsville

This email message is for the sole use of the intended recipient and may not be copied. If you are not the intended recipient, please destroy all copies.



Please consider the environment before printing this email.

From: AMCTO President <president@amcto.com>
Sent: Thursday, February 18, 2021 8:26 AM
To: Jennifer Astrologo <jastrologo@kingsville.ca>
Subject: An Open Letter to Ontario Municipal Councils

Dear Jennifer Astrologo,

We would appreciate your support in sharing the below open letter and for this letter to be included on your municipal council agenda:

February 18, 2021



AN OPEN LETTER TO ONTARIO MUNICIPAL COUNCILS

Dear Council,

As a vital municipal association with membership roots that reach deep into each and every part of Ontario, we know the challenges you have faced in continuing to provide essential municipal services within your community during the COVID-19 pandemic.

As elected officials, we know that you recognize the contribution made by your municipal staff, many of whom are members of AMCTO. Municipal professionals across this entire province have been at the forefront of service delivery, applying their knowledge and skills to innovate processes and procedures to meet the evolving needs of residents and businesses.

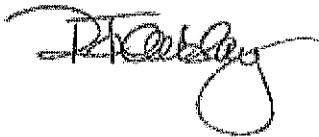
One key point that is often overlooked in this pandemic is that many municipal staff were prepared to act and innovate BECAUSE of the professional municipal training and development they receive from organizations like AMCTO. The leadership skills, education and technical training prepare your staff in getting ahead of immediate community needs, reacting and responding to new challenges brought on by COVID-19. This unique and sought-after skillset has allowed your staff to provide council with options and solutions for keeping your municipality running.

In these challenging financial times, there will be temptation to divert operational funding away from staff training budgets. Now more than ever, it is crucial that municipalities continue to invest in your most valuable resource – your staff.

In addition to increased levels of employee retention, engagement and empowerment, investments in staff professional development strengthens your council's ability to provide reliable, effective and efficient services to your community, both today and in the future. The question is no longer "if" you innovate but "when". Innovation comes with knowledge, training, and exposing municipal staff to new opportunities to grow and develop professionally.

On behalf of AMCTO and its over 2,200 members, please accept my heartfelt thank you for your service during these difficult times. As "Municipal Experts", AMCTO will continue to be at your service to help you and your staff meet the needs of your community.

Sincerely,



Robert Tremblay, MPA, CMO, AOMC
President
AMCTO

CC: Graydon Smith, President, AMO

###

Robert Tremblay, MPA, CMO, AOMC
President



2680 Skymark Ave. # 610
Mississauga, ON L4W 5L6
president@amcto.com
www.amcto.com



Township of The Archipelago

9 James Street, Parry Sound ON P2A 1T4

Tel: 705-746-4243/Fax: 705-746-7301

www.thearchipelago.on.ca

February 19, 2021

21-033

Moved by Councillor Manners
Seconded by Councillor Andrews

RE: Request that Minister Clark review the Municipal Elections Act and provide amendments to provide clearer, stronger wording to assist Municipal Clerks in addressing issues to allow for a more definitive decision to be made when adding names to the voters' list

WHEREAS the Township of The Archipelago recognizes that the current language in the Municipal Elections Act with regards to non-resident electors, is weak and ambiguous;

AND WHEREAS the Township of The Archipelago wishes to ensure the integrity of the election process;

NOW THEREFORE BE IT RESOLVED that Council of the Corporation of the Township of The Archipelago hereby request that the Minister of Municipal Affairs and Housing, the Honourable Steve Clark, initiate a review of the Municipal Elections Act and make amendments to provide such clearer, stronger wording, to assist Municipal Clerks in addressing issues related to non-resident electors, and to allow for a more definitive decision to be made when adding names to the voters' list;

AND FURTHER BE IT RESOLVED that Council of the Corporation of the Township of The Archipelago request that the Minister of Municipal Affairs and Housing, the Honourable Steve Clark, ensure that there is a clear and accessible way to enforce the rules described in the Municipal Elections Act;

AND FURTHER BE IT RESOLVED that this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, Norm Miller MPP, all Ontario Municipalities and the Association of Municipalities of Ontario.

Carried.



Township of Perry

PO Box 70, 1695 Emsdale Road, Emsdale, ON POA 1J0

PHONE: (705)636-5941

FAX: (705)636-5759

www.townshipofperry.ca

February 19, 2021

Via Email: sylvia.jones@pc.ola.org

The Honourable Sylvia Jones
Solicitor General
18th Floor – 25 Grosvenor St.
Toronto, ON M7A 1Y6

Dear Solicitor General Jones,

RE: Community Safety & Well-Being Plan – Extension Request

Please be advised that at their last regular meeting on February 17, 2021, the Council of the Corporation of the Township of Perry supported the following resolution:

"Resolution #2021-67

Moved by: Margaret Ann MacPhail
Seconded by: Paul Sowrey

Be it resolved that the Council of the Township of Perry hereby support the efforts being taken seeking an extension of the July 1, 2021 deadline to the Solicitor General for the submission of the Community Safety and Well-Being Plan.

Carried.

We appreciate your attention to this matter.

Sincerely,

Beth Morton
Clerk-Administrator

cc: Ministry of Community Safety and Correctional Services
All Ontario Municipalities

BM/ec



February 22, 2021

Town of Amherstburg
Town of Essex
Town of Kingsville
Town of LaSalle
Municipality of Leamington
Town of Lakeshore
Township of Pelee
Town of Tecumseh
City of Windsor

admin@erca.org

P.519.776.5209

F.519.776.8688

360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

Attention: Municipal Council Clerks (for distribution)

**RE: ESSEX REGION CONSERVATION AUTHORITY 2021 DRAFT BUDGET
30 DAY NOTICE TO MEMBER MUNICIPALITIES**

Please find attached the 2021 Draft Budget for the Essex Region Conservation Authority (ERCA) as approved for circulation by the Board of Directors, on February 18th. The Board of Directors has approved a 2% increase in municipal levies totalling \$67,952, as detailed in the attached levy allocation schedule.

Ontario Regulation 139/96 (as amended by O.R. 231/97) requires that participating municipalities receive a minimum a 30-day notice for which a meeting where a weighted and recorded vote will be taken, respecting non-matching levies. The weighted vote will take place on Thursday, April 8, 2021 at the regular meeting of the ERCA Board of Directors.

Should you have any questions regarding this 2021 draft budget, please feel free to contact Mr. Tim Byrne, tbyrne@erca.org or by phone 519-776-5209 ext. 350.

Thank you,

Tim Byrne
CAO/Secretary-Treasurer

Shelley McMullen
Director, Finance and Corporate Services

Attachments: Report BD03/21 – 2021 Draft Budget Options and Levy Request

Essex Region Conservation

the place for life



DRAFT 2021 MUNICIPAL LEVY ALLOCATION

MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY			
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021-2020	%
			DRAFT \$2,485,204	APPROVED \$2,336,667	DRAFT \$969,415	APPROVED \$1,050,000	DRAFT \$3,454,619	APPROVED \$3,386,667	\$ 67,952 \$ Difference	CHANGE 2.0%
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 147,897	\$ 138,948	\$ 57,691	\$ 62,437	\$ 205,588	\$ 201,386	\$ 4,203	2.1%
TOWN OF ESSEX	4.76%	4.79%	\$ 118,222	\$ 111,810	\$ 46,115	\$ 50,243	\$ 164,337	\$ 162,052	\$ 2,284	1.4%
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 154,982	\$ 143,820	\$ 60,455	\$ 64,626	\$ 215,437	\$ 208,446	\$ 6,991	3.4%
TOWN OF LAKESHORE	9.61%	9.45%	\$ 238,901	\$ 220,816	\$ 93,189	\$ 99,225	\$ 332,090	\$ 320,041	\$ 12,049	3.8%
TOWN OF LASALLE	8.83%	8.68%	\$ 219,360	\$ 202,898	\$ 85,567	\$ 91,174	\$ 304,927	\$ 294,072	\$ 10,856	3.7%
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 150,891	\$ 139,055	\$ 58,859	\$ 62,486	\$ 209,749	\$ 201,541	\$ 8,208	4.1%
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,883	\$ 6,774	\$ 2,685	\$ 3,044	\$ 9,568	\$ 9,817	\$ (249)	-2.5%
TOWN OF TECUMSEH	8.33%	8.34%	\$ 206,947	\$ 194,990	\$ 80,725	\$ 87,620	\$ 287,672	\$ 282,610	\$ 5,061	1.8%
CITY OF WINDSOR	49.94%	50.39%	\$ 1,241,121	\$ 1,177,557	\$ 484,130	\$ 529,145	\$ 1,725,250	\$ 1,706,701	\$ 18,549	1.1%
TOTALS	100%	100%	\$ 2,485,204	\$ 2,336,667	\$ 969,415	\$ 1,050,000	\$ 3,454,619	\$ 3,386,667	\$ 67,952	2.0%

Essex Region Conservation Authority

BD 03/21

From: Shelley McMullen, Director of Finance & Corporate Services

Date: February 9, 2021

Subject: 2021 Draft Budget Options & Levy Request

Compliance Action: Conservation Authorities Act

Ontario Regulation 139/96 Municipal Levies

Recommendation: THAT the 2021 Draft Budget and Levy Options be received for members' review and approval; and further,

THAT the Board of Directors support Option #2, from the three (3) levy funding options presented and outlined herein, and as recommended by Administration and supported by the Finance and Audit Advisory Board; and further,

THAT Administration circulate Report 03/21, with the companion 2021 Budget Summary document, based on Option #2 (2%), to member municipalities for review; and further,

THAT Administration provide notice under the Conservation Authorities Act of a weighted vote, in accordance with Ontario Regulation 139/96, regarding the 2021 Draft Budget at the Board of Directors Meeting on April 8, 2021; and further,

THAT the 2019 accumulated unrestricted surplus of \$118,000, be directed to the partial replenishment of the Revenue Stabilization Reserve.

Summary & Highlights

- The Authority's budget includes expenses of \$9,655,284, including capital projects plus an additional \$371,000 in transfers to reserve funds, for a total of **\$10,026,284**. Total revenues of \$9,536,284, plus reserve transfers of \$490,000, are expected to provide the required funds of \$10,026,284 for operations and replacement/purchase of assets.
- The budgeted expenses include \$2.4 million of costs, attributable to municipal-owned projects/lands, for which the Authority secures partial funding for from government and NGO groups.
- Administration has drafted a hybrid budget, which reflects a construct for the new services and funding model for Conservation Authorities, as identified through recent

changes to the Conservation Authorities Act, including More Homes, More Choice Act, 2019 and Bill 229.

- The Authority has been funded with two levies, since 2003, described as 'General Levy' and 'Clean Water ~Green Spaces (CW~GS) Levy'. Since 2013, the CW~GS levy has been supporting various operating requirements of the Authority's programs, beyond land acquisition and tree planting. Since 2003, the CW~GS levy has been fixed at \$1,050,000/year, with an allocation for land acquisition comprising 40-60% of CW~GS funding. Levy increases have been assigned to the General Levy funding stream.
- The Authority's programs have been segregated into mandatory and non-mandatory services, based on the information that is currently available and in the absence of detailed *Regulations*, or further guidance from the Province, the classification will likely be adopted. **Levy funding of \$2,514,204 is required to fulfil the Authority's mandated obligations in 2021**, consistent with the categories of mandated services, listed in the Conservation Authorities Act.
- **Three options are included for consideration, ranging from 0% increase to a 5.2% increase**, or \$177,537. Combined levies would be \$3,386,667 (2020), under Option 1, \$3,454,619 under Option 2, or \$3,564,204 under Option 3. **Administration, in consultation with the Finance and Audit Advisory Board on January 29, 2021, is supporting Option 2, resulting in a \$67,952 increase (2%) or 26 cents per person, in the watershed (\$10.75 per person).**
- Operating expenses, apart from land acquisition, are identical for each option and have been bifurcated between mandatory and non-mandatory services, as determined by the inventory of services.
- The draft budget includes a reallocation of funding from non-mandatory services, using Covid-19 service (staffing) reductions (non-mandatory services) as an opportunity to pivot and redirect levy from outreach/events/communications to mandated functions, primarily in watershed management and corporate services. Some continuation of global pandemic conditions is anticipated in the 2021 budget.
- 2021 expenses were projected to be \$178,000 higher without staffing/expense reductions in Community Outreach Services (~\$104,000) and with all vacant positions filled for the entire operating year. The Authority recently entered into a four year agreement with CUPE Local 3784, and this budget reflects negotiated changes to wages and benefits.
- **General (Mandatory) levy is projected to support 51% of mandatory services**, with the balance funded through fees and chargebacks/recoveries to various programs and projects. **Clean Water ~Green Spaces levy (Non-Mandatory) levy funds only 18% of non-mandatory programs and services**, which receive significant support from other levels of government, NGOs, including the Essex Region Conservation Foundation, and fees.

- Despite the low percentage of CW~GS support for non-mandatory programs, the allocation provides approximately \$1million in funding and as required by the Conservation Authorities Act, the approved non-mandatory services will need to be funded with either fees, grants, donations or where levy may still be required, municipal agreements will need to be in place by 2022.
- There is a confirmed accumulated surplus of \$118,000 as of 12/31/2019, and while not required in 2020 to address operating expenses, it could be utilized to partially replenish the Revenue Stabilization Reserve. **Administration, in consultation and discussion with the Finance and Audit Advisory Board, recommends a transfer of \$118,000 to the Revenue Stabilization Reserve.**

Background and Discussion

- As recently reported by Administration (BD 38/20), the anticipated changes to the Conservation Authorities Act have widespread and significant implications for operations and program delivery with the proposed narrowing of the *Objects* of Conservation Authorities. The Authority is currently developing a funding transition plan, in accordance with the legislated requirements of the revised Act and concurrently will develop an updated Sustainability/Strategic Plan, to align with provincial implementation timelines.
- The revised Conservation Authorities Act requires the Authority to undertake a transition plan, including the identification and inventorying of mandatory and non-mandatory services and to obtain funding agreements with participating municipalities where levy is needed to fund non-mandatory services.
- Covid-19 will continue to affect financial results in 2021, due to staffing reductions in Community Outreach Services and the financial savings are expected to exceed \$104,000.
- In response to the Provincial government's concerns, the More Homes, More Choice Act and Bill 229, the Authority is reallocating resources to the identified mandatory services.

Inventory of Services

Mandatory Services Section 21.1		
Risks of Natural Hazards	Conservation and Management of Lands Owned /Controlled	Duties, functions and responsibilities relating to obligations under other Acts
S 28 Regulations/Permits	CA Lands & Infrastructure Management (Forestry, Biology, Long Range Plans). Includes JRPH lands	General Corporate Administration & Governance
S39 Flood/Erosion Program	CA Lands & Infrastructure Maintenance (Operational day to day). Includes JRPH site maintenance	Finance
Watershed Engineering	CA Lands - Restoration of Natural Areas (Tree replacement, wetlands, etc.)	Human Resources
Planning - OP input hazards		Information Systems/ Records/Technology
Climate Change – hazards		Corporate Communications
		Drinking Water Source Protection Authority
ASSET REPLACEMENT & RESERVES		

Non-mandatory/Other Services Section		
Watershed Management Services	Conservation/Research Services	Outreach, Education & Other Services
Planning - Operational planning & natural heritage opinions/comments	Land Acquisition	JRPH Heritage Centre & Museum Operations
	Restoration - Non ERCA lands (fee for service or grant subsidized)	Educational programming - various CA locations
	Holiday Beach Management - Agreement 2001-2031	General outreach, events and partnership engagement
	Water Quality program, including special term limited research studies	ERCF supports
	Landowner Incentives & Grants - WQ/Erosion	Municipal Services provided through agreement (Risk Management Services Part IV CWA)
	ESCIA Supports Demonstration Farm	
	Climate Change - Biological Adaptation	

Human Resources Analysis

The budget for staffing identifies 42 permanent/Long-Term Contract staff positions, although some positions will likely be partially vacant during the year, due to ongoing recruitment challenges for specialized classifications resulting in approximately 41 Full-Time Equivalents (FTEs). Seasonal and short-term contract positions account for approximately 5.5 FTEs in this budget. Levy funding reallocations have been made between departments, due to reduced activity, primarily related to events, education and outreach and to respond to overwhelming demand for staffing capacity in development services. Additionally, the Authority has included new senior management capacity in the budget, related to technology, data/information management, and business-process transformation initiatives.

Compensation, including payroll taxes and benefits is the Authority's largest category of expense, comprising 41% of the budget and two-thirds of the compensation expense is associated with mandatory services.

Staff are engaged in the provision of mandatory services to a varying degree, with Watershed Management Services and Corporate Services having the highest percentage of staff engaged in mandatory functions as shown below.

COMPENSATION AS RELATED TO PROVISION OF MANDATORY SERVICES	
% of Watershed Management Services wages directed to mandatory service- Risks of Natural Hazards	91%
% of Conservation Services wages directed to mandatory service-Conservation Land Management	46%
% of Watershed Research Services wages directed to mandatory services-Drinking Water Source Protection Authority	18%
% of Community Outreach Services wages directed to mandatory services-Corporate Communications & Mandatory Service communications supports	63%
% of Corporate Services wages directed to mandatory services - Legislative Compliance and Mandatory Service supports	97%
% OF TOTAL COMPENSATION DIRECTED TO MANDATORY SERVICES	67%

Actual full-time staff equivalents (FTEs) are included in the draft budget as noted below.

Watershed Management Services FTEs associated with Mandatory Services	11.8
Conservation Services FTEs associated with Mandatory Services	7.0
Drinking Water Source Protection	0.9
Community Outreach Services FTEs associated with Mandatory Services	1.8
Corporate Services FTEs associated with Mandatory Services	6.9
Total FTEs associated with provision of mandatory services	28.3

Watershed Management Services FTEs associated with NMS	1.0
Conservation Services FTEs associated with NMS	8.0
Watershed Research FTEs associated with NMS	7.9
Community Outreach Services FTEs associated with NMS	1.2
Corporate Services FTEs associated with NMS	0.2
Total FTEs associated with provision of non mandatory services	18.2

Department Highlights

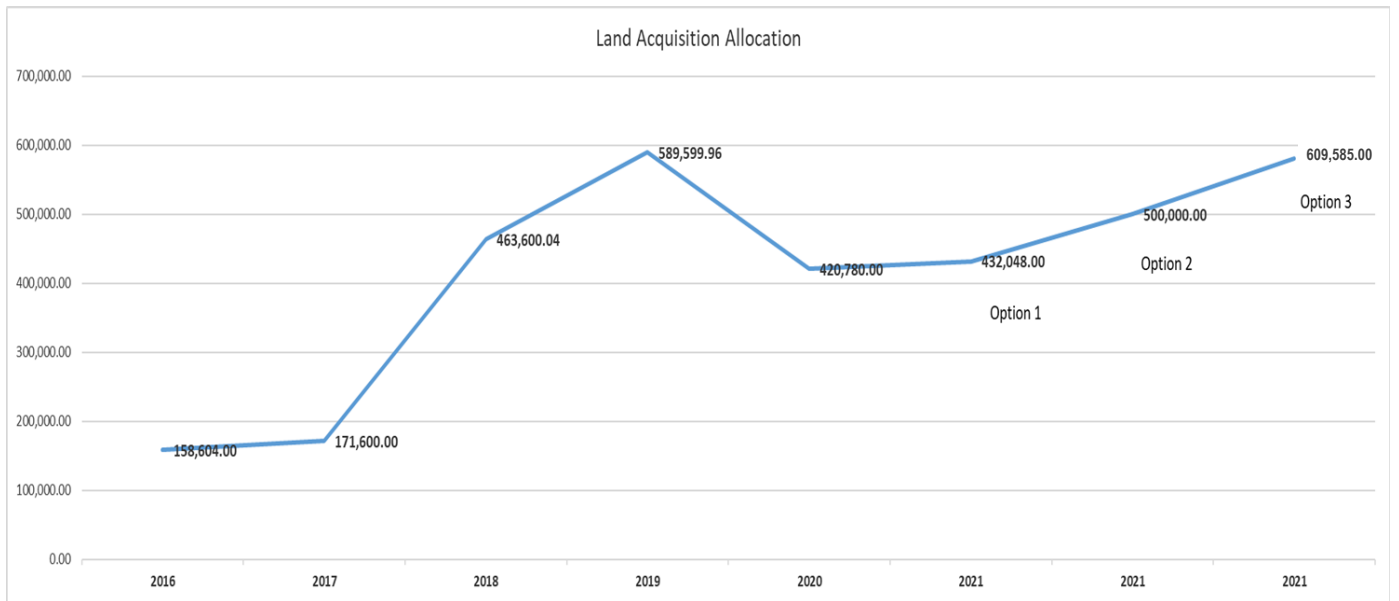
The detailed program narratives for each department appear in the 2021 Budget Summary companion document and program financial details are outlined in **Appendix A-Detailed Draft Projected Statement of Activities**.

Reserve Funds

The Authority maintains several reserve funds and this budget includes transfers of \$371,000 to several reserve funds and transfers from reserves, of \$490,000, as identified in **Appendix C**, for a net transfer to operating accounts, of \$119,000. A transfer of \$300,000 is budgeted to the infrastructure reserve, slightly higher than in previous years (2020-\$250,000), due to an anticipated funding requirement, relating to the JRPH Heritage Centre and as outlined in BD 34/20. A budgeted transfer of \$64,000 to the HR/Administrative reserve is included to address exposures related to pay equity, contractual obligations relating to employment agreements and taxes, primarily WSIB and HST audits.

Levies Analysis & Proposed Allocation

The Authority has been funded with two levies, since 2003, described as 'General Levy' and 'Clean Water ~Green Spaces (CW~GS) Levy' respectively. As of 2013, the CW~GS levy has been supporting various operating requirements of the Authority's programs, beyond land acquisition and tree planting, as directed through strategic and sustainability plans. Since 2003, the CW~GS levy has been fixed at \$1,050,000/year and levy increases have been assigned to the General Levy funding stream, with the CW~GS allocation remaining stable. The CW~GS levy allocates roughly 40-60% to land acquisition and more recently, the allocation for land acquisition has fluctuated between \$421,000 and \$590,000, The 2020 land acquisition allocation was reduced by \$170,000 from the 2019 allocation, due to uncertainties surrounding potential provincial cutbacks and to minimize the levy increase for 2020.



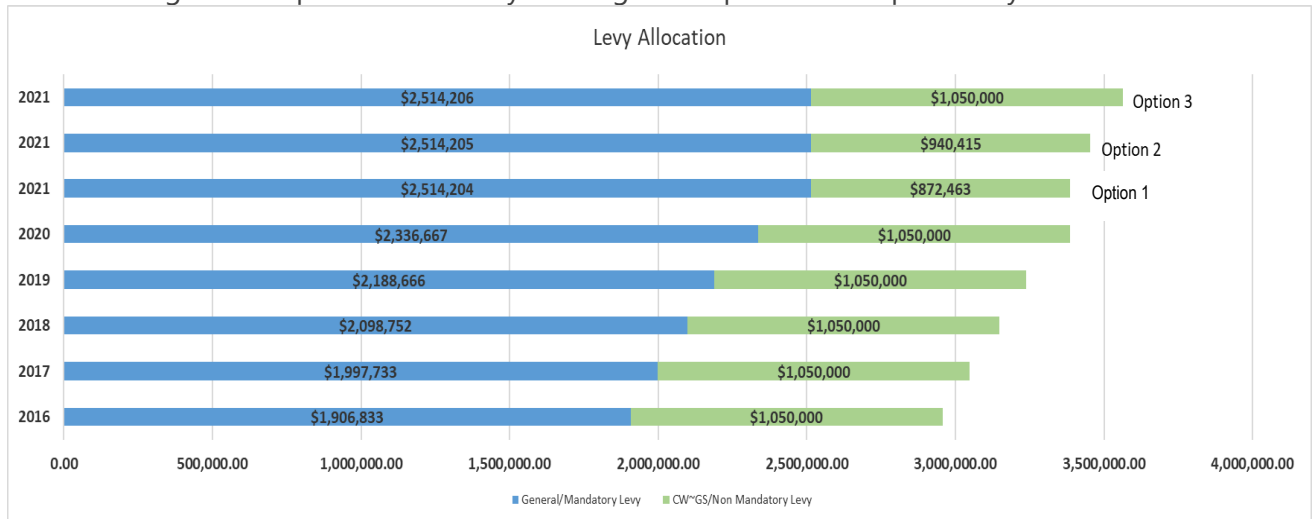
Based on the 2021 Draft Operating Budget (**Appendix A**), the amount available for land acquisition specifically, would range between a low of \$432,000 to a maximum of \$609,585, depending on the chosen option for the CW~GS levy request.

In order to determine the amount of levy that would be required to fund the mandatory activities of the Authority, programs and departmental sub-units were segregated into mandatory and non-mandatory services, as shown in the included charts above. After determining wage obligations and operating costs, Administration calculated a **required Levy funding of \$2,514,204 to fulfil the Authority's mandated obligations**, as shown below. Note that in 2019, there was comingling of levies, in that General levy was allocated to what is now classified as a non-mandatory service and CW~GS levy was allocated to mandatory services. The 2021 budget aligns mandatory (General) levy with mandatory functions and CW~GS levy is now associated with non-mandatory services.

	Audited 2019	Approved Budget	Option #1	Option #2	Option #3
GENERAL LEVY					
CA Lands & Infrastructure Maintenance	492,742	578,642	635,226	635,226	635,226
Corporate Services & Compliance	237,025	287,050	456,750	456,750	456,750
Transfer to reserves	200,000	300,000	300,000	300,000	300,000
Development Services	229,915	234,915	234,650	234,650	234,650
CA Lands & Infrastructure Management	130,000	133,100	179,215	179,215	179,215
Corporate Communications	150,150	160,150	177,700	177,700	177,700
Flood Forecasting & Warning	131,520	148,000	144,263	144,263	144,263
Watershed Engineering	9,400	111,800	94,150	94,150	94,150
John R Park Homestead- lands/infrastructure	160,000	114,130	90,000	90,000	90,000
Planning-risks of natural hazards	110,484	208,580	89,550	89,550	89,550
CA Lands -Restoration Natural Areas	-	-	58,700	58,700	58,700
Climate Change -hazards	-	-	25,000	25,000	25,000
Holiday Beach - lands management	96,680	60,300	-	-	-
Water Quality	23,000	-	-	-	-
Demonstration farm	24,000	-	-	-	-
Climate Change - regional strategy	50,000	-	-	-	-
Outreach & Engagement	115,750	-	-	-	-
Conservation Education	28,000	-	-	-	-
Transfer to other reserves	-	-	-	-	-
	2,188,666	2,336,667	2,485,204	2,485,204	2,485,204
CLEAN WATER~GREEN SPACES LEVY					
Land securement and acquisition	582,600	420,780	432,048	500,000	580,585
John R Park Homestead-Museum ops/school pgm	-	61,470	97,065	97,065	97,065
Regional Water Quality Science	88,000	89,000	72,750	72,750	72,750
Transfer to HR/Admin reserve	-	-	64,000	64,000	64,000
Outreach & Public Engagement	10,000	139,750	62,600	62,600	62,600
Restoration - ERCA owned/non owned properties	160,000	160,000	60,000	60,000	60,000
Landowner incentive program-WQ /Erosion	38,000	26,000	35,000	35,000	35,000
Demonstration farm	-	41,000	35,000	35,000	35,000
Holiday Beach - Campground Ops	-	-	27,000	27,000	27,000
Conservation Education	-	36,000	16,000	16,000	16,000
Watershed Engineering	60,000	-	-	-	-
Planning-risks of natural hazards	54,400	-	-	-	-
Climate Change- regional strategy	-	50,000	-	-	-
CA Lands & Infrastructure Management	7,000	-	-	-	-
Corporate Communications	25,000	26,000	-	-	-
Corporate Services & Compliance	25,000	-	-	-	-
Transfer to other reserves	-	-	-	-	-
	1,050,000	1,050,000	901,463	969,415	1,050,000
TOTAL LEVIES	3,238,666	3,386,667	3,386,667	3,454,619	3,535,204

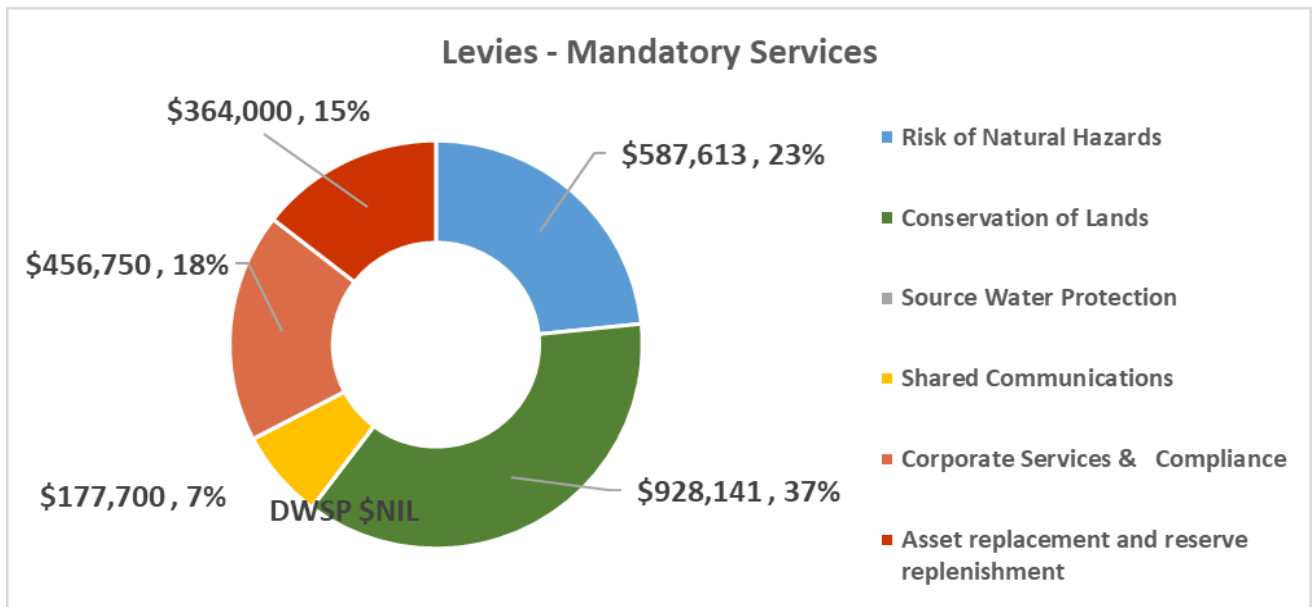
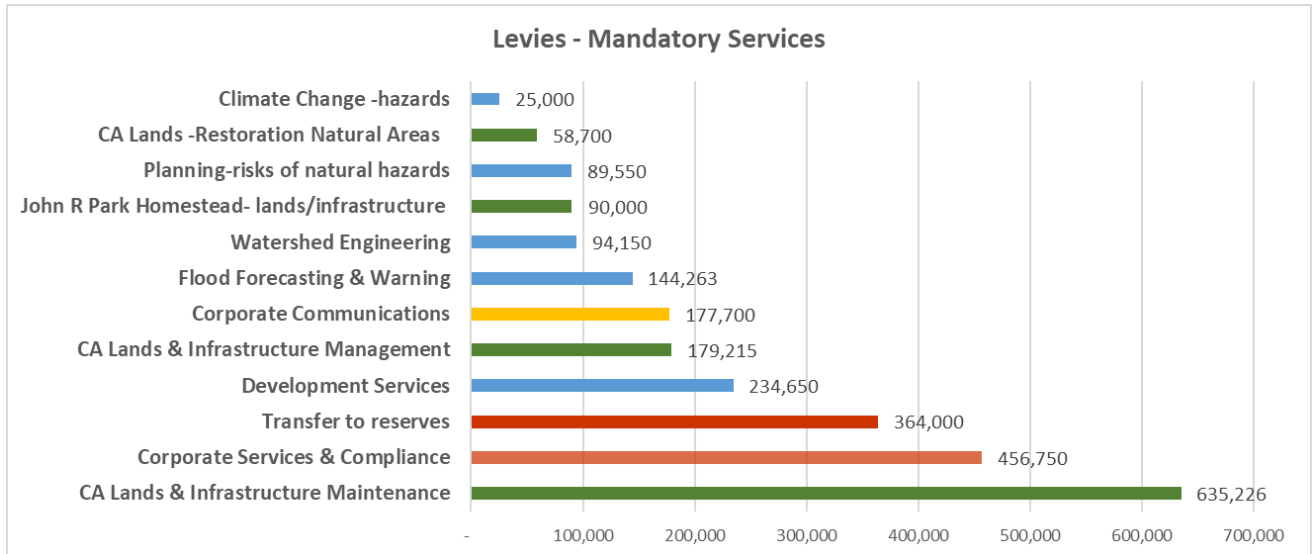
LEVIES- MANDATORY PROGRAMS					
Risk of Natural Hazards	595,719	703,295	587,613	\$ 587,613	587,613
Conservation of Lands	886,422	886,172	928,141	\$ 928,141	928,141
Source Water Protection	-	-	0	\$ 0	0
Shared Communications	175,150	186,150	177,700	\$ 177,700	177,700
Corporate Services & Compliance	262,025	287,050	456,750	\$ 456,750	456,750
Asset replacement and reserve replenishment	200,000	300,000	364,000	\$ 364,000	364,000
	2,119,316	2,362,667	2,514,204	2,514,204	2,514,204
LEVIES-NON MANDATORY PROGRAMS					
Land securement and acquisition- Option #2	582,600	420,780	432,048	500,000	609,585
Land securement required management plans			35,000	35,000	35,000
John R Park Homestead-Heritage	-	61,470	97,065	97,065	97,065
Regional Water Quality Science	111,000	89,000	72,750	72,750	72,750
Outreach & Public Engagement	125,750	139,750	62,600	62,600	62,600
Restoration -3rd party properties	160,000	160,000	60,000	60,000	60,000
Non Point Source program-water quality/erosion landowner	38,000	26,000	35,000	35,000	35,000
Demonstration farm	24,000	41,000	35,000	35,000	35,000
Holiday Beach	-	-	27,000	27,000	27,000
Conservation Education	28,000	36,000	16,000	16,000	16,000
Planning - operational & natural heritage inputs	-	-	-	-	-
Climate Change - Regional Strategy	50,000	50,000	-	-	-
	1,119,350	1,024,000	872,463	940,415	1,050,000
TOTAL LEVIES	3,238,666	3,386,667	3,386,667	3,454,619	3,564,204
Levy Increase \$			0	67,952	177,537
Levy Increase %			0%	2.0%	5.2%

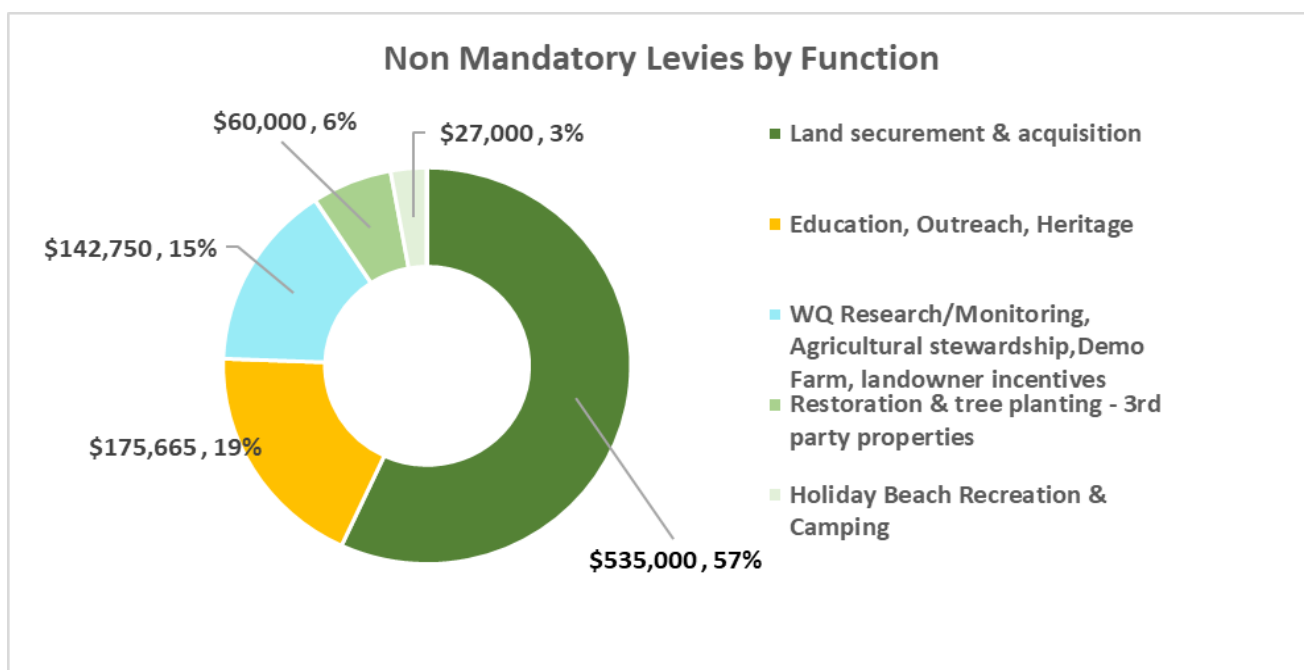
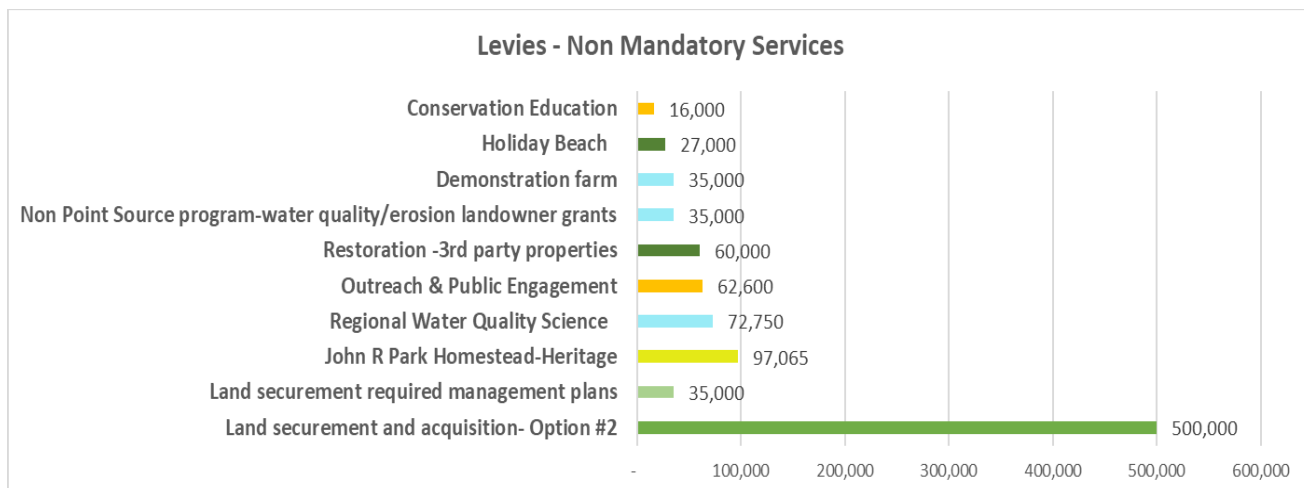
The following chart depicts the two levy funding envelopes over the past five years:



As required by the Conservation Authorities Act, the approved non-mandatory services will need to be funded with either fees, grants, donations or where levy may still be required, municipal agreements will need to be in place by 2022. As shown above, there is a potential significant funding gap for 2022, ranging between ~\$900k and ~\$1M, albeit 50% relates to the historical funding for land acquisition.

Levies are allocated between mandatory and non-mandatory services as identified in the following graphs.





General (Mandatory) levy is projected to support 51% of mandatory services, with the balance funded through fees and chargebacks/recoveries to various programs and projects. **Clean Water ~Green Spaces levy (Non-Mandatory) levy funds only 18% of non-mandatory programs and services**, which receive significant support from other levels of government, NGOs, including the Essex Region Conservation Foundation, and fees. Details of departmental funding sources, by subunit, are provided in Appendix D.

Levy Options

Also, it should be noted that included in the three options for a levy funding increase, is a **zero increase option (Option 1)**. Even if a zero increase were contemplated, it is estimated that \$432,000 would be available for land acquisition, slightly more than the 2020 allocation.

Currently the land acquisition fund exceeds \$1.5 million. The suggestion of a zero levy increase is only realistic in 2021 (with maintaining land acquisition funding at \$432k) due to the fact that \$104,000 of expenses relating to the provision of non-mandatory outreach and education services, have been eliminated from the budget and service reductions due to Covid-19 restrictions is the driving factor. One staff member has been placed on indefinite layoff and several other Community Outreach Services staff are on reduced hours, likely until the latter part of the year.

Option 2 has no changes for the projected expenses, but increases the allocation to the land acquisition fund to \$500,000, closer to the historic average and **results in a modest levy increase of \$67,952 or 2%.** While the additional levy funds are allocated to land acquisition, funds could be redirected to the infrastructure reserve, should pressure continue to be exerted on that fund. Under Option 2, the maximum municipal levy increase would be \$18,549 to the City of Windsor and the Township of Pelee would have a decrease of \$249 in assessed levy.

Population in the watershed has decreased from 322,715 to 321,341 and the associated Levies, on a per person(pp) basis will increase from \$10.49 pp to \$10.75 pp, or only 26 cents, under Option #2. The majority of the levy (72%), or \$7.78 pp, is tied to delivery of mandatory services.

Option 3 also has no projected differences in expenses but proposed to maintain the baseline total CW~GS funding envelope at \$1,050,000. **Option 3 highlights the fact that additional levy of \$177,537 is required to fund mandatory functions.** The levy requirement would be approximately \$230,000, if all positions were to be filled throughout the year.

While a 0% increase can be achieved and does demonstrate that the Authority is responding to provincial concerns and has pivoted quickly to redirect funds to mandatory services, it provides for the lowest allocation for land acquisition.

Either Option 2 or Option 3 would also result in a reasonable land acquisition fund amount, exceeding \$2 million, which would be available for future strategic acquisitions and a factor to consider if future funds are at risk (i.e. land acquisition is a non-mandatory service). The additional levy under Option 2 also provides a buffer with respect to the infrastructure reserve fund.

Administration, in consultation with the Finance and Audit Advisory Board, is recommending a 2% increase to levy, or \$67,952 and that the 2019 accumulated unrestricted surplus of ~\$118,000, be directed to the partial replenishment of the Revenue Stabilization Reserve.



Approved By:

A handwritten signature in black ink, appearing to read "Tim Byrne".

Tim Byrne
CAO/Secretary Treasurer

Attachments:

- Appendix A – Detailed Draft Projected Statement of Activities
- Appendix B – Draft Municipal Levies Schedule (Three Options)
- Appendix C – Reserves Continuity Schedule
- Appendix D – Detailed Sources of Funding by Program Subunit
- Appendix E – 2021 Draft Budget Companion

Appendix A: Detailed Draft Projected Statement of Activities

Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
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WATERSHED MANAGEMENT SERVICES

DEVELOPMENT SERVICES

GENERAL LEVY	234,650	234,650	234,650	234,915	234,915	229,915
OTHER GRANTS/USER FEES/RECOVERIES	620,000	620,000	620,000	546,000	624,000	620,357
	<u>854,650</u>	<u>854,650</u>	<u>854,650</u>	<u>780,915</u>	<u>858,915</u>	<u>850,272</u>
WAGES	661,000	661,000	661,000	616,600	646,500	670,609
CONSULTING	1,000	1,000	1,000	1,000	5,000	2,646
SUPPLIES/OFFICE/JANITORIAL	17,000	17,000	17,000	16,000	17,000	17,996
VEHICLE/TRAVEL/EQUIP'T USAGE	20,500	20,500	20,500	19,000	18,200	21,471
CORP SUPPORT/SHARED SVCS	119,000	119,000	119,000	95,000	95,000	104,700
RENT/INS/TAXES/UTILITIES	23,000	23,000	23,000	23,000	23,000	17,422
DUES/MEMBERSHIPS	650	650	650	800	800	940
AUDIT AND LEGAL	10,000	10,000	10,000	10,000	20,000	8,857
CAP MAINT/LOW VALUE ASSETS	2,500	2,500	2,500	1,000	-	3,259
SMALL MISC	-	-	-	-	-	-
	<u>854,650</u>	<u>854,650</u>	<u>854,650</u>	<u>782,400</u>	<u>825,500</u>	<u>847,901</u>

WATERSHED PLANNING

GENERAL LEVY	89,550	89,550	89,550	208,580	208,580	110,484
CW-GS LEVY	-	-	-	-	-	54,400
MUNICIPAL	-	-	-	-	-	4,099
PROVINCIAL GRANTS	-	-	-	-	-	17,459
OTHER GRANTS/USER FEES/RECOVERIES	101,000	101,000	101,000	90,000	75,000	95,070
	<u>190,550</u>	<u>190,550</u>	<u>190,550</u>	<u>298,580</u>	<u>283,580</u>	<u>281,512</u>
WAGES	160,500	160,500	160,500	250,000	217,500	243,437
CONSULTING	-	-	-	-	-	255
SUPPLIES/OFFICE/JANITORIAL	1,550	1,550	1,550	1,300	1,100	4,332
VEHICLE/TRAVEL/EQUIP'T USAGE	500	500	500	2,300	300	4,903
CORP SUPPORT/SHARED SVCS	25,000	25,000	25,000	38,000	32,000	38,600
RENT/INS/TAXES/UTILITIES	3,000	3,000	3,000	4,000	4,000	3,000
DUES/MEMBERSHIPS	-	-	-	1,000	500	2,352
CAP MAINT/LOW VALUE ASSETS	-	-	-	500	-	914
SMALL MISC	-	-	-	-	-	-
	<u>190,550</u>	<u>190,550</u>	<u>190,550</u>	<u>297,100</u>	<u>255,400</u>	<u>297,793</u>

FLOOD FORECASTING & WARNING

GENERAL LEVY	144,263	144,263	144,263	148,000	136,000	131,520
PROVINCIAL GRANTS	104,417	104,417	104,417	104,417	104,417	83,609
OTHER GRANTS/USER FEES/RECOVERIES	-	-	-	-	-	25,081
	<u>248,680</u>	<u>248,680</u>	<u>248,680</u>	<u>252,417</u>	<u>240,417</u>	<u>240,210</u>
WAGES	156,500	156,500	156,500	165,500	155,800	158,632
CONSULTING/INFO'N/DATA SVCS	35,500	35,500	35,500	33,000	33,000	33,223
SUPPLIES/OFFICE/JANITORIAL	8,680	8,680	8,680	6,975	7,637	6,633
VEHICLE/TRAVEL/EQUIP'T USAGE	6,000	6,000	6,000	6,000	6,000	6,722
CORP SUPPORT/SHARED SVCS	32,000	32,000	32,000	32,000	32,000	30,000
RENT/INS/TAXES/UTILITIES	10,000	10,000	10,000	9,000	9,000	5,000
SMALL MISC	-	-	-	-	-	-
	<u>248,680</u>	<u>248,680</u>	<u>248,680</u>	<u>252,475</u>	<u>243,437</u>	<u>240,210</u>

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
WATERSHED ENGINEERING						
GENERAL LEVY	94,150	94,150	94,150	111,800	111,800	9,400
CW~GS LEVY	-	-	-	-	-	60,000
PROVINCIAL GRANTS	-	-	-	-	-	2,600
	94,150	94,150	94,150	111,800	111,800	72,000
WAGES	75,000	75,000	75,000	93,000	92,000	74,539
SUPPLIES/OFFICE/JANITORIAL	1,550	1,550	1,550	2,550	950	5,461
VEHICLE/TRAVEL/EQUIP'T USAGE	1,100	1,100	1,100	1,700	550	2,323
CORP SUPPORT/SHARED SVCS	15,000	15,000	15,000	14,000	14,000	12,300
RENT/INS/TAXES/UTILITIES	1,000	1,000	1,000	-	1,500	1,500
DUES/MEMBERSHIPS	500	500	500	560	560	560
SMALL MISC	-	-	-	35,000	-	-
	94,150	94,150	94,150	146,810	109,560	96,683
CLIMATE CHANGE - HAZARDS MITIGATION						
GENERAL LEVY	25,000	25,000	25,000	-	-	-
	25,000	25,000	25,000	-	-	-
WAGES	21,500	21,500	21,500	-	-	-
CORP SUPPORT/SHARED SVCS	3,500	3,500	3,500	-	-	-
SMALL MISC	-	-	-	-	-	-
	25,000	25,000	25,000	-	-	-
MUNICIPAL AND PROVINCIAL FEE FOR SERVICE/WECI PROJECTS						
MUNICIPAL	425,500	425,500	425,500	12,800	109,575	14,700
PROVINCIAL GRANTS	17,625	17,625	17,625	-	52,875	1,250
TRANSFERS (TO)/FROM DEFERRED REVENUES	67,575	67,575	67,575	-	-	7,500
	510,700	510,700	510,700	12,800	162,450	23,450
DIRECT WAGES	20,750	20,750	20,750	11,000	9,750	1,480
CONSULTING/OUTSIDE ENGINEERING	384,750	384,750	384,750	-	77,400	15,524
CONSTRUCTION	96,000	96,000	96,000	-	69,000	-
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	9,200	9,200	9,200	1,800	6,300	7,231
	510,700	510,700	510,700	12,800	162,450	24,235
WATERSHED MANAGEMENT SERVICES						
REVENUES						
GENERAL LEVY	587,613	587,613	587,613	703,295	691,295	481,319
CW~GS LEVY	-	-	-	-	-	114,400
MUNICIPAL	425,500	425,500	425,500	12,800	109,575	18,799
PROVINCIAL GRANTS	122,042	122,042	122,042	104,417	157,292	104,917
FEDERAL GRANTS	-	-	-	-	-	-
OTHER GRANTS/USER FEES	721,000	721,000	721,000	636,000	699,000	740,508
IN-KIND	-	-	-	-	-	-
TRANSFER TO/FROM DEF REVENUES & RESERVES	67,575	67,575	67,575	-	-	7,500
	1,923,730	1,923,730	1,923,730	1,456,512	1,657,162	1,467,444
Wages & Benefits	1,095,250	1,095,250	1,095,250	1,136,100	1,121,550	1,148,697
Non-Wage Expenses	597,680	597,680	597,680	113,385	271,047	139,259
Allocated corp svcs and fleet/equip't usage	230,800	230,800	230,800	207,100	203,750	218,866
SURPLUS/(DEFICIT)	-	-	-	(73)	60,815	(39,378)

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
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CONSERVATION SERVICES

GENERAL PROGRAM/LAND MANAGEMENT, OPERATIONS, AND DEVELOPMENT

GENERAL LEVY	144,215	144,215	144,215	133,100	126,600	130,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	-	11,000
	144,215	144,215	144,215	133,100	126,600	141,000
WAGES	123,000	123,000	123,000	111,000	100,000	120,036
ENGINEERING/CONSULTING	-	-	-	-	150	-
SUPPLIES/OFFICE/JANITORIAL	4,215	4,215	4,215	3,100	1,878	2,150
VEHICLE/TRAVEL/EQUIP'T USAGE	2,000	2,000	2,000	1,000	750	1,900
CORP SUPPORT/SHARED SVCS	15,000	15,000	15,000	18,000	16,000	17,000
	144,215	144,215	144,215	133,100	118,778	141,086

LAND SECUREMENT

GENERAL LEVY	35,000	35,000	35,000	-	-	-
CW~GS LEVY	432,048	500,000	580,585	420,780	462,780	589,600
FEDERAL GRANTS	25,000	25,000	25,000	-	-	-
OTHER	-	-	-	-	-	38,401
TRANSFERS (TO)/FROM DEFERRED REVENUES	(385,048)	(453,000)	(533,585)	(399,780)	(315,000)	(576,200)
	107,000	107,000	107,000	21,000	147,780	51,801
WAGES	69,000	69,000	69,000	12,500	17,580	16,444
PROPERTY	-	-	-	-	113,000	-
LEGAL, SURVEYING,CONSULTNG	25,000	25,000	25,000	6,500	13,500	17,035
SUPPLIES/OFFICE/JANITORIAL	-	-	-	-	-	-
CORP SUPPORT/SHARED SVCS	13,000	13,000	13,000	2,000	2,800	4,921
	107,000	107,000	107,000	21,000	146,880	38,400

CONSERVATION AREAS TREE PLANTING AND RESTORATION

GENERAL LEVY	58,700	58,700	58,700	-	-	-
PROVINCIAL GRANTS	10,000	10,000	10,000	-	-	-
OTHER GRANTS/USER FEES	51,000	51,000	51,000	-	-	-
	119,700	119,700	119,700	-	-	-
WAGES	64,000	64,000	64,000	-	-	-
SUPPLIES/OFFICE/JANITORIAL	9,079	9,079	9,079	-	-	-
VEHICLE/TRAVEL/EQUIP'T USAGE	13,550	13,550	13,550	-	-	-
PLANT MAT/LANDOWNER GRANTS	14,071	14,071	14,071	-	-	-
CORP SUPPORT/SHARED SVCS	17,000	17,000	17,000	-	-	-
RENT/INS/TAXES/UTILITIES	2,000	2,000	2,000	-	-	-
SMALL MISC	-	-	-	-	-	-
	119,700	119,700	119,700	-	-	-

SPECIAL GRANT/FEE FOR SERVICE RESTORATION PROJECTS

CW~GS LEVY	60,000	60,000	60,000	160,000	154,000	160,000
MUNICIPAL	1,507,000	1,507,000	1,507,000	2,500,000	1,000,000	-
PROVINCIAL GRANTS	137,500	137,500	137,500	30,000	-	33,993
FEDERAL GRANTS	308,000	308,000	308,000	189,000	91,250	433,821
OTHER GRANTS/USER FEES	347,300	347,300	347,300	185,000	180,600	572,900
IN-KIND	-	-	-	13,000	7,300	11,702
TRANSFERS (TO)/FROM DEFERRED REVENUES	82,975	82,975	82,975	373,000	206,550	30,318
	2,442,775	2,442,775	2,442,775	3,450,000	1,639,700	1,242,733
WAGES	217,500	217,500	217,500	303,220	237,351	395,449
CONSTRUCTION	1,765,000	1,765,000	1,765,000	2,789,000	1,200,000	306,934
ENGINEERING/CONSULTING/SUB-CONTRACTING	125,000	125,000	125,000	26,400	7,000	71,563
SUPPLIES/OFFICE/JANITORIAL	15,700	15,700	15,700	16,600	10,250	30,791
VEHICLE/TRAVEL/EQUIP'T USAGE	37,100	37,100	37,100	35,500	9,300	109,096
PLANT MAT/LANDOWNER GRANTS	205,500	205,500	205,500	187,100	110,918	206,770
CORP SUPPORT/SHARED SVCS	69,475	69,475	69,475	71,000	57,000	98,700
RENT/INS/TAXES/UTILITIES	6,000	6,000	6,000	7,000	5,000	8,000
IN KIND SVCS SUPPLIES	-	-	-	13,000	7,300	11,702
CAP MAINT/LOW VALUE ASSETS	1,000	1,000	1,000	1,000	-	2,063
SMALL MISC	500	500	500	-	3,100	406
	2,442,775	2,442,775	2,442,775	3,449,820	1,647,219	1,241,474

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
CONSERVATION AREAS - OPERATIONS, MAINTENANCE, REPAIRS						
GENERAL CONSERVATION AREAS (16 active maintenance sites /2 greenways)						
GENERAL LEVY	620,226	620,226	620,226	553,642	488,142	492,742
FEDERAL GRANTS	-	-	-	34,750	26,560	46,053
OTHER GRANTS/USER FEES	90,750	90,750	90,750	105,310	92,210	125,909
TRANSFERS (TO)/FROM DEFERRED REVENUES	5,800	5,800	5,800	-	(4,000)	3,807
TRANSFERS TO/FROM RESERVES	(7,000)	(7,000)	(7,000)	15,000	(12,500)	(6,760)
	<u>709,776</u>	<u>709,776</u>	<u>709,776</u>	<u>708,702</u>	<u>590,412</u>	<u>661,751</u>
WAGES	317,500	317,500	317,500	296,660	254,374	235,799
CONSTRUCTION	-	-	-	-	-	8,655
ENGINEERING/CONSULTING	12,000	12,000	12,000	15,500	-	18,991
SUPPLIES/OFFICE/JANITORIAL	45,910	45,910	45,910	49,706	50,916	53,834
VEHICLE/TRAVEL/EQUIP'T USAGE	75,500	75,500	75,500	83,463	66,213	110,995
PLANT MAT/LANDOWNER GRANTS	16,300	16,300	16,300	9,500	4,000	10,852
CORP SUPPORT/SHARED SVCS	90,640	90,640	90,640	79,932	71,880	80,170
RENT/INS/TAXES/UTILITIES	118,200	118,200	118,200	126,450	111,500	127,640
AUDIT AND LEGAL	-	-	-	2,050	1,500	1,275
CAP MAINT/LOW VALUE ASSETS	32,976	32,976	32,976	44,800	39,400	34,654
SMALL MISC	750	750	750	750	250	1,630
	<u>709,776</u>	<u>709,776</u>	<u>709,776</u>	<u>708,811</u>	<u>600,033</u>	<u>684,494</u>
HOLIDAY BEACH						
GENERAL LEVY	-	-	-	60,300	60,300	96,680
CW~GS LEVY	27,000	27,000	27,000	-	-	-
OTHER GRANTS/USER FEES	251,800	251,800	251,800	235,850	184,000	239,073
FUND TRANSFERS	-	-	-	-	-	4,000
TRANSFERS TO/FROM RESERVES	-	-	-	-	-	(15,000)
	<u>278,800</u>	<u>278,800</u>	<u>278,800</u>	<u>296,150</u>	<u>244,300</u>	<u>324,753</u>
WAGES	133,250	133,250	133,250	147,500	116,200	165,935
ENGINEERING/CONSULTING/SUB CONTRACTING	2,500	2,500	2,500	2,500	1,100	6,197
SUPPLIES/OFFICE/JANITORIAL	39,778	39,778	39,778	43,100	32,650	42,866
VEHICLE/TRAVEL/EQUIP'T USAGE	16,322	16,322	16,322	15,600	11,750	10,126
CORP SUPPORT/SHARED SVCS	31,600	31,600	31,600	29,000	25,000	30,000
RENT/INS/TAXES/UTILITIES	32,600	32,600	32,600	36,950	31,500	34,376
MAJOR MAINT/ROADS/VEGETATION	22,250	22,250	22,250	21,500	25,500	34,389
	<u>278,800</u>	<u>278,800</u>	<u>278,800</u>	<u>296,150</u>	<u>243,700</u>	<u>324,324</u>
JOHN R PARK HOMESTEAD						
GENERAL LEVY	90,000	90,000	90,000	114,130	69,130	160,000
CW~GS LEVY	97,065	97,065	97,065	61,470	61,470	-
PROVINCIAL GRANTS	23,688	23,688	23,688	23,688	23,688	23,688
FEDERAL GRANTS	-	-	-	-	30,500	3,864
OTHER GRANTS/USER FEES	69,550	69,550	69,550	86,900	41,350	126,380
TRANSFERS (TO)/FROM DEF REVENUES	-	-	-	-	-	(5,922)
TRANSFERS (TO)/FROM RESERVES	-	-	-	-	(12,000)	(2,000)
	<u>280,303</u>	<u>280,303</u>	<u>280,303</u>	<u>286,188</u>	<u>214,138</u>	<u>306,010</u>
WAGES	173,000	173,000	173,000	191,952	143,000	201,596
CONSTRUCTION	10,000	10,000	10,000	10,000	5,000	14,960
CONSULTING/SUB K	1,500	1,500	1,500	1,900	-	2,658
SUPPLIES/OFFICE/JANITORIAL	32,503	32,503	32,503	31,765	18,100	36,526
VEHICLE/TRAVEL/EQUIP'T USAGE	300	300	300	3,750	2,720	3,783
PLANT MAT/LANDOWNER GRANTS	-	-	-	-	-	723
CORP SUPPORT/SHARED SVCS	25,000	25,000	25,000	28,000	20,000	25,000
RENT/INS/TAXES/UTILITIES	30,000	30,000	30,000	16,700	16,700	16,151
CAP MAINT/LOW VALUE ASSETS	7,000	7,000	7,000	1,500	7,500	3,893
SMALL MISC	1,000	1,000	1,000	700	570	922
	<u>280,303</u>	<u>280,303</u>	<u>280,303</u>	<u>286,267</u>	<u>213,590</u>	<u>306,212</u>

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
CAPITAL OR MAJOR MAINTENANCE/IMPROVEMENT PROJECTS						
GENERAL LEVY	15,000	15,000	15,000	-	15,000	-
FEDERAL GRANTS	60,000	60,000	60,000	591,000	531,500	8,500
OTHER GRANTS/USER FEES	200,000	200,000	200,000	114,250	399,408	221,870
TRANSFERS TO/FROM RESERVES	425,000	425,000	425,000	746,750	551,250	188,608
	700,000	700,000	700,000	1,452,000	1,497,158	418,978
WAGES	15,000	15,000	15,000	20,000	117,943	28,399
LANDS AND CONSTRUCTION	648,500	648,500	648,500	1,306,000	1,081,600	214,834
ENGINEERING/CONSULTING/SUB CONTRACTING	15,000	15,000	15,000	95,000	167,000	54,731
CONSTRUCTION SUPPLIES	12,000	12,000	12,000	10,000	74,500	23,362
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	-	-	10,000	2,443
PLANT MAT/LANDOWNER GRANTS	-	-	-	-	5,000	-
CORP SUPPORT/SHARED SVCS	9,500	9,500	9,500	6,000	24,800	19,986
CAP MAINT/LOW VALUE ASSETS	-	-	-	15,000	22,000	5,978
SMALL MISC	-	-	-	-	-	718
	700,000	700,000	700,000	1,452,000	1,502,843	352,985
FLEET & FIELD EQUIPMENT						
GENERAL LEVY	-	-	-	25,000	65,000	-
OTHER GRANTS/USER FEES/RECOVERIES	173,000	173,000	173,000	167,665	134,365	278,584
TRANSFERS TO/FROM RESERVES	25,000	25,000	25,000	18,500	25,000	(111,500)
	198,000	198,000	198,000	211,165	224,365	167,084
MAINTENANCE/REPAIRS	60,000	60,000	60,000	66,500	67,800	74,002
FUEL	33,400	33,400	33,400	35,000	30,000	35,481
LICENCES/MISC/SMALL TOOLS	16,600	16,600	16,600	24,700	19,700	19,700
AMORTIZATION	88,000	88,000	88,000	85,000	85,000	87,592
	198,000	198,000	198,000	211,200	202,500	216,775
WATER QUALITY & REGIONAL ENVIRONMENTAL INITIATIVES						
MONITORING, AG STEWARDSHIP, DEMO FARM, DRCC, WQ SPECIAL GRANTS						
GENERAL LEVY	-	-	-	-	-	47,000
CW-GS LEVY	142,750	142,750	142,750	156,000	156,000	126,000
MUNICIPAL	12,000	12,000	12,000	69,650	65,300	74,684
PROVINCIAL GRANTS	296,000	296,000	296,000	75,000	290,000	123,182
FEDERAL GRANTS	336,500	336,500	336,500	332,500	252,500	177,595
OTHER	38,585	38,585	38,585	233,000	95,000	30,051
IN-KIND	20,000	20,000	20,000	-	24,000	27,814
TRANSFERS (TO)/FROM DEFERRED REVENUES	116,500	116,500	116,500	(15,200)	(94,500)	54,055
	962,335	962,335	962,335	850,950	788,300	660,381
WQM WAGES	524,295	524,295	524,295	521,695	462,530	387,317
CONSTRUCTION	30,000	30,000	30,000	-	-	-
CONSULTING/SUB CONTRACTING	84,305	84,305	84,305	42,000	40,150	26,516
SUPPLIES/OFFICE/JANITORIAL	18,585	18,585	18,585	40,470	53,820	19,833
VEHICLE/TRAVEL/EQUIP'T USAGE	18,150	18,150	18,150	20,515	19,815	26,768
PLANT MAT/LANDOWNER GRANTS	149,000	149,000	149,000	144,000	72,300	90,499
CORP SUPPORT/SHARED SVCS	111,300	111,300	111,300	80,770	78,200	69,366
RENT/INS/TAXES/UTILITIES	600	600	600	1,100	1,100	2,722
DUES/MEMBERSHIPS	300	300	300	300	-	3,948
IN KIND SVCS SUPPLIES	20,000	20,000	20,000	-	24,000	27,814
TECHNICAL EQUIPMENT	5,800	5,800	5,800	100	100	806
TOTAL EXPENSES	962,335	962,335	962,335	850,950	752,015	656,260
SMALL MISC	-	-	-	-	-	670
	962,335	962,335	962,335	850,950	752,015	656,260

	Option 1 2021	2% 2021	Option 3 2021	2020 BUDGET	2020 PROJECTION	2019 AUDITED
DRAFT BUDGET	DRAFT BUDGET	DRAFT BUDGET				
DRINKING WATER SOURCE PROTECTION PROGRAM						
PROVINCIAL GRANTS	95,000	95,000	95,000	102,600	51,000	127,072
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	36,000	(33,352)
	95,000	95,000	95,000	102,600	87,000	93,720
WAGES	80,000	80,000	80,000	86,500	71,750	79,005
SUPPLIES/OFFICE/JANITORIAL	-	-	-	-	400	1,024
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	-	-	300	270
CORP SUPPORT/SHARED SVCS	12,000	12,000	12,000	12,000	11,000	10,196
RENT/INS/TAXES/UTILITIES	-	-	-	1,100	1,100	1,100
PER DIEMS/MISC	3,000	3,000	3,000	3,000	3,000	2,125
	95,000	95,000	95,000	102,600	87,550	93,720
CLIMATE CHANGE REGIONAL STRATEGY /COMMUNITY ENERGY PLAN						
GENERAL LEVY	-	-	-	-	-	50,000
CW--GS LEVY	-	-	-	50,000	70,000	-
MUNICIPAL	79,100	79,100	79,100	45,500	175,000	2,500
OTHER GRANTS/USER FEES	10,000	10,000	10,000	-	-	5,350
TRANSFERS (TO)/FROM DEFERRED REVENUES	11,000	11,000	11,000	22,000	9,400	53,500
	100,100	100,100	100,100	117,500	254,400	111,350
WAGES	10,000	10,000	10,000	99,500	97,000	101,286
ENGINEERING/CONSULTING	87,000	87,000	87,000	-	140,000	5,423
SUPPLIES/OFFICE/JANITORIAL	-	-	-	2,500	900	165
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	-	500	500	1,158
CORP SUPPORT/SHARED SVCS	3,100	3,100	3,100	15,000	16,000	15,500
SMALL MISC	-	-	-	-	-	-
	100,100	100,100	100,100	117,500	254,400	123,531
CONSERVATION SERVICES						
REVENUES						
GENERAL LEVY	963,141	963,141	963,141	886,172	824,172	976,422
CW--GS LEVY	758,863	826,815	907,400	848,250	904,250	875,600
MUNICIPAL	1,598,100	1,598,100	1,598,100	2,615,150	1,240,300	77,184
PROVINCIAL GRANTS	562,188	562,188	562,188	231,288	364,688	307,935
FEDERAL GRANTS	729,500	729,500	729,500	1,147,250	932,310	669,833
OTHER GRANTS	163,500	163,500	163,500	264,000	126,300	37,494
ERCF GRANTS	334,500	334,500	334,500	150,250	488,108	431,545
FEE FOR SERVICE/OTHER/RECOVERIES	733,985	733,985	733,985	713,725	559,525	1,158,608
IN-KIND	20,000	20,000	20,000	13,000	31,300	39,516
TRANSFER TO/FROM DEF REVENUES	(168,773)	(236,725)	(317,310)	(19,980)	(208,550)	(440,924)
	5,695,004	5,695,004	5,695,004	6,849,105	5,262,403	4,133,212
EXPENSES(INCLUDES FLEET/EQUIP'T AMORTIZATION)	6,138,004	6,138,004	6,138,004	7,629,398	5,769,508	4,179,259
SURPLUS/(DEFICIT)	(443,000)	(443,000)	(443,000)	(780,293)	(507,105)	(46,047)
TRANSFER (TO)/FROM RESERVES	443,000	443,000	443,000	780,250	551,750	46,348

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
COMMUNITY SERVICES						
OUTDOOR & CONSERVATION EDUCATION						
GENERAL LEVY	-	-	-	-	-	28,000
CW~GS LEVY	16,000	16,000	16,000	36,000	32,000	-
OTHER GRANTS/USER FEES	50,000	50,000	50,000	49,000	8,500	47,325
TRANSFERS (TO)/FROM DEFERRED REVENUES	3,000	3,000	3,000	-	(4,500)	-
	69,000	69,000	69,000	85,000	36,000	75,325
WAGES	55,000	55,000	55,000	68,000	37,000	63,953
SUPPLIES/OFFICE/JANITORIAL	2,670	2,670	2,670	4,100	675	1,994
VEHICLE/TRAVEL/EQUIP'T USAGE	830	830	830	1,950	50	2,727
PLANT MAT/LANDOWNER GRANTS	-	-	-	500	-	-
CORP SUPPORT/SHARED SVCS	10,000	10,000	10,000	10,000	2,500	10,300
RENT/INS/TAXES/UTILITIES	500	500	500	750	750	750
	69,000	69,000	69,000	85,300	40,975	79,803
OUTREACH & ENGAGEMENT						
GENERAL LEVY	-	-	-	-	-	115,750
CW~GS LEVY	62,600	62,600	62,600	139,750	87,750	10,000
OTHER GRANTS/USER FEES	30,000	30,000	30,000	10,000	8,278	13,681
	92,600	92,600	92,600	149,750	96,028	139,431
WAGES	42,000	42,000	42,000	106,500	77,000	96,645
SUPPLIES/OFFICE/JANITORIAL	6,150	6,150	6,150	6,850	3,733	5,509
VEHICLE/TRAVEL/EQUIP'T USAGE	3,200	3,200	3,200	4,900	1,100	4,298
PARTNER GRANTS/PLANT MATERIAL	19,000	19,000	19,000	7,500	2,500	12,395
CORP SUPPORT/SHARED SVCS	21,000	21,000	21,000	22,000	10,000	17,000
RENT/INS/TAXES/UTILITIES	750	750	750	950	950	850
CAP MAINT/LOW VALUE ASSETS	500	500	500	500	500	717
	92,600	92,600	92,600	149,400	95,783	137,643
COMMUNICATIONS						
GENERAL LEVY	177,700	177,700	177,700	160,150	124,150	150,150
CW~GS LEVY	-	-	-	26,000	26,000	25,000
OTHER GRANTS/USER FEES	20,000	20,000	20,000	-	-	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	-	17,000
	197,700	197,700	197,700	186,150	150,150	192,150
WAGES	192,000	192,000	192,000	178,000	145,000	181,896
SUPPLIES/OFFICE/JANITORIAL	4,800	4,800	4,800	6,050	4,000	5,546
VEHICLE/TRAVEL/EQUIP'T USAGE	450	450	450	1,000	500	858
CAP MAINT/LOW VALUE ASSETS	450	450	450	1,000	500	486
	197,700	197,700	197,700	186,050	150,000	188,787
OUTREACH EVENTS AND SHORT-TERM GRANT FUNDED INITIATIVES						
FEDERAL GRANTS	-	-	-	-	-	800
OTHER GRANTS/USER FEES	32,000	32,000	32,000	91,250	43,700	113,104
TRANSFERS (TO)/FROM DEFERRED REVENUES	35,500	35,500	35,500	(750)	(11,700)	4,946
	67,500	67,500	67,500	90,500	32,000	118,850
WAGES	17,000	17,000	17,000	20,550	4,000	25,064
TREES/SUPPLIES	50,500	50,500	50,500	70,000	23,200	94,505
	67,500	67,500	67,500	90,550	27,200	119,569
COMMUNITY SERVICES						
REVENUES						
GENERAL LEVY	177,700	177,700	177,700	160,150	124,150	293,900
CW~GS LEVY	78,600	78,600	78,600	201,750	145,750	35,000
MUNICIPAL	-	-	-	-	-	-
PROVINCIAL GRANTS	-	-	-	-	-	-
FEDERAL GRANTS	-	-	-	-	-	800
OTHER GRANTS/USER FEES	132,000	132,000	132,000	150,250	60,478	174,109
IN-KIND	-	-	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	38,500	38,500	38,500	(750)	(16,200)	21,946
	426,800	426,800	426,800	511,400	314,178	525,755
EXPENSES						
	426,800	426,800	426,800	511,300	313,958	525,802
SURPLUS/(DEFICIT)						
	-	-	-	100	220	(47)

Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
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CORPORATE SERVICES

ADMIN/FINANCE/IT/HR

GENERAL LEVY	456,750	456,750	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	-	-	25,000
MUNICIPAL	-	-	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	-	-	750
OTHER GRANTS/USER FEES/RECOVERIES	670,000	670,000	670,000	658,000	613,447	722,863
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	-	39,926
TRANSFERS (TO)/FROM RESERVES	15,000	15,000	15,000	(1,000)	(1,000)	(1,000)
	<u>1,141,750</u>	<u>1,141,750</u>	<u>1,141,750</u>	<u>944,050</u>	<u>1,009,497</u>	<u>1,025,764</u>
WAGES	784,000	784,000	784,000	572,484	612,000	577,528
ERCF SUPPORT	25,500	25,500	25,500	66,000	45,000	59,372
MEMBER EXPENSES/CO DUES	57,500	57,500	57,500	56,700	56,000	57,652
AUDIT/LEGAL/CONSULTING	54,900	54,900	54,900	32,500	92,500	18,791
SUPPLIES/EQUIPT/NETWORK	59,350	59,350	59,350	55,350	48,300	77,701
OCCUPANCY/PHONE	142,500	142,500	142,500	135,000	139,500	132,727
TRAVEL & BD/STAFF MEETINGS	2,000	2,000	2,000	9,500	4,000	10,264
RETIREE BENEFITS	16,000	16,000	16,000	16,000	12,000	13,651
	<u>1,141,750</u>	<u>1,141,750</u>	<u>1,141,750</u>	<u>943,534</u>	<u>1,009,300</u>	<u>947,686</u>

CORPORATE SPECIAL PROJECTS (RECORDS/IS/IT)

TRANSFERS FROM RESERVES	25,000	25,000	25,000	-	-	-
	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
CONSULTING/OTHER	25,000	25,000	25,000	-	-	-
	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>

REVENUES

GENERAL LEVY	456,750	456,750	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	-	-	25,000
MUNICIPAL	-	-	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	-	-	750
FEDERAL GRANTS	-	-	-	-	-	-
OTHER GRANTS/USER FEES	670,000	670,000	670,000	658,000	613,447	722,863
IN-KIND	-	-	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	-	-	-	-	-	39,926
	<u>1,126,750</u>	<u>1,126,750</u>	<u>1,126,750</u>	<u>945,050</u>	<u>1,010,497</u>	<u>1,026,764</u>

EXPENSES

	<u>1,166,750</u>	<u>1,166,750</u>	<u>1,166,750</u>	<u>943,534</u>	<u>1,009,300</u>	<u>947,686</u>
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SURPLUS/(DEFICIT)

	<u>(40,000)</u>	<u>(40,000)</u>	<u>(40,000)</u>	<u>1,516</u>	<u>1,197</u>	<u>79,078</u>
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TRANSFERS (TO)/FROM RESERVES

	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>(1,000)</u>	<u>(1,000)</u>	<u>(1,000)</u>
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OTHER

TANGIBLE ASSET REPLACEMENT

GENERAL LEVY	300,000	300,000	300,000	300,000	300,000	200,000
CWGS	64,000	64,000	64,000	-	-	-
TRANSFER TO/FROM RESERVES	(364,000)	(364,000)	(364,000)	(300,000)	(154,000)	(200,000)
EXTRAORDINARY LOSS	-	-	-	-	(292,742)	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(146,742)</u>	<u>0</u>

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
CORPORATE SUMMARY						
REVENUES						
Municipal						
Levy - Operations	\$ 2,485,204	\$ 2,485,204	\$ 2,485,204	\$ 2,336,667	\$ 2,336,667	\$ 2,188,666
Levy - Clean Water~Green Spaces	901,463	969,415	1,050,000	1,050,000	1,050,000	1,050,000
Total Municipal Levy	\$ 3,386,667	\$ 3,454,619	\$ 3,535,204	\$ 3,386,667	\$ 3,386,667	\$ 3,238,666
Water & erosion control infrastructure and special projects	2,011,600	2,011,600	2,011,600	2,558,300	1,284,575	22,499
Risk management services	12,000	12,000	12,000	69,650	65,300	74,684
	5,410,267	5,478,219	5,558,804	6,014,617	4,736,542	3,335,849
Provincial						
Section 39 Flood/Erosion Program	104,417	104,417	104,417	104,417	104,417	104,417
Drinking Water Source Protection	95,000	95,000	95,000	102,600	51,000	127,072
WECI	17,625	17,625	17,625	-	52,875	1,250
Other (CMOG, SEO etc)	474,188	474,188	474,188	132,188	320,688	180,863
	691,230	691,230	691,230	339,205	528,980	413,602
Federal						
	729,500	729,500	729,500	1,147,250	932,310	670,633
Total Government Transfer Payments & Fees-For-Services	6,830,997	6,898,949	6,979,534	7,501,072	6,197,832	4,420,084
Other revenues						
Permit and applicant fees - mandatory services	721,000	721,000	721,000	636,000	699,000	699,047
Admissions, program fees & other services	498,385	498,385	498,385	513,960	353,238	864,763
Leases & property rentals	80,600	80,600	80,600	77,600	64,200	75,689
Donations and other grants						
General	193,500	193,500	193,500	303,000	146,000	87,767
Essex Region Conservation Foundation grants	421,500	421,500	421,500	262,500	554,608	533,083
In-kind contributions	20,000	20,000	20,000	13,000	31,300	39,516
Interest income	30,000	30,000	30,000	50,000	60,947	86,521
Gain on sale of assets	-	-	-	-	-	4,000
Total other revenues	1,964,985	1,964,985	1,964,985	1,856,060	1,909,293	2,390,386
Transfers from/(to) deferred revenues	(62,698)	(130,650)	(211,235)	14,270	(224,750)	(330,090)
Interdepartmental recoveries	803,000	803,000	803,000	725,665	650,865	845,127
TOTAL REVENUES	\$ 9,536,284	\$ 9,536,284	\$ 9,536,284	\$ 10,097,067	\$ 8,533,240	\$ 7,325,507
EXPENSES BY CLASSIFICATION						
Wages & benefits -ERCA operations	\$ 3,201,500	\$ 3,201,500	\$ 3,201,500	\$ 3,065,996	\$ 2,866,367	\$ 3,029,829
Wages & benefits -special grant projects	752,295	752,295	752,295	920,165	811,181	877,903
Construction-municipal projects	481,750	481,750	481,750	8,500	151,400	18,425
Construction-special grant projects	1,977,000	1,977,000	1,977,000	2,813,000	1,347,000	356,501
Construction-ERCA capital projects	818,500	818,500	818,500	1,432,900	1,327,450	289,370
Plant material, removals and landowner subsidies-special grant projects	368,571	368,571	368,571	331,100	183,218	297,270
Plant material, removals and landowner subsidies - ERCA operations	84,300	84,300	84,300	48,000	36,500	69,102
Program supplies- special grant projects	39,785	39,785	39,785	42,370	28,570	59,833
Site & operational supplies - Conservation Areas	75,899	75,899	75,899	113,696	98,231	112,281
Office supplies & expenses - other ERCA operations	35,037	35,037	35,037	83,425	27,075	95,598
Occupancy, taxes,utilities & waste removal	320,513	320,513	320,513	314,490	297,383	310,927
Maintenance,repairs & security-sites	55,186	55,186	55,186	71,950	93,050	105,297
Maintenance,repairs & supplies-fleet/equipment	100,900	100,900	100,900	104,000	103,000	111,866
Equipment, software/hardware & website-special grant projects	10,000	10,000	10,000	13,750	31,400	6,851
Equipment, software/hardware & website- ERCA operations	97,923	97,923	97,923	58,975	42,187	71,954
Lab,data, technical & sub-contracted services -special grant	34,305	34,305	34,305	40,900	38,950	52,667
Lab,data, technical & sub-contracted services - ERCA operations	52,000	52,000	52,000	54,500	37,600	82,697
Insurance, audit & legal	132,450	132,450	132,450	127,550	189,500	122,725
Dues & memberships	49,679	49,679	49,679	45,010	51,063	52,687
Travel, training & professional development	18,540	18,540	18,540	27,100	9,170	36,084
Board ,committee & meeting expenses	19,000	19,000	19,000	22,500	21,500	20,561
Bank, credit card charges and interest	14,100	14,100	14,100	13,060	17,410	13,294
In-kind supplies & services	20,000	20,000	20,000	13,000	31,300	39,516
Land acquisition & acquisition assistance	-	-	-	-	113,000	-
Amortization	315,500	315,500	315,500	309,500	309,500	315,571
Extraordinary item	-	-	-	-	292,742	-
Other	-	-	-	-	-	951
Internal recoveries included in revenues	808,051	808,051	808,051	725,380	650,608	838,362
TOTAL EXPENSES	\$ 9,882,784	\$ 9,882,784	\$ 9,882,784	\$ 10,800,817	\$ 9,206,355	\$ 7,388,117

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
Total Revenues	9,536,284	9,536,284	9,536,284	10,097,067	8,544,240	7,353,175
Total Expenses	9,882,784	9,882,784	9,882,784	10,800,817	9,206,355	7,388,117
SURPLUS/(DEFICIT) (ACCRUAL BASIS)	(346,500)	(346,500)	(346,500)	(703,750)	(662,115)	(34,943)
ADD/SUBTRACT: NON CASH ITEMS						
Donation of land to ERCA	-	-	-	-	-	-
Gain/loss on asset disposal	-	-	-	-	-	(4,000)
Amortization	315,500	315,500	315,500	309,500	309,500	315,571
Transfers from Reserves (Per Schedule)	490,000	490,000	490,000	803,500	646,750	434,296
DEDUCT: CAPITAL ITEMS						
Land acquisition	-	-	-	-	-	-
Purchased fleet/equipment	(88,000)	(88,000)	(88,000)	(85,000)	(53,635)	(53,588)
Infrastructure additions	-	-	-	-	-	(66,228)
(DECREASE)/INCREASE IN NET SURPLUS (prior to reserve transfers)	371,000	371,000	371,000	324,250	240,500	591,108
TRANSFER TO RESERVES (Per Schedule)	371,000	371,000	371,000	324,250	250,000	588,948
INCREASE/(DECREASE) IN UNRESTRICTED ACCUMULATED OPERATING FUND SURPLUS	\$ -	\$ -	\$ -	\$ -	\$ (9,500)	\$ 2,160

NOTE 1: The actual numbers shown for capital items, for 2020 and 2021, will change once the assets under construction are removed from the operating accounts and capitalized as tangible assets. Those accounting entries will not impact the estimated changes in the reserve funds or the unrestricted surplus.

Appendix B: Draft Municipal Levies Schedule, Option 1

Essex Region Conservation

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DRAFT 2021 MUNICIPAL LEVY ALLOCATION

MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY			
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021-2020	%
			DRAFT \$2,485,204	APPROVED \$2,336,667	DRAFT \$901,463	APPROVED \$1,050,000	DRAFT \$3,386,667	APPROVED \$3,386,667	\$ - \$ Difference	CHANGE 0.0%
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 147,897	\$ 138,948	\$ 53,647	\$ 62,437	\$ 201,545	\$ 201,386	\$ 159	0.1%
TOWN OF ESSEX	4.76%	4.79%	\$ 118,222	\$ 111,810	\$ 42,883	\$ 50,243	\$ 161,104	\$ 162,052	\$ (948)	-0.6%
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 154,982	\$ 143,820	\$ 56,217	\$ 64,626	\$ 211,199	\$ 208,446	\$ 2,753	1.3%
TOWN OF LAKESHORE	9.61%	9.45%	\$ 238,901	\$ 220,816	\$ 86,657	\$ 99,225	\$ 325,558	\$ 320,041	\$ 5,517	1.7%
TOWN OF LASALLE	8.83%	8.68%	\$ 219,360	\$ 202,898	\$ 79,569	\$ 91,174	\$ 298,929	\$ 294,072	\$ 4,858	1.7%
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 150,891	\$ 139,055	\$ 54,733	\$ 62,486	\$ 205,623	\$ 201,541	\$ 4,082	2.0%
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,883	\$ 6,774	\$ 2,497	\$ 3,044	\$ 9,380	\$ 9,817	\$ (437)	-4.5%
TOWN OF TECUMSEH	8.33%	8.34%	\$ 206,947	\$ 194,990	\$ 75,066	\$ 87,620	\$ 282,013	\$ 282,610	\$ (597)	-0.2%
CITY OF WINDSOR	49.94%	50.39%	\$ 1,241,121	\$ 1,177,557	\$ 450,194	\$ 529,145	\$ 1,691,315	\$ 1,706,701	\$ (15,386)	-0.9%
TOTALS	100%	100%	\$ 2,485,204	\$ 2,336,667	\$ 901,463	\$ 1,050,000	\$ 3,386,667	\$ 3,386,667	\$ -	0.0%

Appendix B: Draft Municipal Levies Schedule, Option 2 (Recommended)

Essex Region Conservation

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DRAFT 2021 MUNICIPAL LEVY ALLOCATION

MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY			
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021-2020	%
			DRAFT \$2,485,204	APPROVED \$2,336,667	DRAFT \$969,415	APPROVED \$1,050,000	DRAFT \$3,454,619	APPROVED \$3,386,667	\$ 67,952 \$ Difference	CHANGE 2.0%
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 147,897	\$ 138,948	\$ 57,691	\$ 62,437	\$ 205,588	\$ 201,386	\$ 4,203	2.1%
TOWN OF ESSEX	4.76%	4.79%	\$ 118,222	\$ 111,810	\$ 46,115	\$ 50,243	\$ 164,337	\$ 162,052	\$ 2,284	1.4%
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 154,982	\$ 143,820	\$ 60,455	\$ 64,626	\$ 215,437	\$ 208,446	\$ 6,991	3.4%
TOWN OF LAKESHORE	9.61%	9.45%	\$ 238,901	\$ 220,816	\$ 93,189	\$ 99,225	\$ 332,090	\$ 320,041	\$ 12,049	3.8%
TOWN OF LASALLE	8.83%	8.68%	\$ 219,360	\$ 202,898	\$ 85,567	\$ 91,174	\$ 304,927	\$ 294,072	\$ 10,856	3.7%
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 150,891	\$ 139,055	\$ 58,859	\$ 62,486	\$ 209,749	\$ 201,541	\$ 8,208	4.1%
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,883	\$ 6,774	\$ 2,685	\$ 3,044	\$ 9,568	\$ 9,817	\$ (249)	-2.5%
TOWN OF TECUMSEH	8.33%	8.34%	\$ 206,947	\$ 194,990	\$ 80,725	\$ 87,620	\$ 287,672	\$ 282,610	\$ 5,061	1.8%
CITY OF WINDSOR	49.94%	50.39%	\$ 1,241,121	\$ 1,177,557	\$ 484,130	\$ 529,145	\$ 1,725,250	\$ 1,706,701	\$ 18,549	1.1%
TOTALS	100%	100%	\$ 2,485,204	\$ 2,336,667	\$ 969,415	\$ 1,050,000	\$ 3,454,619	\$ 3,386,667	\$ 67,952	2.0%

Appendix B: Draft Municipal Levies Schedule, Option 3

Essex Region Conservation

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DRAFT 2021 MUNICIPAL LEVY ALLOCATION

MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY			
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021-2020	%
			DRAFT \$2,514,204	APPROVED \$2,336,667	DRAFT \$1,050,000	APPROVED \$1,050,000	DRAFT \$3,564,204	APPROVED \$3,386,667	\$ 177,537 \$ Difference	CHANGE 5.2%
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 149,623	\$ 138,948	\$ 62,487	\$ 62,437	\$ 212,110	\$ 201,386	\$ 10,724	5.3%
TOWN OF ESSEX	4.76%	4.79%	\$ 119,601	\$ 111,810	\$ 49,949	\$ 50,243	\$ 169,550	\$ 162,052	\$ 7,497	4.6%
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 156,791	\$ 143,820	\$ 65,480	\$ 64,626	\$ 222,271	\$ 208,446	\$ 13,825	6.6%
TOWN OF LAKESHORE	9.61%	9.45%	\$ 241,689	\$ 220,816	\$ 100,936	\$ 99,225	\$ 342,625	\$ 320,041	\$ 22,584	7.1%
TOWN OF LASALLE	8.83%	8.68%	\$ 221,920	\$ 202,898	\$ 92,680	\$ 91,174	\$ 314,600	\$ 294,072	\$ 20,528	7.0%
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 152,651	\$ 139,055	\$ 63,751	\$ 62,486	\$ 216,403	\$ 201,541	\$ 14,861	7.4%
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,964	\$ 6,774	\$ 2,908	\$ 3,044	\$ 9,872	\$ 9,817	\$ 54	0.6%
TOWN OF TECUMSEH	8.33%	8.34%	\$ 209,362	\$ 194,990	\$ 87,435	\$ 87,620	\$ 296,797	\$ 282,610	\$ 14,187	5.0%
CITY OF WINDSOR	49.94%	50.39%	\$ 1,255,603	\$ 1,177,557	\$ 524,374	\$ 529,145	\$ 1,779,978	\$ 1,706,701	\$ 73,276	4.3%
TOTALS	100%	100%	\$ 2,514,204	\$ 2,336,667	\$ 1,050,000	\$ 1,050,000	\$ 3,564,204	\$ 3,386,667	\$ 177,537	5.2%

Appendix C: Reserves Continuity Schedule

ESSEX REGION CONSERVATION AUTHORITY		INFRASTRUCTURE/ MAJOR MAINTENANCE	REVENUE STABILIZATION	GRANT MATCHING	VEHICLE/CA EQUIP'T	SUITE/F&F/IT/IS	HUMAN RESOURCES/AD MIN	LEGAL/ INSURANCE	HISTORIC PROPERTIES	TREE WARRANTY & SELF- INSURANCE	OTHER WATERSHED	TOTAL RESERVES
2021 PROJECTED RESERVES												
	PROJECTED OPENING BALANCE -01/01/2021	\$ 290,000	\$ 30,342	\$ 100,000	\$ 139,000	\$ 274,508	\$ 35,332	\$ 50,000	\$ 68,374	\$ 90,000	\$ 47,857	\$ 1,125,413
	Transfers to reserves	300,000	-	-	-	-	64,000	-	7,000	-	-	371,000
	Interest	-	-	-	-	-	-	-	-	-	-	-
	Repayments	-	-	-	-	-	-	-	-	-	-	-
	AVAILABLE BALANCE	\$ 590,000	\$ 30,342	\$ 100,000	\$ 139,000	\$ 274,508	\$ 99,332	\$ 50,000	\$ 75,374	\$ 90,000	\$ 47,857	\$ 1,496,413
	RESERVE FUND EXPENSES/TRANSFERS											
	Hillman Marsh Dykes											
	JRPH Heritage Centre	400,000										400,000
	JRPH shoreline	-										-
	Capital R&M - Greenways	-										-
	Entry Signs	-										-
	Holiday Beach Workshop	25,000										25,000
	Vehicle/equip't replacement				25,000							25,000
	Network/Servers/IT					40,000						40,000
	Server Room/Office R&M											
	TOTAL EXPENSES	425,000	-	-	25,000	40,000	-	-	-	-	-	490,000
	PROJECTED CLOSING BALANCE 12/31/2021	\$ 165,000	\$ 30,342	\$ 100,000	\$ 114,000	\$ 234,508	\$ 99,332	\$ 50,000	\$ 75,374	\$ 90,000	\$ 47,857	\$ 1,006,413

Appendix D: Detailed Sources of Funding by Program Subunit

Department	Budget by Department Sub	Budgeted Expenses	General Levy	CW~GS Levy	Municipal Special	Prov TPAs- Mandatory Svc	Prov Special Grant	Federal	Fees/Grants/Def Rev	Reserves	Total	Levy %	Levy Per Capita
Watershed Management Services	Development Services	\$ 854,650	\$ 234,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 620,000	\$ -	\$ 854,650	27%	\$ 0.73
	Watershed Engineering	94,150	94,150	-	-	-	-	-	-	-	94,150	100%	\$ 0.29
	Watershed Engineering-special municipal projects	510,700	-	-	425,500	-	17,625	-	67,575	-	510,700	0%	\$ -
	Flood Forecasting & Warning	248,680	144,263	-	-	104,417	-	-	-	-	248,680	58%	\$ 0.45
	Planning - Hazards & Input Official Plans	99,550	89,550	-	-	-	-	-	10,000	-	99,550	90%	\$ 0.28
	Planning - Operational/Natural Heritage	91,000	-	-	-	-	-	-	91,000	-	91,000	0%	\$ -
	Climate Change -Hazards Risks	25,000	25,000	-	-	-	-	-	-	-	25,000	100%	\$ 0.08
	CA Lands & Infrastructure Management	144,215	144,215	-	-	-	-	-	-	-	144,215	100%	\$ 0.45
	CA Lands - Maintenance (incl fleet/equipment)	997,776	710,226	-	-	-	-	-	262,550	25,000	997,776	71%	\$ 2.21
Conservation Services	CA Lands -Restoration Natural Areas	119,700	58,700	-	-	-	10,000	-	51,000	-	119,700	49%	\$ 0.18
	Special Restoration & Tree Planting Projects- Municipal /Private Properties	2,442,775	-	60,000	1,507,000	-	137,500	308,000	430,275	-	2,442,775	2%	\$ 0.19
	Land Securement	107,000	35,000	500,000	-	-	-	25,000	453,000	-	107,000	77%	\$ 1.66
	Holiday Beach - Lands & campground operations	278,800	-	27,000	-	-	-	-	251,800	-	278,800	10%	\$ 0.08
	John R Park Homestead - Museum&Programs	190,303	-	97,065	-	-	23,688	-	69,550	-	190,303	51%	\$ 0.30
	Capital Projects	700,000	15,000	-	-	-	-	60,000	200,000	425,000	700,000	2%	\$ 0.05
	Drinking Water Source Protection	95,000	-	-	-	95,000	-	-	-	-	95,000	0%	\$ -
	WQ Studies, Monitoring, Ag Stewardship, Demo Farm, DRCC	962,335	-	142,750	12,000	-	296,000	336,500	175,085	-	962,335	15%	\$ 0.44
Community Outreach Services	Climate Change - Regional Strategy,CC special projects	100,100	-	-	79,100	-	-	-	21,000	-	100,100	0%	\$ -
	Corporate Communications	197,700	177,700	-	-	-	-	-	20,000	-	197,700	90%	\$ 0.55
	Outreach & Public Engagement	160,100	-	62,600	-	-	-	-	97,500	-	160,100	39%	\$ 0.19
	Conservation Education	69,000	-	16,000	-	-	-	-	53,000	-	69,000	23%	\$ 0.05
Corporate, Compliance & Reserves	Corporate Services & Compliance	1,166,750	456,750	-	-	-	-	-	670,000	40,000	1,166,750	39%	\$ 1.42
	Reserves	371,000	300,000	64,000	-	-	-	-	7,000	-	371,000	98%	\$ 1.13
Mandatory Services (identified in BOLD)		\$ 10,026,284	\$ 2,485,204	\$ 969,415	\$ 2,023,600	\$ 199,417	\$ 484,813	\$ 729,500	\$ 2,644,335	\$ 490,000	\$ 10,026,284	34%	\$ 10.75
Non Mandatory Services		\$ 4,924,871	\$ 2,450,204	\$ 64,000	\$ 425,500	\$ 199,417	\$ 27,625	\$ -	\$ 1,708,125	\$ 65,000	\$ 4,924,871	51%	\$ 7.82
		\$ 5,101,413	\$ 35,000	\$ 905,415	\$ 1,598,100	\$ -	\$ 457,188	\$ 729,500	\$ 936,210	\$ 425,000	\$ 5,101,413	18%	\$ 2.93

BACKGROUND

The Essex Region Conservation Authority is a public sector organization established by the Province under the Conservation Authorities Act (1946), and governed by local municipalities. Since its establishment in 1973, ERCA has been dedicated to protecting, restoring, and managing the natural resources of the Essex Region. Today, as one of 36 conservation authorities in Ontario, ERCA is committed to the core founding principles of the Conservation Authorities Act: watershed jurisdiction, local decision-making, and funding partnerships. The Authority is also a registered charity under the Canadian Income Tax Act.

OUR STRATEGIC DIRECTION

Defined by the Conservation Authorities Act mandate (1946), ERCA delivers a number of programs and services to municipalities and residents. Its strategic direction is set out in *ERCA's 2016-2025 Strategic Plan: Sustaining the Place for Life*, which provides the basis for decision-making and priorities over the decade in five key areas:

1. [The climate will continue to change](#). Efforts to mitigate and slow the impacts of climate change for the region within and adjacent to natural hazard and natural heritage areas must continue. ERCA will continue to advise and guide the region in response to the potential threats of climate change as mandated.
2. [The Great Lakes are the region's most significant natural resource](#). The 2017 Watershed Report Card identified failing grades for surface water quality in virtually every watershed. More must be done to protect and improve water quality.
3. [The Essex Region's habitats are among the most significant in Canada](#). ERCA has planted more than 6 million trees and achieved 8.5% natural area coverage, but more action is needed to reach the region's 12% target for sustainability.
4. [Urban areas will continue to grow and expand](#). ERCA will need to continue to work with all partners to plan sustainable communities that reduce urban sprawl, are walkable, have a healthy food supply and incorporate green infrastructure.
5. [ERCA is a sustainable, resilient and valued agency](#). Since 1973, ERCA has been striving to achieve a state of sustainability for the Essex Region. The sustainability of ERCA as an organization also needs to be evaluated on a regular basis. Without investment in technology and support functions, ERCA's ability to provide core services and comply with legislation, may be at risk.

However, the changes to the Conservation Authorities Act have widespread and significant implications for operations and program delivery with the proposed narrowing of the Objects of Conservation Authorities. The Authority is currently developing a funding transition plan, in accordance with the legislated requirements of the revised Act, and concurrently will develop an updated Sustainability/Strategic Plan to align with provincial implementation timelines.

The revised Conservation Authorities Act requires the Authority to undertake a transition plan, including the identification and inventorying of mandatory and non-mandatory services. Programs have been segregated into mandatory and non-mandatory services, based on the information that is currently available and in the absence of detailed Regulations, or further guidance from the Province.

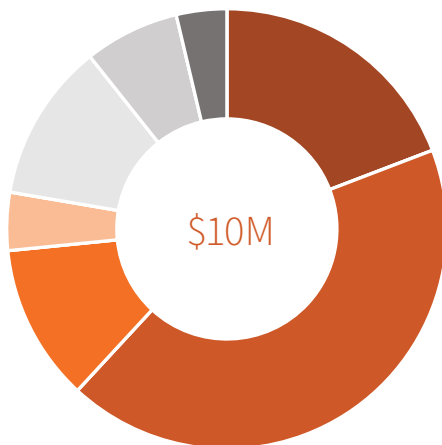
Mandatory Services Section 21.1		
Risks of Natural Hazards	Conservation & Management of Lands Owned /Controlled	Duties, Functions & Responsibilities Relating to Obligations Under Other Acts
<p>S 28 Regulations/Permits</p> <p>S 39 Flood/Erosion Program</p> <p>Watershed Engineering</p> <p>Planning - OP input hazards</p> <p>Records/Technology</p> <p>Climate Change – hazards</p>	<p>CA Lands & Infrastructure Management (Forestry, Biology, Long Range Plans) Includes JRPB lands</p> <p>CA Lands & Infrastructure Maintenance (Operational day to day). Includes JRPB site maintenance</p> <p>CA Lands -Restoration of Natural Areas (Tree replacement, wetlands, etc.)</p>	<p>General Corporate Administration & Governance</p> <p>Finance</p> <p>Human Resources</p> <p>Information Systems / Records / Technology</p> <p>Corporate Communications</p> <p>Drinking Water Source Protection Authority</p>
Asset Replacement & Reserves		

Non-Mandatory / Other Services Section		
Watershed Management Services	Conservation / Research Services	Outreach, Education & Other Services
<p>Planning - Operational planning & natural heritage opinions/comments</p>	<p>Land Acquisition</p> <p>Restoration - Non ERCA lands (fee for service or grant subsidized)</p> <p>Holiday Beach Management Agreement 2001-2031</p> <p>Water Quality program, including special term limited research studies</p> <p>Landowner Incentives & Grants - WQ/Erosion</p> <p>ESCIA Supports</p> <p>Demonstration farm</p> <p>Climate Change - Biological Adaptation</p>	<p>JRPB Heritage Centre & Museum Operations</p> <p>Educational programming - various CA locations</p> <p>General outreach, events and partnership engagement</p> <p>ERCF supports</p> <p>Municipal Services provided through agreement (Risk Management Services Part IV CWA)</p>



- The Authority's budget includes expenses of \$9,655,284, including capital projects, plus an additional \$371,000 in transfers to reserve funds, for a total of **\$10,026,284**. Total revenues of \$9,536,284, plus reserve transfers of \$490,000, are expected to provide the required funds of \$10,026,284 for operations and replacement/purchase of assets.
- **The budget includes a levy increase of \$67,952 (2%), from \$3,386,667 to \$3,454,619 and is equivalent to \$10.75 per person, an increase of 26 cents from 2020. The majority of the levy (72%), or \$7.78 per person, is tied to delivery of mandatory services.**
- The budgeted expenses include \$2.4 million of costs, attributable to municipal-owned projects/lands, for which the Authority secures partial funding for, from government and NGO groups.
- Administration has drafted a hybrid budget, which reflects a construct for the new services and funding model for Conservation Authorities, as identified through recent changes to the Conservation Authorities Act, including More Homes, More Choice Act, 2019 and Bill 229.
- To respond to changes in the Conservation Authorities Act, the Authority's programs have been segregated into mandatory and non-mandatory services, based on the information that is currently available and in the absence of detailed Regulations, or further guidance from the Province, the classification will likely be adopted.
- **Levy funding of \$2,514,204 is required for the Authority's mandated obligations in 2021**, consistent with the categories of mandated services, listed in the Conservation Authorities Act. **Levies associated with non-mandatory services total \$940,415.** If municipal funding will continue to be required in 2022 and beyond, for non-mandatory services, the Authority will need to engage its municipal partners in consultations regarding scope of services and execute funding agreements.
- The draft budget includes a reallocation of funding from non-mandatory services, using Covid-19 service (staffing) reductions (non-mandatory services) as an opportunity to pivot and redirect levy from outreach/ events/communications to mandated functions, primarily in watershed management and corporate services. Some continuation of global pandemic conditions is anticipated in the 2021 budget.
- 2021 expenses would be \$178,000 higher without staffing/expense reductions in Community Outreach Services (~\$104,000) and with all vacant positions filled for the entire operating year. The Authority recently entered into a four year agreement with CUPE Local 3784, and this budget reflects negotiated changes to wages and benefits.
- **General (Mandatory) levy is projected to support 51% of mandatory services**, with the balance funded through fees and chargebacks/recoveries to various programs and projects. **Clean Water ~Green Spaces levy (Non-Mandatory) levy funds only 18% of non-mandatory programs and services**, which receive significant support from other levels of government, NGOs, including the Essex Region Conservation Foundation, and fees. **The detailed funding chart by program subunit is shown in Appendix C.**

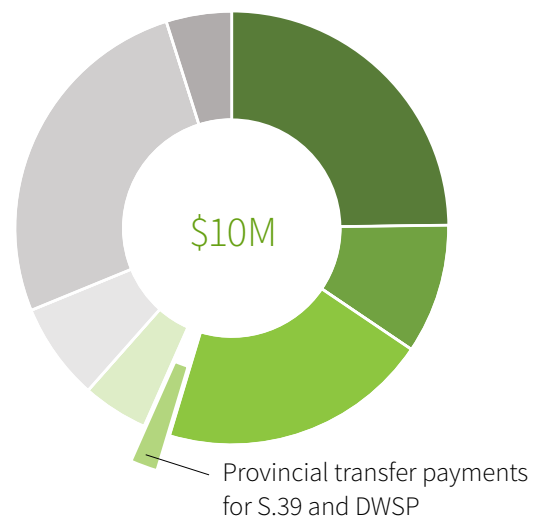
2021 Budget by Function



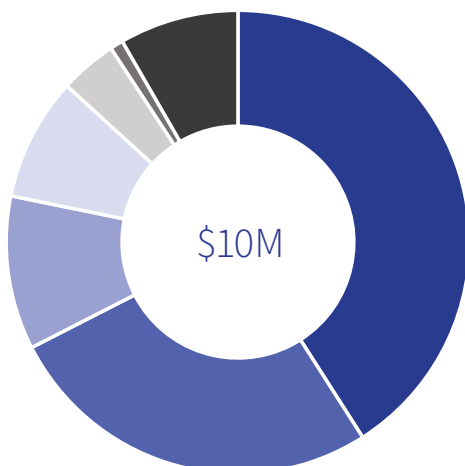
Watershed Management Services	\$1,923,730 , 19%
Conservation Services	\$4,280,569 , 43%
Watershed Research Services	\$1,157,435 , 11%
Community Outreach Services	\$426,800 , 4%
Corporate Services & Compliance	\$1,166,750 , 12%
Capital Projects	\$700,000 , 7%
Transfers to reserves	\$371,000 , 4%

General Levy	\$2,485,204 , 25%
CW~GS Levy	\$969,415 , 10%
Municipal Special Project \$	\$2,023,600 , 20%
Provincial Transfer Payments - Mandatory Services	\$199,417 , 2%
Prov Special Grant \$	\$491,813 , 5%
Federal \$	\$729,500 , 7%
Fees, Grants & Deferred Revenues	\$2,637,335 , 26%
Reserve Transfers	\$490,000 , 5%

2021 Revenues by Source



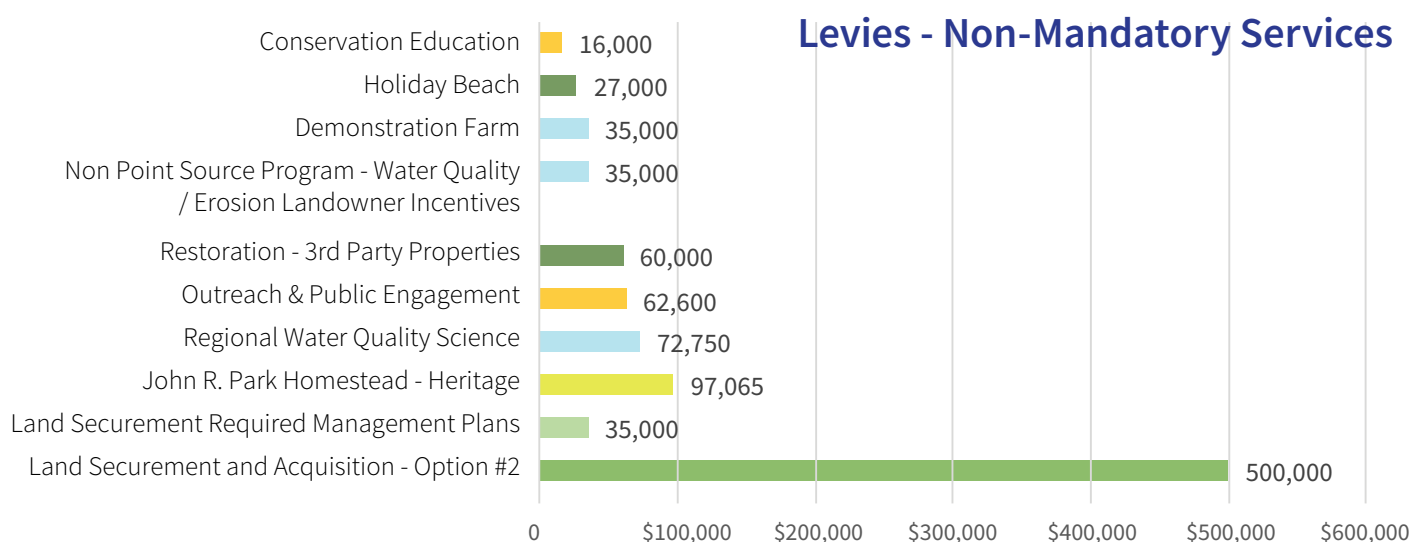
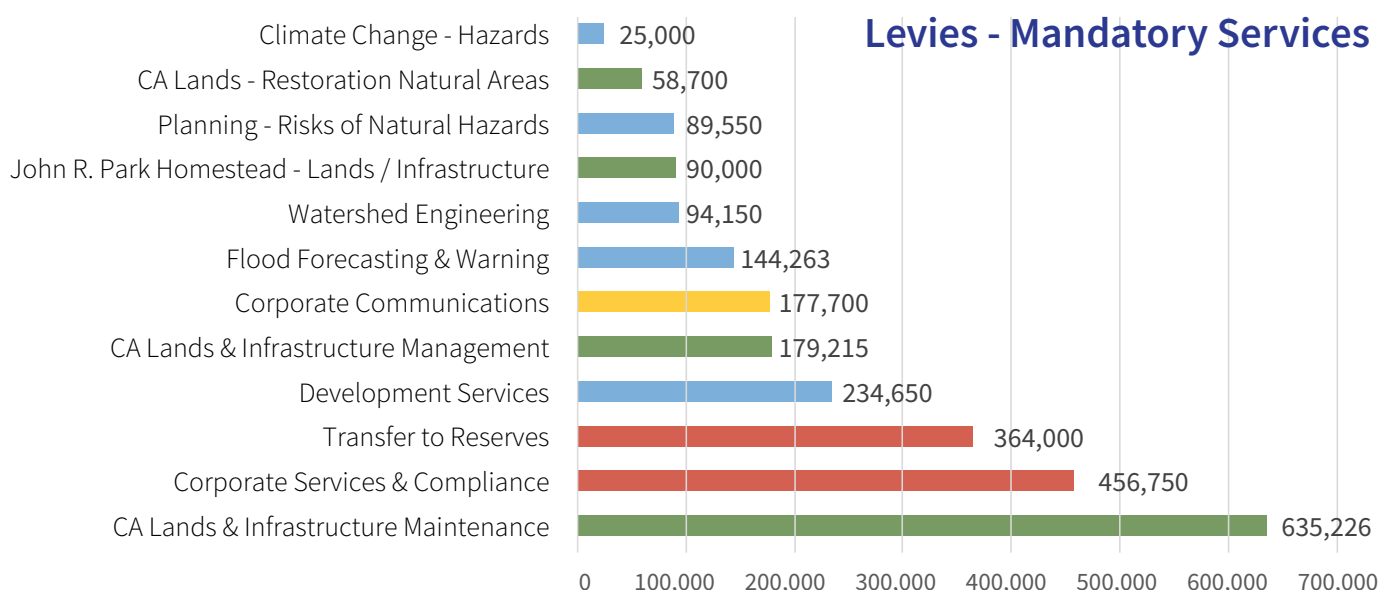
2021 Expenses by Classification



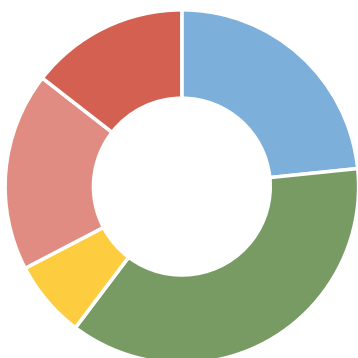
Compensation	\$3,953,795 , 41%
Construction Contracts	\$2,561,500 , 26%
Program Materials & Supplies	\$1,035,384 , 11%
Contracted Engineering & Professional Services	\$828,455 , 9%
Rent, Taxes, Utilities & Insurance	\$385,150 , 4%
Fleet Replacement	\$88,000 , 1%
Interdepartmental Chargebacks	\$803,000 , 8%

LEVIES ANALYSIS AND DRAFT ALLOCATION

After determining wage obligations and operating costs, Administration is calculating a required Levy funding of \$2,514,204 to fulfil the Authority's mandated obligations, as shown below. Levies associated with non-mandatory services total \$940,415. If municipal funding will continue to be required in 2022 and beyond, for non-mandatory services, the Authority will need to engage its municipal partners in consultations regarding scope of services and execute funding agreements. The 2021 budget begins to align mandatory (General) levy with mandatory functions and CW~GS levy is for the most part, associated with non-mandatory services.

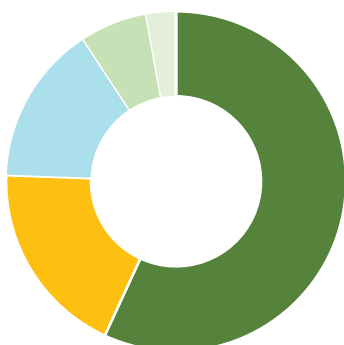


Levies - Mandatory Services



Risk of Natural Hazards	\$587,613 , 23%
Conservation of Lands	\$928,141 , 37%
Shared Communications	\$177,700 , 7%
Corporate Services & Compliance	\$456,750 , 18%
Asset Replacement and Reserve Replenishment	\$364,000 , 14%
Source Water Protection	\$0

Non-Mandatory Levies by Function



Land Securement & Acquisition	\$535,000 , 57%
Education, Outreach, Heritage	\$175,665 , 19%
WQ Research / Monitoring, Agricultural Stewardship, Demo Farm, Landowner Incentives	\$142,750 , 15%
Restoration & Tree Planting - 3rd Party Properties	\$60,000 , 6%
Holiday Beach Recreation & Camping	\$27,000 , 3%

RESERVE FUNDS

The Authority maintains several reserve funds and this budget includes transfers of \$371,000 to several reserve funds and transfers from reserves of \$490,000, as identified in Appendix B, for a net transfer to operating accounts of \$119,000. A transfer of \$300,000 is budgeted to the infrastructure reserve, slightly higher than in previous years (2020-\$250,000), due to an anticipated funding requirement, relating to the JRPH Heritage Centre and as outlined in BD 34/20. A budgeted transfer of \$64,000 to the HR/Administrative reserve is included to address exposures related to pay equity, contractual obligations relating to employment agreements and taxes, primarily WSIB and HST audits.

Human Resource Analysis

The budget for staffing identifies 42 permanent/long term staff positions, although some positions will likely be partially vacant during the year due to ongoing recruitment challenges for specialized classifications, resulting in approximately 41 FTEs. Levy funding reallocations have been made between departments due to reduced activity, primarily related to events, education and outreach, and to respond to overwhelming demand for staffing capacity in development services. Additionally, the Authority has included new senior management capacity in the budget, related to technology, data/information management and business-process transformation initiatives.

Compensation, including payroll taxes and benefits is the Authority's largest category of expense, comprising 41% of the budget and two-thirds of the compensation expense is associated with mandatory services.

Staff are engaged in the provision of mandatory services to a varying degree, with watershed management services and corporate services having the highest percentage of staff engaged in mandatory functions as shown below.

COMPENSATION AS RELATED TO PROVISION OF MANDATORY SERVICES	
% of Watershed Management Services wages directed to mandatory service - Risks of Natural Hazards	91%
% of Conservation Services wages directed to mandatory service - Conservation Land Management	46%
% of Watershed Research Services wages directed to mandatory services - Drinking Water Source Protection Authority	18%
% of Community Outreach Services wages directed to mandatory services - Corporate Communications & Mandatory Service communications support	63%
% of Corporate Services wages directed to mandatory services - Legislative Compliance and Mandatory Service supports	97%
% Of total compensation directed to Mandatory Services	67%
Watershed Management Services FTEs associated with Mandatory Services	11.77
Conservation Services FTEs associated with Mandatory Services	6.99
Drinking Water Source Protection	0.86
Community Outreach Services FTEs associated with Mandatory Services	1.79
Corporate Services FTEs associated with Mandatory Services	6.87
Total FTEs associated with provision of Mandatory Services	28.28
Watershed Management Services FTEs associated with NMS	1.04
Conservation Services FTEs associated with NMS	7.96
Watershed Research FTEs associated with NMS	7.88
Community Outreach Services FTEs associated with NMS	1.16
Corporate Services FTEs associated with NMS	0.20
Total FTEs associated with provision of Non-Mandatory Services	18.24

Integrated Watershed Management

As an integrated watershed management agency, ERCA’s business units are built on critical programs and services that support our region’s ecological, social, and economic health.

Our programs have recognized experts in water resources and watershed engineering, watershed planning, forestry, biology, ecologists, agronomy, water quality science, and experts in conservation, restoration and natural resource management. We work across all sectors to secure partnerships at every level, and within all of our communities to support the community’s vision and our conservation mission, which we deliver through five Service Areas:

Watershed Management Services

 Conservation Services

 Corporate Services

 Watershed Research Services

 Community Outreach Services

Watershed Management Services

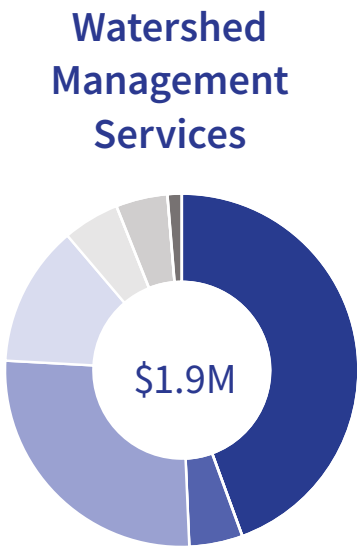


Watershed Management Services are identified as mandatory and ensures that development in the region progresses in a sustainable manner and is directed away from natural hazards while protecting natural heritage features and water resources.

Watershed Management Services are delivered through four programs:

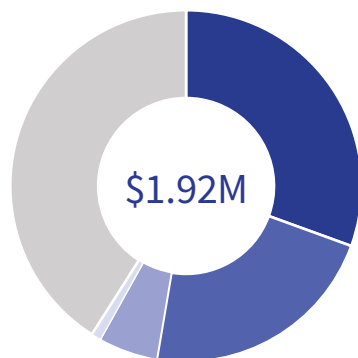
- Development Services (Mandatory Services)
- Watershed/Water Resources Engineering (Mandatory Services)
- Flood Management/Flood Forecasting and Warning (Mandatory Services)
- Watershed Planning (Mandatory/Non-Mandatory)

Approximately 13 FTEs deliver these services.



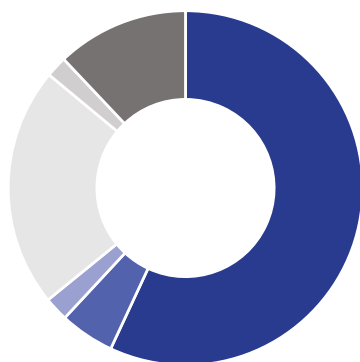
Development Services	\$854,650 , 44%
Watershed Engineering	\$94,150 , 5%
Watershed Engineering - Special Municipal Projects	\$510,700 , 27%
Flood Forecasting & Warning	\$248,680 , 13%
Planning - Hazards & Input Official Plans	\$99,550 , 5%
Planning - Operational / Natural Heritage	\$91,000 , 5%
Climate Change - Hazards, Risks	\$25,000 , 1%

Watershed Management Services Revenues



General Levy	\$587,613 , 31%
Municipal Special Project \$	\$425,500 , 22%
Prov TPAs-Mandatory \$	\$104,417 , 5%
Prov Special Grant \$	\$17,625 , 1%
Fees, Grants & Deferred Revenues	\$788,575 , 41%

Watershed Management Services Expenditures by Type



Compensation	\$1,095,250 , 57%
Construction Contracts	\$96,000 , 5%
Program Materials & Supplies	\$42,430 , 2%
Contracted & Prof Services	\$421,250 , 22%
Rent, Taxes, Utilities & Insurance	\$37,000 , 2%
Interdepartmental Chargebacks	\$231,800 , 12%

DEVELOPMENT SERVICES

ERCA administers the Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation, approved by the Minister of Natural Resources and Forestry and known as Ontario Regulation 158/06, as amended. The Regulation allows ERCA to control development within hazardous lands through a permitting process. These lands could be unsafe for development because of naturally occurring processes associated with flooding, erosion, unstable soils, dynamic beaches, unstable slopes or in areas where conservation of lands could be impacted by development. The priority is to reduce risk to life, prevent damage to property, and reduce social disruptions resulting from natural hazards.

2021 Program Highlights

- Following a fifth straight year of significant growth in requests for permit applications, two (2) new technical positions, as approved by the Board through BD35/20, are included in the budget to respond to the increasing pressures of development within the Region and to improve on service delivery timelines.

In general, the budgeted Watershed Management Services expenses are greater than 2020 as a result of additional technical staff to support the needs in Regulations and Development Services, and additional fee-for-service projects / ancillary services that support core mandate functions included in the CA Act.

WATERSHED / WATER RESOURCES ENGINEERING

Managing the risks associated with the natural hazards of flooding and erosion is one of the primary roles of conservation authorities under the Conservation Authorities Act. This role is fulfilled through the delivery of multiple natural resource management programs and services, including flood plain management and mapping, water and erosion control infrastructure planning, and stormwater management. Many projects delivered through the engineering program are considered “special projects” or “ancillary services” that support core responsibilities of the authority within the context of Natural Hazards Management. The program is currently managing \$510,700 in municipal flood and erosion control studies and infrastructure projects.

2021 Program Highlights

- Complete the Little River Floodplain Mapping as part of the City of Windsor Sandwich South Master Servicing Study to inform regulatory requirements for future development. \$26,000 in municipal cost recovery renders the project 100% cost-recoverable.

- Complete the Essex County Floodplain Prioritization Study at a cost of \$14,700, funded by the County of Essex, to support new flood maps and updates to existing flood maps, and to support long-range planning and regulatory decisions making.
- Complete the Turkey Hydrologic and Hydraulic Modelling, funded by the City of Windsor, the Town of LaSalle, and the Town of Tecumseh. The total budget is \$329,000, including consulting fees and ERCA-related expenses. ERCA’s application to the National Disaster Mitigation Program (NDMP) is currently under review, and if successful, would significantly offset municipal expenses.
- Complete two Water & Erosion Control Infrastructure (WECI) Projects on the Belle River Flood Control Project. These projects total \$141,000 including consulting fees and construction contracts, and are funded 50% funding by the Ministry of Natural Resources and Forestry through the WECI Program and 50% by the Town of Lakeshore.

FLOOD MANAGEMENT

Recognizing that protection of life and property from flooding and erosion hazards is dependent on natural system protection, restoration and remediation; and that development and redevelopment should contribute to the prevention, elimination, and reduction in risk from flooding, erosion, and slope instability. The five pillars of flood management: prevention, mitigation, preparedness, response and recovery, are applied.

2021 Program Highlights

- Update ERCA’s Flood Contingency Plan.

- Monitor lake levels and a network of 30 climate stations to provide advanced warning of flooding and accelerated erosion.
- Continue to participate in flood-related emergency planning and response activities with member municipalities.
- Continue to participate as a selected committee member on the Provincial Flood Mapping Technical Team to fulfill Provincial commitments contained within Ontario’s Flood Strategy.

WATERSHED PLANNING

ERCA is working towards a ‘planning first principle’ which ensures that appropriate planning permissions are in place before any consideration is made for approvals under the Conservation Authorities Act. The Watershed Planning budget is divided into “Hazards” and “Operational” to align with mandatory and non-mandatory service changes within the amended Conservation Authorities Act.

2021 Program Highlights

- The ‘Hazards’ component relates to mandatory services and is primarily funded through General Levy (~ 90%) to support ERCA’s function as the delegated responsible authority for Natural Hazards planning. ERCA represents the Province with respect to Long-Range Planning on items such as Official Plans (OP). This includes commenting on OP updates and amendments and Zoning By-Law Amendments (ZBAs) with a specific focus on Natural Hazards.
- Operational Planning is a non-mandatory service by which ERCA comments on various operational planning instruments with respect to natural hazards and supports development services for the Authority and the municipalities. This is a ‘revenue-neutral’ fee-for-service program that supports the ‘planning-first’ approach of addressing hazards in the Region.
- The 2021 budget includes funds to replace the Senior Planner, vacant since Fall 2020, to support ERCA’s overall planning responsibilities. This position is budgeted at \$60,000 for 2021, and represents roughly 75% of total annual needs for this position as it is anticipated to be filled within the second quarter.
- Climate strategies specifically related to Natural Hazards are budgeted for through General Levy in the amount of \$25,000, accounting for roughly 25% of a Full Time Employment position (0.25 FTE). This budgeted amount equates to the anticipated needs to address “climate change” components of various elements within Mandatory Services under the Act, such as input into Long-Range Planning instruments and technical studies related to floodplain management. Climate Change initiatives span several departments, and are more fully described in Watershed Research Services.

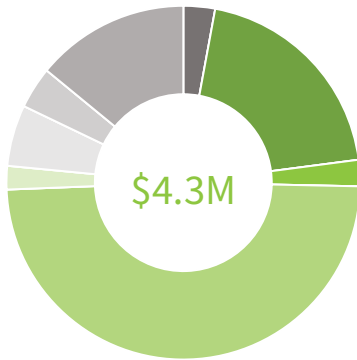
Conservation Services



ERCA’s Conservation Services programs protect, restore, and manage natural heritage areas and systems within ERCA’s watersheds. This is accomplished through a system of Conservation lands, strategic and leveraged investment in land securement, and by identifying and implementing priority restoration projects. Conservation Services are delivered through multiple programs, in a mix of mandatory and non-mandatory services:

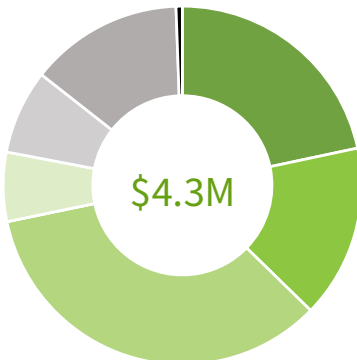
Mandatory Services	Non-mandatory Services
Conservation Land Management	Tree Planting & Habitat Restoration on Private & Municipal lands
Public Conservation Areas	Land Securement & Acquisition
Tree Planting & Restoration - Conservation Lands	Holiday Beach Conservation Area
	John R Park Homestead – Museum Operations & Educational Programming
Capital Projects	

Conservation Services



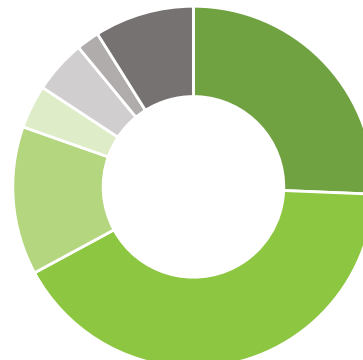
Approximately 15 FTEs deliver the services and includes seasonal restoration workers, tree planters and conservation areas technicians and support staff.

CA Lands - Maintenance (incl Fleet / Equipment)	\$997,776 , 20%
CA Lands -Restoration Natural Areas	\$119,700 , 2%
Special Restoration & Tree Planting Projects - Municipal / Private Properties	\$2,442,775 , 49%
Land Securement	\$107,000 , 2%
Holiday Beach - Lands & Campground Operations	\$278,800 , 6%
John R. Park Homestead - Museum & Programs	\$190,303 , 4%
Capital Projects	\$700,000 , 14%
CA Lands & Infrastructure Management	\$144,215 , 3%



Conservation Services Revenues

General Levy	\$948,141 , 22%
CW~GS Levy	\$684,065 , 16%
Municipal Special Project \$	\$1,507,000 , 34%
Prov Special Grant \$	\$273,188 , 6%
Federal \$	\$333,000 , 8%
Fees, Grants & Deferred Revenues	\$605,175 , 14%
Reserve Transfers	\$25,000 , <1%



Conservation Services Expenditures by Type

Compensation	\$1,097,750 , 26%
Construction Contracts	\$1,775,000 , 41%
Program Materials & Supplies	\$568,349 , 13%
Contracted & Prof Services	\$166,000 , 4%
Rent, Taxes, Utilities & Insurance	\$203,800 , 5%
Fleet Replacement	\$88,000 , 2%
Interdepartmental Chargebacks	\$381,670 , 9%

CONSERVATION LAND MANAGEMENT

The Essex Region supports a higher diversity of plant and animal species than any other region in Canada, and sustains one of the highest concentrations of globally rare species in an area with some of the lowest percentage of natural cover in Canada. Conservation Areas are managed to protect this natural heritage, preserve human and cultural heritage, and support active and healthy living.

ERCA will continue to manage the natural resources of our region as outlined in the updated Conservation Authorities Act and undertake management of Conservation Areas to improve the biodiversity of the region while also improving the resiliency of species at risk that are vulnerable to climate change.

2021 Program Highlights

- Forest inventories related to climate change carbon offsets, beginning with Devonwood Conservation Area.
- Invasive species management at Collavino Wetland and constructed wetlands throughout the region.
- Ecological Land Classification of McAuliffe Woods and Hillman Marsh.
- Endangered species surveys in Cedar Creek, McAuliffe Woods and Mitchell Woods.

PUBLIC CONSERVATION AREAS

Since 1974, ERCA has been acquiring lands to ensure the protection and conservation of their significant natural and cultural heritage features. Conservation Areas ensure that valuable greenspace is protected while allowing for recreational opportunities in safe, well maintained natural settings which are critical to maintaining physical and mental health.

2021 Program Highlights

- Ongoing management and maintenance of 17 conservation areas and over 80 kms of trails.
- Maintenance budget \$997,776 and includes expenses related to fleet and field equipment.

TREE PLANTING AND RESTORATION IN CONSERVATION AREAS

ERCA continues to expand natural habitat in this region by increasing wetland, prairie and tree cover on properties it owns. ERCA has approximately 100 acres of land that will be restored to natural habitat over the next 5 years. Through partnerships, lands will continued to be strategically acquired through purchase or donation to create a more sustainable region. In 2021, over 20,000 trees will be planted on almost 30 acres of land in the Cedar Creek watershed, connecting a mature Carolinian forest and Provincially Significant Wetland (PSW).

Conservation Services - Non-mandatory

The revised Conservation Authorities Act has impacted how ERCA budgets for restoration and tree planting projects, land securement and operations at some Conservation Areas. In 2021, the following items have been separated based on Administration's interpretation of the revised Act. Further provincial regulations are anticipated and expected to clarify/categorize mandatory and non-mandatory levy apportioned priorities.

TREE PLANTING AND RESTORATION ON PRIVATE AND MUNICIPAL LANDS

To achieve a sustainable future, mitigate climate impacts, increase tree canopy cover, improve water quality and keep endangered species from extinction in Canada, partnerships must continue with private landowners to increase the amount of habitat restored in the region. To assist with the costs of restoration that takes place on private lands and provide the biological professionals needed to undertake this work, ERCA obtains grants and donations to provide incentives and keeps cost reasonable, including funding from the Clean Water~Green Spaces fund. Clean Water~Green Spaces funding to assist with private lands restoration (\$60,000) accounts for approximately 15% of this activity, which does not include the value of land. Once provincial regulation regarding the Conservation Authority Act revisions have been released, ERCA will be able to confirm if this activity requires separate support via an MOU with municipalities.

2021 Program Highlights

- Plant 80,000 trees.
- Restore over 100 acres of habitat.
- Continue the Pêche Island Shoreline Protection Project, in partnership with the City of Windsor and others.

LAND SECUREMENT

Each year ERCA works towards the strategic purchase of lands that have the highest biological value and will have the greatest impact on improving the biological health of the region. Specifics of new land acquisitions are managed in Committee of the Whole. Once purchased, restoration and management of these land would be categorized as mandatory levy apportionment.

HOLIDAY BEACH CONSERVATION AREA

Holiday Beach Conservation Area is operated by the Conservation Authority via a thirty-year management agreement with the Province, and expires in 2031. The Ministry of Natural Resources is the owner of this property. In the absence of clarity from the province, Administration has placed operational cost for Holiday Beach in non-mandatory category. The majority of costs associated with this site are covered by user fees related to camping, hunting and cottage rentals. However, some costs (\$27,000 or 10%) related to general public day use, are included, similar to other public conservation areas.

JOHN R. PARK HOMESTEAD

Museum Operations and Heritage Education Programming

This is a comingled account of mandatory and non-mandatory services. Administration has estimated costs, attributable to the conservation of lands and buildings, transferred from the Province, at \$90k and has assigned general levy in that amount to the JRPH cost centre.

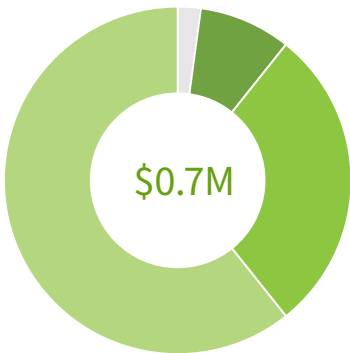
Until further clarification is received from the Province, operations associated with museum specific activities and associated educational programming, are included under non-mandatory services. Administration is pursuing funding opportunities with the Essex Region Conservation Foundation, to support non-mandatory activities.

CAPITAL PROJECTS

No new capital projects are included in the budget, and completion of the Heritage Centre and the Holiday Beach workshop is anticipated. The financial commitment to the Heritage Centre, in the absence of full funding, will continue to exert pressure on the Infrastructure Reserve fund, possibly into 2022.

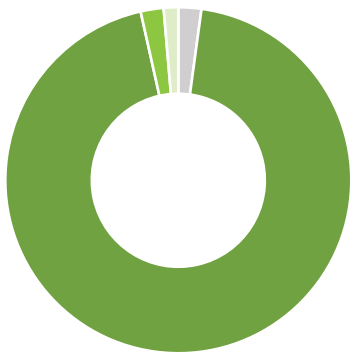
ERCA’s infrastructure projects total \$700,000, with a contribution of \$425,000 expected from the infrastructure reserve account.

Capital Projects Revenues



Federal \$	\$60,000 , 8%
Fees, Grants & Deferred Revenues	\$200,000 , 29%
Reserve Transfers	\$425,000 , 61%
General Levy	\$15,000 , 2%

Capital Projects Expenditures by Type



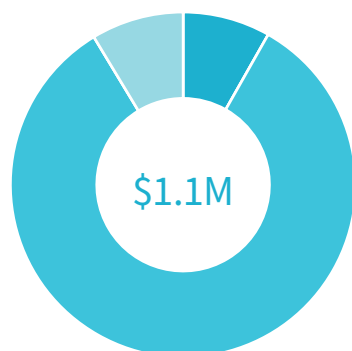
Construction Contracts	\$660,500 , 95%
Contracted & Professional Services	\$15,000 , 2%
Interdepartmental Chargebacks	\$9,500 , 1%
Compensation	\$15,000 , 2%



Watershed Research Services strive to improve the health of local watercourses through agricultural Best Management Practices, enhanced monitoring at the watershed and edge-of-field scale and collection of landscape information through Geographic Information Services. Strengthened relationships with the University of Windsor and active participation in several ongoing research programs allows solutions to be developed that are best suited to the region's unique ecosystem. Local sources of drinking water are protected through the implementation of policies in the Source Protection Plan and its amendments.

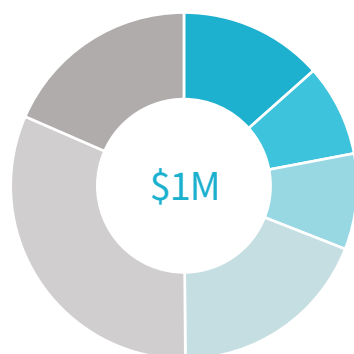
Watershed Management Services are delivered through three programs:

- Source Water Protection (Mandatory Services)
- Watershed Science (Non-Mandatory Services)
- Climate Change (Non Hazards Related) (Non-Mandatory Services)



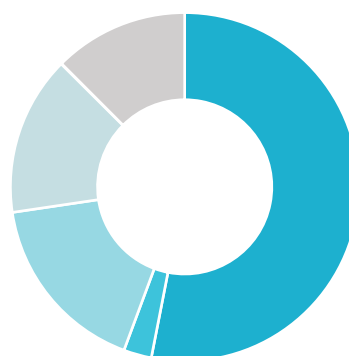
Watershed Research Services

Drinking Water Source Protection	\$95,000 , 83%
WQ Studies, Monitoring, Ag Stewardship, Demo Farm, DRCC	\$962,335 , 9%
Climate Change - Regional Strategy, CC Special Projects	\$100,100 , 8%



Watershed Research Services - Revenues

CW~GS Levy	\$142,750 , 13%
Municipal Special Project \$	\$91,100 , 9%
Provincial Transfer Payment	\$95,000 , 9%
Prov Special Grant \$	\$201,000 , 19%
Federal \$	\$336,500 , 32%
Fees, Grants & Deferred Revenues	\$196,085 , 18%



Watershed Research Services - Expenditures by Type

Compensation	\$614,295 , 53%
Construction Contracts	\$30,000 , 3%
Program Materials & Supplies	\$196,685 , 17%
Contracted & Prof Services	\$171,305 , 15%
Interdepartmental Chargebacks	\$9,500 , 1%

SOURCE WATER PROTECTION

Administered under the Clean Water Act, the watershed-based Source Protection Program is the first step in a multi-barrier approach to protect drinking water. It complements municipal water treatment and supports sound land use planning decisions. ERCA, and other conservation authorities, have designated responsibilities under the Clean Water Act to work closely with stakeholders to ensure that sources of municipal drinking water are safe and abundant. ERCA's Risk Management Services implements a specific subset of policies on behalf of municipalities. Source Water Protection has been identified as a Mandatory Program and Service in the Conservation Authorities Act, and the Province remains committed to providing funding for this program, which has increased slightly in 2021 to accommodate increased work load while the Source Protection Plan is being amended. Risk Management Services are offered on behalf of municipalities as a direct service cost through an agreement originally established in 2015.

2021 Program Highlights

- Provide Annual Reporting to the Province and Municipalities.
- Continue technical work to update the Source Protection Plan and Assessment Report to align with changes to the Director Technical Rules and the Section 36 Assessment Report.
- Update policies to address new types of Significant Drinking Water Threats and/or changes to applicable vulnerable areas.
- Conduct compliance monitoring to ensure properties with Risk Management Plans continue to adhere to Risk Management Measures.
- While a number of staff support this program and deliver DWSP services, it accounts for less than one full time person.

WATERSHED SCIENCE

Healthy rivers, headwaters, and species in our watershed are key elements of the Place for Life. The ability to track and report on changes to these indicators of healthy watersheds and share that knowledge helps assess and understand current health and emerging trends as a basis for setting environmental management priorities, identify research gaps to work with academic and other research partners to address, and manage, protect and enhance watershed resources. ERCA undertakes its watershed science programs through partnerships with the Provincial Water Quality Monitoring Network, Ontario Benthos Biomonitoring Network and the Provincial Groundwater Monitoring Network and works in partnership with Universities including the Great Lakes Institute for Environmental Research at the University of Windsor.

Within the Essex region, water health is inextricably linked to farming practices. Because of this, ERCA continues to support the Essex Soil and Crop Improvement Association to facilitate knowledge transfer opportunities. In collaboration with the Ontario Ministry of Agriculture and Rural Affairs and Environment Canada, ERCA provides incentives to producers. These incentives to undertake Best Management Practices on their farms can reduce fertilizer applications, reduce erosion, improve soils and decrease nutrient runoff that leads to toxic algae blooms in Lake Erie.

Water quality science falls outside of the current understanding of mandatory programs and services, yet is critical to providing the residents of this region and partners with information. In 2021, ERCA will continue to monitor ground and surface water quality stations and provide this information to the Province, consistent with most Conservation Authorities. The core costs to undertake this non-mandatory work that is used to develop the region's Watershed Report Card is \$72,750. Beyond this fundamental monitoring, ERCA will also undertake the following water quality work:

2021 Program Highlights

- Develop a Phosphorous Management Plan for the region, provide stewardship funds to agricultural producers to assist with the costs of planting cover crops and developing nutrient management plans, in collaboration with Environment Canada.
- Collect water samples, funded by various external partners including Bayer, Agriculture Agri-food Canada, and Environment Canada, to provide samples for research projects that could not otherwise be collected due to travel restrictions or other logistical challenges.
- Collect water quality samples in greenhouse influenced and non greenhouse influenced stream, with funding from MECP. These samples, along with sophisticated databases, are critical to determine phosphorous loadings in many of local waterways by 2022.
- Continue work in the Wagle Creek watershed, with the goal of improving water quality, supported by OSCIA through the ONFARM program. Project activities include crop survey, water quality samples and providing opportunities to share information with farmers.
- Complete over 20 Agricultural Best Management Practice (BMP) projects in partnership with landowners.
- Continue the pilot project with the Municipality of Leamington Drainage Department to construct an in-line wetland, to improve water quality in the Lebo Creek.
- Operate the Essex County Demonstration Farm to facilitate agricultural research and disseminate lessons learned to the farming community.

CLIMATE CHANGE

The Climate Change program has been separated in the budget and spread across several departmental functions to align with Mandatory and Non-Mandatory Services. The natural hazards portion is identified under Watershed Management Services with 25% of the FTE budgeted through General Levy as it is a Mandatory Service. The remaining 75% FTE requires grants, partnerships, and MOUs and this budget anticipates available funding to cover 45% of costs relating to climate change staffing supports. Through such funding mechanisms, ERCA will continue regional coordination efforts associated with climate change-related risks and vulnerabilities.

2021 Program Highlights

- Complete the first phase of the Essex County Regional Energy Plan in partnership with the County of Essex and support transition to the plan's implementation.
- Co-host a research roundtable, in partnership with the University of Windsor, to bring together a cross-section of researching leading climate change mitigation and adaptation.
- Work with the agricultural sector to identify climate impacts and mitigations strategies.
- Undertake a pilot project to identify habitat restoration required to protect species at risk most vulnerable to climate change in partnership with Point Pelee National Park, utilizing ERNHSS data, occurrences of species at risk and the Ministry of Natural Resources species vulnerability index.

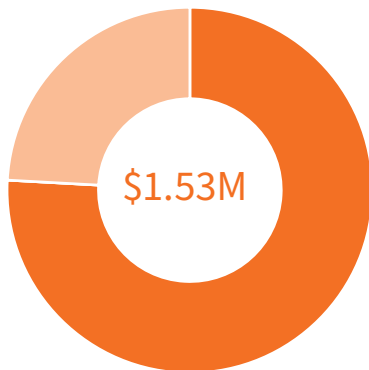


Corporate Services are included as mandatory services, as they either support other mandatory services, or serve to facilitate compliance with multiple pieces of legislation. Providing leadership and management in the delivery of services central to the successful functioning of the entire organization, Corporate Services include:

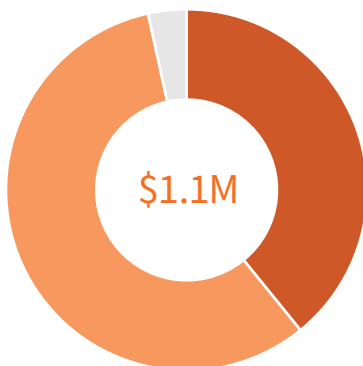
- Administration
- Finance
- Human Resources
- Information Management/Records/GIS/Systems/Network
- All services are provided to ERCF

~7 FTEs will deliver Corporate Services, an increase of 1 FTE from 2020

Corporate Services, Compliance, and Reserve Transfers

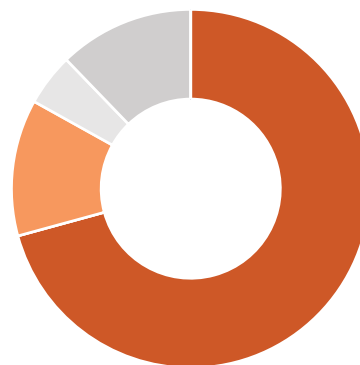


Reserves	\$317,000 , 76%
Corporate Services & Compliance	\$1,166,750 , 24%



Corporate Services - Revenues

General Levy	\$456,750 , 39%
Recoveries	\$670,000 , 57%
Reserve Transfers	\$40,000 , 4%



Corporate Services - Expenditures by Type

Compensation	\$825,500 , 71%
Program Materials & Supplies	\$143,850 , 12%
Contracted & Prof Services	\$54,900 , 5%
Rent, Taxes, Utilities & Insurance	\$142,500 , 12%

ADMINISTRATION

2021 Program Highlights

- Update ERCA and ERCF Administrative Bylaws.
- Begin consultations with municipal partners regarding suite of non-mandatory services and develop agreements for municipal funding, where required.
- Revise ERCA's Strategic Plan and update the Sustainability Plan to ensure compliance with the changes to the Conservation Authorities Act.

FINANCE

2021 Program Highlights

- Implement updates to the Purchasing Policy.
- Implement a digital approval process for purchases.
- Continue to investigate feasibility of shared services for corporate services supports.
- Administration has instituted a staged implementation for partial cost recovery of corporate and shared services and during 2020 the average applied recovery rate was 14.5%, with allowances and adjustments on large capital projects. The rate will be increased to 15% in 2021.

HUMAN RESOURCES

2021 Program Highlights

- Continue to review and update policy, procedures and guidelines for Covid-19.
- On-board new hires remotely, in line with all safety protocols.
- Implement at new Terms of Reference for the Joint Job Evaluation Committee and modernize ERCA's Pay Equity program.
- Identify and create corporate policy initiatives to support the Authority.

INFORMATION MANAGEMENT / RECORDS / SYSTEMS / NETWORK

2021 Program Highlights

- Based on a recent IT consultant's report and recommendation, a provision has been made for updated servers and network architecture and budget includes a new senior management position, to address technology plans, data/information management and business process transformation initiatives including:
 - WMS Permits database.
 - Corporate records management.
 - Cloud services/Data storage.
 - Network security.
 - Servers and network architecture.

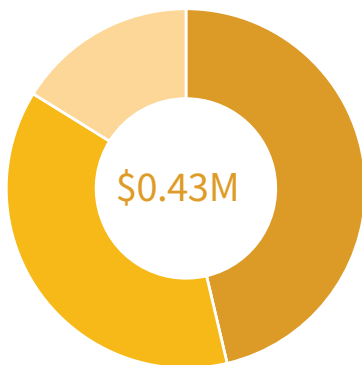


Communications and outreach services support all business units of the Authority, including supporting flood messaging, disseminating natural hazard information, engaging landowners in conservation practices and climate action, educating students of all ages about environmental sustainability, promotion of and engagement in tree planting and restoration, connecting people to nature through a variety of programs and events, identifying the value of natural connections to our health, and communicating broadly with stakeholder groups and watershed residents.

Community Outreach Services are delivered through three programs:

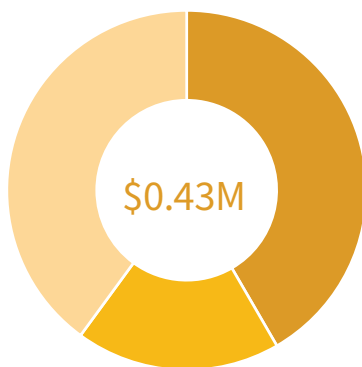
- Communications (Mandatory Services)
- Outdoor Education (Non-Mandatory Services)
- Outreach and Engagement (Non Hazards Related) (Non-Mandatory Services)

3 FTEs will continue to deliver community outreach services, a reduction of ~1.5 FTEs



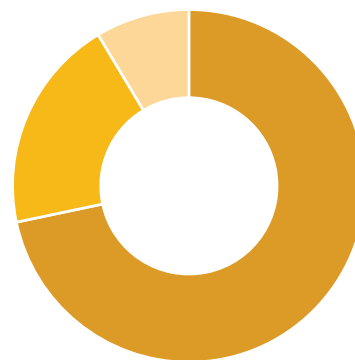
Community Outreach Services

Corporate Communications	\$197,700 , 46%
Outreach & Public Engagement	\$160,100 , 38%
Conservation Education	\$69,000 , 16%



Community Outreach Services - Revenues

General Levy	\$177,700 , 42%
CW~GS Levy	\$78,600 , 18%
Fees, Grants & Deferred Revenues,	\$170,500 , 40%



Community Outreach Services - Expenditures by Type

Compensation	\$306,000 , 72%
Program Materials & Supplies	\$84,070 , 20%
Interdepartmental Chargebacks	\$35,480 , 8%

COMMUNICATIONS

Corporate communications is included as a mandatory service as it supports the communication needs of the mandatory functions, including critical flood messaging, to various audiences across multiple platforms.

2021 Program Highlights

- Continue to evaluate, innovate and implement improvements across our digital platforms to improve accessibility and streamline and enhance customer service.
- Engage and inform stakeholders and watershed residents as ERCA responds to the changes to the Conservation Authorities Act.
- Events & Communications Specialist remains on indefinite layoff and the Multimedia Specialist and Environmental Educator remain on reduced hours and to be recalled under a cost neutral arrangement. Total budget savings are identified as ~\$104,000 and redirected to mandatory services.

OUTDOOR EDUCATION

There is a significant body of research-based evidence surrounding the value of outdoor learning experiences. There is also increasing demand within the education sector for programs and services that focus on environmental issues that are important today. ERCA's Outdoor Education programs provide experiential and engaging environmental programs and services for kindergarten to grade 12 students and teachers, meeting the objectives of the provincial curriculum. While local school boards continue to implement COVID-19 safety protocols, ERCA's education team has creatively developed virtual programs to meet curriculum needs while complying with current protocols.

2021 Program Highlights

- Develop and deliver digital Specialist High Skills Major certification programs as a preferred service delivery provider to ensure students can receive training modules required to graduate.
- Develop and deliver virtual curriculum-based field trips to engage students in environmental learning while respecting COVID protocols and generating revenue.
- Enhance education programs and exhibits that connect the curriculum with flooding, erosion and Great Lakes health.

OUTREACH AND ENGAGEMENT

For the first half of 2021, Outreach activities are planned to continue in a digital space, including seminars, workshops and virtual engagement strategies. Safety protocols for small, organized, in-person stewardship events were developed and safely delivered in fall 2020, and these protocols will be adhered to for the balance of 2021, while providing opportunities for the community to engage in environmental restoration activities. The Outreach and Partnerships Coordinator position continues to be a shared position also supporting the Detroit River Remedial Action Plan on a cost-recovery basis.

2021 Program Highlights

- Applying appropriate health and safety protocols, several community and school planting events are planned for the second half of 2021, including the Solcz Family Foundation Forest, the Rotary Forest, and Shading Sandwich projects.
- Complete the 20 Year Monitoring Report to ensure the heritage values of the Detroit River have been maintained. 2021 marks the 20th anniversary of the Detroit River's designation in the Canadian Heritage Rivers System.

Where Does Your Levy Go?



Appendix A: Draft Municipal Levy Schedule



MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY			
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021-2020	%
			DRAFT \$2,485,204	APPROVED \$2,336,667	DRAFT \$969,415	APPROVED \$1,050,000	DRAFT \$3,454,619	APPROVED \$3,386,667	\$ 67,952 \$ Difference	CHANGE 2.0%
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 147,897	\$ 138,948	\$ 57,691	\$ 62,437	\$ 205,588	\$ 201,386	\$ 4,203	2.1%
TOWN OF ESSEX	4.76%	4.79%	\$ 118,222	\$ 111,810	\$ 46,115	\$ 50,243	\$ 164,337	\$ 162,052	\$ 2,284	1.4%
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 154,982	\$ 143,820	\$ 60,455	\$ 64,626	\$ 215,437	\$ 208,446	\$ 6,991	3.4%
TOWN OF LAKESHORE	9.61%	9.45%	\$ 238,901	\$ 220,816	\$ 93,189	\$ 99,225	\$ 332,090	\$ 320,041	\$ 12,049	3.8%
TOWN OF LASALLE	8.83%	8.68%	\$ 219,360	\$ 202,898	\$ 85,567	\$ 91,174	\$ 304,927	\$ 294,072	\$ 10,856	3.7%
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 150,891	\$ 139,055	\$ 58,859	\$ 62,486	\$ 209,749	\$ 201,541	\$ 8,208	4.1%
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,883	\$ 6,774	\$ 2,685	\$ 3,044	\$ 9,568	\$ 9,817	\$ (249)	-2.5%
TOWN OF TECUMSEH	8.33%	8.34%	\$ 206,947	\$ 194,990	\$ 80,725	\$ 87,620	\$ 287,672	\$ 282,610	\$ 5,061	1.8%
CITY OF WINDSOR	49.94%	50.39%	\$ 1,241,121	\$ 1,177,557	\$ 484,130	\$ 529,145	\$ 1,725,250	\$ 1,706,701	\$ 18,549	1.1%
TOTALS	100%	100%	\$ 2,485,204	\$ 2,336,667	\$ 969,415	\$ 1,050,000	\$ 3,454,619	\$ 3,386,667	\$ 67,952	2.0%

Appendix B: Draft Reserves Continuity Schedule



ESSEX REGION CONSERVATION AUTHORITY	INFRASTRUCTURE/ MAJOR MAINTENANCE	REVENUE STABILIZATION	GRANT MATCHING	VEHICLE/CA EQUIP'T	SUITE / F&F / IT / IS	HUMAN RESOURCES / ADMIN	LEGAL / INSURANCE	HISTORIC PROPERTIES	TREE WARRANTY & SELF- INSURANCE	OTHER WATERSHED	TOTAL RESERVES
2021 PROJECTED RESERVES											
PROJECTED OPENING BALANCE - 01/01/2021	\$ 290,000	\$ 30,342	\$ 100,000	\$ 139,000	\$ 274,508	\$ 35,332	\$ 50,000	\$ 68,374	\$ 90,000	\$ 47,857	\$ 1,125,413
Transfers to reserves	300,000	-	-	-	-	64,000	-	7,000	-		371,000
Interest	-						-				-
Repayments	-	-									-
AVAILABLE BALANCE	\$ 590,000	\$ 30,342	\$ 100,000	\$ 139,000	\$ 274,508	\$ 99,332	\$ 50,000	\$ 75,374	\$ 90,000	\$ 47,857	\$ 1,496,413
RESERVE FUND EXPENSES/TRANSFERS											
Hillman Marsh Dykes											
JRPH Heritage Centre	400,000										400,000
JRPH shoreline	-										-
Capital R&M - Greenways	-										-
Entry Signs	-										-
Holiday Beach Workshop	25,000										25,000
Vehicle/equip't replacement				25,000							25,000
Network/Servers/IT					40,000						40,000
Server Room/Office R&M											
TOTAL EXPENSES	425,000	-	-	25,000	40,000	-	-	-	-	-	490,000
PROJECTED CLOSING BALANCE 12/31/2021	\$ 165,000	\$ 30,342	\$ 100,000	\$ 114,000	\$ 234,508	\$ 99,332	\$ 50,000	\$ 75,374	\$ 90,000	\$ 47,857	\$ 1,006,413

Appendix C: Draft Detailed Sources of Funding - by Program Subunit



			FUNDING SOURCES												
	Budget by Department	Budgeted				Prov TPAs-			Fees / Grants /						
Department	Sub Unit	Expenses	General Levy	CW~GS Levy	Municipal Special	Mandatory Svc	Prov Special Grant	Federal	Def Rev	Reserves	Total	Levy %	Levy Per Capita		
	Development Services	\$ 854,650	\$ 234,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 620,000	\$ -	\$ 854,650	27%	\$ 0.73		
Watershed Management Services	Watershed Engineering	94,150	94,150	-	-	-	-	-	-	-	94,150	100%	\$ 0.29		
	Watershed Engineering-special municipal projects	510,700	-	-	425,500	-	17,625	-	67,575	-	510,700	0%	\$ -		
	Flood Forecasting & Warning	248,680	144,263	-	-	104,417	-	-	-	-	248,680	58%	\$ 0.45		
	Planning - Hazards & Input Official Plans	99,550	89,550	-	-	-	-	-	10,000	-	99,550	90%	\$ 0.28		
	Planning - Operational/Natural Heritage	91,000	-	-	-	-	-	-	91,000	-	91,000	0%	\$ -		
	Climate Change - Hazards Risks	25,000	25,000	-	-	-	-	-	-	-	25,000	100%	\$ 0.08		
Conservation Services	CA Lands & Infrastructure Management	144,215	144,215	-	-	-	-	-	-	-	144,215	100%	\$ 0.45		
	CA Lands - Maintenance (incl fleet/equipment)	997,776	710,226	-	-	-	-	-	262,550	25,000	997,776	71%	\$ 2.21		
	CA Lands -Restoration Natural Areas	119,700	58,700	-	-	-	10,000	-	51,000	-	119,700	49%	\$ 0.18		
	Special Restoration & Tree Planting Projects-Municipal /Private Properties	2,442,775	-	60,000	1,507,000	-	137,500	308,000	430,275	-	2,442,775	2%	\$ 0.19		
	Land Securement	107,000	35,000	500,000	-	-	-	25,000	453,000	-	107,000	77%	\$ 1.66		
	Holiday Beach - Lands & campground operations	278,800	-	27,000	-	-	-	-	251,800	-	278,800	10%	\$ 0.08		
	John R Park Homestead - Museum&Programs	190,303	-	97,065	-	-	23,688	-	69,550	-	190,303	51%	\$ 0.30		
	Capital Projects	700,000	15,000	-	-	-	-	60,000	200,000	425,000	700,000	2%	\$ 0.05		
	Drinking Water Source Protection	95,000	-	-	-	95,000	-	-	-	-	95,000	0%	\$ -		
Watershed Research Services															
	WQStudies, Monitoring, Ag Stewardship, Demo Farm, DRCC	962,335	-	142,750	12,000	-	296,000	336,500	175,085	-	962,335	15%	\$ 0.44		
	Climate Change - Regional Strategy,CC special projects	100,100	-	-	79,100	-	-	-	21,000	-	100,100	0%	\$ -		
Community Outreach Services	Corporate Communications	197,700	177,700	-	-	-	-	-	20,000	-	197,700	90%	\$ 0.55		
	Outreach & Public Engagement	160,100	-	62,600	-	-	-	-	97,500	-	160,100	39%	\$ 0.19		
	Conservation Education	69,000	-	16,000	-	-	-	-	53,000	-	69,000	23%	\$ 0.05		
Corporate, Compliance & Reserves	Corporate Services & Compliance	1,166,750	456,750	-	-	-	-	-	670,000	40,000	1,166,750	39%	\$ 1.42		
	Reserves	371,000	300,000	64,000	-	-	-	-	7,000	-	371,000	98%	\$ 1.13		
		\$ 10,026,284	\$ 2,485,204	\$ 969,415	\$ 2,023,600	\$ 199,417	\$ 484,813	\$ 729,500	\$ 2,644,335	\$ 490,000	\$ 10,026,284	34%	\$ 10.75		
Mandatory Services (identified in BOLD ABOVE)		\$ 4,924,871	\$ 2,450,204	\$ 64,000	\$ 425,500	\$ 199,417	\$ 27,625	\$ -	\$ 1,708,125	\$ 65,000	\$ 4,924,871	51%	\$ 7.82		
Non Mandatory Services		\$ 5,101,413	\$ 35,000	\$ 905,415	\$ 1,598,100	\$ -	\$ 457,188	\$ 729,500	\$ 936,210	\$ 425,000	\$ 5,101,413	18%	\$ 2.93		

Appendix D: Detailed Draft Projected Statement of Financial Activities



2%
2021
DRAFT BUDGET

2020
BUDGET

2020
PROJECTION

2019
AUDITED

WATERSHED MANAGEMENT SERVICES

DEVELOPMENT SERVICES

GENERAL LEVY	234,650	234,915	234,915	229,915
OTHER GRANTS/USER FEES/RECOVERIES	620,000	546,000	624,000	620,357
	854,650	780,915	858,915	850,272
WAGES	661,000	616,600	646,500	670,609
CONSULTING	1,000	1,000	5,000	2,646
SUPPLIES/OFFICE/JANITORIAL	17,000	16,000	17,000	17,996
VEHICLE/TRAVEL/EQUIP'T USAGE	20,500	19,000	18,200	21,471
CORP SUPPORT/SHARED SVCS	119,000	95,000	95,000	104,700
RENT/INS/TAXES/UTILITIES	23,000	23,000	23,000	17,422
DUES/MEMBERSHIPS	650	800	800	940
AUDIT AND LEGAL	10,000	10,000	20,000	8,857
CAP MAINT/LOW VALUE ASSETS	2,500	1,000	-	3,259
SMALL MISC	-	-	-	-
	854,650	782,400	825,500	847,901

WATERSHED PLANNING

GENERAL LEVY	89,550	208,580	208,580	110,484
CW~GS LEVY	-	-	-	54,400
MUNICIPAL	-	-	-	4,099
PROVINCIAL GRANTS	-	-	-	17,459
OTHER GRANTS/USER FEES/RECOVERIES	101,000	90,000	75,000	95,070
	190,550	298,580	283,580	281,512
WAGES	160,500	250,000	217,500	243,437
CONSULTING	-	-	-	255
SUPPLIES/OFFICE/JANITORIAL	1,550	1,300	1,100	4,332
VEHICLE/TRAVEL/EQUIP'T USAGE	500	2,300	300	4,903
CORP SUPPORT/SHARED SVCS	25,000	38,000	32,000	38,600
RENT/INS/TAXES/UTILITIES	3,000	4,000	4,000	3,000
DUES/MEMBERSHIPS	-	1,000	500	2,352
CAP MAINT/LOW VALUE ASSETS	-	500	-	914
SMALL MISC	-	-	-	-
	190,550	297,100	255,400	297,793

FLOOD FORECASTING & WARNING

GENERAL LEVY	144,263	148,000	136,000	131,520
PROVINCIAL GRANTS	104,417	104,417	104,417	83,609
OTHER GRANTS/USER FEES/RECOVERIES	-	-	-	25,081
	248,680	252,417	240,417	240,210
WAGES	156,500	165,500	155,800	158,632
CONSULTING/INFO'N/DATA SVCS	35,500	33,000	33,000	33,223
SUPPLIES/OFFICE/JANITORIAL	8,680	6,975	7,637	6,633
VEHICLE/TRAVEL/EQUIP'T USAGE	6,000	6,000	6,000	6,722
CORP SUPPORT/SHARED SVCS	32,000	32,000	32,000	30,000
RENT/INS/TAXES/UTILITIES	10,000	9,000	9,000	5,000
SMALL MISC	-	-	-	-
	248,680	252,475	243,437	240,210

WATERSHED ENGINEERING

GENERAL LEVY	94,150	111,800	111,800	9,400
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CW~GS LEVY	-	-	-	60,000
PROVINCIAL GRANTS	-	-	-	2,600
	94,150	111,800	111,800	72,000
WAGES	75,000	93,000	92,000	74,539
SUPPLIES/OFFICE/JANITORIAL	1,550	2,550	950	5,461
VEHICLE/TRAVEL/EQUIP'T USAGE	1,100	1,700	550	2,323
CORP SUPPORT/SHARED SVCS	15,000	14,000	14,000	12,300
RENT/INS/TAXES/UTILITIES	1,000	-	1,500	1,500
DUES/MEMBERSHIPS	500	560	560	560
SMALL MISC	-	35,000	-	-
	94,150	146,810	109,560	96,683

CLIMATE CHANGE - HAZARDS MITIGATION

GENERAL LEVY	25,000	-	-	-
	25,000	-	-	-
WAGES	21,500	-	-	-
CORP SUPPORT/SHARED SVCS	3,500	-	-	-
SMALL MISC	-	-	-	-
	25,000	-	-	-

MUNICIPAL AND PROVINCIAL FEE FOR SERVICE/WECI PROJECTS

MUNICIPAL	425,500	12,800	109,575	14,700
PROVINCIAL GRANTS	17,625	-	52,875	1,250
TRANSFERS (TO)/FROM DEFERRED REVENUES	67,575	-	-	7,500
	510,700	12,800	162,450	23,450
DIRECT WAGES	20,750	11,000	9,750	1,480
CONSULTING/OUTSIDE ENGINEERING	384,750	-	77,400	15,524
CONSTRUCTION	96,000	-	69,000	-
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	9,200	1,800	6,300	7,231
	510,700	12,800	162,450	24,235

WATERSHED MANAGEMENT SERVICES

REVENUES

GENERAL LEVY	587,613	703,295	691,295	481,319
CW~GS LEVY	-	-	-	114,400
MUNICIPAL	425,500	12,800	109,575	18,799
PROVINCIAL GRANTS	122,042	104,417	157,292	104,917
FEDERAL GRANTS	-	-	-	-
OTHER GRANTS/USER FEES	721,000	636,000	699,000	740,508
IN-KIND	-	-	-	-
TRANSFER TO/FROM DEF REVENUES & RESERVES	67,575	-	-	7,500

	1,923,730	1,456,512	1,657,162	1,467,444
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Wages & Benefits	1,095,250	1,136,100	1,121,550	1,148,697
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Non-Wage Expenses	597,680	113,385	271,047	139,259
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Allocated corp svcs and fleet/equip't usage	230,800	207,100	203,750	218,866
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SURPLUS/(DEFICIT)	-	(73)	60,815	
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CONSERVATION SERVICES

GENERAL PROGRAM/LAND MANAGEMENT, OPERATIONS, AND DEVELOPMENT

GENERAL LEVY	144,215	133,100	126,600	130,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	11,000
	144,215	133,100	126,600	141,000
WAGES	123,000	111,000	100,000	120,036
ENGINEERING/CONSULTING	-	-	150	-
SUPPLIES/OFFICE/JANITORIAL	4,215	3,100	1,878	2,150

VEHICLE/TRAVEL/EQUIP'T USAGE	2,000	1,000	750	1,900
CORP SUPPORT/SHARED SVCS	15,000	18,000	16,000	17,000
	144,215	133,100	118,778	141,086

LAND SECUREMENT

GENERAL LEVY	35,000	-	-	-
CW~GS LEVY	500,000	420,780	462,780	589,600
FEDERAL GRANTS	25,000	-	-	-
OTHER	-	-	-	38,401
TRANSFERS (TO)/FROM DEFERRED REVENUES	(453,000)	(399,780)	(315,000)	(576,200)
	107,000	21,000	147,780	51,801
WAGES	69,000	12,500	17,580	16,444
PROPERTY	-	-	113,000	-
LEGAL, SURVEYING,CONSULTNG	25,000	6,500	13,500	17,035
SUPPLIES/OFFICE/JANITORIAL	-	-	-	-
CORP SUPPORT/SHARED SVCS	13,000	2,000	2,800	4,921
	107,000	21,000	146,880	38,400

CONSERVATION AREAS TREE PLANTING AND RESTORATION

GENERAL LEVY	58,700	-	-	-
PROVINCIAL GRANTS	10,000	-	-	-
OTHER GRANTS/USER FEES	51,000	-	-	-
	119,700	-	-	-
WAGES	64,000	-	-	-
SUPPLIES/OFFICE/JANITORIAL	9,079	-	-	-
VEHICLE/TRAVEL/EQUIP'T USAGE	13,550	-	-	-
PLANT MAT/LANDOWNER GRANTS	14,071	-	-	-
CORP SUPPORT/SHARED SVCS	17,000	-	-	-
RENT/INS/TAXES/UTILITIES	2,000	-	-	-
SMALL MISC	-	-	-	-
	119,700	-	-	-

SPECIAL GRANT/FEE FOR SERVICE RESTORATION PROJECTS

CW~GS LEVY	60,000	160,000	154,000	160,000
MUNICIPAL	1,507,000	2,500,000	1,000,000	-
PROVINCIAL GRANTS	137,500	30,000	-	33,993
FEDERAL GRANTS	308,000	189,000	91,250	433,821
OTHER GRANTS/USER FEES	347,300	185,000	180,600	572,900
IN-KIND	-	13,000	7,300	11,702
TRANSFERS (TO)/FROM DEFERRED REVENUES	82,975	373,000	206,550	30,318
	2,442,775	3,450,000	1,639,700	1,242,733
WAGES	217,500	303,220	237,351	395,449
CONSTRUCTION	1,765,000	2,789,000	1,200,000	306,934
ENGINEERING/CONSULTING/SUB-CONTRACTING	125,000	26,400	7,000	71,563
SUPPLIES/OFFICE/JANITORIAL	15,700	16,600	10,250	30,791
VEHICLE/TRAVEL/EQUIP'T USAGE	37,100	35,500	9,300	109,096
PLANT MAT/LANDOWNER GRANTS	205,500	187,100	110,918	206,770
CORP SUPPORT/SHARED SVCS	69,475	71,000	57,000	98,700
RENT/INS/TAXES/UTILITIES	6,000	7,000	5,000	8,000
IN KIND SVCS SUPPLIES	-	13,000	7,300	11,702
CAP MAINT/LOW VALUE ASSETS	1,000	1,000	-	2,063
SMALL MISC	500	-	3,100	406
	2,442,775	3,449,820	1,647,219	1,241,474

CONSERVATION AREAS - OPERATIONS,MAINTENANCE, REPAIRS

GENERAL CONSERVATION AREAS (16 active maintenance sites /2 greenways)

GENERAL LEVY	620,226	553,642	488,142	492,742
FEDERAL GRANTS	-	34,750	26,560	46,053
OTHER GRANTS/USER FEES	90,750	105,310	92,210	125,909
TRANSFERS (TO)/FROM DEFERRED REVENUES	5,800	-	(4,000)	3,807
TRANSFERS TO/FROM RESERVES	(7,000)	15,000	(12,500)	(6,760)
	709,776	708,702	590,412	661,751

WAGES	317,500	296,660	254,374	235,799
CONSTRUCTION	-	-	-	8,655
ENGINEERING/CONSULTING	12,000	15,500	-	18,991
SUPPLIES/OFFICE/JANITORIAL	45,910	49,706	50,916	53,834
VEHICLE/TRAVEL/EQUIP'T USAGE	75,500	83,463	66,213	110,995
PLANT MAT/LANDOWNER GRANTS	16,300	9,500	4,000	10,852
CORP SUPPORT/SHARED SVCS	90,640	79,932	71,880	80,170
RENT/INS/TAXES/UTILITIES	118,200	126,450	111,500	127,640
AUDIT AND LEGAL	-	2,050	1,500	1,275
CAP MAINT/LOW VALUE ASSETS	32,976	44,800	39,400	34,654
SMALL MISC	750	750	250	1,630
	<u>709,776</u>	<u>708,811</u>	<u>600,033</u>	<u>684,494</u>

HOLIDAY BEACH

GENERAL LEVY	-	60,300	60,300	96,680
CW~GS LEVY	27,000	-	-	-
OTHER GRANTS/USER FEES	251,800	235,850	184,000	239,073
FUND TRANSFERS	-	-	-	4,000
TRANSFERS TO/FROM RESERVES	-	-	-	(15,000)
	<u>278,800</u>	<u>296,150</u>	<u>244,300</u>	<u>324,753</u>

WAGES	133,250	147,500	116,200	165,935
ENGINEERING/CONSULTING/SUB CONTRACTING	2,500	2,500	1,100	6,197
SUPPLIES/OFFICE/JANITORIAL	39,778	43,100	32,650	42,866
VEHICLE/TRAVEL/EQUIP'T USAGE	16,322	15,600	11,750	10,126
CORP SUPPORT/SHARED SVCS	31,600	29,000	25,000	30,000
RENT/INS/TAXES/UTILITIES	32,600	36,950	31,500	34,376
MAJOR MAINT/ROADS/VEGETATION	22,250	21,500	25,500	34,389
	<u>278,800</u>	<u>296,150</u>	<u>243,700</u>	<u>324,324</u>

JOHN R PARK HOMESTEAD

GENERAL LEVY	90,000	114,130	69,130	160,000
CW~GS LEVY	97,065	61,470	61,470	-
PROVINCIAL GRANTS	23,688	23,688	23,688	23,688
FEDERAL GRANTS	-	-	30,500	3,864
OTHER GRANTS/USER FEES	69,550	86,900	41,350	126,380
TRANSFERS (TO)/FROM DEF REVENUES	-	-	-	(5,922)
TRANSFERS (TO)/FROM RESERVES	-	-	(12,000)	(2,000)
	<u>280,303</u>	<u>286,188</u>	<u>214,138</u>	<u>306,010</u>

WAGES	173,000	191,952	143,000	201,596
CONSTRUCTION	10,000	10,000	5,000	14,960
CONSULTING/SUB K	1,500	1,900	-	2,658
SUPPLIES/OFFICE/JANITORIAL	32,503	31,765	18,100	36,526
VEHICLE/TRAVEL/EQUIP'T USAGE	300	3,750	2,720	3,783
PLANT MAT/LANDOWNER GRANTS	-	-	-	723
CORP SUPPORT/SHARED SVCS	25,000	28,000	20,000	25,000
RENT/INS/TAXES/UTILITIES	30,000	16,700	16,700	16,151
CAP MAINT/LOW VALUE ASSETS	7,000	1,500	7,500	3,893
SMALL MISC	1,000	700	570	922
	<u>280,303</u>	<u>286,267</u>	<u>213,590</u>	<u>306,212</u>

CAPITAL OR MAJOR MAINTENANCE/IMPROVEMENT PROJECTS

GENERAL LEVY	15,000	-	15,000	-
FEDERAL GRANTS	60,000	591,000	531,500	8,500
OTHER GRANTS/USER FEES	200,000	114,250	399,408	221,870
TRANSFERS TO/FROM RESERVES	425,000	746,750	551,250	188,608
	<u>700,000</u>	<u>1,452,000</u>	<u>1,497,158</u>	<u>418,978</u>

WAGES	15,000	20,000	117,943	28,399
LANDS AND CONSTRUCTION	648,500	1,306,000	1,081,600	214,834
ENGINEERING/CONSULTING/SUB CONTRACTING	15,000	95,000	167,000	54,731
CONSTRUCTION SUPPLIES	12,000	10,000	74,500	23,362
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	10,000	2,443
PLANT MAT/LANDOWNER GRANTS	-	-	5,000	-
CORP SUPPORT/SHARED SVCS	9,500	6,000	24,800	19,986
CAP MAINT/LOW VALUE ASSETS	-	15,000	22,000	5,978
SMALL MISC	-	-	-	718
	<u>700,000</u>	<u>1,452,000</u>	<u>1,502,843</u>	<u>352,985</u>

FLEET & FIELD EQUIPMENT

GENERAL LEVY	-	25,000	65,000	-
OTHER GRANTS/USER FEES/RECOVERIES	173,000	167,665	134,365	278,584
TRANSFERS TO/FROM RESERVES	25,000	18,500	25,000	(111,500)
	198,000	211,165	224,365	167,084
MAINTENANCE/REPAIRS	60,000	66,500	67,800	74,002
FUEL	33,400	35,000	30,000	35,481
LICENCES/MISC/SMALL TOOLS	16,600	24,700	19,700	19,700
AMORTIZATION	88,000	85,000	85,000	87,592
	198,000	211,200	202,500	216,775

WATER QUALITY & REGIONAL ENVIRONMENTAL INITIATIVES**MONITORING, AG STEWARDSHIP, DEMO FARM, DRCC, WQ
SPECIAL GRANTS**

GENERAL LEVY	-	-	-	47,000
CW~GS LEVY	142,750	156,000	156,000	126,000
MUNICIPAL	12,000	69,650	65,300	74,684
PROVINCIAL GRANTS	296,000	75,000	290,000	123,182
FEDERAL GRANTS	336,500	332,500	252,500	177,595
OTHER	38,585	233,000	95,000	30,051
IN-KIND	20,000	-	24,000	27,814
TRANSFERS (TO)/FROM DEFERRED REVENUES	116,500	(15,200)	(94,500)	54,055
	962,335	850,950	788,300	660,381
WQM WAGES	524,295	521,695	462,530	387,317
CONSTRUCTION	30,000	-	-	-
CONSULTING/SUB CONTRACTING	84,305	42,000	40,150	26,516
SUPPLIES/OFFICE/JANITORIAL	18,585	40,470	53,820	19,833
VEHICLE/TRAVEL/EQUIP'T USAGE	18,150	20,515	19,815	26,768
PLANT MAT/LANDOWNER GRANTS	149,000	144,000	72,300	90,499
CORP SUPPORT/SHARED SVCS	111,300	80,770	78,200	69,366
RENT/INS/TAXES/UTILITIES	600	1,100	1,100	2,722
DUES/MEMBERSHIPS	300	300	-	3,948
IN KIND SVCS SUPPLIES	20,000	-	24,000	27,814
TECHNICAL EQUIPMENT	5,800	100	100	806
TOTAL EXPENSES	962,335	850,950	752,015	656,260
SMALL MISC	-	-	-	670
	962,335	850,950	752,015	656,260

DRINKING WATER SOURCE PROTECTION PROGRAM

PROVINCIAL GRANTS	95,000	102,600	51,000	127,072
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	36,000	(33,352)
	95,000	102,600	87,000	93,720
WAGES	80,000	86,500	71,750	79,005
SUPPLIES/OFFICE/JANITORIAL	-	-	400	1,024
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	300	270
CORP SUPPORT/SHARED SVCS	12,000	12,000	11,000	10,196
RENT/INS/TAXES/UTILITIES	-	1,100	1,100	1,100
PER DIEMS/MISC	3,000	3,000	3,000	2,125
	95,000	102,600	87,550	93,720

CLIMATE CHANGE REGIONAL STRATEGY /COMMUNITY ENERGY PLAN

GENERAL LEVY	-	-	-	50,000
CW~GS LEVY	-	50,000	70,000	-
MUNICIPAL	79,100	45,500	175,000	2,500
OTHER GRANTS/USER FEES	10,000	-	-	5,350
TRANSFERS (TO)/FROM DEFERRED REVENUES	11,000	22,000	9,400	53,500
	100,100	117,500	254,400	111,350
WAGES	10,000	99,500	97,000	101,286
ENGINEERING/CONSULTING	87,000	-	140,000	5,423
SUPPLIES/OFFICE/JANITORIAL	-	2,500	900	165
VEHICLE/TRAVEL/EQUIP'T USAGE	-	500	500	1,158
CORP SUPPORT/SHARED SVCS	3,100	15,000	16,000	15,500
SMALL MISC	-	-	-	-
	100,100	117,500	254,400	123,531

CONSERVATION SERVICES

REVENUES

GENERAL LEVY	963,141	886,172	824,172	976,422
CW~GS LEVY	826,815	848,250	904,250	875,600
MUNICIPAL	1,598,100	2,615,150	1,240,300	77,184
PROVINCIAL GRANTS	562,188	231,288	364,688	307,935
FEDERAL GRANTS	729,500	1,147,250	932,310	669,833
OTHER GRANTS	163,500	264,000	126,300	37,494
ERCF GRANTS	334,500	150,250	488,108	431,545
FEE FOR SERVICE/OTHER/RECOVERIES	733,985	713,725	559,525	1,158,608
IN-KIND	20,000	13,000	31,300	39,516
TRANSFER TO/FROM DEF REVENUES	(236,725)	(19,980)	(208,550)	(440,924)

5,695,004 6,849,105 5,262,403 4,133,212

EXPENSES(INCLUDES FLEET/EQUIP'T AMORTIZATION)

6,138,004 7,629,398 5,769,508 4,179,259

SURPLUS/(DEFICIT)

(443,000) (780,293) (507,105) (46,047)

TRANSFER (TO)/FROM RESERVES

443,000 780,250 551,750 46,348

COMMUNITY SERVICES

OUTDOOR & CONSERVATION EDUCATION

GENERAL LEVY	-	-	-	28,000
CW~GS LEVY	16,000	36,000	32,000	-
OTHER GRANTS/USER FEES	50,000	49,000	8,500	47,325
TRANSFERS (TO)/FROM DEFERRED REVENUES	3,000	-	(4,500)	-
	69,000	85,000	36,000	75,325

WAGES	55,000	68,000	37,000	63,953
SUPPLIES/OFFICE/JANITORIAL	2,670	4,100	675	1,994
VEHICLE/TRAVEL/EQUIP'T USAGE	830	1,950	50	2,727
PLANT MAT/LANDOWNER GRANTS	-	500	-	-
CORP SUPPORT/SHARED SVCS	10,000	10,000	2,500	10,300
RENT/INS/TAXES/UTILITIES	500	750	750	750
	69,000	85,300	40,975	79,803

OUTREACH & ENGAGEMENT

GENERAL LEVY	-	-	-	115,750
CW~GS LEVY	62,600	139,750	87,750	10,000
OTHER GRANTS/USER FEES	30,000	10,000	8,278	13,681
	92,600	149,750	96,028	139,431

WAGES	42,000	106,500	77,000	96,645
SUPPLIES/OFFICE/JANITORIAL	6,150	6,850	3,733	5,509
VEHICLE/TRAVEL/EQUIP'T USAGE	3,200	4,900	1,100	4,298
PARTNER GRANTS/PLANT MATERIAL	19,000	7,500	2,500	12,395
CORP SUPPORT/SHARED SVCS	21,000	22,000	10,000	17,000
RENT/INS/TAXES/UTILITIES	750	950	950	850
CAP MAINT/LOW VALUE ASSETS	500	500	500	717
	92,600	149,400	95,783	137,643

COMMUNICATIONS

GENERAL LEVY	177,700	160,150	124,150	150,150
CW~GS LEVY	-	26,000	26,000	25,000
OTHER GRANTS/USER FEES	20,000	-	-	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	17,000
	197,700	186,150	150,150	192,150

WAGES	192,000	178,000	145,000	181,896
SUPPLIES/OFFICE/JANITORIAL	4,800	6,050	4,000	5,546
VEHICLE/TRAVEL/EQUIP'T USAGE	450	1,000	500	858
CAP MAINT/LOW VALUE ASSETS	450	1,000	500	486
	197,700	186,050	150,000	188,787

OUTREACH EVENTS AND SHORT-TERM GRANT FUNDED INITIATIVES

FEDERAL GRANTS	-	-	-	800
OTHER GRANTS/USER FEES	32,000	91,250	43,700	113,104
TRANSFERS (TO)/FROM DEFERRED REVENUES	35,500	(750)	(11,700)	4,946
	67,500	90,500	32,000	118,850

WAGES	17,000	20,550	4,000	25,064
TREES/SUPPLIES	50,500	70,000	23,200	94,505
	67,500	90,550	27,200	119,569

COMMUNITY SERVICES

REVENUES

GENERAL LEVY	177,700	160,150	124,150	293,900
CW~GS LEVY	78,600	201,750	145,750	35,000
MUNICIPAL	-	-	-	-
PROVINCIAL GRANTS	-	-	-	-
FEDERAL GRANTS	-	-	-	800
OTHER GRANTS/USER FEES	132,000	150,250	60,478	174,109
IN-KIND	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	38,500	(750)	(16,200)	21,946

	426,800	511,400	314,178	525,755
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EXPENSES

	426,800	511,300	313,958	525,802
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SURPLUS/(DEFICIT)

	-	100	220	(47)
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CORPORATE SERVICES

ADMIN/FINANCE/IT/HR

GENERAL LEVY	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	25,000
MUNICIPAL	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	750
OTHER GRANTS/USER FEES/RECOVERIES	670,000	658,000	613,447	722,863
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	39,926
TRANSFERS (TO)/FROM RESERVES	15,000	(1,000)	(1,000)	(1,000)

	1,141,750	944,050	1,009,497	1,025,764
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WAGES	784,000	572,484	612,000	577,528
ERCF SUPPORT	25,500	66,000	45,000	59,372
MEMBER EXPENSES/CO DUES	57,500	56,700	56,000	57,652
AUDIT/LEGAL/CONSULTING	54,900	32,500	92,500	18,791
SUPPLIES/EQUIPT/NETWORK	59,350	55,350	48,300	77,701
OCCUPANCY/PHONE	142,500	135,000	139,500	132,727
TRAVEL & BD/STAFF MEETINGS	2,000	9,500	4,000	10,264
RETIREE BENEFITS	16,000	16,000	12,000	13,651

	1,141,750	943,534	1,009,300	947,686
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CORPORATE SPECIAL PROJECTS (RECORDS/IS/IT)

TRANSFERS FROM RESERVES	25,000	-	-	-
	25,000	-	-	-

CONSULTING/OTHER	25,000	-	-	-
	25,000	-	-	-

REVENUES

GENERAL LEVY	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	25,000
MUNICIPAL	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	750
FEDERAL GRANTS	-	-	-	-
OTHER GRANTS/USER FEES	670,000	658,000	613,447	722,863
IN-KIND	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	-	-	-	39,926

	1,126,750	945,050	1,010,497	1,026,764
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EXPENSES

	1,166,750	943,534	1,009,300	947,686
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SURPLUS/(DEFICIT)

	(40,000)	1,516	1,197	79,078
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TRANSFERS (TO)/FROM RESERVES

	40,000	(1,000)	(1,000)	(1,000)
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OTHER

TANGIBLE ASSET REPLACEMENT

GENERAL LEVY	300,000	300,000	300,000	200,000
CWGS	64,000	-	-	-
TRANSFER TO/FROM RESERVES	(364,000)	(300,000)	(154,000)	(200,000)
EXTRAORDINARY LOSS	-	-	(292,742)	-
	-	-	(146,742)	0

CORPORATE SUMMARY

REVENUES

Municipal

Levy - Operations	\$ 2,485,204	\$ 2,336,667	\$ 2,336,667	\$ 2,188,666
Levy - Clean Water~Green Spaces	969,415	1,050,000	1,050,000	1,050,000
Total Municipal Levy	\$ 3,454,619	\$ 3,386,667	\$ 3,386,667	\$ 3,238,666
Water & erosion control infrastructure and special projects	2,011,600	2,558,300	1,284,575	22,499
Risk management services	12,000	69,650	65,300	74,684
	5,478,219	6,014,617	4,736,542	3,335,849

Provincial

Section 39 Flood/Erosion Program	104,417	104,417	104,417	104,417
Drinking Water Source Protection	95,000	102,600	51,000	127,072
WECI	17,625	-	52,875	1,250
Other (CMOG, SEO etc)	474,188	132,188	320,688	180,863
	691,230	339,205	528,980	413,602

Federal

	729,500	1,147,250	932,310	670,633
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Total Government Transfer Payments & Fees-For-Services

	6,898,949	7,501,072	6,197,832	4,420,084
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Other revenues

Permit and applicant fees - mandatory services	721,000	636,000	699,000	699,047
Admissions, program fees & other services	498,385	513,960	353,238	864,763
Leases & property rentals	80,600	77,600	64,200	75,689
Donations and other grants				
General	193,500	303,000	146,000	87,767
Essex Region Conservation Foundation grants	421,500	262,500	554,608	533,083
In-kind contributions	20,000	13,000	31,300	39,516
Interest income	30,000	50,000	60,947	86,521
Gain on sale of assets	-	-	-	4,000
Total other revenues	1,964,985	1,856,060	1,909,293	2,390,386

Transfers from/(to) deferred revenues

	(130,650)	14,270	(224,750)	(330,090)
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Interdepartmental recoveries

	803,000	725,665	650,865	845,127
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TOTAL REVENUES

\$ 9,536,284	\$ 10,097,067	\$ 8,533,240	\$ 7,325,507
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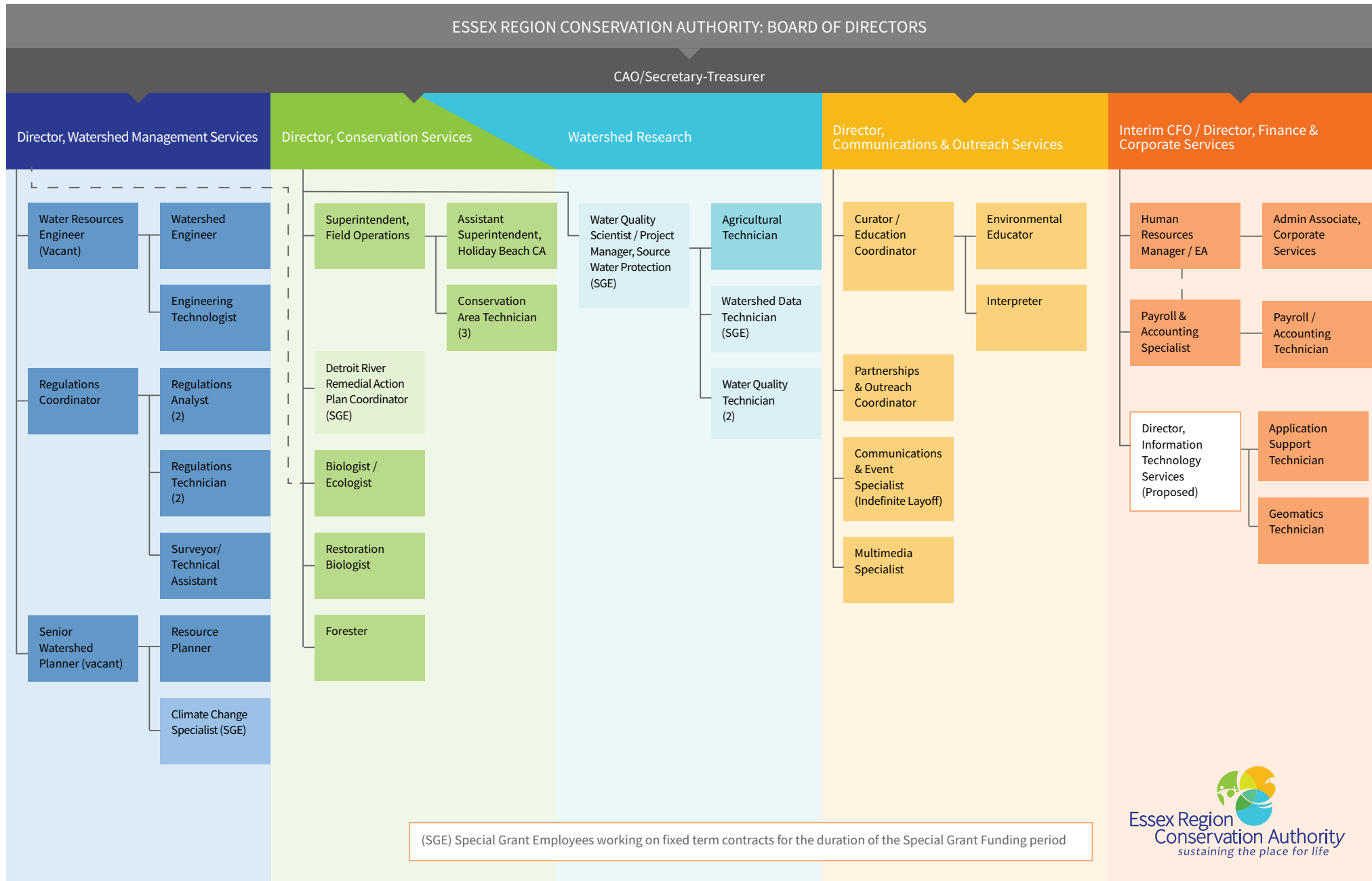
EXPENSES BY CLASSIFICATION

Wages & benefits -ERCA operations	\$ 3,201,500	\$ 3,065,996	\$ 2,866,367	\$ 3,029,829
Wages & benefits -special grant projects	752,295	920,165	811,181	877,903
Construction-municipal projects	481,750	8,500	151,400	18,425
Construction-special grant projects	1,977,000	2,813,000	1,347,000	356,501
Construction-ERCA capital projects	818,500	1,432,900	1,327,450	289,370
Plant material, removals and landowner subsidies-special grant projects	368,571	331,100	183,218	297,270
Plant material, removals and landowner subsidies - ERCA operations	84,300	48,000	36,500	69,102
Program supplies- special grant projects	39,785	42,370	28,570	59,833
Site & operational supplies - Conservation Areas	75,899	113,696	98,231	112,281
Office supplies & expenses - other ERCA operations	35,037	83,425	27,075	95,598
Occupancy, taxes, utilities & waste removal	320,513	314,490	297,383	310,927
Maintenance, repairs & security-sites	55,186	71,950	93,050	105,297
Maintenance, repairs & supplies-fleet/equipment	100,900	104,000	103,000	111,866
Equipment, software/hardware & website-special grant projects	10,000	13,750	31,400	6,851

Equipment, software/hardware & website- ERCA operations	97,923	58,975	42,187	71,954
Lab,data, technical & sub-contracted services -special grant	34,305	40,900	38,950	52,667
Lab,data, technical & sub-contracted services - ERCA operations	52,000	54,500	37,600	82,697
Insurance, audit & legal	132,450	127,550	189,500	122,725
Dues & memberships	49,679	45,010	51,063	52,687
Travel, training & professional development	18,540	27,100	9,170	36,084
Board ,committee & meeting expenses	19,000	22,500	21,500	20,561
Bank, credit card charges and interest	14,100	13,060	17,410	13,294
In-kind supplies & services	20,000	13,000	31,300	39,516
Land acquisition & acquisition assistance	-	-	113,000	-
Amortization	315,500	309,500	309,500	315,571
Extraordinary item	-	-	292,742	-
Other	-	-	-	951
Internal recoveries included in revenues	808,051	725,380	650,608	838,362
TOTAL EXPENSES	\$ 9,882,784	\$ 10,800,817	\$ 9,206,355	\$ 7,388,117
Total Revenues	9,536,284	10,097,067	8,544,240	7,353,175
Total Expenses	9,882,784	10,800,817	9,206,355	7,388,117
SURPLUS/(DEFICIT) (ACCRUAL BASIS)	(346,500)	(703,750)	(662,115)	(34,943)
ADD/SUBTRACT: NON CASH ITEMS				
Donation of land to ERCA	-	-	-	-
Gain/loss on asset disposal	-	-	-	(4,000)
Amortization	315,500	309,500	309,500	315,571
Transfers from Reserves (Per Schedule)	490,000	803,500	646,750	434,296
DEDUCT: CAPITAL ITEMS				
Land acquisition	-	-	-	-
Purchased fleet/equipment	(88,000)	(85,000)	(53,635)	(53,588)
Infrastructure additions	-	-	-	(66,228)
(DECREASE)/INCREASE IN NET SURPLUS (prior to reserve transfers)	371,000	324,250	240,500	591,108
TRANSFER TO RESERVES (Per Schedule)	371,000	324,250	250,000	588,948
INCREASE/(DECREASE) IN UNRESTRICTED ACCUMULATED OPERATING FUND SURPLUS	\$ -	\$ -	\$ (9,500)	\$ 2,160

NOTE 1: The actual numbers shown for capital items, for 2020 and 2021, will change once the assets under construction are removed from the operating accounts and capitalized as tangible assets. Those accounting entries will not impact the estimated changes in the reserve funds or the unrestricted surplus.

Appendix E: ERCA Org Chart





February 23, 2021
Municipality of Kingsville
2021 Division Road North
Kingsville, Ontario N9Y 2Y9

Municipality of Kingsville,

Thank you for your great generosity! We, the Migrant Worker Community Program, truly appreciate your \$10,000 donation.

Your support helps to further our mission through helping all migrant workers through programs such as health workshops during this difficult time and to help our mission to provide a more positive balance to the life of the migrant worker by offering educational, social, cultural, recreational and communication opportunities, and to build cultural bridges with their host communities in Kingsville, Leamington, and surrounding areas, based on the understanding that there is a cultural barrier that presents challenges in day-to-day interactions.

At this crucial time, there is an urgent need to provide further support to all of the migrant workers, from COVID-19 related information to assisting to mitigate the additional stress and challenges that the COVID-19 situation has created. It has become common knowledge in the province that there have been substantial challenges in supporting the migrant workers to avoid COVID-19 infection and spread in their jobs on the farms. Additional support for these workers is sorely needed, and as expected, these additional supports require funding to develop tools and programs to increase the health and safety of both the migrant workers and the local community.

We could not do it without your organization.

Once again, sincere thanks for your support and belief in the MWCP.

Warmest Regards,

Martin Varela
Chair
Migrant Worker Community Program

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 15-2021

Being a by-law to impose fees and charges by The Corporation of the Town of Kingsville

WHEREAS section 391 of the *Municipal Act, 2001*, S.O. c. 25 (the “Act”) authorizes a municipality to pass by-laws imposing fees or charges on persons:

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

and the costs included in a fee or charge may include costs incurred by a municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

AND WHEREAS subsection 398(1) of the Act provides that such fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality.

AND WHEREAS subsection 398(2) of the Act provides that the treasurer of a municipality may add fees and charges imposed by the municipality to the tax roll for any property for which all of the owners are responsible for paying the fees and charges and collect them in the same manner as municipal taxes.

AND WHEREAS subsection 69(1) of the *Planning Act*, R.S.O. 1990 c. P.13 provides that the council of a municipality, by by-law may establish fees for the processing of applications made in respect of planning matters (the “Application”), which fees shall be designed to meet only the anticipated cost to the municipality in respect of the processing the Application.

AND WHEREAS the Town deems it advisable to repeal By-law 24-2020 on the effective date of this by-law.

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

Definitions

1. In this By-law, the following words shall have the corresponding meaning:

“Indemnity Deposit” means a fee or charge paid to the Town to meet all or a portion of the cost and expenses of remediating or repairing any damage to Town property or infrastructure, including, but not limited to roads, sidewalks, curbing or paved boulevards, water or sewage works, caused as a result of the use of such property or infrastructure or as a result of the carrying on of construction or demolition or other works on adjacent property.

“Rental Deposit” means the fee or charge paid to the Town as partial payment toward the rental of Town owned facilities.

“Security Deposit” means a fee or charge paid to the Town to guarantee the due performance of certain obligations owing to the Town that the Town may draw upon in the event that such obligations are not performed in order to complete all outstanding works or matters and pay the costs and expenses incurred.

Fees and Charges

2. Subject to section 12 of this By-law, the fee or charges as provided for in Schedule "A" attached hereto and forming part of this By-law shall be imposed and charged for the services, activities and use of property as indicated in said Schedule "A".

Rental Deposit

3. A rental deposit of 50% of the entire rental amount shall be paid to the Town at the time of booking either Lakeside Park Pavilion or Grovedale Arts & Culture Centre. The balance of the rental amount shall be payable in accordance with the Town's policies and procedures, as may be amended from time to time. For clarity, the Town will honour the rental rates in effect when the deposit is received.
4. The rental deposit shall be forfeited in the event that the rental is cancelled within thirty (30) days of the scheduled event date.

Indemnity Deposits

5. Indemnity Deposits as provided for in Schedule "B" attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule "B".
6. Following the use of the property or infrastructure or the completion of the construction or demolition in respect of which an Indemnity Deposit has been paid and, upon request of the person who paid the Indemnity Deposit to the Town, the Indemnity Deposit, less any costs and expenses of remediating or repairing any damage to Town property or infrastructure, shall be refunded by the Town.

Security Deposits

7. Security Deposits as provided for in Schedule "C" attached hereto and forming part of this By-law shall be imposed and charged as indicated in said Schedule "C".
8. Upon the performance of all obligations owing to the Town for which a Security Deposit has been paid and, upon request of the person who paid the Security Deposit to the Town, the Security Deposit, less any costs and expenses of completing any works or matters not performed, shall be refunded by the Town.

Unclaimed Deposits

9. Where an Indemnity Deposit and/or a Security Deposit has been paid to the Town and remains unclaimed for a period of seven years, the Treasurer of the Town may transfer to the general funds of the Town, any such Indemnity Deposit and/or Security Deposit against which no claim has been made, free of and from any and all claims whatsoever.

Reduced Fee or No Fee

10. Those persons and organizations identified in Column II of Schedule "D" attached hereto and forming part of this By-law shall be subject to the corresponding reduced fee or no fee for the use of those facilities identified in Column I.
11. Subject to availability, organizations under Column II are permitted two (2) free non-prime time rentals of Lakeside Park Pavilion each calendar year. Weekend rentals for these groups will be permitted, subject to availability, at a reduced rate of \$300.00 per day, with or without alcohol.
12. Column II organizations are not permitted to transfer entitlements under Schedule "D" to any other group, organization, entity or individual and

such bookings must be used by the organization for a purpose benefiting the organization or the community at large.

- 13. Organizations under contract for use of sports fields or ice time shall have access to meeting rooms at no cost, subject to availability and managerial approval. These groups will be expected to set up and take down tables and chairs as required.

Repeal

- 14. By-law 24-2020 is hereby repealed effective March 31, 2021.
- 15. This by-law shall come into force on April 1, 2021.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 8th DAY OF MARCH, 2021.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

SCHEDULE A

FEES AND CHARGES

ADMINISTRATIVE SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
911 Sign and Post (with or without building)	\$60.00	\$60.00
Accounts Receivable (accounts outstanding after 60 days following invoice date)	1.25% per month	1.25% per month
Administration Fee <ul style="list-style-type: none"> Misdirected payment Adding outstanding charges to tax roll Arrangements for weed cutting 	\$25.00	\$25.00
Advertising Hosting Fee	\$50.00	\$50.00
By-law Appeal - Filing Fee	\$100.00 per appeal	\$100.00 per appeal
Certified Copies of Municipal Documents	\$15.00 per document	\$15.00 per document
Code of Conduct Complaint (refundable on recommendations of Integrity Commissioner)	\$100.00	\$100.00
Council Meeting Recording (including USB)	\$20.00 per meeting	\$20.00 per meeting
DVD/CD/USB (any copied document or documents)	\$10.00	\$10.00
Election Sign Removal	\$20.00 per sign	\$20.00 per sign
Fireworks Permit	\$100.00	\$100.00
Map (Town)	\$30.00	\$30.00
PLUS	\$3.00 per square foot	\$3.00 per square foot
Marriage Solemnization <ul style="list-style-type: none"> During business hours After business hours PLUS - travel from and return to municipal office 	\$250.00 \$350.00 \$0.59 per kilometre	\$250.00 \$350.00 \$0.59 per kilometre
Merchandise and Apparel	Cost + 15%	Cost + 15%
MYKingsville website advertising space	\$85.00 per month	\$85.00 per month
Non-Objection Letter (AGCO)	\$25.00	\$25.00
Notice of Registration of Death (Form 17)	\$10.00	\$10.00
NSF cheque	\$25.00	\$25.00
Noise Permit	\$50.00	\$50.00
Over the Road Banner	\$50.00	\$50.00
Photocopies (on- site)	\$0.50 per copy	\$0.50 per copy
Photocopies (off-site)	Cost	Cost
Portable Signs <ul style="list-style-type: none"> Permit Removal Storage Variance 	\$65.00 \$75.00 per hour \$20.00 per day \$65.00	\$65.00 \$75.00 per hour \$20.00 per day \$65.00
Property Information Report (PIR) <ul style="list-style-type: none"> Standard (10 business days) Within 5 days, excluding holidays 	\$200.00 \$300.00	\$100.00 \$200.00
Property File Document Retrieval (picked up at Town office)	\$7.50	\$7.50
Property File Document Retrieval (delivered by mail or email)	\$10.00	\$10.00
Property Report (for information not included in the PIR)	\$50.00 per department	\$50.00 per department
Refund charge	\$25.00	\$25.00
Request for Fence Viewers	\$750.00	\$750.00
Severance - property roll creation	\$100.00	\$100.00
Signing of Document as a Commissioner for Taking Affidavits	\$15.00 up to 3 documents (seniors exempt)	\$15.00 up to 3 documents (seniors exempt)
Signing of Document as a Notary Public	\$50.00 up to 3 documents	\$50.00 up to 3 documents
Statement of Account (picked up at Town office)	\$7.50 (seniors exempt)	\$7.50 (seniors exempt)
Statement of Account (delivered by mail or email)	\$10.00	\$10.00
Statement of Death (Form 15)	\$15.00	\$15.00
Tax Certificate (includes outstanding water)	\$75.00 per property	\$75.00 per property

ADMINISTRATIVE SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Tax Certificate (within two business days)	\$150.00 per property	\$150.00 per property
Tax Notice (duplicate - picked up at Town office)	\$7.50 (seniors exempt)	\$7.50 (seniors exempt)
Tax Notice (duplicate - delivered by mail or email)	\$10.00	\$10.00
Tax Notice (duplicate – delivered by email if account is enrolled for paperless billing)	No fee	Not applicable
Tax Registration	Cost	Cost
Tax Sale Tender Package	\$10.00	\$10.00
Town flag	Cost	Cost
Utility Account Setup PLUS SECURITY DEPOSIT (Tenant accounts)	\$25.00	\$25.00
Water notice (duplicate - picked up at Town office)	\$7.50 (seniors exempt)	\$7.50 (seniors exempt)
Water notice (duplicate - delivered by mail or email)	\$10.00	\$10.00
Water notice (duplicate – delivered by email if account is enrolled for paperless billing)	No fee	Not applicable

ANIMAL CONTROL	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Dog License		
• January 1 to March 31	\$20.00	\$20.00
• April 1 to December 31	\$40.00	\$40.00
o PLUS - By-law Enforcement Officer attendance	\$15.00	\$15.00
Kennel (includes one dog license)	\$110.00	\$110.00
Dog Impound Fee		
• First reclaiming fee	\$50.00	\$50.00
• Second reclaiming fee	\$75.00	\$75.00
• Third and subsequent reclaiming fee	\$125.00	\$125.00

CEMETERY SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Grave		
Greenhill Cemetery - Adult or Child Grave(standard 3’4” x 8’)	\$600.00 interment rights + \$400.00 care & maintenance = \$1,000.00	\$600.00 interment rights + \$400.00 care & maintenance = \$1,000.00
Greenhill Cemetery - Cremation	\$300.00 interment rights + \$200.00 care & maintenance = \$500.00	\$300.00 interment rights + \$200.00 care & maintenance = \$500.00
Greenhill Cemetery - Infant (standard 12” x 24”)	\$150.00 interment rights + \$150.00 care & maintenance = \$300.00	\$150.00 interment rights + \$150.00 care & maintenance = \$300.00
All Other Active Cemeteries - Adult or Child (standard 3’4” x 8’)	\$450.00 interment rights + \$300.00 care & maintenance = \$750.00	\$450.00 interment rights + \$300.00 care & maintenance = \$750.00
All Other Active Cemeteries - Cremation	\$150.00 interment rights + \$100.00 care & maintenance = \$250.00	\$150.00 interment rights + \$100.00 care & maintenance = \$250.00
Interment (includes opening/closing grave, lowering/raising device, grass seeding)		
Interment for Adult or Child Grave		
• March 16-December 14		
o Weekdays (10:00 am to 3:30 pm)	\$725.00	\$725.00
o Saturdays (10:00 am to 2:00 pm)	\$885.00	\$885.00
• December 15-March 15		

CEMETERY SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
○ Weekdays (10:00 am to 3:30 pm)	\$775.00	\$775.00
○ Saturdays (10:00 am to 2:00 pm)	\$935.00	\$935.00
Interment for Infant or Cremated Remains		
• March 16-December 14		
○ Weekdays (10:00 am to 3:30 pm)	\$300.00	\$300.00
○ Saturdays (10:00 am to 2:00 pm)	\$425.00	\$425.00
• December 15-March 15		
○ Weekdays (10:00 am to 3:30 pm)	\$350.00	\$350.00
○ Saturdays (10:00 am to 2:00 pm)	\$475.00	\$475.00
Maximum for Assisted Services (in accordance with O.Reg. 184/12 made under the Funeral, Burial and Cremation Services Act, 2002)		
Interment Rights and Interment - Adult or Child Grave	\$1,300.00	\$1,300.00
Interment Rights and Interment - Cremated Remains	\$500.00	\$500.00
Interment Rights and Interment - Receipt from Irregular Burial Site	\$650.00	\$650.00
Disinterment (includes opening/closing grave, lowering/raising device, grass seeding)		
Disinterment for Adult or Child Grave		
• March 16-December 14		
○ Weekdays (10:00 am to 3:30 pm)	\$1,500.00	\$1,500.00
○ Saturdays (10:00 am to 2:00 pm)	\$1,870.00	\$1,870.00
• December 15-March 15		
○ Weekdays (10:00 am to 3:30 pm)	\$1,615.00	\$1,615.00
○ Saturdays (10:00 am to 2:00 pm)	\$1,985.00	\$1,985.00
Disinterment for Infant or Cremated Remains		
• March 16-December 14		
○ Weekdays (10:00 am to 3:30 pm)	\$300.00	\$300.00
○ Saturdays (10:00 am to 2:00 pm)	\$400.00	\$400.00
• December 15-March 15		
○ Weekdays (10:00 am to 3:30 pm)	\$350.00	\$350.00
○ Saturdays (10:00 am to 2:00 pm)	\$450.00	\$450.00
Marker/Monument Care and Maintenance		
• Flat (less than 173 square inches)	\$0.00	\$0.00
• Flat (at least 173 square inches)	\$50.00	\$50.00
• Upright (4 feet or less in height and 4 feet or less in length, including base)	\$100.00	\$100.00
• Upright (more than 4 feet in either height or length, including base)	\$200.00	\$200.00
Other Services		
• Transfer of Interment Rights	\$40.00	\$40.00
• Marker Locating	\$25.00	\$25.00
• Marker Inspection	\$25.00	\$25.00
• Tent Rental (March 16 - December 14 only)	\$100.00	\$100.00
• License (HST exempt)	as set by Ministry of Consumer Services	as set by Ministry of Consumer Services

Note: Interment services outside the above listed dates and times will be performed at cost.
Please contact the Public Works Manager for more information.

FIRE SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
AGCO Letters (for liquor related premises and events)	\$100.00	\$100.00
Fire Safety Request for Training Services	\$100.00 per session (up to 2 hours)	\$100.00 per session (up to 2 hours)
Fire Training provided to other Fire Departments	Cost	Cost
Inspection (from PIR report)	\$100.00	\$100.00
Inspection Order with violations re-inspection	\$100.00	\$100.00
Non-Emergency Alarm Activation (following third false alarm within 6 months)	as set by MTO	as set by MTO
Non-resident Motor Vehicle Accident or Fire Attendance	as set by MTO	as set by MTO

FIRE SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Occurrence Report Normal	\$40.00	\$40.00
Occurrence Report with Full Investigation	\$100.00	\$100.00
Prohibited Open Burn	as set by MTO	as set by MTO
• PLUS - heavy equipment	Cost	Cost
• PLUS - foam	Cost	Cost
Propane Review/Documentation - Level 1	\$80.00	\$80.00
Propane Review/Documentation - Level 2	\$80.00	\$80.00
• PLUS - legal or engineering review	Cost	Cost
Response to Utility Strike (if responsible party failed to properly locate)	as set by MTO	as set by MTO
Technical Rescue Team Services	Cost	Cost

LICENSES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Charitable Gaming		
• Bingo	3% of prize	3% of prize
• Media Bingo	3% of prize	3% of prize
• Break Open (Nevada) Tickets	3% of prize	3% of prize
• Raffle	3% of prize	3% of prize
• Bazaar - Raffle & Bingo	3% of prize	3% of prize
• Bazaar - Wheel of Fortune	\$10.00	\$10.00
Hunting		
• Pheasant (resident)	\$20.00	\$12.50
• Pheasant (non-resident)	\$25.00	\$18.00
• Rabbit (resident)	\$10.00	\$10.00
• Rabbit (non-resident)	\$10.00	\$10.00
Marriage	\$125.00	\$125.00
Refreshment Vehicle		
• First vehicle	\$250.00	\$250.00
• Second vehicle	\$125.00	\$125.00
Taxi/Limousine/Vehicle for Hire		
• Vehicle (new)	\$300.00	\$300.00
• Vehicle (renewal)-per year payable on or before January 1	\$100.00	\$100.00
Driver - per year payable on or before January 1	\$25.00	\$25.00

MUNICIPAL SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Encroachment/Entrance Permit	\$150.00 + Indemnity Deposit	\$150.00 + Indemnity Deposit
Encroachment Agreement		
• prepared/reviewed by Administration	\$500.00	\$500.00
• prepared/reviewed by external legal services	Cost	Cost
Local Improvement Charges (full details can be obtained from the Local Improvement Policy). The cost of the works shall be assessed upon benefitting properties based upon a maximum fixed rate per metre of assessable frontage as follows:		
• Sanitary Sewers	\$290.00 per metre	\$165.00 per metre
• Storm Sewers	\$250.00 per metre	\$125.00 per metre
• Road Works (curb and gutter only)	\$65.00 per metre	\$65.00 per metre
• Sewer Services Connections	Actual cost	Actual cost
Road Crossing Agreement PLUS INDEMNITY DEPOSIT	\$150.00	\$150.00
Road Use Agreement PLUS INDEMNITY DEPOSIT	\$1,500.00	\$1,500.00
Temporary Culvert Installation Permit	\$100.00	\$100.00
Solar Signs - blank sign	\$40.00	\$40.00
Solar Signs - new post and hardware, if required	\$15.00	\$15.00
Solar Signs - installation by Public Works	\$25.00	\$25.00
Weed Cutting (one hour minimum)	\$75.00 per hour	\$75.00 per hour

PARK AND RECREATION SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Note: All fees for Recreation Services include HST where applicable.		
Rental of Grovedale Arts & Culture Centre and Lakeside Park Pavillion requires a deposit of 50% at time of booking. This amount will be forfeited if the rental is cancelled within 30 days of the schedule event.		
Carnegie		
• 2 hours or less	\$56.50	\$56.50
• Full day	\$200.00	\$200.00
• Instructional	\$30.00 per hour	Not Applicable
Grovedale Arts & Culture Centre		
• Private event with alcohol ○ PLUS INDEMNITY DEPOSIT	\$2,000.00 per day	\$2,000.00 per day
• Private event without alcohol	\$500.00 per day	\$500.00 per day
• Instructional	\$75.00 per hour	\$75.00 per hour
Lakeside Park Pavilion		
• Private event with alcohol ○ PLUS INDEMNITY DEPOSIT	\$900.00 per day	\$900.00 per day
• Private event without alcohol	\$300.00 per day	\$300.00 per day
• Instructional	\$50.00 per hour	\$50.00 per hour
Kingsville Recreational Complex		
Ice Time		
○ Adult prime	\$194.00 per hour	\$194.00 per hour
○ Adult non-prime (weekdays before 5:00 pm)	\$158.00 per hour	\$158.00 per hour
○ Minor Sports - prime	\$179.00 per hour	\$179.00 per hour
○ Minor Sports - non-prime (weekdays before 5:00 pm)	\$150.00 per hour	\$150.00 per hour
○ Public Skating - general	\$3.50 per person	\$3.50 per person
○ Public Skating - general - family	\$9.00 per family	\$9.00 per family
○ Parent & Tot/Home School/Adult Skate	\$2.50 per person	\$2.50 per person
○ Shinny Hockey/Club	\$5.50 per person	\$5.50 per person
Arena Floor	\$55.00 per hour or \$300.00 per day	\$55.00 per hour or \$300.00 per day
Auditorium A		
○ Private event with alcohol ▪ PLUS INDEMNITY DEPOSIT	\$450.00 per day	\$450.00 per day
○ Private event without alcohol	\$200.00 per day	\$200.00 per day
○ Private event without alcohol	\$120.00 for 4 hours	\$120.00 for 4 hours
○ Instructional	\$30.00 per hour	\$30.00 per hour
Auditorium B, C or D		
○ Private event with alcohol ▪ PLUS INDEMNITY DEPOSIT	\$190.00 per day, per room	\$190.00 per day, per room
○ Private event without alcohol (B, C or D)	\$100.00 per day, per room	\$100.00 per day, per room
○ Instructional	\$30.00 per hour	\$30.00 per hour
Ball Diamond Pavilion		
○ Evening with alcohol	\$175.00	\$175.00
○ Day with alcohol	\$250.00	\$250.00
Baseball		
○ Diamond - without lights	\$40.00 per game (up to 2 hours)	\$40.00 per game (up to 2 hours)
○ Diamond - with lights	\$55.00 per game (up to 2 hours)	\$55.00 per game (up to 2 hours)
○ Diamond - minor sports	\$13.00 per child, per season	\$13.00 per child, per season
○ Diamond - tournament	\$100.00 per day, per diamond	\$100.00 per day, per diamond

PARK AND RECREATION SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Note: All fees for Recreation Services include HST where applicable.		
Rental of Grovedale Arts & Culture Centre and Lakeside Park Pavillion requires a deposit of 50% at time of booking. This amount will be forfeited if the rental is cancelled within 30 days of the schedule event.		
Soccer		
○ Field	\$30.00 per game (up to 2 hours)	\$30.00 per game (up to 2 hours)
○ Field - minor sports	\$13.00 per child, per season	\$13.00 per child, per season
○ Field - tournament	\$75.00 per day, per field	\$75.00 per day, per field
Tennis Courts (Kingsville only)		
○ Access Card	\$10.00	\$10.00
○ Entry	\$6.00 per court	\$6.00 per court
Marina		
• Seasonal Ramp Pass	\$130.00 per craft	\$130.00 per craft
• Senior Ramp Pass	\$100.00 per craft	\$100.00 per craft
• Dockage - Cedar Island	\$48.00 per foot	\$48.00 per foot
• Dockage - Docks 63 and 64	\$56.00 per foot	\$56.00 per foot
• Transient Wells - Daily	\$2.00 per foot	\$2.00 per foot
• Transient Wells - Monthly	\$15.00 per foot	\$15.00 per foot
• Ramp Pass - Daily	\$12.00 per day	\$12.00 per day
• Ramp Pass - Monthly	\$50.00 per month	\$50.00 per month
• Fuel	Cost + \$0.30 per litre	Cost + \$0.30 per litre
Ridgeview Park		
• Hall and Pavilion with alcohol ○ PLUS INDEMNITY DEPOSIT	\$350.00 per day	\$350.00 per day
• Hall and Pavilion without alcohol	\$100.00 per day	\$100.00 per day
• Instructional	\$30.00 per hour	\$30.00 per hour
Unico Community Centre		
• Private event with alcohol ○ PLUS INDEMNITY DEPOSIT	\$390.00 per day	\$390.00 per day
• Private event without alcohol	\$180.00 per day	\$180.00 per day
• Private event without alcohol	\$90.00 for 4 hours	\$90.00 for 4 hours
• Instructional	\$30.00 per hour	\$30.00 per hour
Parking Lots		
• Unico Parking Lot • Carnegie Parking Lot • King Street Parking Lot	\$160.00 per day	\$160.00 per day
Advertising		
• Arena Walls	\$125.00 per year	\$125.00 per year
• Illuminated sign	\$300.00 per year	\$300.00 per year
• Ice surface boards	\$450.00 per year	\$450.00 per year
• Ice surface	\$865.00 per year	\$865.00 per year
• Marina display	\$58.00 per year	\$58.00 per year
• Zamboni (\$1,100 per side)	\$2,200.00 per year	\$2,200.00 per year
Programs		
• All Programs	Cost	Cost
• Standard First Aid/Level C	\$120.00	\$120.00
• Standard First Aid Renewal	\$75.00	\$75.00
Commemorative Program		
• Tree	\$300 Tree + \$250 Plaque=\$550 Total	\$350 includes tree and plaque
• Bench	\$1,400 Bench + \$250 Plaque=\$1,650 Total	\$1,500 includes bench and plaque

PLANNING SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Note: Applicants will be eligible for a 25% refund if an application is withdrawn prior to the holding of any public open house or meeting.		
Committee of Adjustment		
Consent		
• Initial severance	\$1,100.00	\$1,050.00
• Additional severance	\$300.00	\$250.00
PLUS ERCA	as set by ERCA	as set by ERCA
Minor Variance	\$735.00	\$685.00
PLUS ERCA	as set by ERCA	as set by ERCA
Joint Application (combined consent and minor variance)	\$1,525.00	\$1,475.00
PLUS ERCA	as set by ERCA	as set by ERCA
Development Agreements		
Minor Agreement (i.e. consents) PLUS EXTERNAL COSTS PLUS SECURITY DEPOSIT	\$600.00	\$500.00
Major Agreement (i.e. subdivisions) PLUS EXTERNAL COSTS PLUS SECURITY DEPOSIT	Not applicable	\$1,000.00
Development Agreement Amendment PLUS EXTERNAL COSTS PLUS SECURITY DEPOSIT	\$500.00	\$500.00
Official Plan		
Amendment PLUS EXTERNAL COSTS	\$2,900.00	\$2,800.00
PLUS ERCA	as set by ERCA	as set by ERCA
Joint Application (combined with Official Plan Zoning By-law Amendments) PLUS EXTERNAL COSTS	\$3,900.00	\$3,800.00
PLUS ERCA	as set by ERCA	as set by ERCA
Parkland Dedication or Fees in Lieu		
Commercial or Industrial Land	2% of appraised value of land	2% of appraised value of land
Residential Land	\$1,500.00 per new lot	\$1,500.00 per new lot
Part Lot Control		
Part Lot Control	\$1,700.00	\$1,650.00
Part Lot Control Extension	\$1,100.00	\$1,050.00
Plan of Condo/Subdivision		
Plan of Condominium PLUS EXTERNAL COSTS	\$3,900.00	\$3,300.00
PLUS ERCA	as set by ERCA	as set by ERCA
Plan of Subdivision PLUS EXTERNAL COSTS	\$5,900.00	\$4,800.00
PLUS ERCA	as set by ERCA	as set by ERCA
Recirculation of Application (after 3 months of inaction by applicant)	\$50.00	\$50.00
Plan of Subdivision (redline) PLUS EXTERNAL COSTS	\$1,000.00	\$1,000.00
PLUS ERCA	as set by ERCA	as set by ERCA
Site Plan Control		
Site Plan Agreement PLUS SECURITY DEPOSIT	\$1,900.00	\$1,850.00
PLUS ERCA	as set by ERCA	as set by ERCA
Site Plan Agreement Amendment PLUS SECURITY DEPOSIT	\$1,200.00	\$1,150.00
PLUS ERCA	as set by ERCA	as set by ERCA
Site Plan Agreement (Tower) PLUS EXTERNAL COSTS PLUS SECURITY DEPOSIT	\$750.00	\$700.00
PLUS ERCA	as set by ERCA	as set by ERCA

PLANNING SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Zoning By-law		
Zoning By-law Amendments PLUS EXTERNAL COSTS	\$2,500.00	\$2,400.00
PLUS ERCA	as set by ERCA	as set by ERCA
Temporary Use	\$1,400.00	\$1,350.00
PLUS ERCA	as set by ERCA	as set by ERCA
Temporary Use Extension	\$800.00	\$750.00
PLUS ERCA	as set by ERCA	as set by ERCA
Removal of Holding (h)	\$700.00	\$650.00
PLUS ERCA	as set by ERCA	as set by ERCA
Surplus Dwelling	\$2,200.00	\$2,100.00
PLUS ERCA	as set by ERCA	as set by ERCA
Other Services		
Renewable Energy Review and Approval PLUS EXTERNAL COSTS	\$1,500.00	\$1,500.00
Sidewalk Patio		
Initial application	\$600.00	\$600.00
PLUS USE OF PARKING SPACE PLUS INDEMNITY DEPOSIT	\$100.00 per month/space	\$100.00 per month/space
Annual renewal	\$200.00	\$200.00
PLUS USE OF PARKING SPACE PLUS INDEMNITY DEPOSIT	\$100.00 per month/space	\$100.00 per month/space
Compliance Letter (Subdivision/Site Plan, Development Agreement)	\$100.00	\$100.00
Documents - Comprehensive Zoning By-law (hard copy)	\$100.00	\$100.00
Documents - Official Plan Amendment (hard copy)	\$100.00	\$100.00

TRANSIT	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Note: If an attendant is required, only half of the fee is payable by the attendant.		
Erie Shores Transit:		
• Kingsville, Leamington, Wheatley	\$5.00 one way	\$5.00 one way
• Essex, Harrow, Tilbury, Woodslee	\$10.00 one way	\$10.00 one way
• Amherstburg, Belle River, LaSalle, St. Clair Beach, Tecumseh, Windsor	\$10.00 one way	\$10.00 one way

WATER SEWER SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Hydrant Hook Up	\$80.00 + water consumption at current rate	\$80.00 + water consumption at current rate
Water Meter (5/8" x 3/4" residential meter and MXU radio)	\$335.00	\$335.00
Turn On or Turn Off	\$40.00	\$40.00
Turn On or Turn Off (after Town business hours)	\$200.00	\$200.00
Frozen Meter Replacement	\$200.00	\$200.00
Frozen Meter Replacement (after Town business hours)	\$400.00	\$400.00
Frost Plate Repair	\$60.00	\$60.00
Frost Plate Repair (after Town business hours)	\$260.00	\$260.00
New Water Service Connection (3/4")	\$5,100.00	\$5,100.00
New Water Service Connection (1")	\$7,800.00	\$7,800.00
New Water Service Connection (2" or larger)	Cost	Cost
Raising/Lowering Curb Box/Meter Pit (result of owner grade change)	Cost	Cost
Lowering of Clean Out (result of owner grade change)	\$85.00	\$85.00
Replace Clean Out Cap	\$85.00	\$85.00
Minicam Investigation	\$75.00 first hour + \$50.00 each subsequent hour	\$75.00 first hour + \$50.00 each subsequent hour

WATER SEWER SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Steaming Frozen Private Water Services	\$100.00 first hour + \$75.00 each subsequent hour	\$100.00 first hour + \$75.00 each subsequent hour
Steaming Frozen Private Water Services (after Town business hours)	\$500.00 first hour + \$175.00 each subsequent hour	\$500.00 first hour + \$175.00 each subsequent hour
Service Vehicle	\$24.00 per hour	\$24.00 per hour
Watermain and Appurtenance Application Review and Approval	\$1,200.00	\$1,200.00

Note: For the purposes of this Schedule:

1. Except where otherwise noted, fees are exclusive of HST;
2. “Cost” shall mean an amount equal to the cost to the Town of labour, vehicle(s), materials, supplies or services used or purchased for the purpose of the service or activity;
3. “Instructional” refers to a program or service that is delivered by a 3rd party, but is available to the general public
4. “Prime” shall mean all day Saturday and Sunday, and 5 pm-close Monday to Friday
5. “Senior” shall mean a person 65 years of age or older; and
6. “Holidays” include the following days:

New Year’s Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	December 24
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	December 31

SCHEDULE B

INDEMNITY DEPOSITS AND PENALTIES

PARKS AND RECREATION SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
RENTALS		
Grovedale Arts & Culture Centre	\$500.00	\$500.00
Lakeside Park Pavilion	\$500.00	\$500.00
Kingsville Recreational Complex - Auditorium A	\$100.00	\$100.00
Kingsville Recreational Complex - Auditorium B, C, or D	\$100.00	\$100.00
Ridgeview Park	\$100.00	\$100.00
Unico Community Centre	\$100.00	\$100.00
Any hall rental with alcohol	\$500.00	\$500.00

MUNICIPAL SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2*020
*Building Permit	\$2,000.00	\$2,000.00
Standard Penalties for Damage to Municipal Services:		
• Curb box replacement/repair	\$175.00	\$175.00
• Meter pit bonnet replacement	\$275.00	\$275.00
• Full meter pit replacement	\$1,000.00	\$1,000.00
• Install cleanout cap	\$85.00	\$85.00
• Curb repair (patching only)	\$100.00 per hour	\$100.00 per hour
• Sidewalk replacement	\$100.00 per sq. metre	\$100.00 per sq. metre
• Curb replacement	\$150.00 per metre	\$150.00 per metre
• Asphalt replacement	Cost	Cost
• All other repairs	Cost	Cost
• Re-inspection fee (after failing initial inspection)	\$75.00	\$75.00
Encroachment/Entrance Permit	\$500.00	\$500.00
Road Crossing Agreement	10% of value of the works (\$500.00 minimum)	10% of value of the works (\$500.00 minimum)
Road Use Agreement	100% of value of the works	100% of value of the works

*Indemnity deposit not applicable to building permits issued for the following: sheds, signs, decks, solar panels and indoor plumbing

SCHEDULE C

SECURITY DEPOSITS

ADMINISTRATIVE SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Election Signs		
Municipal/School Board Candidates	\$140.00	\$140.00
Provincial or Federal Candidates	\$300.00	\$300.00
Utility Account Set Up (Tenant Accounts):		
Residential (no sewage)	\$100.00	\$100.00
Residential (with sewage)	\$200.00	\$200.00
Business (no sewage)	\$150.00	\$150.00
Business (with sewage)	\$250.00	\$250.00

PLANNING SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Development Agreements:		
Performance	50% value of the works	50% value of the works
Maintenance	25% value of the works	25% value of the works
Delayed Performance	100% value of the approved delayed works	100% value of the approved delayed works
o Plus Maintenance		
Sidewalk Patio	\$500.00	\$500.00
Site Plan Agreements:		
Minimal (obligation value less than \$10,000.00)	\$1,000.00	\$1,000.00
Minor (new entrance, minor on-site construction, minor service connections)	\$5,000.00	\$5,000.00
Major (new entrance, major internal services and connections, landscaping, additional studies, hard surfacing, lighting)	\$10,000.00 minimum	\$10,000.00 minimum
Greenhouse Minor Addition (no new entrances, storm water facilities)	\$5,000.00	\$5,000.00
Greenhouse New or Major Addition (entrances, storm water facilities, buffering, internal facilities, parking areas, fire safety, outdoor large central storage locations installation of rate of flow control device)	\$30,000.00 minimum	\$30,000.00 minimum

SCHEDULE D

REDUCED OR NO FEE

PARKS AND RECREATION SERVICES			
FACILITY RENTALS – REDUCED FEE			
FACILITY RENTALS COLUMN I	ORGANIZATIONS COLUMN II	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Lakeside Park Pavilion -anytime with or without alcohol PLUS INDEMNITY DEPOSIT (with alcohol only)	<ul style="list-style-type: none"> • Delta Waterfowl • Lion's Club (including auxiliaries) • Neighbourhood Charitable Alliance • Royal Canadian Legion (including auxiliaries) 	\$300.00 per day	\$300.00 per day
Kingsville Recreational Complex Ice Time Minor Sports – non-prime (weekdays before 5:00 pm)	<ul style="list-style-type: none"> • Elementary or Secondary Schools recognized by the Ministry of Education 	50% of standard rate	50% of standard rate
Unico Community Centre	<ul style="list-style-type: none"> • Kingsville Friendly Club • Odd Fellows 	\$100.00 per month	\$100.00 per month
Unico Community Centre	<ul style="list-style-type: none"> • Lily Rebekah 	\$50.00 per month	\$50.00 per month

FACILITY RENTALS – NO FEE			
FACILITY RENTALS COLUMN I	ORGANIZATION/PERSON COLUMN II	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Lakeside Park Pavilion* -with or without alcohol (refer to section 11 of By-law for restrictions) -PLUS INDEMNITY DEPOSIT (with alcohol only) Kingsville Recreational Complex Auditorium <ul style="list-style-type: none"> • Anytime with or without alcohol • PLUS INDEMNITY DEPOSIT (with alcohol only) Auditorium B, C or D <ul style="list-style-type: none"> • Anytime with or without alcohol • PLUS INDEMNITY DEPOSIT (with alcohol only) Ridgeview Park Hall and pavilion with or without alcohol <ul style="list-style-type: none"> • PLUS INDEMNITY DEPOSIT (with alcohol only) Hall with or without alcohol <ul style="list-style-type: none"> • PLUS INDEMNITY DEPOSIT (with alcohol only) Unico Community Centre Anytime with or without alcohol <ul style="list-style-type: none"> • PLUS INDEMNITY DEPOSIT (with alcohol only) 	<ul style="list-style-type: none"> • Business Improvement Area Board of Management • Canadian Blood Services • Cottam Cubs & Scouts • Cottam Rotary Club • Discovery School-Based Childcare Program • Gosfield North Sportsmen • Horticultural Society • Kingsville Cubs & Scouts • Kingsville Firefighters Association • Kingsville Essex Associated Band • Knights of Columbus (including auxiliaries) • Optimist Club (including auxiliaries) • Organizations under contract for use of Sports Fields or Ice Time 	No Fee	No Fee
Marina Seasonal Ramp Pass	<ul style="list-style-type: none"> • Baldwin, Neil • Balkwill, Gary • Branch, Jim • Clemente, Manual • Hodgkins, Leslie • Lacey, Eugene • Mallott, Jim • Miinch, Craig • Pretli, Andy • Woodall, N. 	No Fee	No Fee

*See sections 11-12 for conditions.

THE CORPORATION OF THE TOWN OF KINGSVILLE
DRAFT BY-LAW 16-2021

**Being a By-law to Regulate Permits Issued Under the
Building Code Act, Set Fees, and Establish a Code of Conduct
for the Chief Building Official and Inspectors**

WHEREAS section 7 of the *Building Code Act, 1992*, S.O. 1992, c. 23 (the “Act”) authorizes the Council of a municipality to pass by-laws applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of the Act.

AND WHEREAS the authorization set out in section 7 of the Act includes the power to require the payment of fees on applications for and on the issuance of permits, requiring the payment of fees for maintenance inspections, and to set the amounts of such fees, the total amount of which must not exceed the anticipated reasonable costs to administer and enforce the Act.

AND WHEREAS section 391 of the *Municipal Act, 2001*, S.O. c. 25 authorizes a municipality to pass by-laws imposing fees or charges on persons:

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control;

and the costs included in a fee or charge may include costs incurred by a municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

AND WHEREAS subsection 398(2) of the *Municipal Act, 2001*, S.O. c. 25 provides that the treasurer of a municipality may add fees and charges imposed by the municipality, including such fees as authorized by the Act, to the tax roll for any property for which all of the owners are responsible for paying the fees and charges and collect them in the same manner as municipal taxes.

AND WHEREAS section 7.1(1) of the Act requires a municipality to establish and enforce a code of conduct for the Chief Building Official and inspectors appointed under the Act.

AND WHEREAS section 8 of the Act provides the authority to a Chief Building Official to revoke a permit in certain circumstances.

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE ENACTS AS FOLLOWS:

Definitions and Interpretation

1. In this By-law:
 - a) “applicant” means a person who applies for a permit and includes any person authorized by an owner to apply for a permit on the owner’s behalf;
 - b) “Code” means the regulations made under section 34 of the Act;
 - c) “Chief Building Official” means the person appointed as such by Council of the Town for the purposes of enforcement of the Act;
 - d) “Council” means the Council of the Town;

- e) “Inspector” means those persons appointed as such by Council of the Town for the purposes of enforcement of the Act;
 - f) “owner” means the registered owner of the property upon which the building is situate which is the subject of a permit or an application for a permit;
 - g) “permit” means a permit issued pursuant to the Act;
 - h) “person” means an individual, firm, corporation, association or partnership;
 - i) “permit holder” means the person to whom a permit has been issued; and
 - j) “Town” means The Corporation of the Town of Kingsville.
2. Any term not defined in this By-law shall have the same meaning ascribed to it in the Act or the Code.

Application for Permit

3. Every application for every permit shall:
- a) contain sufficient information to enable the Chief Building Official to determine whether or not the work will conform with the Act, the Code and any other applicable law;

include a statement that the application does not contravene any applicable law and include supporting document in connection with the same;
 - b) be appropriately signed by the applicant;
 - c) if the owner is not the applicant, include an authorization to the applicant, in the form approved by the Chief Building Official, appropriately signed by the owner;
 - d) be accompanied by the required fee as set out in Schedule A attached hereto and forming part of this By-law;
 - e) be submitted to the Chief Building Official.

Permits

4. The classes of permits and the additional information and documents required to be filed by the applicant and considered prior to the issuance of the corresponding permit shall be as follows:

Construction Permit:

- a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;
- b) plans and specifications in accordance with sections 5 to 10 inclusive;
- c) a detailed description of the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;
- d) drawings and commitments as set out in Schedule C attached to and forming part of this By-law; and
- e) Energy Efficiency Design Summary, as prescribed by the Code.

Demolition Permit:

- (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;
- (b) plans and specifications in accordance with sections 5 to 10 inclusive;
- (c) a detailed description of the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a permit is made and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
- (d) commitment to general review by engineer as required by the Code;
- (e) demolition control agreement, as required;
- (f) designated substance report and method of demolition report as required; and
- (g) confirmation that:
 - (i) arrangements have been made with the proper authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities; and
 - (ii) that the owner and applicant will comply with the Town’s Property Standards By-law upon the completion of demolition.

Conditional Permit:

- (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;
- (b) plans and specifications in accordance with sections 5 to 10 inclusive; and
- (c) a written statement containing the following:
 - (i) the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (ii) information regarding the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
 - (iii) the time in which plans and specifications of the complete building will be filed with the Chief Building Official,

all of which shall be incorporated into the agreement required pursuant to section 8(c) of the Act.

Change of Use Permit:

- (a) the application in the form approved by the Chief Building Official from time to time;
- (b) plans and specifications in accordance with sections 5 to 10 inclusive, including floor plans, details of walls, ceilings and roof assemblies, identifying required fire resistance ratings and load bearing capacities, and details of the existing sewage system if any;

- (c) a description of the building in which the occupancy is to be changed, which description shall readily identify and locate the building;
- (d) a detailed description of the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made; and
- (e) drawings and commitments as set out in Schedule C.

Sewage System Permit:

- (a) the prescribed application form entitled “Application for a Permit to Construct or Demolish”;
- (b) plans and specifications in accordance with sections 5 to 10 inclusive;
- (c) commitment to general review by architect and engineer where sewage system exceeds 10,000L/day;
- (d) soils analysis;
- (e) site plan and cross section detail;
- (f) a site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:
 - (i) the date the evaluation was done;
 - (ii) the name, address, telephone number and signature of the person who prepared the evaluation;
 - (iii) a scaled map of the site including the following:
 - the legal description
 - lot size
 - property dimensions
 - existing rights-of-way, easements or municipal/utility corridors
 - the location of items listed in column 1 of Tables 8.2.1.6.A., 8.2.1.6.B., and 8.2.1.6.C. of the Code
 - the location of the proposed sewage system
 - the location of any unsuitable, disturbed or compacted areas
 - proposed access routes for system maintenance
 - depth to bedrock
 - depth to zones of soil saturation
 - soil properties, including soil permeability; and soil conditions, including the potential for flooding
 - (iv) a report completed by a geo-technical engineer verifying condition of soil

Transfer Permit:

- (a) the application in the form approved by the Chief Building Official;
- (b) a written statement from the permit holder authorizing the transfer of the permit to the transferee;
- (c) proof of ownership of the property by the transferee;
- (d) confirmation that the work to be done and the existing and proposed use and occupancy of the building or part thereof, for which the application for the transfer of the permit is made, is the same as that identified in the application;

- (e) the name, address, telephone number and facsimile number of the proposed architect, professional engineer or other designer, and his/her/their respective qualifications, where they are different from those identified in the application;
- (f) written confirmation from the proposed architect, professional engineer or other designer that he/she/they have been retained to undertake general review of the construction or demolition where required under the Code; and
- (g) where the proposed transferee is a builder as defined in the *Ontario New Home Warranties Plan Act*, or any successor thereto, the proposed transferee's registration number.

Plans and Specifications

- 5. Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two (2) complete sets of the plans and specifications submitted upon paper or other suitable and durable material or, if approved by the Chief Building Official, in electronic format, and shall contain text that is legible and drawings that are legible, complete, fully dimensioned and to scale.
- 6. Site plans shall be referenced to a current plan of survey and a copy of the survey shall accompany the site plan submission except where the Chief Building Official waives the requirement to do so.
- 7. On the completion of the foundation for a detached, semi-detached, triplex, fourplex or townhouse dwelling, but prior to a framing inspection, the Chief Building Official may require a survey prepared by an Ontario Land Surveyor to be submitted, which survey shall indicate the location and elevation of the top of the foundation wall.
- 8. Upon completion of the construction of a building, or part of a building, the Chief Building Official may require the submission of a set of plans of the building or part of a building, as constructed, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the building along with finished grade elevations.
- 9. In the event of a material change to a plan or specification on the basis of which a permit has been issued, the applicant shall give notice in writing to the Chief Building Official together with the details of such change.
- 10. Plans and specifications provided in accordance with this By-law shall become the property of the Town and shall be retained by the Town in accordance with the relevant legislation and the Town's Records Retention By-law, as amended from time to time.

Alternative Solutions

- 11. Where an applicant proposes using an alternative solution, the applicant shall provide, in addition to the prescribed documentation, a description of the proposed location(s) where the alternative solution is proposed to be used.
- 12. The Chief Building Official may accept or reject any alternative solution and may impose conditions or limitation on its use.
- 13. Alternative solutions which are accepted by the Chief Building Official shall be applicable only to the location proposed by the applicant and are not transferable to any other location.

Revoking Permits

- 14. Prior to revoking a permit, the Chief Building Official shall give written notice of his or her intention to revoke the permit to the permit holder at

the permit holder's address shown on the application or to such other address as the permit holder may provide to the Town for that purpose.

15. Notice under subsection 14 of this By-law shall be given either personally or by registered mail and where notice is by registered mail, it shall be deemed to have been given on the fifth day after the day of mailing.
16. A permit holder may request in writing that the Chief Building Official defer the revocation. Such request shall:
 - a) be received by the Chief Building Official within 30 days from the date of service of the notice given under subsection 14;
 - b) contain reasons why the permit should not be revoked; and
 - c) include the required fee as set out in Schedule A.
17. The Chief Building Official may, upon consideration of the request, defer the revocation of the permit and, in any event, shall provide notice in writing to the permit holder of his or her decision.
18. If no request for deferral is received by the Chief Building Official, the Chief Building Official may revoke the permit without further notice and dispose of all submitted plans, specifications, documents and other information which has been received in support of the application for a permit in accordance with the Records Retention By-law.

Fees

19. Fees shall be charged and paid as set out in Schedule A attached hereto and forming part of this By-law.
20. The calculation of fees shall be subject to the following:
 - a) building classifications and the square footage of buildings shall be determined by the Chief Building Official in accordance with the Code;
 - b) for a construction, demolition or conditional permit based on the value of the proposed work, the value of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services as determined by the Chief Building Official;
 - c) for a construction, demolition permit or conditional permit based on floor area, floor area shall mean the total floor space of all storeys above grade (or below grade for an underground home) measured as the horizontal area within the outside surface of the exterior walls of the building;
 - d) for a change of use permit based on a floor area, floor area shall mean the total floor space of all storeys subject to the change of use; and
 - e) for a conditional permit, fees shall be paid based on the complete project.
21. Any permit applications withdrawn or cancelled by the applicant will be charged a fee of \$250.00 for Part 9 residential properties and \$750.00 for Part 3 commercial, industrial and agricultural properties.

Refund of Fees

22. In the event that applicant disputes the value of the proposed work as determined by the Chief Building Official pursuant to subsection 20(b), the applicant shall:

- a) pay the fee;
 - b) submit, together with the payment of the fee, a written notice of protest; and
 - c) within six (6) months of completion of the work, submit an audited statement of the actual costs of the work.
23. Where the actual costs of the work as indicated on the audited statement submitted pursuant to subsection 21(c) are less than the value of the proposed work as determined by the Chief Building Official, the Chief Building shall issue a refund for the difference between the fee paid and the fee calculated based upon the audited costs of the work.
24. Further, the Chief Building Official shall refund a fee paid in the following amounts and in the following circumstances:
- a) 80% in the event the application has been filed, but is withdrawn, in writing, prior to the permit being issued.
 - b) 75% in the event the application has been filed, the permit issued and/or picked up, and no inspection has been requested within 6 months of the permit being issued. The refund amount shall not be less than \$250.00 for Part 9 properties and \$750.00 for Part 3 properties.

Additional Notice Requirements for Inspections

25. When determined necessary by the Chief Building Official, the permit holder shall provide notice to the Chief Building Official of the following stages of construction:
- a) commencement of construction;
 - b) substantial completion of site grading;
 - c) the completion and availability of drawings of the building as constructed; and/or
 - d) completion of a building for which an occupancy permit is required under Article 1.3.3. of the Code.
26. For greater clarity, except as authorized by the Code, prior to the occupancy or use of a building or part of a building or prior to permitting the occupancy or use of a building or part of a building, notice of the date of completion of the building or part must be given to the Chief Building Official.

Code of Conduct

27. The Code of Conduct as set out in Schedule B attached hereto and forming part of this By-law is hereby established.
28. The Chief Building Official and Inspectors shall be governed by the Code of Conduct.

General

29. The requirements as set out in this By-law are in addition to the requirements of the Act and the Code.
30. Should any section, subsection, clause or provision of this By-law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law.
31. By-law 025-2020 is hereby repealed effective March 31, 2021.

32. This by-law shall come into force on April 1, 2021.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
8th DAY OF MARCH, 2021.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

SCHEDULE “A”

BUILDING SERVICES

CONSTRUCTION PERMIT NOTES

Permits reviewed and/or issued and not paid for or picked up will be charged a fee of \$300.00 for Part 9 residential properties and \$750.00 for Part 3 commercial, industrial and agricultural properties.

Municipal Services requires a \$2,000.00 Indemnity Deposit upon the issuance of all Building Permits in accordance with the Fees and Charges By-law (15-2021), save and except for permits issued for: sheds (up to 150 sqft), signs, decks, solar panels, and indoor plumbing, or at the discretion of Municipal Services.

CONSTRUCTION PERMIT	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Residential		
• New construction	\$1.15 per square foot	\$1.10 per square foot
PLUS - if submitted under Residential - Fast Track Policy:	Service removed	
▪ detached house	Service removed	\$170.00
▪ semi-detached house, 2 unit townhouse or row house	Service removed	\$260.00
▪ 3 unit townhouse or row house	Service removed	\$340.00
▪ 4 unit townhouse or row house	Service removed	\$435.00
▪ 5 unit townhouse or row house	Service removed	\$500.00
• Renovations	\$13.00 per \$1,000.00 of value of construction	\$12.00 per \$1,000.00 of value of construction
• Accessory buildings	\$0.55 per square foot	\$0.55 per square foot
• Finished and unfinished basements	\$0.55 per square foot	\$0.55 per square foot
• Minimum fee	\$200.00	\$175.00
Swimming pools		
• In ground and above ground	\$200.00	\$175.00
Part 3-Assembly/Residential/Commercial/Institutional & Industrial/Part 9-other than Residential		
• Value of construction up to \$1,000,000.00	\$13.00 per \$1,000.00 of value of construction	\$12.00 per \$1,000.00 of value of construction

CONSTRUCTION PERMIT	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
○ PLUS –value of construction thereafter	\$1.25 per \$1,000.00 of value of construction	\$1.25 per \$1,000.00 of value of construction
• Minimum fee	\$500.00	\$175.00
Greenhouse	\$.05 per square foot	\$.04 per square foot
• Minimum fee	\$500.00	\$500.00
Other Farm Structures	\$0.50 per square foot	\$0.50 per square foot
• Minimum fee	\$200.00	\$175.00
Water Storage Tanks	\$500.00	\$350.00
Temporary Structures	\$200.00	\$175.00
Wind Turbine With an Output of 1.5 Megawatts or More	\$10,000.00	\$10,000.00
Construction Commenced Prior to Permit Being Issued	Fee x 2	Fee x 2
Other Permits (not specifically listed)	\$13.00 per \$1,000.00 of value of construction	\$12.00 per \$1,000.00 of value of construction
• Minimum fee	\$200.00	\$175.00
Moving	\$300.00	\$300.00
Signs	\$200.00	\$200.00

DEMOLITION PERMIT	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Demolition	\$0.30 per square foot	\$0.25 per square foot
• Minimum fee (residential accessory buildings)	\$200.00	\$175.00
• Minimum fee (all other buildings)	\$500.00	\$175.00

CONDITIONAL PERMITS
Fees as per Construction Permits

CHANGE OF USE PERMIT WHERE NO PROPOSED CONSTRUCTION	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Change of Use	\$200.00	\$175.00

SEWAGE SYSTEM PERMIT	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
On Site Sewage		
• Systems	\$750.00	\$750.00
• Repair	\$300.00	\$300.00

TRANSFER PERMIT	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Transfer	\$200.00	\$175.00

OTHER SERVICES	EFFECTIVE APRIL 1, 2021	EFFECTIVE APRIL 1, 2020
Inspection re: AGCO Liquor License Application	\$200.00	\$175.00
Conditional Permit Agreement	\$250.00	\$250.00
• Registration of Agreement on title	Cost	Cost
Change of Use Field Review	\$200.00	\$175.00
Defer/Revocation Letter	\$200.00	\$175.00
Post Review Amendment		
• Part 9/Residential	\$275.00	\$275.00
• Part 3/Commercial, Industrial, Greenhouse	\$750.00	\$750.00
Re-inspection (inspection booked, but work not ready or completed; or no one on site)	\$75.00	\$75.00
Sewer/Water Connection (additional costs apply to complete service):		
• Residential	\$200.00	\$175.00
• Commercial/Industrial/Greenhouse	\$350.00	\$350.00
Water Meter (5/8" x 3/4" residential meter and MXU/SP radio)	\$335.00	\$335.00

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 17-2021

Being a by-law to impose a Water Rate and Sewage Rates

WHEREAS pursuant to section 391 of the *Municipal Act, 2001*, S.O. 2001, c.25 (the “Act”), a municipality may pass by-laws imposing fees or charges on persons:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control,

and such fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time.

AND WHEREAS the costs included in a fee or charge may include costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

AND WHEREAS section 394(2) of the Act provides that a fee or charge may be based on, be in respect of or be computed by reference to the location of the property, the physical characteristics of property, including buildings and structures on the property, or the zoning of property or other land use classification.

AND WHEREAS section 1 of the Act indicates that the definition of a “public utility” includes a system that is used to provide water and sewage for the public.

AND WHEREAS section 398 of the Act indicates that fees and charges for the supply of a public utility imposed by a municipality on a person constitute a debt of the person to the municipality and that such fees and charges may be added to the tax roll for the property in the municipality to which the public utility was supplied and be collected in the same manner as municipal taxes.

AND WHEREAS section 81 of the Act provides that, in addition to recovering all fees and charges payable, a municipality may, on reasonable notice, shut off the supply of a public utility to land if fees or charges payable by the owners or occupants of the land for the supply of the public utility to the land are overdue.

AND WHEREAS Council of The Corporation of the Town of Kingsville deems it expedient to consolidate the provisions of the aforementioned by-laws, establish new Sewage Service Areas and impose a Water Rate and Sewage Rates.

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

Definitions

1. "Capital Surcharge" refers to a fixed rate established to finance the replacement of water mains and other water system capital expenditures.
2. "Commercial" means property classified as such by the Municipal Property Assessment Corporation.
3. "Distribution Rate" refers to a volume based rate established to finance the operating and administrative costs associated with maintaining the Town's water distribution network.
4. "Foreign Worker Housing" means a building used for the residential housing of workers who work in the agriculture industry, including, but not limited to, work in a Greenhouse.
5. "Greenhouse" means any building or portion of a building producing Greenhouse Sewage which is discharged into the Sewage Works, either directly or through a secondary treatment process.
6. "Greenhouse Sewage" means Sewage resulting directly from the process of growing plants, including, but not limited to watering, fertilizing, cultivating and/or exhibiting plants, in a building with transparent or semi-transparent walls and/or roof, under controlled conditions.
7. "Industrial" means property classified as such by the Municipal Property Assessment Corporation.
8. "Multi-residential" means property classified as such by the Municipal Property Assessment Corporation.
9. "Residential" means property classified as such by the Municipal Property Assessment Corporation.
10. "Residential Unit" means a self-contained set of rooms located in premises and contains kitchen and bathroom facilities that are intended for the use of the unit only.
11. "Sewage" means any liquid waste containing animal, vegetable or mineral or nutrient matter in solution or in suspension.
12. "Sewage Rate" means the fee and charge imposed for the purpose of raising funds to pay all or a portion of the capital costs of the Sewage Works or for the operation, repair and maintenance of the Sewage Works and any reserve fund for such purpose.
13. "Sewage Area 1 Rate" means the corresponding Sewage Rate for the identified property or building located in the area indicated in Schedule B attached to and forming part of this By-law and serviced by the "Cottam Facility".
14. "Sewage Area 2 Rate" means the corresponding Sewage Rate for the identified property or building located in the area indicated in Schedule B attached hereto and forming part of this By-law and serviced by the "Lakeshore West Facility".
15. "Sewage Area 3 Rate" means the corresponding Sewage Rate for the identified property or building located in the area indicated in Schedule B attached hereto and forming part of this By-law and serviced by the "Kingsville Facility".
16. "Sewage Works" means the collection, transmission, storage, treatment and disposal of Sewage and any systems or works required for the same.
17. "Water" means potable water.

18. "Water Rate" means the fee and charge imposed for the purpose of raising funds to pay for Water and all or a portion of the capital costs of the Water Works or for the operation, repair and maintenance of the Water Works and any reserve fund for such purpose.
19. "Water Works" means the provision and distribution of Water and any systems or works required for the same.
20. "Wholesale Rate" refers to a volume rate based on the rates established by Union Water Supply System for the supply of water.

Water Rate

21. The Water Rates as set out in Schedule "A" attached hereto and forming part of this By-law is hereby imposed on those owners, occupants or tenants of property who benefit from or who may benefit from Water Works.
22. The Capital Surcharge as set out in Schedule "A" shall apply to every active water service connection located on a property. A water service connection is considered active if it is in use or expected to be in use at any point during the next 12 month period.
23. Municipally owned splash pads shall be exempt from the Distribution Rate outlined in Schedule A.

Sewage Rates

24. The Sewage Rates as set out in Schedule "C" attached hereto and forming part of this By-law are hereby imposed on those owners, occupants or tenants of the following:
 - a) a property or building that is connected to the Sewage Works, or
 - b) a property that is not connected to the Sewage Works, but has the facilities to produce Sewage and has frontage adjacent to any part of the Sewage Works.
25. For greater certainty:
 - a. In the Residential Area, in the event there are one or more Residential Units on the property or in the building, the Sewer Rate imposed shall be imposed for each Residential Unit;
 - b. The owner, occupant or tenant of the remainder of the property upon which a Greenhouse (or portion thereof) or Foreign Worker housing is located shall remain subject to the Sewage Rate applicable to that property.
26. The owners, occupants or tenants of property or that portion of a property as described in Schedule "D" are exempt from section 24 of this By-law.
27. The owners, occupants or tenants of properties described in Schedule "E" are exempt from section 24 of this By-law until such time as said property is connected to the Sewage Works.
28. Funds raised from Sewage Rates shall be allocated as follows:
 - a. 25% Capital Reserve
 - b. 75% Operation of Sewage System

General

29. In the event that a property does not appear to be, in whole or in part, within a Sewage Area as indicated in Schedule B, such property shall be deemed to be within the Sewage Area that is closest to said property.

30. If any court finds that any provision of this By-law is ultra vires or invalid, such provision shall be deemed to be severable and shall not invalidate any other provisions of this By-law which shall remain in full force and effect.
31. By-law 26-2020 and By-law 48-2020 and all amendments thereto, be and are hereby repealed on the effective date(s) of this by-law.
32. This by-law, and all attached schedules shall come into effect on April 1, 2021, save and except the following;
 - a. Sewage Area 1 Rates (Cottam Facility) – effective April 15, 2021.
 - b. Sewage Area 2 Rates (Lakeshore West Facility) – effective June 15, 2021
 - c. Sewage Area 3 Rates (Kingsville Facility) – effective May 15, 2021

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
8th DAY OF MARCH, 2021.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

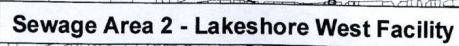
SCHEDULE “A”

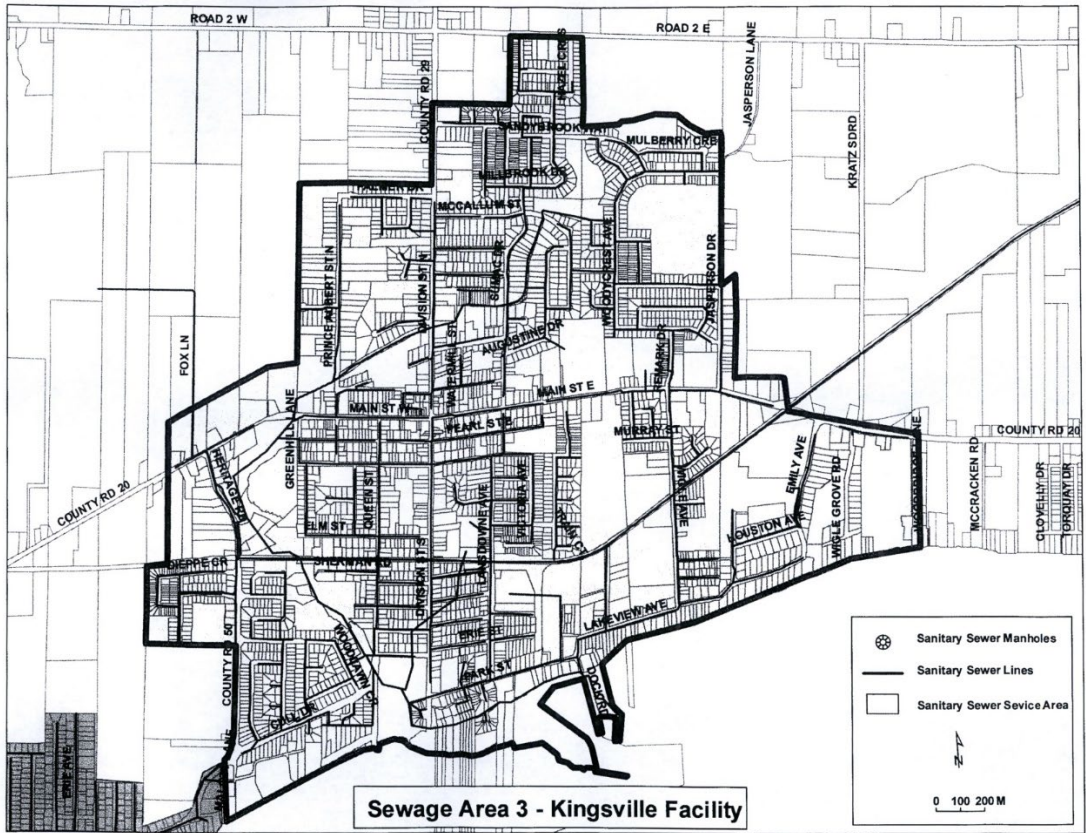
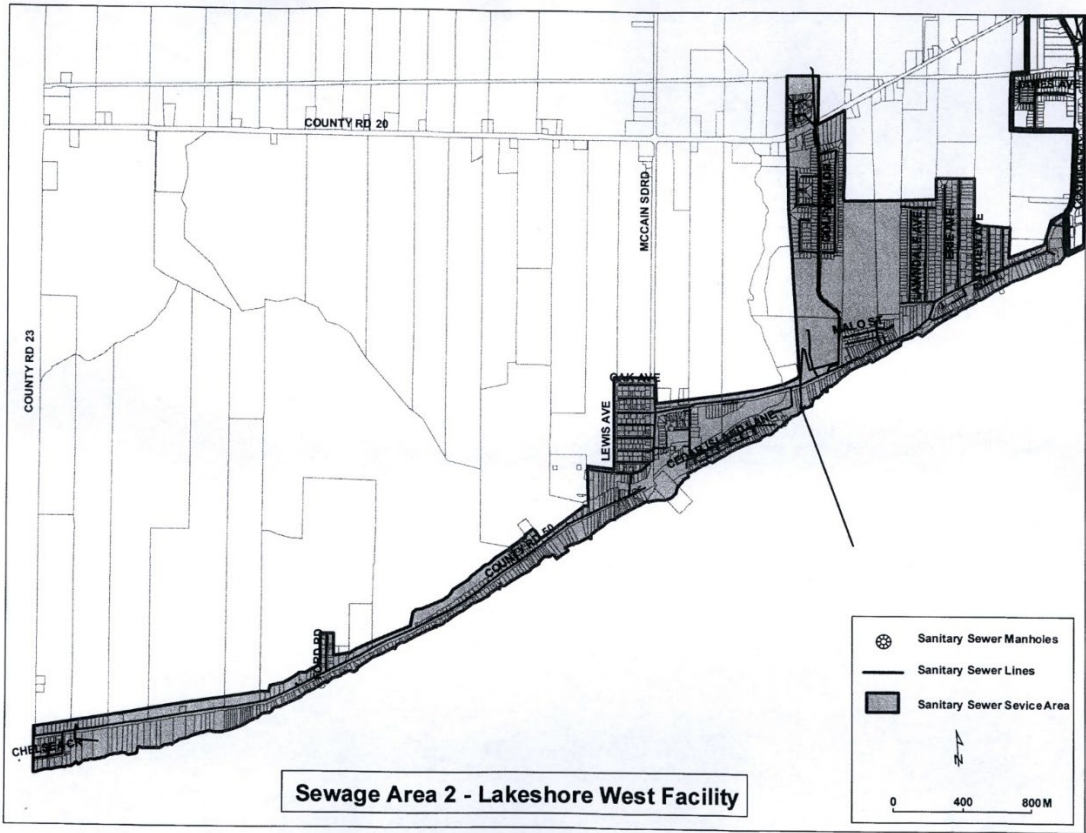
WATER RATES

Volume Rates	Effective April 1, 2021	Effective April 1, 2020
Wholesale	\$0.68 per m3	\$0.65 per m3
Distribution	\$0.36 per m3	\$0.35 per m3
Total	\$1.04 per m3	\$1.00 per m3

Fixed Rates	Effective April 1, 2021	Effective April 1, 2020
Capital Surcharge	\$22.89 per Quarter	\$21.55 per Quarter

SEWAGE SERVICE AREAS





SCHEDULE “C”

RESIDENTIAL SEWAGE RATES

Facility	Effective April 15, 2021	Effective January 15, 2021
Sewage Area 1 Rates Cottam Facility	<ul style="list-style-type: none"> Base Charge - \$60.00 per quarter per residential unit, plus Volume Charge - \$0.65 per m3 of water volume Maximum sewage charges - \$120 per quarter per residential unit	<ul style="list-style-type: none"> Base Charge - \$60.00 per quarter per residential unit, plus Volume Charge - \$0.65 per m3 of water volume Maximum sewage charges - \$120 per quarter per residential unit

Facility	Effective June 15, 2021	Effective March 15, 2021
Sewage Area 2 Rates Lakeshore West Facility	<ul style="list-style-type: none"> Base Charge - \$60.00 per quarter per residential unit, plus Volume Charge - \$0.60 per m3 of water volume Maximum sewage charges - \$120 per quarter per residential unit	<ul style="list-style-type: none"> Base Charge - \$60.00 per quarter per residential unit, plus Volume Charge - \$0.60 per m3 of water volume Maximum sewage charges - \$120 per quarter per residential unit

Facility	Effective May 15, 2021	Effective February 15, 2021
Sewage Area 3 Rates Kingsville Facility	<ul style="list-style-type: none"> Base Charge - \$60.00 per quarter per residential unit, plus Volume Charge - \$0.60 per m3 of water volume Maximum sewage charges - \$120 per quarter per residential unit	<ul style="list-style-type: none"> Base Charge - \$60.00 per quarter per residential unit, plus Volume Charge - \$0.60 per m3 of water volume Maximum sewage charges - \$120 per quarter per residential unit

NON-RESIDENTIAL SEWAGE RATES

Sewage Area 1 Rates Cottam Facility	Effective April 15, 2021	Effective April 15, 2020
Multi-Residential, Commercial, Industrial	\$1.52 per m3 of water volume	\$1.46 per m3 of water volume
Greenhouse	\$1.52 per m3 of sewage discharge	\$1.46 per m3 of sewage discharge
Worker Housing	If metered: <ul style="list-style-type: none">Base Charge - \$20.00 per quarter per occupant (based on maximum occupant load), plusVolume Charge - \$0.65 per m3 of water volume If not metered: <ul style="list-style-type: none">\$27.85 per occupant	<ul style="list-style-type: none">Base Charge - \$20.00 per quarter per occupant (based on maximum occupant load), plusVolume Charge - \$0.65 per m3 of water volume

Sewage Area 2 Rates Lakeshore West Facility	Effective Jun 15, 2021	Effective June 15, 2020
Multi-Residential, Commercial, Industrial	\$1.41 per m3 of water volume	\$1.35 per m3 of water volume
Greenhouse	\$1.41 per m3 of sewage discharge	\$1.35 per m3 of sewage discharge
Worker Housing	If metered: <ul style="list-style-type: none">Base Charge - \$20.00 per quarter per occupant (based on maximum occupant load), plusVolume Charge - \$0.60 per m3 of water volume If not metered: <ul style="list-style-type: none">\$27.20 per occupant	<ul style="list-style-type: none">Base Charge - \$20.00 per quarter per occupant (based on maximum occupant load), plusVolume Charge - \$0.60 per m3 of water volume

Sewage Area 3 Rates Kingsville Facility	Effective May 15, 2021	Effective May 15, 2020
Multi-Residential, Commercial, Industrial	\$1.41 per m3 of water volume	\$1.35 per m3 of water volume
Greenhouse	\$1.41 per m3 of sewage discharge	\$1.35 per m3 of sewage discharge
Worker Housing	If metered: <ul style="list-style-type: none">Base Charge - \$20.00 per quarter per occupant (based on maximum occupant load), plusVolume Charge - \$0.60 per m3 of water volume If not metered: <ul style="list-style-type: none">\$27.20 per occupant	<ul style="list-style-type: none">Base Charge - \$20.00 per quarter per occupant (based on maximum occupant load), plusVolume Charge - \$0.60 per m3 of water volume

SCHEDULE “D”

Irrigation Systems located on a Commercial property if such system is independently metered

Ice Making Systems located on the property owned by the Town of Kingsville and the Kingsville Port Users Association and existing as of the date of the passing of this By-law (includes the former Kingsville Fisherman’s Co-Op Ice; 215 Industry Road, LaNassa Seafood Ice Water Meter and All Temp Foods Ltd. Ice Water Meter)

197 Pineway Park
137 County Road 34E
143 County Road 34E
1875 County Road 34 E

SCHEDULE “E”

203 County Road 34 W
198 County Road 27E
204 County Road 27E
46 County Road 27 W
48 County Road 27 W
50 County Road 27 W
54 County Road 27 W
56 County Road 27 W
58 County Road 27 W
60 County Road 27 W
62 County Road 27 W
68 County Road 27 W

THE CORPORATION OF THE TOWN OF KINGSVILLE
BY-LAW 22 - 2021

**Being a By-law to amend By-law 21-2005 as amended, being a
By-law to Regulate Traffic and Parking on Highways
within the Town of Kingsville**

WHEREAS By-law 21-2005, as amended, is a by-law to regulate traffic and parking on highways within the Town of Kingsville;

AND WHEREAS pursuant to Section 27 of the *Municipal Act, 2001*, S.O. 2001, c. 25, (the “*Act*”) as amended, by-laws may be passed by councils of municipalities to regulate traffic and parking in respect to highways within their jurisdiction;

AND WHEREAS pursuant to *the Highway Traffic Act, R.S.O. 1990*, c. H.8, as amended, By-laws may be passed by councils of municipalities regulating traffic on highways that are not inconsistent with the Highway Traffic Act;

AND WHEREAS By-law 21-2005, as amended, contains consecutively numbered Schedules forming part of it;

AND WHEREAS it is necessary from time to time to amend By-law 21-2005, as amended, including the Schedules thereto.

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

1. **THAT** Schedule 3 ‘**NO PARKING**’ to By-law 21-2005, as amended, is hereby amended by adding the following:

<u>COLUMN 1</u> <u>HIGHWAY</u>	<u>COLUMN 2</u> <u>SIDE</u>	<u>COLUMN 3</u> <u>FROM, TO</u>	<u>COLUMN 4</u> <u>PROHIBITED</u> <u>TIMES OF DAY</u>
105. Walker Drive	South/East sides	Adjacent to 141 and 143 Walker Drive	Anytime

2. 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 MARCH, 2021.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 25 - 2021

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its March 8, 2021 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 March 8, 2021 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 March, 2021.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo