



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

Monday, April 28, 2025, 6:00 PM

Unico Community Centre

37 Beech Street

Kingsville, ON N9Y 1A9

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

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Pages

A. Call to Order

B. Closed Session

Recommended Action

That Council **enter** into Closed Session at 5:00 p.m. pursuant to Section 239 of the *Municipal Act, 2001*, to discuss the following items:

Item I - Community Policing Matters to be heard under Section 239(2)(b) being personal matters about an identifiable individual, including municipal employees; and,

Item II - General Sewer Use By-law to be heard under Section 239(2)(e), being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality; and Section 239(2)(f) being advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

C. 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.

D. Moment of Silent Reflection and National Anthem

E. Mayor's Welcome and Remarks

F. Amendments to the Agenda

G. 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.

H. Report Out of Closed Session

Pursuant to Section 239 of the *Municipal Act, 2001*, Council entered into Closed Session at 4:30 p.m. on April 14, 2025, to discuss the following items:

Item I - Gravel Roads heard under Section 239(2)(e) being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality; and, Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose. In the open session that followed, Council heard a delegation respecting the conditions of Marsh Road, which is gravel, and directed Administration to bring forward a report on the Town's Annual Gravel Road Maintenance Program.

Item II - Ruthven Sewer Capacity Update heard under Section 239(2)(e) being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality; and, Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose. In the open session that followed, Council heard a Staff Report on the same matter and directed Administration to complete a review and study of the Town's land use policies in relation to required changes as a result of the Town's sanitary sewer constraints for lands reliant on the Ruthven Sanitary System; to take immediate steps to improve flow rates on the Ruthven Sanitary System; to bring forward funding recommendations for those actions; to prepare a Greenhouse Sewer Use By-law for Council's consideration; and lastly, Council adopted an Interim Control By-law for certain lands in Ruthven.

Pursuant to Section 239 of the *Municipal Act, 2001*, Council entered into Closed Session at 6:00 p.m. on April 17, 2025, to discuss the following items:

Item I - Land Acquisitions regarding Town Hall, OPP Station, and Public Works Yard; and Disposition(s) of Certain Municipal Property 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 II - Update on Negotiations for Certain Agreements involving Regional Transit, Policing, Road Rationalization and Affordable Housing; and Potential Sponsorship Agreement for Municipal Property heard under Section 239(2)(k) being a position, plan, procedure, criteria, or instruction to be applied to negotiations. There is nothing further to report.

Item III - Update on Legal Files heard under Section 239(2)(b) being personal matters about an identifiable individual, including municipal employees; Section 239(2)(e) being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality; and Section 239(2)(f) being advice that is subject to solicitor-client privilege, including communications necessary for that purpose. There is nothing further to report.

Item IV - Education on Strong Mayor Powers heard under Section 239(3.1) being educating or training members of the council, a local board or committee. There is nothing further to report.

Item V - Personnel Matters heard under Section 239(2)(b) being personal matters about an identifiable individual, including municipal employees; and Section 239(2)(d) being labour relations or employee negotiations. There is nothing further to report.

I. Delegations

J. Presentations

1. Recognition of Lynn McLaughlin

Recognition of Lynn McLaughlin, a Kingsville educator, for earning second place in the “Women in Education – Adult Education & Training” category at the Women Changing the World Awards.

2. Tourism Windsor Essex Pelee Island

Tourism Windsor Essex Pelee Island appearing before Council to provide information and recommendations on the implementation of a Municipal Accommodation Tax (MAT) program.

3. 1Q Customer Service Update - Manager of Finance/Deputy Treasurer & Customer Service

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K. Matters Subject to Notice

L. Reports - Finance and Corporate Services

1. Committee Update – Migration Festival Committee

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2. Essex County O.P.P. Detachment Board – South 2025 Budget and Remuneration

19

Recommended Action

That Council **approve** the Essex County O.P.P. Detachment Board – South’s 2025 Budget, as set out in Appendix A of this report;

And that Council **approve** remuneration in an annual amount of \$2094.24 to be paid to the Town of Kingsville’s Community Representative appointed to the Board;

And that Council **approve** remuneration in an annual amount of \$698.08 to be paid to the Community Representative jointly appointed to the Board by the Town of Kingsville, Municipality of Leamington, and Township of Pelee.

And that Council **approve** remuneration in an annual amount of \$523.50 to be paid to Board Members appointed by the Minister;

And that Council **approve** that no remuneration be paid to the Town of Kingsville's Council Representative appointed to the Board, which is in accordance with past practice and a prior Council decision on total compensation paid to Council members.

3. Temporary Patio Policy 26

Recommended Action

That Council **authorizes** Administration to create and implement a Temporary Patio Policy and subsequent Temporary Patio Permit Program;

And that the Fees and Charges By-law 89-2024, **be amended** to include the fees for a Temporary Patio Permit as noted in this report;

And that corresponding By-law 20-2025, being a By-law to amend Fees and Charges By-law 89-2024, **be adopted** during the By-law stage of this Council Agenda.

4. 2025 Asset Management Updates 30

Recommended Action

That the Asset Management Plan Update – Core Assets dated March 4, 2025, as prepared by Watson & Associates Economists Ltd. **be approved**.

M. Reports - Fire Rescue Services

1. Purchase of Replacement - Fire Engine 122 86

Recommended Action

That Council **approve** the tender award of \$1,170,000.00, plus HST, to Metalfab Ltd. for the purchase of a new fire engine to replace Engine 122 to be delivered in the 2026 Budget year.

N. Reports - Public Operations

1. Wastewater Treatment Plant Pilot Project 88

Recommended Action

That Council **authorizes** the completion of a pilot test of Algae Forest, with project partners Ontario Clean Water Agency and AlgaFilm Technologies Ltd., at the Lakeshore West Wastewater Pollution Control Plant, whereby the Algae Forest unit is constructed to aid the treatment of wastewater at

the facility;

And that Council **authorizes** AlgaFilm Technologies as a municipal partner to apply for the Net-Zero Transformation Pilot Stream of the Green Municipal Fund program under the Federation of Canadian Municipalities and to apply this grant funding towards the pilot program.

O. Consent Agenda

1.	Accessibility Advisory Committee Minutes - February 12, 2025	91
2.	BIA Board of Management Minutes - March 11, 2025	94
3.	Fantasy of Lights Committee Minutes - March 18, 2025	100
4.	Committee of Adjustment & Appeals Minutes - March 18, 2025	103
5.	Migration Festival Committee Minutes - March 25, 2025	106
6.	Regular Council Meeting Minutes - April 14, 2025	109

P. Correspondence

Q. Notices of Motion

R. Unfinished Business and Announcements

S. By-laws 121

Recommended Action

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

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-law be given three readings and finally pass:

20-2025 – Being a By-law to amend By-law 89-2024, being a By-law to impose fees and charges by The Corporation of the Town of Kingsville (Temporary Patios); and,

29-2025 - Being a By-law to confirm the proceedings of the Council of the Corporation of the Town of Kingsville at its April 28, 2025, Regular Meeting of Council

T. Adjournment

Recommended Action

That Council adjourns this Regular Meeting at p.m.

Q1 2025 Customer Service Status Update

April 28th 2025

Background on Customer Service

- **Council identified Customer Service as ‘its #1’ priority in 2022.**
- **2023/2024 tasks completed:**
 - Adoption of Customer Service Standards
 - Addition of Customer Service staff & assigned a Supervisor of Customer Service
 - Development of a centralized ‘Customer Service’ intake (ie requests@kingsville.ca)
 - Addition of after-hours support service
 - Customer service training
 - Creation of “Commonly Asked Questions” database to assist front-line staff
 - Defining an internal work task versus a Customer request
- **New Customer Service Staff focused on:**
 - Provide back-up support to front-line administrative positions
 - Focus on customer request turnaround, tracking and accountability
 - Assisting Drainage Superintendent to meet service demands (2 days per week)
- **May 2024 Status update at Committee of the Whole**

What we've heard from Council (Start of 2025)

Still work to be done.....

- Too many service requests are slipping through the cracks
- Customer are not receiving call backs on completed work
- Need to set expectations when work is to be completed
- Not every customer receives a request tracking number

What might our Customers ask?

Municipal Services

- Road Maintenance & Traffic
- Water Services
- Wastewater Services
- Storm Sewers
- Building Services
- Planning Services
- Fire Services
 - Inspections, Permits, Emergency Response
- By-law Enforcement
 - Property Standards, Noise, Parking, etc.
- Licensing / Permits
 - Marriage, Short Term Rental, Taxi, Lottery, etc
- Cemetery & Burial Services
- Animal Control / Removal of Dead Animals
- Tree Planting / Removals
- Park / Facility / Beach Maintenance
- Park / Facility Bookings
- Sidewalk / Trail Maintenance
- Marina Services
- Garbage/White Goods/Organics
- Recreation Programs
- Events & Festivals
- Taxes & Water Billing
- Legal Services
 - Damage to Private Property, Accident Claims
- Capital Project Management
- Drainage
- Traffic Concerns
- Freedom of Information Requests
- Indemnity Deposits / Encroachment Permits
- Public Information Sessions
- Economic Development Services

Non-Municipal Services

- County Road Projects / Maintenance
- County Drainage
- Library, EWSWA, TWEPI, Invest WE, ERCA
- Water quality (UWSS)
- Utility Complaints – Gas, Electric, Cable, Internet
- Provincial/Federal Government Services
- Social Services / Housing
- Service Clubs
- Private Events
- Complaints about Private Businesses
- Private property issues

When will you receive a request tracking number?

TRACKING NUMBER

Municipal Services

- Customer requested investigation
- Complaints/Suggestions
- Engineering Permits & Deposits
- Issues with Non-Municipality Infrastructure (County, Utility, etc)
- Licenses – STR & BRLH

Planning Applications

Building Permits

Facility Rentals

Programing

NO TRACKING NUMBER

Municipal Services:

- General & Simple Inquires
- Tax & Water Account Inquiries
- Licenses – Dog, Marriage, etc

How we have responded (2025)

- Creation of Manager of Customer Service and CAO's direct involvement,
- CAO has met with each Department to emphasize importance of customer service,
- Provide Senior Management Team with weekly Status updates, highlighting concerns, and providing data statistics.
- Attend weekly Senior Management Team meeting to bring forward discussion on processes, recommendations and gaps that need to be addressed.
- Customer Service Office Admin Staff now 100% dedicated to customer service engagement,
 - i. Contact customers of completed work,
 - ii. Follow up with the department supervisor if the customer has further complaints or issues,
 - iii. Update customers if the original expected completion date has changed,
 - iv. Monitor and escalate to Directors/CAO if requests become past due based on **projected completion date**.
- Communication to outside staff to increase documentation
- Creation of a “**Status**” **identifier** in our tracking tool that allows Department Supervisor to hand over to the Customer Service staff to provide follow the customer.

Customer Service vs Customer Service Levels

Customer Service

- Responding to their inquiry or concern in a professional manner and within appropriate period of time.
- Ensuring the customer is engaged of the status of their request. (i.e. communication)

Customer Service Levels

- The quality and responsiveness of service that we provide to our customers, which include response time and the ability to resolve within current policies, boundaries and Provincial or Federal guidelines.

EXAMPLE

Customer Comment:

“My road is not clear of snow.”

Our Response :

“We acknowledge your concern, however, we dispatch based on our Snow Removal Strategy and we will action your road within the next 48 hours.”



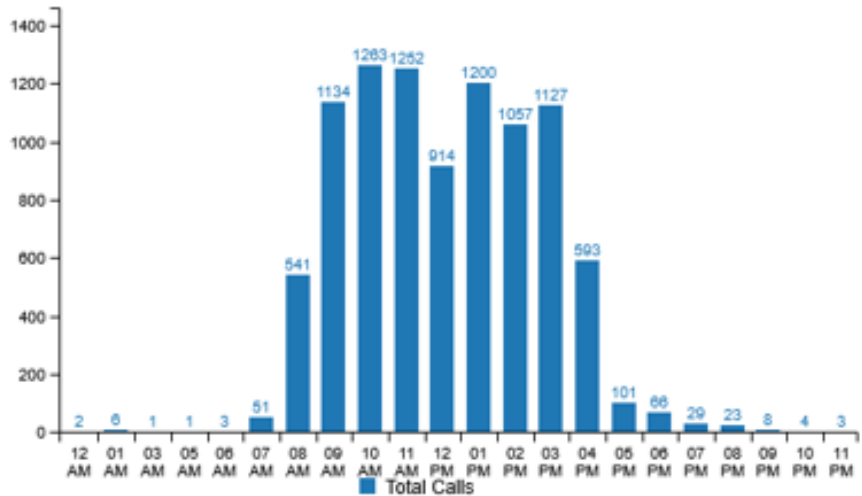
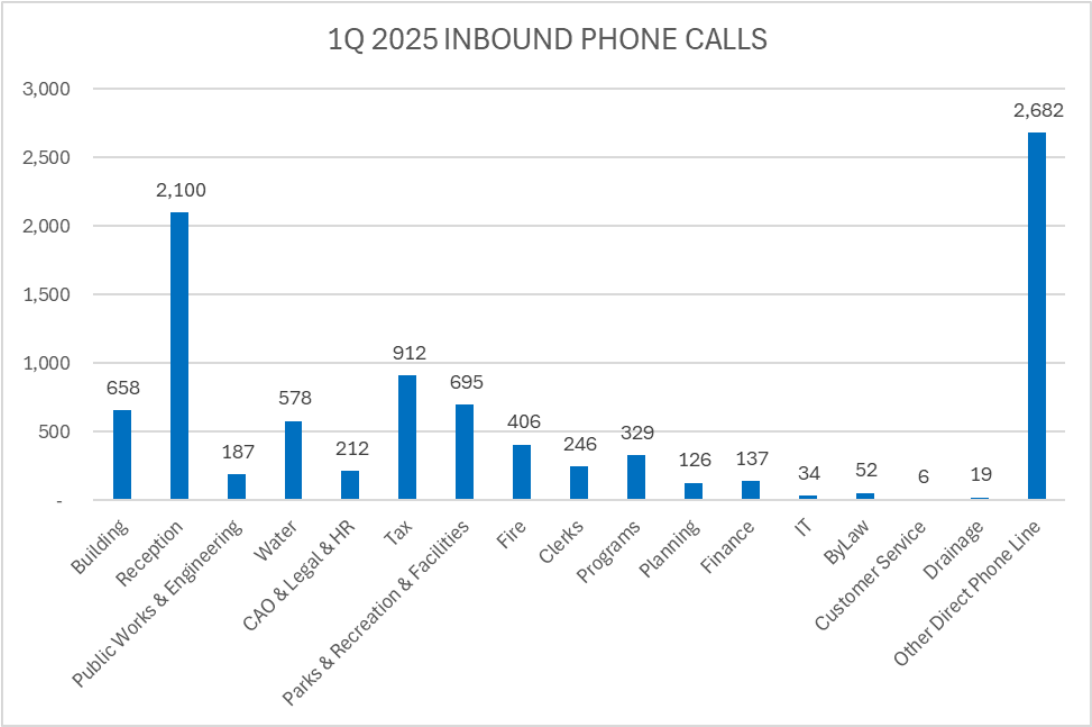
Challenges:

- Responsible for a wide variety of business units, makes standardized processes/training a challenge
- Gaps in Office Administration staffing (vacation, sick days)
- Staff Attrition (12 full-time office support “per budget” with 5 currently being supported by temp staff)
- No back-up coverage at Arena Facility & Fire South Station
- Timely Communication to Front Line staff (Non-Municipal & Municipal highlights)
- Onboarding and Ongoing Training specific to Customer Service tools, processes & customer interaction
- Balancing “efficiency” with “auditability” of customer interactions
- Review of Building and Planning customer service processes
- County no longer supports requests tool
- Managing Customer Satisfaction: Customer Service vs Customer Service Levels

1Q 2025 Statistics

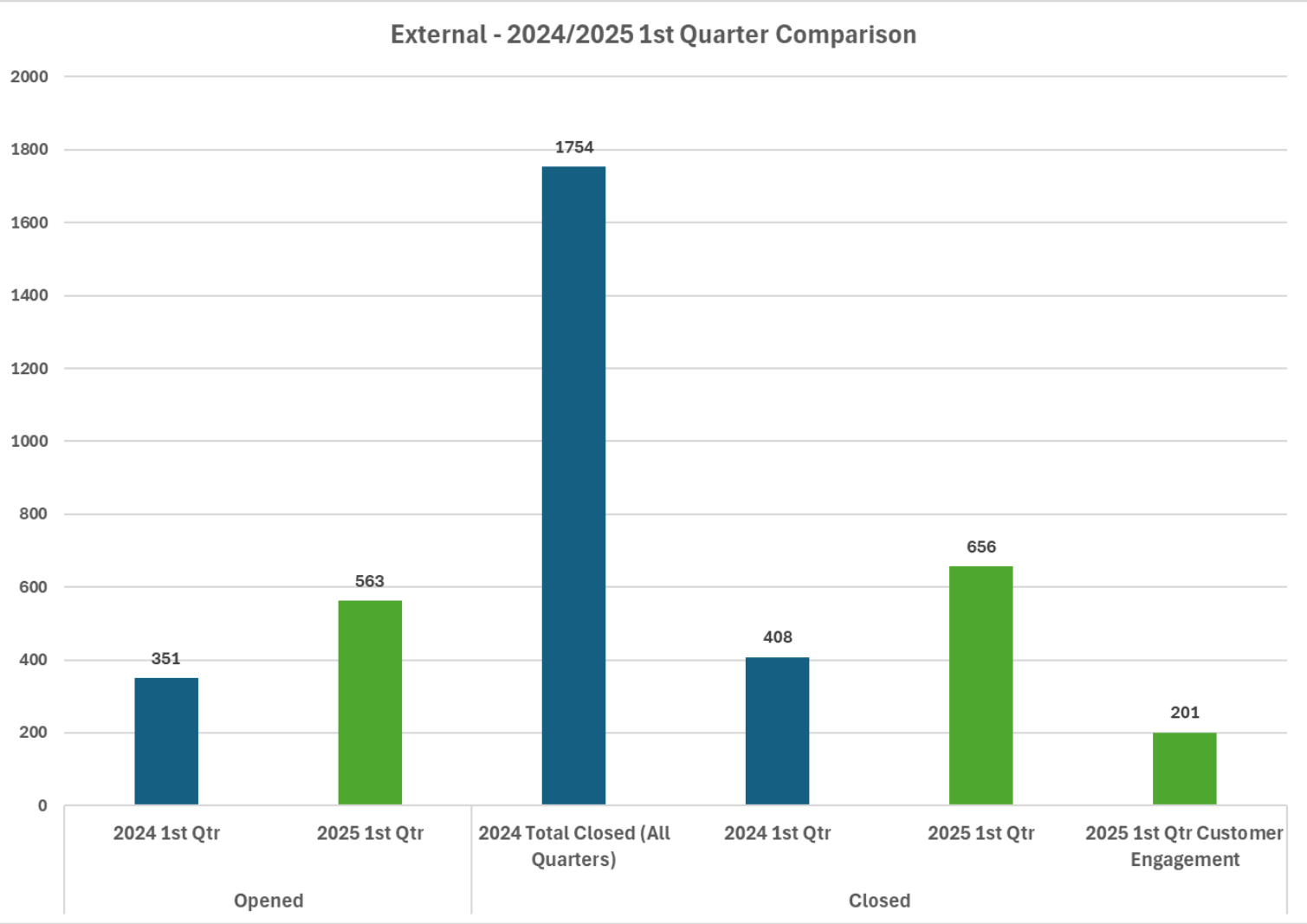
1Q 2025 Phone Data Statistics

- Total Inbound (Calls Received) = 9,379
- Of the Inbound calls = total MISSED is 412 (4%)



Customer Requests – 1Q 2025

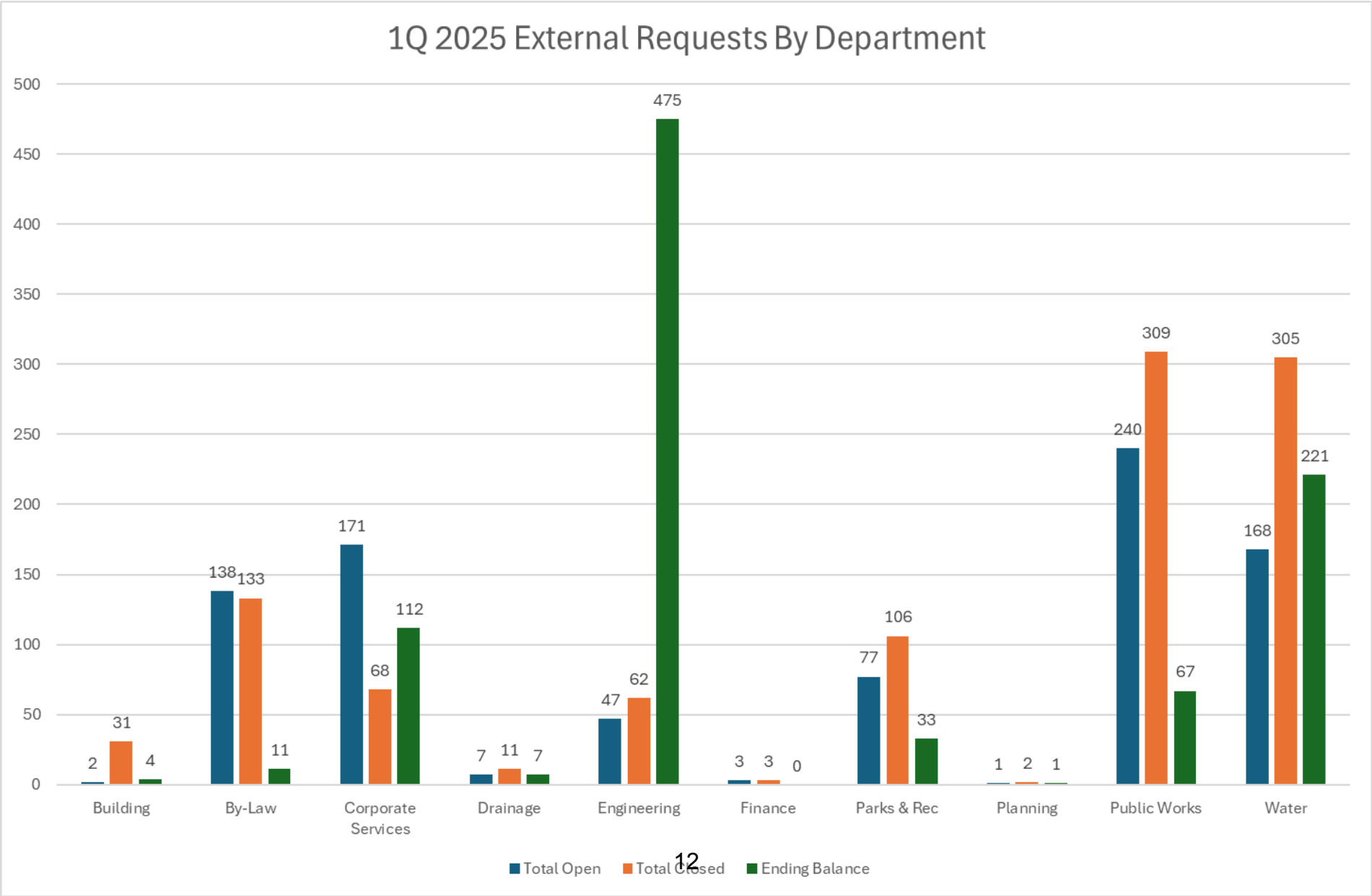
External - 2024/2025 1st Quarter Comparison



1Q 2025 Activity

Opening Balance (Jan 1st)	External 824	Internal 283	Total 1107
YOY Increase	12%	78%	24%
Tickets Opened	External 563	Internal 291	Total 854
YOY Increase	60%	83%	67%
Tickets Closed	External 656	Internal 374	Total 1030
YOY Increase	61%	99%	73%
Ending Balance (March 31st)	External 731	Internal 200	Total 931
YOY Increase	8%	54%	16%

Requests tracked by Department



SUMMARY

- We treat every person or business as our customer
- We assist all customers in every request
- We set a projected completion date (varying 3 – 14 days) and communicate to the customer if the date will be extended longer
- Customer Service is monitoring tasks to ensure they are completed within expected date.
- Not all customer inquiries or requests receive a tracking number.
- Customers may not always be satisfied with our level of service
- Process, policy or other concerns are brought forward and discussed with Senior Management Team

Next Steps

- Exploring New Customer interaction tracking tools
- Focus on actioning & monitoring customer requests
- Filling staffing vacancies
- Creating training and education for current and new staff
- Engage with neighbouring municipalities to understand best practice
- Review customer service engagement with Planning/ Building/ Facilities & Programs

Thank you for
your time

Q& A





Date: April 28, 2025

To: Mayor and Council

Author: Angela Toole, Acting Manager of Municipal Governance and Clerk

RE: Committee Update – Migration Festival Committee

INFORMATION REPORT

BACKGROUND

The Migration Festival Committee (the “Committee”) is responsible for planning and organizing the Town’s annual “Migration Festival” which celebrates the Town’s geographical location as a path for migratory birds, the Town’s heritage, nature conservation and the legacy of Jack Miner. The Committee is also responsible for developing new ideas to maintain the sustainability of the event and build upon its past success.

DISCUSSION

For 56 years, Kingsville has welcomed the community and visitors to celebrate its annual Migration Festival. This Migration Festival showcases some of the most important aspects of Kingsville’s heritage in its many family-friendly events and activities (example: Great Migration Paint Out) and Parade that takes place over the course of the third weekend in October.

In addition to the events organized and run by the Town, Jack Miner Migratory Bird Sanctuary also organizes and runs many events for this festival. It is important to note that while the activities and events of the Town and Jack Miner Migratory Bird Sanctuary are complementary, they remain separate.

At its March 25th, 2025 meeting, the Committee discussed joint promotion and marketing of the Migration Festival and Jack Miner Migratory Bird Sanctuary. The Committee discussed the results of the 2024 Have Your Say Migration Festival Survey,

wherein many respondents expressed confusion about whether the Town or Jack Miner Migratory Bird Sanctuary are responsible for the events and programs of the weekend.

As a result of the discussion, the following motion was made and carried:

Moved By: Glenda Willemsma

Seconded By: Layne van Loo

That the Committee recommends that the Migration Festival events of the Migration Festival Committee and Jack Miner Migratory Bird Sanctuary be jointly promoted.

Carried

Administration is providing this update to Council for information.

FINANCIAL CONSIDERATIONS

There are no financial implications of this committee decision. The committee intends to operate within its approved 2025 Budget.

ENVIRONMENTAL CONSIDERATIONS

The Migration Festival is a celebration of migratory birds and nature conservation.

CONSULTATIONS

Karen Loney, Manager of Recreation Programs and Special Events

PREPARED BY:



Angela Toole
Acting Manager of Municipal Governance/Clerk

REVIEWED BY:



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

REVIEWED BY:

A handwritten signature in black ink, appearing to read 'John Norton', positioned above a horizontal line.

John Norton
CAO

Date: April 28, 2025

To: Mayor and Council

Author: Natalie Sharp, Deputy Clerk

RE: Essex County O.P.P. Detachment Board – South
2025 Budget and Remuneration

RECOMMENDED ACTION

That Council **approve** the Essex County O.P.P. Detachment Board – South's 2025 Budget, as set out in Appendix A of this report;

And that Council **approve** remuneration in an annual amount of \$2094.24 to be paid to the Town of Kingsville's Community Representative appointed to the Board;

And that Council **approve** remuneration in an annual amount of \$698.08 to be paid to the Community Representative jointly appointed to the Board by the Town of Kingsville, Municipality of Leamington, and Township of Pelee.

And that Council **approve** remuneration in an annual amount of \$523.50 to be paid to Board Members appointed by the Minister;

And that Council **approve** that no remuneration be paid to the Town of Kingsville's Council Representative appointed to the Board, which is in accordance with past practice and a prior Council decision on total compensation paid to Council members.

BACKGROUND

On April 1, 2024, the Community Safety and Policing Act, 2019 (the "CSPA") replaced the Police Services Act, 1990. This resulted in the creation of the Essex County O.P.P. Detachment – South (the "Board"), which is made up of representatives from the Town of Kingsville, Municipality of Leamington, Township of Pelee, Caldwell First Nation and provincial appointees.

O. Reg 135/24: O.P.P. Detachment Boards (the "Regulation") under the CSPA specifies the composition of the Board, comprised of 9 Members, which is as follows:

Board Member	Position	Appointed By
Mayor Dennis Rogers	Kingsville Council Member	Kingsville Council
Douglas Cowper	Kingsville Community Member	Kingsville Council
Mayor Hilda MacDonald	Leamington Council Member	Leamington Council
Harpreet Singh	Leamington Community Member	Leamington Council
Councillor Stephanie Briggs-Crawford	Pelee Council Member	Pelee Council
Peter Pryce	Joint Community Member (Kingsville, Leamington, Pelee)	Kingsville/Leamington/Pelee Council
Vacant	Caldwell First Nation Council Member	Caldwell First Nation
Deiba Wigle	Minister's Appointed Member	Solicitor General
Vacant	Minister's Appointed Member	Solicitor General

DISCUSSION

Essex County O.P.P. Detachment Board - South Budget

Section 71(2) of the CSPA requires that the Board submit its budget, exclusive of remuneration to its members, to every municipality that receives policing from the detachment along with a statement of the municipality's share of the costs. At the January 16, 2025, Meeting of the Board, the proposed 2025 Budget was approved, a copy of which is attached to this report as Appendix "A". The total operating cost, excluding member remuneration, is \$30,114.00. If allocated equally amongst the communities, Kingsville's equal share amounts to \$7,529.00.

If Council is not satisfied with the total amount set out in the budget that it is required to pay, Section 71(4) stipulates that it may give the Board written notice referring the matter to arbitration.

Allocation of Board Expenses

Section 3 of O. Reg. 135/24: O.P.P. Detachment Boards, requires that the allocation of expenses be shared equally, unless all member communities unanimously agree to allocate the cost on a basis other than equal shares. At the January 16, 2025, Meeting of the Board, a motion to allocate the Board's annual expenses, as a percentage based on population, was not successful. The adoption of this motion would have resulted in Leamington and Kingsville paying the majority of the Board's total expenses. This proposal was supported by Kingsville Administration on the basis that Leamington and Kingsville have higher populations, more policing needs, and have more ability to pay. Since the motion failed, the Board's total expenses have been divided equally among the four communities. Kingsville is not aware if Pelee and Caldwell will be able to pay

their equal portion of the Board expenses and then whether the Board will be able to function.

Remuneration for Board Members

As outlined earlier in this report, the Board is comprised of 9 members, including provincially appointed representatives, council members, community representatives, and one joint community representative. When it comes to the remuneration of the board members, the legislation only addresses those appointed by the Minister. [Section 7](#) of O. Reg. 135/24 states that the municipalities and Caldwell First Nation must unanimously agree on the amount of remuneration for these appointees. If they fail to reach a unanimous decision, then the Minister will determine the remuneration to be paid to these board members.

The Municipality of Leamington Council recently passed a resolution at their March 25, 2025, Regular Council Meeting, supporting the position that no remuneration be paid to the members appointed by the Minister (see Appendix “B”). In contrast, Kingsville is proposing an annual remuneration per member community of \$523.50 for board members appointed by the Minister, which would be a total of \$2094.24 and is the same amount Kingsville proposes that other Board members are compensated. Since we are proposing a different amount be paid from Leamington, [Section 7](#) of O. Reg. 135/24 will apply, granting the Minister the authority to make the final determination since the municipalities which make up this board, are not in unanimous agreement.

Regarding the remuneration of the remaining Board members, at the January 16, 2025, Meeting of the Board, a resolution was passed stating that the remuneration for council members, community representatives and joint community representatives is to be determined by the respective municipalities and Caldwell First Nation. It is recommended that Kingsville maintain the same remuneration structure for its appointed members as was in place when this Board previously operated as a Police Service Board:

Member	Remuneration
Kingsville appointed Council Member	No remuneration
Kingsville appointed Community Member	\$2,094.24 per year
Joint Community Member (Kingsville, Leamington, Pelee)	\$2,094.24 per year (\$698.08 X 3 communities)
Provincially appointed Members	\$2,094.24 per year (\$523.50 X 4 communities)

This is consistent with the Board’s resolution, which requires each municipality to determine the remuneration for its own appointees.

FINANCIAL CONSIDERATIONS

The 2025 Municipal Budget included an estimate of \$25,481 for Kingsville's share of the Essex County O.P.P. Detachment Board - South's Budget. Based on the approved 2025 Board Budget, excluding remuneration, Kingsville's share is only \$7,529. Including the proposed remuneration, Kingsville's total obligation with respect to the new O.P.P. Detachment Board would be \$10,321.

ENVIRONMENTAL CONSIDERATIONS

There are no significant environmental considerations.

CONSULTATIONS

Ryan McLeod, Director of Finance and Corporate Services / Treasurer

PREPARED BY:



Natalie Sharp
Deputy Clerk

REVIEWED BY:



Angela Toole
Acting Manager of Municipal Governance/Clerk

REVIEWED BY:



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

REVIEWED BY:



John Norton
Chief Administrative Officer

ESSEX COUNTY O.P.P. DETACHMENT BOARD - SOUTH							
				ALLOCATION - EQUAL SHARE			
	GL Account	2025 Budget APPROVED		Kingsville	Leamington	Pelee Island	Caldwell
POPULATION (2021 Census)		52,492		22,119	29,680	230	463
% Allocation		100%		25.0%	25.0%	25.0%	25.0%
OPERATING EXPENDITURES:							
Wages and Benefits							
Administrative Support (Town of Kingsville)	05-123-072-60120	\$ 7,500		\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875
Total Wages and Benefits		\$ 7,500		\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875
Office Supplies / Meeting Expense							
Direct office supply / meeting expenses	05-123-099-60301	\$ 1,500		\$ 375	\$ 375	\$ 375	\$ 375
Office Supplies / Meeting Expense		\$ 1,500		\$ 375	\$ 375	\$ 375	\$ 375
Memberships							
OAPSB Annual Membership	05-123-099-60320	\$ 6,614		\$ 1,654	\$ 1,654	\$ 1,654	\$ 1,654
Total Memberships		\$ 6,614		\$ 1,654	\$ 1,654	\$ 1,654	\$ 1,654
Professional Development							
OAPSB AGM and Conference	05-123-098-60253	\$ 8,900		\$ 2,225	\$ 2,225	\$ 2,225	\$ 2,225
OAPSB Zone Meetings & other PD Events	05-123-098-60254	\$ 2,000		\$ 500	\$ 500	\$ 500	\$ 500
Total Professional Development		\$ 10,900		\$ 2,725	\$ 2,725	\$ 2,725	\$ 2,725
Insurance	05-123-099-60312	\$ 3,600		\$ 900	\$ 900	\$ 900	\$ 900
OPERATING EXP. EXCL. BOARD REMUNERATION:		\$ 30,114		\$ 7,529	\$ 7,529	\$ 7,529	\$ 7,529
Board Remuneration							
Wages & Benefits - Municipal Appointments (7 members)	05-123-072-60112	\$ -		\$ -	\$ -	\$ -	\$ -
Wages & Benefits - Provincial Appointments (2 members)	05-123-072-60112	TBD		TBD	TBD	TBD	TBD
TOTAL BOARD REMUNERATION:		\$ -		\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSE:		\$ 30,114		\$ 7,529	\$ 7,529	\$ 7,529	\$ 7,529



April 4, 2025

Via email: nsharp@kingsville.ca

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

Attention: Natalie Sharp, Deputy Clerk

Re: Essex County OPP Detachment Board – South

Please be advised that Council for The Corporation of the Municipality of Leamington, at its meeting held Tuesday, March 25, 2025, enacted the following resolution:

No. C-61-25

1. Council approve the Essex County OPP Detachment Board – South's proposed 2025 budget, as set out in Appendix II of this report.
2. Council approve that the total amount required to pay the expenses of the Essex County OPP Detachment Board – South, other than member remuneration, be allocated equally between the Town of Kingsville, Township of Pelee, Municipality of Leamington and Caldwell First Nation.
3. Council approve the payment of \$7,529.00 from the Municipality of Leamington to the Essex County OPP Detachment Board – South for its equal share of the Board's estimated 2025 expenses.
4. Council approve that no remuneration be paid to the Council Representative appointed to the Essex County OPP Detachment Board – South by the Municipality of Leamington.
5. Council approve that no remuneration be paid to the Community Representative appointed to the Essex County OPP Detachment Board – South by the Municipality of Leamington.

6. Council approve that no remuneration be paid to the Community Representative jointly appointed to the Essex County OPP Detachment Board – South by the Municipality of Leamington, Town of Kingsville and Township of Pelee.
7. Council approve that no remuneration be paid to the members appointed to the Essex County OPP Detachment Board – South by the Province of Ontario and, failing concurrence by the Town of Kingsville, Township of Pelee and Caldwell First Nation, that the Solicitor General be directed to determine the members remuneration.
8. Council direct Administration to forward a copy of the approved resolution to the Essex County OPP Detachment Board – South, Town of Kingsville, Township of Pelee and Caldwell First Nation. (LGL-11-25)

Carried

Please do not hesitate to contact our office should you have any questions.

Yours truly,



Jameson Pritiko*, JD
Lawyer
Legal Services

T: 519-326-5761 ext. 1119

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Cc: Essex County OPP Detachment Board - South
Township of Pelee
Caldwell First Nation

Date: April 14, 2025

To: Mayor and Council

Author: Angela Toole, Acting Manager of Municipal Governance and Clerk

RE: Temporary Patio Policy

RECOMMENDED ACTION

That Council **authorizes** Administration to create and implement a Temporary Patio Policy and subsequent Temporary Patio Permit Program;

And that the Fees and Charges By-law 89-2024, **be amended** to include the fees for a Temporary Patio Permit as noted in this report;

And that corresponding By-law 20-2025, being a By-law to amend Fees and Charges By-law 89-2024, **be adopted** during the By-law stage of this Council Agenda.

BACKGROUND

In 2020, as a result of the COVID-19 pandemic, the Province of Ontario amended the *Liquor Licence and Control Act* (the "Act") to temporarily ease restrictions to make it easier for restaurants to serve alcohol on temporary patios.

On January 1, 2023, the Province of Ontario made further amendments to the Act to permanently ease restrictions on temporary patios. Restaurant owners/operators now simply need municipal approval to serve alcohol on a temporary patio and forward that approval to the Alcohol and Gaming Commission of Ontario ("AGCO"). Per the Act, a municipality is permitted to approve a temporary patio for no longer than eight (8) months in a calendar year and may put conditions on such approvals where appropriate.

DISCUSSION

There are two types of temporary patios. The first is a patio wholly on private property and requires that the Town consider safety issues if any (eg is the patio in a parking lot near vehicles and is the patio blocking a fire route?) and land use planning issues (eg is the patio attached to a restaurant or other appropriate establishment?). The second is where the proposed patio will be on Town property, including a sidewalk, road, or other public lands. In such an instance the Town must also enter into an appropriate agreement to address liability and other issues.

In 2023, the Town began administering an informal process using existing internal practices to allow Kingsville businesses to set up Temporary Patios. Administration has identified a need to formalize the Temporary Patio Program (the “Program”) by way of a Temporary Patio Program Policy (the “Policy”). The Policy will define a framework for the administration of the Program and is intended to apply to Temporary Patios located on both municipal and private property, as well as Parking Space Patios. It is important to note that the Policy will not apply to Permanent Patios which will be defined, as follows:

“A designated area on Private Property that is a permanent physical extension of an AGCO licensed premises where patrons can be seated to dine and/or consume refreshments.”

Further, the Policy will define a Temporary Patio as:

“a designated outdoor area on Private Property (if zoning compliant) or Municipal Property, adjacent to an eating establishment, which is an AGCO licensed premises, where patrons can be seated to dine and/or consume refreshments. Further, it means a temporary extension of an existing patio or a Permanent Patio which may exist for a period of no longer than 8 months in a calendar year. Also includes a Parking Space Patio.”

The Policy will provide clarity on applicability, outline design specifications and rules that businesses must adhere to, and define application requirements.

Features of the Policy will include:

- General Design Principles, which will apply to all Temporary Patios, including Parking Space Patios, regardless of location, including design specifications for perimeter fencing, umbrellas, awnings, furnishings, and grading.
- Provisions on signage and advertising; and,
- Application Requirements.

Administration is prepared to intake applications under the Policy and is in the process of revising its existing convenient online Temporary Patio Permit Application, which includes an online payment option. This Application will go live on the Town’s website shortly after the Policy comes into effect.

FINANCIAL CONSIDERATIONS

Historically, Council supported local restaurants by not imposing fees in relation to the informal temporary patio program developed in response to the COVID-19 restrictions. The Town has charged nominal fees for “Parking Space Patios” to coordinate the design, installation and removal of those patios.

As a significant amount of coordination amongst staff will be required to administer the Temporary Patio Program, Administration is recommending the following fees to recover costs associated with the Program:

Temporary Patio Fees	
Temporary Patio Permit – General	\$300.00 per year
Temporary Patio Permit – Parking Space Patio	\$1500.00 per year

ENVIRONMENTAL CONSIDERATIONS

None.

CONSULTATIONS

Scott Moore, Fire Chief
Shaun Martinho, Director of Public Operations

PREPARED BY:



Angela Toole, B.A. [Hons], B. Ed.
Acting Manager of Municipal Governance/Clerk

REVIEWED BY:



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



John Norton
CAO

THE CORPORATION OF THE TOWN OF KINGSVILLE
BY-LAW 20-2025

Being a By-law to amend By-law 89-2024, being a By-law to impose fees and charges by The Corporation of the Town of Kingsville

Whereas Council passed By-law 89-2024, being a By-law to impose fees and charges by The Corporation of the Town of Kingsville, on November 25, 2024;

And whereas Council of The Corporation of the Town of Kingsville deems it expedient to amend By-law 89-2024 to add fees for Temporary Patios;

Now therefore the Council of The Corporation of the Town of Kingsville enacts as follows:

1. That Schedule “A” of By-law 89-2024 be amended to include the following:

Temporary Patio Permit – General	\$300.00
Temporary Patio Permit – Parking Space Patio	\$1,500.00

2. That this By-law comes into force and takes effect on the day of the final passing thereof.

Read a first, second, and third time and finally passed this 14th day of April, 2025.

Mayor, Dennis Rogers

Acting Clerk, Angela Toole

Date: April 28, 2025

To: Mayor and Council

Author: Tim Del Greco, Senior Manager, Capital Projects and Engineering
Ryan McLeod, Director of Finance and Corporate Services

RE: 2025 Asset Management Updates

RECOMMENDED ACTION

That the Asset Management Plan Update – Core Assets dated March 4, 2025, as prepared by Watson & Associates Economists Ltd. **be approved.**

BACKGROUND

Asset management planning is an ongoing and long-term planning process that allows municipalities to make the best possible investment decisions for their assets. This includes the building, operating, maintaining, replacing, and disposing of municipal assets.

In many parts of Ontario, municipalities are struggling to maintain their assets at appropriate service levels. For many years, infrastructure has been degrading faster than it is being repaired or replaced, putting services at risk. As a result, in 2018, the Province implemented Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure. The intent of this Regulation is to help municipalities ensure their infrastructure provides appropriate service levels while still being financially sustainable.

In 2022, Kingsville satisfied the first major requirement of O.Reg 588/17, that being the adoption of an Asset Management Plan (AMP) for core infrastructure. Core infrastructure includes roads, bridges, watermain, sanitary and storm sewers, pump stations, and retention ponds.

The next major requirement of O. Reg. 588/17 is to expand AMPs to include parks, facilities, vehicles, and other non-core infrastructure assets (sidewalks, pathways, streetlights, etc.).

DISCUSSION

In 2024, Kingsville hired Watson & Associates to expand its 2022 Kingsville's Core Asset Management Plan to include non-core transportation assets, as well as update the current replacement values and levels of service.

This plan satisfies the July 1, 2024, reporting requirements of O. Reg. 588/17 for Core Assets.

Also in 2024, Kingsville hired Stantec through competitive bidding process to help develop an AMP for facilities, parks and fleet. This plan is still under development and expected to be completed before the end of May 2025.

FINANCIAL CONSIDERATIONS

The updated Core Asset Management Plan, which includes additional transportation assets, inflationary adjustments and other data corrections, projects a 2024 replacement cost of \$774,980,000. This represents a \$154,239,604 increase over the Town's 2022 AMP.

Asset Class	2024 Replacement Cost	2022 Replacement Cost
Transportation*	\$232,433,000	\$196,520,606
Bridges & Culverts	\$59,842,000	\$45,748,000
Water	\$189,396,000	\$158,686,315
Wastewater	\$162,424,000	\$137,274,008
Stormwater	\$130,885,000	\$82,511,467
Total	\$774,980,000	\$620,740,396

*Transportation Assets include; Roads, Sidewalks, streetlights and traffic signals.

The average annual funding requirement for Core Assets is \$14,436,000, an increase of \$3,163,000 over the 2022 target.

Asset Class	2024 Avg. Annual Funding Requirement for Core Assets	2022 Avg. Annual Funding Requirement for Core Assets
Transportation*	\$6,530,000	\$5,316,000
Bridges & Culverts	\$1,378,000	\$1,065,000
Water	\$2,151,000	\$1,504,000
Wastewater	\$2,352,000	\$2,016,000
Stormwater	\$2,025,000	\$1,372,000
Total	\$14,436,000	\$11,273,000

Despite increases in infrastructure funding over the past few budget cycles, the Town's infrastructure funding deficit remains significant. As part of the July 1, 2025, requirements of O. Reg. 588/17, Administration is in the process of developing a financial strategy to meet the Town's strategic plan goal of funding 85% of its Core Asset Annual Funding Requirement by 2030.

ENVIRONMENTAL CONSIDERATIONS

Proper asset management planning will ensure municipal infrastructure continues to operate at adequate levels of service, is properly maintained, and is replaced when required. This will have a positive impact on the environment. Some brief examples include:

- Well-maintained storm sewers will mitigate flooding and protect bodies of water from harmful stormwater runoff.
- Well-maintained sanitary sewers will mitigate flooding and reduce environmental spills.
- Extending the life of all assets through maintenance will reduce the frequency of major replacements. This reduces waste and the need for more non-renewable resources.

CONSULTATIONS

Watson & Associates Economists Ltd.

PREPARED BY:



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



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

REVIEWED BY:



Richard Wyma
Director of Planning and Development



John Norton
CAO



Asset Management Plan Update – Core Assets

Town of Kingsville

March 4, 2025

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca

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List of Acronyms and Abbreviations

B.C.I.	Bridge Condition Index
C.I.R.C.	Canadian Infrastructure Report Card
E.C.A.	Environmental Compliance Approvals
I.J.P.A.	Infrastructure for Jobs and Prosperity Act
O. Reg. 588/17	Ontario Regulation 588/17
O.S.I.M.	Ontario Structure Inspection Manual
P.C.I.	Pavement Condition Index
P.S.A.B.	Public Sector Accounting Board
U.L.C.%	Useful Life Consumed Percentage



Report



Chapter 1

Introduction



1. Introduction

1.1 Overview

The main objective of an asset management plan is to use a municipality's best available information to develop a long-term plan for capital assets. In addition, the plan should provide a sufficiently documented framework that will enable continual improvement and updates of the plan, to ensure its relevancy over the long term.

The Town of Kingsville (Town) retained Watson & Associates Economists Ltd. (Watson) to assist in updating its 2023 Asset Management Plan for core infrastructure assets. The main purpose of this update is to incorporate non-core Transportation assets such as streetlights, traffic signals, sidewalks, and pedestrian crossings into the Town's asset management plan, in order to bring the Town into compliance with the July 1, 2024 requirements of Ontario Regulation 588/17. Additionally, this asset management plan update also provides updated replacement cost valuations, updated information on current levels of service, and identifies proposed levels of service. Following the completion of this asset management plan, the Town will need to shift its focus to developing a financial strategy to meet the July 1, 2025 requirements of O. Reg. 588/17.

The total current replacement cost of the assets covered by this plan is estimated to be approximately \$775 million. Transportation assets comprise the largest share of this replacement cost at approximately \$292.3 million (38%), followed by water assets at approximately \$189.4 million (24%), wastewater assets at approximately \$162.4 million (21%), and lastly, stormwater assets at approximately \$130.9 million (17%).

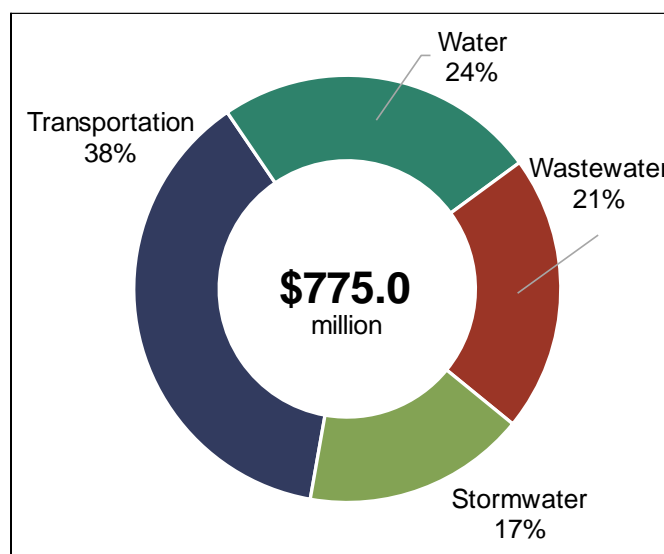
A breakdown of the replacement cost by asset class is provided in Table 1-1 and is further illustrated in Figure 1-1.



Table 1-1: Distribution of Replacement Cost by Asset Class

Asset Class	Current Replacement Cost
Transportation	\$292,275,000
Water	\$189,396,000
Wastewater	\$162,424,000
Stormwater	\$130,885,000
Total	\$774,980,000

Figure 1-1: Distribution of Replacement Cost by Asset Class



1.2 Legislative Context for the Asset Management Plan

Asset management planning in Ontario has evolved significantly over the past decade.

Prior to 2009, it was common municipal practice to expense capital assets in the year of their acquisition or construction. Consequently, this meant that many municipalities did not have appropriate tracking of their capital assets, especially with respect to any changes that capital assets may have undergone (i.e. betterments, disposals, etc.). Furthermore, this also meant that many municipalities had not yet established inventories of their capital assets, both in their accounting structures and financial statements. As a result of revisions to *Section 3150 – Tangible Capital Assets* of the *Public Sector Accounting Board* (PSAB) handbook, which came into effect for the 2009



fiscal year, municipalities were forced to change this long-standing practice and capitalize their tangible capital assets over the term of the asset's expected useful service life. In order to comply with this revision, municipalities needed to establish asset inventories, if none previously existed.

In 2012, the Province launched the Municipal Infrastructure Strategy, which required municipalities and local service boards seeking provincial funding to demonstrate how any proposed project fits within a broader asset management plan. In addition, asset management plans encompassing all municipal assets needed to be prepared by the end of 2016 to meet Federal Gas Tax (now the Canada Community-Building Fund) agreement requirements. To help define the components of municipal asset management plans, the Province produced a document entitled *Building Together: Guide for Municipal Asset Management Plans*. This document outlined the information and analyses that were required to be included in municipal asset management plans under this initiative.

The Province's *Infrastructure for Jobs and Prosperity Act, 2015* (IIPA) was proclaimed on May 1, 2016. This legislation detailed principles for evidence-based and sustainable long-term infrastructure planning. The IIPA also gave the Province the authority to guide municipal asset management planning by way of regulation. In late 2017, the Province introduced O. Reg. 588/17 under the IIPA. The intent of O. Reg. 588/17 is to establish standard content for municipal asset management plans. Specifically, the regulation requires that asset management plans be developed that define levels of service, identify the lifecycle activities that will be undertaken to achieve those levels of service, and provide a financial strategy to support the levels of service and lifecycle activities.

As noted earlier, this update of the Town's 2023 Asset Management Plan for core infrastructure assets has been completed to bring the Town's road-related assets into its scope. This update also identifies proposed levels of service for all assets within the scope of the Town's core asset management plan. Over the coming months the Town will be undertaking the final phase of its asset management plan, which will entail developing a financial strategy. The final phase of the asset management plan will bring the Town into full compliance with the 2025 requirements of O. Reg. 588/17.



1.3 Asset Management Plan Development

This asset management plan was developed using an approach that leverages the Town's asset management principles as identified within its strategic asset management policy, capital asset database information, and staff input.

The preparation of this update to the Town's asset management plan was based on the steps summarized below:

1. Compile asset information into complete inventories that contain relevant asset attributes such as size, quantity, age, useful service life expectations, and replacement cost. As part of this step, replacement costs were updated, where required, using a combination of the Town's recent procurement data and/or applicable inflationary indices.
2. Define and assess the current condition of assets using a combination of staff input, existing background reports and studies (e.g. Road Needs Study, OSIM Bridge Inspections), and age-based condition analysis.
3. Update current levels of service based on analyses of available data and review of various background reports.
4. Update lifecycle management strategies that identify the activities required to maintain the current levels of service. The outputs of these strategies were utilized to develop forecasts of annual capital and significant operating expenditures for each asset class.
5. Document the asset management plan in a formal report to inform future decision-making and to communicate planning to municipal stakeholders.



Chapter 2

State of Local Infrastructure and Levels of Service



2. State of Local Infrastructure and Levels of Service

2.1 Introduction

This chapter provides summary information on the Town's assets and the current service levels provided by those assets.

O. Reg. 588/17 requires that for each asset class included in the asset management plan, the following information must be identified:

- Summary of the assets;
- Replacement cost of the assets;
- Average age of the assets (it is noted that the regulation specifically requires average age to be determined by assessing the age of asset components);
- Information available on condition of assets; and
- Approach to condition assessments (based on recognized and generally accepted good engineering practices where appropriate).

Asset management plans must identify the current levels of service being provided for each asset class. For core municipal infrastructure assets, both the qualitative descriptions pertaining to community levels of service and metrics pertaining to technical levels of service are prescribed by O. Reg. 588/17.

The rest of this chapter addresses the requirements identified above, with each section focusing on an individual asset class.

2.2 Transportation

2.2.1 *State of Local Infrastructure*

The Town owns and manages a variety of assets that support the provision of transportation services and that contribute to the overall level of service provided by the Town. The Town's transportation assets comprise roadways, bridges, structural culverts, and road-related assets such as sidewalks, pedestrian crossings, traffic signals, and streetlights. The estimated current replacement cost of these assets is approximately \$292.3 million.



The road network consists of paved and gravel roads with an estimated combined replacement cost of approximately \$209.8 million. Table 2-1 provides a breakdown of the road network by surface type, showing centreline length, average age, and replacement cost. A visual rendering of the data presented in Table 2-1 is provided in Figure 2-1. A spatial illustration of the Town's road network and its extent is provided in Map 2-1.

Table 2-1: Road Network – Length, Age, and Replacement Cost by Surface Type

Surface Type	Quantity	Average Age	Replacement Cost (2024\$)
Paved	235.1 km	17 years	\$205,059,000
Gravel	19.7 km	23 years	\$4,764,000
Total	254.8 km		\$209,823,000

The Town owns and maintains 63 structures comprising 44 vehicular bridges, 4 pedestrian bridges, and 15 structural culverts (diameter $\geq 3\text{m}$) with an estimated combined replacement cost of approximately \$59.8 million. Table 2-2 provides a breakdown of the quantities, average ages, and replacement costs by structure type. A visual rendering of the data presented in Table 2-2 is provided in Figure 2-2 and a spatial illustration is provided in Map 2-1.

Table 2-2: Summary of Quantity, Age, and Replacement Cost by Structure Type – Structures

Structure Type	Quantity	Average Age	Replacement Cost (2024\$)
Vehicular Bridges	44	40 years	\$36,875,000
Pedestrian Bridges	4	43 years	\$1,234,000
Structural Culverts	15	23 years	\$21,733,000
Total	63		\$59,842,000

The Town also owns and maintains a variety of road-related assets comprising six pedestrian crossings, traffic signals at six intersections, approximately 51.4 kilometres of sidewalks, and 1,756 streetlights. The estimated combined replacement cost of the Town's road-related assets is approximately \$22.6 million. Table 2-3 provides a breakdown of the quantities and replacement costs by asset. With the exception of streetlights, there is currently insufficient data available to report the average age of the



Town's road-related assets. The Town's streetlights are estimated to be approximately nine years old on average.¹

Table 2-3: Summary of Quantity and Replacement Cost of Road-related Assets

Asset Type	Quantity	Replacement Cost (2024\$)
Streetlights	1,756	\$9,658,000
Traffic Signals	6 signalized intersections	\$1,800,000
Sidewalks	51.4 km	\$10,642,000
Pedestrian Crossings	6	\$510,000
Total		\$22,610,000

¹ Approximately 90% (1,568 out of 1,756) of the Town's streetlights were put in service in 2016 when the Town completed an LED conversion program. The remaining 10% of streetlights have come into service since 2016.



Figure 2-1: Summary Information – Road Network

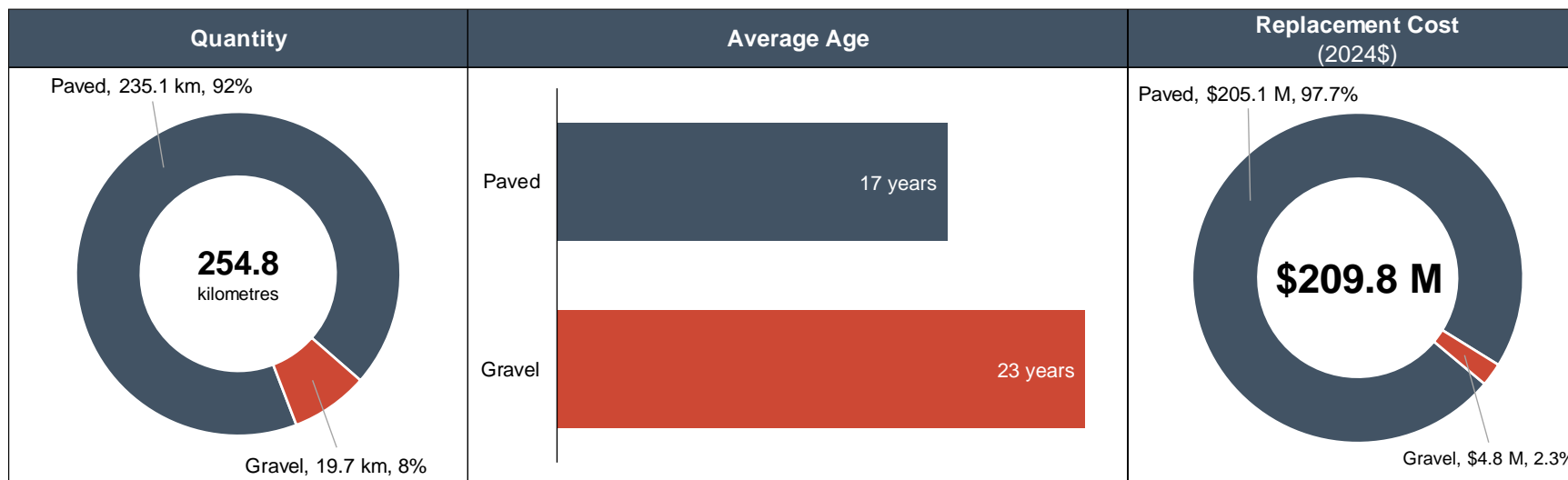
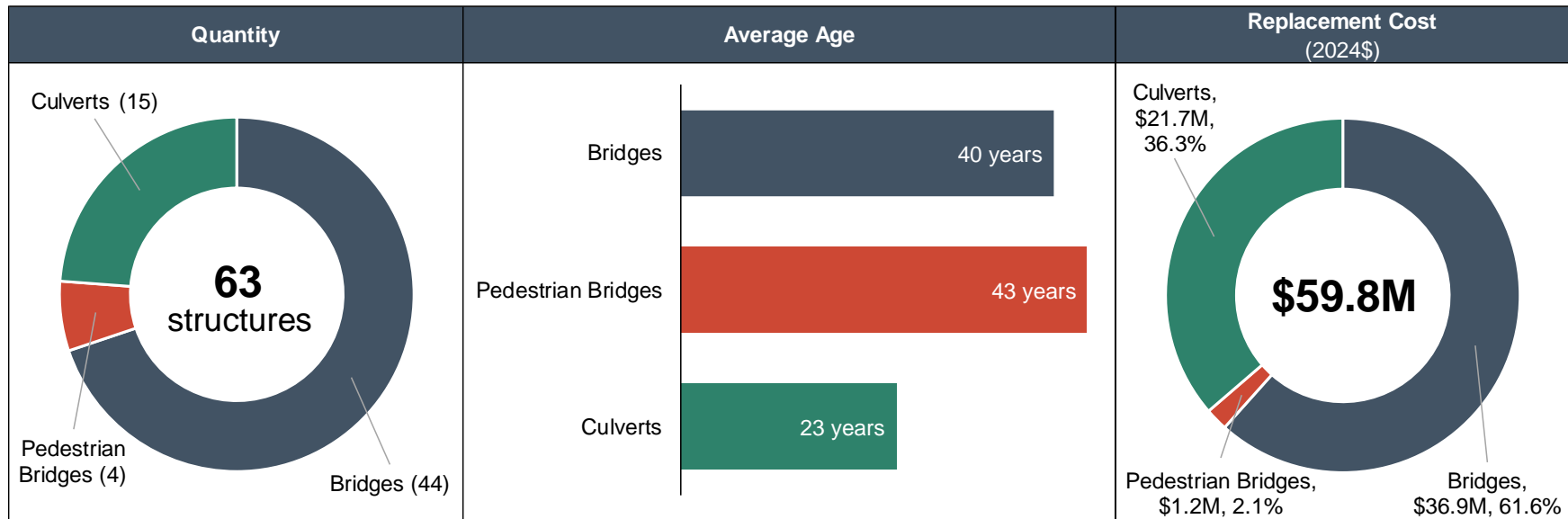




Figure 2-2: Summary Information – Structures





2.2.2 Condition

The Town completes regular condition assessments of the road network. Roads are assessed using the Pavement Condition Index (P.C.I.). The P.C.I. is measured on a scale from 0 to 100, with 100 being an asset in as-new condition and 0 being a failed asset. To better communicate the condition of the paved road network, the numeric condition ratings for paved roads have been segmented into qualitative condition states as shown in Table 2-4. Moreover, descriptions of roads in these condition states are provided to better communicate the condition to the reader. Based on the most recent assessment, the average condition of paved roads is a P.C.I. of 71. The distribution of road network length by P.C.I. rating range is illustrated in Figure 2-3.

The condition of the Town's gravel roads has not been formally assessed, however, based on current maintenance practices it is estimated that gravel roads are on average in fair condition.

Table 2-4: Road Condition States Defined with Respect to Pavement Condition Index

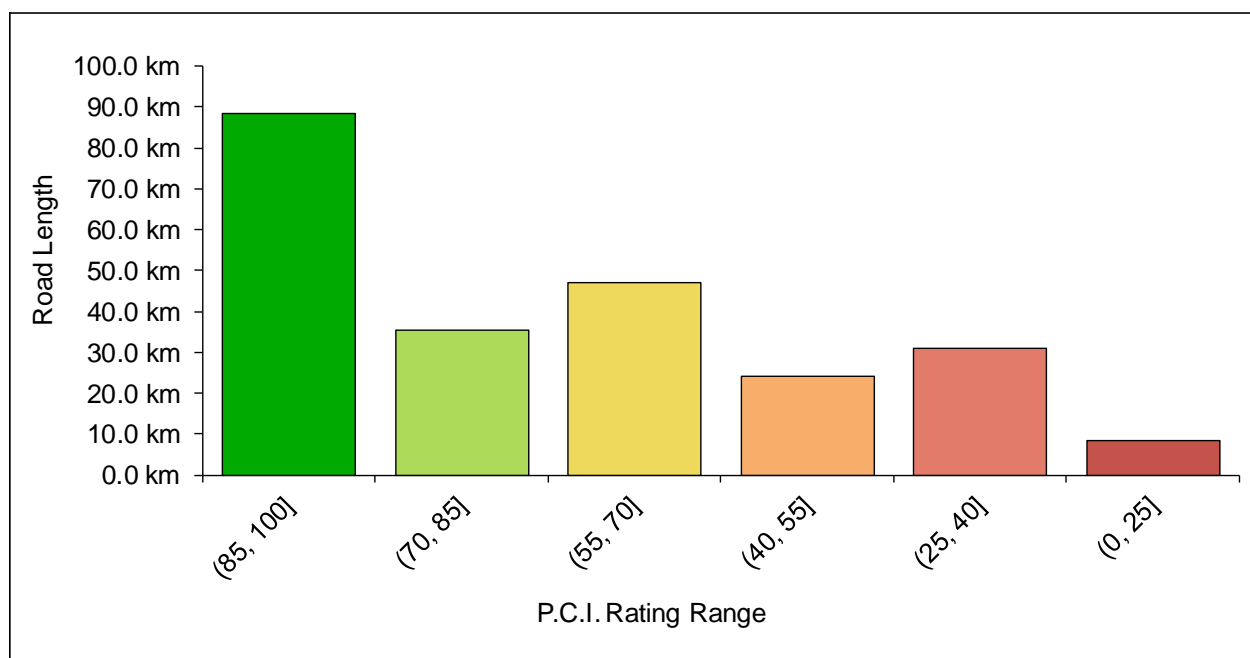
P.C.I. Range	Condition State	Description ^[1]
85 < P.C.I. ≤ 100	Good	A very smooth ride. Pavement is in good condition with few cracks.
70 < P.C.I. ≤ 85	Satisfactory	A smooth ride with just a few bumps or depressions. The pavement is in satisfactory condition with frequent very slight or slight cracking.
55 < P.C.I. ≤ 70	Fair	A comfortable ride with intermittent bumps or depressions. The pavement is in fair condition with intermittent moderate and frequent slight cracking, and with intermittent slight or moderate alligating and distortion.
40 < P.C.I. ≤ 55	Poor	An uncomfortable ride with frequent to extensive bumps or depressions. Cannot maintain the posted speed at the lower end of the scale. The pavement is in poor to fair condition with frequent moderate cracking and distortion, and intermittent moderate alligating.

^[1] Descriptions adapted from "SP-024 Manual for Condition Rating of Flexible Pavements" (Ontario Ministry of Transportation, 2016).



P.C.I. Range	Condition State	Description ^[1]
$25 < \text{P.C.I.} \leq 40$	Very Poor	A very uncomfortable ride with constant jarring bumps and depressions. Cannot maintain the posted speed and must steer constantly to avoid bumps and depressions. The pavement is in very poor condition with moderate alligating and extensive severe cracking and distortion.
$0 \leq \text{P.C.I.} \leq 25$	End of Life	The pavement is in serious condition with extensive severe cracking, alligating and distortion.

Figure 2-3: Distribution of Road Network Length by P.C.I. Rating Range



In accordance with O. Reg. 104/97, the Town completes biennial inspections of its bridges and structural culverts following the O.S.I.M. The most recent inspections were completed by AMTEC Engineering Ltd. in 2023. Each structure was assigned a Bridge Condition Index (B.C.I.). The B.C.I. is on a scale of 0 to 100, with 100 being an asset in as-new condition and 0 being a failed asset. Similar to the analysis for roads described above, the numeric condition ratings for structures have been segmented into qualitative condition states. Photographs and descriptions of these condition states are provided in Table 2-5 to better communicate the condition to the reader.



Table 2-5: Examples and Descriptions of Structure Condition States

Condition State	B.C.I. Range	Bridge Photos ^[1]	Structural Culvert Photos ^[1]	Description
Good	$70 < \text{B.C.I.} \leq 100$			Repair/maintenance work is not usually required within the next five years.
Fair	$60 < \text{B.C.I.} \leq 70$			Repair/maintenance work is usually scheduled within the next five years. This may represent an ideal time to schedule major rehabilitation, from an economic perspective.
Poor	$0 \leq \text{B.C.I.} \leq 60$			Repair/maintenance work is usually scheduled within approximately one year.

^[1] Photos are reproduced from the Town's Bridge and Culvert Inspections Report (AMTEC Engineering Ltd., Nov. 2021)

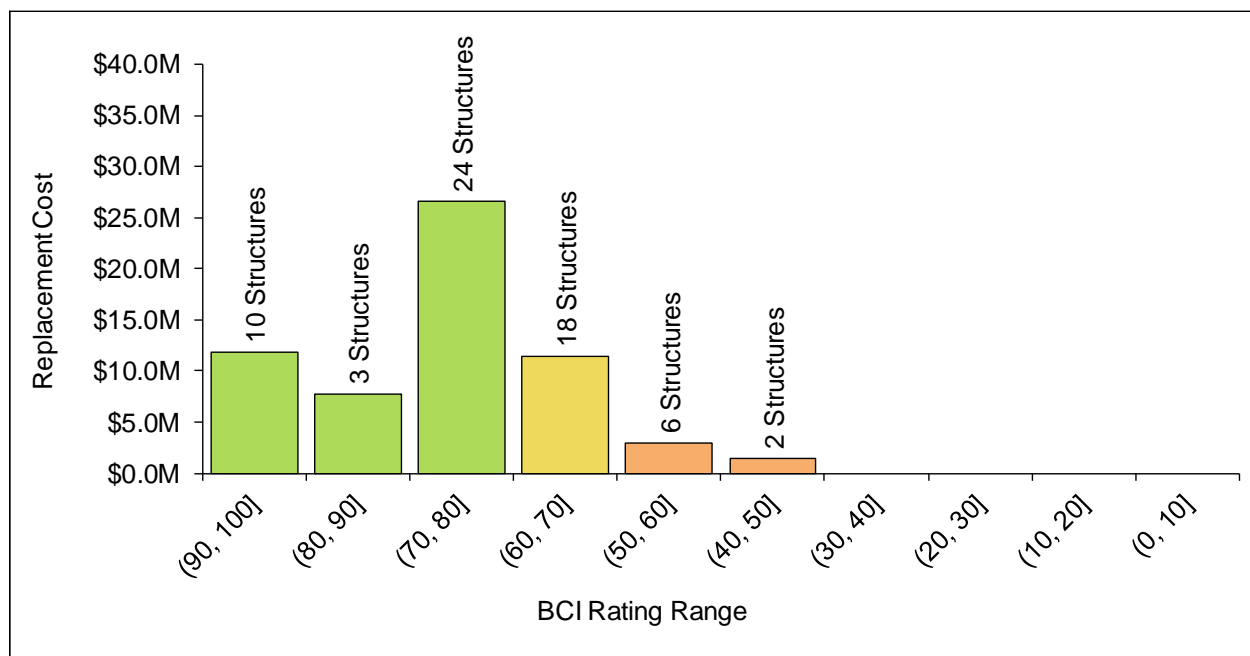


The average B.C.I. ratings and corresponding condition states for structures are summarized in Table 2-6 below. On average (weighted by replacement cost), vehicular bridges are in a Good condition state, pedestrian bridges are in a Fair condition state, and structural culverts are in a Good condition state. The distribution of structure condition (as measured by B.C.I.) by structure replacement value by is presented in Figure 2-4.

Table 2-6: Structure Condition Analysis

Structure Type	Quantity	Condition (Weighted Average B.C.I.)	Average Condition State
Vehicular Bridges	44	75	Good
Pedestrian Bridges	4	69	Fair
Structural Culverts	15	82	Good

Figure 2-4: Distribution of Replacement Cost of Structures by B.C.I. Rating Range



The Town completes regular inspections of its sidewalks to identify tripping hazards and other deficiencies. However, these inspections do not result in a formal condition rating. In the future, the Town may wish to expand its already established road network condition assessment program to include sidewalks. To date, the Town has not formally assessed the condition of pedestrian crossings, streetlights, and traffic signals.



2.2.3 Levels of Service

The levels of service currently provided by the Town's transportation system are, in part, a result of the state of local infrastructure identified above. The levels of service framework defines the performance measures that will be tracked over time, and identifies the current and proposed levels of service. There are prescribed levels of service reporting requirements under O. Reg. 588/17 for core transportation assets (i.e., roads and structures). Table 2-7 and Table 2-8 include the prescribed levels of service. In future iterations of the asset management plan, additional performance measures may be added to more comprehensively capture the level of service transportation assets provide. The tables are structured as follows:

- The 'Service Attribute' columns indicate the high-level attribute being addressed;
- The 'Community Levels of Service' column in Table 2-7 explains the Town's intent in plain language and provides additional information about the service being provided;
- The 'Performance Measure' column in Table 2-8 describes the performance measure(s) connected to the identified service attribute;
- The '2024 Performance' column in Table 2-8 reports current performance for the performance measure;
- The 'Proposed Performance' column in Table 2-8 identifies the proposed performance for each performance measure; and
- The 'Explanation of Proposed Performance' column in Table 2-8 provides further details on the proposed performance, including why the proposed level of service is appropriate for the Town.



Table 2-7: Community Levels of Service – Roads and Structures

Service Attribute	Community Levels of Service
Scope	The Town's transportation assets enable the movement of people and goods within the Town and provide connectivity to regional roads. The Town's transportation assets are used by pedestrians, cyclists, passenger vehicles, commercial truck traffic, and emergency vehicles.
	The scope of the Town's transportation network, including roads and structures, is illustrated by Map 2-1. This map shows the geographical distribution of the Town's roads and locations of structures.
Quality	To aid in interpreting condition states, descriptions of roads, and structures in different condition states are provided in Table 2-4 and Table 2-5, respectively. Table 2-5 also includes photos of structures in different condition states.



Table 2-8: Technical Levels of Service – Roads and Structures

Service Attribute	Performance Measure	2024 Performance	Proposed Performance	Explanation of Proposed Performance
Scope	Number of lane-kilometres of arterial roads as a proportion of square kilometres of land area of the Town.	0.08 km/km ²	0.08 km/km ²	The Town's Transportation Master Plan indicates that traffic operations are expected to continue operating at acceptable levels of service until year 2037. The Town is not planning to construct any new arterial roads over the next ten years.
	Number of lane-kilometres of collector roads as a proportion of square kilometres of land area of the Town.	0.06 km/km ²	0.07 km/km ²	The Town's Transportation Master Plan recommends the construction of a new 1.8 km collector road to maintain adequate service levels. This new collector road is proposed to be constructed in 2026.
	Number of lane-kilometres of local roads as a proportion of square kilometres of land area of the Town.	0.81 km/km ²	N/A	The Town is not setting an explicit target for this performance measure. It is noted that this metric is expected to increase over time as new local roads are emplaced to service new developments (e.g., local roads within new subdivisions).
	Percentage of bridges in the Town with loading or dimensional restrictions.	0%	0%	The Town intends to maintain the current levels of service – i.e., ensuring that no bridges have loading or dimensional restrictions.
Quality	For paved roads in the Town, the average pavement condition index value.	71	70	The Town has maintained an average P.C.I. of around 70 for the past five years. Maintaining the road network at an average P.C.I. of 70 has generated minimal complaints from residents regarding road conditions.
	For unpaved roads in the Town, the average surface condition.	Fair	Fair	The Town has a relatively small network of gravel roads and maintains these roads in accordance with the Minimum Maintenance Standards Ontario Reg 239/02.
	For bridges in the Town, the average bridge condition index value.	75 ¹	70	The Town has historically maintained its bridges at an average B.C.I. above 70. The intent is to keep bridges at this condition or better. However, a more relevant metric is deemed to be the percentage of bridges maintained at a condition of “Fair” or better (i.e., B.C.I. > 60), as reported below.
	For structural culverts in the Town, the average bridge condition index value.	82	70	The Town has historically maintained its structural culverts at an average B.C.I. above 70. The intent is to keep bridges at this condition or better. However, a more relevant metric is deemed to be the percentage of structural maintained at a condition of “Fair” or better (i.e., B.C.I. > 60), as reported below.
	Percentage of vehicular bridges (by replacement cost) in “Fair” or better condition.	90%	100%	The Town proposes to keep all bridges in a condition of “Fair” or better (i.e., B.C.I. > 60).
	Percentage of pedestrian bridges (by replacement cost) in “Fair” or better condition.	34%	100%	The Town proposes to keep all pedestrian bridges in a condition of “Fair” or better (i.e., B.C.I. > 60).
	Percentage of structural culverts (by replacement cost) in “Fair” or better condition.	100%	100%	The Town proposes to keep all structural culverts in a condition of “Fair” or better (i.e., B.C.I. > 60).

¹ Average excludes pedestrian bridges.



2.3 Water

2.3.1 State of Local Infrastructure

The Town's water distribution system supplies water to the majority of properties in the municipality from the Union Area Water Supply System. A spatial illustration of the extent of the Town's water distribution system is provided in Map 2-2. The Town's water infrastructure comprises approximately 234.4 kilometres of water mains (including several thousand appurtenances directly related to the mains such as valves, fire hydrants, and service connections), and over 8,800 water meters. The combined replacement cost of this infrastructure is estimated at \$189.4 million. Table 2-9 provides summary information for the Town's water infrastructure, including quantities, average ages, and replacement costs by asset category.

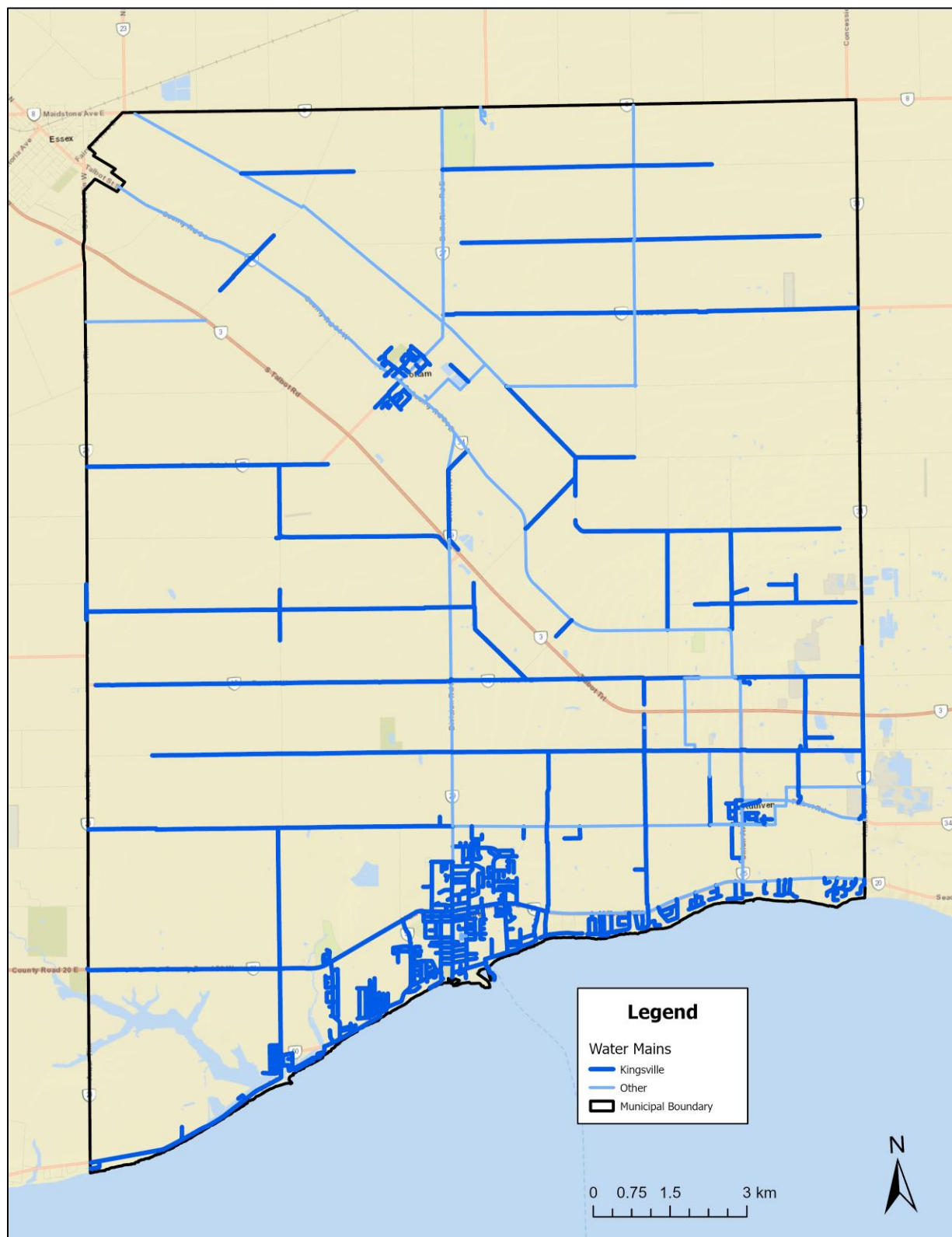
Table 2-9: Water Infrastructure – Quantity, Age, and Replacement Cost by Asset Category

Asset Category	Quantity	Average Age	Replacement Cost (2024\$)
Water Mains	234.4 km	32 years	\$184,916,000
Valves	1,206		Included above
Service Connections	~8,500		Included above
Isolation Valves	1,004		Included above
Hydrants	1,095		Included above
Water Meters	8,831	<1 year ¹	\$4,480,000
Total			\$189,396,000

¹ Approximately 85% of the water meters were replaced in 2024.



Map 2-2: Water Distribution System





2.3.2 Condition

The condition of the Town's water assets has not been directly assessed through a physical condition assessment. In this asset management plan, the condition of the water assets is evaluated based on age relative to the expected useful life (i.e., based on the percentage of useful life consumed (U.L.C.%)). Useful lives were assigned to individual pipe segments based on material, and range from 80 to 100 years. A brand-new asset would have a U.L.C.% of 0%, indicating that zero percent of the asset's life expectancy has been utilized. Conversely, an asset that has reached its life expectancy would have a U.L.C.% of 100%. It is possible for assets to have a U.L.C.% greater than 100%, which occurs if an asset has exceeded its typical life expectancy but continues to be in service. This is not necessarily a cause for concern; however, it must be recognized that assets that are near or beyond their typical life expectancy are likely to require replacement or rehabilitation in the near term.

To better communicate the condition of water and other assets where U.L.C.% will be used, the U.L.C.% ratings have been segmented into qualitative condition states as summarized in Table 2-10. The scale is set to show that if assets are replaced around the expected useful life, they would be in the Fair condition state. The Fair condition state extends to 100% of expected useful life. Beyond 100% of useful life, the probability of failure is assumed to have increased to a point where performance would be characterized as Poor or Very Poor.

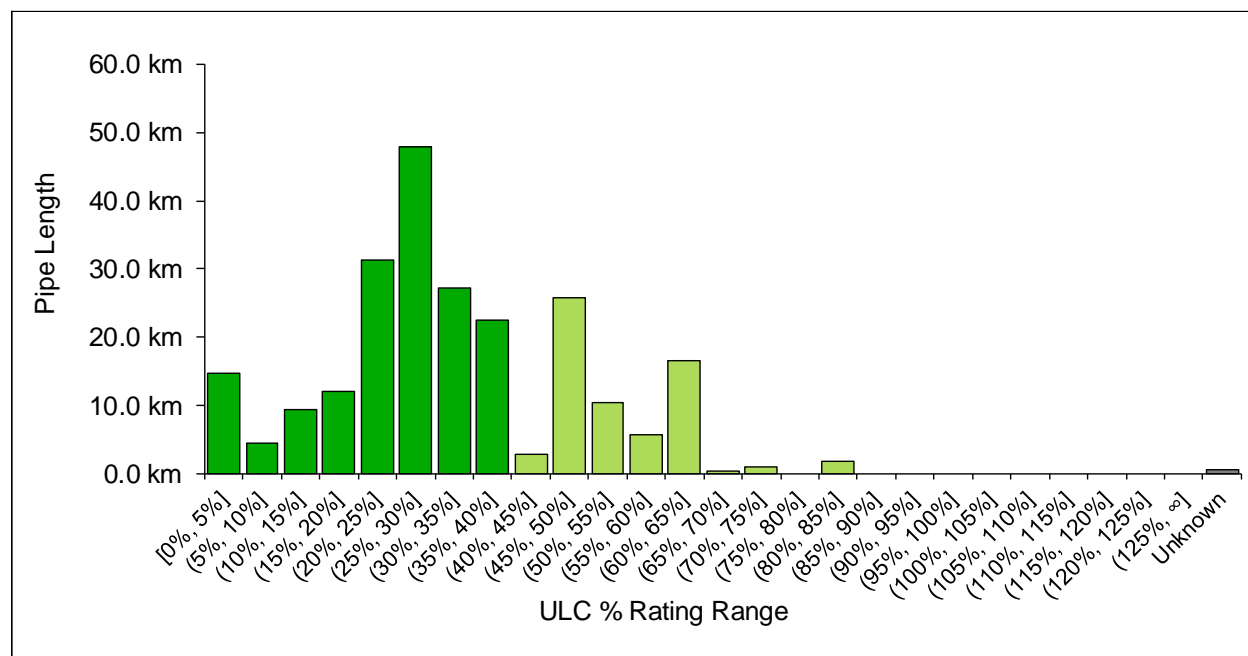
Table 2-10: Condition States Defined with Respect to U.L.C.% – Water Assets

Condition State	U.L.C.%
Very Good	$0\% \leq \text{U.L.C.\%} \leq 45\%$
Good	$45\% < \text{U.L.C.\%} \leq 90\%$
Fair	$90\% < \text{U.L.C.\%} \leq 100\%$
Poor	$100\% < \text{U.L.C.\%} \leq 125\%$
Very Poor	$125\% < \text{U.L.C.\%}$

Figure 2-5 shows the distribution of water main length by condition (as measured by U.L.C.%). On average, Town's water mains are in the Very Good condition state.



Figure 2-5: Distribution of Water Mains by U.L.C. %





2.3.3 Levels of Service

This section provides an overview of the Town's level of service framework for water services.

Table 2-11: Community Levels of Service – Water

Service Attribute	Community Levels of Service
Scope	Water service is provided to customers in most areas of the Town, as illustrated in Map 2-2.
Reliability	<p>The Town is committed to providing safe drinking water to its customers. The Town's Environmental Services Department:</p> <ul style="list-style-type: none">• Operates and maintains the drinking water supply system following all applicable legislation and regulations.• Ensures that all staff are well trained, competent to undertake the duties assigned them and certified appropriately.• Maintains and continually improves the Quality Management System. <p>Boil water advisories can be triggered by adverse water quality test results or other problems in the water distribution system. Service interruptions can occur as a result of routine water system maintenance or asset failure. Both boil water advisories and service interruptions are handled in accordance with the Town's Quality Management System.</p>



Table 2-12: Technical Levels of Service – Water

Service Attribute	Performance Measure	2024 Performance	Proposed Performance	Explanation of Proposed Performance
Scope	Percentage of properties connected to the Town water system.	86% ¹	N/A	The Town is not setting an explicit target for this performance measure. It is noted that the Town is in the process of expanding its Water network in the South West Service area. This expansion will enable the development of approximately 2,946 additional housing units. Furthermore, the Town will be undertaking a master servicing plan in 2025 for water and wastewater which will inform potential additional future system expansions. As development occurs and existing properties get subdivided, the number of properties connected to the Town's water system is expected to increase.
	Percentage of properties where fire flow is available.	83% ²	N/A	The Town is not setting an explicit target for this performance measure. As noted above, the Town is in the process of expanding its Water network in the South West Service area. This expansion will enable the development of approximately 2,946 additional housing units. Furthermore, the Town will be undertaking a master servicing plan in 2025 for water and wastewater which will inform potential additional future system expansions. As development occurs and existing properties get subdivided, the number of properties where fire flow is available is expected to increase.
Reliability	The number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the Town water system.	0 connection days / connection	0 connection days / connection	The Town manages its water system in accordance with strict regulatory requirements and strives for the highest level of service achievable – i.e., zero water boil advisories.
	The number of connection-days per year lost due to water main breaks compared to the total number of properties connected to the Town water system.	0.00581 connection days / connection	Minimize	The Town intends to minimize occurrences of watermain breaks.

¹ Estimated based on number of water meters relative to number of properties.

² Percentage of properties where fire flow is available is lower than the percentage of properties connected to the Town's water system because watermain with a diameter ≤ 4 " do not support fire flow.



2.4 Wastewater

2.4.1 State of Local Infrastructure

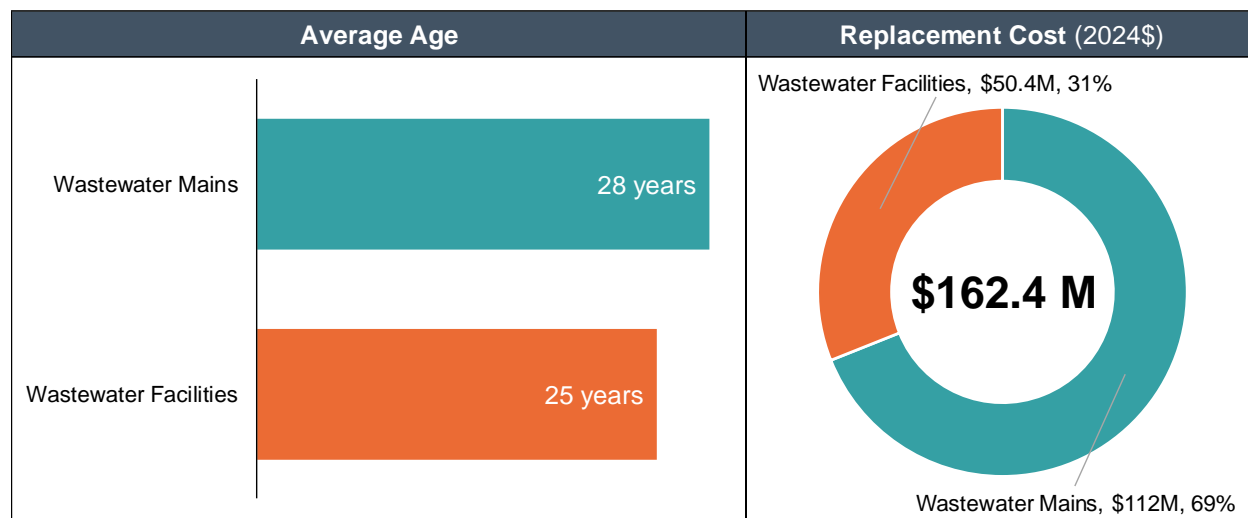
The Town owns a wastewater system servicing customers in Cottam, Kingsville/Lakeshore West, and Ruthven. A spatial illustration of the extent of the Town's wastewater collection system is provided in Map 2-3. The Town's wastewater infrastructure comprises approximately 118.3 kilometres of wastewater mains, 1,327 maintenance holes, 824 sanitary cleanouts, and several facilities including a wastewater treatment plant, two facultative lagoons, 13 pump stations, a blower building and a sludge dewatering building. The combined replacement cost of this infrastructure is estimated at \$162.4 million. Table 2-13 provides summary information for the Town's wastewater infrastructure, including quantities, average ages, and replacement costs by asset category. A visual rendering of the data presented in Table 2-13 is provided in Figure 2-6.

Table 2-13: Wastewater Infrastructure – Summary of Quantity, Age, and Replacement Cost by Asset Category

Asset Category	Quantity	Average Age	Replacement Cost (2024\$)
Wastewater Mains	118.3 km	28 years	\$112,003,000
Maintenance Holes	1,327		Included above
Sanitary Cleanouts	824		Included above
Wastewater Facilities	1 Wastewater Treatment Plant 2 Facultative Lagoons 13 Pump Stations 1 Blower Building 1 Sludge Dewatering Building	25 years	\$50,421,000
Total			\$162,424,000

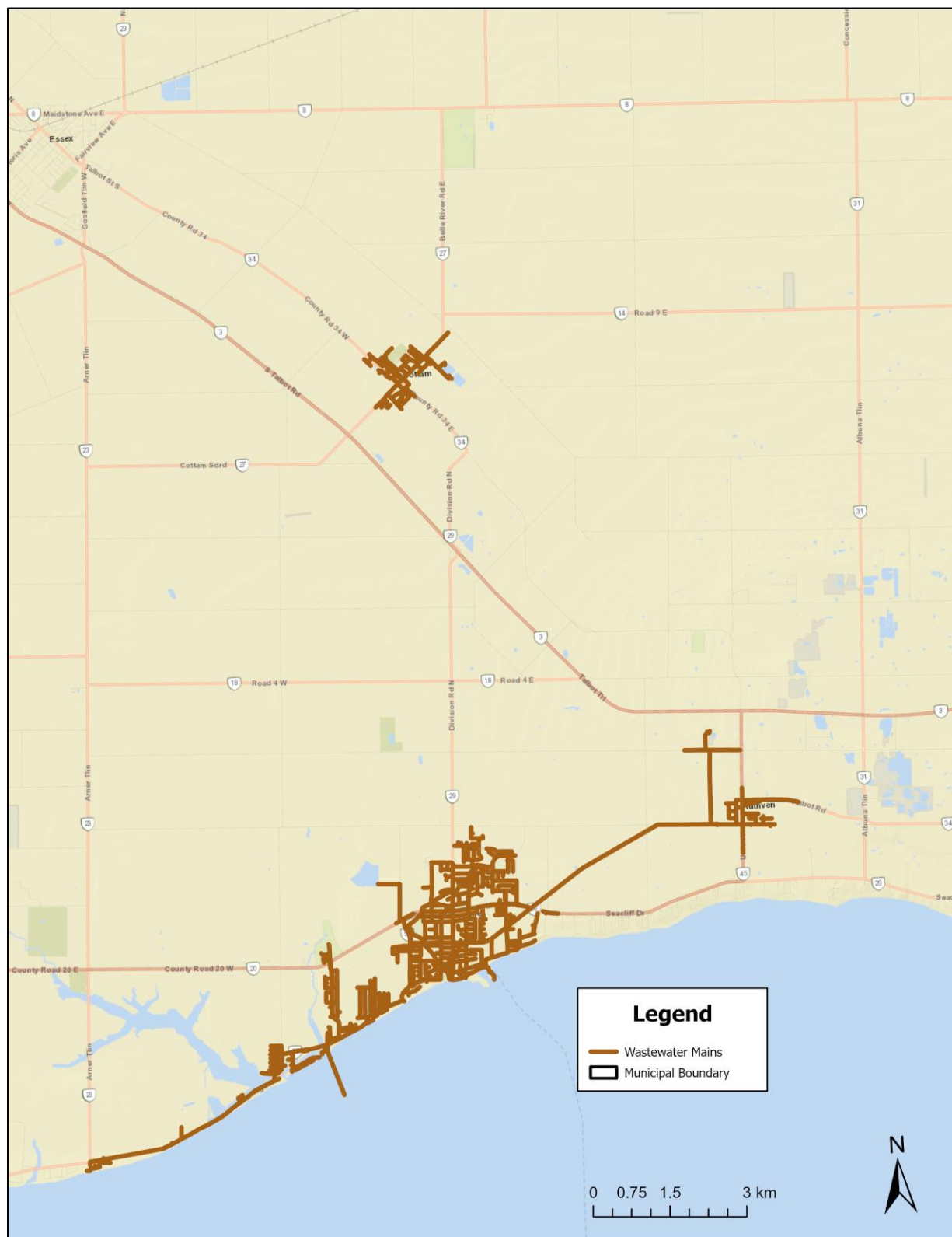


Figure 2-6: Summary Information – Wastewater





Map 2-3: Wastewater Service Area





2.4.2 Condition

The condition of the Town's wastewater assets has not been directly assessed through a physical condition assessment. In this asset management plan, the condition of the wastewater assets is evaluated based on age relative to the expected useful life (i.e., based on the percentage of useful life consumed (ULC%)) as described for water assets in subsection 2.3.2.

Figure 2-7 shows the distribution of wastewater main length by condition (U.L.C.) range. Figure 2-8 depicts the distribution of wastewater facilities by condition (U.L.C.) range. On average, the Town's wastewater mains and wastewater facilities are in the Very Good condition state.

Figure 2-7: Distribution of Wastewater Mains by Condition

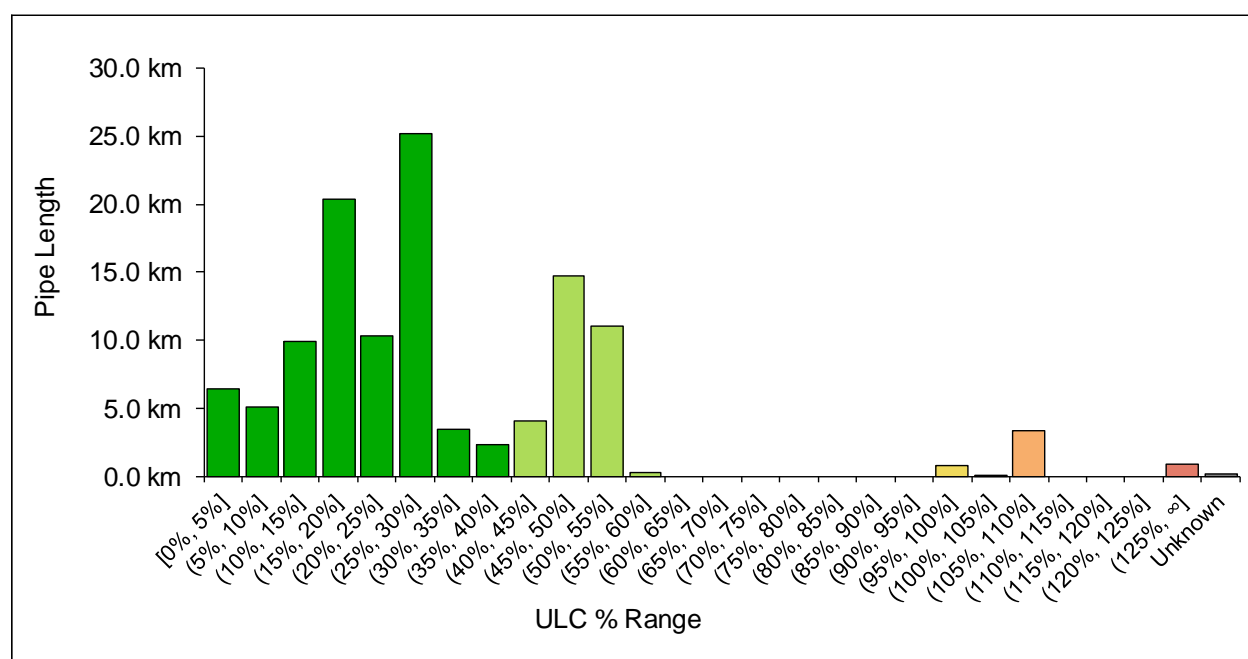
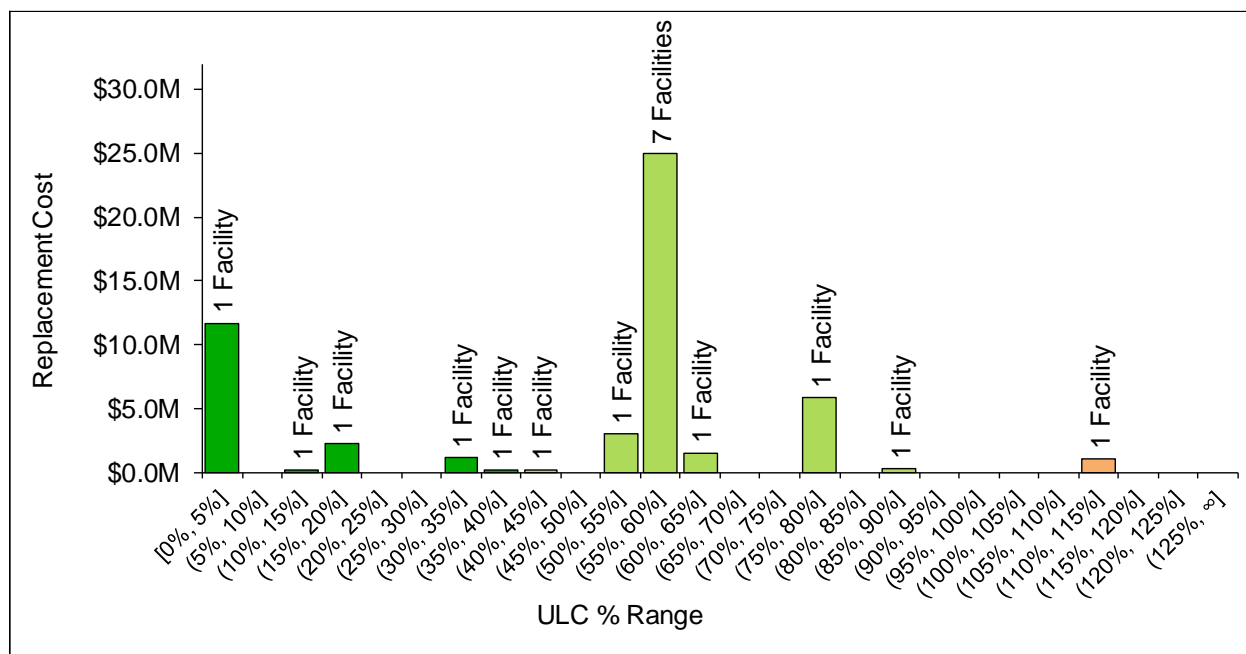




Figure 2-8: Distribution of Wastewater Facilities by Condition



2.4.3 Levels of Service

This section provides an overview of the Town's level of service framework for wastewater services.

Table 2-14: Community Levels of Service – Wastewater

Service Attribute	Community Levels of Service
Scope	Wastewater service is provided to customers in in Cottam and Kingsville/Lakeshore West, as illustrated in Map 2-3.
Reliability	The Town does not have combined sewers (sewers designed to carry both sanitary and storm water in a single pipe). Despite this, stormwater can enter the wastewater system through numerous sources (e.g., openings on maintenance hole covers, cracks, holes, failed joints, and incorrect or faulty connections). There are ongoing investigations underway to identify sources of inflow and infiltration as part of the Town's asset management initiatives.



Service Attribute	Community Levels of Service
	<p>The Town's facilities are operated in accordance with Environmental Compliance Approvals (E.C.A.) as issued by the Ministry of Environment, Conservation and Parks. A description of the effluent that is discharged from each wastewater treatment facility is provided in the respective E.C.A.:</p> <ul style="list-style-type: none">• Cottam: 0434-CADSRQ• Kingsville: 6796-5JXRYS• Lakeshore West: 2771-A2CJL9



Table 2-15: Technical Levels of Service – Wastewater

Service Attribute	Performance Measure	2024 Performance	Proposed Performance	Explanation of Proposed Performance
Scope	Percentage of properties connected to the Town wastewater system.	55%	N/A	The Town is not setting an explicit target for this performance measure. The number of properties connected to the Town's wastewater system is expected to increase as development occurs and existing properties get subdivided. The Town will be undertaking a master servicing plan in 2025 for water and wastewater which will inform potential future system expansions.
Reliability	The number of connection-days per year lost due to wastewater backups compared to the total number of properties connected to the Town wastewater system.	0.00018 connection days / connection	Minimize	The Town intends to minimize occurrences of wastewater backups.
	The number of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the Town wastewater system.	0 violations / connection	0 violations / connection	The Town manages its wastewater system in accordance with strict regulatory requirements and strives for the highest level of service achievable – i.e., zero effluent violations. It is noted that that effluent violations can occur due to factors outside of the Town's control (e.g., elevated levels of ammonia being discharged from private properties into the Town's wastewater system).



2.5 Stormwater

2.5.1 State of Local Infrastructure

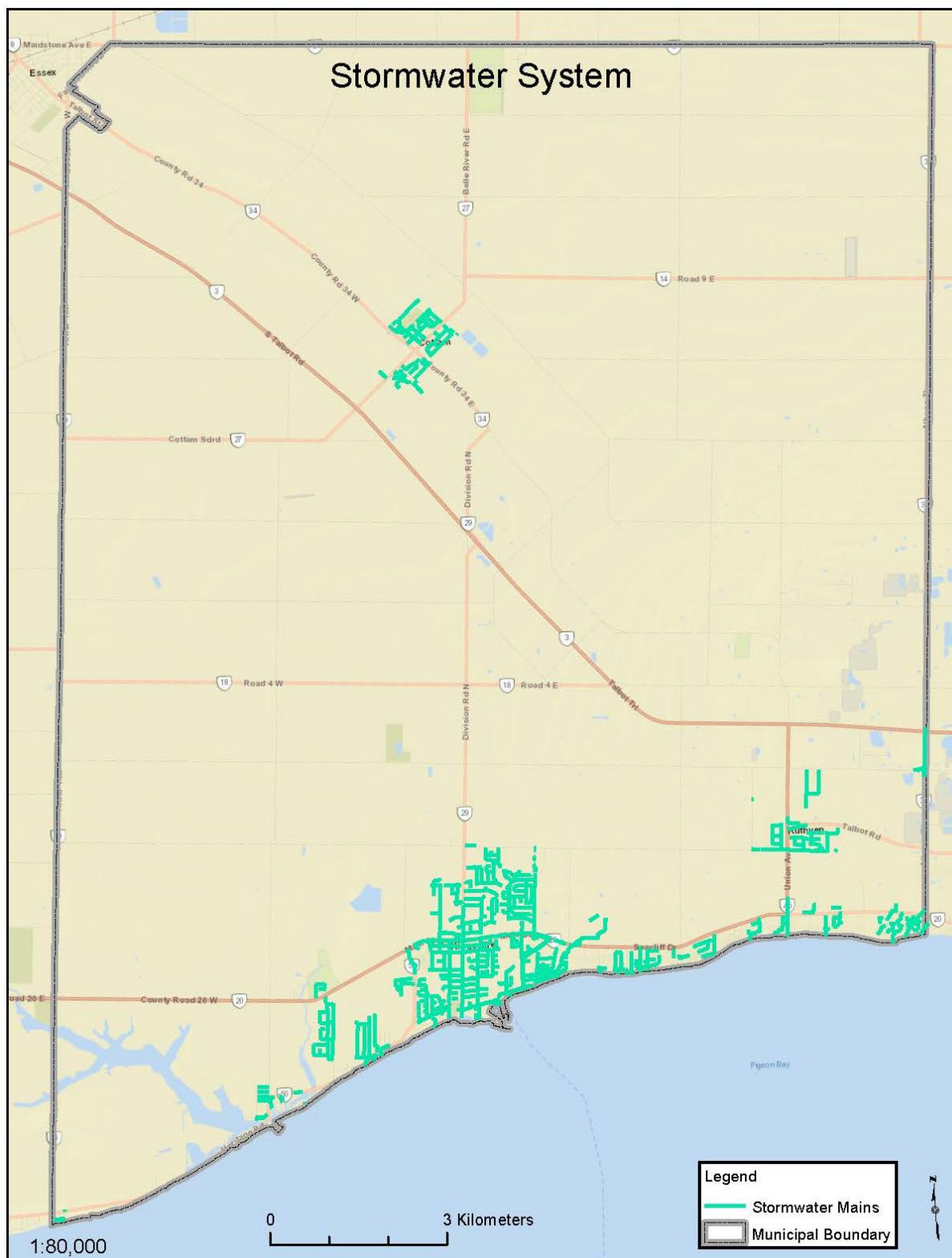
The stormwater management system provides for the collection of stormwater in order to protect properties and roads from flooding, and to manage the volume and quality of stormwater discharged back to the environment. A spatial illustration of the extent of the Town's stormwater system is provided in Map 2-4. The Town's stormwater infrastructure comprises approximately 88.8 kilometres of stormwater mains (including several thousand appurtenances directly related to the mains such as maintenance holes, catch basins, and storm cleanouts), and 13 stormwater ponds (nine wet ponds and four dry ponds). The combined replacement cost of this infrastructure is estimated at \$130.9 million. Table 2-16 shows summary information for the Town's stormwater system, including quantities, average ages and replacement costs by asset category.

Table 2-16: Stormwater Infrastructure – Quantity, Age, and Replacement Cost by Asset Category

Asset Category	Quantity	Average Age	Replacement Cost (2024\$)
Stormwater Mains	88.8 km	29 years	\$125,201,000
Maintenance Holes	1,085		Included above
Catch Basins	2,790		Included above
Storm Cleanouts	756		Included above
Stormwater Ponds	9 Wet Ponds 4 Dry Ponds	N/A	\$5,684,000
Total			\$130,885,000



Map 2-4: Stormwater System



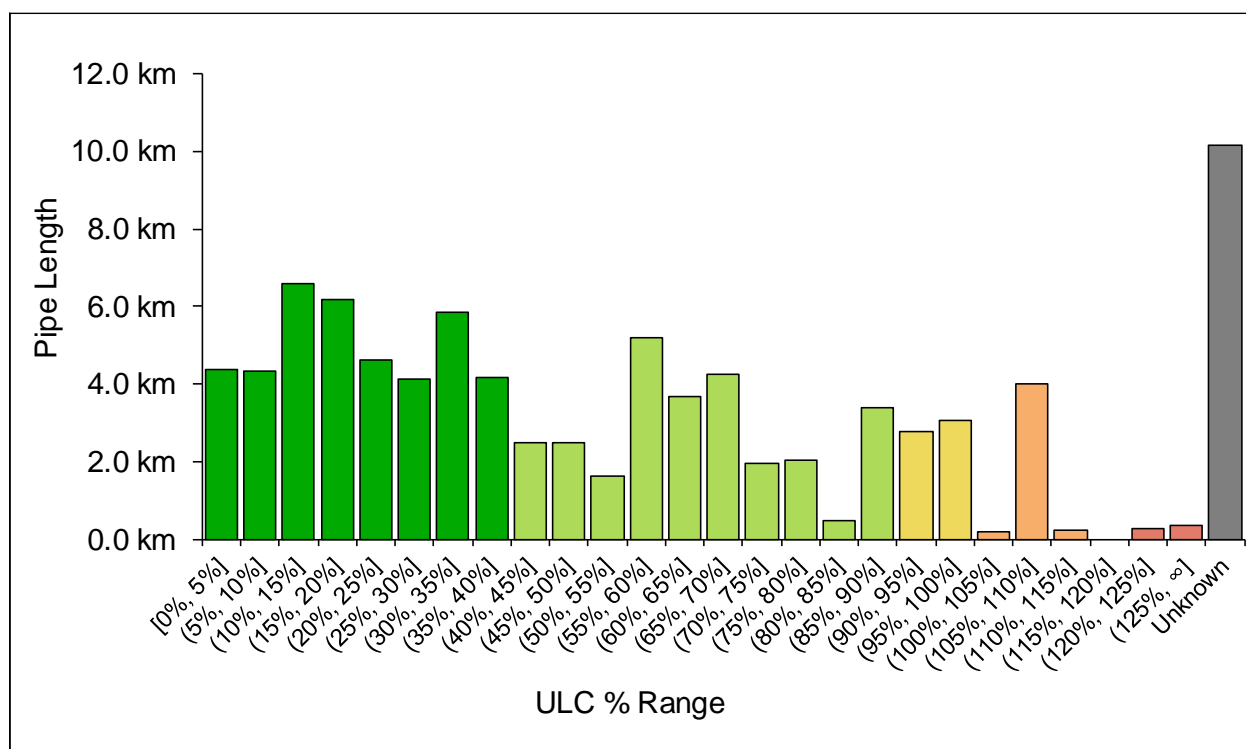


2.5.2 Condition

The condition of the Town's stormwater assets has not been directly assessed through a physical condition assessment. In this asset management plan, the condition of the stormwater assets is evaluated based on age relative to the expected useful life (i.e., based on the percentage of useful life consumed (ULC%)) as described for water assets in subsection 2.3.2.

Figure 2-9 shows the distribution of stormwater main length by condition (U.L.C.) range. On average, Town's stormwater mains are in a Very Good condition state.

Figure 2-9: Distribution of Stormwater Mains by Condition (U.L.C.) Range





2.5.3 Levels of Service

This section provides an overview of the Town's level of service framework for wastewater service.

Table 2-17: Community Levels of Service – Stormwater

Service Attribute	Community Levels of Service
Scope	The Town's stormwater system helps protect several areas of the municipality from flooding. The extent of the Town's stormwater management system is illustrated in Map 2-4.



Table 2-18: Technical Levels of Service – Stormwater

Service Attribute	Performance Measure	2024 Performance	Proposed Performance	Explanation of Proposed Performance
Scope	Percentage of properties in the municipality resilient to a 100-year storm.	N/A ¹	N/A	The Town is not setting an explicit target for this performance measure. Performance is expected to increase as new development occurs and as older infrastructure is replaced and upgraded. New developments are required to be resilient to the 100-year storm event.
	Percentage of the municipal stormwater management system resilient to a 5-year storm.	All stormwater infrastructure constructed in accordance with current design standards is expected to be resilient to a 5-year storm event. However, some of the older infrastructure may not be resilient to a 5-year storm.	N/A	The Town is not setting an explicit target for this performance measure. Performance will naturally improve over time as older infrastructure is replaced.

¹ The resiliency of properties in the Town to a 100-year storm has not been formally assessed. There have been several significant rainfall events in recent years that resulted in reports of flooding. Therefore, there are likely some properties in the Town that may not be resilient to a 100-year storm. It is noted that the Town’s stormwater mains are sized to accommodate a 5-year storm, with roads designed to act as overland conveyance during more severe storm events. Stormwater ponds are sized to accommodate a 100-yr. storm.



2.6 Population Growth

According to its 2022 Development Charges Background Study, the Town's population is expected to reach approximately 26,120 residents by late 2032. This would represent an approximately 1.34% year-over-year increase compared to the estimated 2022 population of approximately 22,870 residents.

Future growth in population is expected to result in incremental service demands that may impact the current level of service. These growth-related needs are summarized in the Town's 2022 Development Charges Background Study and are funded through development charges imposed on new development. Utilizing development charges helps reduce the effects that future population and employment growth have on the cost of maintaining levels of service for existing tax and rate payers. The estimated capital expenditures related to the lifecycle activities required to maintain the current levels of service considering the projected increases in demand caused by growth are also included in the Town's 2022 Development Charges Background Study.



Chapter 3

Lifecycle Management Strategies



3. Lifecycle Management Strategy

3.1 Introduction

The lifecycle management strategy in this asset management plan identifies the lifecycle activities that would need to be undertaken to maintain the current levels of service presented in Chapter 2. Within the context of this asset management plan, lifecycle activities are the specified actions that can be performed on an asset in order to ensure it is performing at an appropriate level, and/or to extend its service life.¹ These actions can be carried out on a planned schedule in a prescriptive manner, or through a dynamic approach where the lifecycle activities are only carried out when specified conditions are met.

O. Reg. 588/17 requires that all potential lifecycle activity options be assessed, with the aim of identifying the set of lifecycle activities that can be undertaken at the lowest cost to maintain current levels of service. Asset management plans must include a ten-year capital forecast, identifying the lifecycle activities resulting from the lifecycle management strategy. The 10-year lifecycle expenditure forecasts are preliminary estimates generated based on the lifecycle management models and current condition/age profile of the assets. Further adjustments may be made as the Town develops a financial strategy to support the asset management plan.

¹ The full lifecycle of an asset includes activities such as initial planning and maintenance which are typically addressed through master planning studies and maintenance management, respectively.



3.2 10-year Lifecycle Expenditure Forecast

This section presents a preliminary estimate of the costs associated with maintaining the Town's core infrastructure assets at the current level of service. The estimate was developed based on the Town's 5-year capital forecasts by asset class and supplemented with annual allowances based on average annual lifecycle costs by asset class (see section 3.3).

The ten-year lifecycle expenditure forecast for the Town's core infrastructure assets is summarized in Figure 3-1. A further breakdown of the lifecycle expenditure forecast is provided in Table 3-1. Average annual expenditures over the forecast period have been estimated at approximately \$13 million.

It is noted that the capital forecast presented herein is preliminary and is subject to change once the Town completes a financial strategy to support the asset management plan.

Figure 3-1: 10-year Lifecycle Expenditure Forecast (2024\$)

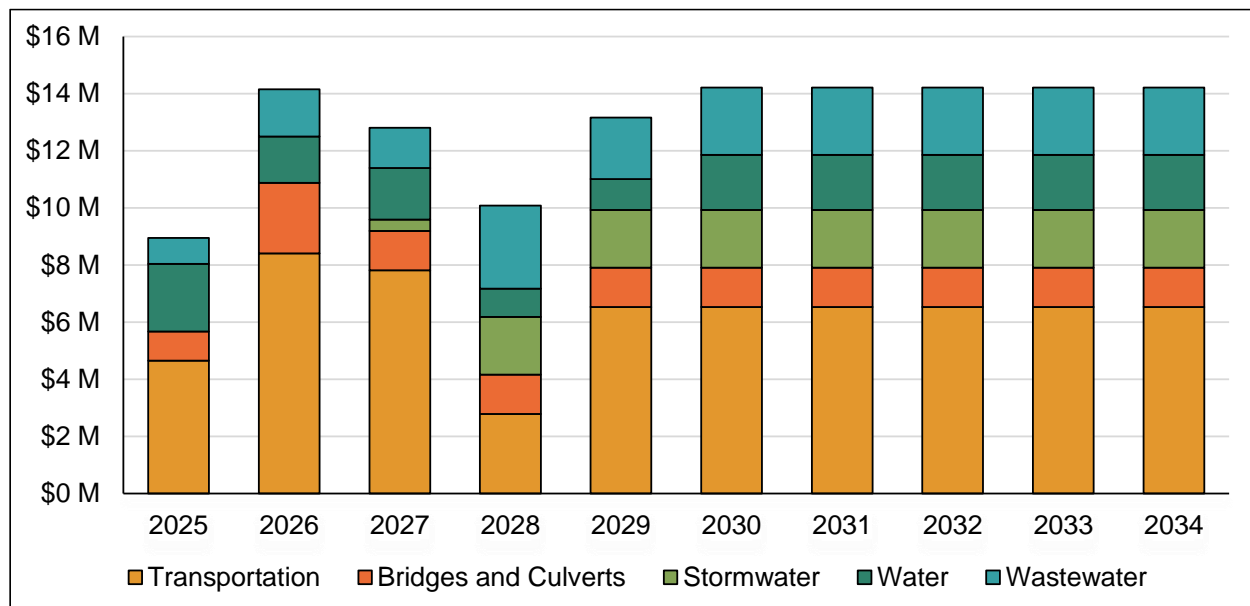




Table 3-1: 10-year Lifecycle Expenditure Forecast (2024\$)

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Transportation										
Roads - New Construction	\$ 100,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Roads - Lifecycle Rehabilitation	\$ 4,550,000	\$ 7,804,370	\$ 7,818,555	\$ 2,783,290	\$ 5,742,000	\$ 5,742,000	\$ 5,742,000	\$ 5,742,000	\$ 5,742,000	\$ 5,742,000
Road-related Assets	\$ -	\$ -	\$ -	\$ -	\$ 788,000	\$ 788,000	\$ 788,000	\$ 788,000	\$ 788,000	\$ 788,000
Sub-total Roads	\$ 4,650,000	\$ 8,404,370	\$ 7,818,555	\$ 2,783,290	\$ 6,530,000	\$ 6,530,000	\$ 6,530,000	\$ 6,530,000	\$ 6,530,000	\$ 6,530,000
Bridges and Culverts										
Replacement / Rehabilitation	\$ 1,020,000	\$ 2,475,000	\$ 1,378,000	\$ 1,378,000	\$ 1,378,000	\$ 1,378,000	\$ 1,378,000	\$ 1,378,000	\$ 1,378,000	\$ 1,378,000
Sub-total Roads	\$ 1,020,000	\$ 2,475,000	\$ 1,378,000	\$ 1,378,000	\$ 1,378,000	\$ 1,378,000	\$ 1,378,000	\$ 1,378,000	\$ 1,378,000	\$ 1,378,000
Stormwater										
Stormwater Mains	\$ -	\$ -	\$ 393,600	\$ 1,920,000	\$ 1,920,000	\$ 1,920,000	\$ 1,920,000	\$ 1,920,000	\$ 1,920,000	\$ 1,920,000
Stormwater Ponds	\$ -	\$ -	\$ -	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
Sub-total Stormwater	\$ -	\$ -	\$ 393,600	\$ 2,025,000	\$ 2,025,000	\$ 2,025,000	\$ 2,025,000	\$ 2,025,000	\$ 2,025,000	\$ 2,025,000
Water										
Water Mains & Related	\$ 2,375,000	\$ 1,623,150	\$ 1,810,750	\$ 986,500	\$ 1,079,500	\$ 1,927,000	\$ 1,927,000	\$ 1,927,000	\$ 1,927,000	\$ 1,927,000
Sub-total Water	\$ 2,375,000	\$ 1,623,150	\$ 1,810,750	\$ 986,500	\$ 1,079,500	\$ 1,927,000	\$ 1,927,000	\$ 1,927,000	\$ 1,927,000	\$ 1,927,000
Wastewater										
Wastewater Mains & Related	\$ 40,000	\$ -	\$ 221,400	\$ 1,293,000	\$ 1,293,000	\$ 1,293,000	\$ 1,293,000	\$ 1,293,000	\$ 1,293,000	\$ 1,293,000
Wastewater Facilities	\$ 865,000	\$ 1,655,000	\$ 1,180,000	\$ 1,620,000	\$ 855,000	\$ 1,059,000	\$ 1,059,000	\$ 1,059,000	\$ 1,059,000	\$ 1,059,000
Sub-total Wastewater	\$ 905,000	\$ 1,655,000	\$ 1,401,400	\$ 2,913,000	\$ 2,148,000	\$ 2,352,000	\$ 2,352,000	\$ 2,352,000	\$ 2,352,000	\$ 2,352,000
Grand Total	\$ 8,950,000	\$ 14,157,520	\$ 12,802,305	\$ 10,085,790	\$ 13,160,500	\$ 14,212,000	\$ 14,212,000	\$ 14,212,000	\$ 14,212,000	\$ 14,212,000



3.3 Lifecycle Funding Requirements

An annual lifecycle funding target describes the amount of funding that would be required annually to fully finance a lifecycle management strategy over the long term. By planning to achieve this annual funding level, the Town would theoretically be able to fully fund capital works as they arise. In practice, capital needs are often “lumpy” in nature due to the value of works being undertaken changing year to year. By planning to achieve this level of funding over the long term, however, the periods of relatively low capital needs would allow for the building up of lifecycle reserve funds that could be drawn upon in times of relatively high capital needs.

The annual lifecycle funding targets by asset class and category are presented in Table 3-2 below. A variety of methods were used to estimate the lifecycle funding targets, and a description of each method is provided in Table 3-3.

Table 3-2: Annual Lifecycle Funding Targets by Asset Class and Category

Asset Category	Lifecycle Cost Estimation Method	Average Annual Lifecycle Cost (2024\$)
Transportation		\$ 6,530,000
Local Asphalt and Concrete	Lifecycle Analysis (see Figure 3-2)	\$ 3,182,000
Collector and Arterial Asphalt	Lifecycle Analysis (see Figure 3-3)	\$ 894,000
Rural Surface Treated	Lifecycle Analysis (see Figure 3-4)	\$ 1,666,000
Road-related Assets	Useful Life (20-50 years, depending on asset type)	\$ 788,000
Bridges & Culverts		\$ 1,378,000
Bridges	Lifecycle Analysis (see Figure 3-5)	\$ 737,000
Culvert - Concrete	Lifecycle Analysis (see Figure 3-5)	\$ 214,000
Culvert - CSP	Lifecycle Analysis (see Figure 3-6)	\$ 427,000
Water		\$ 2,151,000
Water Mains	Useful Life (80-100 years, depending on material)	\$ 1,927,000
Water Meters	Useful Life (20 years)	\$ 224,000
Wastewater		\$ 2,352,000
Wastewater Mains	Useful Life (50-100 years, depending on material)	\$ 1,293,000
Wastewater Facilities	Annual Reinvestment Rate (2.10%)	\$ 1,059,000
Stormwater		\$ 2,025,000
Stormwater Mains	Useful Life (50-100 years, depending on material)	\$ 1,920,000
Stormwater Ponds*	Annual Reinvestment Rate (1.85%)	\$ 105,000

**The Town should consider undertaking an assessment of the cleanout volumes and frequencies associated with each stormwater pond, which would provide a better means of estimating annual lifecycle costs for these assets. Furthermore, the Town should consider implementing a regular inspection program for these assets.*



Table 3-3: Descriptions of Lifecycle Cost Estimation Methods

Lifecycle Cost Estimation Method	Description
Lifecycle Analysis Method	Average annual lifecycle costs estimated through generalized lifecycle models specific to an asset category. These generalized models were developed for the Town's Roads and Structures through discussions with Town staff, incorporating local knowledge and costing information. The generalized lifecycle models are summarized in figures 3-2 to 3-6.
Useful Life Method	Average annual lifecycle cost estimated by dividing the replacement cost of an asset by its life expectancy (useful life). This method was used to estimate the average annual lifecycle costs of the Town's road-related assets, water mains, water meters, wastewater mains, and stormwater mains.
Annual Reinvestment Rate Method	Annual lifecycle funding target estimated using annual reinvestment rates identified in the 2016 Canadian Infrastructure Report Card ^[1] (2016 C.I.R.C.). Because the C.I.R.C provides a range of annual reinvestment rates for each infrastructure category, the midpoint of the applicable range was used to calculate the annual lifecycle funding target. This method was used to estimate the annual lifecycle funding target for the Town's wastewater facilities and stormwater ponds.

^[1] Canadian Infrastructure Report Card: Informing the Future. (The Canadian Council for Public-Private Partnerships, 2016). Accessed from https://www.pppcouncil.ca/web/pdf/infra_report_card_2016.pdf



3.3.1 Generalized Lifecycle Models

Figure 3-2: Generalized Lifecycle Model for Local Asphalt and Concrete Roads

Age	Lifecycle Activity	Notes	Unit Cost (per m ² , 2024\$)
17	Mill and Pave (Two lifts)		\$ 58.00
34	Mill and Pave (Two lifts)		\$ 58.00
51	Mill and Pave (Two lifts)		\$ 58.00
68	Mill and Pave (Two lifts)		\$ 58.00
85	Full depth reconstruction (90mm thick asphalt)	Reconstruction includes curbs and boulevard restoration, but no catch basins or any other storm components.	\$ 142.20

Average Annual Lifecycle Cost (per m²): \$ 4.40
 Total Surface Area of Local Asphalt and Concrete Roads (m²): 722,864
Total Annual Lifecycle Cost of Local Asphalt and Concrete Roads: \$ 3,182,334

Figure 3-3: Generalized Lifecycle Model for Collector and Arterial Asphalt Roads

Age	Lifecycle Activity	Notes	Unit Cost (per m ² , 2024\$)
17	Mill and Pave (Two lifts - 100mm)		\$ 58.00
34	Mill and Pave (Two lifts - 100mm)		\$ 58.00
51	Mill and Pave (Two lifts - 100mm)		\$ 58.00
68	Mill and Pave (Two lifts - 100mm)		\$ 58.00
85	Full depth reconstruction (140mm thick asphalt)	Reconstruction includes curbs and boulevard restoration, but no catch basins or any other storm components.	\$ 162.50

Average Annual Lifecycle Cost (per m²): \$ 4.64
 Total Surface Area of Collector and Arterial Asphalt Roads (m²): 192,528
Total Annual Lifecycle Cost of Collector and Arterial Asphalt Roads: \$ 893,562

Figure 3-4: Generalized Lifecycle Model for Rural Surface Treated Roads

Age	Lifecycle Activity	Notes	Unit Cost (per m ² , 2024\$)
10	Tar and chip resurfacing	Pulverizing, 2" of granular, and 3 lifts of tar and chip. Includes replacement of minor culverts and spot base repairs.	\$ 20.30
n/a	Full depth reconstruction	Includes excavation, new granular, and three lifts of tar and chip. Excludes swales.	\$ 86.50

Average Annual Lifecycle Cost (per m²): \$ 2.03
 Total Surface Area of Rural Surface Treated Roads (m²): 820,610
Total Annual Lifecycle Cost of Rural Surface Treated Roads: \$ 1,665,732



Figure 3-5: Generalized Lifecycle Model for Bridges & Concrete Culverts

Age	Lifecycle Activity	Notes	Cost
25	Minor Rehabilitation		15% of replacement value
50	Major Rehabilitation		30% of replacement value
75	Replacement		100% of replacement value

Average Annual Lifecycle Cost (per \$1 of replacement value): \$ 0.0193
 Total Replacement Value of Bridges & Concrete Culverts: \$ 49,177,124
Total Annual Lifecycle Cost of Bridges & Concrete Culverts: \$ 950,758

Figure 3-6: Generalized Lifecycle Model for CSP Culverts

Age	Lifecycle Activity	Notes	Cost
25	Replacement		100% of replacement value

Average Annual Lifecycle Cost (per \$1 of replacement value): \$ 0.0400
 Total Replacement Value of CSP Culverts: \$ 10,664,870
Total Annual Lifecycle Cost of CSP Culverts: \$ 426,595



Chapter 4

Summary



4. Summary

This asset management plan update was prepared to incorporate non-core Transportation assets such as streetlights, traffic signals, sidewalks, and pedestrian crossings into the Town's asset management plan. Furthermore, this update was prepared to identify proposed levels of service for the assets covered by this plan. This plan has been developed to bring the Town into compliance with the current set of requirements of *O. Reg. 588/17* and also to address some of the future requirements of *O. Reg. 588/17*. The plan provides summary information for the Town's infrastructure assets (including replacement cost valuation and condition), identifies current and proposed levels of service, and includes a 10-year forecast of lifecycle activities and associated costs that would be required for the Town to achieve proposed levels of service. The plan is based on the best information available to the Town at this time. In the coming months, the Town will need to further expand the asset management plan by developing a detailed financial strategy. The financial strategy will need to be completed by July 1, 2025 in accordance with the requirements of *O. Reg. 588/17*.

Date: April 28, 2025
To: Mayor and Council
Author: Scott Moore, Fire Chief
RE: Purchase of Replacement - Fire Engine 122

RECOMMENDED ACTION

That Council **approve** the tender award of \$1,170,000.00, plus HST, to Metalfab Ltd. for the purchase of a new fire engine to replace Engine 122, to be delivered in the 2026 Budget year.

BACKGROUND

Engine 122 apparatus, a 2001 Fort Garry, was identified in the Town of Kingsville Fleet Management Summary to be replaced in 2026.

Tenders were posted on the Bids & Tenders section of the town's website and closed on Monday April 7, 2025, at 16:00 hours. Three manufacturers responded to the call for tenders.

DISCUSSION

The current Fleet Management Program for the Kingsville Fire Department has been in place for several years, and the apparatus in question has been scheduled for replacement in 2026.

The National Fire Protection Association recommends retiring a pumping apparatus after it reaches 25 years. The Fire Underwriters Survey only recognizes apparatus in a municipality with a population of 25 years or less, and the fleet management program is based on these standards.

Administration has reviewed the three vendors, and all can build a similar truck to our specifications, but pricing, as well as servicing are the main factors.

The tender results including the accessory equipment, are as follows:

Metalfab Ltd.	\$1,170,000.00, plus HST
Darch Fire Inc.	\$1,222,401.38, plus HST
Commercial Emergency Equipment	\$1,375,999.63, plus HST

Metalfab's tender is the lowest, provides better options, and is the only vendor to provide local servicing. The delivery date would be 18 to 24 months which would be the normal industry expectation of delivery.

FINANCIAL CONSIDERATIONS

Based on the 2025 budget, the Fire Equipment Reserve is expected to have a balance of approximately \$1,197,284 as of December 31, 2025. If the Town simply maintains its 2025 annual contribution level of \$425,000, there will be sufficient funds in this reserve to finance this purchase in 2026.

ENVIRONMENTAL CONSIDERATIONS

None.

CONSULTATIONS

Jeromy Garant, Deputy Chief
Ryan McLeod, Director of Finance and Treasurer
John Norton, CAO

PREPARED BY:



Scott Moore
Fire Chief

REVIEWED BY:



John Norton
CAO

Date: April 28, 2025

To: Mayor and Council

Author: Shaun Martinho, Director of Public Operations

RE: Wastewater Treatment Plant Pilot Project

RECOMMENDED ACTION

That Council **authorizes** the completion of a pilot test of Algae Forest, with project partners Ontario Clean Water Agency and AlgaFilm Technologies Ltd., at the Lakeshore West Wastewater Pollution Control Plant, whereby the Algae Forest unit is constructed to aid the treatment of wastewater at the facility;

And that Council **authorizes** AlgaFilm Technologies as a municipal partner to apply for the Net-Zero Transformation Pilot Stream of the Green Municipal Fund program under the Federation of Canadian Municipalities and to apply this grant funding towards the pilot program.

BACKGROUND

Wastewater treatment plants in Ontario typically use compressed air to supply oxygen to drive aerobic reactions that remove carbon and ammonia contaminants. However, supplying air is very energy intensive, which results in significant energy cost and carbon emissions. Iron or aluminum-based chemicals are typically used to remove phosphorus; however, it can be costly to use these chemicals as high amounts are needed to achieve low effluent phosphorus concentrations or remove significant phosphorus, they produce substantial amounts of chemical sludge that needs to be trucked and disposed off-site, and they can consume alkalinity needed in the treatment process.

Sewage treatment capacity in the Town of Kingsville is limited. The Lakeshore West Wastewater Pollution Control Plant (Treatment Plant) operated at 90% of its rated capacity in 2024, while Kingsville Lagoons is operating at about 40% of its rated capacity. The wastewater treatment capacity in Kingsville is 75% in use, and plant expansion typically occurs when average flows reach 80% of the rated capacity. The Treatment Plant consistently meets its effluent compliance limits, though expansion to accommodate growth will be necessary. The expansion must consider the phosphorus loading impacts from the surrounding greenhouses discharging to the plant and provide an economical and environmental solution.

The Green Municipal Fund program of the Federation of Canadian Municipalities provides funding to aid municipalities with investing in climate resilient and low emission infrastructure. The Net-Zero Transformation stream within the Green Municipal Fund program specifically awards grants to municipalities for funding projects that demonstrate innovative greenhouse gas reduction technologies.

DISCUSSION

The proposed technology to improve treatment conditions is the Algae Forest developed by AlgaFilm Technologies Ltd. This innovative system irrigates sewage over an algae biofilm to facilitate nutrient removal. By utilizing oxygen produced through algal photosynthesis powered by solar energy, this method significantly reduces energy consumption, eliminating the need for compressed air in biological reactions.

Moreover, the algae process is expected to lower both chemical costs and the costs associated with hauling solids. The algae effectively consume more nitrogen and phosphorus compared to current processes at the Treatment Plant, which will decrease the chemicals required for phosphorus removal and result in less chemical sludge that needs to be transported offsite.

The pilot project is set to operate for 12 months and will be designed to treat between 150 to 200 cubic meters per day of sewage—approximately 3% to 4% of the Treatment Plant's rated capacity. If successful, this technology could benefit the town by increasing treatment capacity, lowering operating costs, and reducing greenhouse gas emissions at the Treatment Plant.

Additionally, this technology can be scaled down and potentially implemented as an onsite treatment option for greenhouse operations to effectively remove nitrogen and phosphorus from greenhouse nutrient feedwater.

FINANCIAL CONSIDERATIONS

The pilot project is eligible for funding under the Net-Zero Transformation Pilot Stream of the Green Municipal Fund program. This grant can cover up to 50% of eligible costs, with a maximum amount of \$500,000. With the Council's approval, AlgaFilm Technologies Ltd. can apply for this funding as a municipal partner with the Town of Kingsville.

AlgaFilm will contribute funding for this pilot, which will be used to cover the remaining eligible costs once the Net-Zero Transformation Pilot funding is applied. The total estimated project costs range from \$600,000 to \$990,000. The Ontario Clean Water Agency will provide in-kind operational contributions as needed.

It is not expected that the Town of Kingsville will provide any funding for this pilot as a municipal partner with AlgaFilm.

ENVIRONMENTAL CONSIDERATIONS

The Algae Forest technology reduces greenhouse gas emissions and energy use at the facility, reducing the carbon footprint of the Town of Kingsville.

The Algae Forest is not expected to increase odour release from the facility. The unit will be enclosed in a greenhouse and sewage will be well-aerated from the irrigation systems and algal photosynthesis.

CONSULTATIONS

Ontario Clean Water Agency
AlgaFilm Technologies
Ministry of the Environment, Conservation and Parks

PREPARED BY:



Shaun Martinho, HBSc., MBA
Director of Public Operations

REVIEWED BY:



John Norton
Chief Administrative Officer



The Corporation of the Town of Kingsville

Minutes of the Kingsville Accessibility Advisory Committee

Wednesday, February 12, 2025

2:00 p.m.

Unico Community Centre

37 Beech Street

Kingsville, ON N9Y 1A9

Members Present:

Michele Chauvin

Phil Caruana, Vice-Chair

Debby Jarvis-Chausse, Councillor

David Kfrerer

Members Absent:

Jackie Barraco

Administration Present:

Natalie Sharp, Deputy Clerk

Stephanie Olewski, Office Support

C. Adoption of Minutes

KAAC-01-20250212

Moved By: Phil Caruana, Vice-Chair

Seconded By: Debby Jarvis-Chausse,
Councillor

That the Minutes of the Kingsville Accessibility Advisory Committee meeting dated June 12, 2024, **BE ADOPTED** as presented.

Carried

D. Items for Consideration

D.1 2025 Meeting Schedule

KAAC-02-20250212

Moved By: Debby Jarvis-Chausse,
Councillor

Seconded By: Phil Caruana, Vice-Chair

That the 2025 Kingsville Accessibility Advisory Committee Meeting Schedule **be approved** as presented.

Carried

D.2 2025 Work Plan

Committee Members were presented with a draft 2025 Work Plan and discussed ideas. A request was made to Administration to provide an update on the new Cottam Community Centre at the next Committee Meeting.

D.3 National AccessAbility Week & Red Shirt Day

The Chair noted the following key dates to the Committee:

- National AccessAbility Week runs from May 25 to May 31, 2025.
- Kingsville Accessibility Flag Raising is on Monday, May 26, 2025.
- Red Shirt Day of Action for AccessAbility and Inclusion is on Wednesday, May 28, 2025

D.4 Kingsville Volunteer Appreciation Dinner

The Chair noted that Committee Members are invited to attend the Kingsville Volunteer Appreciation Dinner on Thursday, May 1st, at the Grovedale Arts and Culture Centre. A formal invitation will be sent closer to the date of the event.

E. Next Meeting Date

The next regularly scheduled meeting of the Kingsville Accessibility Advisory Committee is April 9, 2025, at 2:00 p.m. at the Unico Community Centre.

F. Adjournment

KAAC-02-20250212

Moved By: Phil Caruana, Vice-Chair

Seconded By: David Kfrerer

That the meeting be adjourned at 3:02 p.m.

Carried

Chair

Recording Secretary

**MARCH 11TH, 2025, 6:15PM
CARNEGIE ARTS & VISITORS CENTER**

A. CALL TO ORDER

Jason Martin called the Meeting to order at 6:15pm with the following Members in attendance:

MEMBERS OF BIA BOARD:

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

MEMBERS OF ADMINISTRATION:

Jodie McIntyre

MEMBER(S) OF TOWN:

Sue Rice – Town Liaison

ABSENT:

Heather Brown

GUESTS:

1. NONE.

B. LAND ACKNOWLEDGEMENT

Councillor Lowrie read Land Acknowledgement.

C. DISCLOSURE OF PECUNIARY INTEREST

Jason Martin 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. NONE.

E. AMENDMENTS TO THE AGENDA

1. NONE.

F. ADOPTION OF ACCOUNTS

BIA General Manager (GM) presented the budget from JANUARY 2025.

BIA-566-2025 Moved to receive the accounts ending JANUARY 2025 by Abby Jakob and seconded by Maria Edwards.

CARRIED

G. STAFF REPORTS

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

HIGHLIGHTS:

- Addressed ongoing parking concerns from members & placed a reminder in our Newsletter.
- Visited businesses reminding them of our upcoming AGM.
- Reached out to El Rancho again via a new email address in hopes of meeting with them.
- Met with Diane, from the Town regarding abolishing our petty cash account.
- Met with Margaret & Ryan from the Town regarding reserves & procedure to obtain them & wrote a letter to council regarding the request for reserves.
- Wrote a statement regarding Town events. Buskers is being pushed to 2026 but still looking at the car show.
- Jenn Brignall Henry was our lucky winner of our Valentine's Day social media contest, where we received much more traffic on Facebook and mostly from current followers whereas Instagram it was a 50/50 split.
- Our Facebook and Instagram accounts are finally connected, making posting much easier and a new 28-day comparison report.
- We currently have 4845 Facebook followers and 2729 Instagram followers for a total of 7574.
- JOY sign has been removed, and the winter greens will be removed by the Town once they are not frozen.

- Netmon has billed us for the troubleshooting of the speakers in front of El Rancho. They will remove a transponder in April to get them working again.

BIA-567-2025 Motion to send a letter to Shaun Martinho regarding the need for more parking signage in the downtown core by Tony Gaffan and seconded by Abby Jakob.

CARRIED

BIA-568-2025 Motion to receive the General Manager report by Maria Edwards and seconded by Delilah Carreira.

CARRIED

H. BUSINESS/CORRESPONDENCE – ACTION REQUIRED

1. NONE

I. MINUTES OF THE PREVIOUS MEETING

BIA-569-2025 Motion to receive the minutes by Roberta Weston, seconded by Amanda Everaert.

CARRIED

J. NEW AND UNFINISHED BUSINESS

1. BIA Dollar Update

- 92% of BIA dollars have been redeemed. They expired February 28th. Businesses have until the end of March to turn them in at RBC. We are perfectly balanced. 36% of the dollars are being spent on Fitness & Activities followed by restaurants at 15%.

2. AGM Review

- We had a record turnout of 70 people at our 2025 AGM.
- This year we opted to not have a speaker but posted some fun interactive questions.
- We posted a survey with 29 responses and announced our upcoming Shop Kingsville 2 Win promotion.
- We gave away some door prizes and Charbel from Jim's Sub Shop was the winner of a \$50 BIA gift card for participating in the survey.
- Feedback included:

- less food, food labeled & more finger friendly food, provide all utensils, tables clothes for food & prize tables, coffee not required, move food to a better location, more mingling at the beginning, everyone use the mic, shorten number of game questions, break down or narrate the video, eliminate coming soon portion unless brand new and have businesses (logos or storefronts) scrolling at the beginning of the event.

3. Shop Kingsville 2 Win Status

- Libro will be sponsoring the promotion.
- GM wrote a letter to Council regarding an increase in our Advertising and Promotion GL for the meeting on March 17th. Jason will be in attendance.
- The poster has been approved, the contract has been signed by the Chair and GM, rules are being reviewed, print specs are out to find a company that can print all the collateral.
- The contest will run from May 5th until June 15th, with 6 draws of \$1000 (\$500 to a customer, \$500 to the business they shopped at) and a final draw in the 6th week for \$1500 to a customer at Libro. To enter customers, upload a picture of their receipt if they've spent over \$10.

4. Website Proposal

- Allegra print has not performed well with the creation and maintenance of our website.
- A quote was received from Web & Print and additional quotes will be provided at the next meeting to decide if we will remove our service from Allegra.

K. OTHER REPORTS

1. FINANCIAL COMMITTEE – Delilah & Tony - Met on March 4th,

- Added Levy and Town contribution to our monthly Revenue sheet for better clarity.
- Explained Misc. Revenue GL line includes brick sales, donations, sale of any items, ticket sales and fundraising.
- We closed our Petty Cash fund as it is not utilized.

2. BEAUTIFICATION COMMITTEE – Maria & Amanda - Met on March 4th.

- We will meet with the Town to determine the exact maximum height, width & weight that can be accommodated at the 4-corners, with a focus on the Northwest corner.

- At the Carnegie Green it was discussed about purchasing an arch for the holiday season, creating a photo op area here (or at the 4-corners), with a possible collaboration with A.S.K.
- At the 4-corners we would really like to focus on lit garland that will complement the beautiful new toppers on Main Street. We are pricing new garlands for this area in the hope of having them packaged separately so they can be prepped before hanging each year and find out from the Town how high we can hang the garland and how we can make it look better.

3. COUNCIL REPRESENTATIVE – Sheri Lowrie

- Road closures have been approved for the Migration Fest and Fantasy of Lights parade.
- The Facelift Grant approval is approved after the first of the year but is included in the budgeting by the BIA prior to.
- Sheri walked with the BIA GM. Visited RBC to pick up BIA dollars and discuss their charity initiatives, discussed the Wrobel plaza lights and the Facelift Grant.
- Spoke to Crafty Nest about the Facelift Grant now that it has increased to \$1000 per year.
- Sheri will be attending the OBIAA conference at the end of March with the BIA GM.

4. TOWN LIASON– Sue Rice

- Sue will speak to Shaun regarding the incoming letter from the BIA regarding parking signage.
- The wrapping of the electrical box on the Southeast side of main street will becoming once weather is better.
- The additional pole lighting (2 new sets) has arrived & will be installed shortly.
- The Town will be checking the various outlets on the poles & will let the BIA know about their findings and will share photos from TWEPI with the BIA.
- The Town will be cleaning up the poles downtown and getting rid of any unused ties etc. & are looking into 2 Maple Leafs to install at the four-corners.
- Did a walk with the BIA GM and noted stickers around town and will have them removed.
- The Town ran a full-page ad spotlighting mother & daughter businesses & will be following up with more spotlights on women in businesses within our community.

COMMITTEE MINUTES

BIA-570-2025 Motion to extend the meeting by 15 minutes, by Roberta Weston, seconded by Delilah Carreira.

CARRIED

5. PROMOTIONS COMMITTEE – Jason & Abby - Met on March 10th.

- We discussed placing an ad in the Southpoint Tourist Guide. The Town is running a full-page ad that links to our webpage, and the guide is distributed locally. However, we found our ad with the Daytripper to be a better value, so we decided not to proceed with the Southpoint ad.
- Earth Day is approaching, and the BIA will reach out the membership to see if any members would like to join the BIA for clean-up.

6. PERSONNEL COMMITTEE – Roberta & Heather

BIA-571-2025 Roberta Weston motioned to increase the General Manger's, Jodie McIntyre, salary to \$55,000, retro to January 1, 2025, seconded by Abby Jakob.

CARRIED

BIA-572-2025 Roberta Weston motioned to provide a bonus to the General Manger's, Jodie McIntyre, of \$1500, effective immediately, seconded by Delilah Carreira.

CARRIED

NEXT MEETING DATE

- Tuesday, April 8th, 2025, at 6:15pm.

L. ADJOURNMENT

- Meeting adjourned at 8:30pm.

BIA-573-2025 Motioned to adjourn by Abby Jakob, seconded by Maria Edwards.

CARRIED

Jason Martin

CHAIR, Jason Martin

Jodie McIntyre

**RECORDING SECRETARY,
Jodie McIntyre**



COMMITTEE MINUTES

FANTASY OF LIGHTS COMMITTEE

March 18, 2025

**Kingsville Arena – Board Room
1741 Jasperson Drive, Kingsville**

PRESENT: Chair Councillor Tony Gaffan
Dave Laman
Glenda Willemsma
Janet Willoughby
Shelby Gault, Staff Liaison

REGRETS: Leslie Pittendreigh
Maria Edwards

A. CALL TO ORDER

Chair Clr. Tony Gaffan called the meeting to order at 5:00 pm.

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. MINUTES OF THE PREVIOUS MEETING

1. Fantasy of Lights Committee Meeting Minutes – February 18, 2025

**Moved by David Laman
Seconded by Janet Willoughby**

THAT the minutes of the Fantasy of Lights Committee, with the adjustments dated February 18, 2025, BE ADOPTED.

CARRIED



COMMITTEE MINUTES

D. ORDER OF BUSINESS

1) Opening Ceremonies

No new updates.

2) Santa Claus Parade

No new updates.

3) Kingsville Express Train Evenings

No new updates.

4) Paws and Claus

No new updates.

5) Fantasy of Lights Market

No new updates.

6) Breakfast with Santa

No new updates.

7) Crafts with Santa

No new updates.

8) Fantasy of Lights Concerts

No new events.

9) New Years Eve Celebration

**Moved by Janet Willoughby
Seconded by Glenda Willemsma**

THAT the New Years Celebration event will begin at 3:00 pm and end at 6:45 pm

CARRIED



COMMITTEE MINUTES

E. STAFF REPORTS

1) Santa Claus Performer

The committee was given an update that the Santa Claus performer has been confirmed.

2) Parade Giveaway Items Review

The committee reviewed the quoted options and will be investigating more options.

F. INFORMATION ITEMS

1) Volunteer Appreciation Dinner Invitation

G. NEW ITEMS

H. NEXT MEETING DATE

Tuesday, April 15, 2025

I. ADJOURNMENT

**Moved by Janet Willoughby
Seconded by Glenda Willemsma**

THAT the meeting adjourns at 5:48 pm

CARRIED

CHAIR, Clr. Tony Gaffan

RECORDING SECRETARY, Shelby Gault



The Corporation of the Town of Kingsville

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

Tuesday, March 18, 2025

6:00 p.m.

Unico Community Centre

37 Beech Street

Kingsville, ON N9Y 1A9

Members Present:

Nicole Hackett, Chair

Thomas Neufeld, Councillor

Phil Caruana

Ed Cornies

Russell Horrocks

Administration Present:

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-11-20250318

Moved By: Russell Horrocks

Seconded By: Ed Cornies

That the Minutes of the Committee of Adjustment and Appeals meeting dated February 18, 2025, **be adopted** as presented.

Carried

D. Committee of Adjustment Hearings

None at this time.

E. Court of Revision

1. Tully Meleg 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-12-20250318

Moved By: Thomas Neufeld, Councillor

Seconded By: Phil Caruana

That the Schedule of Assessment for the Tully Meleg Drain for the MTO Highway Widening Project, forming part of the Engineer's Report as prepared by Dillon Consulting Ltd. and dated February 5, 2025, **be adopted** as presented.

Carried

F. Property Standards Appeal Hearings

None at this time.

G. By-law Appeal Hearings

None at this time.

H. Next Meeting Date

The next regularly scheduled meeting of the Committee of Adjustment and Appeals is April 15, 2025, at 6:00 p.m. at the Unico Community Centre.

I. Adjournment

COAA-13-20250318

Moved By: Phil Caruana

Seconded By: Thomas Neufeld, Councillor

That the meeting **be adjourned** at 6:07 p.m.

Carried

Chair

Recording Secretary



COMMITTEE MINUTES

MIGRATION FESTIVAL COMMITTEE

March 25, 2025

**Kingsville Arena – Board Room
1741 Jasperson Drive, Kingsville**

PRESENT: Chair Layne van Loo
Councillor Debby Jarvis-Chausse
Glenda Willemsma
Jane Larson, Guest
Elaine van Loo, Guest
Karen Loney, Staff Liaison
Shelby Gault, Staff Liaison

REGRETS: Leslie Pittendreigh
Bailey Waldon

A. CALL TO ORDER

Chair Layne Van Loo called the meeting to order at 5:30 pm.

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. ORDER OF BUSINESS

- 1) Children's Activities Vacancy

Councillor Sheri Lowrie has resigned from the committee. The committee will decide at the April meeting which member will head the Children's Activities sub-committee.

**Moved by Glenda Willemsma
Seconded by Debby Jarvis-Chausse**

THAT the committee recommends that the Migration Festival events of the Migration Festival Committee and Jack Miner Migratory Bird Sanctuary be jointly promoted.

CARRIED

**Moved by Glenda Willemsma
Seconded by Layne van Loo**

THAT administration investigates choices for petting zoo providers and bring back costs to the committee.

CARRIED

**Moved by Glenda Willemsma
Seconded by Layne van Loo**

THAT a cornhole event is added to the activities offered on Saturday, October 18 and that everyone investigates a facilitator of the activity.

CARRIED

2) Parade

The parade sub-committee will consider introducing parade entry contests to gather more community participation.

3) Great Migration Paint Out

The Great Migration Paint Out subcommittee reported back on the progress on confirmation of jurors and the master of ceremony.

D. MINUTES OF THE PREVIOUS MEETING

1. Migration Festival Meeting Minutes – February 25, 2025

**Moved by Debby Jarvis-Chausse
Seconded by Glenda Willemsma**

THAT the minutes of the Migration Festival Committee dated February 25, 2025, BE ADOPTED.

CARRIED

E. STAFF REPORTS

- 1) K. Loney, Manager of Recreation Programs and Special Events
 - a. Reminder of the May 1st Volunteer Appreciation event

F. INFORMATION ITEMS

- 1) Migration Festival Kick-Off

No report.

- 2) Market

No report.

- 3) GMPO Art Show and Sale

The Great Migration Paint Out will investigate a removal process of artwork following the GMPO Art Show and Sale.

G. NEXT MEETING DATE

Tuesday, April 22, 2025

H. ADJOURNMENT

Moved by Layne van Loo

Seconded by Glenda Willemsma

THAT the meeting adjourns at 6:58 pm

CARRIED

CHAIR, Layne van Loo

RECORDING SECRETARY, Shelby Gault



Regular Meeting of Council

Minutes

Monday, April 14, 2025

6:00 PM

Unico Community Centre

37 Beech Street

Kingsville, ON N9Y 1A9

Present Mayor Dennis Rogers
 Deputy Mayor Kimberly DeYong
 Councillor Tony Gaffan
 Councillor Debby Jarvis-Chausse
 Councillor Sheri Lowrie
 Councillor Thomas Neufeld
 Councillor Larry Patterson

Staff Present CAO, John Norton
 Acting Clerk, Angela Toole
 Deputy Clerk, Natalie Sharp

A. Call to Order

Mayor Rogers called the Regular Meeting to order at 4:30 p.m.

B. Closed Session

61-04142025

Moved By: Councillor Jarvis-Chausse

Seconded By: Deputy Mayor DeYong

That Council enter into Closed Session at 4:30 p.m. pursuant to section 239 of the *Municipal Act, 2001*, to discuss the following items:

Item I - Gravel Roads to be heard under Section 239(2)(e) being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality; and, Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,

Item II - Ruthven Sewer Capacity Update to be heard under Section 239(2)(e) being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality; and, Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

62-04142025

Moved By: Councillor Jarvis-Chausse

Seconded By: Deputy Mayor DeYong

That Council **rise** from Closed Session at 5:46 p.m.

Carried

63-04142025

Moved By: Councillor Gaffan

Seconded By: Councillor Patterson

That Council **resume** the open portion of its Regular Meeting at 6:00 p.m.

Carried

C. Land Acknowledgement

Mayor Rogers read the Land Acknowledgment Statement.

D. Moment of Silent Reflection and National Anthem

E. Mayor's Welcome and Remarks

Mayor Rogers welcomed everyone to the meeting and acknowledged the presence of County Clerk Kate Hebert, CAO Sandra Zwiers, and Warden Hilda MacDonald from the County of Essex. He highlighted that Council and Administration were proudly wearing daffodil pins, which represent hope for those impacted by cancer and signify the community's commitment to improving lives and advancing cancer care.

Mayor Rogers reminded the public that this Saturday (April 19) is the Kingsville Easter Egg hunt from 10:00 am until 12:00 pm taking place at Lakeside Park and Lakeside Park Pavilion. He stated that the Town has an effective communication model and encouraged residents to subscribe to the Town's website for customizable information updates. Please visit kingsville.ca/subscribe to sign up for these updates.

F. Amendments to the Agenda

Councillor Gaffan noted that he will have a Notice of Motion.

G. Disclosure of Pecuniary Interest

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

Councillor Gaffan declared a conflict on Item M.2 Special Event - Hogs for Hospice 2025, as his business is located in the event area.

Mayor Rogers declared a conflict on Item M.2 Special Event - Hogs for Hospice 2025, as his business is located in the event area.

H. Report Out of Closed Session

Nothing to report.

I. Delegations

1. Residents for Marsh Road

Michelle Ramsay, resident, appeared before Council to request support for improving the conditions of Marsh Road and asked that the road be paved.

64-04142025

Moved By: Deputy Mayor DeYong

Seconded By: Councillor Gaffan

That Council **directs** Administration to prepare a report regarding the Town's Annual Gravel Road Maintenance Program and that the report include details on the cost to tar and chip gravel roads, maintenance schedules, the number of gravel roads in the Town, the process for selecting roads to hard surface and information on how residents may take action to get their road hard-surfaced.

And that the report include a review of the Town's Gravel Road Maintenance Policy.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Carried (7 to 0)

2. Haider Hasnain, Kingsville Urgent Care Clinic

Haider Hasnain, representing the building project and the physician management of the Urgent Care Clinic located at 273 293 Main St. E., appeared before Council in support of item O.1 on the Agenda - Industrial and Commercial Community Improvement (CIP). He discussed how this grant would help expand the clinic and assist in recruiting and retaining healthcare providers to offer additional services.

3. Rob Petro, Ontario Greenhouse Vegetable Growers

Rob Petro, Ontario Greenhouse Vegetable Growers (OGVG), appeared before Council and requested that Item O.2 Ruthven Sanitary System Capacity, be deferred for 30 days to give OGVG more time to collaborate with growers, Council, Administration, and residents to ensure the best possible exchange of information.

J. Presentations

1. Essex County Library

Joe Bachetti, Deputy Warden for the Count of Essex and Chair of the Essex County Library Board, introduced Adam Craig, CEO and Chief Librarian for Essex County Library. In his presentation, Mr. Craig outlined the library's achievements in 2024 and shared strategic plans for 2025, emphasizing the library's commitment to community engagement and ongoing improvements in services and resources.

K. Matters Subject to Notice

1. Holding Removal (ZBA-2025-1) for 52 Heritage Road (County Road 50)

Albert Pinto, homeowner of 52 Heritage Road, appeared before Council and stated that he is building an addition to his house. He noted that there is currently a hold on the property due to an existing waterline.

65-04142025

Moved By: Councillor Jarvis-Chausse

Seconded By: Councillor Patterson

That the Zoning By-law Amendment application ZBA-2025-1, to amend the Comprehensive Zoning By-law 1-2014 for the Town of Kingsville, on the subject property municipally known as 52 Heritage Road from 'Residential Zone 1 Urban with Holding (R1.1(h))' and 'Residential Zone 1 Urban' to "Residential Zone 1 Urban (R1.1)" **be approved.**

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Carried (7 to 0)

2. Application for Consent and Zoning By-Law Amendment (B-2025-2 and ZBA-2025-2): Surplus Dwelling Severance at 459 County Road 34 East

66-04142025

Moved By: Councillor Patterson

Seconded By: Councillor Neufeld

That consent application B-2025-2, to sever an existing dwelling, deemed surplus to the needs of the applicants' farming operation with an area of 1.03 ha (2.56 ac) lot shown as Part 1 on the applicants' sketch, known as 459 County Road 34 East, in the Town of Kingsville, **be approved**, subject to the following conditions:

- a. Provide proof of drainage, acceptable to the municipality, to serve the lands being conveyed and the lands being retained, with the costs of such drainage being solely at the expense of the applicant and,
- b. Execute an agreement for drainage apportionment due to lands severance or sale approved by the Municipality for each parcel being severed and,
- c. Execute a mutual drain agreement due to lands severance or sale approved by the Municipality for each parcel being severed and,
- d. Provide a copy of the registered 12-R Plan and,
- e. Provide confirmation that a permit to establish a new driveway on the retained farm parcel is obtain either from the County of Essex or the Town of Kingsville for a driveway either on Inman Sideroad or County Road 34 East and,
- f. Provide the necessary deed(s), transfer or changes electronically, signed and fully executed, prior to certification and,

- g. The conditions imposed above shall be fulfilled by April 14th, 2027, or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.

And that By-law 21-2025 being a By-law to amend the Comprehensive Zoning By-law 1-2014 for the Town of Kingsville, to amend the zoning on the retained farm parcel municipally known as VL County Road 34 East 'General Agricultural (A1)' to 'Agricultural - Restricted (A2)' and the severed residential parcel known as 459 County Road 34 East from 'General Agricultural (A1)' to 'Rural Residential (RR)' **be approved** and the Mayor and Clerk **be authorized** to sign same.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Carried (7 to 0)

L. Reports - Planning and Development Services

1. 2025 Rural Road Resurfacing Tender Award

67-04142025

Moved By: Councillor Patterson

Seconded By: Deputy Mayor DeYong

That the 2025 Rural Road Resurfacing Tender **be awarded** to Shepley Road Maintenance Ltd. in the amount of \$1,011,113.45 (excluding HST) and the Mayor and Acting Clerk **be authorized** to execute the requisite agreement.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Carried (7 to 0)

M. Reports - Finance and Corporate Services

1. Kingsville Pro Rodeo

68-04142025

Moved By: Councillor Gaffan

Seconded By: Councillor Jarvis-Chausse

That Council **direct** Administration to provide a letter of "Municipal Significance" for the Kingsville Pro Rodeo, to be held at Trimble Farms from July 25 to July 27, 2025, to allow the event to obtain a licence to serve alcohol.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Carried (7 to 0)

2. Special Event - Hogs for Hospice 2025

Mayor Rogers vacated his role as Chair due to declaring a pecuniary interest on Item M.2. and abstained from discussing and voting on the item. Deputy Mayor DeYong assumed the Chair.

Councillor Gaffan declared a pecuniary interest on Item M.2. and abstained from discussing and voting on the item.

69-04142025

Moved By: Councillor Neufeld

Seconded By: Councillor Patterson

That road closures of Main Street (from Spruce Street to Chestnut Street) and Division Street (from King Street to Pearl Street) from 10:00 am to 2:00 pm on Saturday, August 2, 2025, for the Hogs for Hospice Registered Ride **be approved**.

For (5): Deputy Mayor DeYong, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Conflict (2): Mayor Rogers, and Councillor Gaffan

Carried (5 to 0)

N. Reports - Public Operations

1. Grass Cutting and Trimming of Various Municipal Properties

Mayor Rogers resumed his role as Chair.

70-04142025

Moved By: Councillor Patterson

Seconded By: Councillor Jarvis-Chausse

That the Grass Cutting and Trimming of Various Municipal Properties Contract **be awarded** to A&M Lawncare in the amount of \$86,319.00 (excluding HST) and the Mayor and Clerk **be authorized** to execute the requisite agreement.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Carried (7 to 0)

O. Reports - CAO's Office

1. Industrial and Commercial Community Improvement Plans (CIP)

Ryan McLeod, Director of Finance and Corporate Services/Treasurer and John Norton, CAO, gave a presentation on Industrial and Commercial Community Improvement Plans (CIP).

71-04142025

Moved By: Councillor Patterson

Seconded By: Councillor Gaffan

That the Industrial and Commercial Community Improvement Plan (CIP) for the Town of Kingsville as attached in Appendix A **be approved**;

And that Council **approve** the effective date of the CIP to be retroactive, beginning January 1, 2025.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Carried (7 to 0)

2. Ruthven Sanitary System Capacity

Shaun Martinho, Director of Public Operations, and John Norton, CAO, gave a presentation on the Ruthven Sanitary Sewer Capacity.

72-04142025

Moved By: Councillor Neufeld

Seconded By: Deputy Mayor DeYong

That Council **approve** an Interim Control By-law, pursuant to Section 38 of the *Planning Act*, in the format attached as Schedule "A" to this report;

And that corresponding By-law 24-2025, being a By-law to establish Interim Control on lands within The Corporation of the Town of Kingsville, **be adopted** during the By-law stage of this Council Agenda;

And that Council **direct** Administration:

1. To complete a review and study in respect of the Town's land use planning policies in relation to required changes to the Town's land use planning policies, and other regulatory framework, as a result of the Town's sanitary sewer constraints for the lands reliant on the Ruthven Sanitary System;
2. To take immediate steps, as determined by Administration, to improve the flow rates in the Ruthven Sanitary System, including the installation of a pressure relief valve, larger pump, and flow monitoring equipment for each greenhouse, and any other actions which are reasonably expected to improve the flow rates;
3. To bring forward recommendations on funding these actions, with a view to full cost recovery from greenhouse operations, and include all costs such as metering of flow rates from greenhouse operations, upgrades to the Ruthven Sanitary System, and enforcement of the prohibitions as required; and

4. To prepare a Greenhouse Sewer Use By-law for Council's consideration at the next regularly scheduled meeting of Council on April 28, 2025, and which shall:
 - a. Prohibit the discharge of agricultural storm and process water, including greenhouse nutrient feedwater, into Kingsville's sanitary sewer system;
 - b. Require all discharge from greenhouse operations into the municipal sanitary sewer system off-peak hours and with a metering system that provides real-time flow metering. For clarity, discharge from greenhouse operations shall not include agricultural storm or process water; and
 - c. Empower such steps as are deemed necessary to enforce this Greenhouse Sewer Use By-law, including the power of entry onto private property.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Carried (7 to 0)

P. Consent Agenda

1. Heritage Advisory Committee Minutes - February 4, 2025
2. BIA Board of Management Minutes - February 11, 2025
3. Committee of Adjustment & Appeals Minutes - February 18, 2025
4. Fantasy of Lights Committee Minutes - February 18, 2025
5. Regular Meeting of Council - March 17, 2025

73-04142025

Moved By: Councillor Patterson

Seconded By: Councillor Gaffan

That Items 1 through 5 on the Consent Agenda, **be received.**

Carried

Q. Correspondence

1. Correspondence from Municipality of Leamington dated April 1, 2025, regarding 2024-2025 Dedicated Gas Tax Funds for Public Transportation Program

74-04142025

Moved By: Deputy Mayor DeYong

Seconded By: Councillor Gaffan

That Council **endorses** the Municipality of Leamington to act on behalf of the Town of Kingsville as "host" for its provision of transit services for the purposes of the 2024-2025 Dedicated Gas Tax Funds for Public Transportation;

And that Council **directs** the Acting Manager of Municipal Governance and Clerk to provide the Municipality of Leamington with a certified copy of

this resolution which is to be returned with the Letter of Agreement to the Ministry of Transportation.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Carried (7 to 0)

2. Correspondence from the Western Ontario Wardens' Caucus dated March 18, 2025, Regarding Tariff Response

R. Notices of Motion

1. Deputy Mayor DeYong - Enwin Utilities Ltd. Purchase of E.L.K. Energy Inc.

75-04142025

Moved By: Deputy Mayor DeYong

Seconded By: Councillor Patterson

Whereas E.L.K. Energy Inc. (“E.L.K.”) is a local electricity distribution company that services over 12,600 customers in the communities of Belle River, Comber, Essex, Harrow, Cottam and Kingsville;

And whereas on Friday, March 14, 2025, Enwin Utilities Ltd. (“Enwin”) announced their purchase of E.L.K.;

And whereas given that electricity is a critical and essential service, Town of Kingsville Council has previously advocated to E.L.K. on behalf of Kingsville and Cottam customers for quality customer service, regular tree maintenance, and increased investments on its distribution infrastructure;

Now therefore be it resolved that Council directs Administration to write a letter to Enwin, as the new owner of E.L.K., conveying:

- that Town of Kingsville Council and Administration (the “Town”) are committed to building and maintaining a positive working relationship with Enwin premised on the Town’s advocacy position for Kingsville and Cottam customers; and request a meeting with Enwin at their earliest convenience.
- and that the Town is hopeful E.L.K.’s current mission statement to provide the highest quality of service to its customers by ensuring that the electrical system is designed, constructed and maintained to ensure its reliability, safety and affordability while increasing shareholder value continues, despite the purchase;
- and that the Town requests the continuation of regular tree maintenance for Kingsville and Cottam customers; and,
- that the Town requests the expedited construction and installation of a second feeder line to increase the reliability of electricity service for customers in Kingsville and Cottam.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Carried (7 to 0)

2. Councillor Patterson - Tariffs and Buy Canadian

76-04142025

Moved By: Councillor Patterson

Seconded By: Councillor Gaffan

Whereas trade relations between Canada and the United States (the “U.S.”) have been strained by tariffs imposed on Canadian goods by U.S. President Donald Trump;

And whereas the Town of Kingsville (the “Town”) is situated in close proximity to a main international border crossing between Canada and the U.S., in a region that is economically sustained by its manufacturing and industrial agriculture sectors;

And whereas such tariffs are likely to result in economic instability and massive job losses, and local municipalities are likely to experience these impacts directly;

And whereas all levels of Canadian government, including municipalities, have significant purchasing power but have traditionally been prevented by trade agreements from giving preference to purchasing Canadian goods;

And whereas Provincial and Federal leaders are encouraging Canadians to buy Canadian;

And whereas given the strain on trade relations and the impending economic instability, it is in the interest of all Canadians that municipalities procure goods from Canadian suppliers;

Now therefore be it resolved that The Council of the Corporation of the Town of Kingsville:

- Calls on the Provincial and Federal Governments to create and implement measures to protect Canadian businesses and consumers;
- Asks the Provincial and Federal Governments to remove any impediments that may prevent municipalities from giving preference to purchasing goods Canadian suppliers; and,
- Directs the Clerk to forward a copy of this Resolution to the Prime Minister of Canada, Premier of Ontario, all local MPs and MPPs, all Ontario Municipalities, AMO, and ROMA.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Carried (7 to 0)

3. Councillor Gaffan - Opposition to Strong Mayor Powers

77-04142025

Moved By: Councillor Gaffan

Seconded By: Deputy Mayor DeYong

That Council waive the notice requirements for Notices of Motion, to allow the previously stated Notice of Motion regarding Strong Mayor Powers to be debated and voted upon during the same Meeting at which it is introduced, due to the subject matter being time-sensitive, in accordance with Section 11.4 of the Town's Procedure Bylaw.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Carried (7 to 0)

78-04142025

Moved By: Councillor Gaffan

Seconded By: Deputy Mayor DeYong

Whereas on April 9, 2025, the Government of Ontario (hereafter, the "Province"), led by Premier Doug Ford, announced a proposal to expand by "Strong Mayor Powers" as provided for by Part VI.1 of the *Municipal Act, 2001*, to the heads of council in 169 additional municipalities, including the Town of Kingsville, effective May 1, 2025;

And whereas Strong Mayor Powers erode democratic process and have fundamentally altered the historic model of local governance, which has existed for almost two centuries, by:

- providing the head of council with the authority to unilaterally give direction and make certain decisions without a consensus from a majority of the members of council; and,
- creating a power imbalance by providing the head of council with special powers that other members do not generally have.

And whereas the Province is undermining the local governance model and municipal independence by attempting to advance its priorities through municipalities, and downloading its responsibilities to the same.

Now therefore be it resolved that:

- The Council of the Corporation of the Town of Kingsville ("Council") **opposes** the expansion of Strong Mayor Powers, as announced on April 9, 2025;
- That Council **requests** that the proposed amendments to O. Reg. 530/22 to Expand Strong Mayor Powers and Duties to Additional Municipalities not include the Town of Kingsville; and;
- That Council **directs** the Acting Manager of Municipal Governance/Clerk to forward a copy of this resolution to Doug Ford, Premier of Ontario; Rob Flack, Minister of Municipal Affairs and Housing; All Four Local MPPs; AMCTO, AMO and All Ontario Municipalities.

For (7): Mayor Rogers, Deputy Mayor DeYong, Councillor Gaffan, Councillor Jarvis-Chausse, Councillor Lowrie, Councillor Neufeld, and Councillor Patterson

Carried (7 to 0)

S. Unfinished Business and Announcements

T. By-laws

79-04142025

Moved By: Deputy Mayor DeYong

Seconded By: Councillor Neufeld

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

21-2025 being a By-law to amend By-law No. 1-2014 the Comprehensive Zoning By-law for the Town of Kingsville;

22-2025 being a By-law to amend By-law No. 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville;

23-2025 being a By-law to Appoint Branden Shagat as an Inspector under the Building Code Act, 1992;

24-2025 being a By-law to establish Interim Control on lands within The Corporation of the Town of Kingsville;

25-2025 being a By-law to appoint Deputy Clerks for the Town of Kingsville; and,

26-2025 being a By-law to confirm the proceedings of the Council of the Corporation of the Town of Kingsville at its April 14, 2025 Regular Meeting of Council.

Carried

U. Adjournment

80-04142025

Moved By: Councillor Gaffan

Seconded By: Councillor Lowrie

That Council **adjourns** this Regular Meeting at 8:06 p.m.

Carried

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.

Deputy Mayor, Kimberly DeYong

Acting Clerk, Angela Toole

Read a third time and finally passed this 28th day of April, 2025.

Mayor, Dennis Rogers

Acting Clerk, Angela Toole

THE CORPORATION OF THE TOWN OF KINGSVILLE
BY-LAW 20-2025

Being a By-law to amend By-law 89-2024, being a By-law to impose fees and charges by The Corporation of the Town of Kingsville

Whereas Council passed By-law 89-2024, being a By-law to impose fees and charges by The Corporation of the Town of Kingsville, on November 25, 2024;

And whereas Council of The Corporation of the Town of Kingsville deems it expedient to amend By-law 89-2024 to add fees for Temporary Patios;

Now therefore the Council of The Corporation of the Town of Kingsville enacts as follows:

1. That Schedule “A” of By-law 89-2024 be amended to include the following:

Temporary Patio Permit – General	\$300.00
Temporary Patio Permit – Parking Space Patio	\$1,500.00

2. That this By-law comes into force and takes effect on the day of the final passing thereof.

Read a first, second, and third time and finally passed this 28th day of April, 2025.

Mayor, Dennis Rogers

Acting Clerk, Angela Toole

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 29-2025

**Being a By-law to confirm the proceedings of the
Council of the Corporation of the Town of Kingsville at its
April 28, 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 April 28, 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 28th day of April, 2025.

Mayor, Dennis Rogers

Acting Clerk, Angela Toole