



**REGULAR MEETING OF COUNCIL  
AGENDA**

**Monday, November 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](http://www.kingsville.ca/meetings) and select the VIDEO icon.

**B. LAND ACKNOWLEDGEMENT**

We acknowledge the Three Fires Confederacy (Ojibwe, Potawatomie and Odawa) and the Traditional, ancestral, unceded territory of Caldwell First Nation; the original people of Point Pelee, Pelee Island and its surrounding waters. We recognize and respect the First Nations who are stewards of the land and waters of Turtle Island and who have embraced this stewardship since time immemorial. We would also like to acknowledge other nearby First Nations communities and First Nations across Turtle Island.

**C. MOMENT OF SILENCE AND REFLECTION AND NATIONAL ANTHEM**

Live Singing of O'Canada by Tanner Harrison

**D. AMENDMENTS TO THE AGENDA**

**E. 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.

## **F. REPORT OUT FROM CLOSED SESSION**

On October 25, 2021 at 6:56 p.m. pursuant to the *Municipal Act, 2001*, Section 239 Council entered into Closed Session under Subsection (2)(c) [a proposed or pending acquisition of land by the municipality] and Subsection (2)(f) [advice that is subject to solicitor-client privilege, including communications necessary for that purpose] of the to discuss a the West Side Collector Road. A public report will be before Council for consideration at a future public meeting.

## **G. PRESENTATIONS**

1. **Michelle Bishop, General Manager, Essex Windsor Solid Waste Authority (EWSWA) RE: Regional Food and Organics Waste Management Project**

1

### **Recommended Action**

That the presentation **BE RECEIVED**.

## **H. DELEGATIONS**

1. **BIA Support Hours for Holiday Decor - Christina Bedal, Kingsville BIA Coordinator**

### **Recommended Action**

That the delegation **BE RECEIVED**.

2. **Kenshore Lane Sewer Request - Andrea Hill**

28

### **Recommended Action**

That the delegation **BE RECEIVED**.

## I. MATTERS SUBJECT TO NOTICE

29

### 1. DRAINAGE REPORT CONSIDERATION--BRIDGE OVER THE CAMERON-CURRY DRAIN

T. Peralta, P. Eng. (N. J. Peralta Engineering Ltd.) and S. Martinho, Manager of Public Works and Environmental Services

i) Notice of Meeting to Consider the Engineer's Report, dated October 21, 2021;

ii) Drainage Report dated April 26, 2019 for the Bridge Over the Cameron-Curry Drain (for Maurice Trepanier; Part of Lot 25, Concession 11), Town of Kingsville; N. J. Peralta Engineering Ltd. Project No. D-19-008;

iii) Proposed By-law 79-2021, being a by-law to provide for construction of a new access bridge over the Cameron-Curry Drain, Roll No.: 650-03100, in the Town of Kingsville in the County of Essex.

#### **Recommended Action**

That Council adopt Engineer's Report for the Bridge Over the Cameron-Curry Drain (for Maurice Trepanier; Part of Lot 25, Concession 11; N. J. Peralta Engineering Ltd. Project Number D-19-008) and read By-law 79-2021 a first, second and third and final time at this Regular Meeting.

## **J. CONSENT AGENDA**

1.	Communities in Bloom Minutes--September 7, 2021	71
2.	Committee of Adjustment Minutes--September 21, 2021	75
3.	Kingsville Municipal Heritage Advisory Committee Minutes--September 21, 2021	81
4.	Police Services Board Minutes--September 22, 2021	85
5.	Union Water Supply System Joint Board of Management Minutes--September 22, 2021	89
6.	Fantasy of Lights Committee Minutes--September 28, 2021 and October 4, 2021	95
7.	Migration Festival Committee Minutes--September 28, 2021 and October 5, 2021	102
8.	Regular Meeting of Council Minutes--October 25, 2021	113
9.	Regular Closed Session Meeting of Council Minutes--October 25, 2021	
10.	Colin J. Ball and Joanne D. Ball, Residents--Correspondence dated October 25, 2021 RE: Road and edge flooding of Mettawas Lane	118
11.	County of Essex-Correspondence from Warden McNamara and CAO Galloway to Ministry of Infrastructure dated October 27, 2021 RE: Accelerated High Speed Internet Program (AHSIP)	120
12.	Town of Essex--Correspondence dated October 28, 2021 RE: Capital Gains Tax on Primary Residence	123
13.	Town of Tecumseh - Correspondence re: COVID-19 and Long Term Care Homes	128



## **K. REPORTS - COMMUNITY AND DEVELOPMENT SERVICES**

### **1. Fantasy of Lights Update**

133

#### **Recommended Action**

1. That Council approves the following streets be closed to vehicle traffic on November 20, 2021 for the Fantasy of Lights Parade;
  - Staging area from 4 PM to approximately 6:30 PM: Jasperson Drive (north of the driveway at Zehrs)
  - Parade route from 5:30 PM to the end of the parade: Main Street from Jasperson Drive to the end of Division Street South.
  - De-staging area beginning at 6:30 PM: Park Street from Division Street to 103 Park (Grovedale)

### **2. Application for Part Lot Control Exemption by Management Inc. 9, 11 & 13 Mettawas Lane Pt. of Block D, Plan 965, Pt. Water Lot in Front of Lot 1, Con HTM**

138

#### **Recommended Action**

1. That Council enact Part Lot Control By-law 00-2021 to allow Part of Block D, Plan 965, Pt. Water Lot in Front of Lot 1, Concession 1 ED to be exempt from Section 50(5) of the Planning Act, and that Council authorize and direct Planning Services to forward the by-law to the County of Essex for final approval.

### **3. Application for Site Plan Amendment by Greenhouse Structures Ltd. & 1912891 Ontario Inc. & 1956 Settrington Drive ED, Universal 1932 Part of Lot 12, Concession 3**

142

#### **Recommended Action**

1. That Council approve site plan amendment application SPA/25/2021 for the Phase Three and Four manufacturing space additions, 1985.73 sq. m (21,374 sq. ft.) and 1,785.84 sq. m (19,223 sq. ft.), respectively, located on lands known as 1932 and 1956 Settrington Drive, subject to the further amended terms of the site plan agreement; and,
2. That Council authorize the Mayor and Clerk to sign the amending agreement and register said agreement on title.

## **L. REPORTS - FINANCIAL AND INFORMATION TECHNOLOGY SERVICES**

No reports at this time.

**M. REPORTS - FIRE SERVICES**

No reports at this time.

**N. REPORTS - INFRASTRUCTURE AND ENGINEERING SERVICES**

**1. Marcovecchio Industrial Park Phase 1A – Initial Acceptance**

147

**Recommended Action**

1. That Council initially accept Marcovecchio Industrial Park Phase 1A onto “Maintenance” for a period of no less than one year, and that the Clerk provide written confirmation to the Developer of the date of initial acceptance of the development by Council resolution.

**2. Royal Oak at the Creek Phase 9 – Final Acceptance**

151

**Recommended Action**

1. That Council grant “Final Acceptance” of the roadway and infrastructure for the Royal Oak at the Creek Phase 9 subdivision; and,
2. The Clerk provide formal notification to the Developer (Amico Properties Inc.) of the Council decision to grant Final Acceptance of the Royal Oak at the Creek Phase 9 subdivision.

**O. REPORTS - LEGAL AND CLERK SERVICES**

**1. Freedom of Information and Privacy Officer**

155

**Recommended Action**

1. That **By-law 85-2021** being a by-law to Appoint the Clerk as Information and Privacy Officer for the Town of Kingsville for the purposes of carrying out the day to day duties of the Municipal Freedom of Information and Protection of Privacy Act be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

**P. REPORTS - CAO's OFFICE**

No reports at this time.

**Q. NOTICES OF MOTION**

**R. UNFINISHED BUSINESS AND ANNOUNCEMENTS**

## **S. BYLAWS**

### **Recommended Action**

That all By-laws are read three times and finally passed and the Mayor and Clerk be authorized to sign same.

- |   |     |
|---|-----|
| <b>1. By-law 79-2021</b>  | 159 |
| <p>A By-law to provide for construction of a new access bridge over the Cameron Curry Drain Roll No.: 650-03100 in the Town of Kingsville, in the County of Essex</p>   |     |
| <b>2. By-law 85-2021</b>  | 163 |
| <p>A By-law to Appoint the Town Clerk as Information and Privacy Officer for the Town of Kingsville for the purposes of carrying out the day to day duties of the <i>Municipal Freedom of Information and Protection of Privacy Act</i></p> |     |
| <b>3. By-law 90-2021</b>  | 164 |
| <p>A By-law re Part Lot Control (HTM Management)</p>  |     |
| <b>4. By-law 93-2021</b>  | 165 |
| <p>A By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its November 8, 2021 Regular Meeting.</p>   |     |

## **T. ADJOURNMENT**



# Regional Food, Organic and Biosolids Waste Processing

Michelle Bishop  
EWSWA General Manager

# Provincial Legislation

- ▶ Ontario's Food and Organic Waste Policy Statement pursuant to Section 11 of the 2016 Resource Recovery and Circular Economy Act (collectively the Organics Provincial Policy Statement, or OPPS) requires some municipalities in Essex-Windsor to achieve specific reduction or recovery target rates by 2025
- ▶ Key Points:
  - ▶ Reduction targets shall be achieved by the prevention or reduction of food and organic waste; the safe rescue and redirection of surplus food; and the recovery of food and organic waste to develop end-products for beneficial use
  - ▶ Reduction targets cannot be achieved through the use of food and organic waste to generate alternative fuels or energy from waste without the concurrent recovery of nutrients



# Municipal Participation Requirements as per the Organics Provincial Policy Statement (OPPS)

Municipalities in Essex-Windsor are required to achieve specific reduction and recovery target rates by 2025 as follows:

- ▶ **City of Windsor** - Provide curbside collection of food and organic waste to single family dwellings in an urban settlement area and to achieve a target rate of reduction of 70%;
- ▶ **Amherstburg, LaSalle, Leamington and Tecumseh** - Provide collection (through a public drop-off depot or community composting area or through curbside collection) of food and organic waste to single family dwellings in an urban settlement area and to achieve a target rate of reduction of 50%;
- ▶ **Essex, Kingsville and Lakeshore** - Not required to achieve specific rates of reduction for food and organic waste based on their population and population densities.



# Food and Organic Waste



Food Waste



Soiled Paper



Pet Wastes



Personal Hygiene Wastes



Sanitary Wastes



Processing of Pet Waste, Personal Hygiene, and Sanitary Wastes were determined to be to problematic - would not be included as a mandatory feedstock



# Food and Organic Waste - Already Captured



Seasonal Outdoor Waste



Leaf and Yard Waste



Flowers and Houseplants

Currently  
included in  
Yard Waste  
Program



Compostable Products and Packaging



Paper Fibre Products

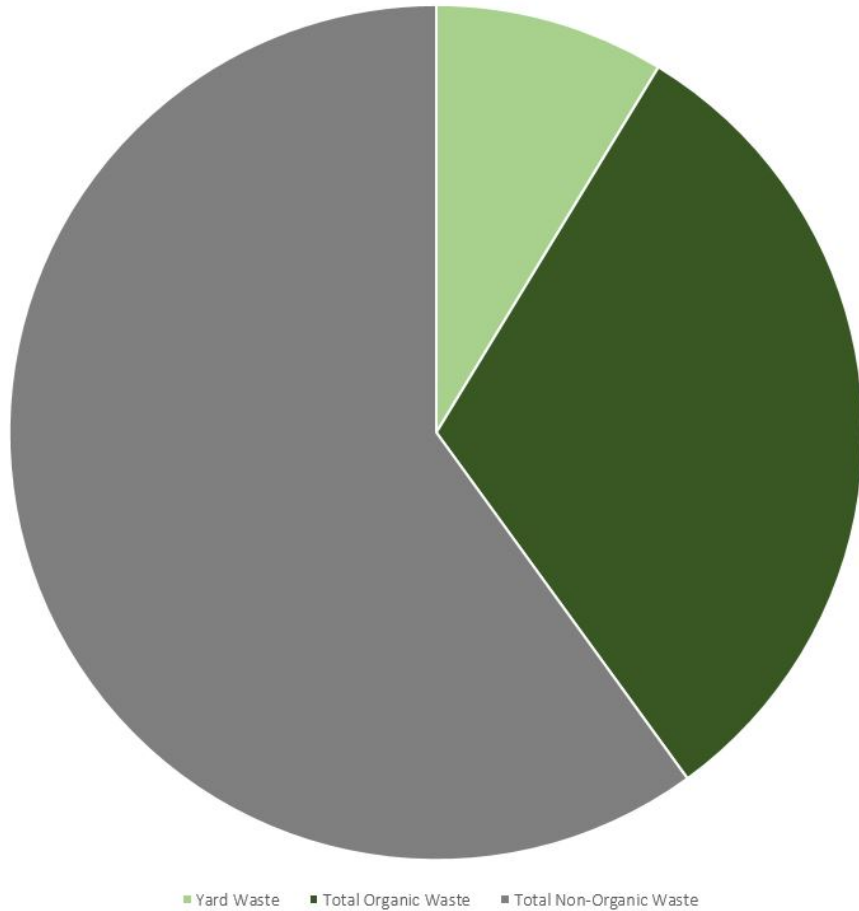


Shredded Paper

Currently  
included in  
Paper  
Recycling  
Program



Windsor and Essex County Municipal Waste Generation

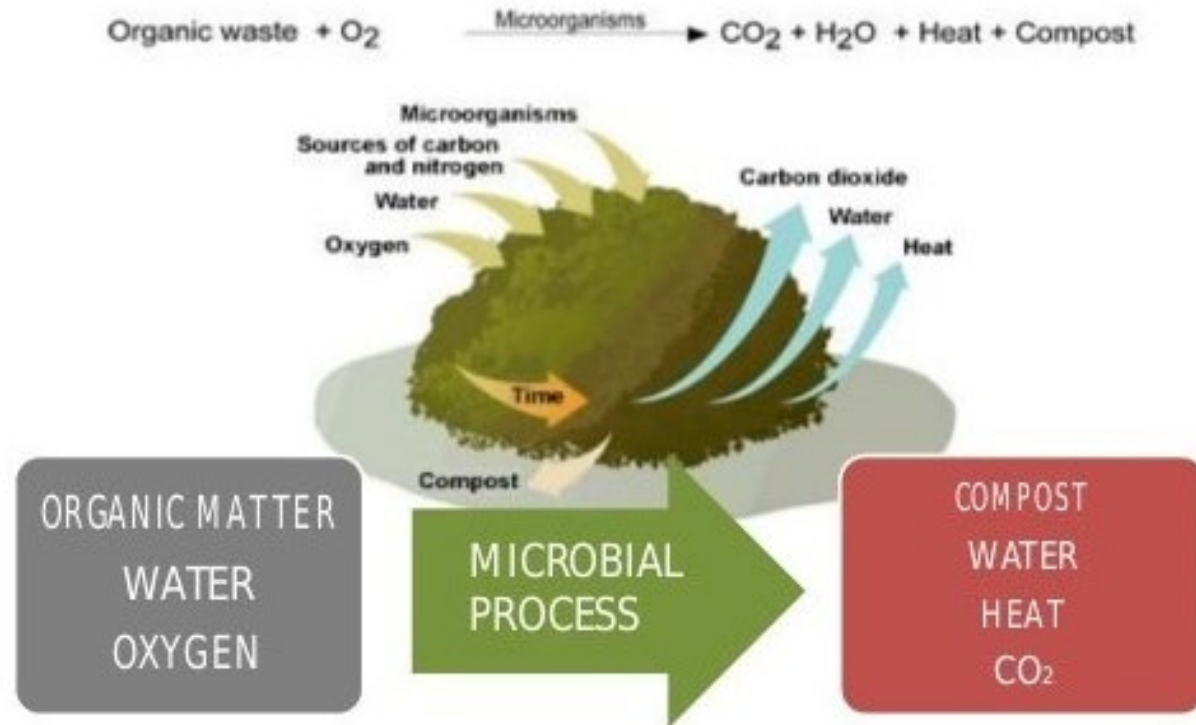


# Organic Waste Production

- ▶ Approximately 60% of total waste generation from our region consists of non-organic materials
- ▶ Approximately 9% of waste generated consists of yard waste, which is currently captured in the existing Yard Waste Collection Program
- ▶ Approximately 31% of waste generated consists of organic matter that is currently sent to landfills
- ▶ It is estimated that about 35,000 tonnes of residential food and organic waste was sent to landfill for disposal from Windsor and Essex County in 2020 alone

# Available Technologies - Composting

## COMPOSTING PROCESS



- ▶ Decomposition of organic matter by bacteria in an oxygen-rich (aerobic) environment
- ▶ Generates Compost, CO<sub>2</sub>, Water, Heat
- ▶ Meets the requirements of the OPPS

# Composting

## ► Benefits

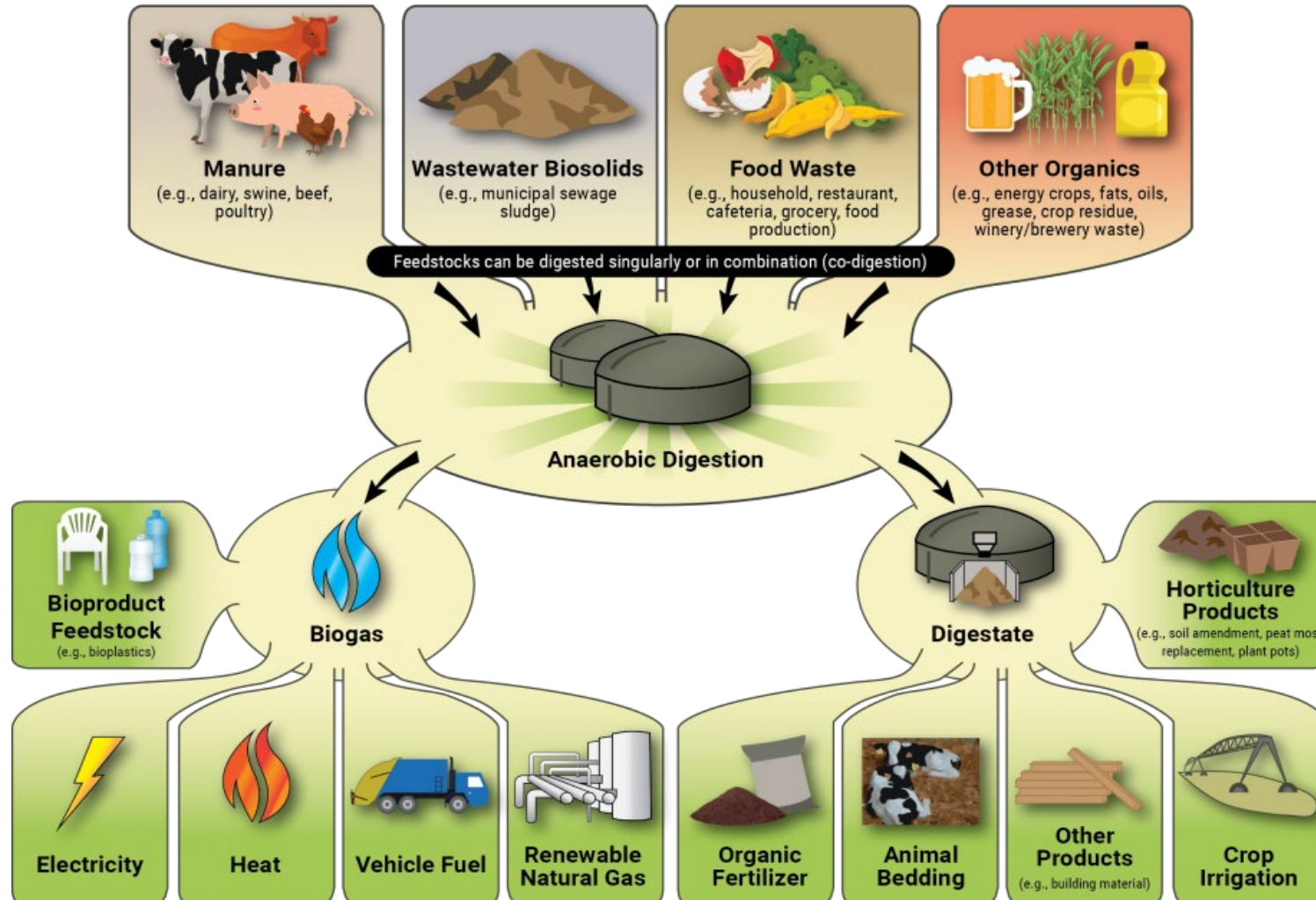
- Lowest Capital and Operating Cost
- Generates a dry, stable product (compost)
- Simple, well-established process currently in use to process yard waste (i.e. small learning curve)
- Could integrate with existing leaf and yard waste program

## ► Drawbacks

- Large footprint is required
- Some Greenhouse Gases (Methane, CO<sub>2</sub>, etc.) are generated during the process
- Lost opportunity to capitalize on the generation of Renewable Energy
- Other projects/solutions will need to be pursued to achieve Greenhouse Gas and Energy Reduction Targets



# Available Technologies - Anaerobic Digestion



- Decomposition of organic matter by bacteria in an oxygen-limited (anaerobic) environment
- Generates Biogas and Digestate
- Meets the requirements of the OPPS



# Anaerobic Digestion

## ► Benefits

- Generates biogas, which can be further processed into Renewable Natural Gas
- Generates digestate, which can be further processed into fertilizers, etc.
- Smaller footprint required than composting
- Greater volumes of Renewable Natural Gas can be realized from anaerobic digestion projects with the addition of wastewater sludge as feedstock (and displace current natural gas usage to dry sludge), or methane from the landfill gas collection system;
- OPPS encourages municipalities to plan for the management and beneficial use of biosolids

## ► Drawbacks

- Higher Capital and Operating Costs than composting
- Process is more complicated than composting, however it is well established in Canada

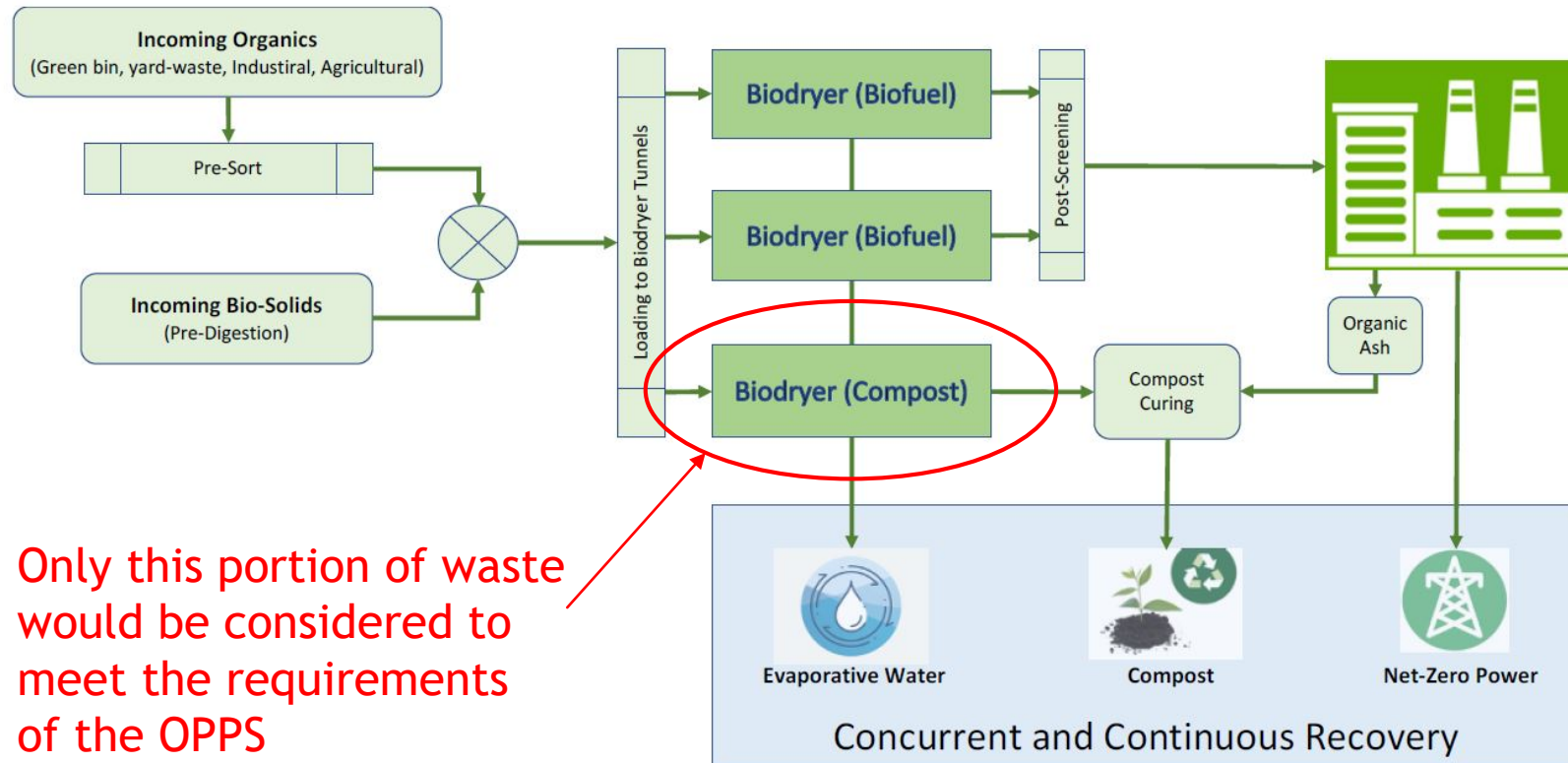
# Other Benefits to Anaerobic Digestion

## Anaerobic Digestion

- ▶ Environmental Stewardship
- ▶ Better Odour Control
- ▶ Opportunity to combine Food and Organics Waste Management Project with a Greenhouse Gas and Energy Reduction Project
- ▶ Will contribute to GHG and Energy Reduction targets to a greater degree than composting, resulting in fewer additional projects required to meet reduction targets
- ▶ May be eligible for future Federal and Provincial grants and financial incentives
- ▶ Compliments other capital projects required
  - ▶ City of Windsor WBPF - expiration of existing contract, plant expansion, and provide additional options for biosolids processing in the future
  - ▶ EWSWA Landfill - upgrades to landfill gas collection system are required



# Available Technologies - BioDryer



Only this portion of waste would be considered to meet the requirements of the OPPS

- ▶ Aerobic process, however no methane is produced
- ▶ A fraction of the feedstock is directed to a composting unit, the remaining fraction is directed to a Biofuel unit(s). Consultation with Ministry of the Environment, Conservation and Parks (MECP) representatives have indicated that **only the fraction diverted to the composting process** would be considered acceptable in accordance with the OPPS.
- ▶ Better suited for WWTP sludge and biosolids than SSO
- ▶ High maintenance and capital replacement costs

# Available Technologies - Syngas (i.e. Bradam)

- ▶ Converts organic waste into Synthesis Gas (Syngas) for production of electricity
- ▶ During the conversion of Syngas to Renewable Natural Gas, ammonia can be recovered and sold as a fertilizer product
- ▶ In theory capable of destroying PFAS, pathogenic, hormone compounds and weevils
- ▶ No known operating facilities
- ▶ Complex system, potential for odours
- ▶ High capital costs
- ▶ Consultation with MECP representatives have indicated that ***this process is required to demonstrate compliance with the OPPS***. A timeline for demonstration of compliance has not been provided by the proponent.





# Fugitive Odour Prevention Principles

- ▶ Odour will be generated during any organics process
- ▶ Composting involves the addition of air into the organic mass, which generates larger quantities of air with potential odours
- ▶ AD is a contained process, with no addition of air (oxygen), therefore odours are more easily contained when the facility is constructed and operated according to best industry standards
- ▶ Municipally owned and operated AD facilities generally have very little or no odour issues (e.g. Toronto, etc.)
- ▶ Odour controls would be thoroughly evaluated during procurement to ensure the best industry standards are being applied
- ▶ Fugitive Odour Prevention Principles:
  - ▶ Minimize off-site and on-site queuing of vehicles
  - ▶ All processing and storage occurs in enclosed buildings and tanks under negative air pressure
  - ▶ Buildings are designed to prevent ingress or egress of uncontrolled air and water
  - ▶ All process and building air is collected and treated before discharge
  - ▶ Air flows through the plant from “clean” to “dirty” areas
  - ▶ Process air is not permitted to be used for building air
  - ▶ Wastes are normally processed the same day they are received
  - ▶ Fast acting overhead doors
  - ▶ All doors remain closed when not in use
  - ▶ Two layers of containment between waste process and storage areas and the outside
  - ▶ Daily monitoring for odour at property line
  - ▶ Maintain minimum air flows or air changes within buildings to ensure fresh air is being circulated

# Project Timeline

- ▶ October 6, 2020 - EWSWA Board approved development of Regional Food and Organic Waste Management Plan
- ▶ November 3, 2020 - EWSWA Board approved Oversight Committee and Working Group consisting of EWSWA, City of Windsor, and County of Essex representation
- ▶ December 1, 2020 - EWSWA Board approved consultant (GHD Limited) budget and project charter
- ▶ December 2020 - May 2021 - GHD, Oversight Committee and Working Group completed the following:
  - ▶ Worked closely with GHD to complete a Regional Food and Organic Waste Management Plan (Plan)
  - ▶ Provided EWSWA Board with regular project updates
  - ▶ Attended Regional CAO meetings on December 9, 2020 and April 30, 2021 to provide project updates
  - ▶ Held meetings with stakeholders - Essex County municipalities, Toronto, London, Chatham-Kent, Lambton, Sarnia, Association of Municipalities of Ontario, and Essex Region Conservation Authority



# Project Timeline Cont'd

- ▶ June 1, 2021 - EWSWA Board reviewed the findings of the Plan, directed EWSWA Administration to conduct a third-party review of GHD Report. Tetra Tech Canada Inc. (Tetra Tech) was retained following a competitive bidding process.
- ▶ September 15, 2021 and October 5, 2021 - Tetra Tech findings reported to EWSWA Board
  - ▶ GHD Reports are substantially sound, offer comparative impacts of various options
  - ▶ Recommend all 8 communities be part of a Regional solution
  - ▶ Recommended an open-ended RFP that requires proponents meet the following:
    - ▶ Proponent has the skill, experience and technology that works
    - ▶ Proposal meets requirements of OPPS and Regional energy reduction policies
    - ▶ Costs be evaluated on a Net Present Value basis



# Consultation with Ministry of Environment, Conservation and Parks (MECP)

- ▶ GHD, Working Group met with MECP on May 19, 2021 and May 21, 2021; Tetra Tech on August 24, 2021
- ▶ Changes to the OPPS may be forthcoming in late fall/winter 2021; however they indicated that the nature of those changes will be in relation to the types of compostable products included only. No changes to targets or deadlines are being considered.
- ▶ A Guidance Document is expected to be released when the OPPS is revised
- ▶ A new regulation currently being developed will contain language regarding a ban on organic disposal in landfills, the tentative date being considered is 2030
- ▶ Non-compliance with 2025 deadline will require municipalities to report to MECP on their OPPS status and how compliance will be achieved in short order

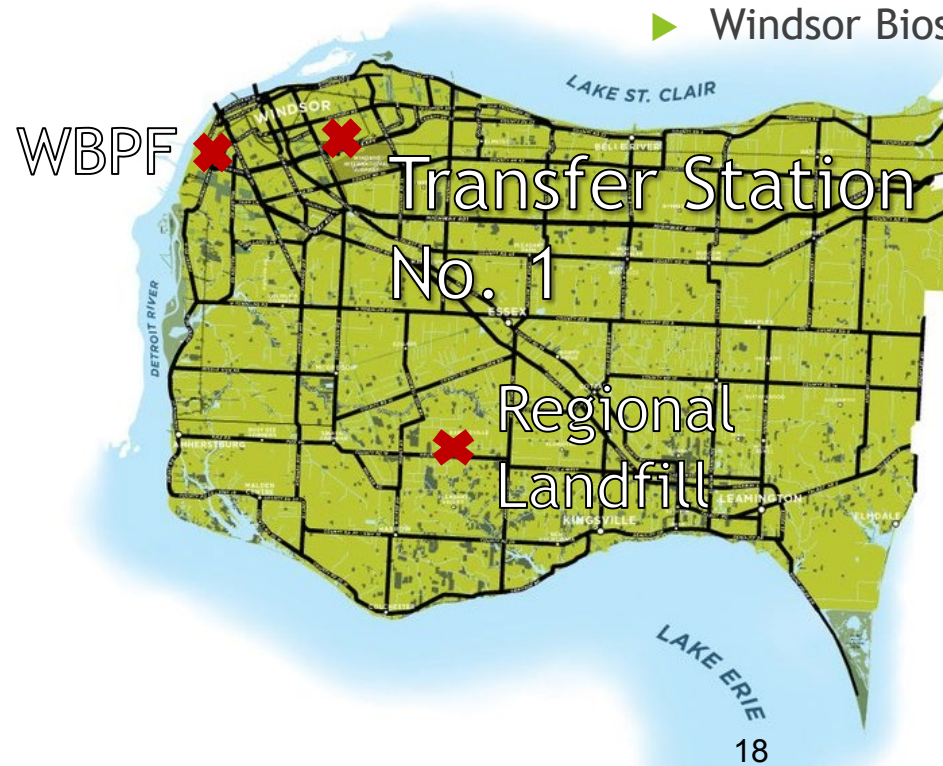
# Potential Locations

## Composting

- ▶ Requires 3.5 - 9.25 hectares
- ▶ Service Contract
- ▶ New Site (if proposed by Proponents)
- ▶ Lands Adjacent to Regional Landfill

## Anaerobic Digestion

- ▶ Requires 2.25 - 4 hectares
- ▶ Service Contract
- ▶ New Site (if proposed by Proponents)
- ▶ Lands Adjacent to Regional Landfill
- ▶ Windsor Biosolids Processing Facility



# Other Considerations

- ▶ Collection method, procedures and schedules will be evaluated at a later date
- ▶ Timeline of Processing Facility:
  - ▶ Procurement - 1.5 - 2 years
  - ▶ Design and Approvals - 1 - 1.5 years
  - ▶ Construction and Start-Up - 1.5 - 2.5 years
  - ▶ Total - 4 - 6 years
- ▶ A landfill gas utilization project would be of significant Greenhouse Gas reduction and financial benefit to EWSWA regardless of the presence of an anaerobic digestion facility, but co-locating them would streamline permitting and pipeline construction
- ▶ The anaerobic digestion options would provide more local economic stimulus over the project life - creating jobs and bringing in outside fees
- ▶ Anaerobic digestion projects create Renewable Natural Gas that will displace Non-Renewable Natural Gas. Anaerobic digestion allows the creation of an energy source from waste, that is not obtainable from composting.

# Estimated Costs – Town of Kingsville

Estimated Costs include the following:

- ▶ Curbside Collection and other services provided directly by municipality
- ▶ Capital expenses (including landfill gas collection system expansion), operating expenses and revenues
- ▶ Does not include costs associated with wastewater sludge processing

Year	Composting at Landfill	AD with Landfill Gas	AD at WBPF
2025	\$294,539	\$426,565	\$605,386
2026	\$301,853	\$439,320	\$625,509
2027	\$314,291	\$457,422	\$651,283
2028	\$322,151	\$471,180	\$673,030
2029	\$335,426	\$490,596	\$700,763
2030	\$343,875	\$505,439	\$724,266
2031	\$358,045	\$526,266	\$754,110
2032	\$367,130	\$542,283	\$779,516
2033	\$382,258	\$564,628	\$811,636
2034	\$392,029	\$581,914	\$839,101
2035	\$408,183	\$605,893	\$873,676



# Changes to EWSWA Costs

- ▶ Includes changes in tipping fees at landfill
- ▶ Includes transition of Blue Box Program to the Extended Producer Responsibility (EPR) program in 2027
- ▶ Assumes launch of Organics program in 2025
- ▶ Assumes 2% inflation per year
- ▶ Assumes AD at the Landfill

Year	Expenditures	Non-Municipal Revenue	Municipal Costs (Fixed Costs + Tipping Fees)	Estimated Increase
2021	\$29,149,220	\$13,490,050	\$15,659,170	\$0
2022	\$29,498,877	\$14,678,050	\$14,820,827	\$0
2023	\$30,058,452	\$15,112,050	\$14,946,402	\$0
2024	\$30,638,480	\$15,179,050	\$15,459,430	\$0
2025	\$57,929,024	\$34,391,432	\$23,537,592	\$7,539,136
2026	\$59,608,062	\$35,268,057	\$24,340,005	\$7,812,194
2027	\$51,209,668	\$29,423,616	\$21,786,052	\$8,134,102
2028	\$52,741,236	\$30,279,548	\$22,461,688	\$8,429,606
2029	\$54,460,250	\$31,170,750	\$23,289,500	\$8,776,955
2030	\$56,202,796	\$32,098,674	\$24,104,122	\$9,096,656
2031	\$58,052,512	\$33,064,835	\$24,987,677	\$9,471,492
2032	\$59,683,610	\$34,070,807	\$25,612,803	\$9,817,397
2033	\$61,399,712	\$35,118,231	\$26,281,481	\$10,221,932
2034	\$63,135,068	\$36,208,815	\$26,926,253	\$10,596,217
2035	\$64,983,102	\$37,344,338	\$27,638,764	\$11,032,844



# Information to be Considered

- ▶ The population and population density figures that have identified the level of participation for each municipality are based on the 2016 census, consideration should be given for growth in each municipality
- ▶ Ontario's Environment Plan includes the development of a proposal to ban food waste from landfill (target - 2030)
- ▶ Regional landfill expenditures are predominantly fixed, any diversion activities that result in the redirection of waste from the landfill will not generate a savings for the municipalities
- ▶ The diversion of waste from the landfill may increase the tipping fees for municipalities that do not participate in organics diversion
- ▶ A regional solution from the onset would ensure consistent public education for all residents
- ▶ Targets would likely not be achieved through depot collection
- ▶ The success of an organics program can be influenced by the structure of traditional garbage collection programs (restrictions on garbage will encourage organics diversion). Consideration should be given to current waste collection contract expiration dates
- ▶ Terms of the project and resulting recommendations combine two sets of requirements: organics legislation and energy plan targets

# EWSWA Board

At the October 5, 2021 meeting the EWSWA Board approved the following:

That the Essex-Windsor Solid Waste Authority RECEIVE the following recommendations of the Food and Organics Waste Management Oversight Committee, as amended and refer to Essex County Council for direction:

1. That the Food and Organic Waste Management Oversight Committee BE DIRECTED to proceed with a Procurement Plan for an organic waste management facility that meets the following minimum criteria:
  - a. That, should a new facility be constructed, the facility BE LOCATED:
    - ▶ on lands adjacent to the Regional Landfill, or
    - ▶ on lands adjacent to the Windsor Biosolids Processing Facility, or
    - ▶ at a site supplied by a proponent through the procurement submissions, and;
  - b. That, consistent with the intent of the City of Windsor Community and Corporate Energy Plans and the Essex County Regional Energy Plan, that the RFP BE REQUIRED to utilize a technology that produces renewable energy, in addition to helping municipalities move towards their greenhouse gas reduction goals and to meet or exceed waste diversion targets set out in the OPPS, and;
  - c. That the RFP BE REQUIRED to accept, at a minimum, source separated organics from Windsor and the County of Essex, and;

# EWSWA Board Cont'd

- d. That if the facility is located at the Windsor Biosolids Processing Facility, biosolids from the City of Windsor's wastewater treatment facilities BE INCLUDED in the minimum feedstock, with the costs and revenues related to the processing of the biosolids portion of the feedstock being apportioned to the City of Windsor, and;
  - e. That industry standards BE EXCEEDED regarding odour control measures implemented at the facility and the end product, and;
- 2. That the EWSWA Board APPROVE a sole source for the next phase of consulting services related to the preparation of a Request for Qualifications, followed by an RFP to GHD for additional fees at an upset limit of \$50,000, and that the EWSWA Board approve the terms of reference prior to the publishing of the RFQ and the RFP, and;
- 3. That the Council of the County of Essex be requested to initiate and lead organics collection and processing on a regional basis, and;
- 4. That the Food and Organics Waste Oversight Committee BE DIRECTED to report back to the EWSWA Board with a recommended Procurement Plan outlining project delivery model selection, timing and next steps, and;
- 5. That the Food and Organics Waste Oversight Committee BE DIRECTED to investigate planning and environmental approval requirements for the municipally owned sites adjacent to the regional landfill in the County of Essex and the Windsor Biosolids Processing Facility in the City of Windsor and report findings back to the Board, and;
- 6. That, prior to any contract award, the General Manager of EWSWA BE DIRECTED to report back to the EWSWA Board with a Regional Food and Organics Waste Management Plan, such plan to include the proposed funding model including sharing of expenses, revenues and environmental credits and responsibilities of all parties related to the facility, including biosolids processing if the Windsor Biosolids Processing Facility is the selected location, and the food and organic waste collection system.

# County Council

- ▶ On October 20, 2021 Essex County Council approved the following:

**THAT** the Essex County Council consider a Regional approach to the Food and Organics Waste Management Project as it relates to participation from municipalities and report its decision back to the Essex-Windsor Solid Waste Authority no later than December 31, 2021.

# Benefits to Participation at the Onset

- ▶ Consistent service levels throughout Essex-Windsor
- ▶ Can establish a regional collection system, which will lower collection costs
- ▶ Regional Promotion & Education (P&E) programs can be simplified to provide the same service across the region
- ▶ Higher SSO waste committed to at the onset will result in lower per tonne costs
- ▶ Higher costs to enter into SSO program at a later date
- ▶ A regional solution would likely yield higher diversion

Thank you!

# Kenshore Lane, Kingsville • Sanitary Sewers

Thank you to the Town of Kingsville for considering this request by the residents of Kenshore Lane. We appreciate your attention to this and the opportunity to present this before council.

The residents of Kenshore Lane, Kingsville would like to ask that the Town of Kingsville revisit installing sanitary sewers on our street.

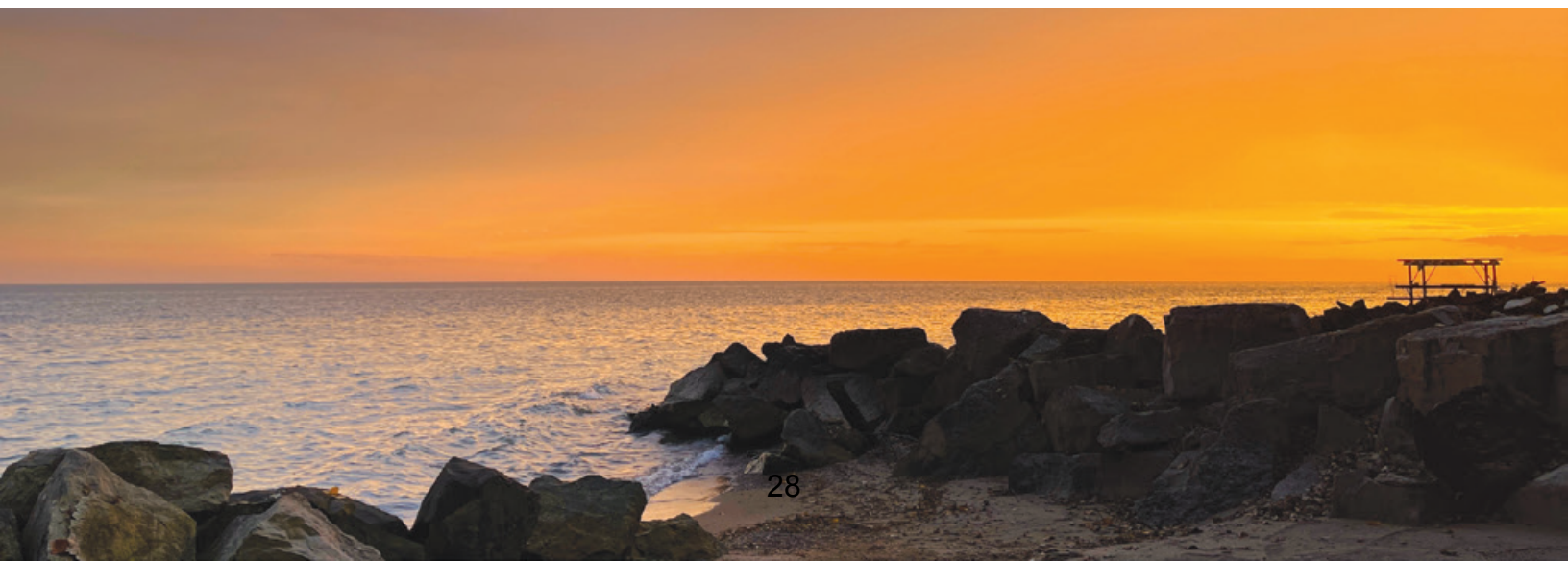
- Adams Lane, a residential street adjacent to ours, has had them for several years, provided by the Town of Kingsville
- They were apparently offered to the residents of Kenshore Lane simultaneously, but the residents at that time chose not to proceed. The current residents would not have declined this offer.
- We are dealing with failing, dated septic systems, and would greatly appreciate if the town would consider revisiting this as an option.
- We are concerned about the environmental impact this situation may be causing, or may cause in the future, and about the quality of the water in the lake along our street and beyond.
- We are willing to cover necessary costs to make this project a reality.

Thank you in advance for your consideration.  
Sincerely,

Residents of Kenshore Lane

Contacts:

Andrea Hill	Don Pettit
997 Kenshore Lane	995 Kenshore Lane
519-564-0436	734-775-1877





2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
(519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)  
[kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

## NOTICE OF MEETING TO CONSIDER THE ENGINEER'S REPORT

*Drainage Act, R.S.O. 1990, c. D.17, s.42*

### To All Affected Property Owners:

In accordance with section 42 of the *Drainage Act*, you as an owner of land affected by the proposed drainage works for the **Cameron-Curry Drain** are requested to attend a council meeting to consider the final report filed with the Town of Kingsville for this drainage works.

If the share of the project cost assessed to your property is more than \$100, a copy of the report is included with this notice.

This meeting will take place:

**Date:** Monday, November 8, 2021 @ 6:00 p.m.  
**Location:** Electronically Zoom Video Conferencing

**To register as an attendee for the meeting:** Please provide your contact information (name, address, email and phone number) to the Deputy Clerk via email [rbaines@kingsville.ca](mailto:rbaines@kingsville.ca) by Thursday, November 4<sup>th</sup>, no later than 12:00 pm. Attendees will be contacted directly with registration details prior to the meeting.

**Failure to attend meeting:** If you do not attend the meeting, it will proceed in your absence. If you are affected or assessed by this proposed project, you will continue to receive notification as required by the *Drainage Act*.

### Activities at the meeting to consider the report:

- Usually the engineer will present a summary of the report to council
- Council must decide whether or not to proceed with the project by provisionally adopting the engineer's report by by-law; they also have the option to refer the report back to the engineer for modifications.
- All property owners affected by the drain will have an opportunity to influence council's decision
- There is no right to appeal assessments or other aspects of the engineer's report at this meeting; these appeal rights will be made available later in the procedure. *Drainage Act*, R.S.O. 1990, c. D. 17, s. 47-54.

Dated this 21<sup>st</sup> day of October 2021.

*Shaun Martinho*

### Shaun Martinho

Manager of Public Works, Environmental Services  
Infrastructure & Engineering Department  
The Corporation of the Town of Kingsville



## **DRAINAGE REPORT**

### **BRIDGE OVER THE CAMERON-CURRY DRAIN**

**(for Maurice Trepanier ( ), Part of Lot 25, Concession 11)**

### **TOWN OF KINGSVILLE**

### ***N. J. Peralta Engineering Ltd.***

Consulting Engineers

45 Division St. N., Kingsville, Ontario N9Y1E1  
Tel. (519) 733-6587

*Project No. D-19-008*

*April 26th, 2019*

\*\*\*\* This page intentionally left blank \*\*\*\*

April 26th, 2019

Mayor and Municipal Council  
Corporation of the Town of Kingsville  
2021 Division Road North  
Kingsville, Ontario  
N9Y 2Y9

Mayor Santos and Members of Council:

**PROJECT: BRIDGE OVER THE CAMERON- [REDACTED] IN**  
**(for Maurice Trepanier ( [REDACTED] ),**  
**Part of Lot 25, Concessi [REDACTED]**  
**(Geographic Township of Gosfield North)**  
**Town of Kingsville, County of Essex**  
**Project No. D-19-008**

---

## **I. INTRODUCTION**

In accordance with the instructions received by email dated February 2nd, 2019, from the Drainage Superintendent, Mr. Ken Vegh, we have made the necessary survey, examinations, and investigations, etc. and have prepared the following report to provide for the installation of a new access bridge within the Cameron-Curry Drain. The proposed farm access bridge is intended to provide [REDACTED] access to the lands currently owned by Maurice Trepanier ( [REDACTED] ), in Part of Lot 25, Concession 11, in the Geographic [REDACTED] of Gosfield North. The Cameron-Curry Drain is generally an open drain with a number of access bridges, which were constructed under the auspices of the Drainage Act. A plan showing the Cameron-Curry Drain alignment, as well as the general location of the above mentioned bridge, is included herein as part of this report.

Our appointment and the works related to the construction of the above mentioned access bridge in the Cameron-Curry Drain, proposed under this report, is in accordance with Section 78 of "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2010". We have performed all of the necessary survey, investigations, etc., for the proposed bridge, as well as the Cameron-Curry Drain, and we report thereon as follows.

## **II. BACKGROUND**

From our review of the Municipality's files, we have determined that the Cameron-Curry Drain is an existing open Municipal Drain which extends from its outlet into the Ruscom River Drain along the west right-of-way limit of County Road 31, within the Town of Lakeshore (Geographic Township of Maidstone). This drain continues upstream, in a southerly direction to the north limit of County Road 8, where it crosses said road into the Town of Kingsville (Geographic Township of Gosfield North). From this point, the drain continues westerly along the south side of County Road 8 to its top end located between Lot 22 and 23, Concession 11.

**Report** - Bridge Over the Curry Drain  
(for Maurice Trepanier, [REDACTED])  
Town of Kingsville - D-1

Through a review of the Municipality's files, we have determined that the Cameron-Curry Drain is an existing open Municipal Drain that has been repaired and improved on a number of previous occasions under the provisions of the Drainage Act. The last major works of repair and improvements carried out on the entire length of the Cameron-Curry Drain was completed under an Engineer's Report prepared by William J. Settrington, P.Eng., dated August 18th, 1980. The works conducted along the entire length of the drain included the excavation and bottom cleanout, drain widening, seeding of all newly excavated drain sideslopes, brushing and grubbing, and the improvement of approximately five (5) access bridges.

We have utilized the above mentioned report to establish the size parameters for the drain and details to be utilized in establishing the new proposed access culvert installation. We have also utilized the Engineer's Report to establish the drain profile grades, and to assist us in establishing the design grade for the subject bridge installation.

### **III. PRELIMINARY EXAMINATION AND ON-SITE MEETING**

After reviewing all the available drainage information and documentation provided by the Town Drainage Superintendent, we arranged to schedule an On-Site Meeting for March 27th, 2019.

Prior to his meeting, Maurice Trepanier had contacted us to advise that he would not be able to attend the On-Site Meeting scheduled and wished to discuss his access bridge needs.

Mr. Trepanier advised that the new access bridge is required as a result of the homestead area being severed from the farm and a new access was required as a condition of severance to facilitate an access to the remaining farm. He further advised that he would prefer that the location of the proposed access bridge be set approximately 60.00 ft. from the west property limit, along County Road 8.

Mr. Trepanier was advised that a minimum standard top width of driveway is 6.10 metres (20.00 ft.). Furthermore, if he wishes to provide a top width wider than the standard 6.10 metres (20.00 ft.), the additional cost for providing a top width wider than the standard, shall be assessed 100% to the abutting Owner for both the initial construction and future maintenance. Mr. Trepanier requested that the new access bridge have a minimum top width of 9.14 metres (30.00 ft.). We then discussed the options of sloped quarried limestone end treatments versus concrete filled jute bag headwalls and further established that the final design may be governed by the requirements of the Department of Fisheries and Oceans (D.F.O.) and the Essex Region Conservation Authority (E.R.C.A.). Mr. Trepanier emphasized that, if possible, he would prefer the most cost effective option.

**Report** - Bridge Over the Curry Drain  
(for Maurice Trepanier, [REDACTED])  
Town of Kingsville - D-1

Mr. Trepanier was reminded that the costs associated to the new access bridge will be assessed entirely to the property for the construction, together with all associated engineering and incidental fees. Mr. Trepanier indicated that he was aware of these conditions and understood that 100% of the costs are to be borne by the property.

Mr. Trepanier was further advised that this project is under the jurisdiction of the Department of Fisheries and Oceans (D.F.O.), the Essex Region Conservation Authority (E.R.C.A.), and the Ministry of Natural Resources and Forestry (M.N.R.F.). Therefore, it was noted that the new access bridge installation will be subject to further approvals and mitigation measures required by these agencies.

The overall drainage report and future maintenance processes, general timelines, and grant eligibility were generally reviewed with Mr. Trepanier. Mr. Trepanier advised that he would like to see the new access installed as soon as possible. He was advised that it was likely that the works in the drain were not to be undertaken between March 15th and June 30th, unless otherwise permitted by the D.F.O., the E.R.C.A. and the M.N.R.F. However, we will make efforts to complete the Engineer's Report in a timely manner.

At the conclusion of our discussions, we advised that we would contact Mr. Trepanier prior to the preparation of our Engineer's Report, to review the details of the new access bridge installation.

The On-Site Meeting was conducted on March 27th, 2019. The following people were in attendance at said meeting: Rob Srigley, Emma Srigley, Donald Srigley, Mark Fishleigh (County of Essex), Ken Vegh (Town of Kingsville's Drainage Superintendent), and Tony Peralta, P.Eng. (N.J. Peralta Engineering Ltd.).

Mr. Vegh introduced himself and generally advised that a written notice had been submitted by Maurice Trepanier to provide a new farm access bridge over the Cameron-Curry Drain. This new access bridge is intended to provide access to the agricultural lands currently owned by Maurice Trepanier (650-03100). It was noted that Mr. Trepanier was unable to attend this meeting. However, we had reviewed details of his request for the new access bridge, prior to this meeting. The general details of the new access bridge was conveyed to those in attendance.

The ratepayers were advised that this project is under the jurisdiction of the Department of Fisheries and Oceans (D.F.O.), the Essex Region Conservation Authority (E.R.C.A.), and the Ministry of Natural Resources and Forestry (M.N.R.F.). Therefore, it was noted that the new access bridge installation will be subject to further approvals and mitigation measures of these agencies.

**Report** - Bridge Over the Curry Drain  
(for Maurice Trepanier, [REDACTED])  
Town of Kingsville - D-1

The overall drainage report and future maintenance processes, general timelines, and grant eligibility were generally reviewed with the ratepayers. All of the ratepayers present were advised that Mr. Trepanier would like to see the new access installed as soon as practical. They were further advised that it was likely that the works in the drain were not to be undertaken between March 15th and June 30th, unless otherwise permitted by the D.F.O., the E.R.C.A. and the M.N.R.F. However, we will make efforts to complete the Engineer's Report in a timely manner.

Mr. Fishleigh (County of Essex) confirmed that an entrance permit shall be submitted to the County of Essex, by the Owner, prior to the installation of the new access bridge.

On this note, the On-Site Meeting was concluded.

#### **IV. FIELD SURVEY AND INVESTIGATIONS**

Following the On-Site Meeting, we arranged for our Survey Crew to attend the site to perform a topographic survey, including taking all necessary levels and details, to establish the design parameters for the installation of the new access bridge structure.

Bench Marks were looped from previous work carried out on the drain and were utilized in establishing a relative site Bench Mark near the location of the new access bridge. We also surveyed the drain for a considerable distance both upstream and downstream of the proposed access site in order to establish a design grade profile for the installation of same. We also took cross sections of the Cameron-Curry Drain at the general location of the new access bridge site, as necessary, for us to complete our design calculations, estimates and specifications.

The Ministry of Natural Resources and Forestry (M.N.R.F.) Endangered Species Act Municipal Drain Agreements, under Section 23 of the Act, with the Municipality had expired as of June 30th, 2015. New regulation provisions have replaced these existing drain agreements under Ontario Regulation 242/08, Section 23.9 which allows the Municipality to conduct repairs, maintenance, and improvements, within existing Municipal Drains, under the Drainage Act to be exempt from Section 9 and 10 of the Endangered Species Act, so long as the rules in the regulation are followed. If eligible, the regulatory provision allows Municipalities to give notice to the Ministry by registering their drainage activities through an online registry system.

Prior to our appointment to this project, we understand that the Town of Kingsville provided the Essex Region Conservation Authority (E.R.C.A.) with a notice advising of the proposed drainage works, as required under Section 78(2) of the Drainage Act. Based on their comments, we engaged in further correspondence with the E.R.C.A., regarding specific requirements for the approval of the proposed bridge design.

**Report** - Bridge Over the Curry Drain  
(for Maurice Trepanier, [REDACTED])  
Town of Kingsville - D-1

## **V. FINDINGS AND RECOMMENDATIONS**

### **E.R.C.A., D.F.O. AND M.N.R.F. CONSIDERATIONS**

During the course of our investigations, this drainage project was discussed and reviewed in detail with Ms. Cynthia Casagrande of the E.R.C.A., to deal with any E.R.C.A. issues and comments related to this Municipal Drain. The Cameron-Curry Drain is located within the regulated area and is under the jurisdiction of the E.R.C.A. and therefore, an E.R.C.A. Permit is required for the construction of the proposed access bridge structure. Further to the above, the E.R.C.A. provided us with their comments and concerns through email correspondence, and said email is included within Appendix "A".

As outlined in our discussions with the E.R.C.A., and with respect to the Department of Fisheries and Oceans (D.F.O.) concerns and comments, due to the amendments to the Fisheries Act coming into effect, the partnership agreement between the D.F.O. and the E.R.C.A. has lapsed as of November 25th, 2013. As a result, the proposed works within the Cameron-Curry Drain was "self-assessed" by the Engineer, through the D.F.O. website to determine whether this project shall be reviewed by the D.F.O. Based on the D.F.O. Self-Assessment website, we have determined that the project activities would not require a D.F.O. review for the works proposed under this project, so long as standard measures for fish habitat and migration are implemented.

Under the Species at Risk Provincial Legislation, set in place with the Ministry of Natural Resources and Forestry (M.N.R.F.), Section 23.9 of the Endangered Species Act, 2007, allows the Municipality to conduct eligible repair, maintenance, and improvement work under the Drainage Act that exempts these works from Sections 9 and 10 of this Act, so long as they follow the rules within Ontario Regulation 242/08.

In recognition of impact that these species may experience as a result of the subject works, the Town of Kingsville has provided comprehensive mitigation measures as well as species identification guides for reference. These references shall be provided to the successful Tenderer and shall be available for viewing at the Municipal Office for those interested.

Through correspondence with the E.R.C.A., the self-assessment through the D.F.O., and the mitigation measures related the Endangered Species Act, we have provided for all of the E.R.C.A., D.F.O., and M.N.R.F. concerns and issues in our design and recommend that this drainage works be constructed in total compliance with all of the above.

### **NEW ACCESS BRIDGE STRUCTURE**

Prior to the completion of our Engineer's Report on this project, we engaged in further correspondence with Mr. Trepanier to review the particulars of the access bridge, in detail. Based on our findings, the proposed access bridge would require approximately



**Report - Bridge Over the** Curry Drain  
(for Maurice Trepanier, )  
Town of Kingsville - D-1

17.00 metres of 1400mm diameter Aluminized Steel corrugated Hel-Cor pipe with sloped quarried limestone end treatments. The culvert installation shall provide for 140mm of pipe embedment for fish habitat and migration. The resulting travelled portion of driveway top width would be 9.16 metres (30.05 ft.), and that the bridge location shall be located 18.80 metres east west property limit currently owned by Maurice Trepanier ( ), as outlined within the plans. Mr. Trepanier was reminded as a new access bridge within the Cameron-Curry Drain, all costs associated to this new access bridge shall be assessed entirely to this property. Mr. Trepanier generally agreed with our recommendations. As a result of these discussions, this report and the works proposed herein has been prepared on that basis. Based on our detailed survey, investigations, examinations, and discussions with the Mr. Trepanier, we would recommend that the new access bridge be constructed in the Cameron-Curry Drain at the location and to the general parameters as established in our design drawings attached herein.

Based on all the above, we therefore recommend that a new access bridge be constructed in the Cameron-Curry Drain to serve the agricultural lands owned by Maurice Trepanier ( ), in Part of Lot 25, Concession 11, in accordance with this report, the attached specifications and the accompanying drawing, and that all works associated with same be carried out in accordance with Section 78 of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2010".

#### **VI. ESTIMATE OF COST**

Our estimate of the Total Cost of this work, including all incidental expenses, is the sum of **THIRTY TWO THOUSAND ONE HUNDRED FIFTY FOUR DOLLARS (\$32,154.00)**, made up as follows:

#### **CONSTRUCTION**

Item 1)	Provide all labour, equipment and materials to construct a new access bridge consisting of 17.00 metres (55.77 ft.) of 1400mm diameter, 2.0mm thick, Aluminized Steel Type II corrugated Hel-Cor pipe, including sloped quarried limestone end treatments, granular bedding and backfill, granular backfill in all gore areas, native fill driveway apron and fill radius transition, excavation, compaction, topsoil, seeding and mulching, cleanup and restoration, complete.	Lump Sum	\$ 22,700.00
---------	---	----------	--------------

Item 2)	Net H.S.T. for above item (1.76%)		\$ 400.00
---------	-----------------------------------	--	-----------

<b>TOTAL FOR CONSTRUCTION</b>			<b>\$ 23,100.00</b>
-------------------------------	--	--	---------------------

**Report** - Bridge Over the Curry Drain  
(for Maurice Trepanier, )  
Town of Kingsville - D-1

**INCIDENTALS**

1)	Report, Estimates, & Specifications	\$ 3,600.00
2)	Survey, Assistants, Expenses, and Drawings	\$ 2,900.00
3)	Duplication Costs of Report and Drawings	\$ 350.00
4)	Estimated Cost of Preparing Tender Documents, Tender process on an invitation basis, and Tender review	\$ 900.00
5)	Estimated Cost of Providing Supervision and Full-Time Inspection During Construction (based on a 2 day duration)	\$ 1,000.00
6)	Estimated Net H.S.T. on Above Items (1.76%)	\$ 154.00
7)	Estimated Cost for E.R.C.A. Permit	\$ 150.00
<b>TOTAL FOR INCIDENTALS</b>		<b>\$ 9,054.00</b>
<b>TOTAL FOR CONSTRUCTION (brought forward)</b>		<b>\$ 23,100.00</b>
<b>TOTAL ESTIMATE</b>		<b>\$ 32,154.00</b>

**VII. DRAWINGS AND SPECIFICATIONS**

As part of this report, we have attached the design drawing for the construction of this access bridge. The design drawing show the subject bridge location and the details of the new access bridge installation. The design drawing is attached to the back of this report and is labelled herein as **Appendix "C"**.

Also attached, we have prepared Specifications which set out the required construction details for the proposed bridge installation, which also includes Standard Specifications labelled therein as **Appendix "B"**.

**VIII. CONSTRUCTION SCHEDULE OF ASSESSMENT**

We would recommend that all of the costs associated to the construction of the new access bridge, as described above and detailed herein, be totally assessed against the agricultural lands currently owned by Maurice Trepanier (650-03100), and in accordance with the attached **Construction Schedule of Assessment**.

**Report** - Bridge Over the Curry Drain  
(for Maurice Trepanier, )  
Town of Kingsville - D-1

The Ontario Ministry of Agriculture, Food, and Rural Affairs (O.M.A.F.R.A.) have issued administrative policies for Agricultural Drainage Infrastructure Program (A.D.I.P.) to provide financial assistance for assessments to agricultural lands pursuant to the Drainage Act. We understand that the subject agricultural lands currently has the "Farm Tax Classification" required for the subject grant. However, this subject access bridge is being installed within agricultural lands to facilitate a new severance. Therefore, the proposed access bridge to the subject lands is likely **not** eligible for such grant due to the following provisions within the A.D.I.P. policies through O.M.A.F.R.A.:

1. **Policy 2.3.i(B)** - Notwithstanding (i) above, any new crossing required as a result of any lot severance that occurred after July 28, 2004, is not eligible for grant.

Since this subject access bridge is being provided as a result of a lot severance, the cost for same would be ineligible for the 1/3 grant through the current A.D.I.P. Policy. Therefore, the assessments related to the construction of the access to this property, shall be shown in the attached Construction Schedule of Assessment under the Subheading **"5. Privately Owned - Agricultural Lands (non-grantable)"**.

#### **IX. FUTURE MAINTENANCE**

After the completion of the construction of this new access bridge, all of same shall be maintained in the future by the Town of Kingsville.

Furthermore, if any maintenance work is required in the future to this access bridge, we wish to establish that **68.1%** of the future maintenance costs be assessed as a Benefit to the abutting property being served by the access bridge, which is currently owned by Maurice Trepanier( ), in Part of Lot 25, Concession 11, and that the remaining of the future maintenance costs shall be assessed as an Outlet Liability against the lands and roads lying upstream of the bridge site, within the drains watershed. The assessment to upstream lands and roads shall be assessed in the same proportions as the Outlet assessment charges shown in the governing Schedule of Assessment of the Engineer's Report prepared by William J. Settrington, P.Eng., dated August 18th, 1980, or per subsequent amendments made thereto, under the provisions of the Drainage Act. The percentages above account for the bridge users share of the increased pipe length beyond the standard length available to provide a standard 6.10 metres (20.00 ft.) minimum driveway top width.

We recommend that the new access bridge structure as identified herein, be maintained in the future as part of the drainage works. We would also recommend that this legal access bridge newly constructed in the drain, for which the maintenance costs are to be shared with the upstream lands and roads within the watershed, be maintained by the Town and that said maintenance would include works

**Report - Bridge Over the** Curry Drain  
(for Maurice Trepanier, [REDACTED])  
Town of Kingsville - D-1

to the bridge culvert, bedding, backfill and end treatment. Should concrete, asphalt or other decorative driveway surfaces over these bridge culverts require removal as part of the maintenance works, these surfaces should also be repaired or replaced as part of the works. Likewise, if any fencing, gate, decorative walls, guard rails or other special features exist that will be impacted by the maintenance work, they are also to be removed and restored or replaced as part of the bridge maintenance work. However, the cost of the supply and installation of any surface material other than Granular "A" material, and the cost of removal and restoration or replacement, if necessary, of any special features, shall be totally assessed to the benefiting adjoining Owner served by said private access bridge.

The above provisions for the future maintenance of this new access bridge, being constructed under this report, shall remain as aforesaid until otherwise determined under the provisions of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2010".

All of which is respectfully submitted.

**N.J. PERALTA ENGINEERING LTD.**

  
Antonio B. Peralta, P.Eng.

ABP/amm



**N. J. PERALTA ENGINEERING LTD.**

Consulting Engineers  
45 Division Street North  
KINGSVILLE, Ontario  
N9Y 1E1

\*\*\*\* This page intentionally left blank \*\*\*\*

**CONSTRUCTION SCHEDULE OF ASSESSMENT**  
**BRIDGE OVER THE CAMERON-CURRY DRAIN**  
 (for Maurice Trepanier [REDACTED]), Part of Lot 25, Concession 11)  
 (Geographic Township of Gosfiled North)  
**TOWN OF KINGSVILLE**

**5. PRIVATELY OWNED - AGRICULTURAL LANDS (non-grantable):**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of		Value of Special		TOTAL VALUE
						Benefit	Outlet	Benefit	Benefit	
[REDACTED]	11	25	39.24	15.882	Maurice Trepanier	\$ 32,154.00	\$ -	\$ -	\$ -	\$ 32,154.00
<b>Total on Privately Owned - Agricultural Lands (non-grantable).....</b>						<b>\$ 32,154.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,154.00</b>
<b>TOTAL ASSESSMENT</b>						<b>\$ 32,154.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,154.00</b>

1 Hectare = 2.471 Acres  
 Project No. D-19-008  
 April 26th, 2019



\*\*\*\* This page intentionally left blank \*\*\*\*

## SPECIFICATIONS

### BRIDGE OVER THE CAMERON-CURRY DRAIN

(for Maurice Trepanier ( ),  
Part of Lot 25, Conces

(Geographic Township of Gosfield North)

### TOWN OF KINGSVILLE

#### I. GENERAL SCOPE OF WORK

The scope of the work to be provided under this project consists of the installation of a new access bridge within the Cameron-Curry Drain.

The Contractor shall provide all material, labour, and equipment to construct a new access bridge consisting of 17.00 metres (55.77 ft.) of 1400mm diameter, 2.0mm thick, Aluminized Steel Type II corrugated Hel-Cor pipe, granular bedding and backfill, quarried limestone end protection, and all other ancillary work. All works under this project shall provide us with a complete and satisfactory job.

The location of the new access bridge shall be set approximately 18.80 metres (61.68 ft.) east of the west property limit and placed at the exact designated location as shown on the plan, unless otherwise directed by the property Owner and in conjunction with the Town Drainage Superintendent, prior to the construction of same. Any changes to the location of the new access bridge, must be approved in writing by the Consulting Engineer.

All work shall be carried out in accordance with these specifications and serve to supplement and/or amend the current Ontario Provincial Standard Specifications and Standard Drawings, adopted by the Ontario Municipal Engineers Association. All work shall also comply in all regards with Appendix "A", as well as the Standard Specifications included in Appendix "B". The works shall be carried out in accordance with the plan labelled herein as Appendix "C". The structure shall be of the size, type, depth, etc., as is shown in the accompanying drawings, as determined from the **Bench Mark**, and as may be further laid out at the site at the time of construction. All work carried out under this project shall be completed to the full satisfaction of the Town Drainage Superintendent and/or the Consulting Engineer.

**Specifications** - Bridge [REDACTED] Cameron-Curry Drain  
(for Maurice Trepanier, [REDACTED])  
Town of Kingsville - D-1

## **II. E.R.C.A. AND D.F.O. CONSIDERATIONS**

The Contractor shall be required to implement stringent erosion and sedimentation controls during the course of the work to minimize the amount of silt and sediment being carried downstream into the Ruscom River Drain. It is intended that work on this project be carried out during relatively dry weather to ensure proper site and drain conditions and to avoid conflicts with sediment being deposited into the outlet drainage systems. All disturbed areas shall be restored as quickly as possible with grass seeding and mulching installed to ensure a protective cover and to minimize any erosion from the work site subsequent to construction. The Contractor may be required to provide temporary silt fencing and straw bales as outlined further in these specifications.

All of the work shall be carried out in accordance with any permits or authorizations issued by the Essex Region Conservation Authority (E.R.C.A.) or the Department of Fisheries and Oceans (D.F.O.), copies of which shall be provided, if available. The Contractor is advised that no work shall be carried out in the existing drain from March 15th to June 30th, of any given year, because the drain is directly connected to the downstream drain that is classified as sensitive to impacts on aquatic life and habitat by the E.R.C.A. and the D.F.O.

As part of its work, the Contractor shall implement the following measures that shall ensure that any potential adverse effects on fish and fish habitat shall be mitigated:

- a) As per standard requirements, work shall not be conducted at times when flows in the drain are elevated due to local rain events, storms, or seasonal floods. Work shall be done in the dry.
- b) All disturbed soils on the drain banks and within the channel, including spoil, must be stabilized immediately upon completion of work. The restoration of the site must be completed to a like or better condition to what existed prior to the works. The spoil material must be hauled away and disposed of at a suitable site, or spread an appropriate distance from the top of the drain bank to ensure that it is not washed back into the drain.
- c) To prevent sediment entry into the Drain, in the event of an unexpected rainfall, silt barriers and/or traps must be placed in the channel during the works and until the site has been stabilized. All sediment and erosion control measures are to be in accordance with related Ontario Provincial Standards. It is incumbent on the proponent and his/her Contractors to ensure that sediment and erosion control measures are functioning properly and are maintained/upgraded as required.

**Specifications** - Bridge Cameron-Curry Drain  
(for Maurice Trepanier, [REDACTED])  
Town of Kingsville - D-1

- d) Silt or sand accumulated in the barrier traps must be removed and stabilized on land once the site is stabilized.
- e) All activities including maintenance procedures should be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicular refuelling and maintenance should be conducted away from the water.

Not only shall the Contractor comply with all of the above, it shall also be required to further comply with any information included within the email correspondence with the E.R.C.A. All of which are included within these specifications and labelled herein as **Appendix "A"**.

### **III. M.N.R.F. CONSIDERATIONS**

Under the Species at Risk Provincial Legislation, set in place with the Ministry of Natural Resources and Forestry (M.N.R.F.), Section 23.9 of the Endangered Species Act, 2007, allows the Town to conduct eligible repair, maintenance, and improvement work under the Drainage Act that exempts these works from Sections 9 and 10 of this Act, so long as they follow the rules within Ontario Regulation 242/08.

Prior to commencing work, the Town of Kingsville will complete an "Endangered Species Act Review" for the Cameron-Curry Drain and will provide the Contractor with the results of said review, including Town documents for the purpose of identification of known species at risk within the project area and mitigation measures for species and habitat protection. It is the responsibility of the Contractor to make certain that necessary provisions are undertaken to ensure the protection of all species at risk and their habitats throughout the course of construction.

The Contractor will be responsible for providing the necessary equipment and materials required by the mitigation plans and shall contact the Town of Kingsville Drainage Superintendent immediately if any endangered species are encountered during construction.

### **IV. ACCESS TO WORK AND TRAFFIC CONTROL**

The Contractor is advised that all the work to be carried out on this project extends along the south side of County Road 8. The Contractor shall have access for the full width of the roadway abutting the proposed drainage works. The Contractor may use the entire width of County Road 8 right-of-way necessary to permit the completion of all the work required to be completed for this project.

**Specifications** - Bridge Cameron-Curry Drain  
(for Maurice Trepanier, )  
Town of Kingsville - D-1

The Contractor shall ensure that the travelling public is protected at all times while utilizing the roadway for its access. The Contractor shall provide traffic control, including flag persons when required. The Contractor shall be required to submit a Traffic Control Plan to the Consulting Engineer for approval from the governing Road Authorities. The Traffic Control Plan shall be carried out in accordance with the requirements of the Ontario Traffic Manual's Book 7 for Temporary Conditions. Should the Contractor have to close County Road 8 for the proposed works, it shall arrange to obtain the necessary authorizations from the County of Essex Road Department and the Town of Kingsville Public Works Department and distribute notification of detours around the site. The Contractor shall also ensure that all emergency services, school bus companies, etc. are contacted about the disruption to access at least 48 hours in advance of same. All detour routes shall be established in consultation with the Town and County Roads Department.

Throughout the course of the work it is imperative that the Contractor protect as much landscaping and vegetation as possible when accessing along the drain. This shall be of particular concern along the lawn areas of residential properties. Due to the extent of the work and the area for carrying out the work, the Contractor shall be required to carry out all of the necessary steps to direct traffic and provide temporary diversion of traffic around work sites, including provision of all lights, signs, flag persons, and barricades required to protect the safety of the travelling public. Any accesses or areas used in carrying out the works are to be fully restored to their original conditions by the Contractor, including topsoil placement and lawn restoration as directed by the Town Drainage Superintendent and/or the Consulting Engineer. Restoration shall include but not be limited to all necessary levelling, grading, shaping, topsoil, seeding and mulching, and granular placement required to make good any damage caused.

#### **V. REMOVAL OF BRUSH, TREES AND RUBBISH**

Where there is any brush, trees or rubbish along the course of the drainage works, including the full width of the work access, all such brush, trees or rubbish shall be close cut and grubbed out, and the whole shall be chipped up for recycling, burned or otherwise satisfactorily disposed of by the Contractor. The brush and trees removed along the course of the work are to be put into piles by the Contractor in locations where they can be safely chipped and disposed of, or burned by it, or hauled away and disposed of by the Contractor to a site to be obtained by it at its expense. Prior to and during the course of any burning operations, the Contractor shall comply with the guidelines prepared by the Air Quality Branch of the Ontario Ministry of the Environment and Climate Change, and shall ensure that the Environmental Protection Act is not violated. The Contractor shall be required to notify the local Fire Authorities and cooperate with them in the carrying out of any work. The removal of brush

**Specifications** - Bridge [REDACTED] Cameron-Curry Drain  
(for Maurice Trepanier, [REDACTED])  
Town of Kingsville - D-1

and trees shall be carried out in close consultation with the Town Drainage Superintendent and/or Consulting Engineer to ensure that no decorative trees or shrubs are disturbed by the operations of the Contractor that can be saved. It is the intent of this project to save as many trees and bushes as practical within the roadway allowances and on private lands.

The Contractor shall protect all other trees, bushes, and shrubs located along the length of the drainage works except for those trees that are established, in consultation with the Town Drainage Superintendent, the Consulting Engineer, and the Owners, to be removed as part of the works. The Contractor shall note that protecting and saving the trees may require the Contractor to carry out hand work around the trees, bushes, and shrubs to complete the necessary final site grading and restoration.

Following the completion of the work, the Contractor is to trim up any broken or damaged limbs on trees which are to remain standing, and it shall dispose of said branches along with other brush, thus leaving the trees in a neat and tidy condition.

The Contractor shall remove all deleterious materials and rubbish along the course of the open drain and any such materials located in the bridge culverts while carrying out its cleaning of same. All such deleterious materials and rubbish shall be loaded up and hauled away by the Contractor to a site to be obtained by it at its cost.

#### **VI. FENCING**

Where it is necessary to take down any fence to proceed with the work, the same shall be done by the Contractor across or along that portion of the work where such fence is located. The Contractor shall be required to exercise extreme care in the removal of any fencing so as to cause a minimum of damage to same. The Contractor shall be required to replace any fence that is taken down in order to proceed with the work, and the fence shall be replaced in a neat and workmanlike manner. The Contractor shall not be required to procure any new materials for rebuilding the fence provided that it has used reasonable care in the removal and replacing of same. When any fence is removed by the Contractor, and the Owner thereof deems it advisable and procures new material for replacing the fence so removed, the Contractor shall replace the fence using the new materials and the materials from the present fence shall remain the property of the Owner.

#### **VII. DETAILS OF BRIDGE WORK**

The Contractor shall provide all material, labour and equipment to install a n [REDACTED] bridge for the agricultural lands of Maurice Trepanier ([REDACTED]), in the Cameron-Curry Drain.



**Specifications** - Bridge Cameron-Curry Drain  
(for Maurice Trepanier, [REDACTED])  
Town of Kingsville - D-1

When complete, the access bridge along the centreline of the new culvert shall have a total top width, including the top width of the sloped quarried limestone endwalls, of approximately 10.26 metres (33.66 ft.) and a travelled driveway top width of 9.16 metres (30.05 ft.). The quarried limestone end protection shall be installed on a slope no steeper than 1.50 horizontal to 1.00 vertical, and shall extend from the end of the new Aluminized Steel Type II pipe to the top elevation of the driveway.

The culvert installation on this project shall be set to the grades as shown on the plans or as otherwise established herein and the Town Drainage Superintendent and/or the Consulting Engineer may make minor changes to the bridge alignment as they deem necessary to suit the site conditions. All work shall be carried out in general accordance with the "**STANDARD SPECIFICATIONS FOR ACCESS BRIDGE CONSTRUCTION INCLUDING ENDWALL TREATMENTS, BACKFILLING AND INSTALLATION PROCEDURES**" attached to the specification and labelled **Appendix "B"**.

#### **VIII. ALUMINIZED STEEL PIPE INSTALLATION**

The new Aluminized Steel Corrugated Hel-Cor pipes to be installed  
The new Aluminized Steel Corrugated Hel-Cor pipe to be installed for this bridge is required to be provided as one (1) continuous length; however, where it is absolutely necessary, and only with the approval of the Town Drainage Superintendent and/or the Consulting Engineer, the Contractor may be allowed to utilize two (2) equal lengths of pipe coupled together with an Aluminized Steel Type II 10C bolted coupler of the same thickness of the culvert pipe, if applicable. The Aluminized Steel Corrugated pipe for this installation must be of the length, size, and thickness as identified in the plans and approved by the Town Drainage Superintendent and/or the Consulting Engineer prior to its placement in the drain.

The Contractor shall also note that the placement of the new access bridge culvert is to be performed totally in the dry, and it shall be prepared to take whatever steps are necessary to ensure same, all to the full satisfaction of the Town Drainage Superintendent and/or Consulting Engineer. As part of the work, the Contractor shall be required to clean out the drain along the full length of the bridge pipe and for a distance of 3.05 metres (10.00 ft.) both upstream and downstream of said pipe. The design parameters of the Cameron-Curry Drain at the location of the new access bridge installation consists of a 1.00 metre (3.28 ft.) bottom width, 0.08% grade, and 1.50 horizontal to 1.00 vertical side slopes. The Contractor shall be required to cut any brush and denude the existing drain side slopes of any vegetation as part of the grubbing operation. The Contractor shall also be required to dispose of all excavated and deleterious materials, as well as any grubbed out materials, to a site to be obtained by it at its own expense. The Contractor shall note that our survey indicates that the existing drain bottom is above the design grade. The Contractor shall be required to provide any and all labour,

**Specifications** - Bridge Cameron-Curry Drain  
(for Maurice Trepanier, )  
Town of Kingsville - D-1

materials and equipment to set the pipe to the required design grades. The Contractor shall also be required to supply, if necessary, a minimum of 150mm (6") of 20mm (3/4") clear stone bedding underneath the culvert pipe, extending from the bottom of the drain to the culvert invert grade, all to the full satisfaction of the Town Drainage Superintendent and/or Consulting Engineer. Furthermore, if an unsound base is encountered, it must be removed and replaced with 20mm (3/4") clear stone satisfactorily compacted in place to the full satisfaction of the Town Drainage Superintendent and/or the Consulting Engineer.

The installation of the complete length of the new culvert pipe, including all appurtenances, shall be completely inspected by the Town Drainage Superintendent and/or the Consulting Engineer's Inspector prior to backfilling any portions of same. Under no circumstance shall the Contractor commence the construction or backfill of the replacement culvert pipe without the site presence of the Town Drainage Superintendent and/or the Consulting Engineer's Inspector to inspect and approve said installation. The Contractor shall provide a minimum of forty-eight (48) hours notice to the Town Drainage Superintendent and/or the Consulting Engineer prior to commencement of the work. The installation of the replacement culvert structure is to be performed during normal working hours of the Town Drainage Superintendent and/or the Consulting Engineer from Monday to Friday unless written authorization is provided by them to amend said working hours.

The Contractor shall also note that the placing of the new access bridge culvert shall be completed so that it totally complies with the parameters established and noted in the bridge plan. The placement of the culvert shall be on an even grade and performed totally in the dry, and the Contractor should be prepared to take whatever steps are necessary to ensure same, all to the full satisfaction of the Town Drainage Superintendent and/or Consulting Engineer.

#### **IX. BRIDGE CONSTRUCTION**

Once the new Aluminized Steel Corrugated pipe has been satisfactorily set in place, the Contractor shall completely backfill same with granular material M.T.O. Type "B" O.P.S.S. Form 1010, or local approved equivalent, with the following exception. The top 305mm (12") of the backfill material for the full top width of the access, the full top width of the drain, and the approach to the east and transitions to the west shall be M.T.O. Type "A" O.P.S.S. Form 1010, or local approved equivalent.

The Contractor shall also perform the necessary excavation to extend the width of the driveway from the existing edge of the gravel shoulder to the top of the north bank, and from the top of the south bank to approximately 3.00 metres south of the right-of-way limit of County Road 8. This driveway approach for the entire length and width shall consist of a minimum of 305mm (12") of granular material M.T.O. Type "A" satisfactory compacted in

**Specifications** - Bridge Cameron-Curry Drain  
(for Maurice Trepanier, )  
Town of Kingsville - D-1

place. The gravel apron shall extend from the full width of the access bridge culvert length, and include a 5.00 metre radius from approximately the edge of the asphalt roadway to the edge of the new gravel driveway, as shown on the plans. The gravel backfill shall extend across the pipe to approximately 3.00 metres south of the right-of-way limit of County Road 8, as shown on the plans.

The Contractor shall also be required to provide all labour, equipment and material to provide granular backfill to all gore areas between the east and west limits of the sloped quarried limestone end protection and the granular driveway as illustrated on the accompanying plans.

All granular backfill for the bridge installation shall be satisfactorily compacted in place to a minimum standard proctor density of 98% by means of mechanical compaction equipment. All of the backfill material, equipment used, and method of compacting the backfill material shall be provided and performed to the satisfaction of the Town Drainage Superintendent and/or Consulting Engineer.

The new corrugated steel pipe, for this installation, is to be provided with a minimum depth of cover measured from the top of the pipe of 305mm (12"). If the bridge culvert is placed at its proper elevations, same should be achieved. The above specified minimum requirement is **critical** and must be attained. Obviously, in order for the new residential access bridge culvert to properly fit the channel parameters, **all of the design grade elevations must be strictly adhered to.**

Also, for use by the Contractor, we have established a Bench Mark on-site. This Bench Mark is the top of nail set on south face of existing hydro pole on the north side of County Road 8, located approximately 20.00 metres east of the proposed bridge, and this **Bench Mark** is Elevation **186.639 metres**. The new pipe culvert and the backfilling is to be placed on the following basis:

The **west (upstream) invert** of the proposed bridge culvert is to be set at Elevation **184.513 metres**.

The **east (downstream) invert** of the proposed bridge culvert is to be set at Elevation **184.500 metres**.

The centreline of driveway for this bridge installation shall be set to Elevation **187.220 metres** at the existing edge of the asphalt roadway, Elevation **186.833 metres** at the culvert pipe centreline, and Elevation **186.472 metres** at approximately 3.00 metres south of the right-of-way limit of County Road 8. The access bridge driveway, in all cases, shall be graded with a crossfall from the centreline of the driveway to the outer ends of the driveway at an approximate grade of 1.50%.

As a check, all of the access bridge culvert design grade elevations shall be confirmed before commencing to the next stage of the access bridge installation. The Contractor is also to check that the pipe

**Specifications** - Bridge Cameron-Curry Drain  
(for Maurice Trepanier, )  
Town of Kingsville - D-1

invert grades are correct by referencing the Bench Mark and the information provided on the detail within the plans.

Although it is anticipated that the culvert installation shall be undertaken in the dry, the Contractor shall supply and install a temporary Straw Bale Check Dam in the drain bottom immediately downstream of the culvert site during the time of construction. The straw bale check dam shall be to the satisfaction of the Town Drainage Superintendent and/or Consulting Engineer and must be removed upon completion of the Construction. All costs associated with the supply and installation of this Straw Bale Check Dam shall be included in the cost bid for the bridge installation.

#### **X. REMOVALS**

The Contractor shall be required to cut any brush and denude the existing drain sideslopes of any vegetation as part of the grubbing operation. However, the Contractor is asked to create minimal disturbance to existing vegetation beyond the limits of the proposed access bridge. The Contractor shall also be required to dispose of all excavated and deleterious materials, as well as any grubbed out materials, to a site to be obtained by it at its own expense. Likewise, any material excavated to allow for granular approaches to the bridge, driveway transitions, or installation of new end treatments shall be hauled away and disposed of by the Contractor.

#### **XI. SLOPED QUARRIED LIMESTONE END PROTECTION**

Once the new aluminized steel corrugated pipe has been set in place, the Contractor shall install sloped quarried limestone end protection at both ends of the access. The top 305mm (12") of backfill material over the ends of the corrugated steel pipe, from the invert of said pipe to the top of the driveway elevation of the access bridge, shall be quarried limestone. The quarried limestone shall be provided as shown and detailed on the plan or as indicated in the Standard Specifications in Appendix "B" and shall be graded in size from a minimum of 100mm (4") to a maximum of 250mm (10"). The quarried limestone to be placed on the sloped ends of the access bridge shall be underlain with a synthetic **non-woven** geotextile filter fabric. The sloped quarried limestone protection is to be rounded as shown on the plan details and shall also extend along the drain side slopes to a point directly in line with the ends of the culvert pipe. The road side approach to the entrance shall be provided with a minimum 5.00 metre radius at each end of the driveway entrance. All work shall be completed to the full satisfaction of the Town Drainage Superintendent and/or the Consulting Engineer.

The quarried limestone shall be provided as is shown and detailed and shall vary in size from a minimum of 100mm (4") to a maximum of 250mm (10"). The quarried limestone pieces shall be carefully tamped into place with the use of a shovel bucket so that, when

**Specifications** - Bridge Cameron-Curry Drain  
(for Maurice Trepanier, )  
Town of Kingsville - D-1

complete, the quarried limestone erosion protection shall be consistent, uniform, and tightly laid in place. Prior to placing the quarried limestone, the Contractor shall place non-woven geotextile filter fabric "GMN160" conforming to O.P.S.S. 1860 Class 1 or approved equal, as an underlay. The Contractor shall take extreme care not to damage the geotextile filter fabric when placing the quarried limestone. The placement of the geotextile filter fabric and the quarried limestone, and the completion of the quarried limestone erosion protection shall be conducted to the full satisfaction of the Town Drainage Superintendent and/or Consulting Engineer.

The installation of the sloped quarried limestone end protection, unless otherwise specified herein, shall be provided in total compliance with Item 2, Item 3, and Item 4 of the "**STANDARD SPECIFICATIONS FOR ACCESS BRIDGE CONSTRUCTION INCLUDING ENDWALL TREATMENT, BACKFILLING AND INSTALLATION PROCEDURES**". These are attached to the back of these specifications and labelled **Appendix "B"**. The Contractor shall comply in all respects with the General Conditions included in Item 4 and the "**Typical Quarried Limestone End Protection**" detail illustrated within the plan.

## **XII. BENCH MARKS**

Also, for use by the Contractor, we have established a Bench Mark along the course of the work and especially at the location where the structure is being constructed.

The plan includes a detail illustrating the work to be carried out. A Bench Mark has been indicated and the elevation has been shown and may be utilized by the Contractor in carrying out its work. The Contractor shall note that a specific design elevation grade has been provided for the invert at each end of the pipe in the table accompanying the detail. The table also sets out the pipe size, materials, and other requirements relative to the installation of the bridge structure. In all cases, the Contractor is to utilize the specified drain slope to set any new pipe installation. The Contractor shall ensure that it takes note of the direction of flow and sets the pipe to assure that all grades flow from south to north to match the direction of flow within the drain. The Contractor's attention is drawn to the fact that the pipe invert grades established herein provide for same to be set approximately 140mm below the design bottom, which is approximately 10% of the culvert diameter.

## **XIII. ANCILLARY WORK**

During the course of any repair or improvements, the Contractor will be required to protect or extend any existing tile ends or swales to maintain the drainage from the adjacent lands. All existing tiles shall be extended utilizing Boss 1000 or equal plastic pipe of the same diameter as the existing tile and shall be installed in accordance with the "**Standard Lateral Tile Detail**"

**Specifications** - Bridge Cameron-Curry Drain  
(for Maurice Trepanier, [REDACTED])  
Town of Kingsville - D-1

as shown in the details included Appendix "B", unless otherwise noted. Connections shall be made using a manufacturer's coupling wherever possible. For other connections, the Contractor shall utilize a grouted connection. Grouted mortar joints shall be composed of three (3) parts of clean, sharp sand to one (1) part of Portland Cement with just sufficient water added to provide a stiff plastic mix, and the mortar connection shall be performed to the full satisfaction of the Town Drainage Superintendent or the Consulting Engineer. The mortar joint shall be of a sufficient mass around the full circumference of the joint on the exterior side to ensure a tight, solid seal.

The Contractor shall also be required as part of the bridge installations to excavate and widen the drain bottom where required to fit the new bridge culvert pipes in order to provide a smooth transition between the new bridge culvert installations and the existing drain. Furthermore, the Contractor shall be required to divert and existing swales or furrows that conflict with the proposed access bridge structure.

The Contractor, when doing his excavation or any other portion of the work, shall be very careful not to interfere with, plug up or damage, any existing surface drains, swales and lateral or main tile ends. If it is found that said existing drains are interfered with in any way, the Contractor will be required to unplug or repair said drains immediately, at no extra cost to the project. If it is found that any existing lateral tiles or main tile drains or tile ends have been cut off or damaged in any way during the course of the work, the Contractor will be required to either repair or replace same, to the full satisfaction of the Town Drainage Superintendent and the Consulting Engineer.

#### **XIV. TOPSOIL, SEED AND MULCH**

The Contractor shall be required to restore all existing grassed areas and drain side slopes damaged by the structure installation, and place topsoil and seed and mulch over said areas including any specific areas noted on the plans. The Contractor shall be required to use the scavenged topsoil stripped from the drain banks. The balance of the topsoil required shall be obtained by the Contractor at its own expense. The Contractor shall provide all the material to cover the above mentioned surface areas with approximately 50mm of good, clean, dry topsoil on slopes and 100mm of good, clean, dry topsoil on horizontal surfaces, fine graded and spread in place ready for seeding and mulching. The placing and grading of all topsoil shall be carefully carried out according to Ontario Provincial Standard Specifications, Form 570, dated November, 2007, or as subsequently amended or as amended by these Specifications. Once the topsoil has been properly placed and fine graded, the Contractor shall seed and mulch the area. Seeding and mulching operations shall be carried out according to Ontario Provincial Standard Specifications, Form 572, dated November, 2003, or as subsequently amended or as amended by these Specifications. The seeding mixture shall be OSECO Seed Mixture Canada No. 1, as

**Specifications** - Bridge [REDACTED] Cameron-Curry Drain  
(for Maurice Trepanier, [REDACTED])  
Town of Kingsville - D-1

available from Morse Growers Supply in Leamington, or equal. As part of the seeding and mulching operation, the Contractor shall be required to provide either a hydraulic mulch mix or a spread straw mulch with an adhesive binder in accordance with O.P.S.S. 1103.05.03 dated November, 2007, or as subsequently amended, to ensure that the grass seed shall be protected during germination and provide a thick, uniform cover to protect against erosion, where necessary. All work shall be completed to the full satisfaction of the Town Drainage Superintendent and/or the Consulting Engineer.

All of the work relative to the placement of topsoil and the seeding and mulching operation, shall be meticulously done and completed in a good and workmanlike manner all to the full satisfaction of the Town Drainage Superintendent and/or Consulting Engineer.

**XV. GENERAL CONDITIONS**

- a) The Town Drainage Superintendent or Consulting Engineer shall have authority to carry out minor changes to the work where such changes do not lessen the efficiency of the work.
- b) The Contractor shall satisfy itself as to the exact location, nature and extent of any existing structure, utility or other object which it may encounter during the course of the work. The Contractor shall indemnify and save harmless the Town of Kingsville and the Consulting Engineer and its' representatives for any damages which it may cause or sustain during the progress of the work. It shall not hold the Town of Kingsville or the Consulting Engineer liable for any legal action arising out of any claims brought about by such damage caused by it.
- c) The Contractor shall provide a sufficient number of layout stakes and grade points so that the Drainage Superintendent and Consulting Engineer can review same and check that the work shall generally conform to the design and project intent.
- d) The Contractor shall be responsible for any damage caused by it to any portion of the Municipal road system, especially to the travelled portion. When excavation work is being carried out and the excavation equipment is placed on the travelled portion of the road, the travelled portion shall be protected by having the excavation equipment placed on satisfactory timber planks or timber pads. If any part of the travelled portion of the road is damaged by the Contractor, the Town shall have the right to have the necessary repair work done by its' employees and the cost of all labour and materials used to carry out the repair work shall be deducted from the Contractor's Contract and credited to the Town. The Contractor, upon completing the works, shall clean all debris and junk, etc., from the roadside of the drain, and leave the site in a neat and workmanlike manner. The Contractor shall be responsible for keeping all public roadways utilized for hauling materials free and clear of mud and debris.



**Specifications** - Bridge Cameron-Curry Drain  
(for Maurice Trepanier, [REDACTED])  
Town of Kingsville - D-1

- e) The Contractor shall provide all necessary lights, signs, and barricades to protect the public. All work shall be carried out in accordance with the requirements of the Occupational Health and Safety Act, and latest amendments thereto. A Traffic Control Plan is required on this project. The Traffic Control Plan is to comply with The Ontario Traffic Manual's Book 7 for Temporary Conditions. A suitable Traffic Control Plan must be submitted to the Consulting Engineer, the Town and/or the County of Essex for approval, where applicable.
- f) Following the completion of the work, the Contractor is to trim up any broken or damaged limbs on trees which are to remain standing, and it shall dispose of said branches along with other brush, thus leaving the trees in a neat and tidy condition.
- g) The whole of the work shall be satisfactorily cleaned up, and during the course of the construction, no work shall be left in any untidy or incomplete state before subsequent portions are undertaken.
- h) All driveways, laneways and access bridges, or any other means of access on to the job site shall be fully restored to their former condition at the Contractor's expense. Before authorizing Final Payment, the Town Drainage Superintendent and the Consulting Engineer shall inspect the work in order to be sure that the proper restoration has been performed. In the event that the Contractor fails to satisfactorily clean up any portion of these accesses, the Consulting Engineer shall order such cleanup to be carried out by others and the cost of same be deducted from any monies owing to the Contractor.
- i) The Contractor shall be required to submit to the Town, a Certificate of Good Standing from the Workplace Safety and Insurance Board prior to the commencement of the work and the Contractor shall be required to submit to the Town, a Certificate of Clearance for the project from the Workplace Safety and Insurance Board before Final Payment is made to the Contractor.
- j) The Contractor shall furnish a Performance and Maintenance Bond along with a separate Labour and Material Payment Bond within ten (10) days after notification of the execution of the Agreement by the Owner unless otherwise established within the Tender Documents. One copy of said bonds shall be bound into each of the executed sets of the Contract. Each Performance and Maintenance Bond and Labour and Material Payment Bond shall be in the amount of 100% of the total Tender Price. All Bonds shall be executed under corporate seal by the Contractor and a surety company, authorized by law to carry out business in the Province of Ontario. The Bonds shall be acceptable to the Owner in every way and shall guarantee faithful performance of the Contract during the period of the Contract, including the period of guaranteed maintenance which shall be in effect for twelve (12) months after substantial completion of the works.

**Specifications** - Bridge Cameron-Curry Drain  
(for Maurice Trepanier, )  
Town of Kingsville - D-1

The Tenderer shall include the cost of bonds in the unit price of the Tender items as no additional payment shall be made in this regard.

- k) The Contractor shall be required, as part of this Contract, to provide Comprehensive Liability Insurance coverage for not less than \$5,000,000.00 on this project unless otherwise established in the Tender Documents, and shall name the Town of Kingsville and its' officials, and the Consulting Engineer and its staff as additional insured under the policy. The Contractor must submit a copy of this policy to both the Town Clerk and the Consulting Engineer prior to the commencement of work.
- l) Monthly progress orders for payment shall be furnished the Contractor by the Town Drainage Superintendent. Said orders shall be for not more than 90% of the value of the work done and the materials furnished on the site. The paying of the full 90% does not imply that any portion of the work has been accepted. The remaining 10% shall be paid 45 days after the final acceptance and completion of the work and payment shall not be authorized until the Contractor provides the following:
  - i) a Certificate of Clearance for the project from the Workplace Safety and Insurance Board
  - ii) proof of advertising
  - iii) a Statutory Declaration, in a form satisfactory to the Consulting Engineer and the Town, that all liabilities incurred by the Contractor and its Sub-Contractors in carrying out the Contract have been discharged and that all liens in respect of the Contract and Sub-Contracts thereunder have expired or have been satisfied, discharged or provided for by payment into Court.

The Contractor shall satisfy the Consulting Engineer or Town that there are no liens or claims against the work and that all of the requirements as per the Construction Lien Act, 1983 and its' subsequent amendments have been adhered to by the Contractor.

- m) In the event that the Specifications, Information to Tenderers, or the Form of Agreement do not apply to a specific condition or circumstance with respect to this project, the applicable section or sections from the Canadian Construction Documents Committee (C.C.D.C.) shall govern and be used to establish the requirements of the work.

## APPENDIX "A"

\*\*\*\* This page intentionally left blank \*\*\*\*

**Subject:** RE: Bridge Over the Cameron-Curry Drain (Trepanier) - Town of Kingsville - D19-008  
**From:** Cynthia Casagrande <CCasagrande@erca.org>  
**Date:** 3/26/2019, 9:06 AM  
**To:** Tony Peralta <tony@peraltaengineering.com>, Dan Jenner <DJenner@erca.org>  
**CC:** "russell@peraltaengineering.com" <russell@peraltaengineering.com>, Ken Vegh <kvegh@kingsville.ca>

Dear Tony:

We were not aware of this proposed bridge and your appointment under Section 78 of the Drainage Act, however, we have the following information to provide.

A review of our floodplain mapping for the Cameron-Curry Drain indicates that this drain is located within an area that is under the jurisdiction of the Essex Region Conservation Authority (ERCA) (Section 28 of the *Conservation Authorities Act*). Prior to undertaking works, a permit is required from this office.

We note that this office could issue an ERCA Permit to the Town of Kingsville for the installation of a temporary and permanent culvert crossing over the Cameron-Curry Drain at this site. This permit could be issued prior to review under the *Drainage Act* of the Final Drainage Report to be prepared by N. J. Peralta Ltd. Project No. D19-008.

It would be noted, as part of the ERCA permit approval, that if during the ERCA review of the Final Drainage Report, as per review under the *Drainage Act*, that if additional concerns or conditions of the ERCA became apparent, then these concerns may affect the design and ultimately require changes to the works that the Town will have to correct and/or alter works that will have already been installed. However, we do not expect that there will be any extraneous comments or concerns with respect to this project.

In order to proceed with the temporary culvert installation, we will require an application for permit form and the application for permit fee of \$150.00. We would then look forward to receiving a copy of the Final Drainage Report for our review and approval through the Drainage Act processes.

If further information or clarification is required, please do not hesitate to email me.

Yours truly,

*Cynthia Casagrande*  
Regulations Coordinator  
Essex Region Conservation Authority  
360 Fairview Avenue West, Suite 311  
Essex ON N8M 1Y6  
(519) 776-5209, Ext. 349

---

**From:** Tony Peralta <tony@peraltaengineering.com>  
**Sent:** Wednesday, March 13, 2019 5:31 PM  
**To:** Cynthia Casagrande <CCasagrande@erca.org>; Dan Jenner <DJenner@erca.org>  
**Cc:** russell@peraltaengineering.com; Ken Vegh <kvegh@kingsville.ca>  
**Subject:** Bridge Over the Cameron-Curry Drain (Trepanier) - Town of Kingsville - D19-008

Good afternoon Cynthia and Dan;

As you may be aware, our office was appointed under Section 78 of the Drainage Act for the installation of a new access bridge over the Cameron-Curry Drain for Maurice Trepanier (650-03100), along County Road 8. We are currently in the process of scheduling an on-site meeting for this project.

Based on our discussions with the Drainage Superintendent, Ken Vegh, and the Owner, the agricultural lands have been severed from the homestead. As part of the severance, a new access bridge is required for the agricultural property. As a result, we understand that the farm property Owner currently does not have a legal access to the farm property until the new access is installed. Based on this information, Mr. Trepanier has approached the Town of Kingsville to request that the a "temporary" access bridge be installed, in order to farm the lands, and the Town has accepted this request so long that an engineer's report through the provisions of the Drainage Act is completed. To avoid duplication of work, our office has prepared a bridge design for the "temporary" access bridge installation. The engineer's report, through the provisions of the Drainage Act, will follow to provide details of the "permanent" access bridge.

At this time, we wish to provide you with the preliminary design proposal for the above noted project.

The new access bridge shall be installed at the west limit of the subject property, within the Cameron-Curry Drain. Approximately 240.0m upstream of the proposed access bridge site is an existing 1400mm diameter CSP culvert having a length of 14.0m in length with sloped quarried limestone end treatments. This access bridge was installed under an Engineer's report prepared by our office in 2005. Approximately 115.0m downstream of the proposed access bridge consist of a road crossing culvert having 14.0m of 2.45m span x 1.55m rise concrete bridge. Furthermore, approximately 500.0m downstream of the road crossing culvert consists of an access bridge having 17.0m of 1600mm dia. CSP culvert.

Based on our preliminary design, we have determined that the new access bridge shall consist of approximately 17.0m of 1400mm diameter CSP with quarried limestone end treatments and 140mm of pipe embedment. This access is intended to provide a minimum access top width of 9.10m (30.0'). Attached you will find preliminary design drawings for your review.

We have reviewed the DFO website as it relates to the Fisheries Act and have performed a "Self Assessment" for this project. Also, as it relates the the Endangered Species Act, we have contacted the Town of Kingsville to ensure that this project is covered under the new ESA Regulation 242/08.

We trust that this information is satisfactory in order to obtain a permit for the installation of the "temporary" farm access bridge culvert. However, if you have any concerns or require additional information, please contact us at your earliest opportunity.

--

Regards,

Tony Peralta, 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

## APPENDIX "B"



\*\*\*\* This page intentionally left blank \*\*\*\*

# **STANDARD SPECIFICATIONS FOR ACCESS BRIDGE CONSTRUCTION INCLUDING ENDWALL TREATMENT, BACKFILLING AND INSTALLATION PROCEDURES**

## **1. CONCRETE FILLED JUTE BAG HEADWALLS**

After the Contractor has set in place the new pipe, it shall completely backfill the same and install new concrete jute bag headwalls at the locations and parameters indicated on the drawing. When constructing the concrete jute bag headwalls, the Contractor shall place the bags so that the completed headwall will have a slope inward from the bottom of the pipe to the top of the finished headwall. The slope of the headwall shall be one unit horizontal to five units vertical. The Contractor shall completely backfill behind the new concrete jute bag headwalls with Granular "B" and Granular "A" material as per O.P.S.S. Form 1010 and the granular material shall be compacted in place to a Standard Proctor Density of 100%. The placing of the jute bag headwalls and the backfilling shall be performed in lifts simultaneously. The granular backfill shall be placed and compacted in lifts not to exceed 305mm (12") in thickness.

The concrete jute bag headwalls shall be constructed by filling jute bags with concrete. All concrete used to fill the jute bags shall have a minimum compressive strength of 21 MPa in 28 days and shall be provided and placed only as a wet mix. Under no circumstance shall the concrete to be used for filling the jute bags be placed as a dry mix. The jute bags, before being filled with concrete, shall have a dimension of 460mm (18") x 660mm (26"). The jute bags shall be filled with concrete so that when they are laid flat, they will be approximately 100mm (4") thick, 305mm (12") to 380mm (15") wide and 460mm (18") long.

The concrete jute bag headwall to be provided at the end of the bridge pipe shall be of a single bag wall construction. The concrete filled bags shall be laid so that the 460mm (18") dimension is parallel with the length of the new pipe. The concrete filled jute bags shall be laid on a footing of plain concrete being 460mm (18") wide, extending for the full length of the wall, and from 305mm (12") below the bottom of the culvert pipe to a minimum of 305mm (12") above the bottom of the culvert pipe invert.

All concrete used for the footing, cap and bags shall have a minimum compressive strength of 21 Mpa in 28 days and include  $6\% \pm 1\%$  air entrainment.

Upon completion of the jute bag headwall the Contractor shall cap the top row of concrete filled bags with a layer of plain concrete, minimum 100mm (4") thick, and hand trowelled to obtain a pleasing appearance. If the cap is made more than 100mm thick, the Contractor shall provide two (2) continuous 15M reinforcing bars set at mid-depth and equally spaced in the cap. The Contractor shall fill all voids between the concrete filled jute bags and the corrugated steel pipe with concrete, particular care being taken underneath the pipe haunches to fill all voids.

The completed jute bag headwalls shall be securely embedded a minimum of 500mm (20") measured perpendicular to the sideslopes of the drain.

As an alternate to constructing a concrete filled jute bag headwall, the Contractor may construct a grouted concrete rip rap headwall. The specifications for the installation of a concrete filled jute bag headwall shall be followed with the exception that broken sections of concrete may be substituted for the jute bags. The concrete rip rap shall be approximately 460mm (18") square and 100mm (4") thick and shall have two (2) flat parallel sides. The concrete rip rap shall be fully mortared in place using a mixture composed of three (3) parts of clean sharp sand and one (1) part of Portland Cement.

The complete placement and backfilling of the headwalls shall be performed to the full satisfaction of the Town Drainage Superintendent.

## **2. PRECAST INTERLOCKING CONCRETE BLOCK HEADWALLS**

With the authorization of the Owner, the Town Drainage Superintendent and the Consulting Engineer, the Contractor shall install interlocking concrete block headwalls in lieu of concrete filled jute bag headwalls.

The standard precast interlocking concrete blocks shall be rectangular in shape with square corners and be a minimum size of 600mm x 600mm x 1200mm (2' x 2' x 4'), as available from Underground Specialties Inc./Wolseley Inc., or approved equal. Blocks with modified lengths may be utilized to fill in staggered sections of the block wall. All blocks shall be cast in one pour with no cold joints and shall have minimum compression strength of 20MPa at 28 days. All precast concrete blocks shall be formed with interlocking pockets and tenons and each block shall be assembled in a staggered formation to prevent

sliding at the interface between blocks. All precast concrete blocks shall be uniform in size with relatively smooth and consistent joints. All precast concrete blocks shall have a smooth and consistent exterior finish. Each block shall be fitted with a lifting ring that will not interfere with the assembly of the block wall once they are set in place. Cap blocks shall be utilized on the top course of the wall with the top of the cap blocks having a smooth, uniform finish.

Precast interlocking blocks that abut the culvert pipe shall be cast as one solid piece and shall be cut and shaped to fit closely around the perimeter of the pipe. The face of the wall shall not extend beyond the end of the pipe. All minor gaps between the blocks and the pipe shall be sealed with non-shrink grout for the full depth of the blocks. At the base of the wall, a base block shall be used at the bottom of the interlocking block wall. The base block shall be founded on a firm solid base. When necessary, the Contractor shall provide a minimum of 150mm thickness of level compacted granular bedding, or a lean concrete footing, as a firm foundation for the blocks. The base block shall be set level and shall convey a vertical projection throughout its full height and shall include filter cloth behind the wall for the full height of the blocks to prevent soil migration through any joints. Filter cloth fabric shall be non-woven geotextile material and be minimum GMN-160 meeting O.P.S.S. Class I. Both headwalls shall be assembled concurrently with a continuous uni-axial geogrid SG350, or equal, installed across the entire structure at every second course of blocks, to tie each headwall to each other. Both the non-woven filter cloth and the uni-axial geogrid are available from Armtec Construction Products or approved equal.

The blocks shall extend up from the pipe invert and cross the full width of the drain and be embedded a minimum of 500mm into the drain banks. Where required for the top of the block wall to match the height of the completed driveway, the Contractor shall embed the bottom course of blocks into the drain bottom to the appropriate depth to achieve the required top elevation of the wall.

The Contractor shall arrange for the supplier to provide a interlocking block layout drawings outlining block assembly of the proposed headwall to the Consulting Engineer for approval prior to proceeding with fabrication and assembly of same. The Contractor shall arrange with the supplier for technical assistance with the assembly of the structure on-site in full accordance with the requirements of the supplier. All assembly installation shall be carried out to avoid any damage to the culvert and shall follow the supplier's recommendation in every respect to ensure a proper and safe installation.

The precast interlocking concrete block headwalls shall be installed vertically, and shall extend from the end of the Aluminized Steel Corrugated Hel-Cor Pipe to the top elevation of the driveway. Under no circumstances shall the interlocking block wall be installed with an outward projection. When complete, the outside face of the headwall shall be installed flush with the end of the proposed culvert. The precast interlocking concrete block headwall shall be installed perpendicular to the drain banks. The Contractor shall also be required to satisfactorily backfill the area in behind the new headwall with granular fill as already specified in the preceding paragraphs for backfilling of the bridge culvert. The top elevation of the headwalls, opposite the travelled roadway, are to be set no less than 75mm (3"), below the existing ground elevation. The alignment of these headwalls shall be performed to the full satisfaction of the Drainage Superintendent or the Consulting Engineer. The installation of the precast interlocking concrete block headwalls shall also comply with the "Block Headwall Installation Instructions for Culverts" provided by Underground Specialties Inc./Wolseley Inc.

### **3. QUARRIED LIMESTONE ENDWALLS**

The backfill over the ends of the corrugated steel pipe shall be set on a slope of 1-½ metres horizontal to 1 metre vertical from the bottom of the corrugated steel pipe to the top of each sideslope and between drain sideslopes. The top 305mm (12") in thickness of the backfill over the ends of the corrugated steel pipe shall be quarried limestone. The quarried limestone shall also be placed on a slope of 1-½ metres horizontal to 1 metre vertical from the bottom of the corrugated steel pipe to the top of each sideslope of the drain and between both sideslopes. The quarried limestone shall have a minimum dimension of 100mm (4") and a maximum dimension of 250mm (10"). It shall be placed with the quarried limestone pieces carefully tamped into place with the use of a shovel bucket so that, when complete, the end protection shall be consistent, uniform, and tightly laid in place.

Prior to placing the quarried limestone end protection over the granular backfill, the Contractor shall lay non-woven geotextile filter fabric "GMN160" conforming to O.P.S.S. 1860 Class I or approved equal. The geotextile filter fabric shall extend from the bottom of the corrugated steel pipe to the top of each sideslope of the drain and between both sideslopes of the drain.

The Contractor shall take extreme care not to damage the geotextile filter fabric when placing the quarried limestone on top of the filter fabric.

#### 4. **BRIDGE BACKFILL**

After the corrugated steel pipe has been set in place, the Contractor shall backfill the pipe with Granular "B" material, O.P.S.S. Form 1010 with the exception of the top 305mm (12") of the backfill. The top 305mm (12") of the backfill for the full width of the excavated area (between each sideslope of the drain) and for the top width of the driveway, shall be Granular "A" material, O.P.S.S. Form 1010. The granular backfill shall be compacted in place to a Standard Proctor Density of 100% by means of mechanical compactors. All of the backfill material, equipment used, and method of compacting the backfill material shall be inspected and approved and meet with the full satisfaction of the Town Drainage Superintendent.

#### 5. **GENERAL**

Prior to the work commencing, the Town Drainage Superintendent must be notified, and under no circumstances shall work begin without the Superintendent being at the site. Furthermore, the grade setting of the pipe must be checked, confirmed, and approved by the Superintendent prior to continuing on with the bridge installation.

The alignment of the new bridge culvert pipe shall be in the centreline of the existing drain, and the placing of same must be performed totally in the dry.

Prior to the installation of the new access bridge culvert, the existing sediment build-up in the drain bottom must be excavated and completely removed. This must be done not only along the drain where the bridge culvert pipe is to be installed, but also for a distance of 3.05 metres (10 ft.) both upstream and downstream of said new access bridge culvert. When setting the new bridge culvert pipe in place it must be founded on a good undisturbed base. If unsound soil is encountered, it must be totally removed and replaced with 20mm (3/4") clear stone, satisfactorily compacted in place.

When doing the excavation work or any other portion of the work relative to the bridge installation, care should be taken not to interfere with, plug up, or damage any existing surface drains, swales, and lateral or main tile ends. Where damage is encountered, repairs to correct same must be performed immediately as part of the work.

The Contractor and/or landowner performing the bridge installation shall satisfy themselves as to the exact location, nature and extent of any existing structure, utility or other object that they may encounter during the course of the work. The Contractor shall indemnify and save harmless the Town, the Town Drainage Superintendent and the Engineer for any damages which it may cause or sustain during the progress of the work. It shall not hold them liable for any legal action arising out of any claims brought about by such damage caused by it.

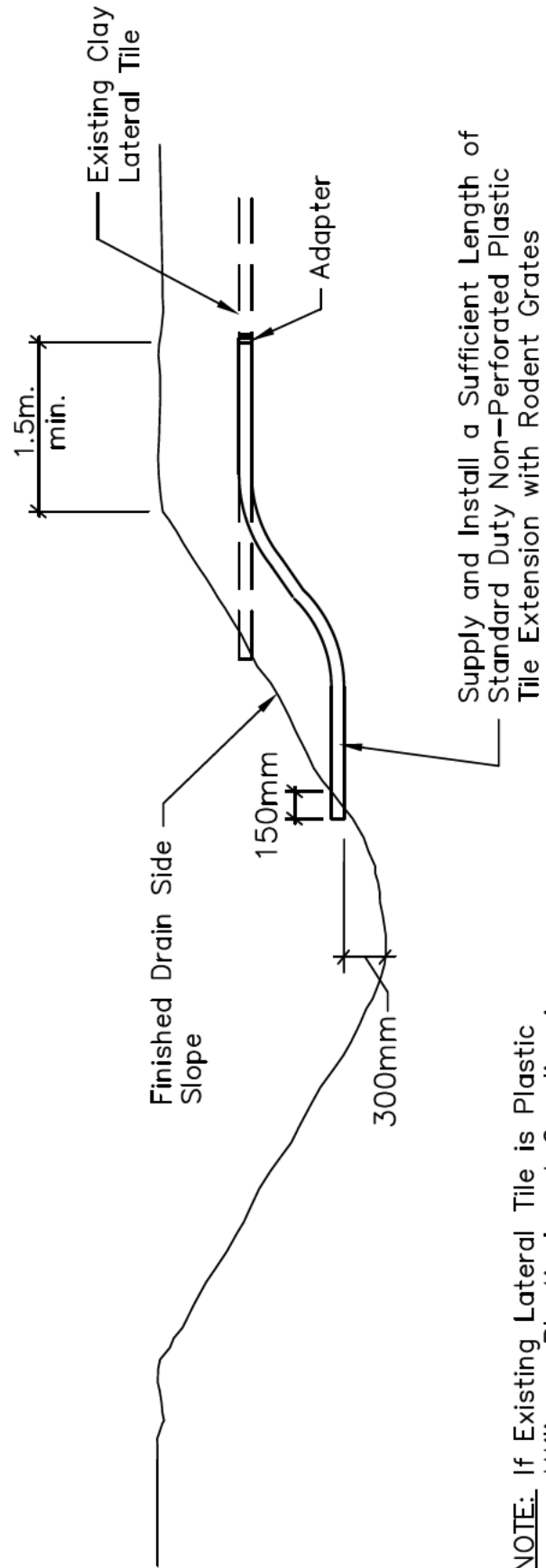
Where applicable, the Contractor and/or landowner constructing the new bridge shall be responsible for any damage caused by them to any portion of the Town road right-of-way. They shall take whatever precautions are necessary to cause a minimum of damage to same and must restore the roadway to its' original condition upon completion of the works.

When working along a municipal roadway, the Contractor shall provide all necessary lights, signs, barricades and flagmen, as required to protect the public. All work shall be carried out in accordance with the requirements of the Occupational Health and Safety Act, and latest amendments thereto. If traffic control is required on this project, it is to comply with the M.T.O. Traffic Control Manual for Roadway Work Operations.

Once the bridge installation has been completed, the drain sideslopes directly adjacent the new headwalls and/or endwalls are to be completely restored including revegetation, where necessary.

All of the work required towards the installation of the bridge shall be performed in a neat and workmanlike manner. The general site shall be restored to its' original condition, and the general area shall be cleaned of all debris and junk, etc. caused by the work.

All of the excavation, installation procedures, and parameters as above mentioned under this sub-heading, are to be carried out and performed to the full satisfaction of the Town Drainage Superintendent.



NOTE: If Existing Lateral Tile is Plastic Utilize a Plastic Insert Coupling in Place of Adapter.

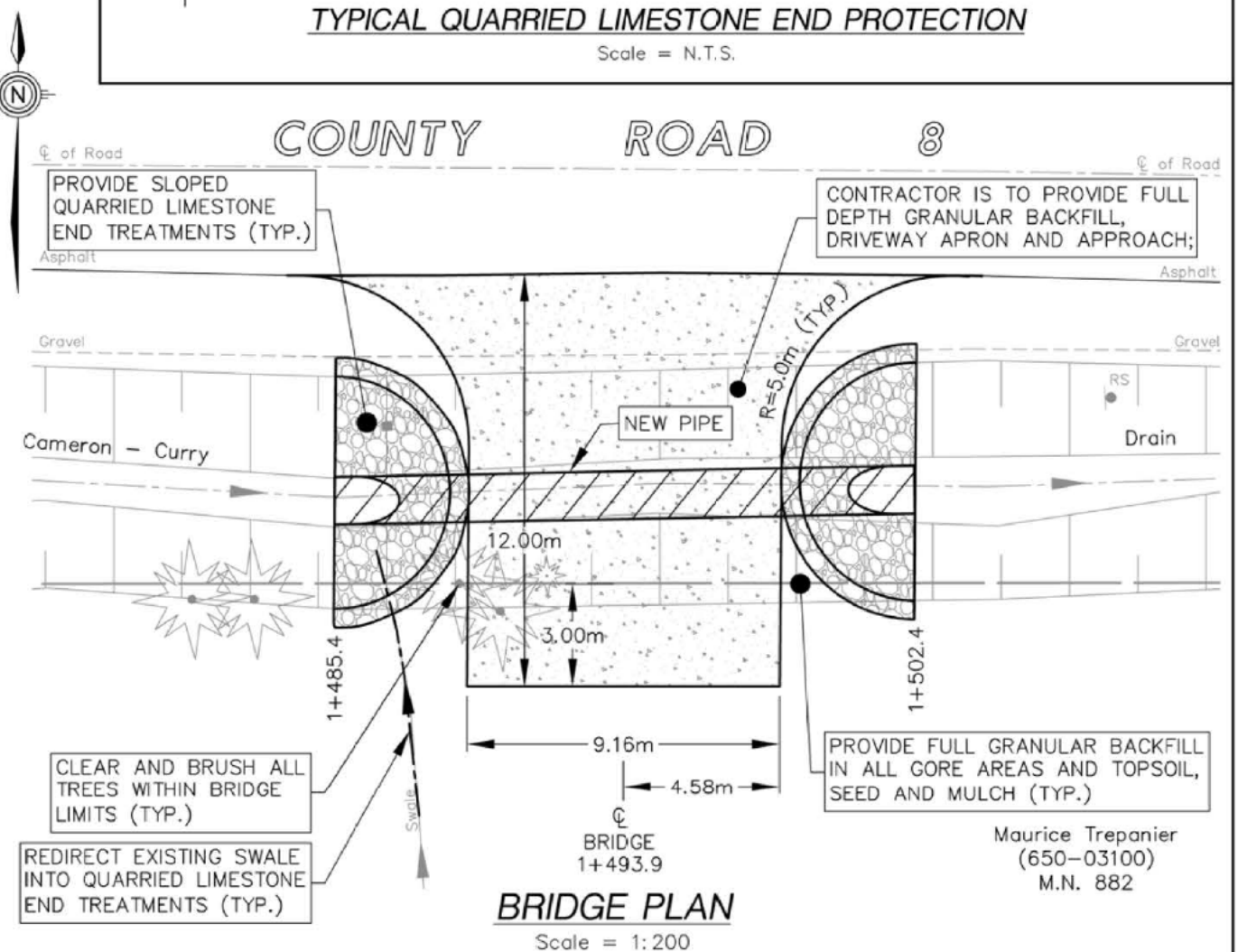
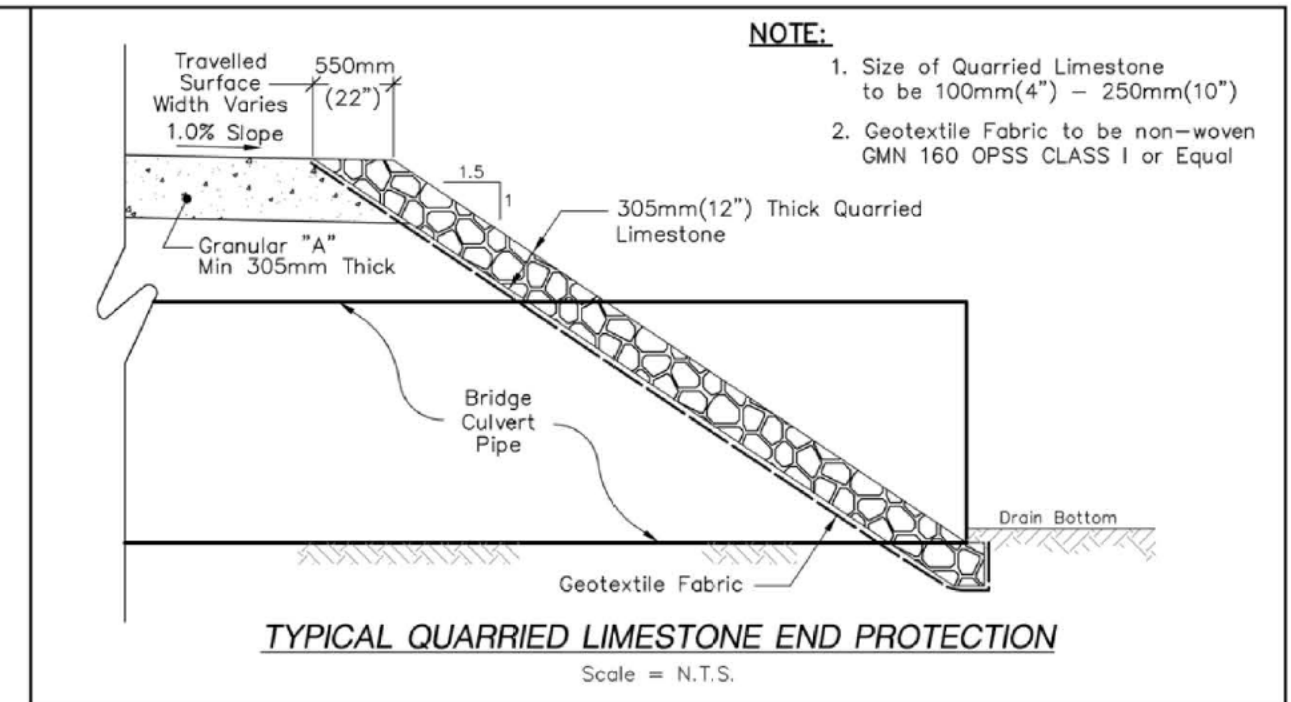
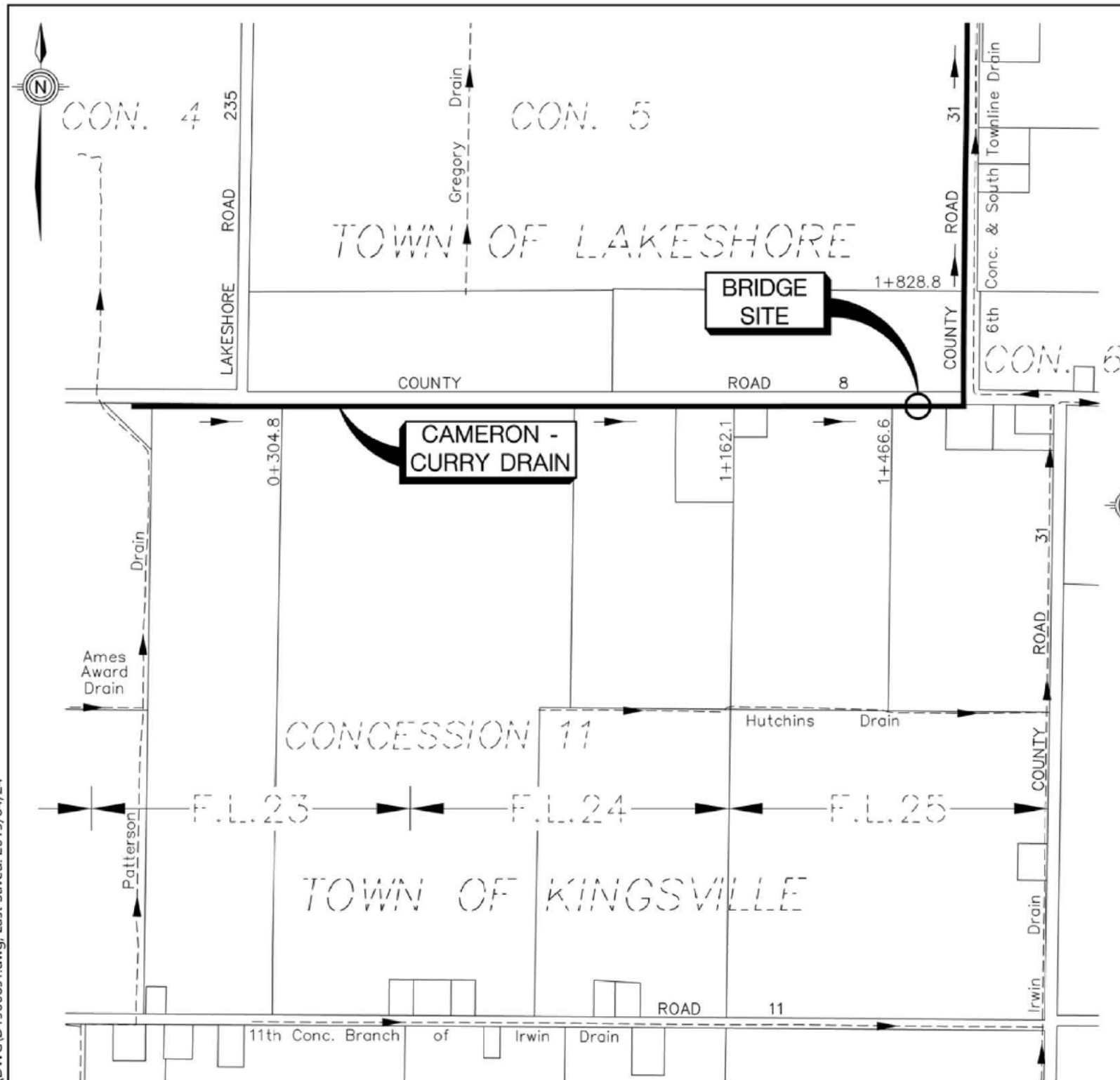
## STANDARD LATERAL TILE DETAIL

SCALE = N.T.S.

## APPENDIX "C"

\*\*\*\* This page intentionally left blank \*\*\*\*

Z:\PROJECTS\DRAINAGE\2019\19008\CAD\DWG\19008s1.dwg, Last Saved: 2019/04/24



**BENCHMARK:**

TOP OF NAIL SET ON SOUTH FACE OF EXISTING HYDRO POLE ON THE NORTH SIDE OF COUNTY ROAD 8, LOCATED APPROXIMATELY 20.0m EAST OF PROPOSED BRIDGE.  
ELEV. = 186.639m

PIPE SIZE:	PIPE LENGTH:	PIPE GAUGE:	CORRUGATIONS:	TYPE OF PIPE:
1400mm	17.0m (55.77 FT.)	2.0mm (14 GA.)	125mm x 25mm (5.0" x 1.0")	ALUMINIZED STEEL TYPE II CORRUGATED HEL-COR PIPE

**PIPE & DRIVEWAY ELEVATIONS:**

UPSTREAM INV. (W) = 184.513m  
DOWNSTREAM INV. (E) = 184.500m  
DESIGN GRADE = 0.08%  
C/O OF DRIVEWAY AT PAVEMENT EDGE = 187.220m  
C/O OF DRIVEWAY AT PIPE CENTRELINE = 186.833m  
C/O OF DRIVEWAY 3.0m SOUTH OF R.O.W. LIMIT = 186.472m  
DRIVEWAY CROSSFALL FROM CENTRELINE TO TOP OUT END OF END WALL = 1.50%

**BRIDGE OVER THE CAMERON-CURRY DRAIN**

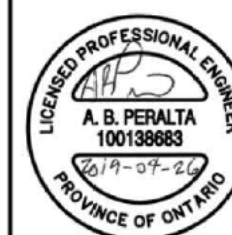
(for Maurcie Trepanier, (650-03100), Pt. Lot 25, Concession 11)

IN THE

**TOWN OF KINGSVILLE** (Geographic Township of Gosfield North)

IN THE

**COUNTY OF ESSEX • ONTARIO**



**N. J. PERALTA ENGINEERING LTD.**

45 DIVISION STREET NORTH  
KINGSVILLE, ONTARIO  
N9Y 1E1

DATE: APRIL 26th, 2019

ANTONIO B. PERALTA, P.ENG.

FILE No.:  
**D19-008**

DRAWN BY: R.A.L.  
PLOT CODE: 1:1  
FILE: D19008S1.DWG

APPENDIX 'C'





## COMMITTEE MINUTES

### COMMUNITIES IN BLOOM COMMITTEE

SEPTEMBER 7, 2021 @ 5:30 P.M.

In person and Zoom

#### A. CALL TO ORDER

Councillor T. Neufeld called the Meeting to order at 5:30 P.M. with the following persons in attendance:

#### MEMBERS OF COMMUNITIES IN BLOOM COMMITTEE:

Councillor T. Neufeld  
A. Batke  
M. Tremaine-Snip  
J. Willoughby  
K. Sonnenburg  
A. Tobin  
H. Crewe

#### MEMBERS OF ADMINISTRATION:

K. Loney, Administrative Support

Absent: M. Fogal

#### B. DISCLOSURE OF PECUNIARY INTEREST

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

#### C. STAFF REPORTS

##### 1. **Karen Loney**, Manager of Recreation Programs & Special Events

##### Upcoming Events

- Theodore the Tug Boat in Kingsville on Wednesday September 8, 2021
- Migration Fest – [www.migrationfest.ca](http://www.migrationfest.ca)
- September 30<sup>th</sup> – National Truth and Reconciliation day
- Discussed if CIB could integrate within Migration Fest
- Suggested that CIB create a scarecrow challenge
- CIB could offer a prize pack with information on CIB
- ACTION – Karen to contact Co-Chairs to see if they are interested

- 028-2021** Moved by M. Tremaine-Snip, seconded by Councillor T. Neufeld to receive the report as presented

**CARRIED**

## **D. MINUTES OF THE PREVIOUS MEETING**

1. Communities in Bloom Committee Meeting Minutes August 3, 2021

- 029-2021** Moved by K. Sonnenburg, seconded by J. Willoughby to receive the minutes of the Community in Bloom Committee Meeting dated August 3, 2021

**CARRIED**

## **E. NEW AND UNFINISHED BUSINESS**

1. Resignation of Tracy Oswald
2. Communities in Bloom Committee Meeting Minutes August 3, 2021

- 030-2021** Moved by K. Sonnenburg, seconded by M. Tremaine-Snip to receive the resignation of Tracy Oswald from the Communities Bloom Committee Meeting

**CARRIED**

3. Working Committee for the Pumpkin Parade – Janet, Allan, Heather
  - a. To host event at Lakeside Park
  - b. Farmer willing to take pumpkins and may offer straw
  - c. Need use of the gator and help set out straw
  - d. Reviewed poster
  - e. Volunteer shifts
    - i. 2 – 6 PM
    - ii. 5 – 9 PM
  - f. Where would we store the straw, how to access it, in light of construction?
4. Judging for 2022 - Heather and Astrid
  - a. Attended the webinar
  - b. Jan / Feb meeting to discuss what would go in the community report

5. Memorial Tree and Plaque - Allan
  - a. Sycamore Tree
  - b. Plaque – Planted by CIB in honour of all our front line workers 2021
  - c. Layer of crushed stone that needs to be removed before planting; can Parks do this?
6. Nature Journal Club - Astrid
  - a. Continuing a second session but no new members registered
7. Social Media Post – Karen
  - a. No posts until the committee sends more
8. Bee Friendly Community - Karin
  - a. Report being written
  - b. Reviewed that it would be better to be a Pollinator Friendly Community; intent is this but branding is around Bee's
9. Best of Garden - Marcy and Janet
  - a. Extension to September 15<sup>th</sup>
  - b. To finalize this week
10. Resolution to declare 2022 the year of the garden – Heather
  - a. Councillor T. Neufeld to bring forward when minutes are at Council

## **F. NEXT MEETING DATE**

1. The next meeting of the Communities in Bloom Committee shall take place on October 5, 2021 via Zoom @ 5:30 P.M.

## **G. ADJOURNMENT**

- 031-2021** Moved by A. Batke, seconded by J. Willoughby to adjourn this Meeting at 6:39 P.M.

**CARRIED**



## COMMITTEE MINUTES

---

CHAIR, T. Neufeld

---

RECORDING SECRETARY,  
K. Loney



## COMMITTEE MINUTES

### COMMITTEE OF ADJUSTMENT SEPTEMBER 21, 2021 @ 6:00 p.m. ELECTRONIC PARTICIPATION – Via Zoom

#### A. CALL TO ORDER

Chairperson Thomas Neufeld called the Meeting to order at 6:05 p.m. with the following persons in virtual attendance:

#### MEMBERS OF COMMITTEE OF ADJUSTMENT:

Councillor Thomas Neufeld  
Deputy Mayor Gord Queen  
Allison Vilardi  
Shannon Olson  
Russell Horrocks

#### MEMBERS OF ADMINISTRATION:

Town Planner, Kristina Brcic  
Manager of Planning Services, Robert Brown  
Deputy Clerk, Roberta Baines  
Administrative Support, Stephanie Coussens

#### B. DISCLOSURE OF PECUNIARY INTEREST

Chairperson Thomas Neufeld reminded the Committee 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. MINUTES OF THE PREVIOUS MEETING

##### 1. ADOPTION OF COMMITTEE OF ADJUSTMENT MEETING MINUTES DATED AUGUST 17TH, 2021.

##### CA-43-2021

Moved by Gord Queen, seconded by Allison Vilardi that the Committee of Adjustment Meeting Minutes dated August 17<sup>th</sup>, 2021 be adopted.

**CARRIED**

#### D. HEARINGS

##### 1. B / 16 / 21 – 1421 Road 2 W – Chris and Allison LEWIS

Town Planner, Kristina Brcic introduced the Consent application and reviewed her report dated, September 16<sup>th</sup>, 2021 which provides details regarding the requested consent to sever a house deemed surplus to the farming operation and convey the retained farm land as a lot addition to an abutting farm parcel, in the Town of Kingsville.

The Town of Kingsville has received the above-noted application for lands located on the south side of Road 2 W, west of McCain Sd Rd. The subject property is designated 'Agriculture' by the Official Plan and zoned 'Agricultural (A1)' under the Kingsville Comprehensive Zoning By-law.

The subject land is an 11.4 ha (28.2 ac.) farm with an existing dwelling and a shed. It is proposed that the dwelling at 1421 Rd 2 W be severed on a 1.5 ha (3.6 ac.) lot (Part 1) as surplus to the applicants who own an abutting farm parcel and dwelling at 1379 Rd 2 W. The retained farm parcel (Part 2) will be consolidated with the applicants' abutting lands to the east. Because of the consolidation rezoning, to prohibit future dwellings, is not necessary as there is an existing dwelling on the receiving lands and only one dwelling is permitted on a lot.

The applicant Chris Lewis, was in attendance.

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

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

#### **CA-44-2021**

Moved by Gord Queen, seconded by Shannon Olson, that Consent application B/16/21 to sever an existing dwelling deemed surplus to the applicants' farming operation, shown as Part 1 on the Applicants' Sketch, on the lands known as 1421 Road 2 W, in the Town of Kingsville, be **APPROVED** subject to the following:

1. That the retained farm lands, shown on the applicant's sketch as Part 2 (PIN 75172-0052), be conveyed to the owner of the abutting parcel, known municipally as 1379 Road 2 W (PIN 75172-0149), and Section 50 (3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcels of land that are the subject of this consent.
2. That a reference plan be deposited in the registry office, ***both an electronic and paper*** copy of the registered plan is to be provided for the files of the Secretary-Treasurer.
3. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality.
4. That the owner shall provide that all municipal taxes be paid in full.
5. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds.
6. That any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or the Municipal Act be paid in full.
7. That the necessary deed(s), transfers or charges be **submitted in triplicate**; signed and fully executed (**no photocopies**), including a copy of the reference plan, prior to certification.
8. That any necessary drainage apportionments be undertaken.
9. That the applicant provide confirmation to the satisfaction of the Town the location of any

existing septic system(s) in relation to the new lot line locations.

10. The conditions imposed above shall be fulfilled by **September 21, 2022** or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.

**CARRIED**

## **2. B / 18 / 21 – 1723 Regent St – 1552843 Ontario Limited / Noah Homes**

Town Planner, Kristina Brcic introduced the Consent application and reviewed her report dated, September 16<sup>th</sup>, 2021 which provides details regarding the requested consent to sever and convey land as a lot addition, from 1723 Regent St to an abutting parcel, 1727 Regent St, in the Town of Kingsville.

The subject land is a 1,348.5 sq. m (14,515.13 sq. ft.) vacant residential lot. Based on the site plan of the proposed dwelling at 1727 Regent St, a lot addition from 1723 Regent St. is required to accommodate the proposed dwelling. Therefore, the applicant is seeking a 270 sq. m (2,906.3 sq. ft.) lot addition (Part 2) for 1727 Regent St. The retained parcel (Part 1 – 1723 Regent St) would maintain 18.3 m of frontage and 1,080 sq. m (11,625 sq. ft.) of lot area as a result of the severance.

The applicant's representative, Robert Molliconi was in attendance.

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

Committee member Shannon Olson, questioned when the lot lines were originally created and why such an adjustment is required now. Town Planner, Kristina Brcic explained that at the plan of subdivision stage the lots are plotted but as development occurs changes may be requested by the developer based on the scale of the proposed dwelling.

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

### **CA-45-2021**

Moved by Allison Vilardi, seconded by Shannon Olson that Consent application B/18/21 to sever and convey a portion of land, shown as Part 2 on the Applicant's Sketch, from the lands known as 1723 Regent St, to an abutting parcel, known as 1727 Regent St, as a lot addition, in the Town of Kingsville; be **APPROVED** subject to the following:

1. That the lot addition to be severed, shown on the applicant's sketch as Part 2, be conveyed to the owner of the abutting parcel, known municipally as 1727 Regent St, as a lot addition and Section 50 (3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcels of land that are the subject of this consent.
2. That a reference plan be deposited in the registry office, **both an electronic and paper** copy of the registered plan is to be provided for the files of the Secretary-Treasurer.
3. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality.
4. That the owner shall provide that all municipal taxes be paid in full.

5. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds.
6. That any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or the Municipal Act be paid in full.
7. That the necessary deed(s), transfers or charges be **submitted in triplicate**; signed and fully executed (**no photocopies**), including a copy of the reference plan, prior to certification.
8. That the applicant confirm, to the satisfaction of the Town, that existing services are contained within the newly created boundary lines.
9. The conditions imposed above shall be fulfilled by **September 21, 2022** or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.

**CARRIED**

### **3. A / 10 / 21 – 738 Dix Alley – Abe FRIESEN and John FRIESEN**

Town Planner, Kristina Brcic introduced the Minor Variance application and reviewed her report dated, September 16<sup>th</sup>, 2021 which provides details regarding the requested minor variance to decrease the front yard setback to allow construction of a new single detached dwelling on lands known as 738 Dix Alley, in the Town of Kingsville.

The Town of Kingsville has received the above-noted application for lands located on the northeast corner of Dix Alley and Heritage Rd (County Rd 50). The subject property is designated 'Lakeshore Residential West' by the Official Plan, and zoned 'Lakeshore Residential (LR)' under the Kingsville Comprehensive Zoning By-law.

The subject land is a 371.89 sq. m (4,003 sq. ft.) residential lot with an existing shed on the property. The applicants would like to build a single family dwelling on the property (see Applicant's Site Plan). Due to the shallow and long, irregular shaped lot, the applicants propose to build a long house parallel with Heritage Rd. As a result, the owner is requesting a minor variance to reduce the front yard setback (Dix Alley) from 6 m (20 ft.) to 4.1 m (13.5 ft.). All other zone performance standards appear to be met.

The applicant's representative, Noah Friesen was in attendance.

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

Committee member Gord Queen, asked for confirmation of the 26 foot setback from Heritage Rd as required by the County of Essex. Town Planner, Kristina Brcic confirmed that the site plan in the notice was a working copy and that the site plan attached as part of the report reflects the 26 foot setback from Heritage Rd as required by the County of Essex. Committee member Allison Vilardi, asked if the County of Essex had a concern with the driveway access onto County Road 50 / Heritage Rd. Ms. Brcic confirmed that County of Essex had no objections or concerns with the access. Ms. Vilardi asked if the shed that is currently on the property would be removed. Ms. Brcic confirmed that the applicants intend to keep the existing shed. The applicant's representative, Noah Friesen confirmed a survey will be completed to ensure the size and placement of the house on the lot.



Committee member, Gord Queen suggested the application be defer to allow time for the applicant to obtain further information in the way of a Survey.

#### **CA-46-2021**

Moved by Gord Queen, seconded by Russell Horrocks that Minor Variance application A/10/21 pertaining to the lands known as 738 Dix Alley to reduce the minimum required front yard setback from 6 m (20 ft.) to 4.1 m (13.5 ft.); be **DEFERED**, until the next Committee of Adjustment meeting, October 19, 2021 giving the applicant an opportunity to have a survey completed to confirm the location of the house on the subject property.

**CARRIED**

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

#### **4. A / 13 / 21 – 222 Road 10 – James & Kelly PUKAY**

Town Planner, Kristina Brcic introduced the Minor Variance application and reviewed her report dated, September 16<sup>th</sup>, 2021 which provides details regarding the requested minor variance to increase the permitted accessory structure height to allow for the construction of a pole barn on lands known as 222 Road 10, in the Town of Kingsville.

The Town of Kingsville has received the above-noted application for lands located on the south side of Road 10, west of Graham Sd Rd. The subject property is designated 'Agriculture' by the Official Plan and zoned 'Agriculture (A1)' by the Comprehensive Zoning By-law.

The subject land is approximately 1.3 ha (3.2 ac.) rural residential lot with a single detached dwelling and an outbuilding. The applicants would like to build a new pole barn in the rear yard. They are seeking a 1 m (3.4 ft.) variance to increase the height of the pole barn to 6 m (19.8 ft.), in order to accommodate the storage requirements of the owner for their landscaping and fence business. Therefore, relief is being requested from the Town of Kingsville Zoning By-law Accessory Buildings and Structures section 4.2 h) where the maximum permitted height is 5m (16.4 ft.). All other zone performance standards shall be met in accordance with the applicant's drawings.

The applicants James and Kelly Pukay were in attendance.

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

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

#### **CA-47-2021**

Moved by Gord Queen, seconded by Shannon Olson that Minor Variance application A/13/21 pertaining to the lands known as 222 Road 10 to increase the maximum permitted accessory building height from 5m (16.4 ft.) to 6 m (19.8 ft.) for the construction of a new pole barn, be **APPROVED** subject to the following:

- i. that any new construction complies with all other applicable provisions of the By-law.
- ii. that any new construction complies with the Ontario Building Code.

**CARRIED**

Chairperson, Thomas Neufeld asked due to the number of applications for increased accessory structure height if there will be an amendment to the policy. Town Planner Kristina Brcic noted that the planning department is working to bring a zoning amendment to Council to amend the current zoning by-law.

**E. NEW AND UNFINISHED BUSINESS**

New committee to begin next month. Welcome Roberta Baines from administration for minute taking.

**F. NEXT MEETING DATE**

The next meeting of the Committee of Adjustment shall take place on October 19<sup>th</sup>, 2021, via Zoom at 6:00 p.m.

**G. ADJOURNMENT**

**CA-48-2021**

Moved by Allison Vilardi, seconded by Shannon Olson to adjourn this Meeting at 6:32 p.m.

**CARRIED**

---

**CHAIR, Thomas Neufeld**

---

**SECRETARY TREASURER,  
Kristina Brcic**



## COMMITTEE MINUTES

### KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE TUESDAY, SEPTEMBER 21, 2021 at 4:30 P.M. VIA ZOOM

#### A. CALL TO ORDER

Chair Sacheli called the Meeting to order at 4:32p.m. with the following Members in attendance:

#### MEMBERS OF MUNICIPAL HERITAGE ADVISORY COMMITTEE:

Anna Lamarche  
Bruce Durward  
Christine Mackie  
Kimberly DeYong  
Margie Luffman  
Matt Biggley  
Sarah Sacheli  
Shannon Olson

#### MEMBERS OF ADMINISTRATION:

Kristina Brcic, Town Planner

**Absent:** Elvira Cacciavillani

#### B. DISCLOSURE OF PECUNIARY INTEREST

Ms. 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. Accounts to date
  - a. Dated August 31<sup>st</sup>, 2021
2. V. Brown Invoices

**MHC41-2021** Moved by Bruce Durward seconded by Kimberly DeYong that the Committee receive the August 31<sup>st</sup>, 2021 Accounts.

**CARRIED**

**MHC42-2021** Moved by Christine Mackie seconded by Matt Biggley that the Committee receive the August, 2021 Invoice for Veronica Brown.

**CARRIED**

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

1. Kingsville Municipal Heritage Advisory Committee Meeting Minutes — August 17, 2021

**MHC43-2021** Moved by Matt Biggley, seconded by Bruce Durward, to adopt the Minutes of the Kingsville Municipal Heritage Advisory Committee Meeting dated August 17, 2021.

**CARRIED**

## **E. BUSINESS / CORRESPONDENCE – INFORMATIONAL**

1. Research Report 09-2021: V. Brown
  - A. Veronica Brown provided research report dated September 2021.

**MHC44-2021** Moved by Bruce Durward, seconded by Anna Lamarche, to receive the September 2021 Research Report as presented by Veronica Brown.

**CARRIED**

2. 189 Division St S – Construction Without Permit - REVIEW
  - A. The homeowner, Logan KANE provided the committee with a detailed list of the materials, and photographs of the property giving a visual aid to the committee.

Veronica Brown found a map from 1917 showing a porch across the front of the house. Christine Mackie indicated square spindles are not quite in keeping with the Victorian Architecture character of the home, apposed to the Arts and Crafts Architecture. The committee's recommendation to the homeowner to use turn spindle and baluster suggestion.

**MHC45-2021** Moved by Bruce Durward, seconded by Christine Mackie, to recommend turned wood spindles, referencing a photo of front street scape and fire insurance map from Veronica Brown (202 Division St S), for the front porch construction at 189 Division St S.

**CARRIED**

## **F. NEW AND UNFINISHED BUSINESS**

1. Migration Fest 2021: Volunteers – K. DeYong

- a. Looking for volunteers to be located outside Carnegie on October 16<sup>th</sup>, 2021, Sarah Sacheli offered her time (12pm – 2pm). Anna Lamarche (2pm – 4pm) offered her time to help out as well. Matt Biggley will check his calendar and let Kimberly DeYong know if he can assist.
2. Heritage-themed photography contest - subcommittee Matt Biggley, Kimberly DeYong and Anna Lamarche
  - a. General Update the poster has been created and the upload link is about ready to go. Submission deadline will be the last day of October, 2021. Highlight a few of the submission on Social media. The winners of the various categories will be by draw.
3. Heritage Brochure
  - a. General Update - subcommittee Bruce Durward, Matt Biggley and Anna Lamarche  
Bruce Durward spoke to the work is in progress, using the existing walking brochure. A rough draft should be ready for next committee meeting for the committee to review.
4. Report Progress Update
  - a. The Conklin Block – Margie Luffman
    - i. Making progress
  - b. The Union Block – Anna Lamarche and Shannon Olson
    - i. Shannon Olson has not had a chance to look at it, due to the busy summer.
  - c. The DeJean Block – Bruce Durward
    - i. 50% done
  - d. The David Block – Matt Biggley
    - i. Not yet started - to reach out to Veronica Brown for more info
  - e. The Fox Block – Christine Mackie
    - i. Not yet started - to reach out to Veronica Brown for more info
5. Designation Report Progress Update
  - a. 208 County Road 34 E. Cottam – K. DeYong
    - i. Research is being collected, in progress
  - b. 257 Lakeview – B. Durward
    - i. A site visit is required to be scheduled with the homeowner, to obtain photos of the interior.
  - c. 1417 Road 3 E – E. Cacciavillani
    - i. No update
  - d. 1961 Seaclyff (property not scored) – C. Mackie
    - i. A site visit is required to be scheduled with the homeowner.

- e. Jack Miner
  - i. Amanda confirmed house is addressed 332 Rd 3 W and that they would like to wait until next April 2022 to install the plaque in conjunction with the 100 year celebration of Jack Miner.

### 6. Other

#### a. Plaques

- i. Shannon Olson provided update on installing plaques. Waiting for home owners to confirm date and time, with hopes to get all three properties done the same day.
- ii. Kristina Brcic updated that plaques are ordered as needed, inscribed at the time of ordering.

- b. Kristina – to check if the committee needs to put out a tender before ordering more plaques
- c. What is the plan to do with all these research reports from Veronica?

### G. NEXT MEETING DATE

- 1. October 19<sup>th</sup>, 2021 at 4:30pm via Zoom (unless in person meeting is permitted)

### H. ADJOURNMENT

**MHC46-2021** Moved by Bruce Durward, seconded by Shannon Olson that the Meeting adjourn at 6:00 p.m.

**CARRIED**



# MINUTES

## **POLICE SERVICES BOARD MEETING WEDNESDAY, SEPTEMBER 22, 2021 @ 4:00 P.M. Council Chambers, 2021 Division Rd N**

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

Chairperson, Nelson Santos called the Meeting to order at 4:05 p.m. with the following persons in attendance:

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

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

Guests: Blake Cohoe, O.P.P. Constable, Mental Health Response Unit  
Stephanie Bula – Hotel Dieu Grace HealthCare

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

Chair Santos reminded Board Members 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. DELEGATIONS/PRESENTATIONS**

1. Constable B. Cohoe and Stephanie Bula, Mental Health Response Unit

Inspector Miller introduced OPP Constable Blake Cohoe and Stephanie Bula from Hotel Dieu Grace HealthCare.

Constable Cohoe provided an overview of the analytical report and the Mental Health Response Unit program initiatives. The Essex County Mobile Crisis Rapid Response Team (MCRRT) is a partnership between Hôtel-Dieu Grace Healthcare and the Essex County OPP. The team consists of two dedicated Crisis Intervention Trained (CIT) OPP officers and two dedicated CIT-trained Social Worker/Crisis Worker. The MCRRT are



## MINUTES

first responders to emergency mental health-related calls in Essex County (Lakeshore, Tecumseh, Essex, Kingsville, and Leamington) for those over the age of 16, and the YCRT for under the age of 16. The teams help de-escalate crisis situations, provide immediate mental health needs and risk assessments, and assist in connecting individuals with appropriate services. The MCRRT team is an enhancement to our current Mental Health Response Unit (MHRU). Follow-up of the initial crisis is provided.

Constable Cohoe advised board members of an enhancement grant opportunity and requested support from the board. Submission deadline for the grant is October 12, 2021.

Inspector Miller provided additional comments regarding this program and its value.

**PSB40-2021** Moved by Kim DeYong, seconded by Bill Baird to support the Mobile Crisis Response Team Enhancement Grant 2021-2023

**CARRIED**

### D. ADOPTION OF MINUTES OF PREVIOUS MEETING

**1. Adoption of Police Services Board Minutes** – held on July 28, 2021.

**PSB41-2021** Moved by Will Chisholm, seconded by Barry Wilson adopt the Police Services Board meeting minutes held on July 28, 2021.

**CARRIED**

### E. REPORTS

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

- i) Town of Kingsville PSB report and Crime Stoppers report for July and August 2021

Staff Sergeant Lenehan provided an overview of the monthly reports.





## MINUTES

**PSB42-2021** Moved by Bill Baird, seconded by Will Chisholm to receive Kingsville PSB Report and Crime Stoppers report for July and August 2021 as information.

**CARRIED**

### F. ADOPTION OF ACCOUNTS

1. **Adoption of Police Services Accounts – RE:** Budget actuals ending August 31, 2021.

**PSB43-2021** Moved by Kim DeYong, seconded by Bill Baird adopt the Police Services Budget actuals ending August 31, 2021.

**CARRIED**

### G. BUSINESS/CORRESPONDENCE

1. OPP 2020-2022 Action Plan

**PSB44-2021** Moved by Will Chisholm, seconded by Barry Wilson to receive the OPP 2020-2022 Action Plan as information.

**CARRIED**

### H. NEW AND UNFINISHED BUSINESS

1. Crime Stoppers

Inspector Miller provided some additional comments related to the crime stoppers reports. He also stated that OPP is committed to collaborating with community partners to further develop co-response models that focus on risk intervention strategies, harm reduction and crime prevention to improve the overall well-being of the community.

2. Online Reporting [www.opp.ca](http://www.opp.ca)

Staff Sergeant Lenahan provided information regarding the Online Reporting feature on the OPP webpage. Any resident can file a report, including traffic complaints, and includes a mapping feature to pinpoint the location of the complaint. The reporting tool can be found at [www.OPP.ca](http://www.OPP.ca), then clicking on the "REPORT ONLINE" in the top right



# MINUTES

hand corner of the main page.

## 3. Community Updates

Constable Bertoni provided the following updates:

- Resolution of bus stop damage in Cottam
- Fire Fest Celebration Event attendance
- Speed Trailer locations, new report format, and extra patrolling

## 4. Community Safety Officer

Board members inquired on the status of re-instating the Community Safety Officer position. Members were advised that due to the pandemic this position is not yet back in operation.

## 5. Community Policing Committee

Board members were advised that the Community Policing Committee recently held it's first meeting since the pandemic started and will be conducting meetings on a more regular basis.

## I. ADJOURNMENT

**PSB45-2021** Moved by Will Chisholm, seconded by Barry Wilson that Police Services Board adjourns the meeting at the hour of 4:55 p.m. and to meet again on October 27, 2021 or at the call of the Chair.

**CARRIED**

---

**CHAIRPERSON, Nelson Santos**

---

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



# JOINT BOARD OF MANAGEMENT

Wednesday, September 22, 2021

9:00 AM

Virtually in Zoom

## MINUTES

**Members Present** Mayor MacDonald (Vice-chair); Deputy Mayor Verbeke, Councillors Hammond, Tiessen - Leamington  
Mayor Santos (Chair), Deputy Mayor Queen, Councillor DeYong, Patterson - Kingsville  
Councillor VanderDoelen - Essex  
Councillor Walstedt - Lakeshore

**Members Absent** Councillor Dunn, Councillor Jones - Leamington

**Also in Attendance:** Rodney Bouchard, Union Water Supply System Manager  
Khristine Johnson, Recording Secretary

**Municipal Staff Present:** Kevin Girard - Town of Essex  
Andrew Plancke, Shaun Martinho - Town of Kingsville  
Albert Dionne - Municipality of Lakeshore

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

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

**Disclosure of Pecuniary Interest:** none

**Adoption of Board Minutes:**

**No. UW-51-21**

**Moved by:** Deputy Mayor Queen

**Seconded by:** Councillor Tiessen

That the Minutes of the UWSS Joint Board of Management meeting of Wednesday, August 11, 2021 is received.

Carried

---

**Business Arising out of Minutes:**

There was none

**Report UW/30/21 dated September 15, 2021 re: Status Update of the UWSS Operations and Maintenance Activities and Capital Words to September 15, 2021**

The Manager reviews his report with the members of the Board. He notes that the Kingsville Water Tower (KWT) project has been completed with the contractor leaving the site on August 16<sup>th</sup>. The filling and disinfection was completed and the KWT was put back into service on August 22<sup>nd</sup>. There are a few small clean up items occurring with operations staff.

The Dissolved Air Flotation (DAF) Phase 1 project has started with the contractor, Maple Reinders, mobilizing their staff. Clarifier #2 was taken out of service on August 25<sup>th</sup> and the dome was removed on September 17<sup>th</sup>. This project is moving along quickly as the timelines are quite tight as the goal is to get this back in service next Spring.

The Manager discusses the stress test that took place at the WTP on August 25<sup>th</sup>, 26<sup>th</sup>, and 27<sup>th</sup>. He reminds them that this exercise took place in order to see what the clarifiers could handle regarding higher flows. The team in place feels stressing the clarifiers was a successful experiment. The next stress test will focus on the Filters, which should be conducted sometime in October, this will be an artificial stress test. The Manager will follow up with a report to the Board.

The valve maintenance program started, with two (2) days a week dedicated to this program. The Manager also reports that SAI Global completed the audit of the UWSS/OCWA Drinking Water Quality Management System (DWQMS). The audit confirmed that only one opportunity for improvement presented itself within the Documents and Records Control portion. The team is addressing this item.

The Manager further reports that the annual inspection of the UWSS Leamington Distribution System and the Essex Distribution System have been completed, with 100% ratings. The inspections of both the Lakeshore Distribution System for UWSS and the Kingsville Distribution System were started on September 13<sup>th</sup> and 14<sup>th</sup>. The Manager anticipates that he will have their results for the October UWSS Board meeting.

The flows continue to be above the four (4) year average and over the previous year. He notes that some greenhouses did not have any crops over the course of the summer and tomato season is still underway, but should finish shortly.

**No. UW-52-21**

Moved by: Councillor Patterson

Seconded by: Mayor MacDonald

That Report dated September 15, 2021 re: Status Update of the UWSS Operations and Maintenance Activities and Capital Words to September 15, 2021 is received.

Carried

**Report UW/31/21 dated September 14, 2021 re: Proposed 2021 UWSS Revised Budget**

The Manager reviews his report with Board members, sharing the screen with members to go through the Budget tables. He explains that water demand is about 6% higher than budgeted for, which results in an increased wholesale revenue. There is also an increase in revenue from investments and some reduction in several expenses.

He notes that the CO2 bulk purchases are much lower than anticipated. He explains that the supplier could potentially come back and say that UWSS needs to meet its contractual obligations of the minimum requirements, but that has not happened as of yet.

The legal and professional fees are higher than expected due to the potential property purchase.

The Kingsville Water Tower (KWT) is over budget by \$80,000, due to an error by the Manager for not including the consulting fees into the overall budget, this does not have to do with budgeting on the actual tower rehabilitation.

He notes that some other budgeted items will not be happening at this time, namely the improvements to the grounds. At this point in time it is not possible to have contractors attend and the manager feels it is best to wait until the DAF has been completed.

The utility building for the KWT will also be delayed as he continues to work on a lease agreement and obtain the type of building needed but potentially at reduced costs as other options might be available.

The Manager notes that the DAF project will have a large invoice prior to the end of the year and there is a line item for the property purchase of \$2.8 million.

**No. UW-53-21**

Moved by: Councillor Walstedt

Seconded by: Councillor Tiessen

That the Union Water Supply System Joint Board of Management (UWSS Board) receives report UW/31/21 re: Proposed 2021 UWSS Revised Budget dated September 14, 2021; and

That the UWSS Board approves the 2021 UWSS Revised Budget as outline in the report.

Carried (UW/31/21)

**Report UW/32/21 dated September 17, 2021 re: Payments from August 19<sup>th</sup> to September 10<sup>th</sup>, 2021**

**No. UW-54-21**

Moved by: Deputy Mayor Queen

Seconded by: Mayor MacDonald

That report UW/32/21 dated September 17, 2021 re: Payments from August 19<sup>th</sup> to September 10<sup>th</sup>, 2021 is received.

Carried (UW/32/21)

**Time: 9:30 am**

**The Union Water Supply System Joint Board of Management then moved into an in-camera session:**

**No. C-UW-07-21**

Moved by: Councillor VanderDoelen

Seconded by: Councillor DeYong

That the UWSS Joint Board of Management moved into a closed session for the verbal discussion under Municipal Act Section 239 (2)(c) regarding a proposed or pending acquisition or disposition of land by the Union Water Supply System Joint Board of Management.

Carried

**Disclosure of Pecuniary Interest and General Nature Thereof**

There was none.

**No. C-UW-08-21**

Moved by: Councillor DeYoung

Seconded by: Deputy Mayor Queen

That the confidential report C-UW/02/21 dated September 15, 2021 re: Offer to Purchase Lands is received.

**No. C-UW-09-21**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor VanderDoelen

That the UWSS Joint Board of Management move out of closed session and return to the regular meeting

Carried

Out of in camera at 9:43 am

**Report on Closed Session**

The Recording Secretary reported on the Closed Session held September 22, 2021.

A closed meeting was held at 9:30 AM on September 22, 2021 to discuss the following matters:

- I. Confidential Report C-UW/02/21 dated September 15, 2021 regarding Offer to Purchase Lands located at 1529 Union Ave., Ruthven, ON, considered pursuant to Section 239(2)(c) of the Municipal Act, 2001, as amended a proposed or pending acquisition or disposition of land by the municipality or local board.

As a result of this report the following recommendation is before the UWSS Board which will a mover and seconder:

1. The UWSS Board accept the offer and remove the conditions on the purchased of the 6.29 acre property located at 1529 Union Avenue in Ruthven, Ontario on the terms contained within the Offer as described in Confidential Report C-UW/02/21;
2. The UWSS General Manager be authorized to execute all documents required to complete all contemplated transactions;
3. The UWSS Board authorize the UWSS General Manager to solicit potential lessees for the subject property and enter into a lease agreement with a greenhouse operator to lease the subject property for the purposes of growing greenhouse vegetable crops;
4. The UWSS General Manager report to the UWSS Board at the October 2021 UWSS Board meeting in regards to leasing of the subject property.

**No. UW-55-21**

Moved by: Councillor Tiessen

Seconded by: Councillor Patterson

The UWSS Board approve the removal of conditions on UWSS' conditional purchase offer, as accepted by the seller, Union Acres Ltd, for the 6.29 acre property located at 1529 Union Ave in Ruthven, Ontario (subject property) on the terms contained within Confidential Report C-UW/02/21;

The UWSS General Manager be authorized to execute all documents required to complete all contemplated transactions

The UWSS Board authorize the UWSS General Manager to solicit potential lessees for the subject property and enter into a lease agreement with a greenhouse operator to lease the subject property for the purposes of growing greenhouse vegetable crops; and The UWSS General Manager report to the UWSS Board at the October 2021 UWSS Board meeting in regards to leasing of the subject property.

Carried (C-UW/02/21)

**New Business:**

Councillor Patterson wants to know if UWSS has any information regarding the groundwater wells in the area, as this could potentially be a discussion for our committee to look into. The Chair notes UWSS does not usually deal with private wells and was unsure of the process of dealing with said wells. The Manager notes that the UWSS has no mandate over drinking water wells in the area. They all need to go through the MECP or WECHU.

**Adjournment:**

**No. UW-56-21**

Moved by: Councillor Hammond

Seconded by: Councillor Patterson

**Time: 9:50 am**

**Date of Next Meeting: October 20, 2021, location TBD**

/kmj





## COMMITTEE MINUTES

### FANTASY OF LIGHTS COMMITTEE

SEPTEMBER 28, 2021 @ 4:30 P.M.

Via - Zoom

#### A. CALL TO ORDER

Councillor T. Gaffan called the Meeting to order at 4:30 P.M. with the following persons in attendance:

#### MEMBERS OF FANTASY OF LIGHTS COMMITTEE:

Mayor N. Santos  
Councillor T. Gaffan  
C. Anson  
D. Doey  
L. Duhig  
J. Mockler  
J. Willoughby  
D. Laman

Absent: S. l'Anson

Guests: J. Pillon, C. Bedal and Deputy Mayor G. Queen

#### MEMBERS OF ADMINISTRATION:

K. Loney Manager of Recreation Programs  
and Special Events

#### B. DISCLOSURE OF PECUNIARY INTEREST

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

#### C. PRESENTATIONS/DELEGATIONS

1. NONE

#### D. STAFF REPORTS

1. **K. Loney** Manager of Recreation Programs and Special Events
  - All sponsors for the train have approved the design for their logo. Final measurements taken, and waiting for update on when logo's will be complete.

- Lions Club is willing to be the volunteers for the first two weeks of the train schedule.

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

1. Fantasy of Lights Committee Meeting Minutes August 24, 2021

**018-2021** Moved by D. Laman, seconded by D. Doey to receive the minutes of the Fantasy of Lights Committee Meeting dated August 24, 2021

**CARRIED**

## **F. NEW AND UNFINISHED BUSINESS**

- a. COVID status and impact on FOL
  - i. All committee member required to provide HR vaccination status
  - ii. In planning events important to consider the need for screening and reduced capacity
- b. Fundraising
  - i. Cl. Gaffan to follow-up with Colasanties, and other donor unable to support tunnel.
  - ii. Karen to send out costs for tunnel
- c. Parade Decision
  - i. Draft contract has been sent to legal for review
  - ii. Parade to proceed
  - iii. Parade Corporation will present to SERT
  - iv. Report to Council required to approve expenditure

**019-2021** Moved by N. Santos, seconded by D. Doey that the traditional parade is hosted in Kingsville by the Windsor Parade Corporation

**CARRIED**

- d. Opening Ceremonies
  - i. Music Moves Kids confirmed
  - ii. Flat bed needed for stage; Karen to confirm
  - iii. Karen to ask Health Unit if hot chocolate and cookies can be handed out.
- e. Breakfast with Santa

- i. Review if bags should be given out instead of hosting an actual breakfast
- ii. Bags to be focused on giving families an experience
  - 1. Link to a video of Santa to be provided with the bags so Santa can join them during breakfast at home.
    - a. To ask Parade Corporation if Santa can record a message; Karen to embed in contract
  - 2. Promote contest for people to post a picture of the breakfast and win a prize
    - a. BIA to offer a gift card

**020-2021** Moved by J. Willoughby, seconded by J. Mockler that Christmas bags are given out instead of a sit-down meal

**CARRIED**

- f. Children's Activities
  - To put activities in the breakfast with Santa bags and not hold children's activities
- g. Dinner with Santa
  - i. Agreement to not host the dinner with Santa for 2021
- h. Sip Shop
  - i. To wait to see how Migration Fest market goes and see if a Christmas Market can be held
- i. Volunteers
  - i. Volunteers needed for:
    - 1. Lights at Opening Ceremonies (three)
    - 2. To hand out breakfast with Santa bags
    - 3. Parade route to monitor the barricade (four)
- j. Marketing and Promotions
  - i. Have done an ad in Daytripper
  - ii. Shared details with TWEPI to put in the calendar
  - iii. In the past the committee had partnered with the Parade Corporation for radio buys; they take out a full page ad and leverage radio time with CTV News, AM 800
- k. Paws and Claus
  - i. Updating the vendor list

- ii. Concern raised on animal spreading COVID
- l. Lights – Karen to request staff to have lights seperated out the same as last year
- m. Other
  - i. Doug to send contact details to Karen on new teacher at KDHS

## **G. NEXT MEETING DATE**

- 1. The next meeting of the Fantasy of Lights Committee shall take place on October 26, 2021 at 4:30 P.M.

## **H. ADJOURNMENT**

**021-2021** Moved by J. Willoughby, seconded by J. Mockler to adjourn this Meeting at 5:46 P.M.

**CARRIED**

---

**CHAIR, Councillor T. Gaffan**

---

**RECORDING SECRETARY,  
K. Loney**



## COMMITTEE AGENDA

### FANTASY OF LIGHTS COMMITTEE

OCTOBER 4 2021 @ 6:30 P.M.

Via – Zoom

#### A. CALL TO ORDER

Councillor T. Gaffan called the Meeting to order at 6:32 P.M. with the following persons in attendance:

##### MEMBERS OF FANTASY OF LIGHTS COMMITTEE:

Mayor N. Santos  
Councillor T. Gaffan  
C. Anson  
D. Doey  
L. Duhig  
D. Laman  
J. Mockler  
J. Willoughby

Guest: Jake Lokun (KDHS), Bonnie Porteous, Councillor Kim DeYoung

##### MEMBERS OF ADMINISTRATION:

K. Loney Manager of Recreation Programs  
and Special Events  
J. Norton, CAO  
R. Wyma, Director

#### B. DISCLOSURE OF PECUNIARY INTEREST

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

#### C. AMENDMENT TO AGENDA

Resignation of S. l'Anson

**022-2021** Moved by L. Duhig seconded by J. Willoughby to accept the resignation of Steve l'Anson.

**CARRIED**

## D. MINUTES OF THE PREVIOUS MEETING

1. Fantasy of Lights Committee Meeting Minutes, September 28, 2021

David was present not absent – change to be made

**023-2021** Moved by J. Willoughby, by D. Doey to receive the minutes of the Fantasy of Lights Committee Meeting, with amendment dated September 28, 2021

**CARRIED**

## E. NEW AND UNFINISHED BUSINESS

1. 2021 Kingsville Parade

1. Debrief – John Norton

- a. At no time a deadline was provided
- b. Saw post on social media that Windsor Parade Corporation would not be involved
- c. John and Richard reached out to discuss the post on Friday
- d. Received email that they would not be talking to us and not hosting the parade
- e. Last year legal agreement was four pages long which they signed and this year the same length; only additions were what the committee asked for in relation to cancellation and services provided.
- f. Will have a community lead parade and Santa will come to Kingsville

2. Next Steps – Karen Loney

- a. Parade confirmed to proceed
- b. Date – November 20<sup>th</sup>
- c. Theme – “What does Christmas mean to me?”
- d. Promotions will be on [www.fantasylights.ca](http://www.fantasylights.ca)
- e. Parade form complete
- f. Free to enter
- g. Contact for information – [specialevents@kingsville.ca](mailto:specialevents@kingsville.ca)
- h. Route – same as last year
- i. Next step to recruit Volunteers (Parade marshal lead, etc.)

### Actions

- Karen to send out the list of volunteer opportunities,
- Lori to reach out to Scotts Canada Kingsville/ Cottam, Girl Guides, 4H
- Sponsors: Councillor Gaffan to talk to Ernie's, Mayor to talk to Harold
- Doug to talk to school



## COMMITTEE AGENDA

### **F. NEXT MEETING DATE**

1. The next meeting of the Fantasy of Lights Committee shall take place on October 26, 2021 at 4:30 P.M.

### **G. ADJOURNMENT**

- 024-2021** Moved by J. Willoughby, seconded by J. Mockler to adjourn this meeting at 5:46 P.M.

**CARRIED**

---

**CHAIR, Councillor T. Gaffan**

---

**RECORDING SECRETARY,  
K. Loney**



## COMMITTEE MINUTES

### MIGRATION FESTIVAL COMMITTEE SEPTEMBER 28, 2021 @ 6:02 P.M. Via – Zoom

#### A. CALL TO ORDER

Co-Chair Councillor L. Lucier called the meeting to order at 6:02 p.m. With the following persons in attendance:

#### MEMBERS OF MIGRATION FESTIVAL COMMITTEE:

Co-Chair Councillor L. Lucier  
Co-Chair R. Braybrook-Gard  
B. Snyder  
M. Fogal  
S. Wye  
L. Van Loo  
S. Allen-Santos  
S. Girardin

#### MEMBERS OF ADMINISTRATION:

K. Loney, Manager of Recreation  
Programs and Special Events

Absent: M. Law

Guests: Deputy Mayor Gord Queen, Amanda Everaert

#### B. DISCLOSURE OF PECUNIARY INTEREST

Co-Chair Councillor L. Lucier reminded the committee that any declaration is to be made prior to each items being discussed and to identify the nature of the conflict, if any, as the agenda items come forward.

#### C. PRESENTATIONS/DELEGATIONS – NONE

#### D. AMENDMENTS TO THE AGENDA

1. Adjustment Of Next Migration Festival Committee Meeting  
Proposed October 5<sup>th</sup> At 7 P.M. to allow for committee members to better plan the pivot.

#### E. MINUTES OF THE PREVIOUS MEETING

1. Migration Festival Committee Meeting Minutes – August 24, 2021



Amendment: The committee provided three potential sources to R. Braybrook-Gard and asked to get quotes from them and move forward with whoever responded.

**017-2021** Moved by M. Fogal, seconded by L. Van Loo to receive the minutes, with the amendments added, of the Migration Festival Committee meeting dated August 24, 2021

**CARRIED**

## **F. NEW AND UNFINISHED BUSINESS**

### **1. Covid Requirements and Impact on Migration Fest**

K. Loney said for the committee to meet in person again once everyone responds that each committee has full vaccination status.

The marketplaces will be effected. The town has closed Lakeside Park Pavillion and Ridgeview Park because it will need screening for each participant. Lakeside Park further has complications because of construction projects in the upper and lower bowl. It was proposed instead the markets can be held at Grovedale Arts and Culture Centre instead of the Kingsville Arena, and the Ridgeview Park Pavilion on Sunday be switched to Lakeside Park.

The final locations will be Saturday, 10 A.M. to 4 P.M., Lakeside Park and Grovedale Arts and Culture Centre, and Sunday, 10 A.M. to 4 P.M., at Lakeside Park.

### **2. Caldwell First Nation – Scared Fire – Karen**

K. Loney has been speaking with the Caldwell First Nation. Their tribe has been holding a Sacred Fire each month in honour of the lives lost and families hurt by Canada's residential schools. The Caldwell First Nation would make themselves available to come and help facilitate the scared fire.

Cost impact would be to get a new fire pit. It can be held at the lawn of Carnegie Centre. The plan is to do this on Friday evening, October 15.

**018-2021** Moved by M. Fogal, seconded by S. Giradin to invite Caldwell First Nations to be a part of the festival

**CARRIED**

### **3. Community in Blooms – Scarecrow Contest – Karen**

The Scarecrow Contest of Community in Blooms is proposed to be a collaborative event with the Migration Festival. The group will encourage people to partake in the contest Community in Blooms will host. The Migration Festival's responsibility will be to cross-promote the event.

#### 4. Military Museum Bike Stop - Karen

The Kingsville Military Museum will be one of the stops of the Slow Roll Bike Event. The Military Museum asked patrons for donations when they come in. The committee felt uncomfortable for it to be a requirement for participants to donate nor the committee providing an honourarium when they have not provided the same for other participating non-profits..

#### 5. Community Policing Committee Update – Karen

Community Policing Committee said some members want to help volunteer. L. Lucier said the Community Policing Group could be asked if there's any other children or family events they think they have an idea for and they can propose it to the committee and it can be worked out what costs need to be covered.

#### 6. Opening Ceremonies Update – CL. LL, Bev, Michelle (via written report)

The Opening Ceremonies will be held outside. Through R. Braybrook-Gard, M. Law confirmed the Latin Power Band has been hired for \$500, and sound and lighting secured for \$350, and they will play from 7 p.m. to 8 p.m. The Lions Club will be providing free food for attendees.

The committee committed to extend the invitation to dignitaries, community groups, and media. Honkers, the mascot of Jack Miner Sanctuary, will be present.

The committee agreed the Lions Club is welcome to accept donations for their food services, and keep 100 per cent of it, to support their fundraising for the all-accessible playground at the Lions Park. This will be confirmed by M. Fogal if this is acceptable by the group.

**019-2021** Moved by M. Fogal, seconded by S. Allen-Santos to agree to the hiring of the musical talent, Latin Power Band, in the price listed above

**CARRIED**

**020-2021** Moved by R. Braybrook-Gard, seconded by S. Wye to have 100 per cent of monies the Lions Club raises during their food service in the opening

ceremonies to be kept by the club to support their fundraising for the all-accessible playground at the Lions Park

### **CARRIED**

#### 7. Migration Paint – Out Update – Layne

L. Van Loo asked for confirmation on who can help with COVID-19 screening for Sunday. L. Lucier said she can assist with the screening at the Grovedale portion of the Paint-Out.

L. Van Loo said they cannot help with the frame easels, as the Town no longer can provide that service. L. Van Loo said they have 19 artists signed up now. The group is still in the process of finding sponsors for their draw for Paint-Out.

#### 8. Carnegie Artshow Update – Layne

L. Van Loo said there are 30 pieces for Migration Sensation display at Carnegie Hall, which can be enjoyed over the course of the Migration Festival week.

#### 9. Marketplace Update & Covid Considerstions - Sue

There are 50 vendors who are booked for tables for the marketplaces. The vendors will have to submit information on whether or not they are vaccinated, to ensure their place is maintained.

The Saturday marketplaces will now be at the Lakeside Park upper bowl and the Grovedale Arts and Culture Centre. The Sunday marketplace will now be at Lakeside Park upper bowl. The changes were required due to a lack of ability to screen at the Kingsville Arena and Ridgeview Pavilion.

#### 10. Children's Activities Update – Stephanie, Michelle

R. Braybrook-Gard asked if the Lions' Club indoor facility could be used as a rain check, which K. Loney said would not be possible as it is closed and maximum COIVD number is only 40 people.

The Children's Activities will be moved from Lakeside Park to Lions Park.

The Rotary Club will be hosting similar games as they did for Open Streets. The Optimist Club will be doing bean bag toss, pumpkin painting event, and a migration bird activity. The festival will be hosting Kingsport Environmental. Jangles the Clown will be showcasing balloon art and a magic show.

S. Allen-Santos said she will be looking more to find other entertainers who can accommodate the smaller footprint of the Lions' Park.

S. Allen-Santos asked if the front lawn of the OPP Station could potentially be used as a draw, who could also direct to other points of interest around the town.

## 11. Food Truck Requests – Karen

S. Girardin said the change of plans means there is no food vendor at Grovedale or Lakeside Park for the marketplace events.

R. Braybrook-Gard said she doesn't want to appear the committee is sponsoring one food truck over another. Braybrook-Gard said she would like to allow food trucks where they will not compete with existing food options.

The committee opted to give the options to regular food truck participants of Open Streets to participate at the marketplace. They also agreed to allow the Kona Ice truck from Essex and Cottam Candy to attend the children's events on Saturday, as the Lions Club will be providing more substantial food options.

K. Loney said Kona Truck Essex offered to give 20 per cent of their profit. The committee made the decision to ask the food trucks to give that same number. The committee agreed they will not be promoting any food truck.

**021-2021** Moved by M. Fogal, seconded by S.Wye to ask all food trucks who the committee invites to participate in the event to give 20 per cent of their proceeds

**CARRIED**

K. Loney said she will need to ensure there is room and power for these trucks. The vendors also will need their own insurance and health unit certificates.

## 12. Guided Walks Update - Robyn

Deputy Mayor Gord Queen was a guest at this meeting to discuss his participation in the Migration Festival for the Guided "Walk and Roll" Series. A template of Gord Queen's walk has been created, with over 100 places of interest to be included.

Deputy Mayor Gord Queen agreed to a request from S. Wye to be featured in some promotional material including a media release.

The Mettawas Tour will talk about Hiram Walker's history in the area, including the hotel and train stations. The tour will include a history of Grovedale, Naval, and Paradise Parks, where Grovedale refers not to the modern Grovedale Arts and Culture Centre but about the original building. R. Braybrook-Gard said her husband and local historians will be joining in on providing information at this tour.

M. Fogal said the Nature Stroll Through Kennedy Woods is ready to launch.

### 13. Bike Updates – Robyn

Saturday's route is meant to highlight all the festivities, including the Military Museum, Pelee Island Winery, Harbour, Grovedale, Lakeside Park, and Cemetery. Sunday will be more about showcasing Jack Miner and local agriculture.

### 14. Jack Miner Activities Update – Amanda

The Jack Miner Migratory Bird Sanctuary group has a 10 A.M. to 5 P.M. schedule on Saturday and Sunday, October 16 and 17. They will include kid's activities (fish pond, maze), tours of the property (Museum, House, and Exhibits), Retriever Club Demonstration, Car Show! Slow Roll. It is not a parade, because they do not plan on stopping traffic.

A. Everaert asked if there be a conflict with a 2 P.M. slow roll at Road 3. It starts at the Sanctuary at 2 P.M., then drive down to Jack Miner on Division Rd., and then turn around and come back. R. Braybrook-Gard said it should not conflict because the Bike Ride is starting downtown and won't be at the Sanctuary until around 3:30 P.M.

### 15. Videographer Update – Robyn

L. Van Loo called a conflict of interest as one of the individuals involved is of relation.

Braybrook-Gard said she sent the same email to three videographers, and only received one response. Guitar Van Loo, drone-videographer, email was unfortunately old and he did not receive it. L. Van Loo expressed a conflict of interest in the discussion as he is related to Guitar.

Agreed there is value in drone video. L. Van Loo said Guitar is offering to perform his services for free, for compensation of gas.

R. Braybrook-Gard and S. Wye will meet with Dominic to discuss the potential of using drone-videographer's clips with the final product. Otherwise, the conversation will be about what the committee wants to highlight for the festival.

## 16. Decorations

The committee felt the decorations should be concentrated at places of interest. The committee agreed to go forward with the idea of putting out rack cards with geese decoys at high-traffic areas in the town to advertise the events.

## 17. Selfie Station / Train

Reviewed that to have the train only as a selfie station is too labour intensive to move. K. Loney said will investigate how they may be able to have a moving train route. K. Loney and M. Fogal will reach out to Cindy's Home and Garden to see about the potential for supplies for a selfie station, as the business provided the supplies for one in 2020.

M. Fogal suggested that Jack Miner has a cut out photo board which she can ask if they can move downtown for the festivities.

L. Van Loo suggested there were some cutouts for the Tall Ships event and asked if they could be made appropriate for the Migration Festival. These cutouts will be looked for and determined if appropriate for the next meeting.

## 18. Communication Plan, Poster & Rack Cards Update – Shelby

Due to the changes of locations, there will need to be changes made to any newly printed rack cards and the social media posts planned. S. Wye committed to making these changes for the content.

S. Girardin said the marketplace subcommittee is looking for a dozen corrugated boards to advertise the marketplace locations. S. Girardin also asked about installing the Migration Festival banner on Main St. W. K. Loney will ask about the possibility.

The committee would like corrugated signs for each different event and discussed keeping them more generic so they can be reused year after year. A total of 12 for the marketplace, four for the children's activities, six for the guided walks, 12 for Paint Out. K. Loney said she needs each member to submit a list of where each sign will be for town protocol.

## 19. Budget – Karen

### a. Overall



K. Loney sent the budget so far, and the MigFest Timeline, and requested all of the committee to confirm everything is correct and fulsome of their needs as soon as possible.

b. Tent Request

K. Loney asked to the interest of the committee on using a part of their funds to help purchase an event tent versus renting them in the future. The committee voiced their interest in supporting it was a good idea.

**G. Next meeting date**

1. The next meeting of the Migration Festival Committee shall take place on October 5, 2021 via Zoom @ 7:00 P.M.

**H. Adjournment**

**022-2021** Moved by R. Braybrook-Gard seconded by M. Fogal to adjourn this meeting at 8:37 P.M.

**CARRIED**

---

**Chairs, Councillor L. Lucier  
And R. Braybrook-gard**

---

**Recording secretary,  
S. Wye**



## COMMITTEE MINUTES

### **MIGRATION FESTIVAL COMMITTEE**

**OCTOBER 5, 2021, 2021@ 6:00 P.M.**

**Via - Zoom**

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

R. Braybrook-Gard called the Meeting to order at 7:01 P.M. with the following persons in attendance:

#### **MEMBERS OF MIGRATION FESTIVAL COMMITTEE:**

Councillor L. Lucier  
R. Braybrook-Gard  
S. Allen-Santos  
S. Girardin  
M. Fogal  
M. Law  
S. Wye  
L. Van Loo

Absent: B. Snyder

Guests: Natalie Belinko

#### **MEMBERS OF ADMINISTRATION:**

K. Loney, Manager of Programs and  
Special Events  
R. Wyma, Director of Community and  
Development Services  
N. Belinko

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

Co-Chair R. Braybrook-Gard reminded the Committee 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. STAFF REPORTS**

Proposed Migration Festival float

#### **D. MINUTES OF THE PREVIOUS MEETING**

1. Migration Festival Committee Meeting Minutes - September 28, 2021



Co-Chair R. Braybrook-Gard had a pair of amendments. The first, for item seven, to clarify the conversation meant a-frame easels, not rack cards. The second, item 12, clarifying the text “Grovedale, Naval, and Paradise Parks”, where Grovedale refers not to the modern Grovedale Arts and Culture Centre but about the original building.

**023-2021** Moved by M. Law, seconded by R. Braybrook-Gard to receive the minutes of the Migration Festival Committee Meeting dated September 28, 2021

**CARRIED**

## **E. NEW AND UNFINISHED BUSINESS**

### **1. REVIEW OF WORKPLAN**

The committee reviewed the timeline of the 52<sup>nd</sup> Migration Festival, ensuring a full list of town resources and support items were included.

### **2. REVIEW OF BUDGET**

**024-2021** Moved by M. Fogal, seconded by M. Law to confirm \$1,500 from budget to obtain the Starlight Aerial act

**CARRIED**

### **3. COMMUNICATIONS PROCESS DURING EVENT**

**025-2021** Moved by M. Fogal, seconded by M. Law to commit \$250 for the potential of Migration Festival branded aprons for volunteers to wear.

**CARRIED**

## **F. NEXT MEETING DATE**

1. The next meeting of the Migration Festival Committee shall take place on October 23 on Zoom @ 6:00 P.M.

## **G. ADJOURNMENT**

**026-2021** Moved by M. Fogal, seconded by S. Girardin to adjourn this Meeting at 9:00 P.M.

**CARRIED**



## COMMITTEE MINUTES

---

**CHAIR, Sue Girardin**

---

**RECORDING SECRETARY,  
K.Loney**



**REGULAR MEETING OF COUNCIL  
MINUTES**

**Monday, October 25, 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 Kimberly DeYong Councillor Tony Gaffan Councillor Laura Lucier Councillor Thomas Neufeld Councillor Larry Patterson
Members of Administration	R. Brown, Manager of Planning Services S. Kitchen, Deputy Clerk – Council Services S. Martinho, Manager of Public Works and Environmental R. McLeod, Director of Financial & IT Services A. Plancke, Director of Infrastructure & Engineering P. Valore, Chief Building Official R. Baines, Deputy Clerk - Administrative Services J. Norton, CAO J. Quennell, Fire Chief S. Hirota, Director of Legal and Clerk Services R. Wyma, Director of Community and Development Services P. Parker, Town Clerk

**A. CALL TO ORDER**

Mayor Santos in attendance in the Council Chambers called the Regular Meeting to order at 6:01 p.m. Members participated in the meeting through video conferencing technology from remote locations

**B. LAND ACKNOWLEDGEMENT**

Mayor Santos read the Land Acknowledgement Statement as follows:

We acknowledge the Three Fires Confederacy (Ojibwe, Potawatomie and Odawa) and the Traditional, ancestral , unceded territory of Caldwell First Nation; the original people of Point Pelee, Pelee Island and its surrounding waters. We recognize and respect the First Nations who are stewards of the land and waters of Turtle Island and who have embraced this stewardship since time immemorial. We would also like to acknowledge other nearby First Nations communities and First Nations across Turtle Island.

**C. MOMENT OF SILENCE AND REFLECTION AND NATIONAL ANTHEM**

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

**D. AMENDMENTS TO THE AGENDA**

Councillor Neufeld added two announcements.

**E. 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.

**F. PRESENTATIONS**

**1. Windsor Essex Regional Community Safety and Well-Being Plan--John Matheson of StrategyCorp, and Leonardo Gil, CSWB Project Manager (City of Windsor Social Policy and Planning Dept.)**

Mr. Matheson presented the PowerPoint presentation entitled 'Windsor-Essex Regional Community Safety and Well-Being Plan; Town of Kingsville Presentation'. He indicated they are seeking Council's authorization to delegate approval of the final Plan to Essex County Council. The Plan will be presented and submitted to City and County Councils in November.

Mayor Santos then brought forward **Staff Report Item H-2**, being a report of CAO J. Norton.

**#H-2 Approval of Community Safety and Well-Being Plan**

The CAO presented his Report.

**607-2021**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Tony Gaffan

That Essex County Council **BE AUTHORIZED** to approve the Windsor Essex Regional Community and Safety and Well-Being Plan and any subsequent reports on behalf of the Council of the Town of Kingsville.

**CARRIED**

**608-2021**

**Moved By** Councillor Laura Lucier

**Seconded By** Deputy Mayor Gord Queen

That Council receives the presentation entitled 'Windsor-Essex Regional Community Safety and Well-Being Plan; Town of Kingsville Presentation'.

**CARRIED**

**G. CONSENT AGENDA**

- 1. Town of Kingsville Accounts for the monthly period ended September 30, 2021**
- 2. Committee of the Whole Minutes dated September 20, 2021**

3. **Committee of the Whole Closed Session Meeting Minutes dated September 20, 2021**
4. **Kingsville B.I.A. Minutes--September 14 and September 28, 2021**
5. **Regular Meeting of Council Minutes--October 12, 2021**
6. **Regular Closed Session Meeting of Council Minutes--October 12, 2021**
7. **Township of Enniskillen--Correspondence dated October 5, 2021 RE: Cannabis Resolution**
8. **Township of Enniskillen--Correspondence dated October 5, 2021 RE: Cannabis Act**
9. **Municipality of Leamington--Correspondence dated October 8, 2021 RE: Long-Term Care Homes**
10. **Town of Tecumseh--Correspondence dated October 12, 2021 RE: AMO 2021 Conference and Reliable Broadband/High Speed Internet Service**
11. **Municipality of Grey Highlands--Correspondence dated October 12, 2021 RE: Lottery Licensing to assist small organizations**

Council Agenda items G-7 and G-8 were removed from the Consent Agenda at the request of Councillor DeYong for subsequent consideration.

#### **609-2021**

**Moved By** Councillor Larry Patterson

**Seconded By** Councillor Thomas Neufeld

That Council approves Consent Agenda items G1, G2, G3, G4, G5, G6, G9, G10, and G11.

**CARRIED**

#### **610-2021**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Deputy Mayor Gord Queen

That Council supports Township of Enniskillen Cannabis Resolution as contained within Correspondence from Township of Enniskillen dated October 5, 2021.

**CARRIED**

#### **611-2021**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Tony Gaffan

That Council supports Township of Enniskillen Resolution as contained within Township of Enniskillen correspondence dated October 5, 2021 re: Cannabis Act.

**CARRIED**

## **H. STAFF REPORTS**

### **1. Social Media Guidelines for Members of Council**

T. Hewitt, Communications and Public Relations Coordinator

A recorded vote was requested.

**Moved By** Deputy Mayor Gord Queen  
**Seconded By** Councillor Laura Lucier

That Council receives the Social Media Guidelines for Members of Council Report, and directs that the Report and Policy be brought back after the October 24, 2022 election.

	<b>For</b>	<b>Against</b>
Mayor Nelson Santos		X
Deputy Mayor Gord Queen	X	
Councillor Kimberly DeYong	X	
Councillor Tony Gaffan		X
Councillor Laura Lucier	X	
Councillor Thomas Neufeld		X
Councillor Larry Patterson	X	
<b>Results</b>	<b>4</b>	<b>3</b>

**CARRIED (4 to 3)**

**2. Approval of Community Safety and Well-being Plan**

This item was addressed earlier in the evening (SEE: Agenda Item F-1).

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

**J. NOTICES OF MOTION**

**K. UNFINISHED BUSINESS AND ANNOUNCEMENTS**

1. Councillor Neufeld announced that the annual Pumpkin Parade will be held on November 1, 2021 at the lower bowl at Lakeside Park.
2. Councillor Neufeld announced that the Communities in Bloom Committee is hosting a Scarecrow Contest for the month of October. A prize will be drawn on November 1.
3. Councillor Patterson commented that the commemorative 'Salute to Veterans' Banners have been well received throughout the municipality.
4. Councillor DeYong announced that there is one week left for individuals to enter the Kingsville Heritage Advisory Committee's photography contest.

**L. READING OF BY-LAWS AND CONFIRMATORY BY-LAW**

**1. By-law 86-2021**

**2. By-law 87-2021**

**613-2021**

**Moved By** Deputy Mayor Gord Queen  
**Seconded By** Councillor Larry Patterson

That Council reads collectively:

By-law 86-2021, being a By-law to close and stop up Victor Lane,  
and

By-law 87-2021, being a By-law to confirm the proceedings of Council of The Corporation of the Town of Kingsville at its October 25, 2021 Regular Meeting  
a first, second and third and final time.

**CARRIED**

**M. CLOSED SESSION**

**614-2021**

**Moved By** Councillor Laura Lucier

**Seconded By** Councillor Tony Gaffan

At 6:56 p.m. pursuant to Subsection 239(2) of the Municipal Act, 2001, Council entered into Closed Session to address the following item:

Subsection 239(2)(c) [a proposed or pending acquisition of land by the municipality] and Subsection 239(2)(f) [advice that is subject to solicitor-client privilege, including communications necessary for that purpose] being a Report in connection with the West Side Collector Road.

**CARRIED**

**N. ADJOURNMENT**

The meeting adjourned at 6:56 p.m.

---

MAYOR, Nelson Santos

---

CLERK, Paula Parker

10, Mettawas Lane,  
Kingsville, ON N9Y 0A2.

25 October, 2021.

Mayor Santos and Councillors,  
Kingsville, ON.

Dear Kingsville Council,

**Re Road and Edge flooding of Mettawas Lane**

We have been residents of # 10 Mettawas for approximately 15 years. There has always been some road flooding at the foot of the Mettawas Lane. We feel this was and is caused by a) the inappropriate placement of the storm sewer catchment basins and location of the lower access curb on the west side b) the height of the curb at the bottom of the hill. c) the failure of the builder to address this issue with the council especially since starting the building of #12 and #14. This year due to reactivated construction and frequent heavy storms the consequent problems have become intolerable. ***Please see the attached photos of the scene.***

After the heavy rains of the past few days the mess of water and silt runoff has extended over half of the roadway. This situation must be corrected before winter freezing weather which ***could create a skidding accident scene, putting our neighbors at risk.*** Part of our landscaping now sits in water and mud.

A few months ago we contacted Mr del Greco regarding the issue. He indicated that he would inspect the situation after a significant rain event, but has not reported his findings or conclusions.

If the catchment basin were to be relocated near the manhole cover just around the corner in the traffic circle, it could be just above the level of the bottom of the hill. It should then be just clear of the sanitary sewer easement which runs under the street light. In addition the height of the curbs at the bottom of the hill are not consistent with those at higher levels. Earlier building plans had the driveway to #12 start at the bottom of the hill however this plan was altered.

The developer company, Alite, successors to Peaco construction, has recently graded the surroundings of the new homes # 12 and 14. The results have been less than satisfactory, as the runoff brings mud and water to the street and the verge in front of #10 which had been landscaped with the rest of our property. The builder has indicated that he cannot solve the town's curb and catchment issues which are the root of our problems.

We hope that Council will find an appropriate solution to these issues before winter begins and before our new neighbors at #12 are left to solve this problem alone and before more of our landscaping efforts are destroyed.

Yours truly,  
Colin J. Ball and Joanne D. Ball

Cc:  
Suzi Fraser, 12 Mettawas Lane.  
Ali Fayaz, Alite Construction.  
Mr Tim Del Greco, Manager, Kingsville.







October 27, 2021

Honorable Kinga Surma  
Ministry of Infrastructure  
College Park, 5th Floor, Room 5E200  
777 Bay St.  
Toronto, ON  
M7A 2J3

Dear Honorable Kinga Surma,

**Re:** Accelerated High Speed Internet Program (AHSIP)

---

On behalf of the County of Essex, I wish to express our commitment and support in regards to the Accelerated High Speed Internet Program (AHSIP), and am writing you today to seek that you review our recommendations and that Infrastructure Ontario halt the program's Request For Proposals (RFP) process until our concerns have been strongly considered and addressed.

Connectivity is key to the social and economic success of our communities. Broadband has become an essential service that is necessary to encourage economic growth and stability, modernize and streamline the delivery of health and social services, provide greater educational opportunities, increase capacity to administer and govern institutions, improve the environment, and create fairness and opportunity for everyone.

I recognize that universal access to high-speed broadband connectivity is fundamental to the continued relevance and future prosperity of small urban / rural communities in Southwestern Ontario.

The County of Essex would like to see the Province of Ontario's AHSIP maximize the amount of fibre deployed with the funds available, provide a level playing field that allows high participation of local and regional Internet Service Providers (ISPs) and ensure equitability of funding and outcomes between all municipalities in Southwestern Ontario (lower- and upper-tier).

We support the Province of Ontario's program and want it to be as effective as possible therefore the County of Essex is recommending that Infrastructure Ontario pause the procurement process until the following recommendations have been addressed:

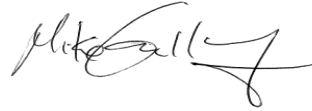
- Lot sizes are reduced to an average reserve price of \$10 million with no single lot having a reserve price greater than \$20 million;
- "Wired" and "Wireless" designations are removed from the lots in line with Infrastructure Ontario's amendment to allow hybrid bids in all lots;
- Reserve prices are recalculated for all lots and are based on hybrid solutions rather than "Wired" or "Wireless" solutions;
- A clear / transparent formula for evaluating proposals that balances bid price with higher fibre content bids is created and communicated to participants;
- The RFP, when issued, be made visible to the public given that it contains no propriety ISP information;
- Immediately release the lot maps to all municipalities in Ontario so that they can review and comment;
- Ensure that small ISPs in Southwestern Ontario are consulted directly and their input is considered;
- The details of the procurement be re-evaluated and Infrastructure Ontario consider the following changes:
  - Allow for progress payments to the recipients rather than holding 100% of the funding until customers are in-service;
  - Eliminate the bid bond requirements;
  - Seriously reconsider the position that the Construction Act applies / eliminate the bonding requirements called for by the Act (especially if no progress payments are being made);
  - Eliminate the plan to hold back the final 10% and pay 100% of the project cost by the time the project is complete.

On behalf of the County of Essex, we are recommending that Infrastructure Ontario pause the procurement process until the above recommendations have been addressed.

Sincerely,



Gary McNamara  
Warden



Mike Galloway, MBA, CMO  
Chief Administrative Officer

Cc;

The Hon. Doug Ford, Premier of Ontario ([doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org))  
Taras Natyshak, MPP ([tnatyshak-qp@ndp.on.ca](mailto:tnatyshak-qp@ndp.on.ca))  
Rick Nicholls, MPP, Chatham-Kent-Essex ([rick.nicholls@pc.ola.org](mailto:rick.nicholls@pc.ola.org))  
Percy Hatfield, MPP, Windsor-Tecumseh ([Phatfield-qp@ndp.on.ca](mailto:Phatfield-qp@ndp.on.ca))  
Essex County Local Municipalities (Clerks by email)  
Barry Field, SWIFT ([barry.field@swiftruralbroadband.ca](mailto:barry.field@swiftruralbroadband.ca))  
Western Ontario Wardens Caucus ([govtrelations@wowc.ca](mailto:govtrelations@wowc.ca))



October 28, 2021

TO: The Right Honourable Justin Trudeau  
Prime Minister  
House of Commons  
Ottawa, ON K1A 0A6  
Email: [Justin.trudeau@parl.gc.ca](mailto:Justin.trudeau@parl.gc.ca)

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1Y7  
Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Re: Capital Gains Tax on Primary Residence

At its Regular Council Meeting held on June 21, 2021, Town of Essex Council reviewed The Corporation of the Town of Fort Erie's request for support in regards to capital gains tax on primary residence. Council supports the request for the Federal Government to cease further consideration of eliminating capital gains tax exemptions on primary residences as this change in taxation will result in a negative financial impact on many residents. I am pleased to report that as a result of that review Council passed the following resolution:

R21-06-265

Moved by: Councillor Bjorkman

Seconded By: Deputy Mayor Meloche

**That** the correspondence from Town of Fort Erie dated June 1, 2021, requesting Capital Gains Tax on Primary Residence be received and supported; and



**That** a letter of support be circulated to The Right Honourable Justin Trudeau, The Honourable Doug Ford, Premier of Ontario, All Members of Parliament, All Members of Provincial Parliament, The Regional Municipality of Niagara, and all Municipalities.

Carried

I trust you will find this satisfactory. If you have any questions or comments please feel free to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to be "R. Auger", written in a cursive style.

Robert W. Auger, L.L.B.  
Town Solicitor, Legal and Legislative Services/Clerk  
[rauger@essex.ca](mailto:rauger@essex.ca)

c.c. MPP Taras Natyshak  
Email: [tnatyshak-cp@ndp.on.ca](mailto:tnatyshak-cp@ndp.on.ca)

MP Chris Lewis  
Email: [Chris.Lewis@parl.gc.ca](mailto:Chris.Lewis@parl.gc.ca)

Mary Birch, Director of Council and Community Services/Clerk  
County of Essex  
Email: [mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca)

Tammy Fowkes, Municipal Clerk  
Town of Amherstburg  
Email: [tfowkes@amherstburg.ca](mailto:tfowkes@amherstburg.ca)

Paula Parker, Town Clerk  
Town of Kingsville  
Email: [pparker@kingsville.ca](mailto:pparker@kingsville.ca)



Agatha Robertson, Director of Council Services/Clerk  
Town of LaSalle  
Email: [arobertson@lasalle.ca](mailto:arobertson@lasalle.ca)

Kristen Newman, Director of Legislative and Legal Services/Clerk  
Town of Lakeshore  
Email: [knewman@lakeshore.ca](mailto:knewman@lakeshore.ca)

Brenda Percy, Municipal Clerk/Manager of Legislative Services  
Municipality of Leamington  
Email: [bpercy@leamington.ca](mailto:bpercy@leamington.ca)

Laura Moy, Director of Corporate Services/Clerk  
Town of Tecumseh  
Email: [lmoy@tecumseh.ca](mailto:lmoy@tecumseh.ca)



## Community Services

### Legislative Services

June 1, 2021  
File #120203

The Right Honourable Justin Trudeau  
Prime Minister  
House of Commons  
Ottawa, ON K1A 0A6  
[Justin.trudeau@parl.gc.ca](mailto:Justin.trudeau@parl.gc.ca)

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

Honourable and Dear Sirs:

**Re: Capital Gains Tax on Primary Residence**

The Municipal Council of the Town of Fort Erie at its meeting of May 31, 2021 passed the following resolution:

**Whereas** primary residences are currently exempt from a capital gains tax, and

**Whereas** currently secondary and additional non-primary properties are subject to capital gains, and

**Whereas** the Federal Government is currently looking into a primary residence capital gains tax as they have recognized that affordable housing has become a serious issue in Canada, and

**Whereas** smaller communities including the Town of Fort Erie are seeing unprecedented higher selling prices that are outpacing prices in larger cities, and

**Whereas** many hard-working Canadians who have only a primary residence with no additional non-primary homes count on their home equity as financial aid to apply to upsizing or downsizing their home depending on their personal situation, and

**Whereas** a change in taxation to primary residences would be a significant financial blow to Canadians and would create an unfair, two-tiered taxation which could lead to depleted savings, inter-generational disparities, disparities among diverse groups such as seniors who may have a significant portion of their savings vested in their primary residence, as well as, reducing the ability of home ownership thereby a further, higher need for rentals, and

**Whereas** the Federal government could look at other means to slow down the rapidly escalating housing costs to improve housing affordability;

...2

Mailing Address:

The Corporation of the Town of Fort Erie  
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: [www.forterie.ca](http://www.forterie.ca)



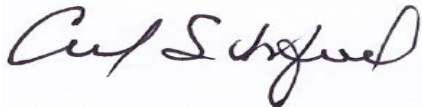
**Now therefore be it resolved,**

**That:** The Federal Government cease further consideration of eliminating capital gains tax exemptions on primary residences, and further

**That:** A copy of this resolution be circulated to The Right Honourable Justin Trudeau, The Honourable Doug Ford, Premier of Ontario, All Members of Parliament, All Members of Provincial Parliament, The Regional Municipality of Niagara, and all Municipalities, for their support.

Thank you for your attention to this matter.

Yours very truly,



Carol Schofield, Dipl.M.A.  
Manager, Legislative Services/Clerk

[cschofield@forterie.ca](mailto:cschofield@forterie.ca)

CS:dlk

c.c. All Members of Parliament  
All Members of Provincial Parliament  
The Regional Municipality of Niagara  
Ontario Municipalities



## The Corporation of the Town of Tecumseh

---

October 28, 2021

Honourable Doug Ford  
Premier of Ontario  
Email: [premier@ontario.ca](mailto:premier@ontario.ca)

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
Email: [Justin.trudeau@parl.gc.ca](mailto:Justin.trudeau@parl.gc.ca)

Dear Sirs:

**Re: COVID-19 and Long Term Care Homes**

The Council of The Corporation of the Town of Tecumseh, at its regular meeting held Tuesday, October 26, 2021, gave consideration to a letter received from the Municipality of Leamington, dated October 8, 2021, regarding a motion passed by Leamington Council on Long Term Care and funding.

At their meeting, Tecumseh Council passed the following resolution:

... **That** the Town of Tecumseh support the Council of the Municipality of Leamington's motion September 14, 2021 resolution requesting the Provincial Government to move forward with implementation of the recommendations from AMO contained in its submission to the Long-Term Care COVID-19 Commission and advocating the Federal Government to enhance federal health care funding to the Provinces and Territories specifically dedicating funding to long-term care and to undertake further efforts to protect, promote and restore the physical and mental well-being of long-term care residents.

Please consider this letter as confirmation of the Town of Tecumseh's support of the Municipality of Leamington's resolution of September 14, 2021. A copy of the October 8, 2021 letter providing the resolution from the Municipality of Leamington is attached for your ease of reference.

Yours very truly,



Laura Moy, Dipl.M.M.  
Director Legislative Services & Clerk

LM/sw

Attachments

1. Letter from the Municipality of Leamington dated October 8, 2021
- cc: Mr. Tony Haddad, Acting Chief Administrative Officer, Town of Amherstburg, Email: [thaddad@amherstburg.ca](mailto:thaddad@amherstburg.ca)
- Mr. Robert W. Auger, L.L.B., Town Solicitor, Legal and Legislative Services/Clerk, Town of Essex, Email [rauger@essex.ca](mailto:rauger@essex.ca)
- Ms. Paula Parker, Clerk, Town of Kingsville, Email: [pparker@kingsville.ca](mailto:pparker@kingsville.ca)
- Ms. Kristen Newman, Corporate Leader, Strategic and Legal Affairs, Municipality of Lakeshore, Email: [knewman@lakeshore.ca](mailto:knewman@lakeshore.ca)
- Ms. Jennifer Astrologo, Director of Council Services/Clerk, Town of LaSalle, Email: [jastrologo@lasalle.ca](mailto:jastrologo@lasalle.ca)
- Ms. Brenda Percy, Municipal Clerk/Manager of Legislative Services, Municipality of Leamington, Email: [bpercy@leamington.ca](mailto:bpercy@leamington.ca)
- Ms. Mary Birch, Director of Council and Community Services/Clerk, County of Essex, ([mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca))
- Ms. Janice Hensel, Chief Administrative Officer/Clerk, Township of Pelee ([Janice.hensel@pelee.ca](mailto:Janice.hensel@pelee.ca))
- The Honourable Jean-Yves Duclos, Minister of Health - Canada, [jean-yves.duclos@parl.gc.ca](mailto:jean-yves.duclos@parl.gc.ca)
- The Honourable Christine Elliott, Minister of Health – Ontario, [christine.elliott@ontario.ca](mailto:christine.elliott@ontario.ca)
- Federation of Canadian Municipalities, [resolutions@fcm.ca](mailto:resolutions@fcm.ca)
- Association of Municipalities of Ontario ([policy@amo.on.ca](mailto:policy@amo.on.ca))
- Mr. Chris Lewis, MP – Essex ([chris.lewis@parl.gc.ca](mailto:chris.lewis@parl.gc.ca))
- Mr. Dave Epp, MP Chatham-Kent-Leamington ([dave.epp@parl.gc.ca](mailto:dave.epp@parl.gc.ca))
- Mr. Irek Kusmierczyk, MP – Windsor-Tecumseh ([irek.kusmierczyk@parl.gc.ca](mailto:irek.kusmierczyk@parl.gc.ca))
- Mr. Brian Masse, MP – Windsor West ([brian.masse@parl.gc.ca](mailto:brian.masse@parl.gc.ca))
- Mr. Taras Natyshak, MPP – Essex ([tnatyshak-qp@ndp.on.ca](mailto:tnatyshak-qp@ndp.on.ca))
- Mr. Rick Nicholls, MPP – Chatham-Kent-Essex ([rick.nicholls@pc.ola.org](mailto:rick.nicholls@pc.ola.org))
- Mr. Percy Hatfield, MPP – Windsor-Tecumseh ([phatfield-qp@ndp.on.ca](mailto:phatfield-qp@ndp.on.ca))
- Ms. Lisa Gretzky, MPP – Windsor West ([lgretzky-qp@ndp.on.ca](mailto:lgretzky-qp@ndp.on.ca))

October 8, 2021

To Whom it May Concern:

Please be advised that the Council of The Corporation of the Municipality of Leamington, at its meeting held Tuesday, September 14, 2021 enacted the following resolution:

**No. C-279-21**

WHEREAS residents and staff at long-term care (LTC) homes have been disproportionately affected by COVID-19; and

WHEREAS in the first wave of the pandemic (March - July 2020) there were approximately 5,488 resident cases and 2,290 staff cases in Ontario and tragically 1,817 residents and seven staff lost their lives to this disease; and

WHEREAS on 15 April 2020, Premier Ford stated, “we will stop at nothing to protect those who cannot protect themselves. Today we are launching an all-out plan to fight COVID-19 in our long-term care homes. We will fortify the iron ring of protection around our long-term care residents and those who care for them. We’ll go further in our testing, screening, surveillance, targeting the homes facing outbreaks”; and

WHEREAS there have been approximately 9,417 resident cases and 4,217 staff cases in Ontario in the second wave (2 September 2020-16 February 2021) and 1,869 residents and three staff lost their lives, representing an increase of resident deaths from the first to second wave; and

WHEREAS for-profit LTC homes have seen a disproportionate incidence of care failing to meet the standard of the Long-Term Care Act, which states that “...a long-term care home is primarily the home of its residents and is to be operated so that it is a place where they may live with dignity and in security, safety and comfort and have their physical, psychological, social, spiritual and cultural needs adequately met”; and

WHEREAS the Canadian Armed Forces (CAF) report dated 20 May 2020 revealed conditions including inadequate staffing levels and training, limited medical supplies, unsafe medication administration, insufficient procedures to reduce the spread of

COVID-19, poor infection prevention and control standards of practice, deficiencies in infrastructure and significant concerns about standards of care including seniors calling out for help, rotting food, missed meals, seniors left in soiled diapers and linens and cockroach and bug infestations; and

WHEREAS similar conditions were found in the second wave, including ongoing shortages of qualified, trained staff, ineffective use of PPE to prevent COVID-19 transmission, violation of protocols and practices including one instance in which residents who had tested positive for COVID-19 had their door handles removed, physical distancing and isolation challenges from continuing to house several residents in ward rooms with a shared bathroom and ongoing infection prevention and control standard concerns, all problems that were not fixed after the recommendations of the CAF;

WHEREAS the Provincial Government has launched an independent commission to investigate COVID-19 spread within LTC homes, how residents, staff and families were impacted and the adequacy of measures taken by the province and other parties to prevent, isolate and contain the spread; and

WHEREAS the Association of Municipalities of Ontario (AMO) has provided a Board-approved submission, Improving the Long-Term Care Outbreak Response in Ontario: Submission to the Long-Term Care COVID-19 Commission, on 29 January 2021, outlining recommendations to the Commission on behalf of the municipal governments that operate 100 of the 626 long-term care homes in Ontario; and

WHEREAS AMO's submission puts forward 48 recommendations for action in both public and private long-term care homes across nine themes: Vision for Long-Term Care and Leadership Culture, Public Health and Safety, Planning and Communications, Staffing Measures, Care for Residents, Funding, Inspections - Enforcement and Compliance, and Mental Health and Well-Being; and

WHEREAS one of the key recommendations of the AMO submission is that the Ministry of Long-Term Care and Ministry of Health review the adequacy of infection prevention and control programs under the Long-Term Care Homes Act, 2007 in preventing and managing COVID-19 outbreaks, and to institute higher standards with increased funding to homes to implement these standards; and

WHEREAS the Canada Health Act's aim is to protect, promote and restore the physical and mental well-being of residents of Canada, and that the Federal Government provides health care funding to Provinces and Territories through the Canada Health Transfer; and

WHEREAS the Federal Government does not currently provide funding earmarked to support the LTC home sector, and;

WHEREAS the Federation of Canadian Municipalities (FCM) works with and advocates to the Federal Government to secure new tools and empower municipalities to build stronger communities; and

WHEREAS the operation of LTC homes is a municipal responsibility in Ontario but is of significance to the federal-municipal relationship.

NOW THEREFORE BE IT RESOLVED:

THAT Leamington Municipal Council endorses AMO's recommendations contained in its submission to the Long-Term Care COVID-19 Commission;

THAT Leamington Municipal Council strongly urges the Provincial Government to move forward with implementation of these recommendations, including instituting higher standards with increased funding to homes to implement those standards;

THAT Leamington Municipal Council advocate to the Federal Government to enhance federal health care funding to the Provinces and Territories, specifically dedicating funding to long- term care, and to undertake further efforts to protect, promote and restore the physical and mental well-being of long-term care residents in Canada;

THAT Leamington Municipal Council request the FCM to develop a policy and advocacy position on enhanced federal support for long-term care;

THAT this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, the Federal and Provincial Ministers of Health, and FCM for their immediate action and that a copy be sent to AMO, and Windsor-Essex Members of Parliament and Provincial Parliament for their information;

AND that a copy of this resolution be sent to all Ontario upper-tier and single-tier municipalities for their endorsement.

**Carried**

Dated today, the 8<sup>th</sup> day of October, 2021.

Signature on File

---

Brenda Percy, Clerk  
The Corporation of the Municipality of Leamington



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
(519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)  
[kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

**Date:** October 25, 2021  
**To:** Mayor and Council  
**Author:** Karen Loney  
**RE:** Fantasy of Lights Update  
**Report No.:** PR – 10 – 2021

---

## RECOMMENDED ACTION

1. That Council approves the following streets be closed to vehicle traffic on November 20, 2021 for the Fantasy of Lights Parade;
  - Staging area from 4 PM to approximately 6:30 PM: Jasperson Drive (north of the driveway at Zehrs)
  - Parade route from 5:30 PM to the end of the parade: Main Street from Jasperson Drive to the end of Division Street South.
  - De-staging area beginning at 6:30 PM: Park Street from Division Street to 103 Park (Grovedale)

## BACKGROUND

For 29 years, the Fantasy of Lights Celebration has been a community event that has included celebrating the season and lighting up the Town. The Fantasy of Lights Committee supports this event while working with the Manager of Recreation Programs and Special Events.

The Santa Claus parade is one of the signature events for children and adults of all ages as they watch Santa arrive in Kingsville and then kick-off the light display in Lakeside Park. For the past several years the parade has been contracted to the Windsor Parade Corporation (WPC). In 2020, due to restrictions of COVID, the WPC hosted a drive-by parade. In early 2021, the Fantasy of Lights Committee confirmed that they did not want to host a drive-by-parade and had discussions with the Windsor Parade Company who ultimately declined to operate the 2021 Santa Claus Parade.

The Parade is an important part of the history and culture of Kingsville, and something that administration felt was important to continue. On October 4, 2021, a media release was sent out confirming that on November 20, 2021 at 6 PM, the 2021 Santa Claus parade would occur, and Santa would come to Kingsville.

## DISCUSSION

In response to the call to action to create a parade, business organizations and individuals have responded. As of October 23, 2021, there have been forty-six entries.

In planning the parade, logistical details were reviewed through the Special Events Review Team (SERT). The outcomes of the SERT meeting included agreement and support from all members including OPP, Kingsville Fire, EMS, Engineering and Infrastructure Services, and Community and Development Services.

The following decisions and timeline were made.

Date: November 20, 2021 starting at 4 PM

Streets to be closed to vehicle traffic:

- Staging area from 4 PM to approximately 6:30: Jasperson Drive (North of the driveway at Zehrs)
- Parade route from 5:30 PM: Main Street from Jasperson Drive, to the end of Division Street South.
- De-staging area beginning at 6:30 PM: Park Street from Division Street to 103 Park (Grovedale)
- Each side road will open as the final float and police escort passes by and timing is dependent on the speed of the parade, and number of entries.

The Ontario Provincial Police, Kingsville Branch has generously offered to provide support to the parade by escorting the parade, blocking roads to vehicles and directing traffic at Division and Main. EMS is in support of the parade and if able will have a unit in the parade or close by.

Safety Considerations:

- Only wrapped candy will be handed out and it must be thrown so that people will not enter the road.
- Any float that has a generator is required to have a fire extinguisher on it.
- Side streets where the parade will pass will have a barricade and a volunteer.
- Safety vests and radios will be used by all volunteers.
- No person can ride on the float after the de-staging area.
- Masks are requested where social distancing cannot occur.
- The order of entries will be considered with a safety lens to avoid having any conflict such as animals by people or loud music.

Public Notice:

- A media release, will be sent out that goes directly to the email of our news portal subscribers, and details on the Town website will describe street closures, and detour options.



- An electronic sign to denote upcoming road closures will be used.
- Updated information can be found at [www.fantasyoflights.ca](http://www.fantasyoflights.ca) or by going to [www.kingsville.ca](http://www.kingsville.ca) and clicking on the Fantasy of Lights event box on the homepage.

#### Internal Support:

- Public works will provide the barricades, help close the streets, provide pylons, walkie talkies, and vests. They have updated 511, the system EMS uses to identify roads for service calls. Several staff will be working at the event.
- Parks will provide staff to prepare Lakeside Park for the Opening Ceremonies, move garbage, transport people, ensure all the lights are in good repair, and transport the Kingsville Express Train to the park. The parade will require Parks full complement of staff to be working. Parks will also be installing lighting displays at Lakeside Park and other site(s) in advance of the Parade
- Recreation Programming, Special Event and Tourism is leading the coordination of the parade including community engagement, logistics, sponsorship, volunteers and operations.
- Communications is leading the marketing, promotions, public notices and working with media partners to inform the community.
- Legal has provided support in reviewing contracts and providing advice.

### **Opening Night**

Following the Parade, the public is invited to the [Lighting of the Lights Kick-Off & Fireworks](#) at Lakeside Park Upper Bowl. The Mayor as Master of Ceremonies will welcome UMEI, Music Moves Kids and Darcy School of Dance to entertain until Santa arrives and flicks the switch for all the light displays to be turned on. Immediately following, fireworks will be set-off in the lower bowl celebrating the Fantasy of Lights event. The lower bowl will have barricades so that people are not able to access the firework area.

Volunteers are encouraged to help make the 29<sup>th</sup> Annual Fantasy of Lights a success  
Volunteers are need to:

- Monitor road safety – November 20<sup>th</sup>,
- Marshal the parade in various ways,
- Drive the train, take tickets and serve hot chocolate, and,
- Help with the Christmas Artisan Market and Breakfast from Santa.

Anyone who can provide support in these roles is asked to complete a volunteer application at: <https://forms.kingsville.ca/Events/Volunteer-for-Fantasy-of-Lights>

### **FINANCIAL CONSIDERATIONS**

Council had approved, through the 2021 budget process, \$12,000 to be allocated to the parade. There is no additional funding required.

## CONSULTATIONS

Fantasy of Lights Committee  
Special Events Review Committee  
Manager of Facilities and Parks  
Manager of Public Works & Environmental Services  
Kingsville Fire, Training/Public Education Officer  
Facilities Supervisor  
Natalie Cobby, Tourism Coordinator  
Senior Management Team

*Karen Loney*

---

Karen Loney, MA  
Manager of Recreation Programs and Special Events

*Richard J.H. Wyma*

---

Richard Wyma, CSLA  
Director of Community and Development Services

## LINK TO STRATEGIC PLAN

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

### Link to Council 2021-2022 Priorities

- ☐ COVID-19 and the health and safety of the community
- ☒ Customer Service: Training, Technology, Staff, Review Standards/Level of service
- ☐ Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- ☐ Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- ☒ Programming Increase: Youth and Seniors
- ☐ A development plan for Downtown Kingsville / Main Street
- ☐ Financial savings: Schools closings, Migration Hall
- ☒ Economic Development: strengthen tourism/hospitality
- ☐ COVID - economic recovery
- ☐ Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement

- ☐ Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- ☐ Committees / Boards: Review and Report
- ☐ Policy Update: Procedural Bylaw
- ☐ Economic Development: diversify the economy, create local jobs, industrial, Cottam
- ☐ Infrastructure (non-Municipal): Union Water expansion & governance
- ☐ Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- ☐ No direct link to Council priorities



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
(519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)  
[kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

**Date:** October 25, 2021

**To:** Mayor and Council

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

**RE:** Application for Part Lot Control Exemption by  
HTM Management Inc.  
9, 11 & 13 Mettawas Lane  
Pt. of Block D, Plan 965, Pt. Water Lot in Front of Lot 1,  
Con

**Report No.:** PS2021-068

---

## **RECOMMENDED ACTION**

1. That Council enact Part Lot Control By-law 90-2021 to allow Part of Block D, Plan 965, Pt. Water Lot in Front of Lot 1, Concession 1 ED to be exempt from Section 50(5) of the Planning Act, and that Council authorize and direct Planning Services to forward the by-law to the County of Essex for final approval.

## **BACKGROUND**

This lot in the Mettawas Subdivision is the final parcel to be developed similarly to the mix of semi-detached and townhouse dwellings found on Mettawas Lane. The subject lands consist of a mix of partial lots from an older approved plan intended for the development of a townhouse dwelling. Once construction is completed, the dwelling is then subdivided into individual freehold units. In order to undertake conveyance of each of the individual units exemption from part lot control is required which then provides the developer the ability to convey the units via completion of a reference plan. Part Lot Control is typically approved for three (3) years

## **DISCUSSION**

The subject properties are designated Residential in the Official Plan and zoned 'Residential Zone 3 Urban Exception 16 (R3.1-16)' under the Kingsville Comprehensive Zoning By-law.

For a Sketch of the Proposed Lots, please refer to highlighted lots in Appendix A.

Subsection 50(7) of the *Planning Act* authorizes Council to pass a by-law providing that the part lot control provisions of Section 50(5) of the said Act do not apply to lands designated in the by-law. The exemption will allow for the townhouse dwelling (currently under construction) to be subdivided into three individual units. The application is not subject to a public hearing or appeal because Council has already approved the entire subdivision in principle and the zoning of the lands is in place to accommodate the final lot fabric. This is a common approach for creation of individual semi-detached or townhouse units within a plan of subdivision, particularly once an approval has been registered. This is the final step in allowing the full build out on the subject lands.

## **FINANCIAL CONSIDERATIONS**

There will be an increase in assessment value as a result of the completed development.

## **CONSULTATIONS**

No public or agency consultation is required by the *Planning Act* when considering a Part Lot Control Exemption By-law.

### **Technical Advisory Committee (TAC)**

Infrastructure and Engineering Services (IES) requested confirmation of the service location for each of the proposed lots. The applicant will provide this information as a condition of the by-law being forwarded to the County.

The Technical Advisory Committee is in support of the proposed development.

*Robert Brown*

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

## **LINK TO STRATEGIC PLAN**

Manage residential growth through sustainable planning.

### **Link to Council 2021-2022 Priorities**

- ☐ COVID-19 and the health and safety of the community
- ☐ Customer Service: Training, Technology, Staff, Review Standards/Level of service
- ☐ Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)

- ☐ Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- ☐ Programming Increase: Youth and Seniors
- ☐ A development plan for Downtown Kingsville / Main Street
- ☐ Financial savings: Schools closings, Migration Hall
- ☐ Economic Development: strengthen tourism/hospitality
- ☐ COVID - economic recovery
- ☐ Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- ☐ Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- ☐ Committees / Boards: Review and Report
- ☐ Policy Update: Procedural Bylaw
- ☐ Economic Development: diversify the economy, create local jobs, industrial, Cottam
- ☐ Infrastructure (non-Municipal): Union Water expansion & governance
- ☐ Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- ☒ No direct link to Council priorities

## Appendix A

THIS PLAN COMPRISES ALL OF PIN 75177-0925

### 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. THE SURVEY WAS COMPLETED ON THE 2nd DAY OF SEPTEMBER, 2021.

( DATE )

## NOTES

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010) TOPNET.

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99982592.

OBSERVED REFERENCE POINTS (ORP) A & B: UTM, ZONE 17, NAD83 (CSRS) (2010).  
COORDINATES TO RURAL ACCURACY PER SEC. 14 (2) OF O. REG. 216/10.

POINT ID	NORTHING	EASTING
ORP A	15269631.51	1168520.23
ORP B	15269742.73	1168647.54

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH  
CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

■	DENOTES	FOUND	1	DENOTES	PERPENDICULAR
□	DENOTES	SET	ED	DENOTES	EASTERN DIVISION
IB	DENOTES	IRON BAR	P	DENOTES	PLAN 12R-22749
SIB	DENOTES	STANDARD IRON BAR	P2	DENOTES	PLAN 12R-27875
RIB	DENOTES	ROUND IRON BAR	P3	DENOTES	PLAN 12R-23026
PB	DENOTES	PLASTIC BAR	WT	DENOTES	WITNESS
M	DENOTES	MEASURED	1815	DENOTES	S.D. HOOK, O.L.S.
Inst	DENOTES	INSTRUMENT	1040	DENOTES	W.J. SEVERINGTON, O.L.S.
IN	DENOTES	INSTRUMENT	1502	DENOTES	MEZAR, O.L.S.
PIN	DENOTES	PROPERTY IDENTIFIER NUMBER	ORP	DENOTES	OBSERVING REFERENCE POINT

DRAWN BY: C.A.

CHECKED BY: S.D.H. / C.A.

PLAN NUMBER: 21249

**HOOK & TODGHAM  
SURVEYING  
INCORPORATED**

**CHATHAM** **ONTARIO**  
PHONE: 1-519-354-6122 FAX: 1-519-354-6129



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
(519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)  
[kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

**Date:** October 27, 2021

**To:** Mayor and Council

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

**RE:** Application for Site Plan Amendment by  
Universal Greenhouse Structures Ltd. & 1912891 Ontario Inc.  
1932 & 1956 Settrington Drive  
Part of Lot 12, Concession 3 ED,

**Report No.:** PS 2021-069

---

## **RECOMMENDED ACTION**

1. That Council approve site plan amendment application SPA/25/2021 for the Phase Three and Four manufacturing space additions, 1985.73 sq. m (21,374 sq. ft.) and 1,785.84 sq. m (19,223 sq. ft.), respectively, located on lands known as 1932 and 1956 Settrington Drive, subject to the further amended terms of the site plan agreement; and,
2. That Council authorize the Mayor and Clerk to sign the amending agreement and register said agreement on title.

## **BACKGROUND**

The subject lands consist of two parcels: a 1 ha (2.5 ac.) – industrial lot at 1932 and a 1.82 ha (4.5 ac.) industrial lot at 1956. The smaller lot contains one main manufacturing building while the larger lot contains a main manufacturing building and detached storage building. The property at 1956 had an approved site plan from 2004 under a different ownership and use. The current owner received amendment approval in 2018 for a 2,007 sq. m (21,600 sq. ft.) addition to the west end of the main manufacturing building and a new detached storage building (not built) which would replace the existing storage building. A further amendment was approved in 2021 to add a 1,035 sq. m (11,145 sq. ft.) addition to the rear of the building at 1956. The applicant is requesting a further approval for a final 1,985.73 sq. m (21,374 sq. ft.) addition at 1956 and a 1,785.84 sq. m (19,223 sq. ft.) addition at 1932 as detailed on



the attached site plan. An updated storm water management report has been prepared for the full planned build out which will significantly improve on-site management.

## **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 'Industrial' and subject to the policies under Section 3.3 of the Official Plan for the Town of Kingsville. Specific uses within the Industrial designation are implemented through the Zoning By-law. The proposed site plan layout and associated agreement to establish conforms to the Official Plan.

### **3.0 Comprehensive Zoning By-Law – Town of Kingsville**

The subject property is zoned 'General Industrial (M1)'. The attached site plan has been reviewed and the proposed new development on 1956 is in compliance with the provisions of the Town of Kingsville Zoning By-law 1-2014. The development at 1932 is located closer to the rear lot line than permitted however a minor variance application has been filed with the Town to address the reduction from 7.5 m (24.6 ft.) to 5 m (16.4 ft.) and will be included as a condition of the site plan approval.

### **4.0 Site Plan**

The development of the site includes a 1,785.84 sq. m (19,223 sq. ft.) addition to the north end of the existing manufacturing building at 1932 Settrington Dr. and a 1,985.73 sq. m (21,374 sq. ft.) addition to the west side of the existing manufacturing facility at 1956 Settrington Dr. (See Appendix A) Both parcels are serviced by municipal water but not sewer. Septic upgrades are required as part of the addition to 1956 and are included on the site plan. As part of the development on both lots, a storm water management plan is being prepared to address on-site needs. The lots will require regrading to create a retention area along with new catch basins and drains. There is also a drainage agreement in place between the properties.

As part of ongoing development in the area and review of the current drainage needs it was determined that additional upgrades or updates are needed to service the area in the long term. IES is working with the Town's drainage engineer to outline the necessary improvements however has indicated that as long as new development does not release additional uncontrolled water into the existing system (i.e. appropriate storm water management) then new development can proceed.

## **FINANCIAL CONSIDERATIONS**

There will be an increase in assessment once the two additions are completed. The businesses located on the subject lands employ upwards of 130 individuals in a variety of manufacturing. The business has been growing rapidly in the last few years and the badly needed space will help to retain both a successful business and support local jobs.

## **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 was provided with the proposed site plan. The property is not located within a regulated area however ERCA does recommended that storm water management be a requirement of all new development.

### **2) Technical Advisory Committee**

Building Services will require full building plans with the permit submission. The applicant is preparing the final engineered drawings for submission once site plan approval is granted.

Fire Services requested that fire routing and standpipe connections for the site be clearly indicated once final build out is completed.

Infrastructure and Engineering Services (IES) storm water management plan has been review however IES has asked that the Town's drainage engineer also review the plan.

The Technical Advisory Committee is in support of the proposed development subject to the requirements outlined in the associated site plan agreement.

*Robert Brown*

---

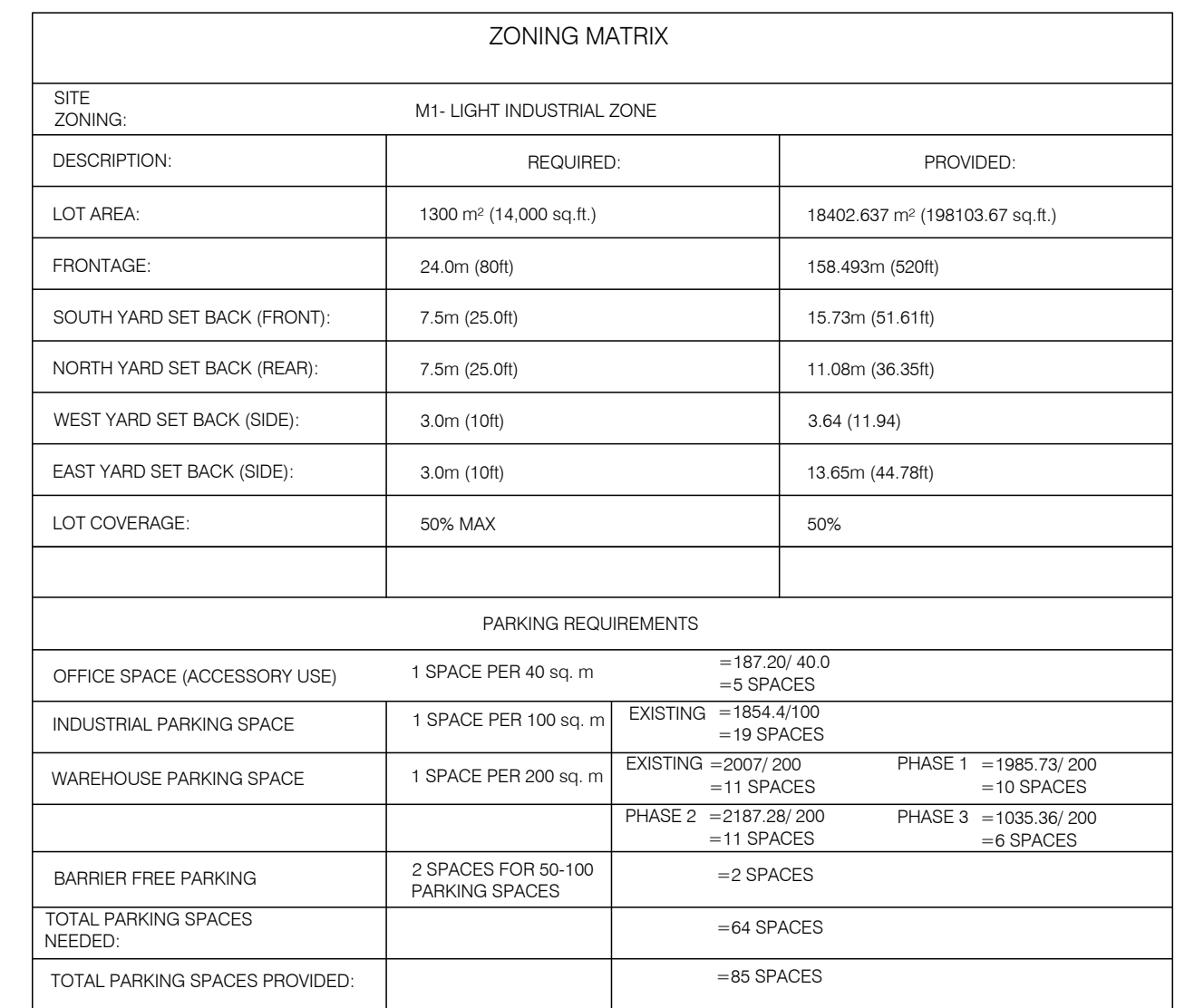
Robert Brown, H. Ba, MCIP, RPP  
Manager, Planning Services

## LINK TO STRATEGIC PLAN

Support growth of the business community.

### Link to Council 2021-2022 Priorities

- ☐ COVID-19 and the health and safety of the community
- ☐ Customer Service: Training, Technology, Staff, Review Standards/Level of service
- ☐ Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- ☐ Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- ☐ Programming Increase: Youth and Seniors
- ☐ A development plan for Downtown Kingsville / Main Street
- ☐ Financial savings: Schools closings, Migration Hall
- ☐ Economic Development: strengthen tourism/hospitality
- ☐ COVID - economic recovery
- ☐ Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- ☐ Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- ☐ Committees / Boards: Review and Report
- ☐ Policy Update: Procedural Bylaw
- ☒ Economic Development: diversify the economy, create local jobs, industrial, Cottam
- ☐ Infrastructure (non-Municipal): Union Water expansion & governance
- ☐ Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- ☐ No direct link to Council priorities



ELEV. 220.278m



**BAIRD | AE**  
architecture + engineering

27 PRINCESS STREET, SUITE #102  
LEAMINGTON, ONTARIO  
N8H 2V1

1000 - 267 PELLISSIER STREET,  
WINDSOR, ONTARIO  
N9A 4G4

DATE: OCT 21, 2021	PROJECT NO: 20-077
SCALE: 1:400	
DRAWN BY: R.S.	SHEET NO: 01
CHECKED BY: S.T.	

**Date:** September 27, 2021

**To:** Mayor and Council

**Author:** G.A. Plancke / Director of Infrastructure & Engineering

**RE:** Marcovecchio Industrial Park Phase 1A – Initial Acceptance

**Report No.:** IED – 2021- 40

---

## **RECOMMENDED ACTION**

1. That Council initially accept Marcovecchio Industrial Park Phase 1A onto “Maintenance” for a period of no less than one year, and that the Clerk provide written confirmation to the Developer of the date of initial acceptance of the development by Council resolution.

## **BACKGROUND**

In a formal written request to Municipal Services, the Developer’s consultant dated August 19, 2021 (R.C. Spencer Associates) has requested Phase 1A of the Marcovecchio Industrial Park Subdivision to be placed onto “Maintenance”.

“Maintenance” is the general term used to define the period once all infrastructure has been satisfactorily installed to the base asphalt stage, prior to 75% buildout, and all deficiencies and final asphalt placement completed. Developments are required to remain on “Maintenance” for a period of no less than one year, with the Developer remaining responsible for the Development.

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

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



## DISCUSSION

All infrastructure services have been satisfactorily installed, and all outstanding significant deficiencies for this development have been addressed at this time. The request of the developer's consultant to initially accept this phase is supportable at this time.



## FINANCIAL CONSIDERATIONS

None

## CONSULTATIONS

R.C. Spencer Associates  
Marcovecchio Holdings Inc.  
Dimenna Excavating  
Senior Management Group

*G.A. Plancke*

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

## LINK TO STRATEGIC PLAN

Support growth of the business community.  
Manage growth through sustainable planning.

### Link to Council 2021-2022 Priorities

- ☐ COVID-19 and the health and safety of the community
- ☐ Customer Service: Training, Technology, Staff, Review Standards/Level of service
- ☐ Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- ☐ Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- ☐ Programming Increase: Youth and Seniors
- ☐ A development plan for Downtown Kingsville / Main Street
- ☐ Financial savings: Schools closings, Migration Hall
- ☐ Economic Development: strengthen tourism/hospitality
- ☐ COVID - economic recovery
- ☐ Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- ☐ Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- ☐ Committees / Boards: Review and Report
- ☐ Policy Update: Procedural Bylaw
- ☒ Economic Development: diversify the economy, create local jobs, industrial, Cottam
- ☐ Infrastructure (non-Municipal): Union Water expansion & governance
- ☐ Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- ☐ No direct link to Council priorities



19 August 2021  
File No.: 16-511

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

**Attn: Mr. Andrew Plancke, C.E.T.  
Director of Public Works**

**Re: Marcovecchio Industrial Subdivision Phase 1A  
Final Acceptance of Sewers, Watermain and Hydro  
Town of Kingsville**

Dear Andrew:

Please be notified that all work (excepting surface asphalt) for the above noted subdivision has been completed in accordance with Town of Kingsville Subdivision Agreement and final inspections have been carried out satisfactorily for same.

We therefore recommend final acceptance of the sewers, watermain and hydro for the above noted project and reduction of securities as required.

**Yours Truly,  
RC Spencer Associates Inc.**

**Bruce Ropat  
Senior Manager/Associate**

cc: Nick Marcovecchio





**Date:** October 18, 2021  
**To:** Mayor and Council  
**Author:** G.A. Plancke / Director of Infrastructure & Engineering  
**RE:** Royal Oak at the Creek Phase 9 – Final Acceptance  
**Report No.:** IED 2021 – 41

---

## **RECOMMENDED ACTION**

1. That Council grant “Final Acceptance” of the roadway and infrastructure for the Royal Oak at the Creek Phase 9 subdivision; and,
2. The Clerk provide formal notification to the Developer (Amico Properties Inc.) of the Council decision to grant Final Acceptance of the Royal Oak at the Creek Phase 9 subdivision.

## **BACKGROUND**

In a formal written request to Infrastructure & Engineering, dated October 18<sup>th</sup> 2021, the Developer’s Engineer (Robert Filipov P. Eng. / Amico Engineering) has provided a General Conformance letter requesting that the municipality assume all underground and surface infrastructure.

As per the Town’s current Development Standards Manual, The Developer/Consultant is to formally request “Final Acceptance” from the Director of Infrastructure & Engineering in order for the Town to accept the subdivision as complete. Provided the Director endorses the request, a Resolution of Council officially granting final acceptance to the subdivision is passed in order to transfer responsibility of the roadway and infrastructure to the Municipality. Once the Resolution has been passed, the Developer is no longer obligated to maintain or repair the infrastructure in the subdivision.

## **DISCUSSION**

The Royal Oak at the Creek Phase 9 subdivision was Initially Accepted by Council Resolution # 152-2019 February 25, 2019. This plan of subdivision includes fourteen (14) single-family residential lots, and twenty (20) semi-detached lots. The Development is approximately 95%+ built out with no available lots remaining for sale at this time.

All infrastructure has been satisfactorily constructed and installed, and all outstanding infrastructure deficiencies for this subdivision including surface asphalt and sidewalks as well as any Development Agreement requirements for this Development have been fully satisfied.

The request of the Developer's Engineer is consistent with a Final Acceptance request and supported at this time.



## FINANCIAL CONSIDERATIONS

Infrastructure assets are to be added to the municipalities Tangible Capital Assets (TCA) inventory.

*This space left blank intentionally.*

## CONSULTATIONS

Robert Filipov P.Eng / Amico Engineering Inc.  
Amico Properties Inc.  
Infrastructure & Engineering  
Manager of Planning & Development Services  
Senior Management Team ( SMT)

G.A. Plancke

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

## LINK TO STRATEGIC PLAN

Manage residential growth through sustainable planning.

### Link to Council 2021-2022 Priorities

- ☐ COVID-19 and the health and safety of the community
- ☐ Customer Service: Training, Technology, Staff, Review Standards/Level of service
- ☐ Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- ☐ Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- ☐ Programming Increase: Youth and Seniors
- ☐ A development plan for Downtown Kingsville / Main Street
- ☐ Financial savings: Schools closings, Migration Hall
- ☐ Economic Development: strengthen tourism/hospitality
- ☐ COVID - economic recovery
- ☐ Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- ☐ Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- ☐ Committees / Boards: Review and Report
- ☐ Policy Update: Procedural Bylaw
- ☐ Economic Development: diversify the economy, create local jobs, industrial, Cottam
- ☐ Infrastructure (non-Municipal): Union Water expansion & governance
- ☐ Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- ☒ No direct link to Council priorities



October 18, 2021

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

Attention: G.A. Plancke, Civil Eng Tech (ENV)  
Director of Municipal Services

Dear Sir:

**RE: Royal Oak at the Creek Subdivision, Phase 9  
Final Acceptance**

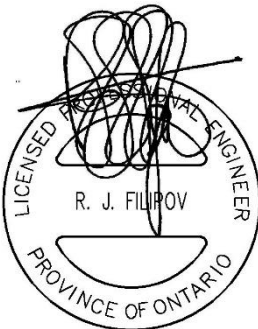
On October 18, 2021, an end of Maintenance Period inspection of the surface course asphalt took place at Royal Oak at the Creek Subdivision, Phase 9 with a representative from both Amico Engineering Inc. and the Town of Kingsville. At this inspection, no deficiencies were noted.

Amico Engineering Inc. certifies that all Services constructed in association with the Royal Oak at the Creek Subdivision, Phase 9 are complete and built in accordance with the Plans and Specifications for this development. All deficiencies, defects or faults in the Services have been corrected and there is no outstanding work on this project.

We recommend that this subdivision be granted Final Acceptance, and that all securities be returned to the Developer, Amico Properties Inc. Should you have any questions or comments, please contact me at (519) 737-1577 Ext 267.

Sincerely,

**Amico Engineering Inc.**



OCT 18/21

Robert Filipov, P.Eng.  
Senior Engineer

C.c. Gudrin Beggs – Amico Properties Inc.

---

**AMICO ENGINEERING INC.**

2199 Blackacre Drive, Oldcastle, Ontario N0R 1L0 • O (519) 737-1577 F (519) 737-1929



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
(519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)  
[kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

**Date:** November 8, 2021  
**To:** Mayor and Council  
**Author:** Paula Parker, Town Clerk  
**RE:** Freedom of Information and Privacy Officer  
**Report No.:** LS-2021-06

---

## RECOMMENDED ACTION

1. That **By-law 85-2021** being a by-law to Appoint the Clerk as Information and Privacy Officer for the Town of Kingsville for the purposes of carrying out the day to day duties of the Municipal Freedom of Information and Protection of Privacy Act be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

## BACKGROUND

Section 3(1) of the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56 (MFIPPA) provides that the members of the council of a municipality may by by-law designate from among themselves an individual or a committee of the council to act as head of the municipality for the purposes of this Act. The Town of Kingsville has not appointed a Head for the purposes of the Act and therefore Council is the Head.

Section 49(1) of MFIPPA states that a head may, in writing delegate a power or duty granted or vested in the head to an officer or officers of the institution subject to such limitations, restrictions, conditions and requirements as the head may set out in the delegation.

Council, as the Head, previously delegated its authority to the Town Clerk to carry out the day to day duties of MFIPPA, however the individual appointed is no longer employed by the Town of Kingsville. Currently, the Acting Clerk is carrying out these duties on behalf of Council under By-law 66-2021.

## **DISCUSSION**

On October 12, 2021 Council appointed a Town Clerk which repealed By-law 66-2021. This report is simply a housekeeping matter to ensure that the duties of MFIPPA are properly transferred to the newly appointed Town Clerk. By-law 85-2021 is attached for Council's consideration.

## **FINANCIAL CONSIDERATIONS**

There are no financial impacts with respect to the appointment of the Town Clerk as Information and Privacy Officer for the Town of Kingsville. This responsibility is included within the current job description.

## **CONSULTATIONS**

N/A

## **CONCLUSION**

Administration recommends that Council pass By-law 85-2021 being a by-law to Appoint the Town Clerk as Information and Privacy Officer for the Town of Kingsville for the purposes of carrying out the day to day duties of the Municipal Freedom of Information and Protection of Privacy Act.

*Paula Parker*

---

Paula Parker  
**Town Clerk**

## **LINK TO STRATEGIC PLAN**

N/A

### **Link to Council 2021-2022 Priorities**

- ☐ COVID-19 and the health and safety of the community
- ☒ Customer Service: Training, Technology, Staff, Review Standards/Level of service



- ☐ Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- ☐ Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- ☐ Programming Increase: Youth and Seniors
- ☐ A development plan for Downtown Kingsville / Main Street
- ☐ Financial savings: Schools closings, Migration Hall
- ☐ Economic Development: strengthen tourism/hospitality
- ☐ COVID - economic recovery
- ☐ Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- ☐ Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- ☐ Committees / Boards: Review and Report
- ☐ Policy Update: Procedural Bylaw
- ☐ Economic Development: diversify the economy, create local jobs, industrial, Cottam
- ☐ Infrastructure (non-Municipal): Union Water expansion & governance
- ☐ Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- ☐ No direct link to Council priorities

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 85 - 2021

---

**Being a By-law to Appoint the Clerk as Information and Privacy Officer for the Town of Kingsville for the purposes of carrying out the day to day duties of *the Municipal Freedom of Information and Protection of Privacy Act***

**WHEREAS** Section 3(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c. M.56, as amended, ("MFIPPA"), that the members of the council of a municipality may by by-law designate from among themselves an individual or a committee of the council to act as head of the municipality for the purposes of this Act;

**AND WHEREAS** Section 49(1) of MFIPPA states that a head may in writing delegate a power or duty granted or vested in the head to an officer or officers of the institution subject to such limitations, restrictions, conditions and requirements as the head may set out in the delegation.

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

1. THAT the Council of the Town of Kingsville hereby designates its duties pursuant to MFIPPA to the Town Clerk who, for the purposes of MFIPPA, shall be referred to as the Freedom of Information and Privacy Officer; and
2. THAT 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 8<sup>th</sup> day of November, 2021.**

---

**MAYOR, Nelson Santos**

---

**CLERK, Paula Parker**



# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 79-2021

---

**Being a by-law to provide for construction of  
a new access bridge over the Cameron Curry Drain  
Roll No.: 650-03100  
in the Town of Kingsville, in the County of Essex**

**WHEREAS** the Council of the Town of Kingsville, in the County of Essex, has procured a report under section 78 of the *Drainage Act* for improvements to the Cameron Curry Drain;

**AND WHEREAS** the report dated April 26<sup>th</sup>, 2019 has been authored by Antonio B. Peralta, P. Eng. and the attached report forms part of this by-law;

**AND WHEREAS** \$32,154.00 is the amount to be contributed by the Town of Kingsville for the drainage works;

**AND WHEREAS** Council is of the opinion that the report of the area is desirable;

**THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE, PURSUANT TO THE DRAINAGE ACT ENACTS AS FOLLOWS:**

**1. AUTHORIZATION**

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

**2. BORROWING**

The Corporation of the Town of Kingsville may borrow on the credit of the Corporation the amount of \$32,154.00 being the amount necessary for the completion of the drainage works.

**3. DEBENTURES**

The Corporation may arrange for the issue of debenture(s) on its behalf for the amount borrowed less the total amount of:

- a) Grants received under section 85 of the *Drainage Act*;
- b) Monies paid as allowances;
- c) Commuted payments made in respect of lands and roads assessed with the municipality;
- d) Money paid under subsection 61(3) of the *Drainage Act*; and
- e) Money assessed in and payable by another municipality.

**4. PAYMENT**

Such debenture(s) shall be made payable within 2 (two) or 5 (five) years (as determined by the Director of Financial Services or designate) from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s).

- 1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 2 (two) or 5 (five) years (as determined by the Director of Financial Services or designate) after the passing of this by-law.
- 2) For paying the amount \$32,154.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Town of Kingsville in each year for 2 (two) or 5 (five) years (as determined

by the Director of Financial Services or designate) after the passing of this by-law to be collected in the same manner and at the same time as other taxes collected.

- 3) All assessments of \$100.00 or less are payable in the first year in which the assessments are imposed.

## **5. SCHEDULE OF ASSESSMENTS OF LAND AND ROADS**

**CONSTRUCTION SCHEDULE OF ASSESSMENT**  
**BRIDGE OVER THE CAMERON-CURRY DRAIN**  
 (for Maurice Trepanier [REDACTED]), Part of Lot 25, Concession 11)  
 (Geographic Township of Gosfield North)  
**TOWN OF KINGSVILLE**

**5. PRIVATELY OWNED - AGRICULTURAL LANDS (non-grantable):**

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
[REDACTED]	11	25	39.24	15.882	Maurice Trepanier	\$ 32,154.00	\$ -	\$ -	\$ 32,154.00
<b>Total on Privately Owned - Agricultural Lands (non-grantable).....</b>						<b>\$ 32,154.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,154.00</b>
<b>TOTAL ASSESSMENT</b>						<b>\$ 32,154.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,154.00</b>
=====									

1 Hectare = 2.471 Acres  
 Project No. D-19-008  
 April 26th, 2019

**6. CITATION**

This by-law comes into force on the passing thereof and may be cited as the “Bridge over the Cameron-Curry Drain” by-law.

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

---

**MAYOR, Nelson Santos**

---

**CLERK, Paula Parker**

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 85 - 2021

---

**Being a By-law to Appoint the Clerk as Information and Privacy Officer for the Town of Kingsville for the purposes of carrying out the day to day duties of *the Municipal Freedom of Information and Protection of Privacy Act***

**WHEREAS** Section 3(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c. M.56, as amended, ("MFIPPA"), that the members of the council of a municipality may by by-law designate from among themselves an individual or a committee of the council to act as head of the municipality for the purposes of this Act;

**AND WHEREAS** Section 49(1) of MFIPPA states that a head may in writing delegate a power or duty granted or vested in the head to an officer or officers of the institution subject to such limitations, restrictions, conditions and requirements as the head may set out in the delegation.

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

1. THAT the Council of the Town of Kingsville hereby designates its duties pursuant to MFIPPA to the Town Clerk who, for the purposes of MFIPPA, shall be referred to as the Freedom of Information and Privacy Officer; and
2. THAT 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 8<sup>th</sup> day of November, 2021.**

---

**MAYOR, Nelson Santos**

---

**CLERK, Paula Parker**

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 90-2021

---

### **Being a By-law to exempt certain lands from Part Lot Control (Mettawas Subdivision – Registered Plan 965)**

**WHEREAS** the Planning Act, R.S.O. 1990 c.P.13, as amended, provides that part-lot control shall apply where land is within a plan of subdivision registered before or after the coming into force of the Act;

**AND WHEREAS** Subsection 7 of Section 50 of the said Planning Act provides that the council of a municipality may by by-law provide that part-lot control does not apply to land that is within such registered plan or plans of subdivision or parts thereof as is or are designated in the by-law, and where the by-law is approved by the planning authority, Subsection 5 of Section 50, ceases to apply to such land;

**AND WHEREAS** it is deemed desirable that the provisions of Subsection 5 of Section 50 of the Planning Act shall not apply to certain lands that are within Registered Plan 965, in the Town of Kingsville;

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

1. That Subsection 5 of Section 50 of the Planning Act, R.S.O. 1990, c.P.13, does not apply to those parts of the registered plan described as follows:

All and singular those certain parcels or tracts of land and premises lying and being in the Town of Kingsville, being Part of Block D, Registered Plan 965 & Part of Water Lot in Front of Lot 1, Concession 1 ED.

2. That the development of the lands more particularly described in Section 1 of this by-law shall only be by way of descriptions of lands on a registered Reference Plan, which Reference Plan has been duly approved by the Corporation.
3. This by-law shall expire on November 8, 2024.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
8<sup>th</sup> DAY OF NOVEMBER, 2021.**

---

**MAYOR, Nelson Santos**

---

**CLERK, Paula Parker**

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 93 - 2021

---

### Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its November 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 November 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  
8<sup>th</sup> day of November, 2021.**

---

**MAYOR, Nelson Santos**

---

**CLERK, Paula Parker**