



**TOWN OF KINGSVILLE
REGULAR MEETING OF COUNCIL
AGENDA**

Monday, February 24, 2025, 6:00 PM

Unico Community Centre

37 Beech Street

Kingsville, ON N9Y 1A9

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<https://www.kingsville.ca/livestream>

For information pertaining to this agenda or to arrange for any additional accessibility needs please contact the Clerk at atoole@kingsville.ca

Pages

A. Call to Order

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 all the moccasins who have walked lands of Turtle Island.

C. Moment of Silent Reflection and National Anthem

D. Mayor's Welcome and Remarks

E. Amendments to the Agenda

F. 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.

G. Report Out of Closed Session

Pursuant to Section 239 of the *Municipal Act, 2001*, Council entered into Closed Session at 6:30 p.m. on January 22, 2025, to discuss the following items:

Item I - Update from Ministry of Municipal Affairs and Housing heard under section Section 239(2)(h) being Information supplied in confidence to the municipality by another level of government. There is nothing further to report.

Item II - Update from Ministry of Health heard under section Section 239(2)(h) being Information supplied in confidence to the municipality by another level of government. There is nothing further to report.

Item III - Update on Community Improvement Plans heard under Section 239(2)(k) being a position, plan, procedure, criteria, or instruction to be applied to negotiations and Section 239(2)(b) being personal matters about an identifiable individual, including municipal employees. There is nothing further to report.

Item IV - West Side Road Acquisition of Land heard under Section 239(2)(c) being a proposed or pending acquisition or disposition of land by the municipality. There is nothing further to report.

Item V - Lease Agreement heard under Section 239(2)(k) being a position, plan, procedure, criteria, or instruction to be applied to negotiations and Section 239(2)(c) being a proposed or pending acquisition or disposition of land by the municipality. There is nothing further to report.

H. Delegations

I. Presentations

J. Matters Subject to Notice

1. Tully Meleg Drain Highway 3 Widening Project

1

Recommended Action

That the revised Engineer's Report provided by Dillon Consulting, dated February 5, 2025, on the Tully Meleg Drain for the MTO Widening Project, pursuant to Section 78 of the Drainage Act **be adopted**.

K. Reports - Finance and Corporate Services

1. Fantasy of Lights & Migration Festival 2025 Parade Road Closures

35

Recommended Action

That Council **approves** the following streets be closed to vehicle traffic on Saturday, October 18, 2025, for the Migration Festival Parade:

- a. Staging area at 8 am: Wigle Ave from Main St to Lakeview Ave
- b. Parade route at 10:00 am heading north on Wigle Ave, turning west onto Main St E, turning south onto Division Rd S, turning east onto Park St

- c. The parade will end on Division St at Park St; Float traffic will disperse eastwards on Park St
- d. Destaging area for 30 minutes after the parade end: Park St from Division Rd to 140 Park St

And that Council **approves** the following streets be closed to vehicle traffic on Saturday, November 16, 2025, for the Fantasy of Lights Parade:

- a. Staging area 2:00 pm: Wigle Ave from Main St to Lakeview Ave
- b. Parade route at 5:00 pm: heading north on Wigle Ave, turning west onto Main St E, turning south onto Division Rd S, turning east onto Park St.
- c. The parade will end on Park St.
- d. Destaging area for 30 minutes after the parade end: Park St from Division Rd to 140 Park St

- 2. 2025 Kingsville Community Grants 40

Recommended Action

That Council **approves** the 2025 Kingsville Community Grants Awards detailed in Schedule A.

L. Reports - Public Operations

- 1. 2024 Drinking Water Summary Report 45

M. Consent Agenda

- 1. BIA Board of Management Minutes - January 14, 2025 65
- 2. Committee of Adjustment & Appeals Minutes - January 21, 2025 71
- 3. Kingsville Accessibility Advisory Committee Minutes - June 12, 2024 76

Recommended Action

That items 1 to 3 on the Consent Agenda, **be received**.

N. Correspondence

O. Notices of Motion

P. Unfinished Business and Announcements

- Q. By-laws** 79

Recommended Action

That the following By-law be given a first and second reading:

99-2024 - Being a By-law to provide for MTO Improvements to the Tully Meleg

Drain at a total estimated cost of \$203,300 in the Town of Kingsville, in the County of Essex

Recommended Action

That the following By-laws be given a third reading and finally pass:

98-2024 - Being a By-law to provide for the Realignment of the Lower Portion of the Schiller Branch Drain at a total estimated cost of \$423,800 in the Town of Kingsville, in the County of Essex

100-2024 - Being a By-law to provide for MTO Improvements to the Gibbs Drain at a total estimated cost of \$206,800 in the Town of Kingsville, in the County of Essex

101-2024 - Being a By-law to provide for MTO Improvements to the Road 29 Drain at a total estimated cost of \$173,700 in the Town of Kingsville, in the County of Essex

Recommended Action

That the following By-law be given three readings and finally pass:

15-2025 - Being a By-law to confirm the proceedings of the Council of the Corporation of the Town of Kingsville at its February 24, 2025, Regular Meeting of Council.

R. Closed Session

Recommended Action

That Council enter into Closed Session at X:XX p.m. pursuant to section 239 of the *Municipal Act, 2001*, to discuss the following items:

Item I - Update on Sanitary Sewer Issue to be heard under Section 239(2)(f) being advice that is subject to solicitor-client privilege; and, 239(2)(k) being a position, plan, procedure, criteria or instructions to be applied to negotiations;

Item II – Traffic Safety Issue to be heard under Section 239(2)(f) being advice that is subject to solicitor-client privilege;

Item III - West Side Collector Road Land Acquisitions to be heard under 239(2)(c) being a proposed or pending acquisition or disposition of land by the municipality; and, Section 239(2)(f) being advice that is subject to solicitor-client privilege; and,

Item IV - Update on Kingsville Port to be heard under Section 239(2)(f) being advice that is subject to solicitor-client privilege; and, 239(2)(k) being a position, plan, procedure, criteria or instructions to be applied to negotiations.

S. Adjournment

Recommended Action

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



Date: February 24, 2025
To: Mayor and Council
Author: Lu-Ann Marentette, Drainage Superintendent
RE: Tully Meleg Drain
Highway 3 Widening Project

RECOMMENDED ACTION

That the revised Engineer's Report provided by Dillon Consulting, dated February 5, 2025, on the Tully Meleg Drain for the MTO Widening Project, pursuant to Section 78 of the Drainage Act **BE ADOPTED**.

BACKGROUND

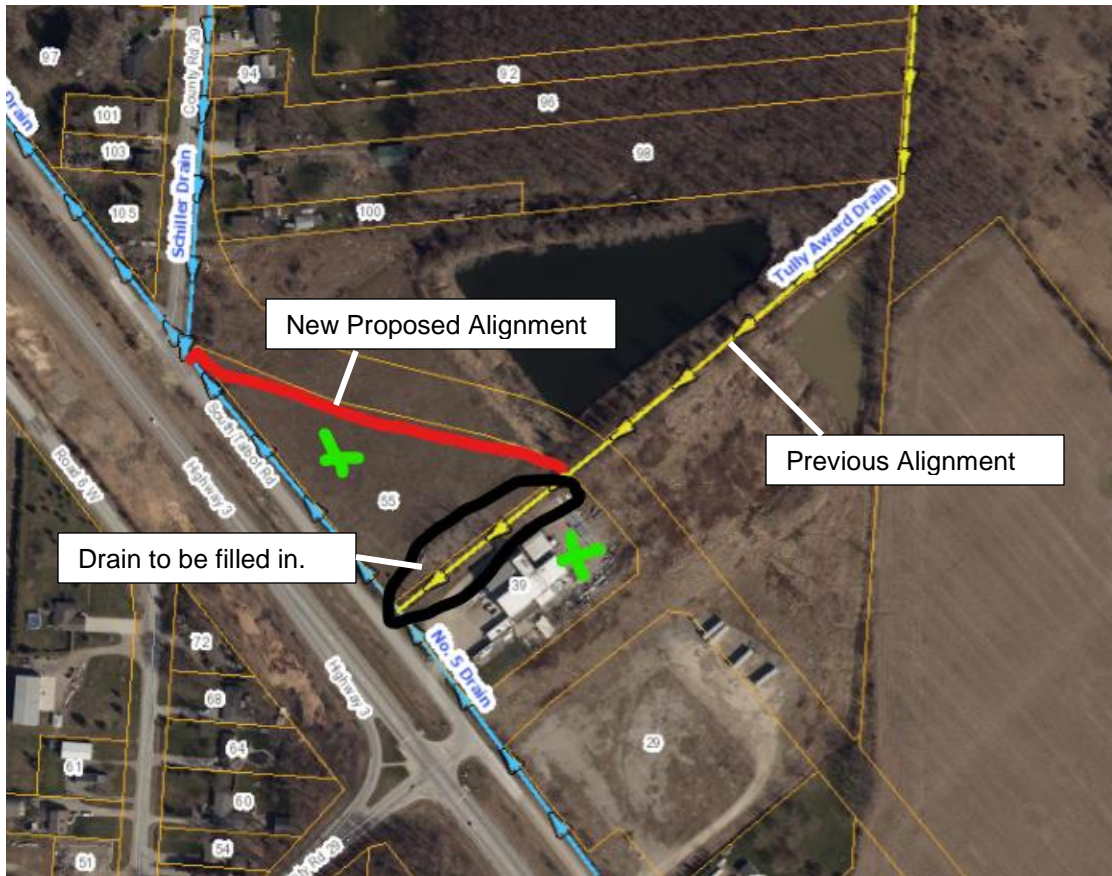
On December 9, 2024, Council reviewed an Engineer's Report for the Tully Meleg Drain associated with the Highway 3 Widening Project. In response to comments, Council referred the Report back to the Engineer to reconsider the alignment for a portion of the drain through parcel # 560-05405.

DISCUSSION

In response to comments, the Engineer has redesigned the drain to run along the south side of the new County Road 29 outletting to the Road 29 Drain. The drain no longer crosses the parcel of #560-5405 and #560-00210.

Landowners within the watershed have been invited and have received a copy of the reconsidered Engineer's report.

Landowners affected by the works agree to this change.



The Yellow line is the previous Alignment
 The Red line is the newly proposed alignment
 The Green X indicates the parcels requesting the new alignment
 The black circle is the drain that will be filled in

FINANCIAL CONSIDERATIONS

The new project breakdown is as follows:

- MTO - \$203,000 – 100% of project cost
- Parcel # 560-00210 – Allowance for lands taken \$1,800
- Parcel # 560-05405 – Allowance for lands taken \$7,800

ENVIRONMENTAL CONSIDERATIONS

The project has been reviewed by ERCA.

CONSULTATIONS

Dillon Consulting
 Ministry of Transportation Highway Widening Project

PREPARED BY:



Lu-Ann Marentette
Drainage Superintendent

REVIEWED BY:



Tim Del Greco P.Eng.
Senior Manager, Capital Projects and Engineering



Richard J.H. Wyma CSLA
Director of Planning and Development



John Norton
Chief Administrative Officer

**RECONSIDERED
DRAINAGE REPORT
FOR THE**

TULLY MELEG DRAIN

**IN THE
FORMER TOWNSHIP OF GOSFIELD NORTH
TOWN OF KINGSVILLE**



**FINAL
5 FEBRUARY 2025
OLIVER E.T. MOIR, P. ENG.
FILE No. 21-3142**

File No. 21-3142

Mayor and Members of Council
Town of Kingsville
2021 Division Road North
Kingsville, Ontario
N9Y 2Y9

**Reconsidered
Drainage Report for the
TULLY MELEG DRAIN
In the Former Township of Gosfield North
Town of Kingsville**

Mayor and Members of Council:

Instructions

The Municipality received a request on 29 June 2023 from the Ministry of Transportation Ontario for the Tully Award Drain. The proposed drainage works are required to facilitate the new road realignment for County Road No. 29. Council accepted the request under Section 78(1) of the Drainage Act for major improvements to a drainage works and on 14 August, 2023 appointed Dillon Consulting Limited to prepare a report.

Summary of Changes to Original Report

The report dated 15 November 2024 was considered by the Town of Kingsville council on 9 December 2024. Council referred the report back to the engineer to reconsider the alignment for the portion of Tully Award Drain between the proposed County Road No. 29 and the No. 5 Drain per the request of the owner of property Roll Nos. 560-05405 & 560-00210 (Newmar Corp & 1118524 Ontario Inc.). Relocation of the drain from its current location allows for better land use and future development. As a result of this change, the following changes were made:

1. The new alignment of the Tully Meleg Drain shall be along the south side of the new County Road No. 29, taking the place of the southerly roadside ditch. Additional stone erosion protection is recommended on a new drain bend. The existing alignment of the Tully Award Drain is to be filled in, and Culvert No. 1 removed.
2. A new assessment schedule for the costs of construction of the Tully Meleg Drain is provided herein which includes assessment to the lands benefiting from the relocated drain alignment.
3. The new alignment of the drain outlets to the upstream end of Culvert No. 1 of the Road 29 Drain. A new assessment schedule for future maintenance for Culvert No. 1 of the Road 29 Drain is provided herein.



10 Fifth Street South
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Watershed Description

The Tully Award Drain consists of an open channel commencing in the northeast part of Lot 265, South Talbot Road Concession along the west side of property Roll No. 560-10000. The drain flows southerly for approximately 1,030 metres to its outlet into the No. 5 Drain. The upstream drainage area for the said works described herein is approximately 31.8 hectares (approximately 78.7 acres). The surficial soils are predominately Brookston Clay which is defined as having poor natural drainage.

Drain History

The Tully Award Drain was originally constructed in 1923 under the provisions of the Ditches and Watercourses Act, under a report by Calvin B. Allison, P.Eng. appointed by the former Township of Gosfield North, dated May 15, 1923.

Award drains constructed under the Ditches and Watercourses Act do not fall under the jurisdiction of the Town until a by-law is passed under the provisions of the Drainage Act. Until such time, the maintenance and repair of the Tully Award Drain is the responsibility of the landowner on which the drain resides.

On-Site Meeting

An on-site meeting was held on 20 March 2024 to discuss the Tully Award Drain. A summary of the meeting is provided within Schedule 'A' herein.

Following the meeting to consider the report, a meeting was held with the Town and owner of the affected lands.

Survey

Our survey and examination of the Tully Award Drain was carried out in July 2023. The survey comprised the recording of topographic data and examining the channel for available depth necessary to provide sufficient drainage.

Design Considerations

To provide sufficient depth and improved design capacity to better serve the upstream lands and associated new drain crossing required for the future County Road No. 29, a deepening and widening of the existing drain north of the future County Road No. 29 is required. Instead of improving the existing alignment of the Tully Award Drain, a new alignment is recommended in consideration of the request from the landowner of property Roll Nos. 560-05405 & 560-00210. The new alignment of drain shall be referred to as the Tully Meleg Drain.

Two alignments for the proposed drain were considered. One being along the north side, and parallel to the future County Road No. 29. This alignment would supplant the need for a road culvert underneath the road. The second being along the south side, and parallel to the future road. In both cases, a proposed road swale is being supplanted, and the new outlet for the realigned drain would be the future Road 29 Drain. The south side alignment is recommended because it is the lesser cost and avoids impact to neighbouring lands that do not benefit from the drain. With respects to cost, an existing stormwater management pond with raised embankments which is being altered as part of the roadworks would require alteration, estimated to be more costly than the road culvert.

The Road 29 Drain report dated 15 November 2024 recommended a new drain to provide drainage to the new County Road No. 29 and upstream lands and is located approximately 225 metres west of the existing Tully Award Drain. The drain consists of two 1200 mm diameter concrete pipe culverts. Each of these culverts have been sized to convey the 1 in 25-year storm flows from both its watershed, and that of the Tully Award Drain in anticipation of its relocation to outlet into the Road 29 Drain.

The Tully Meleg Drain shall take the place of the proposed roadside ditch on the south side of the future County Road No. 29. A new access culvert with 5 metre wide top width was proposed to provide access to property Roll No. 560-05405 across the road swale. The future owner (property Roll No. 560-00210) of the culvert does not need the culvert and requested in not be installed.

Recommendations

We recommend the Tully Award Drain be deepened and improved as shown on the Drawings herein. The existing portion of drain between the new County Road No. 29 and the No. 5 Drain shall be relocated along the south side of the future County Road No. 29, discharging to the future Road 29 Drain. The design cross section of the realigned drain shall be in accordance with roadside safety guidelines.

The existing drain south of County Road No. 29 is to be filled in and abandoned following construction of the new alignment and establishment of vegetation on its drain banks. Culvert No. 1 will also be removed upon infilling of the drain.

Excess soils from the construction of the realigned Tully Meleg Drain are to be used in part to infill the abandoned portion of the Tully Award Drain. Remaining soils are to be managed as part of the Highway No. 3 Road Improvement project.

Culvert No. 2 recommended herein is a new culvert serving the future County Road No. 29. A partial drain enclosure was necessary due to grading constraints because of embankments of an existing pond. The proposed culvert is a new 61 m long, 1200 mm diameter concrete culvert having a capacity to convey drainage flows from a 1 in 25-year storm event such that the headwaters do not overtop the adjacent drainage swales for the said roadway.

Drain improvement extending north of County Road No. 29 is necessary to accommodate Culvert No. 2. The drain spoils removed as part of the drain deepening north of County Road No. 29 are to be levelled on adjacent lands within the designated working corridors. We recommend this portion of Tully Award Drain be incorporated as part of the Tully Meleg Drain.

Allowances

In accordance with Section 29 of the Drainage Act, we have determined that the landowner on the south side of the drain (Roll No. 560-05405) receive compensation for additional lands required to have the drain relocated onto said lands and to establish a new 9.0 m wide corridor along the drain's length from Station 0+000 to Station 0+225. These allowances have been increased because of the reconsidered drain alignment.

We have also determined that the landowner on the east side of the drain (Roll No. 560-00200) receive compensation for additional lands required for the marginal widening of the drain and to establish a new 9.0 m wide corridor along the drain's length from Station 0+258 to Station 0+376.

Schedule 'B' herein, shows the distribution of these allowances in the total amount of \$9,600.00 for the Tully Meleg Drain.

Cost Estimate

Based on our review of the history, the information obtained from our examination and analysis of the survey data, we recommend that the drainage works be repaired and improved as described below:

Item	Description	Amount
<u>TULLY MELEG DRAIN</u>		
1.	Brushing of the Tully Award Drain including clearing and grubbing as required to fill in of the existing ditch. Remove all vegetation, organic debris and topsoil from the existing drain slopes prior to infilling. Works include spreading of topsoil removed from the drain banks over top disturbed areas.	\$7,000.00
2.	Brushing of the Tully Meleg Drain (Station 0+286 – Station 0+376) including clearing and grubbing as required to accommodate the drainage works.	\$3,000.00
3.	Excavation, levelling and trucking of excavated material, as follows:	
	a) <u>Station 0+000 – Station 0+224.5</u> – Excavation of new open channel, totalling approximately 224.5 lineal metres of drain and approximately 1,400 m ³ of material.	\$15,400.00
	i) Trucking and temporary stockpiling material along Tully Award Drain to be filled in (approximately 280 m ³).	\$2,300.00
	ii) Trucking of material off site, to be managed under the Highway No. 3 road improvement project (approximately 1,120 m ³).	\$19,000.00
	b) <u>Station 0+286 – Station 0+376</u> – Excavation of drain channel, totalling approximately 90 linear metres of drain and approximately 200 m ³ of material, spread and levelled within working corridor adjacent to drain.	\$4,600.00
4.	Fill existing drain with stockpiled material (approximately 280 m ³), compacted in maximum 250 mm lifts. Compaction to a minimum of 95% standard proctor density. Spreading levelling of remaining topsoil material over infilled drain. Note: Infilling of drain may only be completed upon construction of the new open channel where vegetation has established on its banks.	\$3,500.00
5.	<u>Culvert No. 1</u> – Removal and disposal off-site of existing 900 mm diameter CSP, 7 m long including end walls.	\$2,000.00
6.	Hydroseeding of drain bank channel, as follows:	
	a) <u>Station 0+004 – Station 0+214.5</u> – Supply and placement of hydraulic mulch seed on drain bank slopes (approximately 2,000 m ²).	\$10,000.00

Item	Description	Amount
	b) <u>Station 0+286 – Station 0+376</u> – Supply and placement of hydraulic mulch seed on drain bank slopes (approximately 360 m ²).	\$1,800.00
7.	Stone erosion protection, as follows:	
	a) Supply and placement of R-50 rip rap stone erosion protection over infilled Tully Award Drain in No. 5 Drain (minimum 350 mm thickness), complete with filter fabric underlay (approximately 15 m ²).	\$1,500.00
	b) Supply and placement of R-50 rip rap stone erosion protection over drain bend between Station 0+214.5 and Station 0+225 (minimum 350 mm thickness), complete with filter fabric underlay (approximately 75 m ²).	\$7,500.00
8.	Temporary silt control measures during construction.	<u>\$1,000.00</u>
	SUB-TOTAL (EXCLUDING SECTION 26 COSTS)	\$78,600.00
9.	Allowances as per Sections 29 of the Drainage Act	\$9,600.00
10.	Report, Assessments and Final Inspection	\$32,000.00
11.	Expenses and Incidentals	\$1,000.00
12.	ERCA review and permit fee.	<u>\$800.00</u>
	TOTAL ESTIMATE (EXCLUDING SECTION 26 COSTS)	\$122,000.00
	SECTION 26 COSTS	
13.	New Culvert Work, as follows:	
	a) <u>Culvert No. 2 (Future County Road No. 29)</u> – Supply and installation of a new 61 m long, 1200 mm diameter reinforced concrete pipe (Class 65-D). Clear stone bedding below the culvert, minimum 150 mm thickness (approximately 55 tonnes), within roadway full Granular ‘A’ (crushed limestone) backfill material (approximately 365 tonnes) compacted, Granular ‘A’ (crushed limestone) backfill up to pipe springline (approximately 90 tonnes) and clean native or imported clean native backfill material beyond roadway compacted (approximately 500 m ³) and sloping stone erosion protection R-50 rip rap (minimum 350 mm thickness) end treatment (approximately 60 m ²).	\$130,000.00
	SUB-TOTAL (SECTION 26 COSTS)	\$130,000.00
14.	Report, Assessments and Final Inspection	\$10,000.00
	TOTAL ESTIMATE (SECTION 26 COSTS)	\$140,000.00
	TOTAL ESTIMATE - TULLY MELEG DRAIN	\$262,000.00

The estimate provided in this report was prepared according to current materials and installation prices as of the date of this report. In the event of delays from the time of filing of the report by the Engineer to the time of tendering the work, it is understood that the estimate of cost is subject to inflation. The rate of inflation shall be calculated using the Consumer Price Index applied to the cost of construction from the date of the report to the date of tendering.

Assessment of Costs

The individual assessments are comprised of three (3) assessment components:

- i. Benefit (*advantages relating to the betterment of lands, roads, buildings, or other structures resulting from the improvement to the drain*).
- ii. Outlet Liability (*part of cost required to provide outlet for lands and roads*).
- iii. Special Benefit (*additional work or feature that may not affect function of the drain*).

We have assessed the estimated costs for the Tully Meleg Drain against the affected roads as listed in Schedule 'C' under "Special Benefit." Details of the Special Benefit assessments are listed in Schedule 'D' and rationale detailed below.

Assessment Rationale

Special Benefit assessments were derived as follows:

1. We have estimated the increased costs to the project because of the requested drain relocation to be \$19,000, including engineering cost apportionment. This increase in cost and engineering apportionment shall be assessed 30% against property Roll No. 560-05405 and 70% against property Roll No. 560-02100.

This assessment considers the overall increase in cost to the drainage works associated because of the drain realignment, less the estimated costs saved from construction of the road swale and entrance culvert which are no longer required.

2. Costs for the construction of Culvert No. 2 and engineering cost apportionment are assessed 100% against the Ministry of Transportation Ontario being a future road culvert and necessary for the highway project in accordance with Section 26 of the Drainage Act as a non-proratable assessment.
3. Costs associated with the improvement of the drain for providing a legal drainage outlet for the future County Road No. 29, including engineering cost apportionment, less the increased cost for the drain relocation, are assessed 100% to the Ministry of Transportation Ontario.

Future Maintenance (Station 0+000 to 0+225 & Station 0+286 to 0+376)

The open drain portion shall be maintained by the Town of Kingsville. The future repair and maintenance costs shall be assessed to the lands and the roads for Benefit and Outlet assessments in the same relative proportions as listed in Schedule 'E-1' herein, subject of course to any variations that may be made under the authority of the Drainage Act. The assessment schedule is based on an arbitrary \$10,000.00 of future maintenance costs for which actual costs would be prorated.

Future Maintenance (Culvert No. 2)

Culvert No. 2 shall be maintained by the County of Essex Road Authority for 100% of the costs. These assessments are subject of course, to any variations that may be made under the authority of the Drainage Act.

Future Maintenance (Culvert No. 1 on Road 29 Drain)

Culvert No. 1 of the Road 29 Drain requires a new schedule of assessment for future maintenance because the diverted watershed expands the watershed reflected in the current schedule (Schedule 'E' of the Road 29 Drain report, dated 15 November 2024). The culvert shall continue to be maintained by the Town of Kingsville; however costs shall be assessed to the lands and the roads in the same relative proportions as listed in Schedule 'E-2'. This assessment is subject of course to any variations that may be made under the authority of the Drainage Act. The assessment schedule is based on an arbitrary \$10,000.00 of future maintenance costs for which actual costs would be prorated.

Drawings and Specifications

Attached to this report is Schedule 'F', which are Specifications setting out the details of the recommended works and Schedule 'G' which represent the drawings that are attached to this report.

Page 1 of 4 – Overall Plan

Page 2 of 4 – Detail Plan

Page 3 of 4 – Profile & Sections

Page 4 of 4 – Culvert No. 2 Details

Construction Drawings and Specifications

The work included in this report will be performed under the provincial contract for the Widening of King's Highway No. 3 starting from 0.8 km west of Cameron Sideroad and continuing easterly to 1.8 km west of County Road No. 31. Contract drawings for the roadworks including drain realignment, Culvert No. 3 (Hwy 3 crossing) and other associated road culverts under County Road No. 27 have been prepared complete with associated specifications which shall adhere to the elevations, alignment, sizes, materials and location and be generally in compliance with this report.

Approvals

The construction and/or improvement to a drainage works, including repair and maintenance activities, and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced by the proposed works. Prior to any construction or maintenance works, the Municipality or proponent designated on the Municipality's behalf shall obtain all required approvals/permits and confirm any construction limitations including timing windows, mitigation/off-setting measures, standard practices or any other limitations related to in-stream works.

Agency Reviews

The Essex Region Conservation Authority (ERCA) has been previously notified and provided the opportunity to review the proposed drainage works as outlined within this report. An application for permit has been made for the proposed undertakings associated with this municipal drain. The Town of Kingsville will subsequently give notice to ERCA and other prescribed persons of an upcoming meeting of Council that will consider and adopt the final report, at which time this meeting is an opportunity to provide input.

Respectfully submitted,



DILLON CONSULTING LIMITED

Oliver E.T. Moir, P.Eng.

OEM:wlb:lld

SCHEDULE ‘A’
SUMMARY OF LANDOWNER MEETING

March 20, 2024 @ 9:00 a.m.

Unico Hall, Kingsville

Present:

Reina Neumann	Landowner
John Meleg	Landowner
Mark Fishleigh	County of Essex Roads Dept.
Siva Tharmabala	Ministry of Transportation Ontario
Sinisa Sakic	Ministry of Transportation Ontario
Danuta Mahabir	Ministry of Transportation Ontario
Orion Raes	Green Infrastructure Partners Inc.
Carlo DiMambro	Green Infrastructure Partners Inc.
Heide Mikelsen	Peralta Engineering
Chad Sinkevitch	Peralta Engineering
Clarke Campbell	Dillon Consulting Limited
Tim Oliver	Dillon Consulting Limited

Tim Oliver provided an overview of relevant drainage history of the Tully Award Drain referring to its original establishment in 1923 under the old Ditches and Watercourse Act that has since been repealed going back in the 1960’s and therefore any improvements being made now to the drain would need to go through Section 78 of the Drainage Act legislation. In June of 2023 the Ministry of Transportation made this request to improve the drain that would accommodate two new culverts being placed within the drain to align with the proposed County Road No. 29 extension to cross over and to permit relocation of an existing pond that is presently infringing on the location for the future roadworks.

Discussion continued on the possible future relocation of the lower southerly portion of the Tully Award Drain and the given support behind this consideration by adjacent landowners. Given the timing of the roadworks to construct the County Road No. 29 easterly extension and continuing east to Inman Sideroad within 1 to 2 years’ time, the relocation of the Tully Award Drain would be considered by other means under the Drainage Act such as a Mutual Agreement Drain so as not to hold up the planned roadworks.

Meeting summary prepared by Tim Oliver, P. Eng.

"SCHEDULE B"
SCHEDULE OF ALLOWANCES
TULLY MELEG DRAIN
TOWN OF KINGSVILLE

Roll No.	Con.	Description	Owner	Section 30 Damages	Section 29 Land	Total Allowances
560-00200	STR	Pt. Lots 264 & 265	Domric Enterprises Inc.	\$0.00	\$1,800.00	\$1,800.00
560-05405	STR	Pt. Lots 264 & 265	Neumar Corp. & 1118524 Ontario Inc.	\$0.00	\$7,800.00	\$7,800.00
TOTAL ALLOWANCES				\$0.00	\$9,600.00	\$9,600.00

"SCHEDULE C"
SCHEDULE OF ASSESSMENT
TULLY MELEG DRAIN
TOWN OF KINGSVILLE

ONTARIO LANDS:

Description	Area Affected		Owner	Special Benefit	Benefit	Outlet	Total Assessment
	(Acres)	(Ha.)					
King's Highway No. 3	0.00	0.00	Ministry of Transportation	\$203,300.00	\$0.00	\$0.00	\$203,300.00
Total on Ontario Lands.....				\$203,300.00	\$0.00	\$0.00	\$203,300.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected		Owner	Special Benefit	Benefit	Outlet	Total Assessment
			(Acres)	(Ha.)					
560-00210	STR	Pt. Lots 264 & 265	1.46	0.59	Neumar Corp. & 1118524 Ontario Inc.	\$0.00	\$0.00	\$0.00	\$0.00
560-05405	STR	Pt. Lots 264 & 265	0.20	0.08	Neumar Corp. & 1118524 Ontario Inc.	\$0.00	\$0.00	\$0.00	\$0.00
Total on Privately-Owned - Non-Agricultural Lands.....						\$0.00	\$0.00	\$0.00	\$0.00

TOTAL ASSESSMENT **\$203,300.00** **\$0.00** **\$0.00** **\$203,300.00**

	(Acres)	(Ha.)
Total Area:	0.00	0.00

"SCHEDULE D"
DETAILS OF SPECIAL BENEFIT
TULLY MELEG DRAIN
TOWN OF KINGSVILLE

SPECIAL BENEFIT ASSESSMENT

(ONTARIO LANDS)

Roll No.	Owner	Item Description	Estimated Cost	Cost of Report	Special Benefit
County Road No. 29	Ministry of Transportation Ontario	Culvert No. 2 (100%)	\$73,000.00	\$15,000.00	\$88,000.00
Total Special Benefit Assessment (Ontario Lands).....			\$73,000.00	\$15,000.00	\$88,000.00

SPECIAL BENEFIT ASSESSMENT

(NON - AGRICULTURAL LANDS)

Roll No.	Owner	Item Description	Estimated Cost	Cost of Report	Special Benefit
560-02100	Neumar Corp. & 1118524 Ontario Inc.	Increased cost to the drainage reports because of drain realignment (70%)	\$13,300.00	\$10,500.00	\$23,800.00
560-05405	Neumar Corp. & 1118524 Ontario Inc.	Increased cost to the drainage reports because of drain realignment (30%)	\$5,700.00	\$4,500.00	\$10,200.00
Total Special Benefit Assessment (Non - Agricultural Lands).....			\$19,000.00	\$15,000.00	\$34,000.00

SPECIAL BENEFIT ASSESSMENT

(SECTION 26 & NON - AGRICULTURAL LANDS NON PRO-RATABLE)

Description	Owner	Item Description	Estimated Cost	Cost of Report	Special Benefit
County Road No. 29	Ministry of Transportation Ontario	Culvert No. 2 (100%)	\$130,000.00	\$10,000.00	\$140,000.00
Total Special Benefit Assessment (Section 26 & Non-Agricultural Lands Non Pro-Ratable)			\$130,000.00	\$10,000.00	\$140,000.00
OVERALL TOTAL SPECIAL BENEFIT ASSESSMENT					\$262,000.00

"SCHEDULE E-1"
SCHEDULE OF ASSESSMENT FOR FUTURE MAINTENANCE
TULLY MELEG DRAIN
TOWN OF KINGSVILLE

MUNICIPAL LANDS:

Description	Area Affected		Owner	Special Benefit	Benefit	Outlet	Total Assessment
	(Acres)	(Ha.)					
County Road No. 29	0.94	0.38	County of Essex	\$0.00	\$1,429.00	\$301.00	\$1,730.00
Total on Municipal Lands.....				\$0.00	\$1,429.00	\$301.00	\$1,730.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected		Owner	Special Benefit	Benefit	Outlet	Total Assessment
			(Acres)	(Ha.)					
560-00200	STR	Pt. Lots 264 & 265	2.47	1.00	Domric Enterprises Inc.	\$0.00	\$571.00	\$199.00	\$770.00
560-05405	STR	Pt. Lots 264 & 265	0.74	0.30	Neumar Corp. & 1118524 Ontario Inc.	\$0.00	\$1,429.00	\$45.00	\$1,474.00
660-00502	-	-	5.00	2.02	Hydro One Networks Inc.	\$0.00	\$0.00	\$400.00	\$400.00
Total on Privately-Owned - Non-Agricultural Lands.....				\$0.00	\$2,000.00	\$644.00	\$2,644.00		

PRIVATELY-OWNED - AGRICULTURAL LANDS (GRANTABLE)

Roll No.	Con.	Description	Area Affected		Owner	Special Benefit	Benefit	Outlet	Total Assessment
			(Acres)	(Ha.)					
560-00300	STR	Pt. Lots 264 & 265	5.56	2.25	Domric Enterprises Inc.	\$0.00	\$571.00	\$446.00	\$1,017.00
560-10000	STR	Pt. Lots 264 & 265	34.00	13.76	John R. Meleg	\$0.00	\$0.00	\$2,726.00	\$2,726.00
560-10100	STR	Pt. Lots 264 & 265	17.00	6.88	Matteo & Livia Coppola	\$0.00	\$0.00	\$1,362.00	\$1,362.00
560-10101	STR	Pt. Lot 264	13.00	5.26 *	Matteo & Livia Coppola	\$0.00	\$0.00	\$521.00	\$521.00
Total on Privately-Owned - Agricultural Lands (Grantable).....				\$0.00	\$571.00	\$5,055.00	\$5,626.00		

TOTAL ASSESSMENT **\$0.00** **\$4,000.00** **\$6,000.00** **\$10,000.00**

(Acres) (Ha.)

Total Area: 77.77 31.47

* denotes reduced rate for woodlot

"SCHEDULE E-2"
SCHEDULE OF ASSESSMENT FOR FUTURE MAINTENANCE
ROAD 29 DRAIN (CULVERT No. 1)
TOWN OF KINGSVILLE

MUNICIPAL LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
County Road No. 29	1.73	0.70	County of Essex	\$0.00	\$0.00	\$847.00	\$847.00
Total on Municipal Lands.....				\$0.00	\$0.00	\$847.00	\$847.00

PRIVATELY-OWNED - NON-AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
560-00200	STR	Pt. Lots 264 & 265	2.47	1.00	Domric Enterprises Inc.	\$0.00	\$0.00	\$304.00	\$304.00
560-05405	STR	Pt. Lots 264 & 265	0.74	0.30	Neumar Corp. & 1118524 Ontario Inc.	\$0.00	\$0.00	\$68.00	\$68.00
660-00502	-	-	5.00	2.02	Hydro One Networks Inc.	\$0.00	\$0.00	\$612.00	\$612.00
Total on Privately-Owned - Non-Agricultural Lands.....				\$0.00	\$0.00	\$984.00	\$984.00		

PRIVATELY-OWNED - AGRICULTURAL LANDS (GRANTABLE)

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
560-00300	STR	Pt. Lots 264 & 265	9.14	3.70	Domric Enterprises Inc.	\$0.00	\$0.00	\$1,121.00	\$1,121.00
560-10000	STR	Pt. Lots 264 & 265	34.00	13.76	John R. Meleg	\$0.00	\$0.00	\$4,168.00	\$4,168.00
560-10100	STR	Pt. Lots 264 & 265	17.00	6.88	Matteo & Livia Coppola	\$0.00	\$0.00	\$2,083.00	\$2,083.00
560-10101	STR	Pt. Lot 264	13.00	5.26 *	Matteo & Livia Coppola	\$0.00	\$0.00	\$797.00	\$797.00
Total on Privately-Owned - Agricultural Lands (Grantable).....				\$0.00	\$0.00	\$8,169.00	\$8,169.00		

TOTAL ASSESSMENT				\$0.00	\$0.00	\$10,000.00	\$10,000.00
		(Acres)	(Ha.)				
Total Area:		81.35	32.92				

* denotes reduced rate for woodlot

“SCHEDULE F”

RECONSIDERED DRAINAGE REPORT FOR THE TULLY MELEG DRAIN TOWN OF KINGSVILLE

SPECIAL PROVISIONS - GENERAL

1.0 GENERAL SPECIFICATIONS

The General Specifications attached hereto is part of “Schedule F.” It also forms part of this specification and is to be read with it, but where there is a difference between the requirements of the General Specifications and those of the Special Provisions which follow, the Special Provisions will take precedence.

2.0 DESCRIPTION OF WORK

The work to be carried out under this Contract includes, but is not limited to, the supply of all **labour, equipment and materials** to complete the following items:

- Brushing of the Tully Award Drain including clearing and grubbing as required to fill in of the existing ditch. Remove all vegetation, organic debris and topsoil from the existing drain slopes prior to infilling. Works include spreading of topsoil removed from the drain banks over top disturbed areas.
- Brushing of the Tully Meleg Drain (Station 0+286 – Station 0+376) including clearing and grubbing as required to accommodate the drainage works.
- Excavation, levelling and trucking of excavated material, as follows:
 - Station 0+000 – Station 0+224.5 – Excavation of new open channel, totalling approximately 224.5 lineal metres of drain and approximately 1,400 m³ of material.
 - Trucking and temporary stockpiling material along Tully Award Drain to be filled in (approximately 280 m³).
 - Trucking of material off site, to be managed under the Highway No. 3 road improvement project (approximately 1,120 m³).
 - Station 0+286 – Station 0+376 – Excavation of drain channel, totalling approximately 90 linear metres of drain and approximately 200 m³ of material, spread and levelled within working corridor adjacent to drain.
- Fill existing drain with stockpiled material (approximately 280 m³), compacted in maximum 250 mm lifts. Compaction to a minimum of 95% standard proctor density. Spreading levelling of remaining topsoil material over infilled drain. **Note: Infilling of drain may only be completed upon construction of the new open channel where vegetation has established on its banks.**

- Culvert No. 1 – Removal and disposal off-site of existing 900 mm diameter CSP, 7 m long including end walls.
- Hydroseeding of drain bank channel, as follows:
 - Station 0+004 – Station 0+214.5 – Supply and placement of hydraulic mulch seed on drain bank slopes (approximately 2,000 m²).
 - Station 0+286 – Station 0+376 – Supply and placement of hydraulic mulch seed on drain bank slopes (approximately 360 m²).
- Stone erosion protection, as follows:
 - Supply and placement of R-50 rip rap stone erosion protection over infilled Tully Award Drain in No. 5 Drain (minimum 350 mm thickness), complete with filter fabric underlay (approximately 15 m²).
 - Supply and placement of R-50 rip rap stone erosion protection over drain bend between Station 0+214.5 and Station 0+225 (minimum 350 mm thickness), complete with filter fabric underlay (approximately 75 m²).
- Temporary silt control measures during construction.
- New Culvert Work, as follows:
 - Culvert No. 2 (Future County Road No. 29) – Supply and installation of a new 61 m long, 1200 mm diameter reinforced concrete pipe (Class 65-D). Clear stone bedding below the culvert, minimum 150 mm thickness (approximately 55 tonnes), within roadway full Granular ‘A’ (crushed limestone) backfill material (approximately 365 tonnes) compacted, Granular ‘A’ (crushed limestone) backfill up to pipe springline (approximately 90 tonnes) and clean native or imported clean native backfill material beyond roadway compacted (approximately 500 m³) and sloping stone erosion protection R-50 rip rap (minimum 350 mm thickness) end treatment (approximately 60 m²).

3.0 ACCESS TO THE WORK

Access to the drain shall be from the South Talbot Road and future County Road No. 29 right-of-way. The Contractor shall make his/her own arrangements for any additional access for his/her convenience. All grass areas disturbed shall be restored to original conditions at the Contractor’s expense.

4.0 WORKING CORRIDORS

The Contractor shall restrict his equipment to the working corridors as specified in this Section. Any damage resulting from non-compliance with this Section shall be borne by the Contractor.

The working corridor shall be measured from the top of the nearest drain bank and shall be as follows:

FROM STA.	TO STA.	PRIMARY (See Note 1)	SECONDARY (See Note 2)
<u>TULLY MELEG DRAIN</u>			
0+000	0+225	9.0 m wide on south side of drain	N/A
0+225	0+258	County Road No. 29 allowance	N/A
0+258	0+286	6.0 m wide centered over the drain	N/A
0+286	0+376	9.0 m wide on west side of drain	N/A

Note 1: *Primary working corridor* indicates the access corridor along the side of the drain where drain excavation, levelling or trucking of drain spoils is recommended unless noted otherwise below and/or in the Specifications, as well as all purposes listed for Secondary Working Corridors.

Note 2: *Secondary working corridor* indicates the access corridor alongside the drain where equipment may travel for the purpose of trucking, drain bank repairs, culvert work, tile outlet repairs, surface water inlet repairs, and other miscellaneous works. **No disposal of fill or levelling of materials shall be permitted within a secondary working corridor. As further specified, use of this secondary working corridor may be further restricted due to site condition. Read all Specifications, Drawings and/or notes before completing works.**

SPECIAL PROVISIONS – OPEN DRAIN

5.0 BRUSHING

Brushing shall be carried out on the entire drain within the above identified sections of the drain where required and as specified herein. **All** brush and trees located within the drain side slopes shall be cut parallel to the side slopes, as close to the ground as practicable. Tree branches that overhang the drain shall be trimmed. Small branches and limbs are to be disposed of by the Contractor along with the other brush. Tree stumps, where removed to facilitate the drain excavation and reshaping of the drain banks, may be burned by the Contractor where permitted; otherwise, they shall be disposed of, off the site. The Contractor shall make every effort to preserve mature trees which are beyond the drain side slopes, and the working corridors. If requested to do so by the Drainage Superintendent, the Contractor shall preserve certain mature trees within the designated working corridors (see Section 4.0).

Except as specified herein, all brush and trees shall be stockpiled adjacent to the drain within the working corridors. Stockpiles shall not be less than 100 m apart and shall be a minimum of 2.0 m from the edge of the drain bank. All brush, timber, logs, stumps, large stones or other obstructions and deleterious materials that interfere with the construction of the drain, as encountered along the course of the drain are to be removed from the drain by the Contractor. Large stones and other similar material shall be disposed of by the Contractor off the site.

Following completion of the work, the Contractor is to trim up any broken or damaged limbs on trees which remain standing, disposing of the branches cut off along with other brush and leaving the trees in a neat and tidy condition. Brush and trees removed from the working area are to be put into piles by the Contractor, in locations where they can be safely burned, and to be burned by the Contractor after obtaining the necessary permits, as required. If, in the opinion of the Drainage Superintendent, any of the piles are too wet or green to be burned, he shall so advise the Contractor to haul away the unburned materials to an approved dump site. Prior to, and during the course of burning operations, the Contractor shall comply with the current guidelines prepared by the Air Quality Branch of the Ontario Ministry of Environment and shall ensure that the Environmental Protection Act is not violated. Since the trees and brush that are cut off flush with the earth surface may sprout new growth later, it is strongly recommended that the Municipality make arrangements for spraying this new growth at the appropriate time so as to kill the trees and brush.

As part of this work, the Contractor shall remove any loose timber, logs, stumps, large stones or other debris from the drain bottom and from the side slopes. **Timber, logs, stumps, large stones, or other debris shall be disposed of off-site.**

6.0 EXCAVATION FOR DRAIN CLEANOUT

6.1 Excavation of Existing Drain Channel

In all cases, the Contractor shall use the benchmarks to establish the proposed grade. However, for convenience, the drawings provide the approximate depth from the surface of the ground and from the existing drain bottom to the proposed grades. **THE CONTRACTOR SHALL NOT EXCAVATE DEEPER THAN THE GRADELINES SHOWN ON THE DRAWINGS.** Should over-excavation of the drain bank occur, the Contractor will **not** be permitted to repair with native material packed into place by the excavator and reshaped.

Should over-excavation occur, the Contractor will be required to have a bank repair detail engineered by a Professional Engineer (hired by the Contractor), to ensure long term stability of the bank is maintained. Such repairs shall be subject to approval by the Engineer and will be at no extra cost to the item.

All excavated material shall be handled as specified in Section 6.2. Materials deposited on the farmlands shall be within the working corridors, at least 1.0 m from the top of the drain bank, or as specified on the drawings. Upon allowing drying of excavated materials (if necessary) and as approved by the Drainage Superintendent, the Contractor shall level excavated materials in accordance with Section 6.2. Excavated material shall not be placed on dykes, in ditches, tiles or depressions intended to conduct water into the drain.

All excavation work shall be done in such a manner as to not harm any vegetation or trees, not identified in this report or by the Drainage Superintendent for clearing. Any damages to trees or vegetation caused by the Contractors work shall be rectified to the satisfaction of the Drainage Superintendent. The Contractor shall exercise caution around existing tile inlets and shall confirm with the property owners that all tiles have been located and tile ends repaired as specified.

Where the existing guy anchors may be affected by the proposed work, the Contractor shall notify the utility in advance of the work to determine if the guy anchor requires relocation outside of open drain channel limits.

6.2 Levelling of Excavated Materials

Excavation of the drain bottom shall be completed as specified in Section 6.1, above as shown on the drawings.

Excavated drain materials shall be spread to a depth not to exceed 300 mm, unless specified otherwise on the drawings. The material shall be sufficiently levelled to allow further working by agricultural implements. All stones and other debris removed from the drain, which may interfere with agricultural implements, shall be disposed of off-site. Excavated material shall not be placed on dykes, in ditches, tiles or depressions intended to conduct water into the drain.

6.3 Trucking of Excavated Materials

Contractor shall be solely responsible for acquiring all permits required prior to hauling any fill materials off-site. The Contractor shall restore any such areas which are damaged by his operations, to original or better condition. The Contractor will be held liable for damages to roads, sodded areas and gardens, resulting from his non-compliance with these specifications. Should the landowner prefer to have the excavated materials trucked rather than levelled on site, all additional costs shall be at the landowner's expense.

7.0 DRAIN REALIGNMENT

The Contractor shall construct the Tully Meleg Drain between Station 0+000 and Station 0+225 disconnected from the Tully Meleg Drain upstream, and the Tully Award Drain that is to be filled in. Excavation of the realigned portion shall stop short of the proposed drain bend at 0.224.5. The purpose of the offline drain construction is to fully establish a grass lined channel and stabilize the banks to minimize erosion and sediment transport once the offline drain is subsequently connected to the upstream portion of the Tully Meleg Drain starting at Station 0+225. Over this time period, the abandoned Tully Award Drain shall remain open and drainage maintained through the original alignment.

Excavation shall be carried out in accordance with the profile shown on the drawings for the drain relocation. In all cases, the Contractor shall use the benchmarks to establish the proposed grade.

All excavated material from the new drain construction, shall be used as backfill for the infilling of the old section of drain. All roadways and laneways disturbed by the trucking of excavated materials shall be restored to original conditions.

In all cases, the Contractor shall use the benchmarks to establish the proposed grade. However, for convenience, the drawings provide the approximate depth from the surface of the ground and from the existing drain bottom to the proposed grades. **THE CONTRACTOR SHALL NOT EXCAVATE DEEPER THAN THE GRADELINES SHOWN ON THE DRAWINGS.**

Should over excavation of the drain bank occur, the Contractor will not be permitted to repair with native material packed into place by the excavator and reshaped. Should over excavation occur, the Contractor will be required to have a bank repair detail engineered by a Professional Engineer (hired by the Contractor), to ensure long term stability of the bank is maintained. Such repairs shall be subject to approval by the Engineer and will be at no extra cost to the item.

Prior to seeding of the drain, the stripped topsoil shall be placed on the drain banks at 50 mm depth.

Hydraulic Seeding of the newly shaped drain banks shall be completed immediately following drain construction and as specified in Section 9.0.

All excavation work shall be done in such a manner as to not harm any vegetation or trees, not identified in this report or by the Drainage Superintendent for clearing.

The Contractor shall exercise caution around existing tile inlets and shall confirm with the property owners that all tiles have been located and tile ends repaired as specified.

8.0 DRAIN INFILLING

Native soil materials excavated from the new Tully Meleg Drain alignment shall be used to fill the abandoned portion of the Tully Award Drain. Topsoil and/or organic material shall be separated from backfill materials and are not considered suitable as backfill for the drain. The work may proceed once approval has been given to connect the offline relocated Tully Meleg Drain to upstream portion of drain. Prior to the infilling of the open drain, the Contractor shall remove all vegetation, organic debris and topsoil from the existing drain. Backfill material to fill the drain shall be placed in maximum 250 mm loose lifts and compacted with a sheepsfoot type compaction equipment capable of achieving 95% of the maximum standard proctor density or better. For any existing lateral and main tile outlets that may exist within abandoned Tully Award Drain, the Contractor shall mark them for future relocation. The relocation of lateral drain tiles are the responsibility of the landowner. A maximum 300 mm thickness of topsoil shall be spread overtop of the infilled drain portion.

9.0 HYDRAULIC SEEDING OF DRAIN BANKS

All existing grassed areas disturbed by construction shall be hydraulic mulch seeded as specified herein. The existing ground surface to be seeded shall be loosened to a depth of 25 mm and shall be rendered uniformly loose for that 25 mm depth. The surface shall be predominantly fine and free from weeds and other unwanted vegetation. All other loose surface litter shall be removed and disposed of.

Hydraulic mulch shall consist of finely ground cellulose pulp derived from recycled newsprint and shall be dyed green. Its fiber consistency shall be approximately 60% fine fiber with the balance being paper particles, 40% of which shall be a diameter of 3 mm minimum and 6 mm maximum. Hydraulic mulch shall be applied at 2,000 kg per 10,000 m². Clean water shall be applied at 42,700 liters per 10,000 m².

Seeding and mulching shall be a one step process in which the seed, fertilizer and hydraulic mulch are applied simultaneously in a water slurry via the hydraulic seeder/mulcher. The materials shall be added to the supply tank while it is being loaded with water. The materials shall be thoroughly mixed into a homogeneous water slurry and shall be distributed uniformly over the prepared surface. The materials shall be measured by mass or by a mass-calibrated volume measurement, acceptable to the Drainage Superintendent.

The hydraulic seeder/mulcher shall be equipped with mechanical agitation equipment capable of mixing the materials into a homogenous state until applied. The discharge pumps and gun nozzles shall be capable of applying the material uniformly.

Grass seed shall be Canada No. 1 grass seed mixture meeting the requirements of a Waterway Slough Mixture as supplied by Growmark or approved equal, as follows:

<i>Creeping Red Fescue</i>	20%
<i>Meadow Fescue</i>	30%
<i>Tall Fescue</i>	30%
<i>Timothy</i>	10%
<i>White Clover</i>	10%

Bags shall bear the label of the supplier indicating the content by species, grade and mass. Seed shall be applied at a rate of 200 kg per 10,000 m².

Fertilizer shall be 8-32-16 applied at 350 kg per 10,000 m². It shall be in granular form, dry, free from lumps and in bags bearing the label of the manufacturer, indicating mass and analysis.

The hydraulic seeding shall be deemed "Completed by the Contractor" when the seed has established in all areas to the satisfaction of the Engineer. Re-seeding and/or other methods required to establish the grass will be given consideration to achieve the end result and the costs shall be incidental to the works.

10.0 STONE EROSION PROTECTION

Erosion protection, within the drain channel, shall be constructed of quarry stone rip-rap (R-50) as shown on the drawings and as specified herein. The size of the rip-rap shall mostly vary between 150 mm and 250 mm. The rip-rap shall be sloped as shown on the, with filter fabric underlay spanning across the entire width of the drain.

The minimum thickness requirement of the erosion stone layer is 350 mm with no portion of the filter fabric to be exposed.

Geotextile shall be placed uniformly, free of folds, tears or punctures and as specified in the Contract Documents. The geotextile shall be joined so that the material overlaps a minimum of 500 mm and shall be pinned together. Alternatively, the geotextile shall be joined to conform to the seam requirements of OPSS 1860. Geotextile shall be fixed to prevent movement during installation.

11.0 ROAD CULVERT CONSTRUCTION

11.1 Location

The new culvert denoted as Culvert No. 2 herein shall be located and installed as shown on the drawings attached hereto.

11.2 Removal of Existing Culvert

The Contractor shall exercise caution when removing these materials as to minimize damage in the area. Any damage shall be restored to original conditions at the expense of the Contractor. The removed materials (existing culvert debris and end wall materials) shall be hauled away off-site.

11.3 Culvert No. 2 Materials

Materials shall be as follows:

<i>Culvert Pipe</i>	Culvert No. 2 – Future County Road No. 29: <i>New 61 m long, 1200 mm diameter high quality reinforced concrete pipe (CSA A-257.2, Class 65-D) complete with rubber gasket joints.</i>
<i>Bedding below culvert pipes</i>	<i>Granular 'A' conforming to OPSS Division 10 or 19 mm clearstone, minimum 150 mm thickness.</i>
<i>Culvert Backfill</i>	<i>Granular 'A' conforming to OPSS Division 10.</i>
<i>Erosion Stone</i>	<i>All stone to be used for erosion protection shall be R-50 clear quarried rock per OPSS 1004, minimum 350 mm thickness.</i>
<i>Filter Fabric</i>	<i>“Non-Woven” geotextile filter fabric with a minimum strength equal or greater than Terrafix 270R, Amoco 4546, Mirafi 140NC, or approved equivalent.</i>

11.4 Culvert Installation

Suitable dykes shall be constructed in the drain so that the installation of the culvert can be accomplished in the dry. The drain bottom shall be cleaned, prepared, shaped, and compacted to suit the new culvert configuration, as shown on the drawings. Granular materials shall be compacted to 100% of their maximum dry density; imported clean native materials shall be supplied, placed, and compacted to 95% of their maximum dry density.

11.5 Sloping Stone End Walls

Sloping stone end walls shall be constructed of quarry stone rip rap (R-50), as shown on the drawings and as specified herein. The rip rap shall be sloped as shown on the drawings, with filter fabric underlay and spanning across the entire drain. The minimum thickness requirement of the erosion stone layer is 350 mm with no portion of the filter fabric to be exposed.

GENERAL SPECIFICATIONS

1.0 AGREEMENT AND GENERAL CONDITIONS

The part of the Specifications headed "Special Provisions" which is attached hereto forms part of this Specification and is to be read with it. Where there is any difference between the requirements of this General Specification and those of the Special Provisions, the Special Provisions shall govern.

Where the word "Drainage Superintendent" is used in this specification, it shall mean the person, or persons appointed by the Council of the Municipality having jurisdiction to superintend the work.

Tenders will be received, and contracts awarded only in the form of a lump sum contract for the completion of the whole work or of specified sections thereof. The Tenderer agrees to enter into a formal contract with the Municipality upon acceptance of the tender. The General Conditions of the contract and Form of Agreement shall be those of the Stipulated Price Contract CCDC2-Engineers, 1994 or the most recent revision of this document.

2.0 EXAMINATION OF SITE, PLANS AND SPECIFICATIONS

Each tenderer must visit the site and review the plans and specifications before submitting his/her tender and must satisfy himself/herself as to the extent of the work and local conditions to be met during the construction. Claims made at any time after submission of his/her tender that there was any misunderstanding of the terms and conditions of the contract relating to site conditions, will not be allowed. The Contractor will be at liberty, before bidding to examine any data in the possession of the Municipality or of the Engineer.

The quantities shown or indicated on the drawings or in the report are estimates only and are for the sole purpose of indicating to the tenderers the general magnitude of the work. The tenderer is responsible for checking the quantities for accuracy prior to submitting his/her tender.

3.0 MAINTENANCE PERIOD

The successful Tenderer shall guarantee the work for a period of one (1) year from the date of acceptance thereof from deficiencies that, in the opinion of the Engineer, were caused by faulty workmanship or materials. The successful Tenderer shall, at his/her own expense, make good and repair deficiencies and every part thereof, all to the satisfaction of the Engineer. Should the successful Tenderer for any cause, fail to do so, then the Municipality may do so and employ such other person or persons as the Engineer may deem proper to make such repairs or do such work, and the whole costs, charges, and expense so incurred may be deducted from any amount due to the Tenderer or may be collected otherwise by the Municipality from the Tenderer.

4.0 GENERAL CO-ORDINATION

The Contractor shall be responsible for the coordination between the working forces of other organizations and utility companies in connection with this work. The Contractor shall have no cause of action against the Municipality or the Engineer for delays based on the allegation that the site of the work was not made available to him by the Municipality or the Engineer by reason of the acts, omissions, misfeasance or non-feasance of other organizations or utility companies engaged in other work.

5.0 RESPONSIBILITY FOR DAMAGES TO UTILITIES

The Contractor shall note that overhead and underground utilities such as hydro, gas, telephone and water are not necessarily shown on the drawings. It is the Contractor's responsibility to contact utility companies for information regarding utilities, to exercise the necessary care in construction operations and to take other precautions to safeguard the utilities from damage.

All work on or adjacent to any utility, pipeline, railway, etc., is to be carried out in accordance with the requirements of the utility, pipeline, railway, or other, as the case may be, and its specifications for such work are to be followed as if they were part of this specification. The Contractor will be liable for any damage to utilities.

6.0 CONTRACTOR'S LIABILITY

The Contractor, his/her agents and all workmen or persons under his/her control including sub-contractors, shall use due care that no person or property is injured and that no rights are infringed in the prosecution of the work. The Contractor shall be solely responsible for all damages, by whomsoever claimable, in respect to any injury to persons or property of whatever description and in respect of any infringement of any right, privilege or easement whatever, occasioned in the carrying on of the work, or by any neglect on the Contractor's part.

The Contractor shall indemnify and hold harmless the Municipality and the Engineer, their agents, and employees from and against claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or attributable to the Contractor's performance of the contract.

7.0 PROPERTY BARS AND SURVEY MONUMENTS

The Contractor shall be responsible for marking and protecting all property bars and survey monuments during construction. All missing, disturbed, or damaged property bars and survey monuments shall be replaced at the Contractor's expense, by an Ontario Land Surveyor.

8.0 MAINTENANCE OF FLOW

The Contractor shall, at his/her own cost and expense, permanently provide for and maintain the flow of all drains, ditches and water courses that may be encountered during the progress of the work.

9.0 ONTARIO PROVINCIAL STANDARDS

Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD) shall apply and govern at all times unless otherwise amended or extended in these Specifications or on the Drawing. Access to the electronic version of the Ontario Provincial Standards is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>. Under the title Technical Manuals is a link to the Ontario Provincial Standards. Users require Adobe Acrobat to view all pdf files.

10.0 APPROVALS, PERMITS AND NOTICES

The construction of the works and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced in this Contract. The Contractor shall obtain all approvals and permits and notify the affected authorities when carrying out work in the vicinity of any public utility, power, underground cables, railways, etc.

11.0 SUBLETTING

The Contractor shall keep the work under his/her personal control, and shall not assign, transfer, or sublet any portion without first obtaining the written consent of the Municipality.

12.0 TIME OF COMPLETION

The Contractor shall complete all work on or before the date fixed at the time of tendering. The Contractor will be held liable for any damages or expenses occasioned by his/her failure to complete the work on time and for any expenses of inspection, superintending, re-tendering or re-surveying, due to their neglect or failure to carry out the work in a timely manner.

13.0 TRAFFIC CONTROL

The Contractor will be required to always control vehicular and pedestrian traffic along roads and shall, at his/her own expense, provide for placing and maintaining such barricades, signs, flags, lights and flag persons as may be required to ensure public safety. The Contractor will be solely responsible for controlling traffic and shall appoint a representative to maintain the signs and warning lights at night, on weekends and holidays and at all other times that work is not in progress. All traffic control during construction shall be strictly in accordance with the **Occupational Health and Safety Act** and the current version of the **Ontario Traffic Manuals**. Access to the electronic version of the **Ontario Traffic Manual** is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>, click on "Library Catalogue," under the "Title," enter "Ontario Traffic Manual" as the search. Open the applicable "Manual(s)" by choosing the "Access Key," once open look for the "Attachment," click the pdf file. Users require Adobe Acrobat to view all pdf files.

Contractors are reminded of the requirements of the Occupational Health and Safety Act pertaining to Traffic Protection Plans for workers and Traffic Control Plan for Public Safety.

14.0 SITE CLEANUP AND RESTORATION

As part of the work and upon completion, the Contractor shall remove and dispose of, off-site any loose timber, logs, stumps, large stones, rubber tires, cinder blocks or other debris from the drain bottom and from the side slopes. Where the construction works cross a lawn, the Contractor shall take extreme care to avoid damaging the lawn, shrubs and trees encountered. Upon completion of the work, the Contractor shall completely restore the area by the placement and fine grading of topsoil and seeding or sodding the area as specified by the Engineer or Drainage Superintendent.

15.0 UTILITY RELOCATION WORKS

In accordance with Section 26 of the Drainage Act, if utilities are encountered during the installation of the drainage works that conflict with the placement of the new culvert, the operating utility company shall relocate the utility at their own costs. The Contractor however will be responsible to co-ordinate these required relocations (if any) and their co-ordination work shall be considered incidental to the drainage works.

16.0 FINAL INSPECTION

All work shall be carried out to the satisfaction of the Drainage Superintendent for the Municipality, in compliance with the specifications, drawings and the Drainage Act. Upon completion of the project, the work will be inspected by the Engineer and the Drainage Superintendent. Any deficiencies noted during the final inspection shall be immediately rectified by the Contractor.

Final inspection will be made by the Engineer within 20 days after the Drainage Superintendent has received notice in writing from the Contractor that the work is completed, or as soon thereafter as weather conditions permit.

17.0 FISHERIES CONCERNS

Standard practices to be followed to minimize disruption to fish habitat include embedment of the culvert a minimum 10% below grade, constructing the work 'in the dry' and cutting only trees necessary to do the work (no clear-cutting). No in-water work is to occur during the timing window unless otherwise approved by the appropriate authorities.



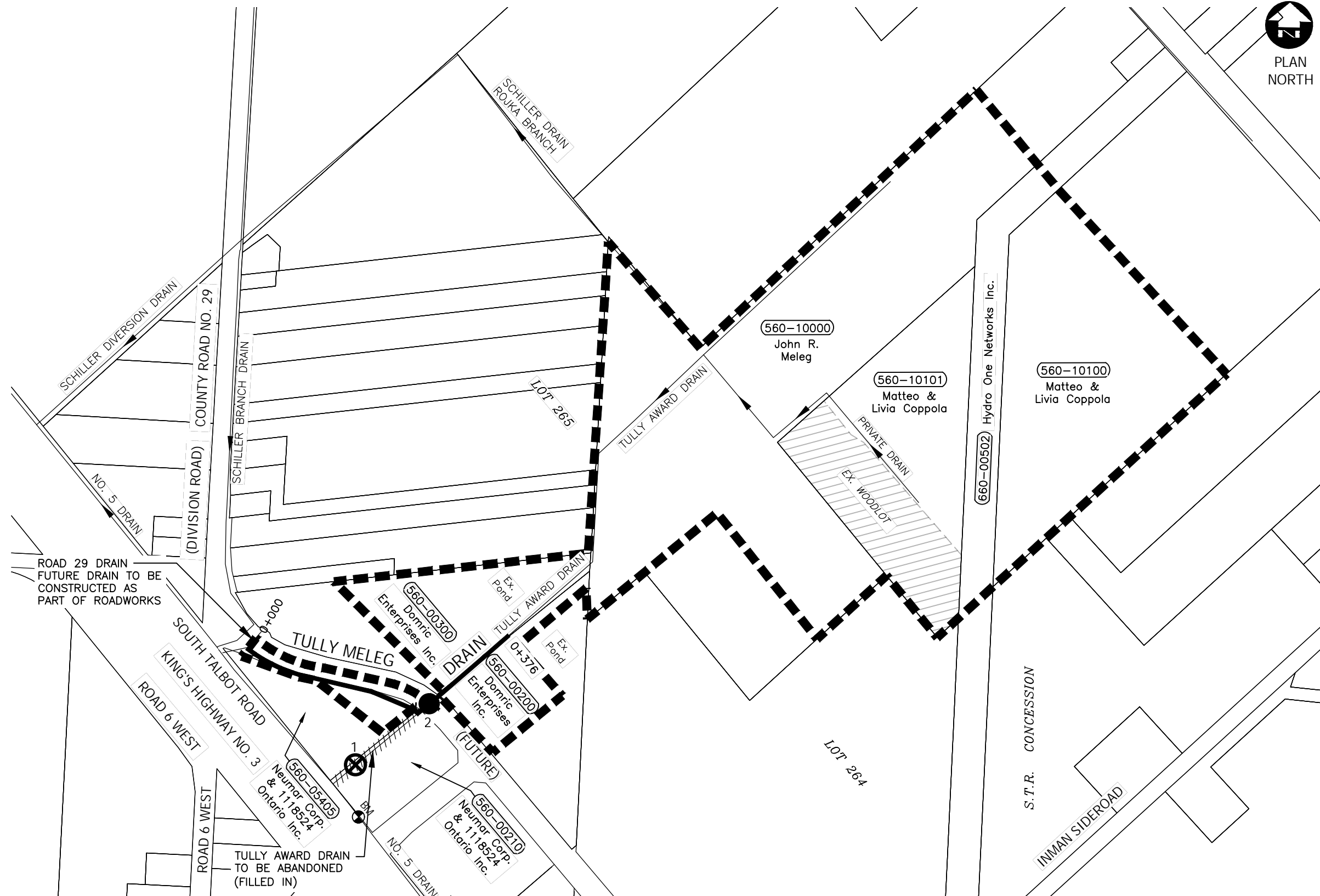
LEGEND

- WATERSHED BOUNDARY
- TULLY MELEG DRAIN
- OTHER DRAINS
- EXISTING WOODLOT
- NEW CULVERT
- CULVERT REMOVAL

SITE BENCHMARK ● BM

BM- TOP OF NORTHEAST CORNER OF EXISTING CONCRETE CULVERT OVER NO. 5 DRAIN SERVING DRIVEWAY ACCESS TO MUN. NO. 39 SOUTH TALBOT ROAD (ROYAL BRINKMAN)
ELEVATION=194.78m

NOTE: CONTRACTOR TO VERIFY BENCHMARKS PRIOR TO CONSTRUCTION.



OVERALL PLAN
SCALE=1:5,000

Feb 05, 2025 - 1:32pm C:\pwworking\directory\projects\2021\3300m\00127082\213142-03-DRN-TULLY Meleg.dwg



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3	RECONSIDERED REPORT SUBMISSION	FEB. 5/25	OEM
2	FINAL REPORT SUBMISSION	NOV. 15/24	OEM
1	CLIENT REVIEW	NOV. 8/24	OEM

DESIGN	TRO/OEM	REVIEWED BY	CBC
DRAWN	WLB/SJC	CHECKED BY	OEM
DATE	February 5, 2025		
SCALE	AS SHOWN		

PROJECT NO. 21-3142

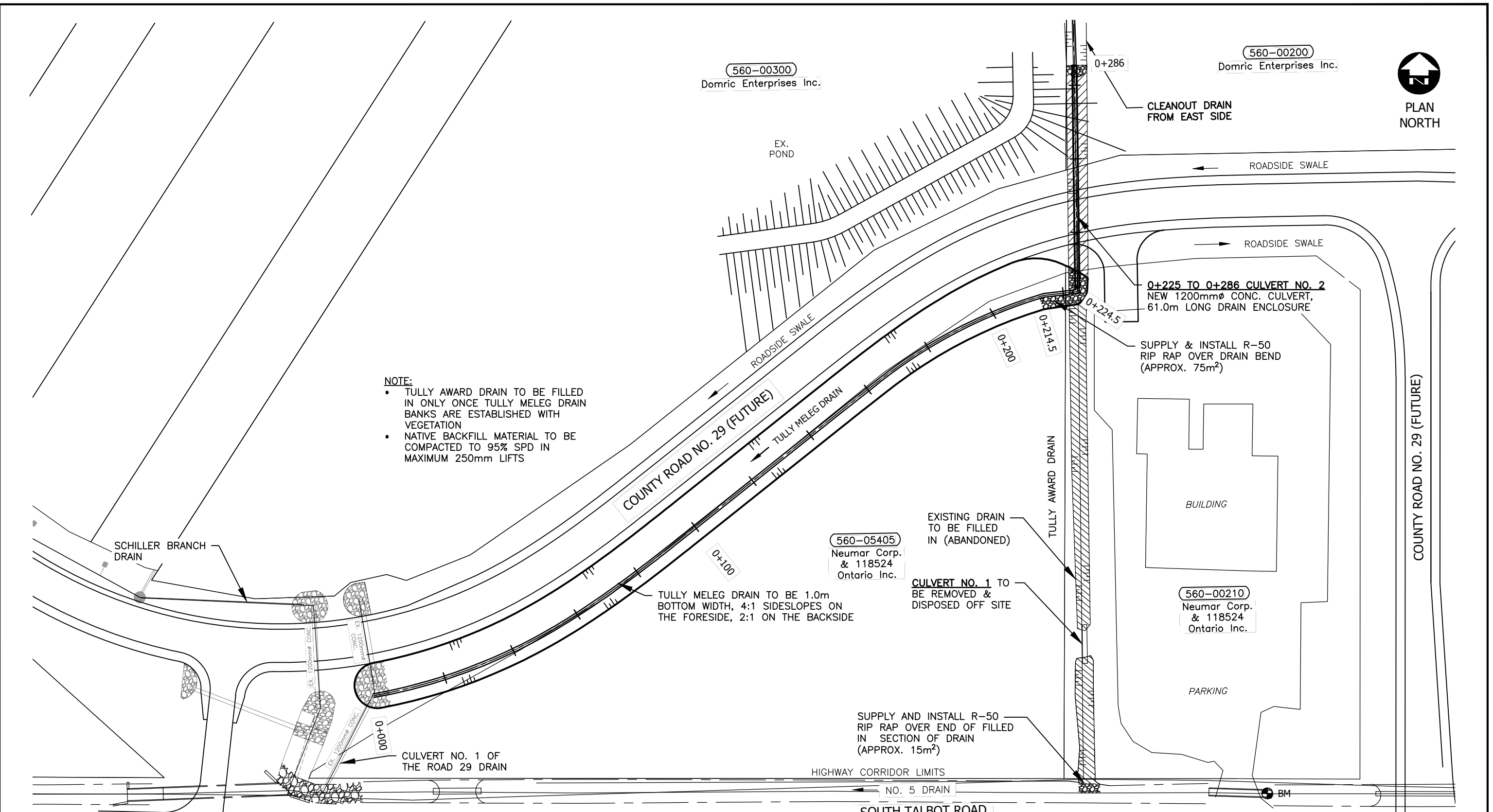
DRAWING SCALES BASED ON A 11" X 17" SHEET

Reconsidered Drainage Report for the
TULLY MELEG DRAIN
Town of Kingsville

SHEET TITLE
OVERALL PLAN

PAGE NO.
1 of 4

Feb 05, 2025 - 1:13pm C:\Users\330EM\AppData\Local\Temp\AcPublish_11768\213142-03-DRN-TULLY Meleg.dwg



NOTE:

- TULLY AWARD DRAIN TO BE FILLED IN ONLY ONCE TULLY MELEG DRAIN BANKS ARE ESTABLISHED WITH VEGETATION
- NATIVE BACKFILL MATERIAL TO BE COMPACTED TO 95% SPD IN MAXIMUM 250mm LIFTS

DETAIL PLAN
SCALE=1:1,000



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DRAWING SCALES BASED ON A 11" X 17" SHEET

Reconsidered Drainage Report for the
TULLY MELEG DRAIN
Town of Kingsville

SHEET TITLE
DETAIL PLAN

PAGE NO.
2 of 4

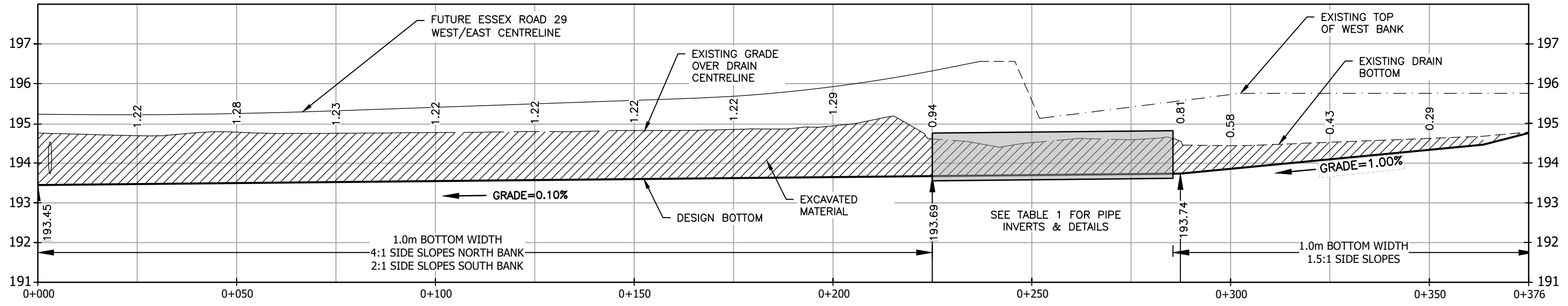
0+000-Q ROAD 29 DRAIN

0+224.5-DRAIN TURNS NORTHEAST

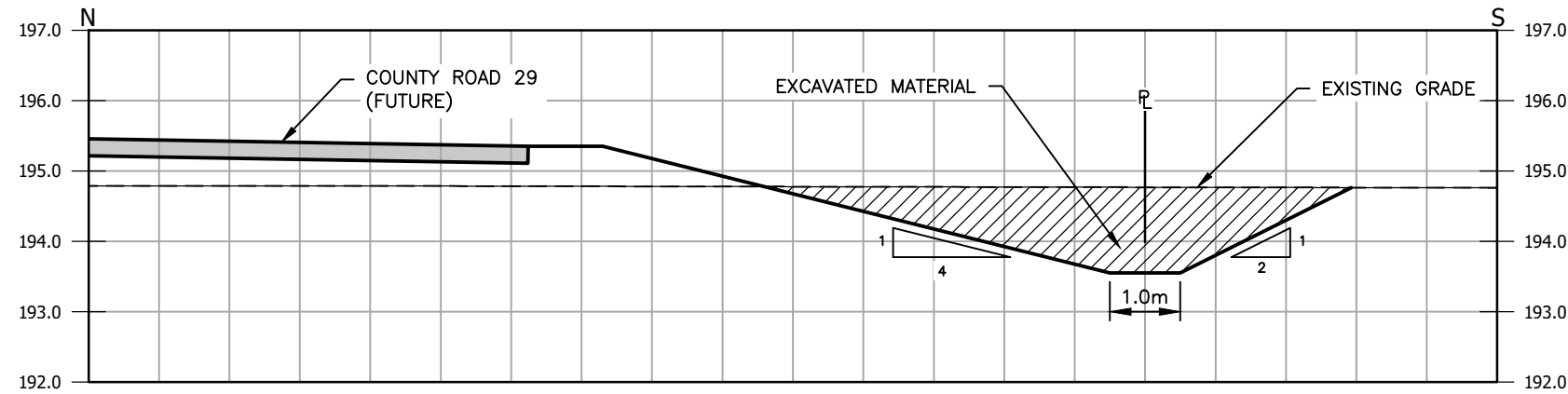
0+241-COUNTY ROAD NO. 29 CROSSING (FUTURE)

0+225-0+286-CULVERT NO. 2 COUNTY ROAD 29 (FUTURE) NEW 61m LONG 1200mmØ CONCRETE PIPE

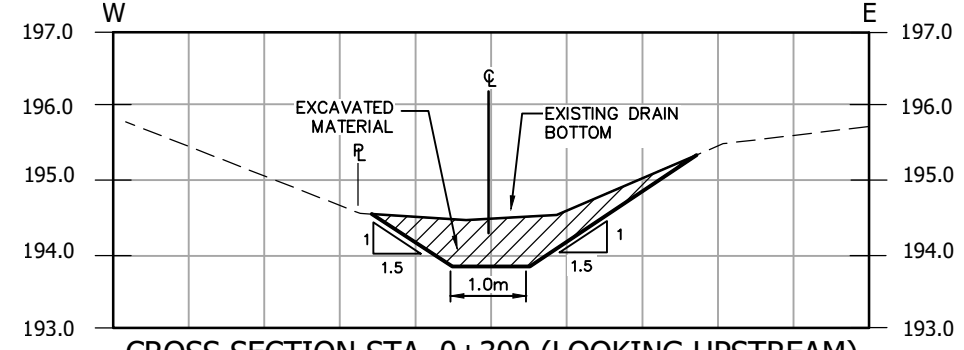
0+376-END OF DRAIN IMPROVEMENTS



PROFILE
SCALE-HORIZ.=1:1,000
VERT.=1:100



CROSS SECTION STA. 0+100 (LOOKING UPSTREAM)
SCALE-1:100



CROSS SECTION STA. 0+300 (LOOKING UPSTREAM)
SCALE-1:100

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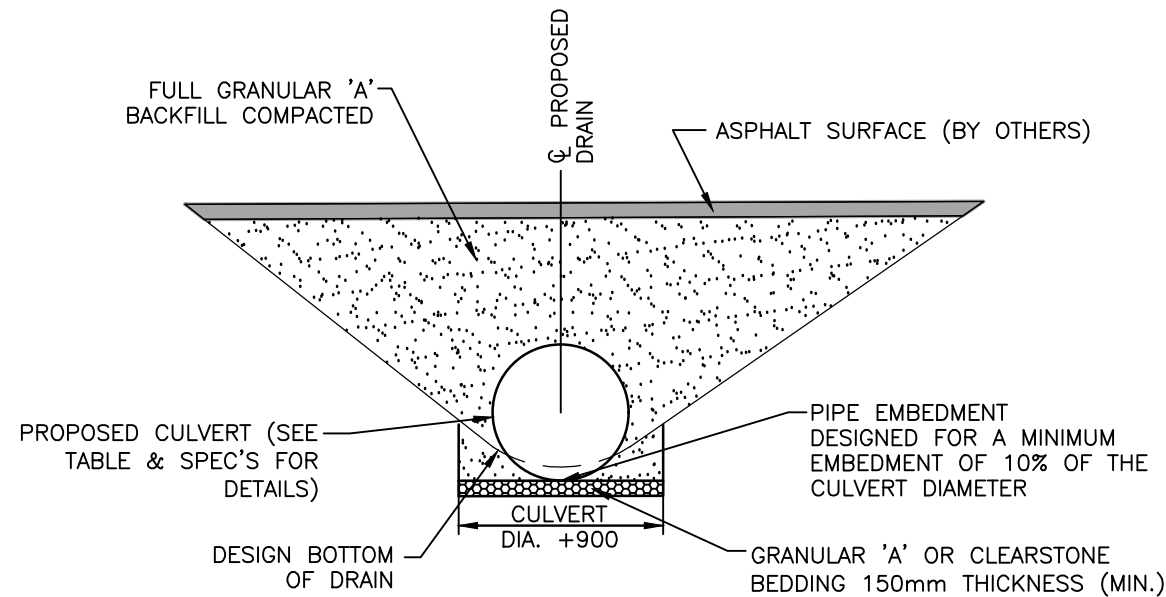
DESIGN	TRO/OEM	REVIEWED BY	CBC
DRAWN	WLB/SJC	CHECKED BY	OEM
DATE	February 5, 2025		
SCALE	AS SHOWN		

PROJECT NO. 21-3142
DRAWING SCALES BASED ON A 11" X 17" SHEET

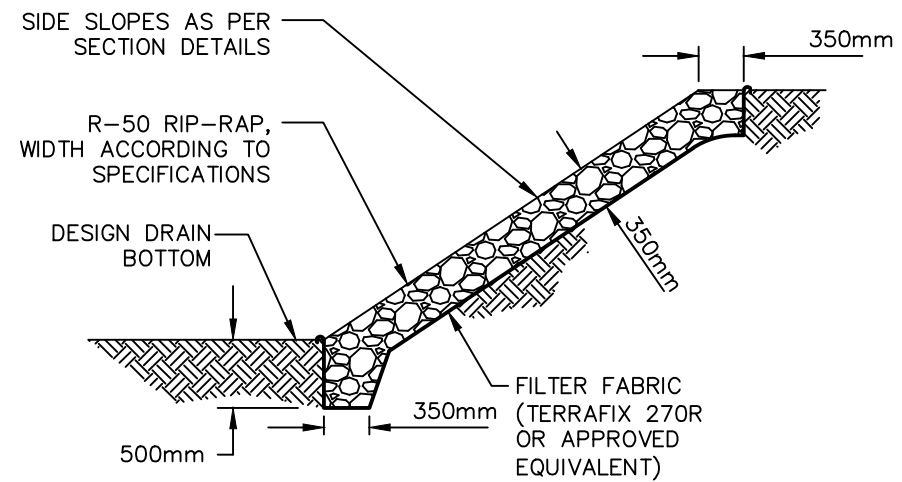
Reconsidered Drainage Report for the
TULLY MELEG DRAIN
Town of Kingsville

SHEET TITLE
PROFILE & SECTIONS

PAGE NO.
3 of 4

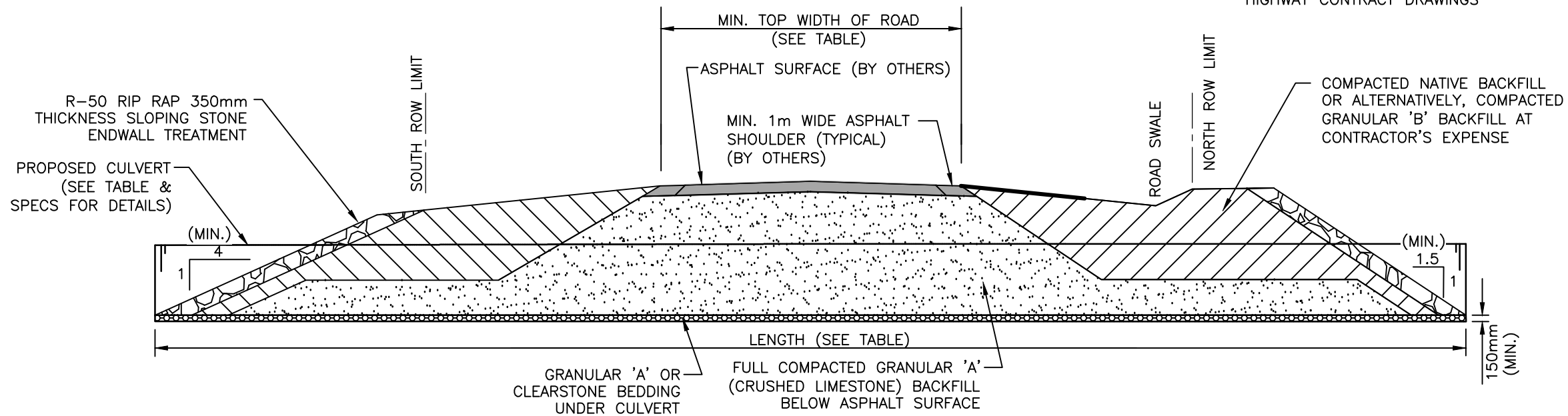


CULVERT NO. 2 SECTION (BELOW ROAD)
N.T.S.



TYPICAL DITCH BANK WASHOUT
DETAIL w/ RIP-RAP
N.T.S.

NOTE:
GRADING OF ROAD RIGHT-OF-WAY TO BE PART OF ROADWORKS. REFER TO HIGHWAY CONTRACT DRAWINGS



CULVERT NO. 2 LONGITUDINAL SECTION
NOT TO SCALE

TABLE 1 - CULVERT DESIGN INFORMATION

DESCRIPTION	CULVERT NO. 2
PIPE INVERT ELEV. U/S SIDE(m)	193.63
PIPE INVERT ELEV. D/S SIDE(m)	193.57
DRAIN BOTTOM (m) (DESIGN) (AT CENTRELINE OF CULVERT)	193.72
MIN. TOP WIDTH OF ROADWAY (m)	9.0
MIN. CULVERT GRADE (%)	0.10
CULVERT TYPE	65-D
CULVERT MATERIAL	CONCRETE
CULVERT LENGTH (m)	61
CULVERT SIZE (mm)	1200
CULVERT ENDWALL TYPE	SLOPING

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WLB/SJC	OEM
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SCALE	AS SHOWN

PROJECT NO. 21-3142

DRAWING SCALES BASED ON A 11" X 17" SHEET

Reconsidered Drainage Report for the TULLY MELEG DRAIN Town of Kingsville	
SHEET TITLE	CULVERT NO. 2 DETAILS
PAGE NO.	4 of 4



Date: February 24, 2025
To: Mayor and Council
Author: Shelby Gault
RE: Fantasy of Lights & Migration Festival 2025 Parade Road Closures

RECOMMENDED ACTION

1. That Council **APPROVES** the following streets be closed to vehicle traffic on Saturday, October 18, 2025, for the Migration Festival Parade;
 - a. Staging area at 8 am: Wigle Ave from Main St to Lakeview Ave
 - b. Parade route at 10:00 am heading north on Wigle Ave, turning west onto Main St E, turning south onto Division Rd S, turning east onto Park St
 - c. The parade will end on Division St at Park St; Float traffic will disperse eastwards on Park St
 - d. Destaging area for 30 minutes after the parade end: Park St from Division Rd to 140 Park St

2. That Council **APPROVES** the following streets be closed to vehicle traffic on Saturday, November 16, 2025, for the Fantasy of Lights Parade;
 - a. Staging area 2:00 pm: Wigle Ave from Main St to Lakeview Ave
 - b. Parade route at 5:00 pm: heading north on Wigle Ave, turning west onto Main St E, turning south onto Division Rd S, turning east onto Park St.
 - c. The parade will end on Park St.
 - d. Destaging area for 30 minutes after the parade end: Park St from Division Rd to 140 Park St

BACKGROUND

Migration Festival

2025, marks the 56th year the Migration Festival will have occurred. Hosted by the Migration Festival Committee of Council (Committee) and supported by the Recreation Programs and Special Events Manager and staff from multiple other departments. The event will be held from Thursday, October 16, to Sunday, October 19, 2025.

Community members, school or service groups and businesses are encouraged to enter the parade. In 2024, there were 28 floats/parade participants. There were 27 participants in 2023.

Other activities that will be occurring include the following.

Thursday, October 16, 2025

- 'En Plein' Artists Around Town

Friday, October 17, 2025

- 'En Plein' Artists Around Town
- 6 pm to 9 pm – Great Migration Kick-off featuring a concert and chili dinner at the Grovedale Arts and Culture Centre

Saturday, October 18, 2025

- 'En Plein' Artists Around Town
- 10 am - Migration Festival Parade
- 10 am to 12 p.m. - Quick Paint Competition at Mettawas Park
- 10:30 am to 2 pm – Children's Activities at Lakeside Park, including pumpkin carving, scavenger hunt, Kingsville Express rides, Birds of Prey demonstration, and children's entertainers.
- 10 am to 4 pm - Migration Festival Market at Lakeside Park Pavilion
- 1 pm to 3 pm - Bike Tour by Bike Kingsville
- Events at Jack Miner Migratory Bird Sanctuary

Sunday, October 19, 2025

- 1 pm to 5 pm - Art Show & Sale at the Grovedale Arts and Culture Centre, with the awards ceremony at 4 pm
- 1 pm to 3 pm - Bike Tour by Bike Kingsville
- Events at Jack Miner Migratory Bird Sanctuary

Registration for the parade or market and further details can be found at www.migrationfestival.ca

Fantasy of Lights

Since it began in 1992, the Fantasy of Lights Christmas Festival has been a community event that has included celebrating the season and lighting up the Town. The Fantasy of Lights Committee of Council (Committee) supports this event while working with the Recreation Programs and Special Events manager and staff and multiple departments to make the event a success.

The Fantasy of Lights parade is one of the signature events for children and adults of all ages as they watch Santa Claus arrive in Kingsville. The 2025 Fantasy of Lights Parade is scheduled for Saturday, November 15 starting at 5:00 pm.

Following the parade, everyone is invited to Lakeside Park to watch the Lighting of the Lights Ceremony, free hot chocolate and cookies, live music, and a visit from Santa Claus. The Fantasy of Lights season will continue with the following events.

November 21 – December 20 (Each Friday, Saturday and Sunday)

- Kingsville Express Train Rides
- Hot Chocolate, Cookies
- Businesses, organizations, and families are encouraged to host an evening. In 2024 over 300 hours were volunteered over the course of 15 events.

December 1 - 25

- Light Up the Town - Decorate your house or business

December 2

- Paws & Claus - Bring your four-legged friends for a picture with Santa

December 6 and 7

- Christmas Market
- Bonfires and marshmallows

December 14

- Breakfast with Santa
- Crafts with Santa by the Optimist Club of Kingsville

Select Fridays in November and December

- Free Christmas Concert at Lakeside Park Pavilion

December 31 (New Year's Eve at the Kingsville Arena)

- Free Skating
- Fireworks

Registration for the parade, market and further details can be found at www.fantasyoflights.ca.

DISCUSSION

In 2025, we are proposing the same route for both parades.

The parade will stage at Wigle Ave. It will leave from Wigle Ave/Remark Ave/Main St intersection and head west. It will turn south at the intersection of Main St/Division. It will then 'end' at the intersection of Division St and Herrington St. Parade traffic will be directed to turn east onto Park St to access their assigned destaging areas.

When the parade begins, we will close most of the side streets from accessing Main St and Division St. The exception will be Herrington St and Park St. These two roads will remain open for as long as possible during the parade.

There will be a barricade on Division St south, preventing traffic from heading north onto the parade route, with traffic being directed through to Herrington St or Park St

Once the front car of the parade turns the corner onto Division St, the barricades will be set up at Park St and Herrington St to stop incoming traffic and barricades will be pulled off Division St southernmost entrance to allow the parade floats to continue their southbound path.

Delaying the closures of Herrington St and Park St. allows for the east-west flow of traffic in the southernmost part of Kingsville Centre for as long as possible, which has been encouraged by emergency services in past years.

This method helps improve traffic's ability to navigate around the parade and alleviates congestion around the parade area. In previous years, traffic on Lansdowne Ave and its adjacent streets was trapped until the parade passed them, which resulted in road rage incidents and distress for staff, volunteers, and participants.

When the parade must close off Park St/Herrington St, the barricades blocking Spruce St are expected to be cleared shortly thereafter, meaning Lansdowne Ave can be used to bypass the final leg of the parade route.

FINANCIAL CONSIDERATIONS

There are no financial considerations outside of the 2025 dollars allotted by Council.

The Migration Festival Event has a budget of \$20,450.

The Fantasy of Lights Event has a budget of \$36,200, which includes the parade and all events, including the New Year's fireworks.

The Recreation Programs and Special Events Team provides significant human resources for both events, as well as support from Parks, Recreation and Facilities, and Public Works.

ENVIRONMENTAL CONSIDERATIONS

All events strive to abide by the single-use plastic policy implemented by the Town.

CONSULTATIONS

- Fantasy of Lights Committee
- Migration Festival Committee
- Senior Management Team

PREPARED BY:

Shelby Gault

Shelby Gault
Community Events Coordinator

REVIEWED BY:

Karen Loney

Karen Loney, MA
Manager of Recreation Programs and Special Events

Ryan McLeod

Ryan McLeod, CPA., CA
Director of Finance and Corporate Services

John Norton

John Norton
Chief Administrative Officer



Date: February 24, 2025
To: Mayor and Council
Author: Margaret Schroeder, Manager of Financial Services
RE: 2025 Kingsville Community Grants

RECOMMENDED ACTION

That Council **APPROVE** the 2025 Kingsville Community Grants Awards detailed in Schedule A.

BACKGROUND

The Town of Kingsville's [Community Grant Fund Policy](#), revised on January 29, 2024, provides organizations with the opportunity to request grant funding to support various projects, programs or initiatives that will benefit the residents of the Town of Kingsville.

Eligible applicants must be registered charities, registered non-profit organizations or volunteer groups. Individuals, commercial entities, and publicly funded institutions are ineligible. Any religious organization must be able to demonstrate a distinct line between its community service programs and its religious activities.

The maximum grant award for any organization is \$10,000 in any given year.

DISCUSSION

Applications are received and reviewed based on the Policy's eligibility criteria.

Administration reviewed all requests with the Committee of the Whole on February 3, 2025. Schedule A attached reflects the grant amounts recommended by the Committee of the Whole to be awarded for 2025.

FINANCIAL CONSIDERATIONS

As per the Kingsville Community Grant Fund Policy, the total value of grant awards is limited to the annual budget allocation provided by Council. The approved funding envelope based on the 2025 municipal budget is \$60,000.

Schedule A includes an unallocated amount of \$12,500 which is available for future grant requests. If unused by the end of 2025, it will be carried forward in a reserve for

this purpose.

ENVIRONMENTAL CONSIDERATIONS

Certain grant applications support environmental initiatives.

CONSULTATIONS

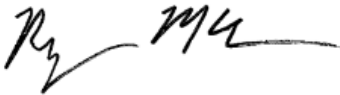
Committee of the Whole
Courtney Godfrey, Manager of Parks, Recreation and Facilities
Karen Loney, Manager of Recreation Programming and Special Events
John Norton, CAO

PREPARED BY:



Margaret Schroeder, CGA, CPA
Manager of Financial Services

REVIEWED BY:



Ryan McLeod, CPA, CA
Director of Finance and Corporate Services



John Norton
Chief Administrative Officer

2025 GRANT REQUESTS

01-112-200-60390		2022	2023	2024	2025	2025	Application Summary
ORGANIZATION:	Approved	Approved	Approved	Requested	Recommended		
1	2918 Royal Canadian Army Cadets - Kingsville				\$ 1,500	\$ 1,500	2918 Kingsville Army Cadets offer a free program for youth aged 12 to 18 years old. The Cadets are looking to more actively participate in events in the Town, such as the Migration Festival Parade, Fantasy of Lights Parade, and the Cottam Fall Fair Parade. The grant funding will go towards purchasing materials to allow 2918 to participate in these events. Purchasing candy to hand out at parades, cadet information cards, a corps banner.
2	2nd Cottam Scouts	\$ 3,000	\$ 2,000	\$ 2,000	\$ 5,000	\$ -	2nd Cottam Scouts is part of a global organization committed to promote independence for Youth starting in senior kindergarten to their late teens. The grant application requests financial support for their Scouts to attend a future Canadian Jamboree (for example, the Pacific Jamboree set for 2028). This is a sizable effort to support that will take multiple years to gather funding. They expect to have approximately 15 Scouters/Youth attend, with costs of more than \$75,000.
3	2nd Cottam Scouts				\$ 5,000	\$ 2,500	2nd Cottam Scouts provides activities for youth between the ages of 5 - 18. The cash grant will fund an increase in the programming of 33%, resulting in more camps and scouting opportunities, to develop first aid, canoe, bushcraft, and other skills etc.
4	2nd Kingsville Scouts	\$ 2,000	\$ 2,000	\$ 5,000	\$ 5,000	\$ 2,500	2nd Kingsville Scouts provides activities for youth between the ages of 5 - 18 within the Town of Kingsville. The grant will be used to replace damaged shelters that are used at meetings and camps for the youth to eat and cook under. Shelters are also used at volunteer and fundraising events throughout the community.
5	Arts Society of Kingsville (A.S.K.)	\$ 6,440	\$ 5,000	\$ 2,500	\$ 10,000	\$ 7,500	A.S.K promotes the arts and artisan crafts to enrich local cultural life and to connect artists with the community. The cash grant will fund the continuation of the Creative 55 Arts Hub at the Carnegie Arts and Visitor Centre. The program offers seniors with opportunities to try their hand at various art mediums while expanding their appreciation of art with professional visual artists, writers, and artisans. ASK programs in development include a Children's Program for children of all economical backgrounds to learn transferable skills through the job of art. An Arts Hub for Migrant Workers will create a space where these vital individuals can showcase and share their unique artistic talents and perspectives with the broader community while expanding their experience in various art mediums. Each of these initiatives are a piece of the holistic whole that serve ASK's mission to promote the arts and artisan crafts to enrich local cultural life and connect artists with the community.
6	BIA - Facelift Grant	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	The BIA supports local businesses in the Town of Kingsville. This grant will assist BIA members with façade improvements to ensure the district remains an attractive place for business and tourists. The Facelift grant will cover 50% of the cost of improvement projects to a maximum of \$750 per application. The BIA matches the Town's Funding to this program.
	Cedar Island Yacht Club	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ -	
7	Discovery School - Based Child Care Program of Kingsville Inc.				\$ 10,000	\$ -	Discovery is non-profit organization that provides child care programs in the Town of Kingsville. The cash grant is being requested to start-up a program that may fall under the category of social and community services, or youth programming. This funding will provide Crisis Prevention Institute training (non violent crisis intervention), equipping staff with problem-solving and decision making skills, and training led by a Global Professional Instructor.
8	Erie Shores Health Foundation			\$ -	\$ 10,000	\$ -	Erie Shores Health Foundation works to raise funds for Erie Shores HealthCare as well as the Hospice and Erie Shores Campus. This grant request will directly support making critical advancements to patient care, as well as supporting the cost of the necessary updates required to grow our dated Hospital. Examples of ongoing projects include MRI project, Urology, the expansion of beds and Chemotherapy services at Erie Shores HealthCare.
	Erie Shores Quilters Guild	\$ 1,800	\$ 2,520		\$ -	\$ -	
9	First Baptist Kingsville				\$ 2,500	\$ 2,500	First Baptist Kingsville provides a free monthly community meal to area residents who are facing hard times. Approximately 150-200 meals are served at each event. The average cost of a meal is \$1,300. The applicant is requesting funding for two meals.
	Jack Miner Migratory Bird Foundation	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	

2025 GRANT REQUESTS

01-112-200-60390		2022	2023	2024	2025	2025	Application Summary
ORGANIZATION:	Approved	Approved	Approved	Requested	Recommended		
10	Kingsville and Essex Assoc. Band	\$ 5,000	\$ 4,000	\$ 4,000	\$ 20,000	\$ 10,000	<p>The Kingsville and Essex Associated Band is a marching band that includes all ages. The grant will support the 2025 operating costs such as insurance, instructors, repairing/replacing instruments and the hardware to carry them, uniform costs (the band is currently wearing golf shirts/hats in summer, hooded sweaters with the bands name on them) and new this year winter jackets with the bands name on them. The Band is requesting \$10,000 in addition to the official grant application towards band uniforms as the band is struggling with replacing uniforms that were destroyed in a house fire 10 years ago.</p> <p>RECOMMEND - The 2025 grant be awarded with the guidelines that the monies are split as such: \$6,000 towards the purchase of new uniforms and \$4,000 towards annual operating costs.</p>
11	Kingsville Friendly Club				\$ 6,000	\$ -	<p>The Kingsville Friendly Club is an organization for members aged 55+ to meet and play card games. The grant is requested to purchase armed chairs for the user to use instead of the folding chairs at the Unico Building while the Club meets every Tuesday and Friday afternoon to play card games. The armed chairs will reduce the risk of a person injuring themselves.</p>
	Kingsville Community Food Bank			\$ 2,000	\$ -	\$ -	
	Kingsville Community Centre	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	
12	Kingsville Horticultural Society	\$ 8,000	\$ 4,000	\$ 2,000	\$ 2,000	\$ 2,000	<p>Kingsville Horticultural Society is registered with the Ontario Horticultural Association and provides services of maintaining a number of gardens and planters in Kingsville. The cash grant is to expand a Garden Tour that was members only in 2024 but hopes to expand to a community event in 2025.</p>
	Kingsville Lion's Club	\$ 5,000	\$ 4,000	\$ 2,000	\$ -	\$ -	
	Kingsville Pickleball Inc.	\$ 10,000	\$ -	\$ -	\$ -	\$ -	
13	Migrant Worker Community Program	\$ 5,000	\$ -	\$ -	\$ 10,000	\$ -	<p>MWCP is a charitable organization dedicated to supporting migrant workers as they adapt to life in Canada. The program focuses on ensuring that there is help available to this community, and if there is not, MWCP attempts to fill these gaps. For example, providing a mobile dental clinic, provide health information and services such as blood-pressure tests, audition tests, heart health exams, etc. The Program also provides English classes, interpretation and translation services to help in setting up medical appointments, vaccination clinics, therapy sessions, Service Canada appointments, etc. Virtual Mental Wellness program, organizing recreational events, tailored mental wellness program, etc. Also, providing evening after hours services to better accommodate the migrant workers busy schedules.</p>
	Migration Hall	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	
14	UMEI Christian High School			\$ -	\$ 10,000	\$ -	<p>This grant request is to help fund a new Thrift Store that aligns with UMEI's mission of community service and outreach. The Thrift Store will cater to the Kingsville community, including its migrant worker population, by offering quality products at affordable prices. The proceeds will support UMEI Christian High School, and we are committed to regularly donating a portion of the profits to local charities in Kingsville. They will be looking to purchase or lease a building in Kingsville's commercial district, and renovate this building as required to commence operations with an anticipated opening date of September 2025.</p>
15	Unite Her Soccer League				\$ 2,500	\$ 2,500	<p>Unite Her will be a soccer program aimed at adolescent and teen girls in the Kingsville community and surrounding area. According to the applicant, there is currently no 'girls only' soccer offering in Kingsville. The program is expected to cost approximately \$10-\$15k in year 1. With assistance from this grant the applicants are confident they can fundraise the remaining amount within our community.</p>
	Ursa Major Learning Services and Center			\$ 4,000	\$ -	\$ -	
16	Rotary Club of Kingsville Southshore	\$ 2,500	\$ 4,000	\$ 1,000	\$ 1,500	\$ 1,000	<p>Kingsville Town Clean Up in April 2025. Club annually organizes and facilitates a project to clean the town in honour of Earth Day and as one Rotary's areas of focus.</p>
17	Rotary Club of Cottam (Kingsville)		\$ 4,000	\$ 5,000	\$ 10,000	\$ 7,500	<p>The cash grant is to fund the 61st Annual Fall Fair and Horse show in 2025. The grant will cover the costs for the children's activities, interactive and inclusive educational activities, porta johns, pony rides, audio and visual rental equipment, petting zoo, and entertainment at the event.</p>

2025 GRANT REQUESTS

01-112-200-60390		2022	2023	2024	2025	2025	Application Summary
ORGANIZATION:	Approved	Approved	Approved	Requested	Recommended		
18	Royal Canadian Legion - Branch #188		\$ 6,000	\$ -	\$ 10,000	\$ 3,000	The grant requested is for repairs for the Cenotaph (concrete repairs, mortar, acid wash and stone sealer to fix and repoint and update the existing Cenotaph). Also, the monies will be used to extend and update the existing patio for additional capacity and accessibility requirements. Railings around the patio. RECOMMEND - That the 2025 grant be awarded to the repairs of the Cenotaph.
	Shooters Photography Club		\$ 1,000	\$ -	\$ -	\$ -	
19	The Canadian Transportation Museum and Heritage Village/Community Beautification & Protection/Preservation of the Environment			\$ -	\$ 10,000	\$ -	The grant requested is to focus on the conservation and restoration of the 1877 Map of Essex County, Ontario, created by Henry Francis Walling and published by R.M.Tackabury. Overtime, the map has suffered from wear and tear, and the goal of this project is to restore and preserve it for future generations. This project addresses Category 3: Historical, Arts & Cultural Events or Organizations, as it serves to gather, document, preserve and maintain information and artifacts.
	Jack Miner Migratory Bird Foundation		\$ 16,480		\$ -	\$ -	
	Unallocated (Reserved)	\$ 2,500		\$ 3,000		\$ 12,500	
		\$ 78,740	\$ 82,500	\$ 55,000	\$ 136,000	\$ 60,000	



Date: February 24, 2025
To: Mayor and Council
Author: Kyle Davis, Water Operations and Compliance Technician
RE: 2024 Drinking Water Summary Report

INFORMATION REPORT

BACKGROUND

The purpose of this report is to inform stakeholders and satisfy the regulatory requirements of the Safe Drinking Water Act (SDWA) and O. Reg. 170/03- Drinking Water Systems Schedule 22. Specifically, that a report is presented to system owners no later than March 31 of each year, providing an overview of activities in the distribution system for the preceding calendar year. In conjunction with the Annual Reports submitted by Union Water Supply System (UWSS) found as Appendix A, a comprehensive overview of Kingsville's potable water system will be presented.

DISCUSSION

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

Municipal Drinking Water License & Drinking Water Works Permit Renewal

The Town of Kingsville's Municipal Drinking Water License (MDWL) and Drinking Water Works Permit (DWWP) were due for renewal in 2024. The MDWL and DWWP are a set of special conditions that are specific to Kingsville's distribution system and dictate procedures and policies required by the MECP to maintain the distribution system. This process triggered the necessity to review and possibly update the Town's water rates through 2034. This ensures the municipality can continue to fund the maintenance required to supply potable water to its residents. In September the renewals were received and are valid until 2029.

Conformance Audits (Annual)

Conformance audits compare Kingsville's Operational Plan to the requirements of the Ministry's DWQMS. The objective of the audit is to ensure conformance with the standard and promote continuous improvement of the Operational Plan. During the inspection, an auditor may issue a non-conformance. This occurs when a deficiency is discovered between what is required under the DWQMS and what is documented in the Operational Plan. For each non-conformance, root cause analysis is performed to determine the underlying cause of the issue and methods for addressing them within specified completion dates.

External Conformance Audit Results

Intertek - SAI Global conducted an annual conformance Audit on May 31, 2024. The audit was intended to gather the information necessary for Intertek - SAI Global to assess whether accreditation of the DWQMS can continue. This is conducted on a five (5) year cycle and requires management to gather a multitude of documents. During this inspection, the auditor identified Six (6) Major non-conformities related to Document and Records Control, and three (3) Major non-conformities related to Continual Improvement. To address each issue, a root cause analysis was done, and then staff made improvements to all of the relative documents. The final step to closing the non-conformities to the auditor's satisfaction was to analyze each NCR's for their effectiveness in solving the issues. The auditor was satisfied prior to the end of 2024 with all aspects of closing out the identified non-conformities therefore the auditor determined that Kingsville's Operational Plan is effectively implemented and meets the requirements of the DWQMS.

Internal Audit Results

Internal audits are designed to assess the effectiveness of operations, identify non-conformities, and assist in the continual improvement of Kingsville's Operational Plan. Kingsville's Internal QMS Audit Report was completed on December 16, 2024, with assistance from Ontario Clean Water Agency (OCWA). The auditor did not identify any non-conformities and three (3) OFI's. Management will attend to the improvements when time allows. The audit determined that Kingsville's quality management processes can consistently produce and distribute drinking water that meets applicable standards.

Management Review

As specified in Kingsville's Operational Plan, administration must complete an annual review of system activities and share the results with the system owner (Council). The Management Review was completed on November 18, 2024. A copy of the meeting minutes and associated action items can be reviewed in Appendix B.

To summarize system maintenance activities in 2024, work was done on our assets to help prevent failure, improve efficiency, and extend the life of our infrastructure. This

maintenance can generally be performed by our operators while the system is in operation. We have created an Annual Maintenance schedule which tracks Valve Operating, Fire Hydrant Maintenance and Dead-End Flushing.

Risk Assessments & Infrastructure Planning

The MECP maintains a list of hazardous events that have the potential to impact municipal drinking water systems. Kingsville’s Operational Plan establishes methods for identifying and evaluating the significance of these dangerous events and how they may affect drinking water quality or supply. Risk Assessments include reviewing processes, procedures, sample results, service interruptions, and emergency response procedures. The annual Risk Assessment and Infrastructure review meeting was completed by management and staff on June 12, 2024, and there were no deviations from critical control points or hazardous events within the distribution system that posed a threat to the public which included the newly added cyber security threat assessment. As a result, it was determined that Kingsville’s risk assessment protocols are up-to-date and effective. The minutes from the June 12, 2024, meeting are attached as Appendix C.

The DWQMS also requires municipalities to incorporate Risk Assessment outcomes into infrastructure capital planning. It is mandatory to forecast major infrastructure maintenance, rehabilitation, and renewal activities based on the severity and likelihood of the hazardous events identified within the Risk Assessment tool. This long-term forecast must be reviewed by administration once per calendar year. Public Operations in consultation with the Engineering Department incorporated the Risk Assessment protocols outlined in Kingsville’s Operational Plan into the 5-year capital plan for buried infrastructure. Projects completed in 2024 and those identified for future rehabilitation are as follows:

Year	Projects	Risk Assessment Analysis
2024	Owenwood Dr/James Ave/Katrishe Cr/Heritage Rd (Greenway to Main)	- Aging infrastructure - Low Pressure
2025	Woodfern Ave/Peach Dr/Willow Dr	- Aging infrastructure - Low Pressure
2026	Queen Blvd/Prince St/Lee Rd	- Aging infrastructure - Low Pressure
2027	Victoria St (Cty Rd 34 to Fox St)/Heritage Rd/Herrington to Bayview and Queen in between	- Aging Infrastructure
2028	Cherrywood Ave/Melbourne St/Elm St	- Pipeline/water main break
2029	Palmer/Westlawn/Cameron, Laurel (Elm to Mill) Elm (Division to McDonald)	- Aging Infrastructure - History of watermain breaks

***Note: The table above is taken from Kingsville’s 5-Year Capital Planning and is subject to change as underground infrastructure deteriorates and funding levels fluctuate. Some projects may be postponed to a later date, while others may be prioritized as urgent.*

In 2024 there were six (6) watermain breaks in Kingsville’s standalone water distribution system, none of these events caused MECP or Health Unit Advisories to be put in place. The six (6) watermain breaks caused approximately 42.5 hrs of total service interruption to approximately 180 total residences. Also in 2024, there were six (6) Watermain breaks in the UWSS owned watermain. Two (2) of these watermain breaks caused one (1) “Boil Water Advisory” affecting approximately 75 Kingsville residents from July 25th until July 29th.

MECP Compliance Inspection

The primary purpose of an MECP inspection is to confirm compliance with relevant legislation and evaluate conformance with Ministry drinking water policies and guidelines. Inspections include reviewing treatment processes, distribution system components, operations, manuals, consumer relations, staff certification, and overall water quality. Provincial officers may enter municipal property at any reasonable time to conduct these inspections. Traditionally, the MECP conducts them annually, with an unannounced inspection occurring once every three (3) years.

The MECP has not completed their 2024 inspection to date. We anticipate it will take place in the first half 2025.

FINANCIAL CONSIDERATIONS

The Re-accreditation audit performed by SAI Global/Intertek cost \$3,163.95, and support from OCWA to complete the Internal Audit cost \$950.00.

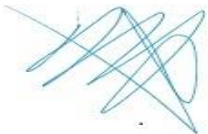
ENVIRONMENTAL CONSIDERATIONS

None

CONSULTATIONS

Environmental Services Staff
SAI Global Ltd.
Ontario Clean Water Association
Union Water Supply System

PREPARED BY:



Kyle Davis, C.Tech.
Water Operations and Compliance Technician

REVIEWED BY:



Erica Allen, C.Tech.
Manager of Public Works and Environmental Services

REVIEWED BY:



Shaun Martinho, HBSc, MBA
Director of Public Operations



John Norton
Chief Administrative Officer



Ontario Clean Water Agency
Agence Ontarienne Des Eaux



Annual Performance Report

Kingsville Distribution System

Drinking Water System # 220003403

2024

Prepared for the Corporation of the Town of Kingsville

By the Ontario Clean Water Agency

ANNUAL REPORT

Drinking Water System Number:	220003403
Drinking Water System Name:	Kingsville Distribution System (Union WSS)
Drinking Water System Owner:	The Corporation of The Town of Kingsville
Drinking Water System Category:	Large Municipal Residential
Period being reported:	01-January-2024 to 31-December 2024

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

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

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

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

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

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method ___ as, and when requested

Describe your Drinking Water System

Distribution only.
 Water Distribution Class II serving approximately 19,781 people through 8242 residential service connections from approximately 321 km's of distribution watermain

List all water treatment chemicals used over this reporting period

N/A

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

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

Road 2 Reconstruction / Watermain = \$15,513
 Water Metre Upgrade Project = \$3,624,321
 Banner Subdivision Watermain Replacement – ICIP Grant = \$796,746
 South West Watermain Engineering = \$6,182
 Fleet – International Dumptruck = \$56,005

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

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
July 25, 2024	Low Pressure	Pressure <20 psi	psi	BacT Samples	July 29, 2024

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

	Number of Samples	Range of E. Coli Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	See annual report for the Union Water Supply System # 210000853				
Treated	See annual report for the Union Water Supply System # 210000853				
Distribution	463	0-0	0-0	204	<10 - 70

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

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity	Please see the Annual Report for the Union Water Supply System # 210000853		
Chlorine	619	0.73 - 1.81	mg/L
Fluoride (If the DWS provides fluoridation)	N/A		

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

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

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

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

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Nitrite (N)	08-Jan-2024	<0.05	mg/L	No
Nitrate (N)		0.47	mg/L	No
Ammonia N-Total		<0.05	mg/L	No
Nitrite (N)	03-Apr-2024	<0.05	mg/L	No
Nitrate (N)		0.68	mg/L	No
Ammonia N-Total		0.12	mg/L	No
Nitrite (N)	03-July-2024	< 0.05	mg/L	No
Nitrate (N)		0.37	mg/L	No
Ammonia N-Total		<0.05	mg/L	No
Nitrite (N)	02-Oct-2024	<0.05	mg/L	No
Nitrate (N)		0.12	mg/L	No
Ammonia N-Total		<0.05	mg/L	No

Summary of lead testing under Schedule 15.1 during this reporting period

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

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Plumbing	N/A	N/A	N/A	N/A
Distribution - Lead	N/A	N/A	N/A	N/A
Distribution - Alkalinity	8	84 – 92	mg/L	N/A
Distribution - pH	8	7.31 – 7.50	N/A	N/A

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

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
THM	Annual Average	27.5	ug/L	No
HAA	Annual Average	10.2	ug/L	No

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

Parameter	Result Value	Unit of Measure	Date of Sample
None			



MEETING MINUTES

Subject: DWQMS – Management Review Meeting 2024
Date: November 18, 2024
Location: Town Hall – Committee Room A

Attendees

<u>Name</u>	<u>Position with the Town of Kingsville</u>
Shaun Martinho	Director of Public Works
Tim Del Greco	Senior Manager of Capital Projects & Engineering
Erica Allen	Manager of Public Works & Environmental Services
Jerell Penales	Development Engineer
Chris Ruthven	Supervisor of Environmental Services
Kyle Davis	Water Compliance & Operations Tech
Alexandra Bajan	Office Support – Public Operations

Discussion

<u>Item #</u>	<u>Topic of Discussion</u>
A	Incidents of Regulatory Non-Compliance <ul style="list-style-type: none"> - None to report, no AWQI's to report
B	Incidents of Adverse Drinking Water Tests <ul style="list-style-type: none"> - None to report - Precautionary BWA placed by UWSS on Cnty rd 34 due to multiple watermain breaks in the summer due to low pressure not water quality - Watermain Commissioning usually no testing on background, just test T & E coliforms, BH and KD had one instance of elevated background sample from initial commissioning sample and a re-sample was ordered after flushing, re-sample came back low for background. If testing for background and its above threshold, should re-sample. KD to look at the SOP if mention of background or not.
C	Deviations from CCP Limits and Response Actions <ul style="list-style-type: none"> - No water quality complaint. - Under CCP, we have failure to maintain target secondary disinfection. The CCP limit and our trigger in our OP is .25. This was increased to .05 based on recommendations from 2 consecutive audits. As per audit recommendation, they were to be moved above the ministry's of .2 - If we do trigger our critical control point limit in the distribution system at .25 free chlorine, our target limit to restore the chlorine to .80 free

	<ul style="list-style-type: none"> - Operators will flush until they receive recovery results. - 2 BacT samples were done that came back with lower chlorine than 1.00 that KD observed from UWSS sampling: chlorine is being kept elevated compared to historical data and experience. Flushing activities and water usage are contributing to this.
D	<p>The effectiveness of the risk assessment process</p> <ul style="list-style-type: none"> - Meeting was on June 12, 2024, and there are no outstanding actions - The required action items were to investigate the risk assessment cybersecurity threat analysis by EA, SM and KD. It has now been added to the OP. - Updated financial plan was under review for management: has been reviewed before it got adopted by council. Council adopted.
E	<p>Internal and third-party audit results</p> <ul style="list-style-type: none"> - 2 repeat non-conformities found: document control process continues to be ineffective (2020 and 2023 repeat findings) & the process for management of QMS Corrective Action is not being followed. - Document control process continues to be ineffective (2020 and 2023 repeat findings): first step is to write a non-conformity report and issue back to auditor. Dates were incorrect in the OP, description and the procedures for risk assessment wasn't current. - The risk assessment was updated and was lumped with the infrastructure review meeting. Few SOPs were contradictory in identification. - The process for management of QMS Corrective Action is not being followed: as per meeting with BH, KD, and EA, a corrective action plan was agreed upon. - Sec 21 corrective continual improvement of the OP is not being followed to complete the corrective actions – why? - Underestimation of time needed to complete these additional tasks within the previous existing staff in current responsibilities – why? - Correction and correction and responsibilities were assigned to specific roles, however, not able to follow up due to staff shortage, management was back filling multiple positions within the departments – Why? - Management identified staffing needs in your past environmental services, compliance needs, however, due to resources and other positions outside the department were filled in priority. - 2024 budget allowed for resources made available for hiring a new position for environmental service compliance and conformance, OP needed to be updated, compliance tracking review needed to be scheduled, and the municipal drinking water license had to be managed. - O.P was just endorsed two weeks ago by counsel, all is now concluded, and it will close off these corrective action reports, KD will send to the external auditor.
F	<p>Results of Emergency Response testing</p> <ul style="list-style-type: none"> - Management was notified of operator sessions with SOP review and updates - SOP were updated: KD and BH had multiple sessions with the operators where SOPs were reviewed, to make sure there aren't any deficiencies, delinquencies, updates to

	<p>anything that has changed. Where procedures were required to be updated changes were made.</p> <ul style="list-style-type: none"> - Valving exercise to go over with CR and KD for the new watermain going under HWY 3 - Critical watermains (frequency of failure): would help to know what valves need to be isolated in case of a break – McCain, Heritage, Cottam, exercise to be completed and brought to infrastructure review meeting for potential missing watermains being identified in the 5 yr / 10 yr capital works projects
<p>G</p>	<p>Operational Performance</p> <ul style="list-style-type: none"> - Locate increasing potential for operators an amount of incoming fiber projects: possibly 20 fiber projects in for 2024 - 2025 - Utility Locator position – part of the new budget (unaware if approved or not as of now) - KD to have negotiations with Ontario OneCall and Explorenet: what timeline do we negotiate for initial locates? 7day, 10day. Relocate at 70days currently. - Digitization of environmental forms slowly moving into Laserfiche as GIS layers are developed. Currently only hydrant maintenance is live on GIS with automatic storage to LaserFiche, all others including watermain commissioning, watermain repair, flushing, valve turning and hydrant winterizing. All forms will be moved to Laserfiche instead of paper copies. - Hydrants in GIS, operators can access hydrant information and submit back to KD, if approved, will go in LaserFiche. If rejected, it will go back to CR with written comments regarding what the problem may be that the operators have to identify/fill. - Roger working on adding a flushing layer in GIS: all flushing points will be identified with a yellow diamond, which will provide location, and any other information required. - Hydrant inspections: a layer will be added to GIS, once hydrant gets flushed and winterized, the hydrant goes from red to green, Roger is still working on it and hopeful for 2025 fall season. - How will inspections be tracked? Green means inspected, red means it was not done. - Valve turning will be last on the list. Valve turning has been subcontracted out. SM provided Rogers with spreadsheets/maps/coordinates to GPS valves: still in progress. - Meter installs plans and systems: commercial- rate of flow messed up by Neptune meter install on a select few by removing the compound meter, plan in place to fix, we will have to take some of the costs, a mag meter of appropriate size will be purchased and installed. <p>Residential: this year the winterization of hydrants was a late start, meters workorders were put on hold. Badgers are having issue in Retrofits, 200ish left to change/update. Once distribution maintenance is done, we go ahead with changing/replacement meters. Billing issues, Shaun to talk to Neptune as we don't get accurate readings. We get negative flow, possibility of bad badgers or because we bill quarterly. Training to be provided to staff – Shaun to discuss with Dave from Neptune</p> <ul style="list-style-type: none"> - Room for improvements: Staff training from Neptune, device that Neptune was using – to discuss with Neptune to purchase at least 2 devices for staff including cellphones and software.

H	<p>Raw water supply and drinking water quality trends</p> <ul style="list-style-type: none"> - No items of concern from Union Water, no taste complaints, no algae problems were notified about. - We are going to have to do fuel tank inspections for our source water protection through our municipal drinking water license, if our systems meet current code with their proximity to watercourses then we feel they are secure and of minimal threat to source water. This will hopefully be completed by our field supplier, inspection of our Town Hall and Marina facilities.
I	<p>Follow action items from previous management review</p> <ul style="list-style-type: none"> - End of the year KD will compile all the Effectiveness of Actions which will be covered in the next compliance tracking review. - Compliance tracking spreadsheet – continuing review and updating by KD - KD to pair up with EA to get the summary report to council by Feb 28.
J	<p>The status of management action items identified between reviews, including quarterly review of compliance tracking spreadsheet</p> <ul style="list-style-type: none"> - Re-occurring OFI from Internal and External Audits: a hard copy should be available at the township, and a copy should be posted online – confirm if online already. - OP will be available on the website and can be requested at the front office counter if a paper copy is needed by the public. Determine suitable place to have a paper copy for reading in the front counter area.
K	<p>Changes that could affect the QMS within Kingsville</p> <ul style="list-style-type: none"> - The water compliance operations tech position was filled in March 2024 - Updated OP into council was endorsed Nov 4th and a signed copy is live – KD to verify it was posted online.
L	<p>Consumer feedback</p> <ul style="list-style-type: none"> - Complaints about the water meter program surrounding RF frequencies and increase in bills observed which have been explained and dealt with as they come in. - Restorations aren't being done in a timely manner after a water curb stop is replaced. Hole filled with clear stone. CR to change to sand and topsoil backfill so that topsoil does not get rinsed away into the clear stone. - List of restorations to be done is kept with AB and forwarded onto CR now that the Supervisor position is full.
M	<p>The resources needed to maintain Kingsville QMS</p> <ul style="list-style-type: none"> - MDWL and DWWP renewed; OP updated. If locator position passes budget no additional resources required to maintain Kingsville's infrastructure. - SM requests a different style and format of the OP to be done in the future for the next large update, lots of municipalities moved from the old OCWA template, this to be brought up for completion during next council term. (KD action)
N	<p>The results of the Infrastructure Review</p> <ul style="list-style-type: none"> - Cast iron has become an issue – cast iron is being replaced in capital infrastructure plan. Next DI will be replaced as needed and as per identified problem areas - During watermain repairs, operators sometimes will identify as cast iron, however GIS shows AC or DI, Kyle confirms with operators and gets the updates to GIS to be made.

	<ul style="list-style-type: none"> - Common leakage points identified as rotting bolts on service saddles in the distribution system, JP to confirm in development manual what spec is called for regarding bolts, anodes, protective coatings and get back to CR for operating refresher training.
O	<p>Operations Plan review</p> <ul style="list-style-type: none"> - Staff training this Thursday already scheduled for other things. New staff meeting will be reviewing the new operational plan changes. - OP was endorsed by council November 4th, no additional comments from group
P	<p>Staff Suggestions</p> <ul style="list-style-type: none"> - None currently outside of meeting discussions
a.	<p>2024-2030 Financial Plan Review</p> <ul style="list-style-type: none"> - Accepted by MECP for MDWL and DWWP renewal - 2024 – 2030 Financial Plan Review > council adopted new financial budget and Management group feels it's acceptable to fund capital and maintenance projects throughout time frame
b.	<p>Risk Assessment Outcomes</p> <ul style="list-style-type: none"> - None to add or discuss, covered at Risk Assessment Annual Review
c.	<p>Effectiveness of Actions</p> <ul style="list-style-type: none"> - Effectiveness of actions from external audit to be reviewed by the end of the year by KD and CR
d.	<p>Best Management Practices</p> <ul style="list-style-type: none"> - None to discuss
e.	<p>Essential Supplies and Services List</p> <ul style="list-style-type: none"> - Appointment for a new meter supplier/service maintainer to be investigated and to discuss with Crystal Segrave, Billings Supervisor
f.	<p>Development of Summary Operations Report</p> <ul style="list-style-type: none"> - EA and KD to develop a workflow by January 31st.
	<p>Round Table</p> <ul style="list-style-type: none"> - Develop a notifying system/ protocol for disclosure and acceptance of MDWL / DWWP for contractors other than hand off during project initiation meetings> Jerrell updated NSF requirements in the Manual as per MDWL / DWWP requirements. Developers to have copies onsite during infrastructure construction.



Meeting Minutes

Purpose: This meeting is part of the DWQMS annual requirement for Kingsville's Management Review.

Action Item Summary

<u>Item #</u>	<u>Required Action</u>
1	SM to inquire from Neptune if office staff can get training on Neptune 360 & if town can acquire 1 or 2 Neptune devices for the Water Operators.
2	KD to compile all the Effectiveness of Actions by the end of the year for SM
3	KD to pair up with EA to get the summary report to council by Feb 28
4	KD to confirm if a copy of the newly endorsed OP is available online. A hard copy to be kept with the township at the front desk, EA, CR and SM to have hard copies distributed for their offices.
5	KD: Different style and format of the OP to be completed during next term of council or earlier.
6	JP: To get development manual requirements for water appurtenances installation to CR for operator review

The foregoing is a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately



MEETING MINUTES

Subject: DWQMS – Infrastructure & Risk assessment Review

Date: June 12, 2024

Location: Town Hall – Committee Room A

Attendees

<u>Name</u>	<u>Position with the Town of Kingsville</u>
Shaun Martinho	Director of Public Works
Tim Del Greco	Senior Manager of Capital Projects & Engineering
Erica Allen	Manager of Public Works & Environmental Services
Jerell Penales	Development Engineer
Laura Anthony	Office Support
Kyle Davis	Water Compliance & Operations Tech

Discussion

<u>Item #</u>	<u>Topic of Discussion</u>
1	Infrastructure Review – 5yr Plan annual review
2	Risk Assessment Review – Annual Review
3	Risk Assessment discussion for cyber security
4	Round Table

Meeting Minutes

Purpose: This meeting is part of the DWQMS annual requirement for Kingsville’s Infrastructure and Risk Assessment.



1. Infrastructure Review – 5yr Plan annual review

- Infrastructure plan was reviewed, room agreed that plan seems sufficient, the supervisor was absent from the meeting however sent an email in advance to address concerns of reoccurring main break areas. All of his concerned areas are included in the current Infrastructure plan.

2. Risk Assessment Review – Annual Review

- The current online version of the RA was reviewed by all. No additional comments or assessment was deemed required at this time. It was noted that with an updated MDWL being issued soon there may be new conditions in there that may required an RA for consideration.

3. Risk Assessment discussion for cyber security

- The current Risk Assessment was reviewed and found to not include the cyber security threat assessment in the Online posted version. Shaun will look for his files for an update RA for cyber security that he and Erica did perform and get back to KD with it.

4. Round Table

- The updated Financial Plan and Rate Study, when released should be reviewed by the infrastructure team to ensure that all medium term infrastructure needs are securely funded.

Action Item Summary

<u>Item #</u>	<u>Required Action</u>
1	Investigate RA cybersecurity threat analysis by EA and SM - KD
2	Add updated financial plan review for Management Review meeting Item

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.



COMMITTEE MINUTES

JANUARY 14, 2025, 6:15PM
CARNEGIE ARTS & VISITORS CENTER

A. CALL TO ORDER

Tony Gaffan called the Meeting to order at 6:15p.m. with the following Members in attendance:

MEMBERS OF BIA BOARD:

Tony Gaffan – Vice-Chair
Councillor Sheri Lowrie
Roberta Weston
Delilah Carreira
Amanda Everaert - Late
Abby Jakob - Late
Maria Edwards

MEMBERS OF ADMINISTRATION:

Jodie McIntyre

MEMBER(S) OF TOWN:

Sue Rice – Town Liaison

ABSENT:

Jason Martin – Chair
Heather Brown

GUESTS:

1. Shaun Martinho

B. LAND ACKNOWLEDGEMENT

Counsellor Lowrie read Land Acknowledgement.

C. DISCLOSURE OF PECUNIARY INTEREST

Tony Gaffan 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.

D. PRESENTATIONS/DELEGATIONS

1. Shaun Martinho – Flower Program 2026
 - Shaun attended to allow the Board to ask questions regarding the potential of the Town of Kingsville taking over the flower program.
 - The intent is to leave the program as status quo.
 - Cost savings by the Town could lead to expansion of the program.
 - The BIA would be consulted during the RFP process each year.
 - More RFP bidding could happen due to the Town providing the watering.
 - Next Steps:
 - Shaun will gather some financial data.
 - Discuss regarding current assets.
 - Decision to be made by July.

E. AMENDMENTS TO THE AGENDA

1. NONE.

F. ADOPTION OF ACCOUNTS

BIA-551-2025 Moved to receive the accounts ending NOVEMBER 2024 by Amanda Everaert and seconded by Abby Jakob.

CARRIED

G. STAFF REPORTS

BIA General Manager (GM) presented highlights from her report, incorporating the key elements of the KBIA Strategic Plan.

HIGHLIGHTS:

- CHRISTMAS AT THE CARNEGIE BIA DOLLAR GIVEAWAY
 - Presented Miller’s Bakery with \$100 the winner Nicole with \$400 in BIA dollars. We had 29 businesses participated and 350 ballots dropped off at the Carnegie
- CHRISTMAS AT THE CARNEGIE EVENT
 - Higher attendance than previous year, DJ was successful, the 360-degree photo op., the hockey game & the Grinch were a success.
- . CHRISTMAS PROMOTION

- December 17th and 18th. Gave away \$100 each day to a Facebook & Instagram winner. Winners were from Kingsville, Essex & Windsor.
- . SOUND SYSTEM UPDATE
 - Speakers in front of 15 Main St. W. aren't working. 3 access points are not working. It would cost \$1,148 to replace them or we could move one of the access points at a lesser cost.
 - NEXT STEPS: Determine why all 3 access points went out at the same time and price the units independently.
- . UPCOMING
 - JANUARY 20TH – Blue Monday Social Media giveaway – BIA Dollars
 - FEBRUARY 6th & 7TH - Shop Local Giveaway Promotion – Social Media – BIA Dollars
 - FEBRUARY 25TH - AGM
 - OBIAA CONFERENCE – March 30th – April 2nd – Collingwood – Some Board members may attend.

Upcoming projects were discussed.

H. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. NONE

I. MINUTES OF THE PREVIOUS MEETING

BIA-552-2025 Motion to receive the minutes by Roberta Weston, seconded by Maria Edwards.

CARRIED

J. NEW AND UNFINISHED BUSINESS

1. Advertising – Daytripper & TWEPI

BIA-553-2025 Motion to purchase an ad in the Daytripper for \$1425 + tax by Maria Edwards, seconded by Delilah Carreira.

CARRIED

- The BIA will allocate advertising dollars to the Daytripper and the Town of Kingsville will be allocating advertising dollars to TWEPI to ensure Kingsville is represented in both publications.

2. AGM Committee Update

- LOCATION: Pelee Island Banquet facility
- DATE: Tuesday, February 25th, 2025
- TIME: Doors 6pm, Meeting 6:30pm, Post Mix & Mingle
- THEME: Keep the “Together Makes Us Better” theme.
- FOOD: Heather to ask EDDK again.
- MEMBER GIFT: Sourcing small notebook type gift
- GAME: Will be utilized in place of a guest speaker this year.
- MILESTONE ACKNOWLEDGEMENTS

BIA-554-2025 Motion to increase AGM budget from \$1200 to \$2500 by Roberta Weston, seconded by Abby Jakob.

CARRIED

3. BIA Dollar Program Update

- 72% of BIA dollars have been redeemed. We are perfectly balanced. 45 % of the dollars are being spent on Fitness & Activities
- BIA will post on social media and in the newsletter to let the public and businesses know the dollars expire on February 28th, 2025.

4. Storage Container Insurance

- Our storage container broke in twice since moving it to Glen Knights. Nothing was stolen
- Quotes were gotten for contents insurance.
- NEXT STEPS: See if the container is equipped to accommodate a lock that can't be cut and if not the cost to set it up as such.

BIA-555-2025 Motion to purchase and equipped a non-cutttable lock if cost is less than the insurance quote of \$300 by Abby Jakob, seconded by Roberta Weston.

CARRIED

5. Facelift Grant Review

BIA-556-2025 Motion to increase the Facelift Grant amount from \$750 to \$1000 by Delilah Carreira, seconded by Abby Jakob.

CARRIED

6. My Main Street Grant Update

- Light toppers and “K”s are up and we have received a lot of positive feedback.
- Seasonal lights (spring/summer & fall/winter) lights will be going up between Heritage Rd. and the main core and approximately Emily Ave.
- Lights are up at the Carnegie, more to come.
- Planters were not able to be purchased for the 4-corners but could be a future BIA initiative.
- Radio ads & print ads were purchased for the Walk the Block campaign.
- Step in Time project has been very successful.
- The chalk art during events has been very successful and could be a potential collaboration between the Town, the BIA and ASK for future events

BIA-557-2025 Motion to extend the meeting by 15 minutes by Roberta Weston, seconded by Abby Jakob.

CARRIED

K. OTHER REPORTS

1. **FINANCIAL COMMITTEE** – Delilah & Tony
 - No new report
2. **BEAUTIFICATION COMMITTEE** – Maria & Amanda
 - No new report
3. **PROMOTIONS COMMITTEE** – Jason & Abby
 - No new report
4. **PERSONNEL COMMITTEE** – Roberta & Heather
 - No new report
5. **COUNCIL REPRESENTATIVE** – Sheri Lowrie
 - November 25th – council - Fees – water and sewer rates, development charges, fees and charges, community risk assessment
 - December 9th – Drainage information, highway widening project
 - December 11th – Budget - Increased taxes but because of money received from the government to help us with the increase in the OPP salary it was able to keep our tax percentage reasonable.
 - January 12th - Deferred the 6-story discussion until Feb 10 with a full council, approved rate increases for BLRH to cover cost of that license program and approved \$10k a year to military museum.

- Haven't been able to go on a walkabout with Jodie in December or yet in January but we are working on finding a time in our schedules to work.
- QUESTION: Anything the council can do about the recycling problem, especially on Chestnut St. This is a County program, and recycling isn't getting picked up or businesses are putting it out at the wrong time. Sue Rice will investigate whether there have been any complaints submitted to the Town.

6. TOWN LIASON– Sue Rice

- The Town of Kingsville is looking to highlight women in business, particularly in the spring which is a slow tourism time. They will be meeting with The Drive magazine to do a feature story and would like to do an event around this topic. This is something the BIA would be interested in potentially supporting and/or sponsoring.
- Signage bylaw standards were discussed. The BIA has been directed to research similar bylaws in other Towns and understand the steps required to add an amendment to the current bylaw.

NEXT MEETING DATE

- Tuesday, February 11th, 2025, at 6:15pm.

L. ADJOURNMENT

- Meeting adjourned at 8:33pm.

BIA-558-2025 Motioned to adjourn by Roberta Weston, seconded by Abby Jakob.

Jason Martin

CHAIR, Jason Martin

Jodie McIntyre

**RECORDING SECRETARY,
Jodie McIntyre**



The Corporation of the Town of Kingsville

Minutes of the Committee of Adjustment and Appeals of the Town of Kingsville

Tuesday, January 21, 2025

6:00 p.m.

Unico Community Centre

37 Beech Street

Kingsville, ON N9Y 1A9

Members Present:

Nicole Hackett, Chair

Russell Horrocks

Phil Caruana

Ed Cornies

Members Absent:

Thomas Neufeld, Councillor

Administration Present:

Tim Del Greco, Senior Manager of Capital Projects & Engineering

Daryl Flacks, Supervisor of By-law Enforcement

Kyla Ferguson, By-law Enforcement Officer

Matthew Ducharme, Recording Secretary

A. Call to Order

The Chair called the meeting to order at 6:00 p.m.

B. Disclosures of Pecuniary Interest

The Chair asked members if there were any disclosures of pecuniary interest. None were noted.

C. Adoption of Minutes

COAA-01-20250121

Moved By: Russell Horrocks

Seconded By: Phil Caruana

That the Minutes of the Committee of Adjustment and Appeals meeting dated December 17, 2024, **be adopted** as presented.

Carried

D. Appointments

COAA-02-20250121

Moved By: Ed Cornies

Seconded By: Phil Caruana

That Vitra Chodha **be appointed** Secretary-Treasurer for the limited purpose of Committee of Adjustment applications and decisions in accordance with Section 44 of the Planning Act for the term of their employment with the Town of Kingsville or until a successor is appointed;

And that Colin Kelly and Richard Wyma **be appointed** Alternate Secretary-Treasurer for the term of their employment with the Town of Kingsville or until a successor is appointed;

And that all previous appointments of Secretary-Treasurer **be rescinded**.

Carried

E. Committee of Adjustment Hearings

None at this time.

F. Court of Revision

1. Schiller Branch Drain – MTO Highway Widening Project

a. Engineer's Report

Oliver Moir, Dillon Consulting Limited, presented the report.

Brad Nelson, 9229 County Road 29, inquired as to the purpose of the future maintenance schedule.

Mr. Moir clarified that all construction costs are being paid by the Ministry of Transportation (MTO) and the schedule is prepared in advance of future maintenance.

b. List of Appeals

None noted.

c. Deliberation and Decision

COAA-03-20250121

Moved By: Russell Horrocks

Seconded By: Phil Caruana

That the Schedule of Assessment for the Schiller Branch Drain – Realignment of the Lower Portion for the MTO Widening Project, forming part of the Engineer's Report as prepared by Dillon Consulting and dated November 15, 2024, **be adopted** as presented.

Carried

2. Road 29 Drain – MTO Highway Widening Project

a. Engineer's Report

Oliver Moir, Dillon Consulting Limited, presented the report.

b. List of Appeals

None noted.

c. Deliberation and Decision

COAA-04-20250121

Moved By: Phil Caruana

Seconded By: Ed Cornies

That the Amended Schedule of Assessment for the Road 29 Drain for the MTO Widening Project, forming part of the Engineer's Report as prepared by Dillon Consulting and dated November 15, 2024, **be adopted** as presented.

Carried

3. Gibbs Drain – MTO Highway Widening Project

a. Engineer's Report

Oliver Moir, Dillon Consulting Limited, presented the report.

Ed Gibbs, landowner, noted that Chevalier Drainage Limited is representing his interests.

b. List of Appeals

None noted.

c. Deliberation and Decision

COAA-05-20250121

Moved By: Russell Horrocks

Seconded By: Phil Caruana

That the Schedule of Assessment for the Gibbs Drain for the MTO Widening Project, forming part of the Engineer's Report as prepared by Dillon Consulting and dated November 15, 2024, **be adopted** as presented.

Carried

G. Property Standards Appeal Hearings

1. 4 Cameron Side Road West, Unit 3

Matthew Ducharme, Recording Secretary, noted the Committee's decision rendered on November 19, 2024, extending the timeline for compliance with the order to January 21, 2025.

Daryl Flacks, Supervisor of By-law Enforcement, noted that the order has not been complied with and enforcement action will now commence.

H. By-law Appeal Hearings

None at this time.

I. Next Meeting Date

The next regularly scheduled meeting of the Committee of Adjustment and Appeals is February 18, 2025, at 6:00 p.m. at the Unico Community Centre.

J. Adjournment

COAA-06-20250121

Moved By: Russell Horrocks

Seconded By: Phil Caruana

That the meeting **be adjourned** at 6:28 p.m.

Carried

Chair

Recording Secretary



COMMITTEE MINUTES

KINGSVILLE ACCESSIBILITY ADVISORY COMMITTEE

Wednesday, June 12, 2024 at 2:00 pm

Committee Room A

2021 Division Road North, Kingsville, Ontario

PRESENT: Jackie Barraco
Michele Chauvin
Councillor Debby Jarvis-Chausse
David Kfrerer

Stephanie Olewski, Staff Liaison

ABSENT: Phil Caruana

A. CALL TO ORDER

Chair, M. Chauvin called the meeting to order at 2:02 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST

The Chair reminded the Committee of their duty to disclose any pecuniary interests as they arise.

There were no disclosures.

C. MINUTES OF THE PREVIOUS MEETING

1. Kingsville Accessibility Advisory Committee Meeting Minutes - April 10, 2024

Moved by Councillor Jarvis-Chausse

Seconded by D. Kfrerer

THAT the minutes of the Kingsville Accessibility Advisory Committee dated April 10, 2024 BE RECEIVED.

CARRIED

D. UNFINISHED BUSINESS

1. Committee Work Plan 2024-2026

Moved by J. Barraco

Seconded by Councillor Jarvis-Chausse

THAT the 2024 Work Plan of the Accessibility Advisory Committee BE APPROVED as presented.

CARRIED

E. INFORMATION ITEMS

1. Ministry for Seniors and Accessibility - Design of Public Standards Development Committee Initial Recommendations Report
<https://www.ontario.ca/page/improvingaccessible-built-environment-standards-2023-initial-recommendations-report>
2. Accessibility for Ontarians with Disabilities Act - The Fourth Review of the AODA
<https://www.aoda.ca/the-fourth-review-of-the-aoda/>
3. Build your business: How to accommodate customers with disabilities – news article

F. NEXT MEETING DATE

The next scheduled meeting will be held on Wednesday, September 11, 2024 at 2:00 pm



COMMITTEE MINUTES

G. ADJOURNMENT

Moved by J. Barraco
Seconded by D. Kfrerer

THAT the meeting adjourn at 2:55 p.m.

CARRIED

CHAIR, Michele Chauvin

RECORDING SECRETARY, Stephanie Olewski

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 98 - 2024

Being a By-law to provide for the Realignment of the Lower Portion of the Schiller Branch Drain at a total estimated cost of \$423,800 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(1) of the *Drainage Act*;

AND WHEREAS the report has been authored by Oliver E.T. Moir, P. Eng, Dillon Consulting, dated November 15, 2024, and the attached report forms part of this by-law;

AND WHEREAS \$423,800 is the amount to be contributed by Ministry of Transportation 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. SCHEDULE OF ASSESSMENTS OF LAND AND ROADS

One hundred percent (100%) of the cost for this report is to be assessed to the Ministry of Transportation.

3. CITATION

This by-law comes into force on the passing thereof and may be cited as the “Schiller Branch Drain – Realignment of the Lower Portion” by-law.

Read a first and second time and provisionally adopted this 9th day of December, 2024.

Mayor, Dennis Rogers

Acting Clerk, Angela Toole

Read a third time and finally passed this 24th day of February, 2025.

Mayor, Dennis Rogers

Acting Clerk, Angela Toole

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 99 - 2024

Being a By-law to provide for MTO Improvements to the Tully Meleg Drain at a total estimated cost of \$262,000 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(1) of the *Drainage Act*;

AND WHEREAS the report has been authored by Oliver E.T. Moir, P. Eng, Dillon Consulting, dated February 5, 2025, and the attached report forms part of this by-law;

AND WHEREAS \$262,000 is the amount to be contributed by Ministry of Transportation 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. SCHEDULE OF ASSESSMENTS OF LAND AND ROADS

That the cost be shared as per the assessment schedule.

3. CITATION

This by-law comes into force on the passing thereof and may be cited as the “Tully Meleg Drain – MTO Improvements” by-law.

Read a first and second time and provisionally adopted this 24th day of February, 2025.

Mayor, Dennis Rogers

Acting Clerk, Angela Toole

Read a third time and finally passed this ____ day of _____, 2025.

Mayor, Dennis Rogers

Acting Clerk, Angela Toole

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 100 - 2024

Being a By-law to provide for MTO Improvements to the Gibbs Drain at a total estimated cost of \$206,800 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 4 of the *Drainage Act*;

AND WHEREAS the report has been authored by Oliver E.T. Moir, P. Eng, Dillon Consulting, dated November 15, 2024, and the attached report forms part of this by-law;

AND WHEREAS \$206,800 is the amount to be contributed by Ministry of Transportation 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. SCHEDULE OF ASSESSMENTS OF LAND AND ROADS

One hundred percent (100%) of the cost for this report is to be assessed to the Ministry of Transportation.

3. CITATION

This by-law comes into force on the passing thereof and may be cited as the “Gibbs Drain – MTO Improvements” by-law.

Read a first and second time and provisionally adopted this 9th day of December, 2024.

Mayor, Dennis Rogers

Acting Clerk, Angela Toole

Read a third time and finally passed this 24th day of February, 2025.

Mayor, Dennis Rogers

Acting Clerk, Angela Toole

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 101 - 2024

Being a By-law to provide for MTO Improvements to the Road 29 Drain at a total estimated cost of \$173,700 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 4 of the *Drainage Act*;

AND WHEREAS the report has been authored by Oliver E.T. Moir, P. Eng, Dillon Consulting, dated November 15, 2024, and the attached report forms part of this by-law;

AND WHEREAS \$173,700 is the amount to be contributed by Ministry of Transportation 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. SCHEDULE OF ASSESSMENTS OF LAND AND ROADS

One hundred percent (100%) of the cost for this report is to be assessed to the Ministry of Transportation.

3. CITATION

This by-law comes into force on the passing thereof and may be cited as the “Road 29 Drain – MTO Improvements” by-law.

Read a first and second time and provisionally adopted this 9th day of December, 2024.

Mayor, Dennis Rogers

Acting Clerk, Angela Toole

Read a third time and finally passed this 24th day of February, 2025.

Mayor, Dennis Rogers

Acting Clerk, Angela Toole

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 15-2025

Being a By-law to confirm the proceedings of the Council of the Corporation of the Town of Kingsville at its February 24, 2025 Regular Meeting of Council

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 February 24, 2025, 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 24th day of February, 2025.

Mayor, Dennis Rogers

Acting Clerk, Angela Toole