



**REGULAR MEETING OF COUNCIL
AGENDA**

**Monday, January 9, 2017, 7:00 PM
Council Chambers
2021 Division Road N
Kingsville, Ontario N9Y 2Y9**

Pages

A. CALL TO ORDER

B. MOMENT OF SILENCE AND REFLECTION

C. PLAYING OF NATIONAL ANTHEM

D. 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.

E. PRESENTATIONS/DELEGATIONS

None.

F. MATTERS SUBJECT TO NOTICE

1. Engineer's Report Consideration - N. J. Peralta Engineering Ltd.

1

Bridge Over the Graham Sideroad Drain (for Roger and Gloria Congdon (510-00800)) Part of Lot 19, Concession 8, former Geographic Township of Gosfield North, Town of Kingsville; Antonio B. Peralta, P. Eng. will be in attendance

i) Notice of Meeting to Consider the Engineer's Report, dated November 30, 2016;

ii) Engineer's Report dated November 7, 2016 (N. J. Peralta Engineering Ltd. Project No. D-15-015);

iii) Proposed By-law 2-2017, being a by-law to provide for the construction of a bridge over the Graham Sideroad Drain; Owner: Roger and Gloria Congdon (510-00800), in the Town of Kingsville, in the County of Essex

Recommended Action

Council adopt Engineer's Report prepared by N. J. Peralta Engineering Ltd. dated November 7, 2016 (Project No. D-15-015), read By-law 2-2017, being a by-law to provide for the construction of a bridge over the Graham Sideroad Drain; Owner: Roger and Gloria Congdon (510-00800) in the Town of Kingsville, in the County of Essex a first and second time; and schedule Court of Revision for a future date

2. Right of Access By-law

62

- i) Notice of Public Meeting to consider Right of Access By-law, dated November 30, 2016
- ii) Report of R. Brown, Manager of Planning and Development Services, dated October 21, 2016
- ii) Draft Right of Access By-law

Recommended Action

Council receive the Report of R. Brown, Manager of Planning and Development Services, dated October 21, 2016 for information purposes on the consideration of implementing a Right-to-Access By-law for the Town of Kingsville; and Council direct administration to make the draft Right-to-Access By-law available for public review and consultation

G. AMENDMENTS TO THE AGENDA

H. ADOPTION OF ACCOUNTS

71

Town of Kingsville Accounts for the monthly period ended December 31, 2016 being TD cheque numbers 0060587 to 0060902 for a grand total of \$1,960,643.43

Recommended Action

Council approve Town of Kingsville Accounts for the monthly period ended December 31, 2016 being TD Cheque numbers 0060587 to 0060902 for a grand total of \$1,960,643.43

I. STAFF REPORTS

- 1. Capital Financing and Debt Management Policy**
S. Zwiers, Director of Financial Services

100

Recommended Action

That council approves the Capital Financing and Debt Management Policy FIN-03.

- 2. PLC/03/16 - Exemption from Part Lot Control 1156722 Ontario Limited; Lots 9 and 19-36 on Plan 12M-619, York Subdivision, Phase 4B**

118

K. Brcic, Town Planner

Recommended Action

It is recommended that Council enact Part Lot Control Exemption By-law 117-2016 to allow Lots 9 and 19-36 on Plan 12M-619 to be exempt from Section 50(5) of the Planning Act, and that Council authorize and direct Development Services to register the by-law on title.

3. **2017 Cat Intake Program – Windsor Essex County Humane Society** 125
J. Alexander, Deputy Clerk - Administrative Services

Recommended Action

That Council receives the 2017 Cat Intake Program Report for information and postpone consideration of continuing the program to upcoming budget deliberations.

4. **2017 Cat Spay and Neuter Voucher Program** 128
J. Alexander, Deputy Clerk - Administrative Services

Recommended Action

That Council receives the 2017 Cat Spay and Neuter Voucher Program for information and postpone consideration of the 2017 Program, in the amount of \$6,500 and the requirement of ear tipping for all feral cat vouchers, to upcoming budget deliberations.

5. **Records Management Plan** 131
J. Alexander, Deputy Clerk - Administrative Services

Recommended Action

That Council receives this report regarding the Records Management Plan and considers the request for \$10,000 to move forward with the Plan at an upcoming budget meeting.

J. BUSINESS/CORRESPONDENCE-ACTION REQUIRED

1. **Windsor-Essex County Health Unit Correspondence, dated November 21, 2016** 135
Beach Sampling

Recommended Action

That Council accept the offer of the Windsor-Essex County Health Unit that it appear before Council to further discuss this matter, including a discussion of past and current environmental assessments.

2. **Municipality of Leamington** 137
Correspondence, dated December 20, 2016 RE: 2016/2017 Dedicated Gas Tax Funds for Public Transportation Program

Recommended Action

Council endorse the Municipality of Leamington to act in the capacity of host community in the 2016/2017 Dedicated Gas Tax Funds for Public Transportation Program.

3. Federal Economic Development Agency for Southern Ontario 138

Undated correspondence RE: Canada 150 Community Infrastructure Program Project Application

Recommended Action

That Council endorses the Town of Kingsville's Canada 150 Community Infrastructure Program Project Application #809576 - Renovation of Grovedale Arts and Culture Centre which has been approved by the Federal Economic Development Agency for Southern Ontario in the amount of up to \$181,500 and authorizes the execution of the CIP 150 contribution agreement.

4. Corporation of the County of Essex 141

Correspondence dated December 22, 2016 RE: Agreement Amending the Emergency Medical Services Station Lease Agreement between The Corporation of the Town of Kingsville and The Corporation of the County of Essex

Recommended Action

Council authorize the entering into of an Agreement to Amend the Emergency Medical Services Lease Agreement with the Corporation of the County of Essex (See By-law 3-2017)

5. Amendment of Appointment By-law 1-2015 152

Verbal Report of Mayor N. Santos RE:

i) appointments of Councillors Susanne Coghill and Thomas Neufeld to the Personnel Committee for a one year term ending December 31, 2017

ii) appointment of Susanna Child to the Older Adults Advisory Committee

Recommended Action

That Council amend the appointment by-law for the Personnel Committee to appoint Councillors Susanne Coghill and Thomas Neufeld for the term starting January 1, 2017 to December 31, 2017; and further that Council appoint Susanna Child to fill a vacancy in the Older Adults Advisory Committee.

K. MINUTES OF THE PREVIOUS MEETINGS

1. Regular Meeting of Council - December 12, 2016 153

Recommended Action

Council adopt Regular Meeting of Council Minutes dated December 12, 2016

2. Regular 'Closed Session' Meeting of Council - December 12, 2016

Recommended Action

Council Adopt Regular 'Closed Session' Meeting Minutes dated December 12, 2016

L. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. Kingsville BIA--November 8, 2016 163

Recommended Action

Council receive Kingsville BIA Minutes dated November 8, 2016

2. Accessibility Advisory Committee--November 8, 2016 167

Recommended Action

Council receive Kingsville Accessibility Advisory Committee Meeting Minutes dated November 8, 2016

Council consider Motion KAAC 27-2016

3. Municipal Heritage Advisory Committee--November 22, 2016 171

Recommended Action

Council receive Kingsville Municipal Heritage Advisory Committee Meeting Minutes dated November 22, 2016

4. Union Water Supply System Joint Board of Management-November 16, 2016 178

Recommended Action

Council receive Union Water Supply System Joint Board of Management Meeting Minutes dated November 16, 2016

M. BUSINESS CORRESPONDENCE-INFORMATIONAL

1. MPAC 184

Correspondence dated December 12, 2016, RE: 2017 Budget and Municipal Levy

2. Essex Region Conservation Authority 186

Correspondence dated December 20, 2016 RE: its 2017 Draft Budget and notice of meeting of a weighted and recorded vote on February 9, 2017.

3. Essex Region Conservation Authority 232

Undated correspondence RE: ERCA 2017 Meeting Dates.

4. Township of Hornepayne 233

Correspondence dated December 14, 2016 RE: recognition of municipal fire service as critical infrastructure to be eligible for funding under the Provincial Governments Infrastructure Strategy

5. Megan Wise, Bursary Recipient 235

Letter of thanks received December 30, 2016 RE: Town of Kingsville

	Bursary to Kingsville District High School student	
6.	Township of Zorra	236
	Correspondence dated December 6, 2016 RE: Rural Hydro Rates	
7.	AMO-Office of the President	237
	Correspondence dated December 15, 2016 RE: AMO's 2017 Strategic Objectives	
8.	Ontario Trillium Foundation	241
	Correspondence dated December 9, 2016 RE: Notice of OTF Funding Decision (Denial re: OTF Application ID#ON97997)	
9.	Town of Richmond Hill	242
	Correspondence dated December 9, 2016 RE: Support Postal Banking	
10.	Town of Amherstburg	246
	Correspondence dated December 15, 2016 RE: Resolution to support sustainable funding for Child Advocacy Centres.	

Recommended Action

Council receive information items 1-10 as outlined.

N. NOTICES OF MOTION

1. **Councillor S. McIntyre may move, or cause to have moved, a motion that the balance of funds in her Convention Account (2016) be allocated to the Mettawas Park Project**

O. UNFINISHED BUSINESS, ANNOUNCEMENT, AND UPDATES

P. BYLAWS

- | | | |
|----|---|-----|
| 1. | By-law 117-2016 | 250 |
| | Being a By-law to exempt certain lands from Part Lot Control (York Subdivision, Phase 4B Plan 12M-619) | |
| | To be read a first, second, and third and final time | |
| 2. | By-law 1-2017 | 251 |
| | Being a by-law appointing members to the Committee of Adjustment for the 2017 calendar year | |
| | To be read a first, second and third and final time | |
| 3. | By-law 2-2017 | 252 |
| | Being a by-law to provide for the construction of a bridge over the Graham Sideroad Drain; Owner: Roger and Gloria Congdon (510-00800), in the Town of Kingsville, in the County of Essex | |
| | To be read a first and second time | |
| 4. | By-law 3-2017 | 256 |
| | Being a by-law to authorize the Mayor and Clerk to execute the agreement | |

amending the EMS Station Lease Agreement

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

5. By-law 6-2017

257

Being a by-law to amend By-law 1-2015, being a By-law to appoint certain members of Council and individuals to boards and committees

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

Q. CLOSED SESSION

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

1. **Section 239(2)(f) being advice subject to solicitor-client privilege, including communications necessary for that purpose, being Report of the Director of Corporate Services, J. Astrologo RE: Mettawas Park Phase 1**

R. REPORT OUT OF CLOSED SESSION

S. CONFIRMATORY BY-LAW

1. By-law 7-2017

258

Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its January 9, 2017 Regular Meeting

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

T. ADJOURNMENT



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

NOTICE OF MEETING TO CONSIDER THE ENGINEER'S REPORT

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

To All Affected Property Owners:

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

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

This meeting will take place:

Date: Monday, January 9, 2017 @ 7:00 p.m.
Location: Town of Kingsville Municipal Office
Address: 2021 Division Road North, Kingsville

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

Activities at the meeting to consider the report:

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

Dated this 30th day of November, 2016.

Ken Vegh, CRS

Drainage Superintendent
Municipal Services Department
The Corporation of the Town of Kingsville

BRIDGE OVER THE GRAHAM SIDEROAD DRAIN

(for Roger and Gloria Congdon (510-00800),

Part of Lot 19, Concession 8)

(Former Geographic Township of Gosfield North)

TOWN OF KINGSVILLE

N. J. Peralta Engineering Ltd.

Consulting Engineers

45 Division St. N., Kingsville, Ontario N9Y 1E1

Tel. (519) 733-6587

Project No. D-15-015

November 7th, 2016

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

Mayor Santos and Members of Council:

**SUBJECT: BRIDGE OVER THE GRAHAM SIDEROAD DRAIN
(for Roger and Gloria Congdon (510-00800) ,
Part of Lot 19, Concession 8)
(Former Geographic Township of Gosfield North)
Town of Kingsville, County of Essex
Project No. D-15-015**

I. INTRODUCTION

In accordance with the instructions received by letter of June 29th, 2015 from the Drainage Superintendent, Mr. Ken Vegh, we have prepared the following report to provide for the construction of a replacement access bridge in the Graham Sideroad Drain. These investigations were initiated by resolution passed by Council for our firm to undertake the preparation of an Engineer's Report for the replacement of an existing residential access bridge within this drain, in accordance with the Drainage Act. The plan showing the Graham Sideroad Drain alignment, the general location of the subject access bridge, and the lands affected within the general watershed area of the drain, are included herein as part of this report.

The request to provide an Engineer's Report for the replacement of the existing access bridge, serving their lands, was made by Roger and Gloria Congdon (510-00800).

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

Report - Bridge Over the Graham Sideroad Drain (Congdon)
Town of Kingsville - D-15-015

II. BACKGROUND

A review of the Town of Kingsville's drainage records indicate that there are various Municipal Drains along the Graham Sideroad, identified as the Graham Sideroad Drain. The Graham Sideroad Drain, in which the subject access bridge resides within, is situated along the east side of the Graham Sideroad where its top end is located at the north limit of Road 8 East and continues northerly and downstream to a point near the midpoint of Concession 9, where this drain then turns east and outlets to the Ruscom River, all of which is within Lot 19. The subject Graham Sideroad Drain is an existing Municipal Drain that has been repaired and improved on a number of previous occasions under the provisions of the Drainage Act. The last major works of repair and improvements carried out on the subject Graham Sideroad Drain was completed under an Engineer's Report prepared by W.J. Settingington, P.Eng., dated March 16th, 1971. The works conducted within this report consisted of drain excavation and deepening, together with brushing and grubbing, adjacent to the portion along the Graham Sideroad. This report also provided for the lowering of the subject access bridge within this drain.

From our detailed research of the above mentioned Engineer's Report, we have determined that generally speaking, the residential access bridge proposed to be replaced under this report, within the Graham Sideroad Drain, has been referred to under the previous by-law. Therefore, this access bridge is considered a legal entity with respect to this Municipal Drain. As a result, it is eligible to have the cost for its replacement, be shared with the lands and roads within the drainage watershed contributing their runoff into the drain, upstream of said access bridge structure.

III. PRELIMINARY INVESTIGATIONS AND ON-SITE MEETING

After reviewing all of the available drainage information and documentation provided by the Drainage Superintendent, we arranged for an on-site meeting to be scheduled for September 11th, 2015. The following people were in attendance at said meeting: Howard Brackell, Roger Congdon, Gloria Congdon, Tom Congdon, Mark VanBelle, Ken Vegh (Drainage Superintendent) and Tony Peralta (N.J. Peralta Engineering Ltd.).

Mr. Vegh introduced himself, as well as others, and generally advised that a written notice has been submitted by Roger and Gloria Congdon (510-00800), for the replacement of the existing residential access bridge to the subject lands. The Congdon's confirmed the need to replace the existing access bridge, as the existing culvert is in poor condition.

The Owners were advised that the minimum standard top width of driveway is 6.10 metres (20 ft.). The Owners were further advised that if this access bridge is a legal entity within this

Report - Bridge Over the Graham Sideroad Drain (Congdon)
Town of Kingsville - D-15-015

drain, the replacement of this access bridge would be subject to cost sharing with upstream lands and roads. Furthermore, if the Owners wish to provide a top width wider than the standard 6.10 metres (20 ft.), the additional cost for providing a wider top width, shall be assessed 100% to the abutting Owner. We further discussed the options of sloped quarried limestone end treatments versus concrete filled jute bag headwalls. We further established that the final design may be governed by the requirements of the Department of Fisheries and Oceans (D.F.O.), the Essex Region Conservation Authority (E.R.C.A.) and the Ministry of Natural Resources and Forestry (M.N.R.F.). With this information the Congdon's advised that a standard 6.10 metres (20 ft.) top width would be sufficient for their needs and that they would prefer to have a vertical headwall end treatment, if at all possible.

The Owners were advised that this replacement access bridge is subject to the approvals and mitigations measures of the D.F.O., E.R.C.A., and the M.N.R.F.

The overall Drainage Report and future maintenance processes, along with cost sharing and grant eligibility were generally reviewed with the landowners present. They were also advised that it would be likely that the works in this drain were not to be undertaken between March 15th and June 30th, unless otherwise permitted by D.F.O., E.R.C.A. and the M.N.R.F.

At the conclusion of our discussions, we advised the Congdon's that we would contact them, prior to the preparation of our Engineer's Report, to review the details of the replacement access bridge.

IV. FIELD SURVEY AND INVESTIGATIONS

Following the on-site meetings and discussions with the Owners, we arranged for our Survey Crew to attend the site and perform a topographic survey, including taking the necessary levels and details, to establish the design parameters for the installation of this replacement bridge. Benchmarks were looped from previous work carried out on the drain and were utilized in establishing a site benchmark near the location of the bridge replacement. The survey work included picking up all of the details in the vicinity of the existing access bridge. We also surveyed the drain for a considerable distance both upstream and downstream of the subject access bridge, in order to establish a design grade profile for the installation of same. We also took cross-sections of the Graham Sideroad Drain at the general location of the proposed bridge, as necessary, for us to complete our design calculations, estimates and specifications.

With respect to the Endangered Species Act 2007, the Ministry of Natural Resources and Forestry (M.N.R.F.) Municipal Drain Agreements, under Section 23 of the this Act, with the Municipality have expired as of June 30th, 2015. New regulation

Report - Bridge Over the Graham Sideroad Drain (Congdon)
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provisions have replaced these existing Drain Agreements under Ontario Regulation 242/08, Section 23.9 which allows the Municipality to conduct repairs, maintenance, and improvements, within existing Municipal Drains, under the Drainage Act to be exempt from Section 9 and 10 of the Endangered Species Act, so long as the rules in the regulation are followed. If eligible, the regulatory provision allows Municipalities to give notice to the Ministry by registering their drainage activities through an online registry system.

Following the on-site meeting, we engaged in email correspondence with the E.R.C.A., regarding their preliminary comments which pertain to this project.

For the purpose of establishing the watershed area upstream of the subject access bridge location, and determining the pipe size required for same, we investigated and reviewed the Engineer's Report on the Graham Sideroad Drain prepared by W.J. Settingington, P.Eng., dated March 16th, 1971. We also carried out a review of the watershed limits utilizing the most recent Engineer's Report for the Lovelace Drain and the Orton Drain, and further conducted a site visit to review the adjacent lands to verify the contributing watershed area into the Graham Sideroad Drain. All of the above investigations not only provided us with the correct watershed area affecting the size of the subject access bridge, but also provided us with the accurate information to assist us with the preparation of our Construction Schedule of Assessment for this project.

V. FINDINGS AND RECOMMENDATIONS

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

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

With respect to the Department of Fisheries and Oceans (D.F.O.) concerns and comments, due to the amendments to the Fisheries Act that came into effect, the partnership agreement between D.F.O. and E.R.C.A. has lapsed as of November 25th, 2013. As a result, the proposed works in the Graham Sideroad Drain was "Self Assessed" by the Engineer, through the D.F.O. website to determine whether this project shall be reviewed by D.F.O. Based on the D.F.O. Self Assessment website, we have determined that the project activities would not require a D.F.O. review

Report - Bridge Over the Graham Sideroad Drain (Congdon)
Town of Kingsville - D-15-015

for the works proposed under this project, so long as standard measures for fish habitat and migration are implemented. Further to the above, D.F.O. has prepared a "Best Management Practices - Culvert Replacements in Municipal Drains" document, and said document is included herein as part of Appendix "A".

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

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

Through correspondence with Cynthia Casagrande, of the E.R.C.A., the Self Assessment and the Best Management Practices document through D.F.O., along with the mitigation measures through the Endangered Species Act, we have provided for all of the E.R.C.A., D.F.O., and M.N.R.F. concerns and issues in our design and recommend that this drainage works be constructed in total compliance with all of the above.

NEW ACCESS BRIDGE STRUCTURE

Prior to the preparation of our report, we discussed and further reviewed the details of the bridge replacement with Mr. Roger Congdon. We confirmed that the replacement access bridge shall be centred over the existing driveway utilizing a vertical headwall end treatment. Based on our evaluation of the existing watershed, drain grades, and embedment requirements, we determined that the replacement access bridge culvert shall require a slight increase in culvert size. Mr. Congdon accepted our recommendations and confirmed that they wished to proceed with the installation of the new access bridge as per our discussions. This report and the works proposed herein have been prepared on that basis.

Based on our detailed survey, investigations, examinations, and discussions with the affected property owner, we recommend that the existing access bridge be replaced with a new structure, in the Graham Sideroad Drain, at the location and to the general parameters established in our design drawings attached herein. As a result, the existing access bridge will be replaced with approximately 8.0 metres of 1600mm diameter, aluminized steel corrugated pipe, with concrete filled jute bag headwalls. This application will result in travelled driveway width of 6.24 metres (20.47 ft.)

Report - Bridge Over the Graham Sideroad Drain (Congdon)
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As previously mentioned herein, we find that the existing subject access bridge, which was referred to within the Engineer's Report prepared by W.J. Settingington, P.Eng., dated March 16th, 1971, and serves as the primary access to the subject residential lands, within the Graham Sideroad Drain. We find that this existing access bridge is in poor state and generally unsafe, and recommend that this be replaced in its entirety. Based on the above, we find that the existing access bridge is a legal entity with respect to the Graham Sideroad Drain and therefore, the costs for the standard access bridge top width be shared by the adjoining bridge owners and the lands and road within the watershed, located upstream of same.

Based on all the above, we therefore recommend that the replacement access bridge to be constructed in the Graham Sideroad Drain is to serve as the primary access for the existing residential lands owned by Roger and Gloria Congdon (510-00800), in Part of Lot 19, Concession 8, in accordance with this report, the attached specifications and the accompanying drawings, and that all works associated with same be carried out in accordance with Section 78 of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2010".

VI. ESTIMATE OF COST

Our estimate of the total cost of this work including all incidental expenses is the sum of **TWENTY SEVEN THOUSAND NINE HUNDRED NINETY EIGHT DOLLARS (\$27,998.00)**, made up as follows:

CONSTRUCTION

Item 1)	Excavate, completely remove and dispose of the existing access bridge culvert and endwalls; provide all labour, equipment and materials to construct a new access bridge consisting of 8.0 metres (26.25 ft.) of 1600mm diameter, 2.0mm thick, Aluminized Steel Type II Corrugated Hel-Cor pipe with annular ends and 125mm x 25mm corrugation profile, including concrete filled jute bag headwalls, granular bedding and backfill, granular driveway approach, excavation, compaction, cleanup and restoration, complete.	Lump Sum	\$ 18,500.00
Item 2)	Net H.S.T. for above item. (1.76%)		\$ 326.00
TOTAL FOR CONSTRUCTION			\$ 18,826.00

Report - Bridge Over the Graham Sideroad Drain (Congdon)
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INCIDENTALS

1) Report, Estimate, and Specifications	\$ 3,100.00
2) Survey, Assistants, Expenses, and Drawings	\$ 3,000.00
3) Duplication Cost of Report and Drawings	\$ 300.00
4) Estimated Cost of Preparing Tender Documents, and Tender Process on an Invitation Basis, and Tender Review	\$ 800.00
5) Estimated Cost of Providing Supervision and Full-Time Inspection During Construction (Based on a 2 Day Duration)	\$ 1,700.00
6) Estimated Net H.S.T. on above items (1.76%)	\$ 157.00
7) Estimated Cost for E.R.C.A. Permit	\$ 115.00
TOTAL FOR INCIDENTALS	\$ 9,172.00
TOTAL FOR CONSTRUCTION (brought forward)	\$ 18,826.00
TOTAL ESTIMATE	\$ 27,998.00

VII. DRAWINGS AND SPECIFICATIONS

As part of this report, we have attached a design drawing for the replacement of the existing access bridge in the Graham Sideroad Drain. The design drawing shows the alignment of the Graham Sideroad Drain, the approximate location of the replacement access bridge. The plans also illustrate the affected landowners and the approximate limits of the drain watershed, and the details related to the various improvements to the subject access bridge, where applicable. The design drawings are attached to the back of this report and are labelled **Appendix "C"**.

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

VIII. CONSTRUCTION SCHEDULE OF ASSESSMENT

We would assess the above estimated costs for the works proposed under this report against the affected lands and road as shown in the attached **Construction Schedule of Assessment**. In general terms, the lands and roads included in the Construction Schedule

Report - Bridge Over the Graham Sideroad Drain (Congdon)
Town of Kingsville - D-15-015

of Assessment are those that exist upstream of the access bridge site and use the Graham Sideroad Drain for drainage purposes.

The estimated construction cost plus incidental costs for same shall be shared between the bridge user and all of the lands and roads that exist upstream of said access bridge site and use the Graham Sideroad Drain for drainage purposes. The sharing percentage between the bridge user and the upstream lands and roads affected by said bridge have been established on the basis of where it is located relative to the entire reach of the drain. The bridge user's share is assessed within the Construction Schedule of Assessment as a Benefit Assessment and the affected upstream Owners' share for a standard top width access bridge is assessed as an Outlet Assessment.

We would therefore recommend that all of the costs associated with the access bridge replacement included under this report be charged against the lands and roads affected in accordance with the attached Construction Schedule of Assessment included herein. Lands which are used for agricultural purposes have been listed in the Schedule of Assessment under Subheading **"5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable)"**. In general the lands and roads included in this Schedule of Assessment are all those lying upstream and northwesterly of the subject bridge.

On September 22nd, 2005, the Ontario Ministry of Agriculture, Food, and Rural Affairs (O.M.A.F.R.A.) issued Administrative Policies for the Agricultural Drainage Infrastructure Program (A.D.I.P.). This program has re-instated financial assistance for eligible costs and assessed lands pursuant to the Drainage Act. Sections 85 to 90 of the Drainage Act allow the Minister to provide grants for various activities under said Act. Sections 85 and 87 make it very clear that grants are provided at the discretion of the Minister. Based on the current A.D.I.P., "lands used for agricultural purposes" may be eligible for a grant in the amount of 1/3 of their total assessment. The new policies define "lands used for agricultural purposes" as those lands eligible for either the "Farm Property Class Tax Rate", the "Managed Forest Tax Incentive Program", or the "Conservation Land Tax Incentive Program". The Municipal Clerk has provided this information to the Engineer from the current property tax roll. Properties that meet the criteria for "lands used for agricultural purposes" are shown in the attached Assessment Schedule under the subheading **"5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable)"** and are expected to be eligible for the 1/3 grant from O.M.A.F.R.A. In accordance with same, we expect that this project will qualify for the grant normally available for agricultural lands.

We would recommend that the Municipality make an Application for Grants to O.M.A.F.R.A. in accordance with Section 88 of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2010" for any grants that may be available for this project. The Ministry is continually reviewing their policy for grants, and even

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though it is our opinion that certain lands shall likely be eligible for grants, there is no guarantee that these lands will qualify or that grants may be available in the future.

It should be noted that the attached Construction Schedule of Assessment is to be utilized for the sharing of the costs related to the construction works being provided for under this report and this Construction Schedule of Assessment shall be utilized for the sharing of any future maintenance works conducted to the bridge replaced under this report.

IX. FUTURE MAINTENANCE

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

Furthermore, if any maintenance work is required in the future to this access bridge, we wish to establish that 72.0% of the future maintenance costs be assessed as a Benefit against the abutting property being served by the access bridge, which is currently owned by Roger and Gloria Congdon (510-00800), in Part of Lot 19, Concession 8, and that the remaining 28.0% of the future maintenance cost shall be assessed against the lands and road lying upstream of the bridge site, within the drain watershed. The future maintenance costs are to be assessed to the lands and roads in the same proportions as the assessment charges shown in the Construction Schedule of Assessment contained within this report, or as per subsequent amendments made thereto under the Drainage Act.

We would also recommend that the replacement bridge structure as identified herein, be maintained in the future as part of the drainage works. We would also recommend that this legal access bridge reconstructed in the drain, for which the maintenance costs are to be shared with the upstream lands and road within the watershed, be maintained by the Municipality and that said maintenance would include works to the bridge culvert, bedding, backfill and end treatment. Should concrete, asphalt or other decorative driveway surfaces over this bridge culvert require removal as part of the maintenance works, these surfaces should also be repaired or replaced as part of the works. Likewise, if any fencing, gate, decorative walls, guard rails or other special features exist that will be impacted by the maintenance work, they are also to be removed and restored or replaced as part of the bridge maintenance work. However, the cost of the supply and installation of any surface material other than Granular "A" material, and the cost of removal and restoration or replacement, if necessary, of any special features, shall be totally assessed to the benefiting adjoining owner served by said access bridge.

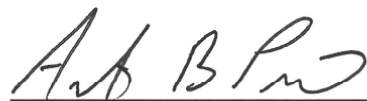
The above provisions for the future maintenance of this replacement bridge, being constructed under this report, shall

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remain as aforesaid until otherwise determined under the provisions of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2010".

All of which is respectfully submitted.

N. J. PERALTA ENGINEERING LTD.



Antonio B. Peralta, P.Eng.

ABP/ab

Att.

N. J. PERALTA ENGINEERING LTD.

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



CONSTRUCTION SCHEDULE OF ASSESSMENT

BRIDGE OVER THE GRAHAM SIDEROAD DRAIN

(For Roger and Gloria Congdon (510-00800), Part of Lot 19, Concession 8)

TOWN OF KINGSVILLE

3. MUNICIPAL LANDS:

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Afft'd	Hectares Afft'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
Graham Sideroad				5.26	2.129	Town of Kingsville	\$ -	\$ 1,036.00	\$ -	\$ 1,036.00
Road 8 East				1.49	0.603	Town of Kingsville	\$ -	\$ 293.00	\$ -	\$ 293.00
Total on Municipal Lands.....							\$ -	\$ 1,329.00	\$ -	\$ 1,329.00

4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Afft'd	Hectares Afft'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
510-00800	8	19	0.91	0.30	0.121	Roger & Gloria Congdon	\$ 20,159.00	\$ 30.00	\$ -	\$ 20,189.00
Total on Privately Owned - Non-Agricultural Lands.....							\$ 20,159.00	\$ 30.00	\$ -	\$ 20,189.00

5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable):

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Afft'd	Hectares Afft'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
510-01100	8	19	96.25	91.00	36.827	Andrew & Hildegarde Von Flotow	\$ -	\$ 3,258.00	\$ -	\$ 3,258.00
510-01200	8	19	101.09	90.00	36.423	Walter & Marlene Dick	\$ -	\$ 3,222.00	\$ -	\$ 3,222.00
Total on Privately Owned - Agricultural Lands (grantable).....							\$ -	\$ 6,480.00	\$ -	\$ 6,480.00
TOTAL ASSESSMENT				188.05	76.103		\$ 20,159.00	\$ 7,839.00	\$ -	\$ 27,998.00

1 Hectare = 2.471 Acres

D15-015

November 7th, 2016

SPECIFICATIONS

BRIDGE OVER THE GRAHAM SIDEROAD DRAIN

(for Roger and Gloria Congdon (510-00800) ,

Part of Lot 19, Concession 8)

(Former Geographic Township of Gosfield North)

TOWN OF KINGSVILLE

I. GENERAL SCOPE OF WORK

The Contractor is advised that the work proposed under this project consists of the replacement of an existing access bridge within the Graham Sideroad Drain, serving the lands of Roger and Gloria Congdon (510-00800). The scope of work to be provided under this project shall include, but not necessarily be limited to the following: the removal and replacement of existing 1524mm diameter corrugated steel culvert with a new 1600mm diameter corrugated steel culvert, together with new concrete filled jute bag headwall endwall protection, granular approach and backfill, all ancillary work clean-up and restoration required. The proposed work, is intended to address the replacement of the existing access bridge and provide a 6.24 metres (20.47 ft.) traveled driveway top width and all of the work necessary for completion to the satisfaction of the Drainage Superintendent or Consulting Engineer.

All work shall be carried out in accordance with these specifications, comply in all regards with **Appendix "A"**, as well as the Standard Details included in **Appendix "B"**. The works shall also be carried out in accordance with the plan labelled herein as **Appendix "C"**. The bridge shall be of the size, type, depth, etc., as shown in the accompanying drawing, as determined from the **Bench Mark**, and as may be further laid out at the site at the time of construction. All work carried out under this project shall be completed to the full satisfaction of the Town Drainage Superintendent and the Consulting Engineer.

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

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

Specifications - Bridge Over the Graham Sideroad Drain (Congdon)
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All of the work shall be carried out in accordance with any permits or authorizations issued by the Essex Region Conservation Authority (E.R.C.A.) or the Department of Fisheries and Oceans (D.F.O.), copies of which will be provided, if available. The Contractor is advised that work shall not be carried out in the existing drain from March 15th to June 30th of any given year.

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

- a) As per standard requirements, work will not be conducted at times when flows in the drain are elevated due to local rain events, storms, or seasonal floods. Work will be done in the dry.
- b) All disturbed soils on the drain banks and within the channel, including spoil, must be stabilized immediately upon completion of work. The restoration of the site must be completed to a like or better condition to what existed prior to the works. The spoil material must be hauled away and disposed of at a suitable site, or spread an appropriate distance from the top of the drain bank to ensure that it is not washed back into the drain.
- c) To prevent sediment entry into the drain, in the event of an unexpected rainfall, silt barriers and/or traps must be placed in the channel during the works and until the site has been stabilized. All sediment and erosion control measures are to be in accordance with related Ontario Provincial Standards. It is incumbent on the proponent and its Contractors to ensure that sediment and erosion control measures are functioning properly and are maintained/upgraded as required.
- d) Silt or sand accumulated in the barrier traps must be removed and stabilized on land once the site is stabilized.
- e) All activities including maintenance procedures should be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicular refuelling and maintenance should be conducted away from the water.

Not only shall the Contractor comply with all of the above, it shall also be required to further comply with any of the mitigation measures included within the emails from Cynthia Casagrande, of the E.R.C.A., included within these specifications under **Appendix "A"**. Furthermore, the Contractor shall also review and comply with the "Best Management Practices - Culvert Replacements in Municipal Drains" document prepared by the D.F.O. and included within **Appendix "A"**.

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III. M.N.R.F. CONSIDERATIONS

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

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

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

IV. ACCESS TO WORK AND TRAFFIC CONTROL

The Contractor is advised that all of the work to be carried out on this project extends along the Graham Sideroad. The Contractor may utilize the full road right-of-way as necessary to carry out its operations ensuring that the travelling public is protected at all times. Accordingly, the Contractor will be required to carry out all of the necessary steps to direct traffic and the public and provide temporary diversion of traffic around the work site including provisions of all lights, signs, flag persons, and barricades required to protect the safety of the travelling public.

It is expected that the Contractor shall not require that the Graham Sideroad be closed when carrying out the necessary work; however, if the Contractor prefers to close the road, **it may not do so unless it receives approval from the Town of Kingsville and County of Essex Road Superintendents.** In any case, the Contractor shall provide all necessary lights, signs, and barricades to protect the public. All work shall be carried out in accordance with the requirements of the Occupational Health and Safety Act, and latest amendments thereto. If a road closure is allowed, all road closures signs and traffic control signs shall be required on this project at the Contractor's expense, and shall ensure that all emergency services, school

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bus companies, etc. are contacted about the disruption at least 48 hours of same. All signage is to comply with the Ontario Traffic Manual's Book 7 for Temporary Conditions. Regardless of the traffic control methods used, a suitable Traffic Control Plan must be submitted to the Town of Kingsville and the County of Essex for approval prior to commencing any work within the road right-of-way.

Once it has completed all of the works required under this project, the Contractor shall clean up and restore all lands affected by its works to the full satisfaction of the Owners, the Town Drainage Superintendent and the Consulting Engineer. Restoration shall include but not be limited to all necessary levelling, grading, shaping, topsoil, seeding and mulching, and granular placement required to make good any damage caused.

The Contractor shall note that any deviation from the above mentioned accesses for the construction of the access bridge without the explicit approval of the adjacent landowners, the Town Drainage Superintendent, and the County of Essex could result in the Contractor being liable for damages sustained. The value for such damage shall be determined by the Town Drainage Superintendent and the Consulting Engineer, and be subsequently deducted from the Contract Price.

V. REMOVAL OF BRUSH, TREES AND RUBBISH

Where there is any brush, trees or rubbish along the course of the drainage works, including the full width of the access, all such brush, trees or rubbish shall be close cut and grubbed out, and the whole shall be burned or otherwise satisfactorily disposed of by the Contractor. The brush and trees removed along the course of the work are to be put into piles by the Contractor in locations where they can be safely burned by it, or hauled away and disposed of, by the Contractor to a site to be obtained by it at its expense. Prior to and during the course of the burning operations, the Contractor shall comply with the guidelines prepared by the Air Quality Branch of the Ontario Ministry of the Environment, and shall ensure that the Environmental Protection Act is not violated. The Contractor will be required to notify the local fire authorities and co-operate with them in the carrying out of any work. The removal of brush and trees shall be carried out in close consultation with the Town Drainage Superintendent or Consulting Engineer to ensure that no decorative trees or shrubs are disturbed by the operations of the Contractor that can be saved. It is the intent of this project to save as many trees and bushes as practical within the roadway allowances and on private lands.

The Contractor shall protect all other trees, bushes, and shrubs located along the length of the drainage works. Following the completion of the work, the Contractor is to trim up any broken or damaged limbs on trees which are to remain standing, and it

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shall dispose of said branches along with other brush, thus leaving the trees in a neat and tidy condition.

VI. DETAILS OF BRIDGE WORK

The Contractor shall provide all material, labour and equipment to replace and improve the existing access bridge for Roger and Gloria Congdon (510-00800), within the Graham Sideroad Drain.

The existing corrugated steel pipe slated to be removed for the access bridge shall be replaced with a new Aluminized Steel Type II Corrugated Hel-Cor Pipe with rolled annular ends, as shown and detailed on the plan, with the pipe to have a minimum thickness and the corrugation profile shown.

When complete, the access bridge along the centreline of the new culvert shall have total top width, including the top width of the sloped quarried limestone endwalls, of approximately 7.16m (23.49 ft.) and a travelled driveway width of 6.24m (20.47 ft.). The concrete filled jute bag headwall end treatments shall be installed on a slope no steeper than 1.00 horizontal to 5.00 vertical, and shall extend from the end of the new Aluminized Steel Type II Corrugated Hel-Cor Pipe to the top elevation of the driveway.

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

VII. CORRUGATED STEEL PIPE INSTALLATION

The new corrugated steel pipe to be installed on this project, is required to be provided as one (1) continuous length wherever possible; however, where it is absolutely necessary, and only with the approval of the Town Drainage Superintendent or the Consulting Engineer, the Contractor may be allowed to utilize two (2) approximately equal lengths of pipe coupled together with an Aluminized Steel Type II 10C bolted coupler of equivalent thickness. The corrugated steel pipe for this installation must be approved by the Town Drainage Superintendent or the Consulting Engineer prior to its placement in the drain.

The Contractor shall also note that the placement of the new access bridge culvert is to be performed totally in the dry, and it shall be prepared to take whatever steps are necessary to

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ensure same, all to the full satisfaction of the Town Drainage Superintendent or Consulting Engineer. As part of the work, the Contractor will be required to clean out the drain along the full length of the bridge pipe and for a distance of 3.05 metres (10.00 ft.) both upstream and downstream of said pipe. The design parameters of the Graham Sideroad Drain at the location of this replacement access bridge installation consists of a 0.91m (3.00 ft.) bottom width, 0.05% grade, and 1.50 horizontal to 1.00 vertical sideslopes. The Contractor shall be required to cut any brush and denude the existing drain sideslopes of any vegetation as part of the grubbing operation. The Contractor shall also be required to dispose of all excavated and deleterious materials, as well as any grubbed out materials, to a site to be obtained by it at its own expense. The Contractor shall note that our survey indicates that the existing drain bottom is approximately at the design grade. The Contractor shall be required to provide any and all labour, materials and equipment to set the pipe to the required design grades. The Contractor shall also be required to supply, if necessary, a minimum of 150mm (6") of 20mm (3/4") clear stone bedding underneath the culvert pipe, extending from the bottom of the drain to the culvert invert grade, all to the full satisfaction of the Town Drainage Superintendent or Consulting Engineer. Furthermore, if an unsound base is encountered, it must be removed and replaced with 20mm (3/4") clear stone satisfactorily compacted in place to the full satisfaction of the Town Drainage Superintendent or the Consulting Engineer.

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

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

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VIII. BRIDGE CONSTRUCTION

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

The backfilling of the corrugated steel pipe shall be provided in total compliance with the Standard Specifications included in **Appendix "B"**.

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

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

Also, for the use by the Contractor, we have established a Bench mark on-site. This Bench Mark is the top of nail set in east face of existing hydro pole located on the west side of the Graham Sideroad, directly across from the subject bridge at M.N. 4256, and this **Bench Mark** is set at Elevation **195.130 metres.** The new pipe culvert and backfilling is to be placed on the following basis:

- i) The **south (upstream) invert** of the proposed bridge culvert is to be set at Elevation **192.885 metres.**
- ii) The **north (downstream) invert** of the proposed bridge culvert is to be set at Elevation **192.881 metres.**
- iii) The centreline of driveway for this bridge installation shall be set to Elevation **195.156 metres** at the existing edge of asphalt roadway, Elevation **194.990 metres** at the culvert pipe centreline, and Elevation **194.839 metres** at 1.0 metres east of the right-of-way limit. The access bridge driveway, in all cases, shall be graded with a crossfall from the centreline of the driveway to the outer ends of the driveway at an approximate grade of 1.50%.

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As a check, all of the above access bridge culvert design grade elevations should be confirmed before commencing to the next stage of the access bridge installation. The Contractor is also to check that the pipe invert grades are correct by referencing the Bench Mark.

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

IX. REMOVALS

The Contractor shall be required to excavate and completely remove the existing culvert and the existing headwalls in their entirety, as well as any other deleterious materials that may be encountered in removing same. The Contractor shall also be required to completely dispose of all of same to a site to be obtained by it at its own expense.

All unsuitable and deleterious materials from the excavation and removal of the existing bridge culvert and drain shall be hauled away and disposed of by the Contractor to a site to be obtained by it at its expense. Likewise, any material excavated to allow for the granular approaches to the bridge, driveway transitions, or installation of new headwalls shall also be hauled away and disposed of by the Contractor.

X. CONCRETE FILLED JUTE BAG HEADWALL END PROTECTION

Once the new aluminized corrugated steel pipe has been set in place, the Contractor shall construct concrete filled jute bag headwalls at both ends of the access. The concrete filled jute bag headwalls are to be provided and laid out as is shown and detailed in the accompanying drawings and as is noted in the Standard Specifications in Appendix "C". The concrete filled jute bag headwalls, at the westerly approach adjacent to the Graham Sideroad, are to be installed so that daylighting is provided off of the travelled roadway, and same are to be designed to deflect outwardly from approximately the extreme west face of the new aluminized steel culvert, to a point just beyond the west bank of the drain. The outwardly projection of the north ends of the new headwalls shall be deflected at approximately a 45° angle, and the maximum outward deflection shall not be greater than 2.80m measured parallel to the projection of the straight portion of the finished headwall.

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The Contractor shall also be required to satisfactorily backfill the area in behind the daylighted new concrete filled jute bag headwalls with granular fill as already specified in the preceding paragraphs for the backfilling of the bridge culvert. The top elevation of the straight portions of the headwalls, perpendicular to the culvert, shall be set to Elevation **194.940** metres. The top elevation of the west ends of the daylighted headwalls, opposite the travelled roadway are to be set no less than 75mm (3") below the existing ground elevation. The alignment of these headwalls shall be performed to the full satisfaction of the Town Drainage Superintendent and the Consulting Engineer.

The concrete filled jute bag headwalls shall be laid on a footing of plain concrete being 460mm (18") wide, extending for the full length of the wall. This footing shall be approximately 305mm (12") below the bottom of the culvert and extend continuously for a minimum of approximately 305mm (12") above the invert of said pipe.

The installation of the concrete filled jute bag headwalls and the placement of the backfill shall be carried out at the same time and shall be provided in total compliance with Item 1, Item 3, and Item 4 of the **"STANDARD SPECIFICATIONS FOR ACCESS BRIDGE CONSTRUCTION INCLUDING ENDWALL TREATMENT, BACKFILLING AND INSTALLATION PROCEDURES"**. These are attached to the back of these specifications and labelled **Appendix "C"**. The Contractor shall comply in all respects with the General Conditions included in Item 4 and the **"Typical Concrete Jute Bag Headwall End Protection Detail"** shown within the attached drawing.

XI. PRECAST INTERLOCKING CONCRETE BLOCK HEADWALLS

Alternatively, and only with the authorization of the Owner, the Town Drainage Superintendent and the Consulting Engineer, can interlocking concrete block headwalls be installed in lieu of concrete filled jute bag headwalls.

Once the new Aluminized Steel Corrugated Pipe has been set in place, the Contractor shall construct precast interlocking concrete block headwalls at both ends of the access. The precast interlocking concrete block headwalls are to be provided and laid out as is shown and detailed in the accompanying drawing, and as is noted in the Standard Specifications in **Appendix "B"**.

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

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

Precast interlocking blocks that abut the culvert pipe shall be cut and shaped to fit closely around the perimeter of the pipe. The face of the wall shall not extend beyond the end of the pipe. All minor gaps between the blocks and the pipe shall be sealed with no shrink grout for the full depth of the blocks. At the base of the wall, a base block shall be used at the bottom of the interlocking block wall. The base block shall be founded on a firm solid base. When necessary, the Contractor shall provide a minimum of 150mm thickness of level compacted granular bedding, or a lean concrete footing, as a firm foundation for the blocks. The base block shall be set level and shall convey a vertical projection throughout its full height and shall include filter cloth behind the wall for the full height of the blocks to prevent soil migration through any joints. Filter cloth fabric shall be non-woven geotextile material and be minimum GMN-160 meeting O.P.S.S. Class I. Both headwalls shall be assembled concurrently with a continuous uni-axial geogrid SG350, or equal, installed across the entire structure at every second course of blocks, to tie each headwall to each other. Both the non-woven filter cloth and the uni-axial geogrid are available from Armtec Construction Products, or equal.

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

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

**Specifications - Bridge Over the Graham Sideroad Drain (Congdon)
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The precast interlocking concrete block headwalls shall be installed vertically, and shall extend from the end of the Aluminized Steel Corrugated Hel-Cor Pipe to the top elevation of the driveway. Under no circumstances shall the interlocking block wall be installed with an outward projection. When complete, the outside face of the headwall shall be installed flush with the end of the proposed culvert. At the westerly approach, adjacent to Graham Sideroad, the headwalls are to be installed so that daylighting is provided off the travelled roadway. The daylighting are to be designed to deflect outwardly from approximately the extreme west face of the new culvert, to a point just beyond the north bank of the drain. The outwardly projection of the new headwalls shall be deflected at approximately a 45 degree angle, and the maximum outward deflection shall not be greater than 2.80 metres parallel to the projection of the straight portion of the finished wall. The straight portion of the precast interlocking concrete block headwall shall be installed perpendicular to the drain banks. The Contractor shall also be required to satisfactorily backfill the area in behind the new headwall with granular fill as already specified in the preceding paragraphs for backfilling of the bridge culvert. The top elevation of the straight portion of the headwall, perpendicular to the culvert, shall be set to elevation **194.940** metres. The top elevation of the headwalls, opposite the travelled roadway, are to be set no less than 75mm (3"), below the existing ground elevation. The alignment of these headwalls shall be performed to the full satisfaction of the Drainage Superintendent or the Consulting Engineer.

The installation of the precast interlocking concrete block headwalls and the placement of the backfill shall be carried out at the same time and shall be provided in total compliance with Item 1, Item 3, and Item 4 of the **"STANDARD SPECIFICATIONS FOR ACCESS BRIDGE CONSTRUCTION INCLUDING ENDWALL TREATMENT, BACKFILLING AND INSTALLATION PROCEDURES"**. These are attached to the back of these specifications and labelled **Appendix "C"**. The Contractor shall also comply in all respects with the **"Typical Precast Interlocking Concrete Block Headwall End Protection Detail"** shown within **Appendix "C"**. The installation of the precast interlocking concrete block headwalls shall also comply with the "Block Headwall Installation Instructions for Culverts" provided by Underground Specialties Inc., as outlined in **Appendix "B"**.

XII. SLOPED QUARRIED LIMESTONE EROSION PROTECTION

The Contractor shall also provide, as part of this project, sloped quarried limestone erosion protection adjacent and along all of the new concrete headwalls as noted in the accompanying drawing, at the general locations and to the widths shown within the details included therein.

Specifications - Bridge Over the Graham Sideroad Drain (Congdon)
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The sloped quarried limestone erosion protection shall be embedded into the sideslopes of the drain a minimum thickness of 305mm and shall be underlain in all cases with a synthetic filter mat. The filter mat shall not only be laid along the flat portion of the erosion protection, but also contoured to the exterior limits of the quarried limestone and the unprotected slope. The width of the general erosion protection shall be as established in the accompanying drawing or as otherwise directed by the Town Drainage Superintendent and/or the Consulting Engineer during construction. In placing the erosion protection the Contractor shall carefully tamp the quarried limestone pieces into place with the use of a shovel bucket so that the erosion protection when completed will be consistent, uniform and tightly laid. In no instance shall the quarried limestone protrude beyond the exterior contour of the unprotected drain sideslopes along either side of said protection. The synthetic filter mat to be used shall be **non-woven** geotextile GMN160 conforming to O.P.S.S. 1860 Class I, as available from Armtec Construction Products, or equal. The quarried limestone to be used shall be graded in size from a minimum of 100mm (4") to a maximum of 250mm (10"), and is available from Amherst Quarries Ltd., in Amherstburg, Ontario, or equal.

XIII. BENCH MARKS

Also, for use by the Contractor, we have established a Bench Mark near the location of the new replacement access bridge structure.

For the bridge replacement, the plans include details illustrating the work to be completed. For the bridge detail, a Bench Mark has been indicated and the Elevation has been shown and may be utilized by the Contractor in carrying out its work. The Contractor shall note that a specific design elevation grade has been provided for the invert at each end of the pipe in the table accompanying the detail. The table also sets out the pipe size, materials, and other requirements relative to the installation of the bridge structure. In all cases, the Contractor is to utilize the specified drain slope to set any new pipe installation. The Contractor shall ensure that it takes note of the direction of flow and sets the pipe to assure that the grade flows from west to east to match the direction of flow within the drain. The Contractor's attention is drawn to the fact that the pipe invert grades established herein provide for same to be set approximately 200mm below the design bottom and approximately 13% of its diameter below the existing drain bottom.

Specifications - Bridge Over the Graham Sideroad Drain (Congdon)
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XIV. ANCILLARY WORK

During the course of any repair or improvements, the Contractor will be required to protect or extend any existing tile ends or swales to maintain the drainage from the adjacent lands. All existing tiles shall be extended utilizing Boss 2000 or equal plastic pipe of the same diameter as the existing tile and shall be installed in accordance with the "**Standard Lateral Tile Detail**" as shown in the details included **Appendix "B"**, unless otherwise noted. Connections shall be made using a manufacturer's coupling wherever possible. For other connections, the Contractor shall utilize a grouted connection. Grouted mortar joints shall be composed of three (3) parts of clean, sharp sand to one (1) part of Portland Cement with just sufficient water added to provide a stiff plastic mix, and the mortar connection shall be performed to the full satisfaction of the Town Drainage Superintendent or the Consulting Engineer. The mortar joint shall be of a sufficient mass around the full circumference of the joint on the exterior side to ensure a tight, solid seal.

XV. TOPSOIL, SEED AND MULCH

The Contractor shall be required to restore all existing grassed areas and drain side slopes damaged by the structure replacement, and place topsoil and seed and mulch over said areas including any specific areas noted on the bridge detail. The Contractor shall be required to provide all the material and to cover the above mentioned surface areas with approximately 50mm of good, clean, dry topsoil on slopes and 100mm of good, clean, dry topsoil on horizontal surfaces, fine graded and spread in place ready for seeding and mulching. The placing and grading of all topsoil shall be carefully carried out according to Ontario Provincial Standard Specifications, Form 802, dated November, 2010, or as subsequently amended or as amended by these Specifications. Once the topsoil has been properly placed and fine graded, the Contractor shall seed and mulch the area. Seeding and mulching operations shall be carried out according to Ontario Provincial Standard Specifications, Form 804, dated November, 2014, or as subsequently amended or as amended by these Specifications. The seeding mixture shall be OSECO Seed Mixture Canada No. 1, as available from Morse Growers Supply in Leamington, or equal. As part of the seeding and mulching operation, the Contractor will be required to provide either a hydraulic mulch mix or a spread straw mulch with an adhesive binder in accordance with O.P.S.S. 1103.05.03 dated November, 2007, or as subsequently amended, to ensure that the grass seed will be protected during germination and provide a thick, uniform cover to protect against erosion, where necessary. All work shall be completed to the full satisfaction of the Town Drainage Superintendent or the Consulting Engineer.

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

XVI. GENERAL CONDITIONS

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

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Manual's Book 7 for Temporary Conditions. A suitable Traffic Control Plan must be submitted to the Consulting Engineer, the Town and/or the County of Essex for approval, where applicable.

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

Specifications - Bridge Over the Graham Sideroad Drain (Congdon)
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The Tenderer shall include the cost of bonds in the unit price of the Tender items as no additional payment will be made in this regard.

- k) The Contractor shall be required, as part of this Contract, to provide Comprehensive Liability Insurance coverage for not less than \$2,000,000.00 on this project unless otherwise established in the Tender Documents, and shall name the Town of Kingsville and its' officials, and the Consulting Engineer and its staff as additional insured under the policy. The Contractor must submit a copy of this policy to both the Town Clerk and the Consulting Engineer prior to the commencement of work.
- l) Monthly progress orders for payment shall be furnished the Contractor by the Town Drainage Superintendent. Said orders shall be for not more than 90% of the value of the work done and the materials furnished on the site. The paying of the full 90% does not imply that any portion of the work has been accepted. The remaining 10% will be paid 45 days after the final acceptance and completion of the work and payment shall not be authorized until the Contractor provides the following:
 - i) a Certificate of Clearance for the project from the Workplace Safety and Insurance Board
 - ii) proof of advertising
 - iii) a Statutory Declaration, in a form satisfactory to the Consulting Engineer and the Town, that all liabilities incurred by the Contractor and its Sub-Contractors in carrying out the Contract have been discharged and that all liens in respect of the Contract and Sub-Contracts thereunder have expired or have been satisfied, discharged or provided for by payment into Court.

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

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

APPENDIX "A"

E.R.C.A.
CORRESPONDENCE

Subject: RE: Bridge Over the Graham Sideroad Drain (Congdon) - Town of Kingsville - D15-015
From: Cynthia Casagrande <CCasagrande@erca.org>
Date: 11/4/2016 11:07 AM
To: Tony Peralta <tony@peraltaengineering.com>
CC: Ken Vegh <kvegh@kingsville.ca>, Diane Broda <dbroda@kingsville.ca>, "Dan Jenner" <DJenner@erca.org>

Dear Tony:

Re: D15-015

Thank you for providing the preliminary project information in the email below. We look forward to receiving the final Drainage Report in the near future.

If further information or clarification is required, please do not hesitate to contact this office.

Yours truly,

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

From: Tony Peralta [mailto:tony@peraltaengineering.com]
Sent: Monday, October 31, 2016 2:32 PM
To: Cynthia Casagrande <CCasagrande@erca.org>
Cc: John Henderson <JHenderson@erca.org>; Ken Vegh <kvegh@kingsville.ca>; Diane Broda <dbroda@kingsville.ca>
Subject: Re: Bridge Over the Graham Sideroad Drain (Congdon) - Town of Kingsville - D15-015

Good afternoon Cynthia;

Further to the information below, and based on your request, we are providing you with the preliminary design proposals for the above noted project.

Under this project we will be installing one (1) replacement access bridge, within the above noted drain.

The existing access bridge for the subject residential lands currently consists of approximately 6.1m of 1524mm dia. CSP pipe together with stacked broken concrete pieces end treatments.

Please note that there are no access bridge upstream of the subject bridge. However, approximately 115m downstream of the subject access bridge is the recently installed 2400mm x 1200mm concrete box culvert under County Road 14.

Based on the above, we propose to install a 1600mm dia. CSP pipe having a length of 8.0m together with concrete filled jute bag end treatments. The proposed culvert shall be embedded approximately 200mm below the design grade of the drain (which is lower than the existing drain bottom).

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

We trust that this information is satisfactory. However, if you have any concerns or require additional information, please contact us at your earliest opportunity as we intend on finalizing this report as soon as possible.

Regards,

Tony Peralta, P.Eng.

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

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----- Original Message -----

Subject: Re: Bridge Over ther Graham Sideroad Drain (Congdon) - Town of Kingsville - D15-015

From: Cynthia Casagrande <CCasagrande@erca.org>

To: Tony Peralta <tony@peraltaengineering.com>

Cc: "John Henderson" <JHenderson@erca.org>, "Ken Vegh" <kvegh@kingsville.ca>, "Diane Broda" <dbroda@kingsville.ca>

Date: Fri Oct 02 2015 09:32:52 GMT-0400 (Eastern Standard Time)

Dear Tony:

Thank you for providing preliminary information below with respect to this proposed project.

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

At this time, we do not expect that there will be any extraneous comments or concerns with respect to this project. However, we cannot be more specific in this regard without an actual proposal to review.

If further information or clarification is required, please do not hesitate to contact this office.

Yours truly,

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

From: Tony Peralta [<mailto:tony@peraltaengineering.com>]

Sent: September-11-15 5:15 PM

To: Cynthia Casagrande

Cc: John Henderson; Ken Vegh

Subject: Bridge Over the Graham Sideroad Drain (Congdon) - Town of Kingsville - D15-015

Good afternoon Cynthia;

We have been appointed by the Town of Kingsville, under Section 78 of the Drainage Act, to provide an Engineer's Report for the replacement of an existing access bridge for Roger & Gloria Congdon (510-00800), 4256 Graham Sideroad, within the Graham Sideroad Drain.

As identified within the latest governing engineer's report, the existing access bridge consists of a 1500mm CSP pipe with vertical headwalls. Immediately downstream of the proposed access bridge consists of a new concrete span road crossing culvert at the intersection of the Graham Sideroad and County Road 14. There are no other access bridges within this drain.

At this time, we would kindly request any comments or concerns from the ERCA. Attached is a map showing the general drain and bridge location.

As part of our investigations, we will review the DFO website and self-assess the project to determine whether further authorization is necessary under the Fisheries Act.

We will also contact the Town of Kingsville regarding the MNR screening process under Section 23 of the Endangered Species Act, 2007. We intend on incorporating the MNR mitigation measures, as required, as part of our report.

Thank you for your time and attention to this matter. We look forward to your response.

--

Regards,

Tony Peralta, P.Eng.

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

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D.F.O.
BEST MANAGEMENT PRACTICES –
CULVERT REPLACEMENTS IN MUNICIPAL
DRAINS

Best Management Practices – Culvert Replacements in Municipal Drains

This document describes the conditions on which one may proceed with a culvert replacement in a municipal drain without DFO approval/notification. All municipal, provincial, or federal legislation that applies to the work being proposed must be respected. If the conditions/requirements below cannot be met, please complete the drain notification form and submit it to the Fisheries Protection Program form review at: FisheriesProtection@dfo-mpo.gc.ca.

Potential Impacts to Fish Habitat

- Infilling fish habitat by encroachment of the water crossing footprint or channel realignment to accommodate culvert
- Harmful substrate alteration of fish habitat (e.g. blockage of groundwater upwellings, critical SAR habitat, spawning areas)
- Removal of riparian vegetation and cover along the banks of the municipal drain
- Removal of edge habitat (e.g. undercut bank, shallower areas with lower velocity, aquatic vegetation) creation of barriers to fish movement (e.g. perched crossings, velocity barriers, alteration of the natural stream gradient)
- Alteration of channel flow velocity and/or depth (e.g. oversized culvert resulting in insufficient depth for fish passage at low flow or undersized culvert resulting in a flow velocity barrier at high flow)
- Alteration of channel morphology and sediment transport processes caused by the physical structure of the crossing resulting in upstream and downstream sediment aggradation/erosion
- Re-entry of sediment that was removed/stockpiled into the watercourse
- Erosion downstream from sudden release of water due to the failure of site isolation
- Stranding of fish in isolated ponds following de-watering of the site
- Impingement or entrainment of fish when de-watering pumps are used
- Short term or chronic transport of deleterious substances, including sediment, into fish habitat from construction or road drainage

Requirements

The following requirements must be met:

- There are no aquatic Species at Risk present in the work zone or impact zone. To confirm there are no aquatic Species at Risk present, refer to the document, A Guide for Interpreting Fish and Mussel Species at Risk Maps in Ontario which can be found at: <http://www.dfo-mpo.gc.ca/Library/356763.pdf>. Links for Ontario Conservation Area specific fish and mussel maps that include critical habitat extents and a list of aquatic Species at Risk found within the conversation authority boundary can be found on Page 5 of A Guide for Interpreting Fish and Mussel Species at Risk Maps in Ontario.
- The culvert is embedded into the streambed and must allow for the free passage of fish.
- The work involves like-for-like replacements of existing road or private access culverts on all drain types without SAR.
- On C and F Drains only, this can also include replacements with extensions and end walls for the purposes of providing the property or road with safe access, but the project permanent footprint will not increase more than 250 m² below the high water mark.
- The project does not involve replacing a bridge or arch with one or more culverts installed in parallel or a larger-diameter culvert with more than one culvert installed in parallel.

- The project does not involve building more than one culvert installed in parallel on a single watercourse crossing site (e.g. twin culvert).
- The project does not involve temporarily narrowing the watercourse to an extent or for a duration that is likely to cause erosion, structural instability or fish passage problems.
- The municipal drain has no flow/low flow or is frozen to the bottom at the time of the replacement.
- In-water work is scheduled to respect timing windows (Tables 1 and 2) to protect fish, including their eggs, juveniles, spawning adults, and/or the organisms upon which they feed.
- The work can be conducted using the Culvert Removal Method described below and Standard Measures to Avoid Causing Serious Harm to Fish will be implemented when required.

Note: If your project must be conducted without delay in response to an emergency (e.g. the project is required to address an emergency that poses a risk to public health or safety or to the environment or property), you may apply for an Emergency Authorization (<http://www.dfo-mpo.gc.ca/asp/forceDownload.asp?FilePath=/pnw-ppe/reviews-revues/Emergency-Authorizations-Autorisations-Urgences-eng.pdf>).

Culvert Removal Methodology

- Plan/manage the work site in a manner that prevents sediment from entering the municipal drain by installing sediment and erosion control materials where required. Ensure that a sediment and erosion control plan is developed and modified as necessary for the site.
- Where required, install effective erosion and sediment control measures before starting work to prevent sediment from entering the municipal drain.
- Implement site isolation measures when in-water work is required.
 - Install an impervious barrier upstream of the work area (Figure 1). If possible, install a secondary barrier upstream of the work area for added protection.
 - Attempt to drive out the fish from the work area and then install the impervious barrier downstream of the work area. This may reduce or eliminate the need for a fish salvage.
 - When the drain is flowing, maintain downstream flows (e.g. bypass water around the work site using pumps or flume pipes; Figure 2). Provide temporary energy dissipation measures (e.g. rip-rap) at discharge point of the hose or temporary outlet pipe when required. Routinely inspect bypass pump and hose or pipe to ensure proper operation. Inspect discharge point for erosion and reposition hose/pipe or install additional temporary energy dissipation material as needed.
 - Dewater the isolated work area. The hose for a pump may discharge along the top of the bank into existing vegetation; however, the area should be monitored for signs of erosion. Reposition the hose or install additional temporary energy dissipation material as needed.
 - A fish screen with openings no larger than 2.54 mm (0.10 inches) should be equipped on any pump used during the operation. Note: Additional information regarding fish screens can be found in the DFO Freshwater Intake End-of-Pipe Fish Screen Guideline document (<http://www.dfo-mpo.gc.ca/Library/223669.pdf>).
 - Collect any fish present in the isolated work area and relocate them downstream.
 - Fish salvage operations must be conducted under a license issued by the Ontario Ministry of Natural Resources and Forestry (MNRF). The MNRF should be contacted well in advance of any work to obtain the required fish collection license.
- Install the culvert so that it is embedded into the streambed; ensure the culvert remains passable (e.g. does not become perched) by fish and wildlife.

- Decommission the site isolation in a manner that minimizes the introduction of sediment. The downstream isolation barrier shall gradually be removed first, to equalize water levels inside and outside of the isolated area and to allow suspended sediments to settle.
- Stabilize and remove waste from the site.
- Where required, maintain effective erosion and sediment control measures until complete re-vegetation of disturbed areas is achieved.



Figure 2. Isolation of Site

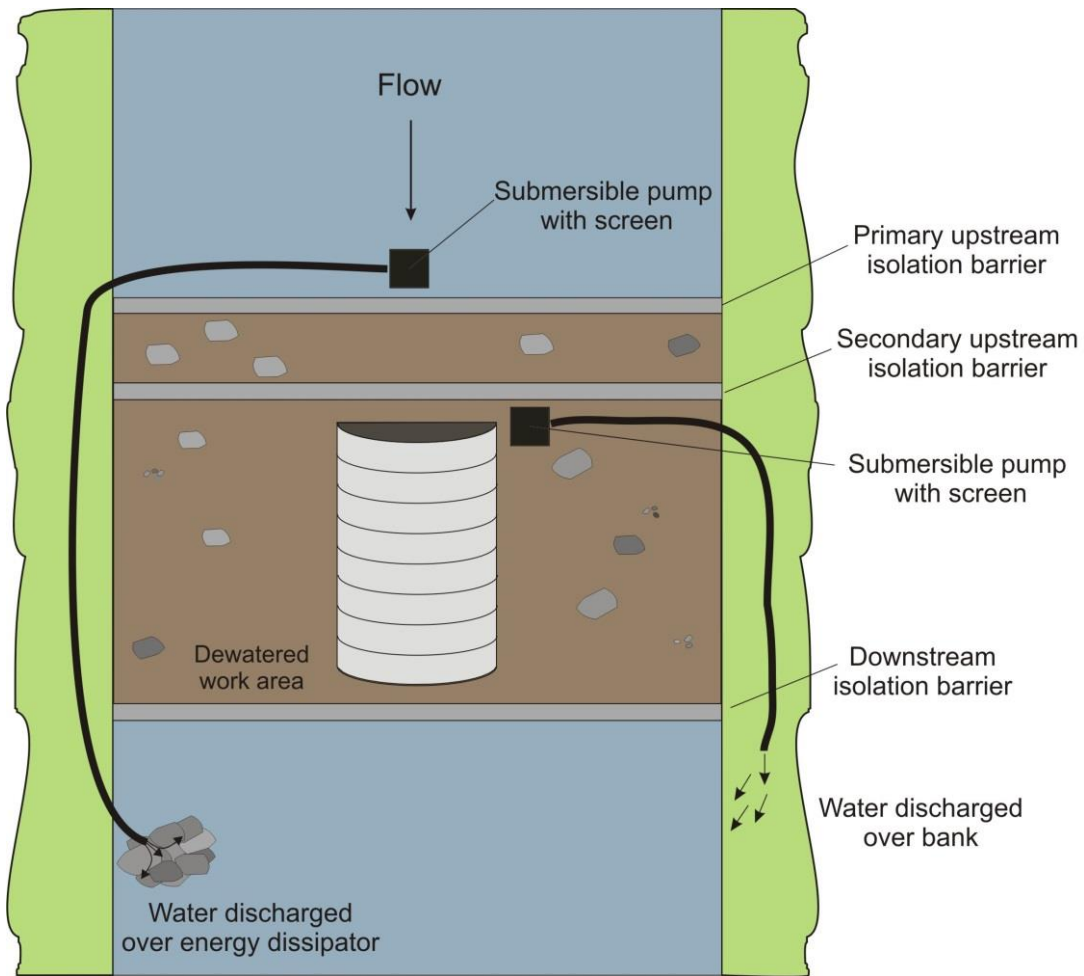


Figure 3. Isolation and Bypass Diversion when Working In-Water

Timing Windows

Figure 1 and Tables 1 and 2 can be used to determine the Restricted Activity period for the drain based on its classification. Note: Timing windows identified on [Conservation Authority](#) permits or [Ministry of Natural Resources](#) (Government of Ontario) work permits may differ and take precedence.



Figure 1. Ontario's Northern and Southern Region boundaries for determining application of restricted activity timing windows.

Table 1. Restricted Activity timing windows for the protection of spawning fish and developing eggs and fry in the Northern Region. Dates represent when work should be avoided.

DRAIN TYPE	RESTRICTED ACTIVITY PERIOD
A	SEPTEMBER 1 TO JULY 15
B	SEPTEMBER 1 TO JULY 15
C	APRIL 1 TO JULY 15
D	SEPTEMBER 1 TO JULY 15
E	APRIL 1 TO JULY 15

Table 2. Restricted Activity timing windows for the protection of spawning fish and developing eggs and fry in the Southern Region. Dates represent when work should be avoided.

DRAIN TYPE	RESTRICTED ACTIVITY PERIOD
A	SEPTEMBER 15 TO JULY 15
B	MARCH 15 TO JULY 15
C	MARCH 15 TO JULY 15
D	OCTOBER 1 TO JULY 15
E	MARCH 15 TO JULY 15

Standard Measures to Avoid Causing *Serious Harm to Fish*

When implementing a culvert removal project in a municipal drain, the *Fisheries Act* still requires an individual/company to ensure they avoid causing *serious harm to fish* during any activities in or near water. The following advice will help one avoid causing harm and comply with the *Act* (for additional information see <http://www.dfo-mpo.gc.ca/pnw-ppe/measures-mesures/measures-mesures-eng.html>).

1. Schedule work to avoid wet, windy and rainy periods that may increase erosion and sedimentation.
2. Whenever possible, operate machinery on land above the high water mark or on ice and in a manner that minimizes disturbance to the banks and bed of the municipal drain.
 - Ensure that machinery arrives on site in a clean condition and is maintained free of fluid leaks.
 - Limit machinery fording of the municipal drain to a one-time event (i.e., over and back), and only if no alternative crossing method is available. If repeated crossings of the municipal drain are required, construct a temporary crossing structure.
 - Wash, refuel and service machinery and store fuel and other materials for the machinery in such a way as to prevent any deleterious substances from entering the water.
 - Keep an emergency spill kit on site in case of fluid leaks or spills from machinery.
3. Install effective sediment and erosion control measures before starting work to prevent sediment from entering the municipal drain. Inspect them regularly during the course of construction and make all necessary repairs if any damage occurs.
4. Erosion and sediment control measures should be maintained until all disturbed ground has been permanently stabilized, suspended sediment has resettled to the bed of the municipal drain and runoff water is clear.
5. Undertake all in-water activities in isolation of open or flowing water while maintaining the natural flow of water downstream and avoid introducing sediment into the municipal drain.
6. Ensure applicable permits for relocating fish are obtained and relocate any fish that become trapped in isolated pools or stranded in newly flooded areas to the main channel of the watercourse.
7. Ensure that the water that is being pumped/diverted from the site is filtered (sediment remove) prior to being released (e.g. pumping/diversion of water to a vegetated area).
8. Implement measures for containing and stabilizing waste material (e.g. dredging spoils, construction waste and materials, commercial logging waste, uprooted or cut aquatic plants, accumulated debris) above the high water mark of nearby waterbodies to prevent re-entry.
9. Stabilize shoreline or banks disturbed by any activity associated with the project to prevent erosion and/or sedimentation, preferably through re-vegetation with native species suitable for the site.
10. If replacement rock reinforcement/armouring is required to stabilize eroding or exposed areas, then ensure that appropriately-sized, clean rock is used; and that rock is installed at a similar slope to maintain a uniform bank/shoreline and natural stream/shoreline alignment.
11. Remove all construction materials from site upon project completion.

APPENDIX “B”

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

1. CONCRETE FILLED JUTE BAG HEADWALLS

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

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

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

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

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

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

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

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

2. QUARRIED LIMESTONE ENDWALLS

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

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

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

3. BRIDGE BACKFILL

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

4. GENERAL

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

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

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

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

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

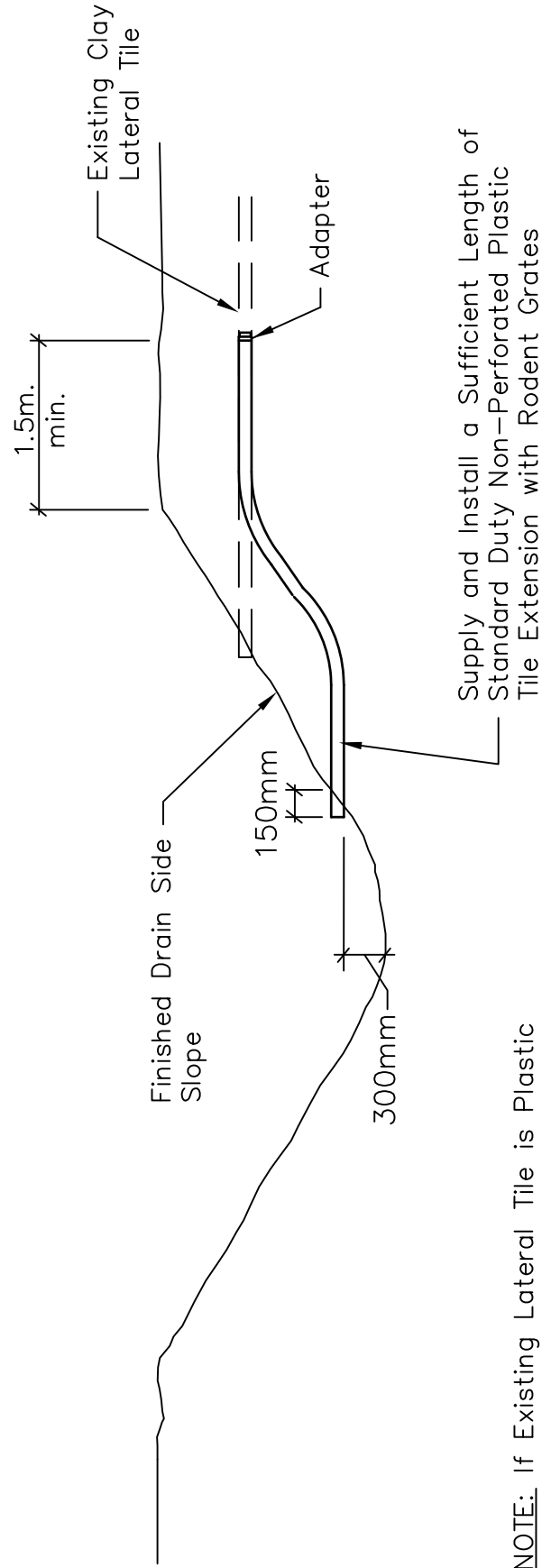
Where applicable, the Contractor and/or landowner constructing the new bridge shall be responsible for any damage caused by them to any portion of the Town road right-of-way. They shall take whatever precautions are necessary to cause a minimum of damage to same and must restore the roadway to its' original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

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

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

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

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



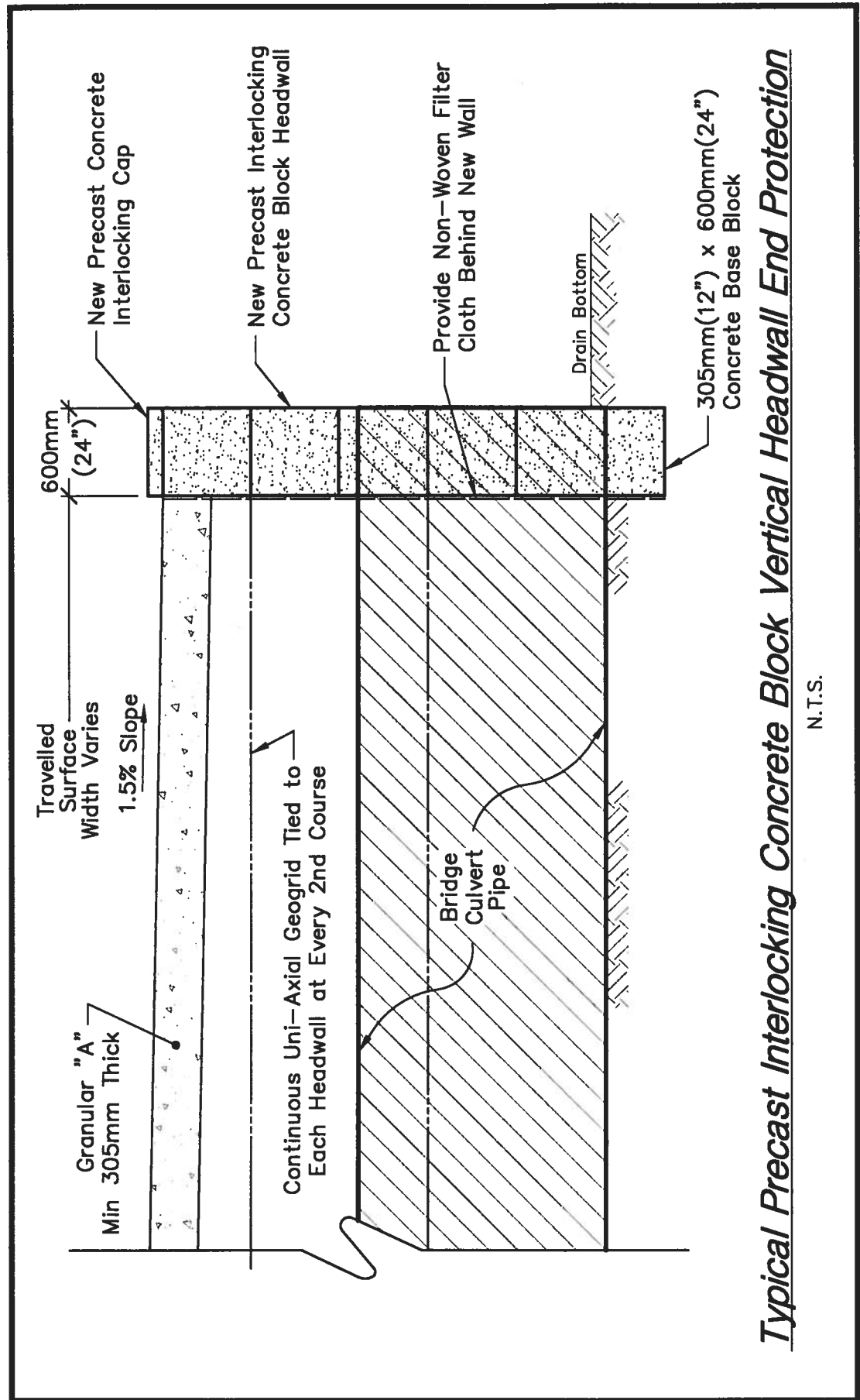
STANDARD LATERAL TILE DETAIL

SCALE = N.T.S.



Block Headwall Installation Instructions for Culverts

1. A swift lift device will be required to place the blocks. A 75mm eye bolt will be required to place the caps.
2. The bottom course of blocks shall be founded on a firm solid base. The contractor shall provide a minimum levelling course of 150mm of compacted 3/4" Clear Stone, or a 100% compacted granular A, or lean concrete as a foundation base.
3. Ensure that the base is level and flat as this will greatly improve speed of installation.
4. On new culverts a minimum of 150mm of block wall will extend below the culvert to prevent scouring under the culvert.
5. The bottom course of blocks shall be embedded into the drain bottom to achieve the desired top elevation of the wall.
6. Blocks shall extend from the pipe invert across the full height and width of the drain and be imbedded a minimum of 300mm into the drain banks. Where possible the top of the block wall will match the height of the completed driveway.
7. Blocks shall be placed such that all joints are staggered.
8. Any excavation voids on the ends of block walls below subsequent block layers shall be filled with ¾" Clear Stone.
9. Where block walls extend beyond three blocks in height, they should be battered a minimum of 1 unit horizontal for every 10 units vertical throughout the wall's full height and width. This can be achieved using pre-battered base blocks, or by careful preparation of the base.
10. Filter cloth (270R or equivalent) should be placed behind the wall to prevent the migration of fill material through the joints.
11. The walls should be backfilled with a free draining granular fill.
12. A uni-axial geogrid (SG350 or equivalent) should be used to tie back the headwalls where walls extend beyond 1.8m in height.
13. The face of the block wall shall not extend beyond the end of the pipe culvert.
14. Any gaps between the blocks and culvert shall be sealed with non-shrink grout for the full depth of the block.

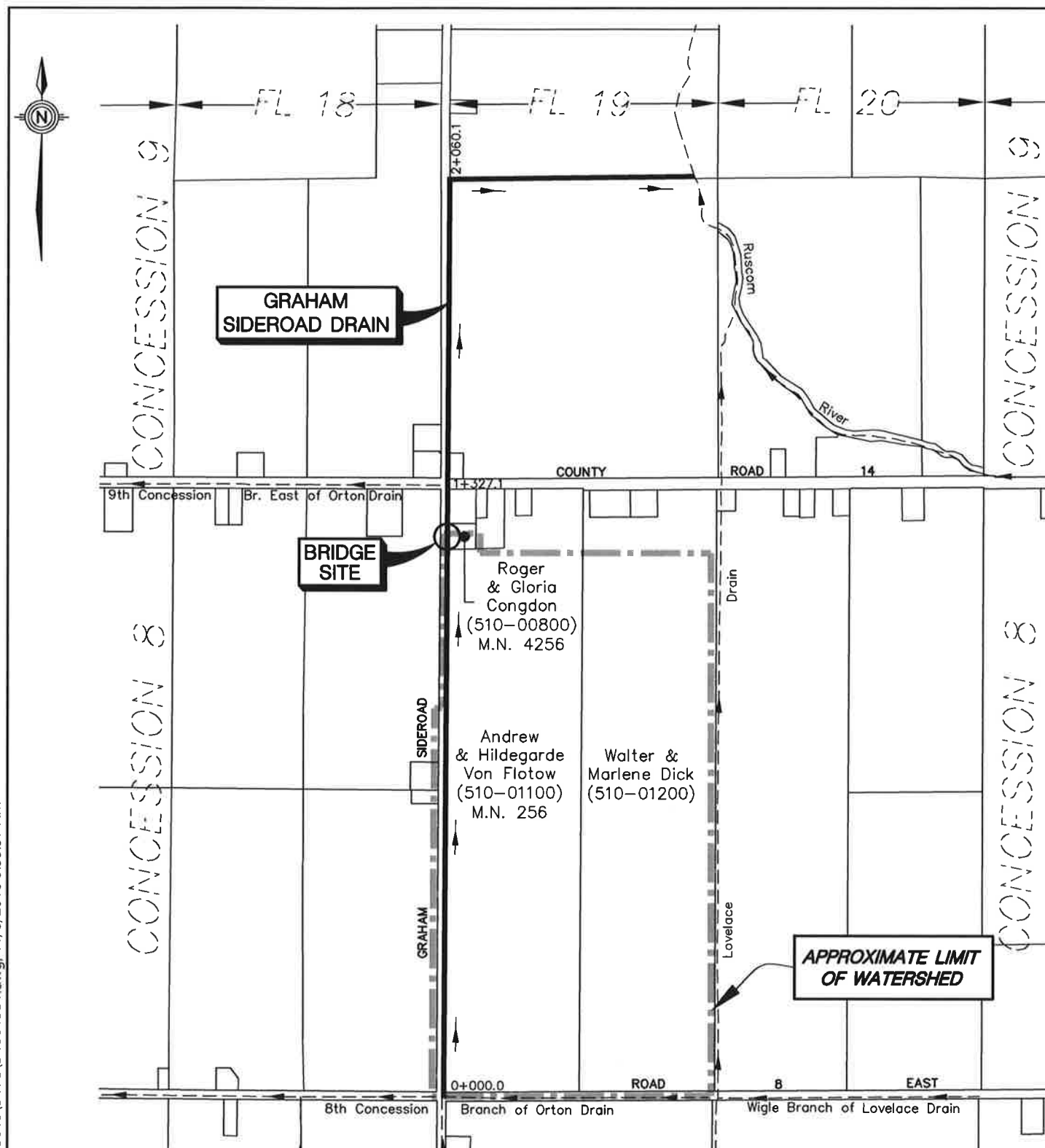


Typical Precast Interlocking Concrete Block Vertical Headwall End Protection

N.T.S.

APPENDIX "C"

Z:\Working Files\CAD\Civil3D Projects\15015\DWG\15015S1.dwg, 11/8/2016 9:55:57 AM



KEY PLAN
Scale = 1:7,500

BENCHMARK:

TOP OF NAIL SET IN EAST FACE OF EXISTING HYDRO POLE LOCATED ON THE WEST SIDE OF THE GRAHAM SIDEROAD, DIRECTLY ACROSS FROM THE SUBJECT PROPERTY AT M.N. 4256

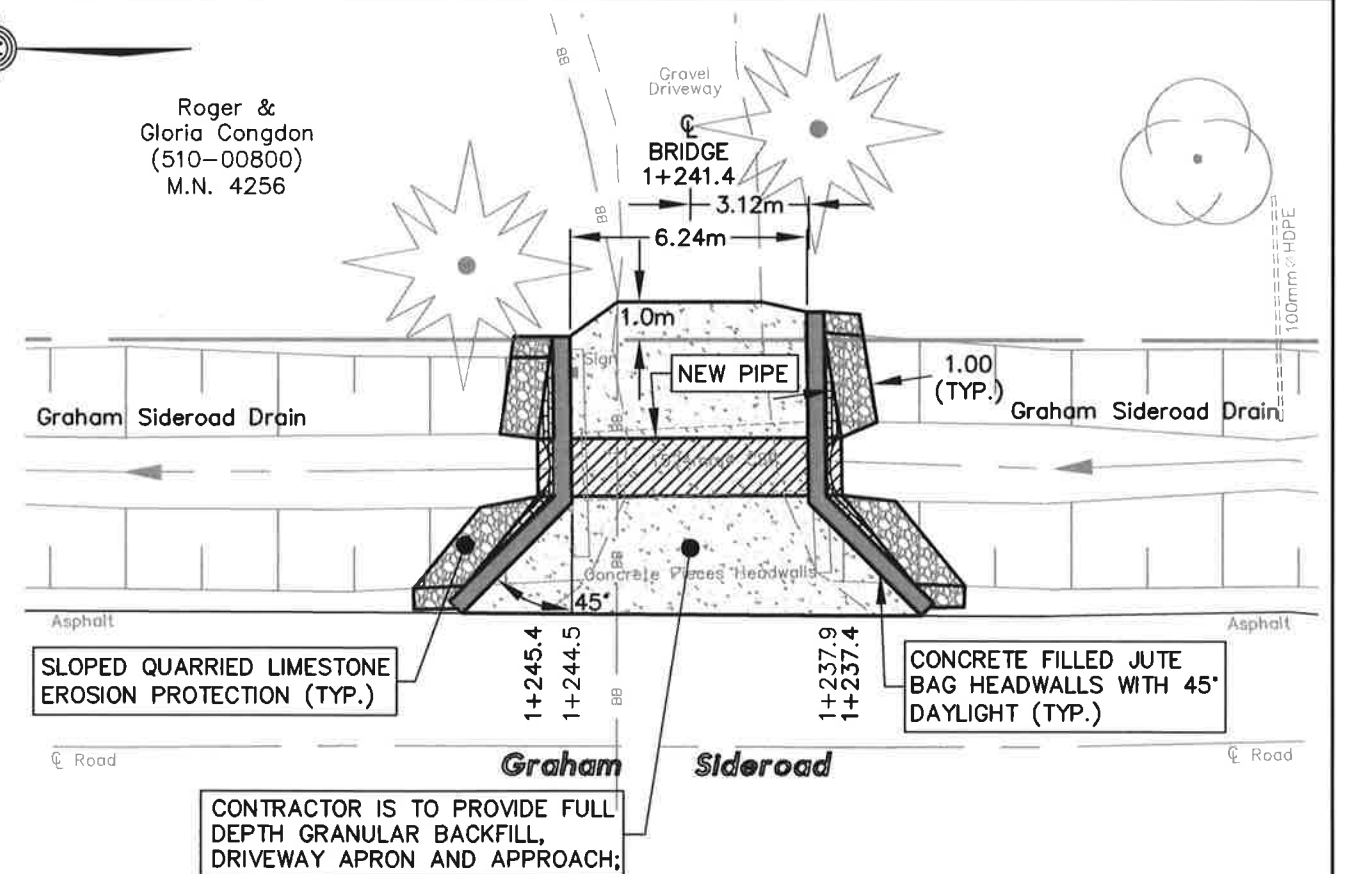
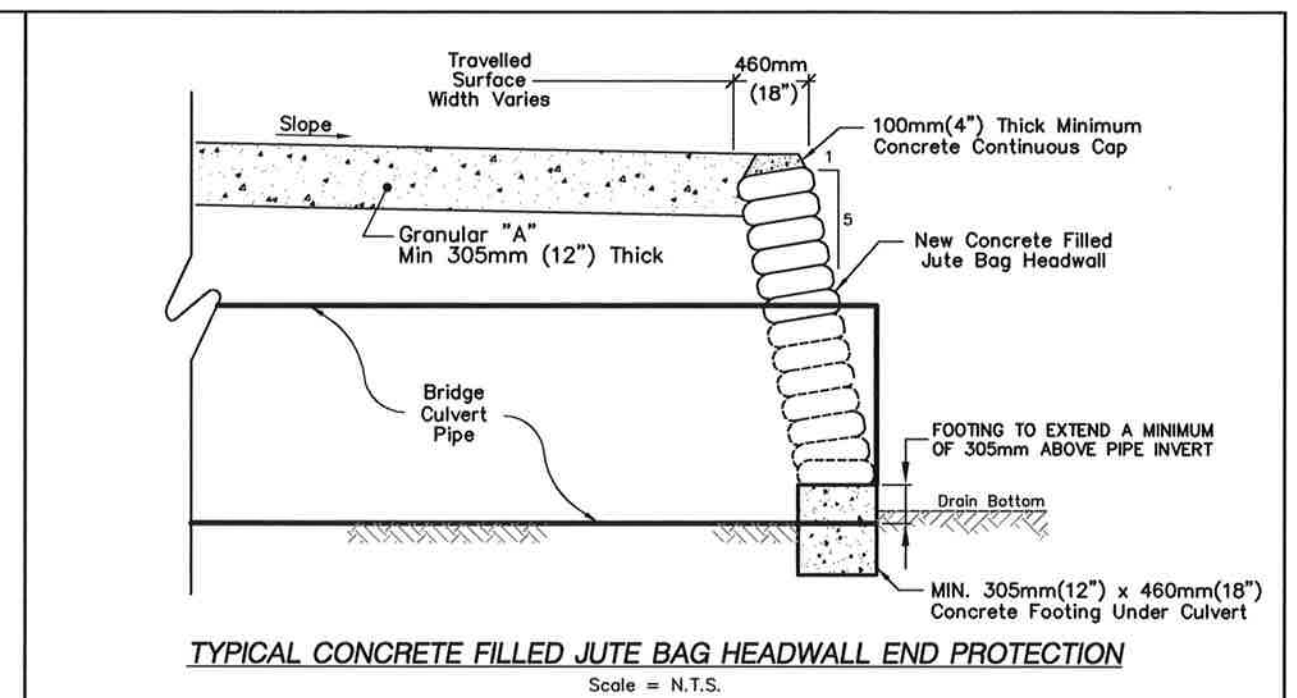
ELEV. = 195.130m

PIPE SIZE:	PIPE LENGTH:	PIPE GAUGE:	CORRUGATIONS:	TYPE OF PIPE:
1600mm ϕ	8.0m (26.25 FT.)	2.0mm (14 GA.)	125mm x 25mm (5.0" x 1.0")	ALUMINIZED STEEL TYPE II CORRUGATED HEL-COR PIPE

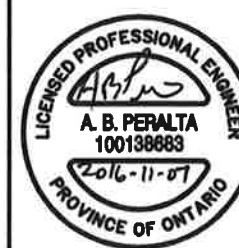
PIPE & DRIVEWAY ELEVATIONS:

UPSTREAM INV. (S) = 192.885m
DOWNSTREAM INV. (N) = 192.881m
C. OF DRIVEWAY AT
ROADWAY EDGE = 195.156m
C. OF DRIVEWAY AT
PIPE CENTRELINE = 194.990m
C. OF DRIVEWAY AT 1.0m
EAST OF R.O.W. LIMIT = 194.839m
DRIVEWAY CROSSFALL FROM CENTRELINE
TO TOP OUT END OF END WALL = 1.50%

BRIDGE OVER THE GRAHAM SIDEROAD DRAIN
(for Roger & Gloria Congdon (510-00800), Pt. Lot 19, Concession 8)
IN THE
TOWN OF KINGSVILLE
(Former Geographic Township of Gosfield North)
IN THE
COUNTY OF ESSEX • ONTARIO



BRIDGE PLAN
Scale = 1:200



N. J. PERALTA ENGINEERING LTD.
45 DIVISION STREET NORTH
KINGSVILLE, ONTARIO
N9Y 1E1
DATE: NOV. 7th, 2016
A. B. Peralta
ANTONIO B. PERALTA, P.ENG.

FILE No.: **D15-015**
DRAWN BY: R.L.
PLOT CODE: 1:1
FILE: D15015S1.dwg
APPENDIX 'C'

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 2-2017

*Being a by-law to provide for the construction of
a bridge over the Graham Sideroad Drain
Owner: Roger & Gloria Congdon [510-00800]
in the Town of Kingsville, in the County of Essex*

WHEREAS the Council of the Town of Kingsville, in the County of Essex, has procured a report under section 78 of the *Drainage Act* for the bridge construction over the Graham Sideroad Drain;

AND WHEREAS the report dated November 7th, 2016 has been authored by Antonio B. Peralta, P. Eng. and the attached report forms part of this by-law;

AND WHEREAS \$27,998.00 is the amount to be contributed by the Town of Kingsville for the drainage works;

AND WHEREAS Council is of the opinion that the report of the area is desirable;

THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE, PURSUANT TO THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. AUTHORIZATION

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

2. BORROWING

The Corporation of the Town of Kingsville may borrow on the credit of the Corporation the amount of \$27,998.00 being the amount necessary for the completion of the drainage works.

3. DEBENTURES

The Corporation may arrange for the issue of debenture(s) on its behalf for the amount borrowed less the total amount of:

- a) Grants received under section 85 of the *Drainage Act*;
- b) Monies paid as allowances;
- c) Commuted payments made in respect of lands and roads assessed with the municipality;
- d) Money paid under subsection 61(3) of the *Drainage Act*; and
- e) Money assessed in and payable by another municipality.

4. PAYMENT

Such debenture(s) shall be made payable within 2 (two) or 5 (five) years (as determined by the Director of Financial Services or designate) from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s).

- 1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 2 (two) or 5 (five) years (as determined by the Director of Financial Services or designate) after the passing of this by-law.
- 2) For paying the amount \$27,998.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Town of Kingsville in each year for ⁵/₂ (two) or 5 (five) years (as determined

by the Director of Financial Services or designate) after the passing of this by-law to be collected in the same manner and at the same time as other taxes collected.

- 3) All assessments of \$100.00 or less are payable in the first year in which the assessments are imposed.

5. SCHEDULE OF ASSESSMENTS OF LAND AND ROADS

CONSTRUCTION SCHEDULE OF ASSESSMENT
BRIDGE OVER THE GRAHAM SIDEROAD DRAIN

(For Roger and Gloria Congdon 1510-00800, Part of Lot 19, Concession 8)

TOWN OF KINGSVILLE

3. MUNICIPAL LANDS:

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
Graham Sideroad				5.26	2.129	Town of Kingsville	\$ -	\$ 1,036.00	\$ -	\$ 1,036.00
Road 8 East			1.49	0.603		Town of Kingsville	\$ -	\$ 293.00	\$ -	\$ 293.00
Total on Municipal Lands.....							\$ -	\$ 1,329.00	\$ -	\$ 1,329.00

4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
510-00800	8	19	0.91	0.30	0.121	Roger & Gloria Congdon	\$ 20,159.00	\$ 30.00	\$ -	\$ 20,189.00
Total on Privately Owned - Non-Agricultural Lands.....							\$ 20,159.00	\$ 30.00	\$ -	\$ 20,189.00

5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable):

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
510-01100	8	19	96.25	91.00	36.827	Andrew & Hildegarde Von Flotow	\$ -	\$ 3,258.00	\$ -	\$ 3,258.00
510-01200	8	19	101.09	90.00	36.423	Walter & Marlene Dick	\$ -	\$ 3,222.00	\$ -	\$ 3,222.00
Total on Privately Owned - Agricultural Lands (grantable).....							\$ -	\$ 6,480.00	\$ -	\$ 6,480.00
TOTAL ASSESSMENT							\$ 20,159.00	\$ 7,839.00	\$ -	\$ 27,998.00
=====										

1 Hectare = 2.471 Acres
D15-015
November 7th, 2016

6. CITATION

This by-law comes into force on the passing thereof and may be cited as the "Bridge over the Graham Sideroad Drain – Roger & Gloria Congdon [510-00800]" by-law.

**READ A FIRST AND SECOND TIME AND PROVISIONALLY ADOPTED
THIS 9th DAY OF JANUARY, 2017.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

**READ A THIRD TIME AND FINALLY PASSED ON THIS DAY OF ,
2017.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

**NOTICE OF PUBLIC MEETING:
RIGHT OF ACCESS FOR MAINTENANCE BY-LAW**

PURPOSE OF BY-LAW: The Town of Kingsville is in the process of reviewing the potential implementation of a Right-of-Access By-law under Section 132 of the Municipal Act which reads as follows:

132. (1) A local municipality may authorize the owner or occupant of land to enter adjoining land, at any reasonable time, for the purpose of making repairs or alterations to any building, fence or other structures on the land of the owner or occupant but only to the extent necessary to carry out the repairs or alterations. 2001, c. 25, s. 132 (1).

Conditions

(2) The following apply to a power of entry under a by-law under this section:

- 1. The power of entry may be exercised by an employee or agent of the owner or occupant of land.*
- 2. A person exercising the power of entry must display or, on request, produce proper identification.*
- 3. Nothing in a by-law under this section authorizes entry into a building.*
- 4. The owner or occupant shall provide reasonable notice of the proposed entry to the occupier of the adjoining land.*
- 5. The owner or occupant of land shall, in so far as is practicable, restore the adjoining land to its original condition and shall provide compensation for any damages caused by the entry or by anything done on the adjoining land. 2001, c. 25, s. 132 (2).*

Consideration of the proposed by-law is the result of a Council motion (501-2016) "*Council direct Administration to prepare a report as to what options are available to the Town to ensure that property owners are able to access their property to perform maintenance and/or repairs when structures or fences are prohibiting them from doing so, and as well, options for height restrictions and setbacks where fences or structures will block neighbouring windows or doors.*"

Residents, property owners, business owners and all interested citizens are invited to attend the Public Meeting to learn how the proposed by-law affects them, to ask questions and express concerns to Council. The draft by-law consists of several pages of text and as such is **NOT** attached to this notice but will be available on the Town's website or at the Town office upon request for review. The proposed amendment applies to all lands within the corporation limits of the Town of Kingsville.

A PUBLIC MEETING OF COUNCIL will be held on:

WHEN: MONDAY, JANUARY 9, 2017
WHERE: Town of Kingsville Municipal Building (Council Chambers)
TIME: 7:00 p.m.

Your comments on these matters are important. If you have comments on this proposed by-law, they may be forwarded by phone, email, or mail to the attention of: **Robert Brown**, Manager of Planning & Development Services, Town of Kingsville, 2021 Division Road North, Town of Kingsville, ON N9Y 2Y9. Comments and opinions submitted on these matters, including your name and address, may become part of the public record and may be viewed by the general public and may be published in a planning report or reproduced in a Council agenda and/or minutes.

ADDITIONAL INFORMATION relating to this matter is available for review at the Kingsville Municipal Office during regular office hours.

**DATED AT
THE TOWN OF KINGSVILLE
on NOVEMBER 30, 2016.**

**Robert Brown, H. Ba., MCIP, RPP
Tel: 519-733-2305 (x 250)
Email: rbrown@kingsville.ca**



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

Date: October 21, 2016

To: Mayor and Council

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

RE: Right-of-Access By-law

AIM

To provide Council with information and a draft version of a possible by-law to permit access to adjacent properties for the purpose of repair and maintenance.

BACKGROUND

Across Kingsville, particularly in older established areas, both residential and commercial, there is existing development on properties that was constructed before Zoning By-laws existed, without a firm knowledge of property line locations or illegally. The vast majority of these uses are now considered legal non-conforming under the current zoning by-law.

The location of many of these existing buildings and structures is in close proximity of lot lines that creates access issues for maintenance or repair to the exterior of the building without potentially trespassing on adjacent lands. In some cases the construction of fencing or perhaps the location of landscaping can also impact on an adjacent property owner's ability to access a building for maintenance or repair.

In most cases neighbours, when asked by an adjacent property owner, will grant permission for the property owner to access their building with the understanding that no damage is done to their property or that if damage is done it is repaired. This is the ideal circumstance and does not involve any intervention on the part of the Town. However, on occasion neighbour relations between adjacent land owners is not favourable and voluntary access is not granted for any one of a number of reasons.

DISCUSSION

At the August 22, 2016 meeting of Council a notice of motion (501-2016) was put forward as follows:

“Council direct Administration to prepare a report as to what options are available to the Town to ensure that property owners are able to access their property to perform maintenance and/or repairs when structures or fences are prohibiting them from doing so, and as well, options for height restrictions and setbacks where fences or structures will block neighbouring windows or doors.”

The motion was the result of an ongoing issue between two property owners where a fence was constructed, legally, on the property but due to the proximity of an existing dwelling on the neighbouring property the fence now limits or blocks access to one exterior wall of the dwelling. The home owner would like to replace the windows in the effected wall however the adjacent property owner will not grant them access which would involve removing one or more sections of the fence temporarily for the purpose of maintenance and repair. Planning and Development Services staff has visited the properties in question and spoke with both property owners. Based on the current regulations in place the owners were advised that the issue is a civil matter that must be resolved by them as the Town has no ability at present to facilitate access.

The two options that exist are amend the fencing by-law to establish a setback for fences from lot lines where neighbouring buildings or structures are less than 1 m from the lot line or establish a right-of-access by-law under the Municipal Act to provide adjacent land owners the ability to access their property over adjoining lands subject to several conditions outlined in the attached draft by-law.

Option One would potentially prevent future access issues but has a number of drawbacks:

- i) It does nothing to solve any existing circumstances.
- ii) While an amendment would prevent a fence from restricting access the adjacent property owner would still require permission from the neighbour for access.
- iii) Fences do not require building permits so how do you monitor and enforce a setback.
- iv) If the by-law is amended a permitting system would be required and would mean the need for public education that permits are now required and with an associated cost.

Option Two is a Right-of-Access By-law under Section 132 of the Municipal Act which reads as follows:

132. (1) A local municipality may authorize the owner or occupant of land to enter adjoining land, at any reasonable time, for the purpose of making repairs or alterations to any building, fence or other structures on the land of the owner or occupant but only to the extent necessary to carry out the repairs or alterations. 2001, c. 25, s. 132 (1).

Conditions

(2) The following apply to a power of entry under a by-law under this section:

1. The power of entry may be exercised by an employee or agent of the owner or occupant of land.

2. A person exercising the power of entry must display or, on request, produce proper identification.
3. Nothing in a by-law under this section authorizes entry into a building.
4. The owner or occupant shall provide reasonable notice of the proposed entry to the occupier of the adjoining land.
5. The owner or occupant of land shall, in so far as is practicable, restore the adjoining land to its original condition and shall provide compensation for any damages caused by the entry or by anything done on the adjoining land. 2001, c. 25, s. 132 (2).

This provision in the Municipal Act has been around for quite some time and many Municipalities have one in place. A number of existing by-laws were reviewed and the level of detail varies considerably. Some by-laws provide only the authority to access while others also establish a significant permitting process directly involving the Municipality in the access issue.

To provide Council with the best overview of what could be potentially be established a draft by-law was prepared which is modelled closely after the Markham Right-of-Access by-law which is a mix of newer and a balance of detail. The other by-laws were either very old and lacked detail or were just too onerous. The draft Kingsville Right-of-Access By-law outlines the ability for an adjoining land owner to access an adjacent property for the purpose of maintenance and repair, consistent with the Municipal Act, and outlines the requirements that must be followed. The key points are:

- i) Notification of the adjoining land owner in advance
- ii) Time the access will be permitted (i.e. 9 to 5 Mon.to Sat.)
- iii) Restoration of the adjoining property (if applicable)
- iv) Provision of proper liability coverage for the land owner and any contractors
- v) Length of time that access can be granted

The other important factor of this draft by-law is that it does not establish a permitting system for granting access. It simply establishes the ability for a neighbour to access adjoining lands subject to the provisions of the by-law. The Town's role will be to provide the by-law to a resident and outline and/or clarify the requirements. If access is refused by the adjoining land owner at that point the Town would step in to outline to the adjoining land owner that they cannot refuse access for the purpose of repair or maintenance. For clarification purposes repair and maintenance will not include new construction such as additions, pools or new detached accessory structures. The sole intent is to provide access to repair and maintain what is currently on a property.

LINK TO STRATEGIC PLAN

There is no link to the Strategic Plan

FINANCIAL CONSIDERATIONS

The by-law will require advertising in the local paper with the associated cost of doing so.

CONSULTATIONS

The senior management team was provided with the by-law for comment. If the proposed direction and by-law is supported by Council it will be made available for public review and comment prior to future presentation to Council for approval consideration.

RECOMMENDATION

It is recommended that Council:

- i) receive the report for information purposed on the consideration of implementing a Right-to-Access By-law for the Town of Kingsville, and
- ii) Council direct administration to make the draft Right-to-Access By-law available for public review and consultation.

Prepared By:

Reviewed by:

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

Peggy Van Mierlo-West, CET
Chief Administrative Officer

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW NUMBER 00-2017

Being a By-law to Permit Access onto Adjoining Lands for Maintenance within the Town of Kingsville (Right of Access for Maintenance By-law)

WHEREAS section 132 of the Municipal Act, 2001, S.O., c. 25 as amended provides that a municipality may pass a by-law to authorize the owner or occupant of land to enter adjoining lands, at any reasonable time, for the purpose of making repairs or alterations to any building, fence, or structures situated on the land of the owner or occupant;

AND WHEREAS the Council of the Corporation of the Town of Kingsville deems it desirable to allow for access over adjoining lands where said access is needed to repair, maintain or alter buildings, fences or structures of the owner of property;

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

1.0 Definitions

The following words shall have the following meanings in this By-law:

- a) "Adjoining Lands" shall mean lands directly adjacent to the Owner's Lands which the Owner would like access to or has accessed for the purpose of conducting Maintenance on the Owner's Lands;
- b) "Adjoining Lands Owner" shall mean the registered owner of the Adjoining Lands according to the Town's property tax assessment rolls;
- c) "Buildings" shall mean any and all buildings and structures and fixed improvements;
- d) "Owner" includes a lawful owner or occupant of land, including his or her authorized agents or employees, that is requesting access to the Adjoining Lands or has accessed the Adjoining Lands to perform Maintenance;
- e) "Owner's Lands" the lands owned or occupied by the Owner directly adjacent to the Adjoining Lands;
- f) "Permitted Access Time" means the hours of 9 a.m. to 5 p.m., Monday through Saturday, Public Holidays excluded;
- g) "Maintenance" shall include a) maintenance and upkeep or the taking of any action that may be required to ensure that a building, fence or other structure conforms with the standards established in a Town by-law; and b) a structural change to the exterior or interior of an existing building, fence or other structure, but does not include a total replacement of a building or other structure. For clarification purposes maintenance may include but not be limited to replacement of exterior cladding, installation of insulation or windows, brick repair or replacement, foundation repairs, fence repair and repair of HVAC equipment.
- h) "Town" shall mean The Corporation of the Town of Kingsville.

2.0 Right of Entry

2.1 An Owner may enter Adjoining Lands, at any point during the Permitted Access Time as permitted in accordance with the restrictions contained in this By-law, for the purpose of conducting Maintenance on the Owner's Lands but only to the extent necessary to carry out the repairs or alterations:

- a) If the Adjoining Owner has given prior consent for this entry, or
- b) In accordance with the requirements and conditions of this By-law.

3.0 Notice Requirement

- 3.1** Any Owner wishing to access Adjoining Lands pursuant to this By-law shall provide the Adjoining Lands Owner with at least forty-eight (48) hours' prior written notice of his or her intention to enter the Adjoining Lands to conduct Maintenance. The notice shall specify and include the following: a) when entry will be effected; b) the length of time that it will be necessary to enter upon the Adjoining Lands and the hours during which entry will be effected, which time period shall conform with the requirements in Subsection 4.11 and 4.12; c) a Certificate of Insurance from the Owner's insurer confirming that the insurance requirements set out in Subsection 4.2 have been met; d) a description of the work proposed to be conducted on the Adjoining Lands; and e) contain a signed statement by the Owner that he or she covenants and agrees to comply with the requirements contained in this By-law and that his or her entry and work on the Adjoining Lands shall be in accordance with the description of such entry and work as contained in the notice. In the event that the Owner is an individual, the signature of the Owner on the signed statement in Subsection 3.1 (e) must also be signed by a witness to the Owner's signature.
- 3.2** Notice to the Adjoining Lands Owner to be given under this by-law shall be in writing and shall be given by either personal delivery to a person ordinarily residing at the Adjoining Lands or by sending the notice by registered mail to a mailbox situated on or associated with the Adjoining Lands. In the event that the Adjoining Lands are vacant, notice may be delivered by registered mail to the address of the Adjoining Lands Owner as indicated on the Town's property tax assessment rolls.
- 3.3** Any notice, if personally delivered, shall be deemed to have been validly and effectively given and received on the date of such delivery and if sent by registered mail, shall be deemed to have been validly and effectively given and received five days after it was sent. The 48 hour notice period in Subsection 3.1 shall commence on the date the notice was deemed to have been validly and effectively given and received pursuant to Subsection 3.3.

4.0 Requirements during Access

- 4.1** Any Owner accessing onto Adjoining Lands pursuant to this By-law must display or, upon request, produce proper identification during his or her access onto the Adjoining Lands.
- 4.2** Any Owner entering onto Adjoining Lands pursuant to this By-law shall take out and keep in full force and effect throughout the term of its entry onto the Adjoining Owner's Lands Commercial General Liability Insurance underwritten by insurers licensed to conduct business in the Province of Ontario with a limit of liability of not less than one Million Dollars (\$1,000,000) per occurrence. The policy shall name the Adjoining Lands Owner as an additional insured and shall contain a provision for cross liability in respect of the named insured.

In the event that the Owner retains a contractor to enter the Adjoining Lands pursuant to this By-law, the Owner shall ensure that the contractor takes out and keeps in full force and effect throughout the term of its entry onto the Adjoining Owner's Lands Commercial General Liability Insurance underwritten by insurers licensed to conduct business in the Province of Ontario with a limit of not less than two Million Dollars (\$2,000,000) per occurrence. The policy shall name the Adjoining Lands Owner as an additional insured and shall contain a provision for cross liability in respect of the named insured.

In the event that the Owner retains a contractor to enter the Adjoining Lands pursuant to this By-law, the Owner shall ensure that the contractor takes out and keeps in full force and effect throughout the term of its entry onto the Adjoining Lands a valid Clearance Certificate issued by the Workplace Safety and Insurance Board of Ontario applicable to the contractor's business.

- 4.3** Any Owner entering onto Adjoining Lands pursuant to this By-law shall comply with the provisions of all applicable laws, rules and regulations, including without limitation, any applicable federal and provincial legislative enactments, and municipal by-laws with respect to its use of the Adjoining Owner's Lands.
- 4.4** Failure of an Owner to comply with the requirements set out in Section 5.0 will result in the immediate revocation of its authorization to enter onto the Adjoining Lands and is a contravention of this By-law.

- 4.5 The Owner or his or her contractors, employees or agents entering onto Adjoining Lands shall not create any hazards or allow any hazards to exist on the Adjoining Lands.
- 4.6 Nothing in this By-law authorizes entry into any Buildings situated on the Adjoining Lands.
- 4.7 Nothing in this By-law authorizes entering on the Adjoining Lands with any vehicles.
- 4.8 Nothing in this By-law authorizes the use of the Adjoining Lands for any other work or activity other than as described in the notice.
- 4.9 Nothing in this By-law authorizes the storage of materials or equipment on the Adjoining Lands.
- 4.10 Nothing in this By-law exempts any person from complying with the Town's other By-laws.
- 4.11 Nothing in this By-law authorizes any person to enter onto Adjoining Lands outside of the Permitted Access Time.
- 4.12 Nothing in this By-law authorizes any person to enter onto Adjoining Lands for a total period of more than ten (10) business days in each calendar year.
- 4.13 Nothing authorizes entry onto Adjoining Lands by any person under the age of eighteen (18) years.

5.0 Restoration of Adjoining Lands

- 5.1 Any Owner who has accessed Adjoining Lands pursuant to this By-law shall, in so far as is practicable, restore the adjoining land to its original condition at the Owner's sole cost and expense, which shall include repairing any damage to the Adjoining Lands directly or indirectly caused by or directly attributable to the entry by the Owner onto the Adjoining Lands pursuant to this By-law and shall provide compensation for any damages directly or indirectly caused by or directly attributable to the Owner's entry or by anything done by the Owner on the Adjoining Lands.

6.0 Responsibility for Claims:

- 6.1 The Owner Shall assume sole risk and responsibility for personal injury or death of any person and damage to any property arising out of or in any way connected with, or that would not have occurred but for the Owner's entry onto the Adjoining Lands and the Owner shall save harmless the Adjoining Lands Owner from any such claims and damages.
- 6.2 The Adjoining Lands Owner shall have no liability of any nature with respect to the Owner's entry onto the Adjoining Lands, except with respect to claims arising out of or in any way connected, directly or indirectly, to the gross negligence of willful misconduct of the Adjoining Lands Owner or those whom the Adjoining Lands Owner is responsible for at law.

7.0 Offences

- 7.1 Every person who contravenes any provision of this by-law is guilty of an offence and is liable, upon conviction to a maximum fine as established pursuant to the Provincial Offences Act, R.S.O., 1990, c.P.33.
- 7.2 No person shall hinder, obstruct, or attempt to hinder or obstruct, any person who is exercising a right or entry under Section 2.0 of this By-law.

8.0 Interpretation

- 8.1 Unless the context otherwise requires, words importing the singular shall include the plural, and words importing the masculine shall include the feminine.
- 8.2 The headings inserted in this By-law are for convenience only.
- 8.3 The provisions of the Legislation Act, 2006, shall apply to this by-law.

9.0 Severability

9.1 Notwithstanding that any section of sections of this by-law, or any part, or any part thereof, may be found by any court of law to be invalid or beyond the power of the Council to enact, such clause, Schedule or parts thereof shall be deemed to be severable, and all other clauses and Schedules of this by-law or parts thereof are separate and independent therefrom and enacted as such.

9.2 An Order made pursuant to this By-law has been compiled with.

10.0 Force and Effect

10.1 This by-law shall come into force and effect on the date of enactment and passage.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS __th DAY OF, _____ 2017.

NELSON SANTOS, MAYOR

JENNIFER ASTROLOGO, CLERK

DRAFT



**Town of Kingsville
Council Summary Report
2016**

Cheque Distributions for the Month of:

DECEMBER

Department Summary:

Dept. No.	Department Name	Amount
	Credit Card Transactions	\$ 2,576.64
000	Default - Clearing	\$ 185,397.33
110	Council	\$ 1,305.74
112	General Administration	\$ 102,055.50
114	Information Technology	\$ 4,080.56
120	Animal Control	\$ 745.00
121	Fire	\$ 26,181.62
122	OPP	\$ 5,185.33
124	Building	\$ 6,481.04
130	Transportation - Public Works	\$ 1,082,451.01
131	Sanitation	\$ 119,866.18
151	Cemetery	\$ 18,280.44
170	Arena	\$ 39,751.42
171	Parks	\$ 139,067.39
172	Fantasy of Lights	\$ 7,426.60
173	Marina	\$ 169.78
174	Migration Festival	\$ -
175	Recreation Programs	\$ 20.00
180	Planning	\$ 5,043.45
181	BIA	\$ 33,775.32
201	Environmental - Water	\$ 44,873.43
242	Kingsville/Lakeshore West Wastewater	\$ 96,867.56
243	Cottam Wastewater	\$ 39,042.09

Total of Current Expenditures: \$ 1,960,643.43

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

Total Number of Current Cheques Issued: 311

Comparison Data:

DECEMBER 2015

Total of Approved Expenditures: \$ 2,373,149.57

Total Number of Cheques Issued: 318

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

**Council Summary Report
Credit Card Transactions
December 2016**

Cheque Number	Cheque Date	Vendor Name	Description	Account	Amount
60883	12/21/2016	TD Canada Trust - SI Visa	Gift Certificate - D Cavers	01-112-099-60317	\$ 150.00
60883	12/21/2016	TD Canada Trust - SI Visa	Gift Certificate - D Cavers	01-112-099-60317	\$ 50.00
60883	12/21/2016	TD Canada Trust - SI Visa	Gift Certificate - D Cavers	01-112-099-60317	\$ 100.00
60883	12/21/2016	TD Canada Trust - SI Visa	Uniforms	01-121-072-60216	\$ 221.34
60883	12/21/2016	TD Canada Trust - SI Visa	Tech Rope Rescue Recert	01-121-098-60254	\$ 406.02
60883	12/21/2016	TD Canada Trust - SI Visa	Fire - Equipment Repair	01-121-099-60316	\$ 225.91
60883	12/21/2016	TD Canada Trust - SI Visa	Winter Mtce School - Mackie	01-130-098-60254	\$ 71.23
60883	12/21/2016	TD Canada Trust - SI Visa	Arena - Facility Mtce	01-170-099-60315	\$ 434.29
60883	12/21/2016	TD Canada Trust - SI Visa	Arena - Facility Mtce	01-170-099-60315	\$ 14.63
60883	12/21/2016	TD Canada Trust - SI Visa	Arena - Facility Mtce	01-170-099-60315	\$ 45.19
60883	12/21/2016	TD Canada Trust - SI Visa	Arena - Facility Mtce	01-170-099-60315	\$ 34.37
60883	12/21/2016	TD Canada Trust - SI Visa	P&R - Facility Mtce	01-171-099-60315	\$ 42.24
60883	12/21/2016	TD Canada Trust - SI Visa	P&R - Facility Mtce	01-171-099-60315	\$ 76.56
60883	12/21/2016	TD Canada Trust - SI Visa	FOL - Facility Mtce	01-172-099-60315	\$ 28.39
60883	12/21/2016	TD Canada Trust - SI Visa	License Renewal - S Branch	02-201-099-60345	\$ 145.00
60884	12/21/2016	TD Canada Trust - PVMW	AMO Conference - G Queen	01-110-101-60253	\$ 116.01
60884	12/21/2016	TD Canada Trust - PVMW	Meal for Negotiation Team	01-112-099-60317	\$ 63.35
60884	12/21/2016	TD Canada Trust - PVMW	Santa Parade Candy	01-112-099-60317	\$ 181.13
60884	12/21/2016	TD Canada Trust - PVMW	Parade Candy	01-112-099-60317	\$ 40.92
60884	12/21/2016	TD Canada Trust - PVMW	Budget Meeting Lunch	01-112-099-60317	\$ 112.85
60884	12/21/2016	TD Canada Trust - PVMW	Strategic Plan Workshop	01-112-360-71505	\$ 17.21
Total Credit Card Transactions					\$ 2,576.64

**Town of Kingsville
 Council Summary Report**

Ranges:	From:	To:
Vendor ID:	First	Last
Vendor Name:	First	Last
Cheque Date:	12/1/2016	12/31/2016
Sorted By:	Cheque Number	

Distribution Types Included: PURCH

Cheque Number	Cheque Date	Vendor Name	Description	Amount
Total For Department				
				\$0.00
000	-			
0060601 *	12/8/2016	1364674 Ontario Ltd	Re: 56 Conservation Blvd 01-000-000-21410	\$1,000.00
0060616 *	12/8/2016	Bondy, Riley, Koski	Reg of Site Plan Agreement 01-000-020-22004	\$395.30
0060640 *	12/8/2016	Director of Family Responsibility	Remittance Nov 20 - Dec 3/16 01-000-000-21009	\$235.38
0060645 *	12/8/2016	E.L.K. Energy Inc	94 Division St 01-000-006-13199	\$65.08
0060647 *	12/8/2016	Essex Region Conservation Aut	ERCA Permit Fees 01-000-023-14080	\$460.00
0060647 *	12/8/2016	Essex Region Conservation Aut	ERCA Permit Fees 01-000-023-14080	\$460.00
0060648 *	12/8/2016	Evergreen Lawn Maintenance	Various Locations 01-000-006-12062	\$1,443.01
0060665 *	12/8/2016	I.B.E.W. #636	Remittance Nov 20-Dec 3/16 01-000-000-21006	\$996.71
0060692 *	12/8/2016	Pro Bid Contractors Ltd.	Outlet Portion-Whitewood Drain 01-000-023-14080	\$39,580.40
0060696 *	12/8/2016	RC Spencer Associates Inc.	Mucci Bridge Replacement 01-000-023-14080	\$2,030.11
0060697	12/8/2016	Receiver General	Remittance Nov 20 - Dec 3/16 01-000-000-21002	\$3,868.84
0060697	12/8/2016	Receiver General	Remittance Nov 20 - Dec 3/16 01-000-000-21003	\$1,879.36
0060697	12/8/2016	Receiver General	Remittance Nov 20 - Dec 3/16 01-000-000-21004	\$27,952.49
0060698 *	12/8/2016	Reg Clark Trucking Ltd.	West Townline Drain 01-000-023-14080	\$455.08
0060698 *	12/8/2016	Reg Clark Trucking Ltd.	Mulcaster Drain 01-000-023-14080	\$7,007.95
0060698 *	12/8/2016	Reg Clark Trucking Ltd.	Sweetman-Knister 01-000-023-14080	\$10,369.85
0060698 *	12/8/2016	Reg Clark Trucking Ltd.	Lovelace Drain 01-000-023-14080	\$21,675.75
0060708 *	12/8/2016	Shilson Excavation & Trucking I	Scott Taylor Drain 01-000-023-14080	\$32,298.60
0060714 *	12/8/2016	Stantec Consulting Ltd.	Klassen GH Farms 01-000-006-13199	\$7,346.70
0060725 *	12/8/2016	Wall, Cornelius	7 Deposit Refund Permit 13970 01-000-000-21413	\$150.00

Town of Kingsville Council Summary Report

Cheque Number		Cheque Date	Vendor Name	Description	Cheque Amount
0060726	✖	12/8/2016	Warkentin Plumbing	Backflow Test - 410 Main St E 01-000-006-13199	\$135.00
0060726	✖	12/8/2016	Warkentin Plumbing	Backflow Test - 60 Main St W 01-000-006-13199	\$135.00
0060756	✖	12/21/2016	1364674 Ontario Ltd	Re: 52 Conservation Blvd 01-000-000-21410	\$1,000.00
0060756	✖	12/21/2016	1364674 Ontario Ltd	Re: 58 Conservation Blvd 01-000-000-21410	\$1,000.00
0060757	✖	12/21/2016	1413506 Ontario Limited	Re: 102 Woodycrest Ave 01-000-000-21410	\$1,000.00
0060757	✖	12/21/2016	1413506 Ontario Limited	Re: 2&4 Sand Pebble Cres 01-000-000-21410	\$1,000.00
0060757	✖	12/21/2016	1413506 Ontario Limited	Re: 14 Pecanwood Dr 01-000-000-21410	\$1,000.00
0060757	✖	12/21/2016	1413506 Ontario Limited	Re: 5 Pecanwood Dr 01-000-000-21410	\$1,000.00
0060760	✖	12/21/2016	Anthony Abraham	Re: 57 Conservation 01-000-000-21410	\$1,000.00
0060760	✖	12/21/2016	Anthony Abraham	Re: 59 Conservation Blvd 01-000-000-21410	\$1,000.00
0060760	✖	12/21/2016	Anthony Abraham	Re: 60 Conservation 01-000-000-21410	\$1,000.00
0060760	✖	12/21/2016	Anthony Abraham	Re: 54 Conservation Blvd 01-000-000-21410	\$1,000.00
0060760	✖	12/21/2016	Anthony Abraham	Re: 95 Golfview Dr 01-000-000-21410	\$1,000.00
0060760	✖	12/21/2016	Anthony Abraham	Re: 84 Golfview Dr 01-000-000-21410	\$1,000.00
0060760	✖	12/21/2016	Anthony Abraham	Re: 86 Golfview Dr 01-000-000-21410	\$1,000.00
0060760	✖	12/21/2016	Anthony Abraham	Re: 103 Golfview Dr 01-000-000-21410	\$1,000.00
0060760	✖	12/21/2016	Anthony Abraham	Re: 93 Golfview Dr 01-000-000-21410	\$1,000.00
0060760	✖	12/21/2016	Anthony Abraham	Re: 8 Pecanwood Dr 01-000-000-21410	\$1,000.00
0060766	✖	12/21/2016	Boem Berry Farms Inc	Deposit Refund SPA/13/16 01-000-020-22004	\$104.70
0060767	✖	12/21/2016	Bondy, Riley, Koski	Registration of SPA/10/16 01-000-020-22210	\$394.18
0060779	✖	12/21/2016	Coppola, Alfonso	Re: 1660 Graham Sdrd 01-000-000-21410	\$1,000.00
0060792	✖	12/21/2016	Emprop	Re: 1193 Road 3E 01-000-000-21410	\$1,000.00
0060795	✖	12/21/2016	Essex Region Conservation Aut	Gilboe Drain - ERCA Permit Fee 01-000-023-14080	\$115.00
0060795	✖	12/21/2016	Essex Region Conservation Aut	ERCA Permit Fees - Various 01-000-023-14080	\$460.00
0060795	✖	12/21/2016	Essex Region Conservation Aut	ERCA Permit Fees 01-000-023-14080	\$460.00
0060798	✖	12/21/2016	FACCA Incorporated	Patterson Drain -Merrit Bridge 01-000-023-14080	\$1,526.40
0060811	✖	12/21/2016	Hydro One Networks Inc.	Winterberry Subdivision 01-000-006-13199	\$304.54
0060853	✖	12/21/2016	Noah Homes	Re: 160 Woodycrest Ave 01-000-000-21410	\$1,000.00
0060853	✖	12/21/2016	Noah Homes	Re: 168 Woodycrest Ave 01-000-000-21410	\$1,000.00

Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060853 *	12/21/2016	Noah Homes	Re: 158 Woodycrest Ave 01-000-000-21410	\$1,000.00
0060855 *	12/21/2016	HYDRO ONE	1 Conc Lot 22 Moroun Pump Stn 01-000-023-14080	\$220.23
0060875	12/21/2016	Royal Benefits Inc	Claims - November 01-000-006-12002	\$26.36
0060881 *	12/21/2016	Southern Collision	Vehicle Repair - HST only 01-000-006-12002	\$845.31
Total For Department 000				\$185,397.33
<u>110</u>	-			
0060694	12/8/2016	Gord Queen	Ont West Municipal Conference 01-110-101-60253	\$186.38
0060817	12/21/2016	K Design Studio	Coins 01-110-099-60300	\$1,119.36
Total For Department 110				\$1,305.74
<u>112</u>	-			
0060610	12/8/2016	Jennifer Astrologo	Mileage 01-112-098-60254	\$191.11
0060612 *	12/8/2016	Bank of Montreal	Refund Overpymt of Taxes 01-112-099-60348	\$2,116.86
0060615	12/8/2016	BMA Management Consulting Ir	2016 BMA Study 01-112-099-60319	\$1,526.40
0060620	12/8/2016	Veronica Brown	Hostpapa Website hosting 01-112-420-60971	\$146.28
0060620	12/8/2016	Veronica Brown	Research Assistant 01-112-420-60971	\$400.00
0060620	12/8/2016	Veronica Brown	Research Assistant 01-112-420-60971	\$400.00
0060620	12/8/2016	Veronica Brown	Research Assistant 01-112-420-60971	\$400.00
0060622 *	12/8/2016	Sari Bunn	Refund Overpayment of Taxes 01-112-099-60348	\$1,023.00
0060625	12/8/2016	Cedar Signs	Safety Cone (Pylon) 01-112-099-60368	\$25.33
0060625	12/8/2016	Cedar Signs	Sign for Pylon 01-112-099-60368	\$51.46
0060629	12/8/2016	City of Windsor	Corporate Training - Astrologo 01-112-098-60254	\$135.55
0060631	12/8/2016	Compugen Inc.	CAO Copies 01-112-099-60301	\$2.90
0060631	12/8/2016	Compugen Inc.	Copies 01-112-099-60301	\$271.63
0060641	12/8/2016	DJ PJ Productions	DJ for Christmas Party 01-112-099-60317	\$712.32
0060644 *	12/8/2016	Ducharme Fox LLP	Refund FOI Request 01-112-066-41284	\$395.00
0060646	12/8/2016	Ergonow Incorporated	7 Office Chairs 01-112-099-60358	\$1,994.44

Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060652	12/8/2016	Fisher's Regalia & Uniform Ac	Training Officer 01-112-006-12085	\$274.93
0060654	12/8/2016	G&K Services Canada Inc	Town Hall - Mats 01-112-099-60315	\$79.41
0060655	12/8/2016	Jeffery Godin	Police Check/Driver's Abstract 01-112-099-60317	\$37.00
0060658	12/8/2016	Hall Telecommunications Suppl	November 2016 Textnet 01-112-072-60140	\$172.99
0060660	12/8/2016	Hub Creative Group	Kingsvilletourism.ca 01-112-220-60351	\$61.06
0060661	12/8/2016	Sean Humenny	Police Check/Driver's Abstract 01-112-099-60317	\$37.00
0060662	12/8/2016	Dave Hunt	2016 Zoomer Show 01-112-220-60351	\$181.74
0060670	12/8/2016	LexisNexis Canada Inc.	2017 Ontario Municipal Act 01-112-006-12085	\$206.89
0060672	12/8/2016	Angela Lonsbery	Mileage 01-112-099-60400	\$109.90
0060674	12/8/2016	Shaun Martinho	Police Check/Driver's Abstract 01-112-099-60317	\$37.00
0060677	12/8/2016	Minister of Finance (MTO)	2017 Town Vehicle Licensing 01-112-006-12085	\$17,240.50
0060679	12/8/2016	Monarch Office Supply	Office supplies 01-112-099-60301	\$472.86
0060679	12/8/2016	Monarch Office Supply	Office supplies 01-112-099-60317	\$2.47
0060679	12/8/2016	Monarch Office Supply	Office supplies 01-112-099-60317	\$14.85
0060681	12/8/2016	Moore Canada Corporation	Tax Bills - Green 01-112-099-60301	\$184.45
0060681	12/8/2016	Moore Canada Corporation	Tax Bills Red 01-112-099-60301	\$30.74
0060682	12/8/2016	Municipal Finance Off. Assoc.	MFOA Membership 2017 01-112-006-12085	\$320.54
0060684	12/8/2016	New Designs Flowers & Gifts	Getwell Flowers - Plancke 01-112-099-60317	\$63.55
0060687	12/8/2016	HYDRO ONE	2021 Division Admin #J027150 01-112-099-60314	\$3,076.79
0060695	12/8/2016	Quimby Financial Group Ltd	Volunteer Firefighter Insuranc 01-112-006-12085	\$15,508.80
0060706	12/8/2016	Setterington Cemetery Services	Heritage House Plaques 01-112-420-60971	\$2,136.96
0060713	12/8/2016	Southpoint Sun	Season & GIS Job Ads 01-112-099-60306	\$156.94
0060715	12/8/2016	Telus Mobility	Blackberries 01-112-099-60327	\$1,486.71
0060719	12/8/2016	Tri-County Copiers Plus	Front Desk Copies 01-112-099-60301	\$100.05
0060723	12/8/2016	Peggy Van Mierlo-West	ROMA Conference 2017 - PVMW 01-112-006-12085	\$142.46
0060723	12/8/2016	Peggy Van Mierlo-West	Mileage 01-112-099-60400	\$337.49
0060762	12/21/2016	ATM Pharmacies Ltd	Rent - January 2017 01-112-006-12085	\$1,664.08
0060763	12/21/2016	Roberta Baines	Vault Cleaning Supplies 01-112-099-60317	\$24.09
0060765	12/21/2016	Bell Canada	781A Toll Free 844-554-5464 01-112-220-60351	\$12.17

Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060765	12/21/2016	Bell Canada	2021 Division Rd N 01-112-099-60327	\$559.68
0060765	12/21/2016	Bell Canada	2021 Division Rd N 01-112-099-60327	\$613.48
0060768	12/21/2016	Linda Brohman	Municipal Connect 2.0 01-112-098-60254	\$8.22
0060768	12/21/2016	Linda Brohman	AMCTO Map Unit 1 - 2nd Half 01-112-098-60254	\$175.53
0060770	12/21/2016	Canada Post Corporation	Water Bills/Tax Notices 01-112-099-60303	\$649.63
0060771	12/21/2016	Carswell	Online Charges 01-112-099-60320	\$109.22
0060773	12/21/2016	Carmen's Catering Service Inc.	Town Christmas Party - Dinner 01-112-099-60317	\$3,821.09
0060778	12/21/2016	Compugen Finance Inc.	Treasury Copier Rental 01-112-099-60311	\$768.94
0060784	12/21/2016	Culligan Water	Cooler Rental 01-112-099-60311	\$28.44
0060787	12/21/2016	Dell Canada Inc	MS - New Hire Computer 01-112-006-12085	\$853.66
0060788	12/21/2016	D.H.Kingsville Investments Inc	Medical Centre Rent 01-112-006-12085	\$3,013.68
0060789	12/21/2016	Economic Developers Associati	Membership Renewal 01-112-006-12085	\$381.09
0060790	12/21/2016	E.L.K. Energy Inc	Rent - Pearl St 01-112-006-12085	\$450.02
0060800	12/21/2016	Fisher's Regalia & Uniform Ac	Training Officer Uniform 01-112-006-12085	\$14.25
0060802	12/21/2016	Anne Gerhardt	Town Christmas Party - Dessert 01-112-099-60317	\$285.00
0060803	12/21/2016	G&K Services Canada Inc	Mats - Town Hall 01-112-099-60315	\$79.41
0060804	12/21/2016	Global Leasing	Folder/Inserter 01-112-006-12085	\$887.84
0060807	12/21/2016	Great Lakes Safety Products	First Aid Supplies 01-112-099-60301	\$75.57
0060812	12/21/2016	Tony Iacobelli	DVD Player/ HD Repacement 01-112-006-12085	\$51.59
0060813	12/21/2016	John and Michelle Ivanisko	Rent - January 2017 01-112-006-12085	\$450.27
0060826	12/21/2016	Knights of Columbus #8233	Town Christmas Party - Bar 01-112-099-60317	\$1,258.00
0060839	12/21/2016	McTague Law Firm	Labour Matters 01-112-099-60319	\$156.71
0060840	12/21/2016	Mentley Media & Design	Video Production Deposit 01-112-006-12085	\$800.00
0060841	12/21/2016	Merchant Paper Company	Town Hall-Janitorial Supplies 01-112-099-60315	\$254.63
0060842	* 12/21/2016	Miller Thomson LLP	Refund Overpymt for Tax Cert 01-112-066-41210	\$75.00
0060848	12/21/2016	Moore Canada Corporation	Green Tax Bills 01-112-099-60301	\$184.45
0060848	12/21/2016	Moore Canada Corporation	Water Bills 01-112-006-12085	\$491.87
0060858	12/21/2016	Pearsall Marshall Halliwell & Se	By-Law Registration 118-2016 01-112-099-60319	\$328.48
0060858	12/21/2016	Pearsall Marshall Halliwell & Se	By-Law Registration 86-2016 01-112-099-60319	\$396.46

**Town of Kingsville
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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060858	12/21/2016	Pearsall Marshall Halliwell & Se.	By-Law Registration 98-2016 01-112-099-60319	\$328.48
0060858	12/21/2016	Pearsall Marshall Halliwell & Se.	By-Law Registration 75-2016 01-112-099-60319	\$328.48
0060858	12/21/2016	Pearsall Marshall Halliwell & Se.	By-Law Registration- Discharge 01-112-099-60319	\$328.48
0060868	12/21/2016	Purolator Courier Service	Courier Fees 01-112-220-60351	\$50.18
0060868	12/21/2016	Purolator Courier Service	Courier Fees 01-112-099-60305	\$12.49
0060874	12/21/2016	R. Moir Cleaning Service	Dec Cleaning - Town Hall 01-112-099-60341	\$1,831.68
0060875	12/21/2016	Royal Benefits Inc	Claims - November 01-112-072-60222	\$84.26
0060877	12/21/2016	Vicky Sawatzky	MTAP Unit 2 - Exam Fee/Parking 01-112-098-60254	\$55.00
0060877	12/21/2016	Vicky Sawatzky	Mileage - Municipal Connect 01-112-098-60254	\$8.22
0060878	12/21/2016	Sims Publications Incorporated	Notice of Intention-107 Elm St 01-112-420-60971	\$261.01
0060888	12/21/2016	Union Gas Limited	2021 Division Rd N - Town Hall 01-112-099-60314	\$344.35
0060896	12/21/2016	Willis Law	F01 16-016 01-112-099-60319	\$643.63
0060902	12/21/2016	Workplace Safety & Insurance I	NEER Surcharge 01-112-072-60214	\$26,590.33
Total For Department			112	\$102,055.50
114	-			
0060611	12/8/2016	Attache Group Inc.	Maintenance - Web Filter 01-114-099-60309	\$1,348.32
0060624	12/8/2016	CDW Canada	Replacement Batteries 01-114-099-60309	\$392.69
0060636	12/8/2016	Dell Canada Inc	Hardware Replacement 01-114-099-60309	\$409.32
0060636	12/8/2016	Dell Canada Inc	Hardware Replacement 01-114-099-60309	\$818.64
0060664	12/8/2016	Tony Iacobelli	Mileage 01-114-099-60400	\$22.85
0060787	12/21/2016	Dell Canada Inc	Hardware Replacement - Monitor 01-114-099-60309	\$382.86
0060787	12/21/2016	Dell Canada Inc	Monitor Replacement 01-114-099-60309	\$409.32
0060787	12/21/2016	Dell Canada Inc	Battery 01-114-099-60302	\$152.63
0060812	12/21/2016	Tony Iacobelli	DVD Player/ HD Repacement 01-114-099-60309	\$143.93
Total For Department			114	\$4,080.56

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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060729	12/8/2016	Larry Wood	Animal Control 01-120-280-60124	\$385.00
0060898	12/21/2016	Windsor Essex County Humane	Stray Cats - November 01-120-280-60377	\$360.00
Total For Department 120				\$745.00
<u>121</u>	-			
0060607	12/8/2016	A.J. Stone Company Ltd.	Fire - Equipment Repair 01-121-099-60316	\$3,072.13
0060608	12/8/2016	Allstream Business Inc	Fire Emerg Calls 01-121-099-60327	\$41.75
0060609	12/8/2016	Al's Auto Repair	Unit 214 - Oil Change 01-121-099-60316	\$43.20
0060626	12/8/2016	CESTA	Rope Rescue Equipment 01-121-099-60756	\$374.32
0060631	12/8/2016	Compugen Inc.	Fire Copies 01-121-099-60301	\$77.81
0060635	12/8/2016	Jeff Dean	Chainsaw Operator Course 01-121-098-60254	\$9.65
0060635	12/8/2016	Jeff Dean	OAFM Miderterm - Niagara Falls 01-121-099-60340	\$422.30
0060635	12/8/2016	Jeff Dean	Tower Rescue Course-Ingersoll 01-121-099-60340	\$36.94
0060635	12/8/2016	Jeff Dean	Tower Rescue Course-Ingersoll 01-121-098-60254	\$57.61
0060637	12/8/2016	Dependable Emergency Vehicle	Portable Scene Light 01-121-099-60358	\$884.29
0060645	12/8/2016	E.L.K. Energy Inc	120 Fox St 01-121-099-60314	\$256.87
0060650	12/8/2016	Fireservice Management Ltd.	Equipment Repair 01-121-099-60316	\$118.33
0060651	12/8/2016	Fire Marshal's Public Fire Safety	Smoke Alarms 01-121-100-60710	\$199.90
0060654	12/8/2016	G&K Services Canada Inc	Fire - Mats 01-121-099-60315	\$36.63
0060656	12/8/2016	Gosfield North Communications	Cottam Fire Hall 01-121-099-60327	\$183.26
0060667	12/8/2016	Kingsville Home Hardware	Facility Mtce 01-121-099-60315	\$42.10
0060667	12/8/2016	Kingsville Home Hardware	Facility Mtce 01-121-099-60315	\$8.91
0060667	12/8/2016	Kingsville Home Hardware	Fire - Facility Mtce 01-121-099-60315	\$13.90
0060667	12/8/2016	Kingsville Home Hardware	Fire - Facility Mtce 01-121-099-60315	\$24.88
0060667	12/8/2016	Kingsville Home Hardware	Fire - Facility Mtce 01-121-099-60315	\$32.53
0060667	12/8/2016	Kingsville Home Hardware	Fire - Facility Mtce 01-121-099-60315	\$56.97
0060667	12/8/2016	Kingsville Home Hardware	Fire - Equipment Repair 01-121-099-60316	\$13.40
0060667	12/8/2016	Kingsville Home Hardware	Fire - Facility Mtce 01-121-099-60315	\$40.86

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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060667	12/8/2016	Kingsville Home Hardware	Fire - Cleaning supplies 01-121-099-60315	\$28.58
0060667	12/8/2016	Kingsville Home Hardware	Fire - Facility Mtce 01-121-099-60315	\$32.54
0060667	12/8/2016	Kingsville Home Hardware	Fire - Equipment Repair 01-121-099-60316	\$68.13
0060678	12/8/2016	Mister Mat	Fire - Mats 01-121-099-60315	\$43.30
0060679	12/8/2016	Monarch Office Supply	Office supplies 01-121-099-60301	\$162.46
0060680	12/8/2016	Scott Moore	Blue Card Continuing Education 01-121-098-60254	\$127.62
0060680	12/8/2016	Scott Moore	AMCTO Municipa Law - Unit #1 01-121-098-60254	\$351.07
0060690	12/8/2016	Phasor Industrial	Fire - Facility Mtce 01-121-099-60315	\$251.65
0060693	12/8/2016	Purolator Courier Service	Courier Expense 01-121-099-60305	\$5.24
0060701	12/8/2016	Safedesign Apparel Ltd.	Fire - Uniforms 01-121-072-60216	\$208.35
0060705	12/8/2016	Sentry Fire & Safety Services	Fire - Equipment Repair 01-121-099-60316	\$346.31
0060707	12/8/2016	Dorothy Shepley	Janitorial Services 01-121-099-60341	\$333.33
0060709	12/8/2016	Signs by Nommel	Deputy Chief's Vehicle 01-121-360-71615	\$992.16
0060712	12/8/2016	Southwest Diesel Service Inc	Unit 213 - Repair 01-121-099-60316	\$258.88
0060716	12/8/2016	Thames Communications Ltd.	Equipment Repair 01-121-099-60316	\$183.17
0060716	12/8/2016	Thames Communications Ltd.	Equipment Repair 01-121-099-60316	\$400.65
0060716	12/8/2016	Thames Communications Ltd.	Fire - Small Capital 01-121-099-60358	\$1,247.00
0060716	12/8/2016	Thames Communications Ltd.	Fire - Equipment Repair 01-121-099-60316	\$437.16
0060716	12/8/2016	Thames Communications Ltd.	Equipment Repair 01-121-099-60316	\$94.42
0060716	12/8/2016	Thames Communications Ltd.	Equipment Repair 01-121-099-60316	\$114.99
0060718	12/8/2016	Town of LaSalle	Chainsaw Training - Dean/Moore 01-121-098-60254	\$213.70
0060731	12/8/2016	Zone Technologies	Deputy Chief's Vehicle 01-121-360-71615	\$153.07
0060731	12/8/2016	Zone Technologies	Deputy Chief's Vehicle 01-121-360-71615	\$647.95
0060731	12/8/2016	Zone Technologies	Deputy Chief's Vehicle 01-121-360-71615	\$7.14
0060731	12/8/2016	Zone Technologies	Deputy Chief's Vehicle 01-121-360-71615	\$715.05
0060777	12/21/2016	Cogeco Connexion Inc.	Colocation Tower Lease 15/16 01-121-099-60311	\$1,068.48
0060786	12/21/2016	DeLage Landen	Fire - Copier Lease 01-121-099-60311	\$71.25
0060799	12/21/2016	Fireservice Management Ltd.	Equipment Repair 01-121-099-60316	\$75.16
0060805	12/21/2016	Global Traffic Technologies Corp	Lease Payment 01-121-360-71616	\$8,104.77

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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060838	12/21/2016	MAXILL INC	Rescue Supplies 01-121-100-60705	\$96.98
0060844	12/21/2016	Mister Mat	Mats - South Station 01-121-099-60315	\$43.30
0060845	12/21/2016	M&L Supply	Equipment Repair 01-121-099-60316	\$383.25
0060847	12/21/2016	Scott Moore	Countertop for Fire Hall 01-121-099-60315	\$90.52
0060855	12/21/2016	HYDRO ONE	1720 Division Rd N 01-121-099-60314	\$1,003.81
0060868	12/21/2016	Purolator Courier Service	Courier Fees 01-121-099-60305	\$3.99
0060868	12/21/2016	Purolator Courier Service	Courier Fees 01-121-099-60305	\$4.42
0060875	12/21/2016	Royal Benefits Inc	Claims - November 01-121-072-60222	\$457.43
0060887	12/21/2016	Truax Lumber	Fire - Facility Mtce 01-121-099-60315	\$56.21
0060888	12/21/2016	Union Gas Limited	120 Fox St 01-121-099-60314	\$257.18
0060888	12/21/2016	Union Gas Limited	1720 Division Rd N 01-121-099-60314	\$409.65
0060891	12/21/2016	Vichem Manufacturing	Fire - Facility Mtce 01-121-099-60315	\$152.93
0060899	12/21/2016	Windsor Factory Supply	Fire - Equipment Repair 01-121-099-60316	\$429.83
Total For Department			121	\$26,181.62
122	-			
0060605	12/8/2016	ABSOLUTE CANADIAN	Water 01-122-099-60317	\$34.75
0060645	12/8/2016	E.L.K. Energy Inc	41 Division St S 01-122-099-60314	\$851.86
0060654	12/8/2016	G&K Services Canada Inc	OPP - Mats 01-122-099-60315	\$79.49
0060656	12/8/2016	Gosfield North Communications	OPP - Talbot St Cottam 01-122-099-60327	\$127.60
0060676	12/8/2016	Minister of Finance (OPP)	Ride Nov 19 01-122-072-60122	\$651.30
0060717	12/8/2016	Town of Kingsville	41 Division St 01-122-099-60314	\$225.40
0060841	12/21/2016	Merchant Paper Company	Fire - Janitorial Supplies 01-122-099-60315	\$218.15
0060843	12/21/2016	Minister of Finance (OPP)	Ride Dec 4 01-122-072-60122	\$1,302.60
0060871	12/21/2016	Reliance Home Comfort	41 Division St S 01-122-099-60314	\$37.61
0060873	12/21/2016	Ricoh Canada	OPP Photocopier 01-122-099-60311	\$226.03
0060873	12/21/2016	Ricoh Canada	OPP Photocopier 01-122-099-60301	\$70.73
0060874	12/21/2016	R. Moir Cleaning Service	Dec Cleaning - K'vill OPP 01-122-099-60341	\$915.84

**Town of Kingsville
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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060874	12/21/2016	R. Moir Cleaning Service	Dec Cleaning - Cottam OPP 01-122-099-60341	\$203.52
0060888	12/21/2016	Union Gas Limited	41 Division St S 01-122-099-60314	\$240.45
Total For Department 122				\$5,185.33
<u>124</u>	-			
0060639	12/8/2016	Diamond Software Inc.	Training for Permitting 01-124-098-60254	\$96.67
0060679	12/8/2016	Monarch Office Supply	Office supplies 01-124-099-60301	\$76.20
0060685	12/8/2016	Novack's Uniform Solutions	Bldg - Uniforms 01-124-072-60216	\$992.86
0060689	12/8/2016	Albert J Peach	Contracted Services 01-124-072-60120	\$1,500.00
0060691	12/8/2016	Preview Inspections and Consul	Building Inspections 01-124-072-60120	\$2,289.60
0060875	12/21/2016	Royal Benefits Inc	Claims - November 01-124-072-60222	\$457.43
0060875	12/21/2016	Royal Benefits Inc	Claims - November 01-124-072-60223	\$1,068.28
Total For Department 124				\$6,481.04
<u>130</u>	-			
0060625	12/8/2016	Cedar Signs	New Traffic Calming Islands 01-130-360-71545	\$302.08
0060627	12/8/2016	Chapman Signs	Plaques 01-130-099-60424	\$1,599.12
0060632	12/8/2016	County Wide Tree Service	Tree Trim - 277 Lakeview 01-130-099-60426	\$997.25
0060632	12/8/2016	County Wide Tree Service	Tree Trim - 15 Winston 01-130-099-60426	\$213.70
0060632	12/8/2016	County Wide Tree Service	Tree Trim - Lakeview Ave 01-130-099-60426	\$569.86
0060632	12/8/2016	County Wide Tree Service	Tree Trim - 261 Millbrook Crt 01-130-099-60426	\$356.16
0060632	12/8/2016	County Wide Tree Service	Tree Removal - Bridge Rd 2 W 01-130-099-60426	\$2,147.13
0060634	12/8/2016	D & L Digging	Subdrainage - 115 Cty Rd 27 01-130-141-60429	\$1,757.14
0060642	12/8/2016	D.L.M. Emissions Testing	Emissions Test 01-130-099-60345	\$567.33
0060643	12/8/2016	D&T Auto	PW - Equipment Repair 01-130-099-60316	\$246.99
0060643	12/8/2016	D&T Auto	PW - Equipment Repair 01-130-099-60316	\$173.65
0060645	12/8/2016	E.L.K. Energy Inc	390 Main St E Traffic Light 01-130-110-60402	\$88.42
0060645	12/8/2016	E.L.K. Energy Inc	82 Vigle Traffic Lights 01-130-110-60402	\$63.12

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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060645	12/8/2016	E.L.K. Energy Inc	Jasperson Traffic Lights 01-130-110-60402	\$250.13
0060645	12/8/2016	E.L.K. Energy Inc	Streetlights - Kingsville 01-130-114-60412	\$5,955.03
0060645	12/8/2016	E.L.K. Energy Inc	Division Traffic Lights 01-130-110-60402	\$193.59
0060645	12/8/2016	E.L.K. Energy Inc	Spruce Traffic Lights 01-130-110-60402	\$250.13
0060645	12/8/2016	E.L.K. Energy Inc	Santos & Main Traffic Lights 01-130-110-60402	\$33.54
0060645	12/8/2016	E.L.K. Energy Inc	Streetlights - Cottam 01-130-114-60412	\$1,249.17
0060647	12/8/2016	Essex Region Conservation Aut	Permit Application Bridge #028 01-130-360-71339	\$800.00
0060648	12/8/2016	Evergreen Lawn Maintenance	Various Locations 01-130-118-60416	\$1,144.80
0060649	12/8/2016	FACCA Incorporated	Camerson Sdrd Guide Rail 01-130-132-60428	\$10,110.00
0060653	12/8/2016	Fluid Basics Inc	Equipment Repair 01-130-099-60316	\$598.14
0060668	12/8/2016	Leamington Int. Trucks	Equipment Repair 01-130-099-60316	\$89.99
0060673	12/8/2016	Rob Mackie	Winter Maintenance School 01-130-098-60254	\$37.19
0060687	12/8/2016	HYDRO ONE	Streetlights 01-130-114-60412	\$718.42
0060687	12/8/2016	HYDRO ONE	Streetlights 01-130-114-60412	\$6.53
0060687	12/8/2016	HYDRO ONE	Streetlights 01-130-114-60412	\$6.53
0060687	12/8/2016	HYDRO ONE	Streetlights 01-130-114-60412	\$23.11
0060702	12/8/2016	Sam's Service Facility	05-06 Repairs 01-130-099-60316	\$508.80
0060704	12/8/2016	Security One Alarm Systems	Security 12/01/16-2/28/16 01-130-099-60327	\$42.71
0060708	12/8/2016	Shilson Excavation & Trucking I	Pond Cleanout 01-130-360-71621	\$10,969.72
0060722	12/8/2016	United Rotary Brush Corporation	Street Sweeper 01-130-110-60422	\$448.66
0060724	12/8/2016	Waddick Fuels	Clear ULS 01-130-099-60340	\$1,325.11
0060724	12/8/2016	Waddick Fuels	UNLD Gas 01-130-099-60340	\$873.52
0060724	12/8/2016	Waddick Fuels	Dyed ULS 01-130-099-60340	\$304.85
0060761	12/21/2016	Amaco Equipment	12-01 Repairs 01-130-099-60316	\$296.11
0060769	12/21/2016	BSM Technologies Ltd (formerly	GPS Monitoring 01-130-122-60420	\$1,015.06
0060774	12/21/2016	Chapman Signs	Plaque 01-130-099-60424	\$266.52
0060780	12/21/2016	Corp. of the County of Essex	Project #834 - CR 50 01-130-360-71618	\$221,136.46
0060780	12/21/2016	Corp. of the County of Essex	Project #826 - CR 20 01-130-360-71542	\$634,079.69
0060780	12/21/2016	Corp. of the County of Essex	Centreline Painting 01-130-110-60401	\$16,955.51

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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060782	12/21/2016	County Wide Tree Service	Tree Planting various location 01-130-099-60425	\$8,242.55
0060782	12/21/2016	County Wide Tree Service	Tree Removal - 66 Lansdowne 01-130-099-60426	\$76.32
0060782	12/21/2016	County Wide Tree Service	Tree Removal - Prince Albert 01-130-099-60426	\$76.32
0060782	12/21/2016	County Wide Tree Service	Tree Removal - 57 Mill St E 01-130-099-60426	\$50.88
0060782	12/21/2016	County Wide Tree Service	Tree Removal - 25 Elm St 01-130-099-60426	\$240.15
0060782	12/21/2016	County Wide Tree Service	Tree Removal - Stanley/Queen 01-130-099-60426	\$50.88
0060782	12/21/2016	County Wide Tree Service	Tree Removal - 63 Elm St 01-130-099-60426	\$610.56
0060782	12/21/2016	County Wide Tree Service	Tree Removal-Division/Prospect 01-130-099-60426	\$376.51
0060785	12/21/2016	D & L Digging	HydroTrench @ 40-54 Palmer 01-130-114-60413	\$2,881.84
0060785	12/21/2016	D & L Digging	HydroTrench @ 220/224Applewood 01-130-114-60413	\$3,007.01
0060785	12/21/2016	D & L Digging	Snow Removal & Salting 01-130-122-60420	\$2,822.06
0060785	12/21/2016	D & L Digging	Snow Removal 01-130-122-60420	\$2,966.30
0060793	12/21/2016	E.R.(Bill) Vollans Ltd.	GMC 5500 Repairs 01-130-099-60316	\$105.09
0060793	12/21/2016	E.R.(Bill) Vollans Ltd.	Zetor Repairs 01-130-099-60316	\$347.06
0060793	12/21/2016	E.R.(Bill) Vollans Ltd.	Kioti CK20S - snow removal 01-130-122-60421	\$456.84
0060793	12/21/2016	E.R.(Bill) Vollans Ltd.	Kioti CK20S - prep for winter 01-130-122-60421	\$508.42
0060793	12/21/2016	E.R.(Bill) Vollans Ltd.	PW - Equipment Repair 01-130-099-60316	\$36.51
0060798	12/21/2016	FACCA Incorporated	Bridge 010 - Road 2W 01-130-360-71338	\$33,280.32
0060806	12/21/2016	Golder Associates	Bridge 010 - Road 2W 01-130-360-71338	\$1,715.88
0060806	12/21/2016	Golder Associates	Main St W / Road 2 W 01-130-360-71546	\$4,986.24
0060806	12/21/2016	Golder Associates	Main St W / Road 2 W 01-130-360-71339	\$4,630.08
0060806	12/21/2016	Golder Associates	Lakeview Ave-Materials Testing 01-130-360-71545	\$1,629.79
0060814	12/21/2016	Jeff Shepley Excavating Ltd.	Pineway Park 01-130-360-71624	\$25,439.98
0060814	12/21/2016	Jeff Shepley Excavating Ltd.	Walking Path 01-130-360-71625	\$11,575.43
0060814	12/21/2016	Jeff Shepley Excavating Ltd.	Grandview Ave 01-130-110-60418	\$1,065.53
0060816	12/21/2016	K+S Windsor Salt Ltd.	Salt 01-130-122-60420	\$15,995.63
0060818	12/21/2016	Kel Com (Leamington)	Holster - K Girard 01-130-099-60327	\$25.44
0060819	12/21/2016	Kelcom (Eugenie)	Blackberry - S Martinho 01-130-099-60327	\$421.28
0060822	12/21/2016	Kingsville Home Hardware	8#PW - Salters 01-130-099-60316	\$47.77

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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060822	12/21/2016	Kingsville Home Hardware	PW - Salters 01-130-099-60316	\$40.70
0060822	12/21/2016	Kingsville Home Hardware	PW - Sealant 01-130-099-60427	\$5.38
0060822	12/21/2016	Kingsville Home Hardware	05-03 Plow 01-130-099-60316	\$6.50
0060825	12/21/2016	Kingsville Non Profit Port Manag	Harbour Streetlight 50% 01-130-114-60412	\$1,277.78
0060828	12/21/2016	LSI Supply Inc. (Formerly Lange	PW - Equipment Repair 01-130-099-60316	\$254.15
0060832	12/21/2016	Leamington Int. Trucks	Equipment Repair 01-130-099-60316	\$115.92
0060832	12/21/2016	Leamington Int. Trucks	14-05 - Repair 01-130-099-60316	\$115.61
0060832	12/21/2016	Leamington Int. Trucks	12-03 Repairs 01-130-099-60316	\$2,075.26
0060832	12/21/2016	Leamington Int. Trucks	Equipment Repair 01-130-099-60316	\$94.84
0060850	12/21/2016	Myer's Truck & Trailer Repairs L	06 Sterling 01-130-099-60316	\$5,051.39
0060852	12/21/2016	N.J. Peralta Engineering Ltd.	Main St W - Reconstruction 01-130-360-71546	\$15,263.99
0060855	12/21/2016	HYDRO ONE	PW Garage 01-130-099-60314	\$954.85
0060859	12/21/2016	Peanut Centre & Nursery	Tree Planting 01-130-099-60425	\$2,783.13
0060863	12/21/2016	Phasor Industrial	01-130-114-60413	\$1,453.13
0060868	12/21/2016	Purolator Courier Service	Courier Fees 01-130-099-60305	\$12.42
0060868	12/21/2016	Purolator Courier Service	Courier Fees 01-130-099-60305	\$12.49
0060869	12/21/2016	Queens Auto Supply	PW - Equipment Repair 01-130-099-60316	\$17.22
0060869	12/21/2016	Queens Auto Supply	PW - Equipment Repair 01-130-099-60316	\$156.33
0060869	12/21/2016	Queens Auto Supply	PW - Equipment Repair 01-130-099-60316	\$96.10
0060869	12/21/2016	Queens Auto Supply	PW - Equipment Repair 01-130-099-60316	\$65.98
0060869	12/21/2016	Queens Auto Supply	PW - Equipment Repair 01-130-099-60316	\$24.44
0060869	12/21/2016	Queens Auto Supply	PW - Equipment Repair 01-130-099-60340	\$36.53
0060869	12/21/2016	Queens Auto Supply	PW - Oil Stabilizer 01-130-122-60421	\$14.72
0060869	12/21/2016	Queens Auto Supply	PW - Equipment Repair 01-130-099-60316	\$50.78
0060869	12/21/2016	Queens Auto Supply	PW - Equipment Repair 01-130-099-60316	\$8.09
0060869	12/21/2016	Queens Auto Supply	PW - Equipment Repair 01-130-099-60316	\$8.60
0060869	12/21/2016	Queens Auto Supply	PW - Street Sweeper 01-130-110-60422	\$18.20
0060870	12/21/2016	RC Spencer Associates Inc.	Esseltine Drain - Eng Report 01-130-360-71547	\$457.92
0060875	12/21/2016	Royal Benefits Inc	85 Claims - November 01-130-072-60222	\$457.43

Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060876	12/21/2016	Sam's Service Facility	11-01 Oil Change 01-130-099-60340	\$55.96
0060880	12/21/2016	Southwestern Sales Corp. Ltd.	Pineway Park Shouldering 01-130-138-60432	\$368.49
0060888	12/21/2016	Union Gas Limited	2021 Division - Garage 01-130-099-60314	\$121.18
0060888	12/21/2016	Union Gas Limited	2021 Division Rd N - PW Garage 01-130-099-60314	\$202.91
0060890	12/21/2016	Verhaegen Stubberfield	Main St W Reconstruction 01-130-360-71546	\$871.74
0060893	12/21/2016	Waddick Fuels	UNLD Gas 01-130-099-60340	\$636.04
0060893	12/21/2016	Waddick Fuels	Clear ULS 01-130-099-60340	\$3,662.94
0060893	12/21/2016	Waddick Fuels	Dyed ULS 01-130-099-60340	\$156.22
0060893	12/21/2016	Waddick Fuels	Clear ULS 01-130-099-60340	\$1,722.18
0060893	12/21/2016	Waddick Fuels	UNLD Gas 01-130-099-60340	\$731.52
0060893	12/21/2016	Waddick Fuels	UNLD Gas 01-130-099-60340	\$552.31

Total For Department 130 \$1,082,451.01

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0060727	12/8/2016	Windsor Disposal Services Ltd.	Waste Collection - Crystal Apt 01-131-400-60380	\$205.48
0060727	12/8/2016	Windsor Disposal Services Ltd.	Waste Collection - Cottam Mini 01-131-400-60380	\$205.48
0060727	12/8/2016	Windsor Disposal Services Ltd.	Waste Collection 01-131-400-60380	\$40,961.62
0060796	12/21/2016	Essex-Windsor Solid Waste	November Fixed Costs 01-131-400-60370	\$34,646.00
0060796	12/21/2016	Essex-Windsor Solid Waste	Yardwaste - November 01-131-400-60370	\$9,387.69
0060796	12/21/2016	Essex-Windsor Solid Waste	Waste Disposal - November 01-131-400-60370	\$17,460.97
0060900	12/21/2016	Windsor Disposal Services Ltd.	Yardwaste - November 01-131-400-60382	\$16,917.53
0060900	12/21/2016	Windsor Disposal Services Ltd.	Waste Collection - Arena 01-131-400-60380	\$81.41

Total For Department 131 \$119,866.18

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0060645	12/8/2016	E.L.K. Energy Inc	Greenhill Cemetery 01-151-099-60314	\$24.91
0060717	12/8/2016	Town of Kingsville	Greenhill Cemetery 01-151-099-60314	\$82.95
0060775	12/21/2016	CnR Landscape	Grass Cutting - Cemetery 01-151-072-60120	\$16,143.00

**Town of Kingsville
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060831	12/21/2016	Leamington Equipment Rentals	Excavator 01-151-072-60121	\$1,967.60
0060888	12/21/2016	Union Gas Limited	Mill St Cemetery 01-151-099-60314	\$61.98
Total For Department 151				\$18,280.44
<u>170</u>	-			
0060606	12/8/2016	AGO Industries Inc.	Arena - clothing 01-170-072-60216	\$660.00
0060608	12/8/2016	Allstream Business Inc	Carnegie/Arena Elevator 01-170-099-60327	\$41.00
0060608	12/8/2016	Allstream Business Inc	Arena Fax/Debit 733-2866 01-170-099-60327	\$82.05
0060638	12/8/2016	D.H. Jutzi Limited	Equipment Rental 01-170-099-60318	\$75.00
0060638	12/8/2016	D.H. Jutzi Limited	Equipment Rental 01-170-099-60318	\$75.00
0060654	12/8/2016	G&K Services Canada Inc	Arena - Mats 01-170-099-60315	\$34.80
0060657	12/8/2016	Dan Gyurkovics	Arena - Window Painting 01-170-099-60315	\$130.00
0060679	12/8/2016	Monarch Office Supply	Office supplies 01-170-099-60301	\$29.58
0060683	12/8/2016	Nella Cutlery (Hamilton) Inc.	Ice Resurfacing 01-170-099-60316	\$25.00
0060688	12/8/2016	Otis Canada, Inc.	Service 12/01/16 to 02/28/16 01-170-099-60315	\$1,115.22
0060702	12/8/2016	Sam's Service Facility	01-03 - Safety Inspection 01-170-099-60316	\$711.94
0060730	12/8/2016	Work Authority	Arena - Safety Boots 01-170-072-60216	\$750.08
0060759 *	12/21/2016	2nd Kingsville Scouts	P2P Forms 124, 133, 134 01-170-000-15000	\$567.00
0060776	12/21/2016	Cogeco	1741 Jaspersen 01-170-099-60327	\$102.21
0060797	12/21/2016	Essex County Locksmiths	Arena - Facility Mtce 01-170-099-60315	\$71.23
0060803	12/21/2016	G&K Services Canada Inc	Mats - Arena 01-170-099-60315	\$34.80
0060822	12/21/2016	Kingsville Home Hardware	Arena - Facility Mtce 01-170-099-60315	\$5.37
0060822	12/21/2016	Kingsville Home Hardware	Arena - Shop Supplies 01-170-099-60335	\$27.44
0060822	12/21/2016	Kingsville Home Hardware	Arena - Facility Mtce 01-170-099-60315	\$8.88
0060822	12/21/2016	Kingsville Home Hardware	Arena - Shop Supplies 01-170-099-60335	\$20.00
0060822	12/21/2016	Kingsville Home Hardware	Arena - Facility Mtce 01-170-099-60315	\$19.18
0060822	12/21/2016	Kingsville Home Hardware	Arena - Facility Mtce 01-170-099-60315	\$39.16
0060824 *	12/21/2016	Kingsville Minor Hockey Asso.	P2P Forms 129, 110, 122 01-170-000-15000	\$1,323.00

**Town of Kingsville
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060829	12/21/2016	Laser Art Inc.	Embroidered Logos 01-170-072-60216	\$13.70
0060833	12/21/2016	Limelight & Electric	Arena - Facility Mtce 01-170-099-60315	\$117.68
0060834	12/21/2016	Linde Canada Limited 15687	Arena - Facility Mtce 01-170-099-60316	\$128.80
0060834	12/21/2016	Linde Canada Limited 15687	Propane 01-170-099-60316	\$128.80
0060834	12/21/2016	Linde Canada Limited 15687	Propane 01-170-099-60316	\$103.40
0060841	12/21/2016	Merchant Paper Company	Arena - Janitorial Supplies 01-170-099-60335	\$403.71
0060849	12/21/2016	Municipality of Leamington (LKF	Ice Rental - November 2016 01-170-150-60606	\$1,222.50
0060851	12/21/2016	Nella Cutlery (Hamilton) Inc.	Ice Resurfacing 01-170-099-60316	\$25.00
0060857	12/21/2016	Orkin Canada Corporation	Pest Control 01-170-099-60315	\$107.36
0060863	12/21/2016	Phasor Industrial	Arena - Facility Mtce 01-170-099-60315	\$243.60
0060863	12/21/2016	Phasor Industrial	Arena - Facility Mtce 01-170-099-60315	\$646.75
0060872	12/21/2016	Resurfice Corp	Arena - Equipment Repair 01-170-099-60316	\$354.07
0060879	12/21/2016	Skate Kingsville	P2P Forms 131, 132, 130 01-170-000-15000	\$1,026.00
0060886	12/21/2016	Tri-County Copiers Plus	Arena - Photocopies 01-170-099-60301	\$58.67
0060887	12/21/2016	Truax Lumber	Arena - Facility Mtce 01-170-099-60315	\$27.99
0060887	12/21/2016	Truax Lumber	Arena - Facility Mtce 01-170-099-60315	\$10.99
0060887	12/21/2016	Truax Lumber	Arena - Uniforms 01-170-072-60216	\$195.00
0060888	12/21/2016	Union Gas Limited	1741 Jasperson Lane 01-170-099-60314	\$1,989.74
0060891	12/21/2016	Vichem Manufacturing	Arena - Shop Supplies 01-170-099-60335	\$184.41
0060892	12/21/2016	Vollmer	Arena - Dehumidifier 01-170-360-71629	\$24,922.71
0060894	12/21/2016	Warkentin Plumbing	Arena - Facility Mtce 01-170-099-60315	\$1,892.60

Total For Department 170 \$39,751.42

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0060608	12/8/2016	Allstream Business Inc	Lions Hall 733-2573 01-171-159-60327	\$41.00
0060608	12/8/2016	Allstream Business Inc	Carnegie/Arena Elevator 01-171-171-60327	\$47.98
0060608	12/8/2016	Allstream Business Inc	Park Pavilion 733-8952 01-171-155-60327	\$44.30
0060613	12/8/2016	GORDON BANNERMAN LTD	Ridgeview Park - Grounds Mtce 01-171-176-60337	\$786.80

**Town of Kingsville
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060619	12/8/2016	Brevon Concrete Cutting & Cori	Curb cutting 01-171-360-71632	\$356.16
0060630	12/8/2016	Cogeco	37 Beech St 01-171-172-60327	\$55.92
0060633	12/8/2016	Creative Homescapes	Mettawas - Phase 1 01-171-360-71154	\$76,896.26
0060645	12/8/2016	E.L.K. Energy Inc	94 Division St 01-171-178-60480	\$22.07
0060645	12/8/2016	E.L.K. Energy Inc	Queen St - NE Corner 01-171-099-60314	\$23.93
0060645	12/8/2016	E.L.K. Energy Inc	Queen St - NW Corner 01-171-099-60314	\$22.18
0060645	12/8/2016	E.L.K. Energy Inc	21 Mill St - Lions Hall 01-171-159-60314	\$22.46
0060645	12/8/2016	E.L.K. Energy Inc	28 Division St S 01-171-171-60314	\$404.39
0060645	12/8/2016	E.L.K. Energy Inc	315 Queen St - Meter Cab 01-171-099-60314	\$26.39
0060645	12/8/2016	E.L.K. Energy Inc	315 Queen St - Pavilion 01-171-155-60314	\$324.77
0060645	12/8/2016	E.L.K. Energy Inc	21 Mill St - Lions Hall 01-171-159-60314	\$384.02
0060645	12/8/2016	E.L.K. Energy Inc	103 Park St 01-171-178-60481	\$63.30
0060645	12/8/2016	E.L.K. Energy Inc	37 Beech St (42 Main) 01-171-172-60314	\$191.53
0060645	12/8/2016	E.L.K. Energy Inc	124 Fox - Ridgeview Park 01-171-176-60314	\$164.75
0060645	12/8/2016	E.L.K. Energy Inc	122 Fox St 01-171-173-60314	\$316.89
0060656	12/8/2016	Gosfield North Communications	Ridgeview Park 01-171-176-60327	\$47.32
0060671	12/8/2016	Limelight & Electric	Lions Hall - Facility Mtce 01-171-159-60315	\$46.48
0060699	12/8/2016	Reliance Home Comfort	24 Mill St - Lions Hall 01-171-159-60314	\$24.00
0060710	12/8/2016	Simpson's Fence Ltd.	Dog Park 01-171-360-71632	\$1,895.79
0060711	12/8/2016	Sims Publications Incorporated	Seasonal Job Ad 01-171-099-60306	\$104.41
0060713	12/8/2016	Southpoint Sun	Season & GIS Job Ads 01-171-099-60306	\$162.87
0060713	12/8/2016	Southpoint Sun	Season & GIS Job Ads 01-171-099-60306	\$162.87
0060717	12/8/2016	Town of Kingsville	21 Mill St - Lions Hall 01-171-159-60314	\$194.35
0060717	12/8/2016	Town of Kingsville	28 Division St S 01-171-171-60314	\$51.52
0060717	12/8/2016	Town of Kingsville	Lakeside Park Washrooms 01-171-099-60314	\$184.00
0060717	12/8/2016	Town of Kingsville	Lakeside Park Pavilion 01-171-155-60314	\$649.75
0060717	12/8/2016	Town of Kingsville	103 Park St 01-171-178-60481	\$68.08
0060717	12/8/2016	Town of Kingsville	37 Beech St 01-171-172-60314	\$407.56
0060720	12/8/2016	Troy Life & Fire Safety Ltd.	84 Mig Fest - Facility Mtce 01-171-174-60315	\$223.87

Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060720	12/8/2016	Troy Life & Fire Safety Ltd.	Lions Hall - Facility Mtce 01-171-159-60315	\$225.00
0060720	12/8/2016	Troy Life & Fire Safety Ltd.	Pavilion - Facility Mtce 01-171-155-60315	\$215.00
0060726	12/8/2016	Warkentin Plumbing	Pavilion - Facility Mtce 01-171-155-60315	\$309.94
0060758	12/21/2016	1797465 Ontario Limited	Port Rental - Lakeside Park 01-171-099-60318	\$172.99
0060758	12/21/2016	1797465 Ontario Limited	Port Rental - Lakeside Park 01-171-099-60318	\$137.38
0060772	12/21/2016	Carrier Truck Centers	Bobcat Service Truck 01-171-099-60316	\$477.91
0060774	12/21/2016	Chapman Signs	Dog Park Signs 01-171-099-60315	\$172.97
0060774	12/21/2016	Chapman Signs	Repair work on town truck 01-171-099-60316	\$96.67
0060775	12/21/2016	CnR Landscape	Grass Cutting 01-171-072-60120	\$8,054.30
0060793	12/21/2016	E.R.(Bill) Vollans Ltd.	Tree Spade repair 01-171-099-60316	\$171.07
0060809	12/21/2016	Tara Hewitt	Dog Park - Ribbon Cutting 01-171-360-71632	\$68.13
0060814	12/21/2016	Jeff Shepley Excavating Ltd.	Soccer Field Road 01-171-099-60337	\$2,544.00
0060820	12/21/2016	Kelcom Telemessaging	Emerg Elevator Line 01-171-171-60315	\$25.89
0060822	12/21/2016	Kingsville Home Hardware	P&R - Facility Mtce 01-171-099-60315	\$20.31
0060822	12/21/2016	Kingsville Home Hardware	P&R - Facility Mtce 01-171-099-60315	\$29.99
0060822	12/21/2016	Kingsville Home Hardware	P&R - Facility Mtce 01-171-099-60315	\$16.27
0060822	12/21/2016	Kingsville Home Hardware	P&R - Facility Mtce 01-171-099-60315	\$16.54
0060822	12/21/2016	Kingsville Home Hardware	P&R - Facility Mtce 01-171-099-60315	\$12.62
0060822	12/21/2016	Kingsville Home Hardware	Pavilion - Facility Mtce 01-171-155-60315	\$255.93
0060822	12/21/2016	Kingsville Home Hardware	Pavilion - Facility Mtce 01-171-155-60315	\$50.99
0060822	12/21/2016	Kingsville Home Hardware	P&R - Facility Mtce 01-171-099-60315	\$12.00
0060823	12/21/2016	Kingsville Roofing	Cottam Library - Roof Repairs 01-171-173-60315	\$440.37
0060830	12/21/2016	Lawson Products Ltd.	Shop Supplies 01-171-099-60335	\$55.91
0060831	12/21/2016	Leamington Equipment Rentals	Air Compressor3 01-171-099-60318	\$122.62
0060834	12/21/2016	Linde Canada Limited 15687	Rental Charges 01-171-099-60316	\$49.46
0060836	12/21/2016	Marcovecchio Construction	Cedar Island Washrooms 01-171-360-71434	\$34,324.40
0060837	12/21/2016	Mar-Co Clay Products Inc.	KSB - Grounds Mtce 01-171-177-60337	\$1,315.85
0060846	12/21/2016	Modular Service Group Inc	Storage Container 01-171-099-60318	\$76.32
0060855	12/21/2016	HYDRO ONE	95 ERCA Ticket Booth 01-171-099-60314	\$31.42

**Town of Kingsville
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060855	12/21/2016	HYDRO ONE	1741 Jasperson Lane 01-171-177-60314	\$235.05
0060863	12/21/2016	Phasor Industrial	Carnegie Hall Light Repair 01-171-171-60315	\$158.13
0060863	12/21/2016	Phasor Industrial	Lakeside Park - Facility Mtce 01-171-099-60315	\$755.06
0060864	12/21/2016	Plant Products	Grass Seed 01-171-099-60337	\$418.54
0060865	12/21/2016	Practica	Pick up bags 01-171-099-60315	\$362.43
0060869	12/21/2016	Queens Auto Supply	P&R - Equipment Repair 01-171-099-60316	\$31.84
0060869	12/21/2016	Queens Auto Supply	P&R - Equipment Repair 01-171-099-60316	\$96.43
0060869	12/21/2016	Queens Auto Supply	P&R - Equipment Repair 01-171-099-60316	\$64.90
0060869	12/21/2016	Queens Auto Supply	P&R - Equipment Repair 01-171-099-60316	\$17.31
0060869	12/21/2016	Queens Auto Supply	P&R - Equipment Repair 01-171-099-60316	\$7.27
0060874	12/21/2016	R. Moir Cleaning Service	Dec Cleaning - Unico 01-171-172-60315	\$400.00
0060876	12/21/2016	Sam's Service Facility	10-02 Repairs 01-171-099-60316	\$823.87
0060880	12/21/2016	Southwestern Sales Corp. Ltd.	Grounds Mtce 01-171-099-60337	\$4.05
0060887	12/21/2016	Truax Lumber	P&R - Facility Mtce 01-171-099-60315	\$97.77
0060887	12/21/2016	Truax Lumber	P&R - Facility Mtce 01-171-099-60315	\$20.10
0060887	12/21/2016	Truax Lumber	P&R - Facility Mtce 01-171-099-60315	\$13.66
0060887	12/21/2016	Truax Lumber	P&R - Facility Mtce 01-171-099-60315	\$12.13
0060887	12/21/2016	Truax Lumber	P&R - Facility Mtce 01-171-099-60315	\$13.37
0060887	12/21/2016	Truax Lumber	P&R - Facility Mtce 01-171-099-60315	\$47.23
0060887	12/21/2016	Truax Lumber	P&R - Facility Mtce 01-171-099-60315	\$357.31
0060887	12/21/2016	Truax Lumber	P&R - Facility Mtce 01-171-099-60315	\$19.31
0060888	12/21/2016	Union Gas Limited	37 Beech St 01-171-172-60314	\$136.63
0060888	12/21/2016	Union Gas Limited	124 Fox St 01-171-176-60314	\$122.38
0060888	12/21/2016	Union Gas Limited	122 Fox St 01-171-173-60314	\$344.41
0060888	12/21/2016	Union Gas Limited	21 Mill St - Lions Hall 01-171-159-60314	\$366.79
0060888	12/21/2016	Union Gas Limited	28 Division St S 01-171-171-60314	\$72.04
0060889	12/21/2016	Peggy Van Mierlo-West	Mettawas Fund Raising 01-171-360-71154	\$50.78
0060893	12/21/2016	Waddick Fuels	Arena - Dyed ULS 01-171-099-60340	\$98.38

Town of Kingsville
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Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
Total For Department			171	\$139,067.39
172	-			
0060711	12/8/2016	Sims Publications Incorporated	Sip and Shop Ad 01-172-099-60306	\$87.51
0060764	12/21/2016	Pat Bain	FOL - Children's Activities 01-172-099-60634	\$24.32
0060774	12/21/2016	Chapman Signs	Display 01-172-099-60316	\$214.71
0060783	12/21/2016	CTV Two Windsor	FOL - Advertising 01-172-099-60306	\$1,711.60
0060821	12/21/2016	K & H Distributing	FOL - Fireworks 01-172-158-60621	\$2,521.49
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$17.28
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$6.80
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$4.06
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$8.13
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$27.15
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$23.38
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$11.18
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$36.41
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$113.83
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$53.91
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$106.42
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$36.10
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$20.85
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$7.11
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$31.10
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$40.68
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$46.86
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$8.64
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$17.80
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$8.12

**Town of Kingsville
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060822	12/21/2016	Kingsville Home Hardware	FOL - Facility Mtce 01-172-099-60315	\$66.09
0060835	12/21/2016	Loblaw Inc.	FOL Children's Activities 01-172-099-60634	\$82.81
0060835	12/21/2016	Loblaw Inc.	FOL Children's Activities 01-172-099-60634	\$117.64
0060835	12/21/2016	Loblaw Inc.	Water for Sip 'n Shop 01-172-099-60625	\$5.98
0060835	12/21/2016	Loblaw Inc.	Hot Chocolate / Cups 01-172-099-60625	\$82.81
0060860	12/21/2016	Pelee Island Winery	Sip 'n Shop 01-172-099-60625	\$289.29
0060861	12/21/2016	Petty Cash (Arena)	Napkins/Tableclothes 01-172-099-60634	\$6.35
0060861	12/21/2016	Petty Cash (Arena)	Candy 01-172-099-60634	\$74.52
0060861	12/21/2016	Petty Cash (Arena)	Children's Activities 01-172-099-60634	\$17.79
0060863	12/21/2016	Phasor Industrial	FOL - Facility Mtce 01-172-099-60315	\$1,084.51
0060863	12/21/2016	Phasor Industrial	FOL - Facility Mtce 01-172-099-60315	\$212.93
0060878	12/21/2016	Sims Publications Incorporated	Sip 'n Shop Ad 01-172-099-60306	\$35.00
0060878	12/21/2016	Sims Publications Incorporated	FOL Colouring Books 01-172-099-60634	\$160.78
0060887	12/21/2016	Truax Lumber	FOL - Facility Mtce 01-172-099-60315	\$4.66

Total For Department 172 \$7,426.60

173 -

0060608	12/8/2016	Allstream Business Inc	Boat Ramp 733-6020 01-173-099-60327	\$44.30
0060822	12/21/2016	Kingsville Home Hardware	Marina - Facility Mtce 01-173-099-60315	\$37.67
0060855	12/21/2016	HYDRO ONE	Cedar Beach Marina West Dock 01-173-099-60314	\$87.81

Total For Department 173 \$169.78

175 -

0060861	12/21/2016	Petty Cash (Arena)	Older Adults Dance Refund 01-175-099-60632	\$20.00
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Total For Department 175 \$20.00

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**Town of Kingsville
 Council Summary Report**

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060618	12/8/2016	Kristina Brcic	Planners Forum - London 01-180-099-60400	\$150.04
0060621	12/8/2016	Robert Brown	IMPCC Meeting - Amherstburg 01-180-099-60400	\$34.56
0060679	12/8/2016	Monarch Office Supply	Office supplies 01-180-099-60301	\$31.75
0060794	12/21/2016	Essex Free Press	Right of Access By-Law Notice 01-180-099-60306	\$257.93
0060801	12/21/2016	Kristina Galinac	MDS Training London 01-180-099-60254	\$112.70
0060815	12/21/2016	Jim Renick & Associates	Schnetzler OMB 01-180-099-60326	\$4,212.86
0060878	12/21/2016	Sims Publications Incorporated	Right of Access By-Law 01-180-099-60306	\$243.61

Total For Department 180 \$5,043.45

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0060587	12/7/2016	The Chop Shop Market	T02-01 01-181-170-60812	\$1,040.00
0060588	12/7/2016	Cindy's Home and Garden	C01-02 01-181-170-60812	\$860.00
0060589	12/7/2016	Colour Wheel Home Center	C03-01 01-181-170-60812	\$550.00
0060590	12/7/2016	Ernie's TV and Appliances	E03-03 01-181-170-60812	\$3,380.00
0060591	12/7/2016	Kingsville I.D.A. Pharmacy	K03-03 01-181-170-60812	\$700.00
0060592	12/7/2016	Lakeside Animal Hospital	L01-02 01-181-170-60812	\$730.00
0060593	12/7/2016	Mary Kathryn's Ladies Shop	M01-01 01-181-170-60812	\$160.00
0060594	12/7/2016	Olivito Dentistry Prof. Corp.	D03-02 01-181-170-60812	\$1,140.00
0060595	12/7/2016	Pelee Island Winery	P02-01 01-181-170-60812	\$3,050.00
0060596	12/7/2016	Pinstripes Ladies Fashion	P01-02 01-181-170-60812	\$100.00
0060597	12/7/2016	Sam's Shell	S01-02 01-181-170-60812	\$930.00
0060598	12/7/2016	St. Clair Estate Wines	S03-02 01-181-170-60812	\$130.00
0060599	12/7/2016	The Strand on Main	T08-01 01-181-170-60812	\$1,130.00
0060600	12/7/2016	Vernon's Tap & Grill	V01-02 01-181-170-60812	\$290.00
0060603	12/8/2016	2376754 Ontario Inc	Facelift Grant 01-181-099-60833	\$500.00
0060628	12/8/2016	Cindy's Home and Garden	Winter Greens for Town Clock 01-181-170-60814	\$737.76
0060659	12/8/2016	Sarah Holland	Carnegie Planters 01-181-170-60814	\$35.62
0060659	12/8/2016	Sarah Holland	Business Card - K Wetlaufer 01-181-099-60301	\$18.30

Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060700	12/8/2016	Royal Bank of Canada	BIA Dollar Printing 01-181-170-60812	\$751.82
0060732	12/14/2016	The Chop Shop Market	T02-02 01-181-170-60812	\$360.00
0060733	12/14/2016	Cindy's Home and Garden	C01-03 01-181-170-60812	\$50.00
0060734	12/14/2016	Ernie's TV and Appliances	E03-04 01-181-170-60812	\$730.00
0060735	12/14/2016	Flower Fashions	F02-01 01-181-170-60812	\$110.00
0060736	12/14/2016	Kingsville I.D.A. Pharmacy	k03-04 01-181-170-60812	\$230.00
0060737	12/14/2016	Mettawas Station	M04-01 01-181-170-60812	\$500.00
0060738	12/14/2016	The Strand on Main	T08-02 01-181-170-60812	\$410.00
0060742	12/21/2016	Box Office Video	B03-02 01-181-170-60812	\$30.00
0060743	12/21/2016	The Chop Shop Market	T02-03 01-181-170-60812	\$790.00
0060744	12/21/2016	Cindy's Home and Garden	C01-04 01-181-170-60812	\$310.00
0060745	12/21/2016	Dan McCall's Custom Jewellery	D01-01 01-181-170-60812	\$180.00
0060746	12/21/2016	Jack's Gastropub & Inn 31	J01-01 01-181-170-60812	\$800.00
0060747	12/21/2016	JDAD LTD	D02-01 01-181-170-60812	\$1,000.00
0060748	12/21/2016	Kingsville ESSO	K01-01 01-181-170-60812	\$1,200.00
0060749	12/21/2016	Kingsville I.D.A. Pharmacy	K03-05 01-181-170-60812	\$800.00
0060750	12/21/2016	Main West	M07-02 01-181-170-60812	\$130.00
0060751	12/21/2016	The Main Grill and Ale House	T05-01 01-181-170-60812	\$1,150.00
0060752	12/21/2016	Merli's Coffeehouse & Eatery	M03-02 01-181-170-60812	\$280.00
0060753	12/21/2016	My Cousin's Closet	M06-01 01-181-170-60812	\$620.00
0060754	12/21/2016	Towne Emporium	T09-01 01-181-170-60812	\$300.00
0060755	12/21/2016	Vernon's Tap & Grill	V01-03 01-181-170-60812	\$320.00
0060765	12/21/2016	Bell Canada	BIA Internet 01-181-099-60327	\$30.53
0060765	12/21/2016	Bell Canada	BIA Phone 519-733-6250 01-181-099-60327	\$103.05
0060803	12/21/2016	G&K Services Canada Inc	Mats - BIA 01-181-099-60341	\$45.79
0060810	12/21/2016	Hutchins Monuments	Brick Imprinting 01-181-360-71644	\$691.97
0060810	12/21/2016	Hutchins Monuments	Brick Imprinting 01-181-360-71644	\$1,139.71
0060862	12/21/2016	Petty Cash (BIA)	Office Supplies 01-181-099-60301	\$10.18
0060862	12/21/2016	Petty Cash (BIA)	Dessert for RBC Employees 01-181-170-60812	\$40.00

Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060862	12/21/2016	Petty Cash (BIA)	Envelopes/Cleaning Supplies 01-181-099-60301	\$3.04
0060862	12/21/2016	Petty Cash (BIA)	Envelopes/Cleaning Supplies 01-181-099-60341	\$2.54
0060862	12/21/2016	Petty Cash (BIA)	Garbage Bags 01-181-099-60341	\$20.35
0060867	12/21/2016	Pro Bid Contractors Ltd.	Clock Base 01-181-360-71644	\$3,052.80
0060878	12/21/2016	Sims Publications Incorporated	Shopping Spree Ad 01-181-099-60306	\$35.77
0060878	12/21/2016	Sims Publications Incorporated	Shopping Spree Ad 01-181-099-60306	\$89.40
0060878	12/21/2016	Sims Publications Incorporated	Shopping Spree Ad 01-181-099-60306	\$89.40
0060878	12/21/2016	Sims Publications Incorporated	Shopping Spree Ad 01-181-099-60306	\$35.77
0060895	12/21/2016	Karen Wettlaufer	Stamps 01-181-099-60301	\$43.25
0060897	12/21/2016	The Windsor Star	BIA Ad and Holiday Guide 01-181-099-60306	\$281.87
0060897	12/21/2016	The Windsor Star	BIA Ad and Holiday Guide 01-181-170-60838	\$1,526.40

Total For Department 181 \$33,775.32

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0060614	*	12/8/2016	Karlee Bento	Refund on Final 02-201-006-12067	\$70.05
0060617		12/8/2016	Steve Branch	Wolsely Demo Days - Training 02-201-098-60254	\$174.58
0060623		12/8/2016	Caduceon Enterprises Inc.	Analysis 02-201-099-63030	\$20.84
0060663		12/8/2016	Hurricane SMS Inc	Sewer Mtce/Curb Repairs 02-201-180-60403	\$801.36
0060663		12/8/2016	Hurricane SMS Inc	Curb Repairs 02-201-180-60403	\$1,602.72
0060669		12/8/2016	Dave Levy	Training DDWO 02-201-098-60254	\$9.24
0060675	*	12/8/2016	Robert McLean	Refund on Final 02-201-006-12067	\$81.44
0060681		12/8/2016	Moore Canada Corporation	Water Bills 02-201-099-60301	\$491.87
0060692		12/8/2016	Pro Bid Contractors Ltd.	Watermain 1801 Road 4W 02-201-099-63030	\$2,131.87
0060692		12/8/2016	Pro Bid Contractors Ltd.	WS - 601 Malo Road 02-201-099-63025	\$1,843.13
0060692		12/8/2016	Pro Bid Contractors Ltd.	WS - 1500 Union Ave 02-201-099-63025	\$3,714.24
0060702		12/8/2016	Sam's Service Facility	2008 GMC - Oil Change 02-201-099-60316	\$99.24
0060702		12/8/2016	Sam's Service Facility	06-02 Oil Change 02-201-099-60316	\$168.90
0060703		12/8/2016	Kevin Scratch	Training - DDWO 02-201-098-60254	\$10.22

Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060711	12/8/2016	Sims Publications Incorporated	Water Finals 02-201-099-60301	\$306.30
0060721	12/8/2016	TSC Stores L.P.	ENV - Facility Mtce 02-201-099-60315	\$43.74
0060728	12/8/2016	Wolseley Canada Inc	Water meters/ Curb Repairs 02-201-180-60403	\$1,740.09
0060728	12/8/2016	Wolseley Canada Inc	Water meters/ Curb Repairs 02-201-099-63015	\$269.13
0060770	12/21/2016	Canada Post Corporation	Water Bills/Tax Notices 02-201-099-60303	\$2,269.65
0060770	12/21/2016	Canada Post Corporation	Water Reminders 02-201-099-60303	\$258.06
0060781	12/21/2016	Corix Water Products LP	Water Meter Mtce 02-201-099-63017	\$1,099.01
0060791	12/21/2016	EMCO	Marking Paint 02-201-099-63020	\$356.43
0060791	12/21/2016	EMCO	Water Meters 02-201-099-63015	\$573.93
0060818	12/21/2016	Kel Corn (Leamington)	Holster - K Girard 02-201-099-60327	\$25.43
0060822	12/21/2016	Kingsville Home Hardware	Env - Equipment Repair 02-201-099-60316	\$12.20
0060822	12/21/2016	Kingsville Home Hardware	Env - Shop Supplies 02-201-099-60335	\$27.40
0060822	12/21/2016	Kingsville Home Hardware	Locator Batteries 02-201-099-63020	\$30.49
0060822	12/21/2016	Kingsville Home Hardware	Env - Shop Supplies 02-201-099-60335	\$6.60
0060856	12/21/2016	Ontario One Call	November Locates 02-201-099-63020	\$269.76
0060866	12/21/2016	Preview Inspections and Consul	Backflow Prevention 02-201-180-60405	\$1,933.44
0060866	12/21/2016	Preview Inspections and Consul	Backflow Prevention 02-201-360-71571	\$305.28
0060867	12/21/2016	Pro Bid Contractors Ltd.	Watermain Break - Cottam 02-201-099-63030	\$8,695.29
0060867	12/21/2016	Pro Bid Contractors Ltd.	839-841 Cedar Island - Repair 02-201-099-63025	\$1,446.26
0060867	12/21/2016	Pro Bid Contractors Ltd.	WS - 507 Cty Rd 34 02-201-099-63025	\$6,125.95
0060869	12/21/2016	Queens Auto Supply	Env - Equipment Repair 02-201-099-60316	\$7.32
0060875	12/21/2016	Royal Benefits Inc	Claims - November 02-201-072-60222	\$764.83
0060876	12/21/2016	Sam's Service Facility	04-06 Repairs 02-201-099-60316	\$2,964.62
0060878	12/21/2016	Sims Publications Incorporated	Env Services - Job Ad 02-201-099-60306	\$95.71
0060880	12/21/2016	Southwestern Sales Corp. Ltd.	Stone 02-201-099-63025	\$50.86
0060880	12/21/2016	Southwestern Sales Corp. Ltd.	WS - 507 Cty Rd 34W 02-201-099-63025	\$314.09
0060885	12/21/2016	Trenchless Utility Equipment Inc	Metal Detectors 02-201-099-63020	\$1,666.83
0060899	12/21/2016	Windsor Factory Supply	Env - Shop Supplies 02-201-099-60335	\$71.58
0060899	12/21/2016	Windsor Factory Supply	Env - Shop Supplies 02-201-099-60335	\$8.98

Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060901	12/21/2016	Wolseley Canada Inc	Water Meters 02-201-099-63015	\$1,914.47
Total For Department 201				\$44,873.43
<u>242</u>	-			
0060645	12/8/2016	E.L.K. Energy Inc	98 McCallum Dr 02-242-099-60314	\$78.75
0060645	12/8/2016	E.L.K. Energy Inc	67 Heritage Rd Sewage 2 02-242-099-60314	\$1,609.07
0060645	12/8/2016	E.L.K. Energy Inc	250 Queen St 02-242-099-60314	\$669.22
0060663	12/8/2016	Hurricane SMS Inc	Sewer Mtce/Curb Repairs 02-242-320-64365	\$801.36
0060663	12/8/2016	Hurricane SMS Inc	Main Street Sewer Mtce 02-242-320-64365	\$2,042.83
0060666	12/8/2016	J.J.Tires Limited	97 Int Repairs 02-242-099-60316	\$1,031.32
0060686	12/8/2016	Ontario Clean Water Agency	LSW utilities 02-242-099-60314	\$201.82
0060687	12/8/2016	HYDRO ONE	18 Hwy Lane Sewage Lagoon 02-242-099-60314	\$167.82
0060712	12/8/2016	Southwest Diesel Service Inc	1997 Intl - Safety Requirement 02-242-099-60316	\$6,286.99
0060791	12/21/2016	EMCO	Marking Paint 02-242-099-63020	\$152.76
0060854	12/21/2016	Ontario Clean Water Agency	Operations and Maintenance 02-242-320-64360	\$75,222.00
0060855	12/21/2016	HYDRO ONE	1562 Heritage Rd Pump 4 02-242-099-60314	\$78.93
0060855	12/21/2016	HYDRO ONE	1053 Cedar Dr 02-242-099-60314	\$106.71
0060855	12/21/2016	HYDRO ONE	Normandy Pump Station 02-242-099-60314	\$92.88
0060855	12/21/2016	HYDRO ONE	1460 Rd 2E Pump 02-242-099-60314	\$650.94
0060876	12/21/2016	Sam's Service Facility	1997 Dump Truck Repairs 02-242-099-60316	\$5,596.80
0060882	12/21/2016	Southwest Diesel Service Inc	1997 International - Repair 02-242-099-60316	\$2,077.36

Total For Department 242 \$96,867.56

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0060645	12/8/2016	E.L.K. Energy Inc	168 Cty Rd 27 N 02-243-099-60314	\$318.29
0060645	12/8/2016	E.L.K. Energy Inc	Rear 17 Lyle 02-243-099-60314	\$90.07
0060645	12/8/2016	E.L.K. Energy Inc	16 Whitewood (Behind) 02-243-328-64365	\$17.06
0060645	12/8/2016	E.L.K. Energy Inc	98 168 Cty Rd 27 - Lagoon 02-243-099-60314	\$211.40

Town of Kingsville
Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0060656	12/8/2016	Gosfield North Communications	Pump House Alarm 02-243-099-60327	\$48.15
0060808	12/21/2016	Heaton Sanitation	105 Fox St 02-243-320-64365	\$732.67
0060827	12/21/2016	K.T. Backhoe Service & Truckin	Cottam Lagoon Bank Repairs 02-243-360-71658	\$10,786.55
0060827	12/21/2016	K.T. Backhoe Service & Truckin	Cottam Lagoon Bank Repairs 02-243-360-71658	\$21,041.90
0060854	12/21/2016	Ontario Clean Water Agency	Operations and Maintenance 02-243-320-64360	\$5,796.00

Total For Department 243 \$39,042.09

* Note GST Rebate details are omitted, but are included in the totals \$1,958,066.79



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Date: December 2, 2016

To: Mayor and Council

Author: Sandra Zwiers, Director of Financial Services

RE: Capital Financing and Debt Management Policy

AIM

To recommend to council a debt policy which will guide administrative and council decision making as it relates to financing capital projects.

BACKGROUND

In order to meet strategic goals or to take advantage of unforeseen capital opportunities, council may choose to finance capital works through the issuance of debt. Borrowing funds in a current budget year to finance capital works has the effect of spreading the impact of the expenditure over multiple taxation years into the future. The benefit of deferring expenditures is countered by the cost of financing (interest rate charges) over the term.

Municipalities are limited in their ability to take on debt by virtue of the Municipal Act, 2001 which regulates many borrowing factors: eligible lenders/institutions, limited term lengths, reasonable interest rates. Municipalities are required to reference key performance indicators such as their annual repayment limit every time debt is considered as a funding source. Attached to this report is an example of the Town of Kingsville's Annual Repayment Limit calculation.

From the time of amalgamation in 1999 until approximately 2012, municipal debt was of little concern considering tax funded debt totaled only approximately \$1.4M. Since that time debt has increased to approximately \$9.5M. While the town remains well within its annual repayment limit, other key performance indicators are starting to show the strain of this significant change in debt over the last four year period. Attached to this report is the provincially issued key performance indicator report which highlighted debt as a concern at the start of 2015. (These factors were based on data submitted to the province up to and including the 2014 year end.) Essentially, debt servicing costs are growing at a pace faster than our tax/user fee revenue. To resolve this concern we need to limit taking on more debt, increase our tax/user fee revenues or perform a combination of both measures.

The process for deciding when to debt finance has been ad hoc and heavily dependent on the relationship between capital projects and proposed annual tax rate increases.

Historically, debt was proposed/approved to be able to move forward with capital projects with minimal impact to the current year tax rate.

To formalize the decision making and reporting process a capital financing and debt management policy is being recommended.

DISCUSSION

Attached to this report is a proposed capital financing and debt management policy. The intent of the policy is to formalize decision making and communications between administration and council to ensure all factors influencing and affecting financing decisions are investigated properly and with regard to the long term fiscal health of the municipality.

LINK TO STRATEGIC PLAN

To encourage leadership and management that will provide the direction to achieve our goals and maximize the effectiveness of our strategies.

FINANCIAL CONSIDERATIONS

The implementation of the proposed policy will impact budget and capital spending proposals. Depending on decisions surrounding revenue sources, this may result in deferring capital projects until revenue sources other than debt are identified/secured.

CONSULTATIONS

Trevor Pinn, Director of Finance and POA Court Services / Treasurer, Parry Sound
Ryan McLeod, Manager of Financial Services

RECOMMENDATION


That council approves the Capital Financing and Debt Management Policy FIN-03.

Sandra Zwiers

Sandra Zwiers MAcc, CPA, CA
Director of Financial Services

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer

	FINANCIAL SERVICES CAPITAL FINANCING AND DEBT MANAGEMENT POLICY	
Policy #: F03	Issued:	Reviewed/Revised:
Prepared By: S. ZWIERS	Reviewed By: CAO	Approved By:

1.0 PURPOSE

This policy establishes objectives, standards of care, authorized financing instruments, reporting requirements and responsibilities for the prudent financing of the Municipality's operating and infrastructure needs.

2.0 SCOPE

Council may, where it is deemed to be in the best interest of its taxpayers, approve the issuance of debt for its own purposes, or those of its municipal business corporations.

Capital financing and debenture practices will be responsive and fair to the needs of both current and future ratepayers and will be reflective of the underlying life cycle and nature of the expenditure.

3.0 DEFINITIONS

- a) **Amortizing Debenture** - debentures for which the total annual payment (principal and interest) is approximately even throughout the life of the debenture issue.
- b) **Annual Repayment Limit ("ARL")** - For the purpose of this Policy it has the same meaning as the Debt and Financial Obligation Limit.
- c) **Banker's Acceptance** - a short-term credit obligation created by a non-financial firm such as the Corporation and guaranteed by a bank as to payment.
- d) **Capital Financing** - a generic term for the financing of capital assets using debt, financing leases, swaps and other derivatives.
- e) **Construction Financing** - a form of debt financing in which the issuer does not pay any principal or interest for a period of up to 5 years during the construction or rehabilitation of the facility from which a revenue stream is expected to be generated.
- f) **"Corporation" or "Municipality"** - the Corporation of the Town of Kingsville.
- g) **Debenture** - a formal written obligation to repay specific sums on certain dates. In the case of the Municipality they are typically unsecured.

- h) **Debt** - any obligation for the payment of money. For Ontario municipalities, debt would typically consist of debentures as well as either notes or cash loans from financial institutions. Could also include loans from reserve funds. Debentures issued to Infrastructure Ontario are also considered debt.
- i) **Financial Guarantee** - an agreement whereby the Corporation will take responsibility for the payment of debt in the event that the primary liable fails to perform.
- j) **Hedging** - a strategy used to offset or mitigate currency, utility commodity price and/or interest rate risk.
- k) **Infrastructure Ontario, or successor organization** - any entity established by the Province of Ontario to provide Ontario municipalities, universities and hospitals with access to alternative financing service for longer-term fixed rate loans for the building and renewal of public infrastructure.
- l) **Installment (Serial) Debentures** - debentures of which a portion of the principal matures each year throughout the life of the debenture issue.
- m) **Lease Financing Agreements** - a lease or rental agreement allowing for the provision of Municipal Capital Facilities if the lease or rental agreement may or will require payment by the Corporation beyond the current term of Council.
- n) **Long-term Bank Loan** - long term debt provided by a bank, or syndicate of banks.
- o) **Long-term Debt** - any debt for which the repayment of any portion of the principal is due beyond one year.
- p) **Municipal Capital Facilities** - includes land, as defined in the *Assessment Act*, works, equipment, buildings, machinery and related systems and infrastructures.
- q) **Project Financing** - financing in which principal and interest payments are structured so as to more closely match the revenues or cost savings of a specific project. Also includes financing for which the lender, in the case of default, would have no or limited recourse to the issuer beyond the assets purchased with the proceeds of the financing.
- r) **Rent** - a payment made by the Corporation in respect of property which will be used either for the Corporation's purposes or to fulfill a Council motion for service provision by a third party and for which a formal ownership transaction does not take place. Rent includes all payments made to the owner of the property.
- s) **Rolling Stock** - equipment that moves on wheels used for transportation and/or transit purposes. Examples include, trucks, buses, and tractor trailers.

- t) **Short-term Debt** - any debt for which repayment of the entire principal is due within one year.
- u) **Sinking Fund Debenture** - debentures for which money is accumulated on a regular basis in a separate account that when combined with interest earned is used to redeem the debentures.
- v) **Tender** - a process whereby formal bids are submitted to acquire debt securities or to provide a lease.
- w) **Term Debentures** - Debentures that are comprised of a combination of installment and sinking fund debentures.
- x) **Variable Interest Rate Debentures** - debentures that provide for one or more variations in the rate of interest payable on the principal during the term of the debenture.

4.0 REFERENCE DOCUMENTS

Municipal Act, 2001
Drainage Act
Tile Drainage Act,
and their related regulations

5.0 RESPONSIBILITIES

Delegation of Authority

1. The Director of Financial Services / Treasurer will have the overall responsibility for the capital financing program of the Corporation.
2. No person shall be permitted to engage in a capital financing activity except as provided within this Policy.
3. The Director of Financial Services / Treasurer shall establish a system of controls to regulate the activities of subordinate officials and exercise control over that staff.

Requirement for External Advice

1. The Corporation's staff will be expected to have sufficient knowledge to prudently evaluate standard financing transactions. However, should in their opinion the appropriate level of knowledge not exist for unusual or non-standard transactions, or otherwise directed by Council, outside financial and/or legal advice will be obtained.

6.0 PROCEDURE

The primary objectives for the Corporation's capital financing and debt program, in priority order, shall be:

1. Adhere to statutory requirements;
2. Maintain a superior credit rating;
3. Ensure long term financial flexibility;
4. Limit financial risk exposure;
5. Minimize long-term cost of financing; and
6. Match the term of the capital financing to the lesser of the useful life of the related asset or the period over which third party funding for the retirement of debt will be received.

Adhere to Statutory Requirements

Capital financing may only be undertaken if and when it is in compliance with the relevant sections of the *Municipal Act*, the *Drainage Act* or the *Tile Drainage Act*, and their related regulations. These requirements include, but are not limited to:

1. The term of temporary or short-term debt for operating purposes will not exceed the current fiscal year;
2. The term of capital financing will not exceed the lesser of 40 years or the useful life of the underlying asset;
3. Long-term debt will only be issued for capital projects;
4. The total annual financing charges cannot exceed the Annual Repayment Limit, as applicable, unless approved by the Ontario Municipal Board.
5. Prior to entering into a lease financing or rental agreement, an analysis will be prepared that assesses the costs as well as the financial and other risks associated with the proposed lease with other methods of financing;
6. Prior to passing a debenture by-law which provides that installments of principal or interest, or both, are not payable during the period of construction of an undertaking, Council will have considered all financial and other risks related to the proposed construction financing.
7. The awarding of any contract under this Policy will, unless otherwise authorized by Council, follow the procedures and authorities set out in the Corporation's Procurement Policy.

Maintains a Superior Credit Rating

1. Maintaining a superior credit rating is a key factor in minimizing the cost of debt and accessing capital markets in an efficient manner. Also, a credit rating of at least AA- (or

equivalent) will be needed by the Corporation to meet the statutory requirements for entering into certain types of capital financing.

Ensure Long-Term Financial Flexibility

1. The capital financing program will be managed in a manner consistent with other long-term planning, financial and management objectives.
2. Prior to the issuance of any new capital financing, consideration will be given to its impact on future ratepayers in order to achieve an appropriate balance between capital financing and other forms of funding.
3. To the extent practicable, replacement assets as well as regular or ongoing capital expenditures will be recovered on a "pay as you go" basis through rates, tax levy, user fees or reserves and reserve funds.
4. It is recognized that reserves must be developed and maintained, as outlined in the Town's Reserve and Reserve Fund Policy, for all capital assets owned by the Corporation to ensure long-term financial flexibility.

Limit Financial Risk Exposure

1. The capital financing program will be managed in a manner to limit, where practicable, financial risk exposure. The Corporation will only issue debt that is denominated in Canadian dollars with an interest rate that will be fixed over its term.
2. If a situation arises where there is a material financial advantage or it is prudent to issue debt in a foreign denomination, where allowed by law, the Corporation will develop a hedging strategy to mitigate financial risk.
3. Financing leases have different financial and other risks than traditional debt. These risks may include contingent payment obligations, lease termination provisions, equipment loss, equipment replacement options, guarantees and indemnities. These risks will be identified prior to entering into any material financing lease.

Minimize Long-Term Cost of Financing

1. The timing, type and term of financing for each capital asset will be determined with a view to minimize both its and the Corporation's overall long-term cost of financing;
2. Factors to be considered will include:
 - a) Current versus future interest rates

- b) Shape of the interest rate curve
- c) Availability of related reserve fund monies
- d) Pattern of anticipated revenues or cost savings attributable to the project or purpose
- e) Costs related to the financing of the project through debt.

Match the Term of the Capital Financing

1. The Corporation's normal practice will be to issue long-term debt for contractual terms that will be well received by the marketplace. However the amortization period over which the debt will be retired may be longer.
2. The maximum term over which an asset may be financed is set out in Appendix 1 of this Policy.
3. In no case shall the term of financing exceed the anticipated useful life of the asset.

Standard of Care

All officers and employees responsible for capital financing and debt activities will follow the standard of care identified in this Policy.

Ethics and Conflicts of Interest

1. Officers and employees involved in the capital financing process are expected to abide by the Corporation's Code of Conduct. In particular they shall:
 - a) Refrain from personal business activity that could conflict with the proper execution and management of the capital financing program, or that could impair their ability to make impartial decisions;
 - b) Disclose any material interests in financial institutions with which they conduct business;
 - c) Disclose any personal financial/investment positions that could be related to the performance of their capital financing duties; and
 - d) Not undertake personal financial transactions with the same individual with whom business is conducted on behalf of the Corporation.

Suitable and Authorized Financing Instruments

The form of financing will be dependent on its term and the type of asset to be financed.

Short-Term (Under One (1) Year)

1. Financing of operational needs for a period of less than one (1) year pending the receipt of taxes and other revenues, or interim financing for capital assets pending long-term capital financing, may be from the following sources:
 - a) Reserve Funds (this may be used as the primary source of short-term financing provided that interest is paid in accordance with the Town's Reserve and Reserve Fund Policy);
 - b) Bank line of credit;
 - c) Short-term promissory notes issued to approved financial institutions;
 - d) Bankers' Acceptances; and
 - e) Infrastructure Ontario (or successor organization) short-term advances pending issuance of long-term debentures

Long-Term (Greater than One (1) Year)

1. Financing of assets for a period greater than one year may be from any of the following sources:
 - a) Debentures, which may be in the form or a combination of:
 - Installment
 - Sinking Fund
 - Term
 - Amortizing
 - Variable Interest Rate
 - Retirement Fund
 - b) Reserves and Reserve Funds
These may be used for both interim and medium-term for a period of no longer than five (5) years if deemed cost effective or otherwise necessary. Any borrowing must be in accordance with the Town's established Reserve and Reserve Fund Policy
 - c) Long-Term Bank Loans
These loans may be either fixed or variable interest rate loans as determined by the Director of Financial Services / Treasurer. A preference to fixed rate will be made as it reduces interest rate risk if the rates were to increase in the future.
 - d) Construction Financing
May be used for a period up to five (5) years during construction or rehabilitation of

certain facilities from which a revenue stream is expected to be generated upon its completion.

e) Lease Financing Agreements (Capital Financing Leases)

May be used when it provides material and measurable benefits compared with other forms of financing.

Financing Risk Identification and Mitigation Strategies

It is recognized that there may be additional risks associated with certain types of financing. It is expected that these risks will be identified and considered prior to their use in relation to other forms of financing that would be available.

Availability of Debt Capacity for Future Priority Projects

1. The Corporation could face the risk in any fiscal year of having insufficient debt capacity to fully execute its capital plan based on the ARL. To manage this risk, the capital plan will show the amount of debt financing that will be required for each project and each year of the plan.
2. Each project will be prioritized by staff on the basis of its impact on the Corporation's growth plan and/or any strategic plan adopted by Council.

Construction Financing

1. Construction financing may be used to fund the debt needed for a capital project that will eventually generate a revenue stream which could be used to make principal and interest payments (eg. Water plant, recreation centre).
2. The financial risks included
 - a) The possibility that interest rates may fall from the time the rate for the construction loan is established and the completion of the construction.
 - b) The possibility that the final cost of construction could be materially less than initially forecasted and financed. Staff will consider whether or not to issue debt until a fixed rate contract has been awarded.
 - c) The risk that the construction project may not be able to proceed or is not completed for technical or other reasons. Staff will mitigate this risk by not issuing long-term debt until all critical construction contracts have been awarded and the project is substantially completed.

Financing Lease Agreements

1. Leases may be used to finance equipment, buildings, land or other assets that the Corporation does not have a long-term interest in or may not be able to acquire through other means.
2. The financial risks include
 - a) The ability for lease payment amounts to vary if based on changes in an underlying benchmark debt instrument.
 - b) The ability for lease payment to vary based on changes in the assumed residual values of the asset being leased.
 - c) Uncertainty over leasing costs if the contract needs to be extended or renewed.
 - d) Other risks include the potential for the seizure and removal of leased equipment if the leasing company goes into default of its obligations to its creditors.

Variable Interest Rate Debenture and Long-Term Bank Loans

1. Variable rate debentures and long-term bank loans may be used when there is volatility in the financial market and/or there is an expectation of significantly lower interest rates occurring within a few months of their issue.
2. The interest rate will be fixed no later than 6 months after issue by means of a hedging agreement in order to mitigate the financial exposure.

Methods of Marketing / Selling Debenture Issues

Debenture securities may be sold by the following means:

1. Corporation Purchased – The Corporation may purchase its own debentures with excess investment funds should such purchase be deemed appropriate by the Director of Financial Services / Treasurer. All debentures purchased in this manner will be fully disclosed in the notes to the financial statements of the Corporation in accordance with Public Accounting Auditing Standards.
2. Debenture Call List – For issues relating to drainage and local improvements, the debenture call list may be exercised on a first come first served basis in accordance with the Debenture Call List procedure.
3. Tender - This process may be used when and if significant savings could be expected when compared to issuing through alternative means.

Financial Guarantees and Letters of Credit

1. Financial guarantees and / or letters of credit provided by the Corporation, its boards and subsidiaries will be considered as debt and will be governed by this Policy.

Thresholds for Debt Issuance

1. It is recognized that there is a significant cost, both in issuing debt as well as the annual interest cost associated with borrowing funds.
2. The Town will not issue debt for a capital project or group of projects where the Corporation's share of the project (including water and wastewater) is less than \$500,000.00.
3. Issuance of debt to third parties will be for terms of ten (10) years or longer, to a period not exceeding the estimated useful life of the asset. Capital projects with a useful life less than ten (10) years will be financed through either the tax levy, use of reserves and reserve funds, or borrowing internally from reserve funds over a period of no longer than five (5) years.
4. Debt issued on behalf of benefitting landowners relating to assessments for drainage, local improvements or fees and charges may be for terms ranging from two (2) to ten (10) years as recommended by the Director of Financial Services / Treasurer.

Rolling-Stock

1. The Town will not issue long-term debt for rolling-stock, these purchases are to be funded through the use of reserves.
2. Leases of rolling-stock shall be permitted where feasible and where the overall cost to the taxpayer will be lower than if the vehicle was purchased.
3. The Town will, through the budget process, annually fund reserve(s) for the purpose of replacing rolling stock at the end of its useful life. The Town will estimate the annual contribution to reserves by the following - $\text{Cost of Vehicle} / \text{Estimated \# of Years of Useful life}$.
4. Where a vehicle purchase is required prior to the expected replacement date, the contribution to reserves will be adjusted in the following year to ensure that planned future rolling stock replacements are funded.

Non-Tax Supported Projects

1. The Corporation has several areas which have been identified as being "Non-Tax Supported", that is to say that the activity receives revenues and incurs expenses on its own without support from the general tax levy.
2. These Non-Tax Supported Activities include, but are not limited to:
 - a) Water System
 - b) Wastewater System
3. Where a project includes tax-supported and non-tax supported activities (for example road reconstruction where water and sanitary sewers are also replaced), the financing will be shared between the general tax levy and the non-tax supported activity.
4. The cost of the project will be split proportionately between the tax-supported and non-tax supported activities based on the estimated cost provided by the engineer.
5. Funds received from senior levels of government will be attributed, where allowed under the terms of the agreement, to the tax-supported portion first. Any remaining funding after the allocation to the tax-supported costs, is then attributed to the non-tax supported portion in the same ratio as the costs are attributed.
6. Debt, and related interest, taken on by the Corporation for the use of a Non-tax Supported Activity will be repaid by the revenues of that activity.

Reporting Requirements

1. Annually the Director of Financial Services / Treasurer shall submit to Council a report or reports that:
 - a) Requests authority for temporary borrowing up to a stipulated amount to meet the day-to-day expenditures, pending receipt of tax levies, user fees and revenues anticipated during the year;
 - b) Requests authority, if required, to finance certain capital items detailing for each type of item, the amount and maximum term of financing;
 - c) States the sum, if any, that must be raised for sinking fund purposes in that year;
 - d) As part of the annual budget a Long-Term Debt and Financial Obligation Management Plan to be adopted or affirmed by Council containing at least:
 - Projections for each year over a multi-year period of estimated long-term debt and financial obligations payments

- Strategies for prudently and cost effectively dealing with risks associated with planned long term debt and financial obligations and mitigation strategies for adverse contingencies which may arise;
 - A statement indicating the plan is in compliance with this Policy.
2. As required, the Director of Financial Services / Treasurer shall submit to Council, the following:
- a) A report, before entering into a financing lease which is other than non-material lease with a recommendation assessing the costs and financial and other risks associated with the proposed financing lease. This report shall include:
 - A comparison between the fixed and estimated costs and the risks associated with the proposed lease and those associated with other methods of financing;
 - A statement summarizing, as may be applicable, the effective rate or rates of financing for the lease, the ability for lease payment amounts to vary and the methods or calculations, including possible financing rate changes, that may be used to establish that variance under the lease;
 - A statement summarizing any contingent payment obligations under the lease that could result in a material impact for the Municipality.
 - b) Lists of any outstanding financing leases including the following details:
 - Estimates of the proportion of financing leases to the Corporation's total long-term debt.
 - A statement that in his or her opinion all financing leases were made in accordance with this Policy.
 - c) A statement before passing a by-law providing for construction financing, which shall consider:
 - The fixed and estimated costs to the Corporation
 - Whether the costs of the proposed financing for construction of the undertaking are lower than other methods of financing available
 - A detailed estimate with respect to the terms of the Corporation's expectation of revenue generation from the undertaking, once constructed.
 - The risks to the Corporation if the undertaking is not constructed or completed within the period of construction as estimated by Council; and
 - The financial and other risks for the Corporation.

- d) A report detailing at least once in a fiscal year, any subsisting variable interest rate bank loan agreements and any subsisting interest rate exchange agreements applicable to them.
- e) Lists any outstanding construction financing debentures including the following details:
 - A description of the estimated proportion of the total debentures of the municipality issued to the total long-term debt of the municipality and a description of the change, if any, in that estimated proportion since the previous year;
 - A statement as to whether, in his or her opinion, all debentures issued were made in accordance with this Policy;
 - A record of the date of the repayment of each installment of principal, interest or both during the period.
 - A statement of the outstanding installments of principal and /or interest of debentures due within the year.
- f) Details of all outstanding hedging instruments

Responsibilities

1. Officers and staff of the Corporation complying with this Policy shall have the necessary authority to carry out the responsibilities and duties identified therein the Policy.
2. The Director of Financial Services / Treasurer shall in addition:
 - a) Review and recommend the type and term of financing for capital projects and operating requirements;
 - b) Calculate the Financial Obligation Limit for the Corporation as prescribed by the *Municipal Act*;
 - c) Approve the timing and structure of debt issues;
 - d) Coordinate the preparation of debt issue by-laws for Council;
 - e) May execute and sign documents on behalf of the Corporation and perform all other related acts with respect to the issuance of debt securities;
 - f) Liaise and assist rating agencies in the evaluation of the credit worthiness of the Corporation's debt securities, if necessary;
 - g) Review and recommend to Council the financial and business aspects of any material lease agreements and transactions; and
 - h) Ensure all reporting requirements identified in this Policy are met.

- a) The Mayor may execute and sign documents on behalf of the Corporation with respect to the issuance
- 3. The Chief Administrative Officer may certify and sign documents on behalf of the Corporation with respect to the issuance of the debt securities.

Appendix 1 - Maximum Financing Term of an Asset

Maximum Length of Time	Assets to Finance
3 Years	<ul style="list-style-type: none"> • Computer software
4 Years	<ul style="list-style-type: none"> • General purpose vehicle • Personal computer and monitors
5 Years	<ul style="list-style-type: none"> • Computer server and network equipment • Radio and telecommunication system • Office furnishings • Audio and Video equipment • Printers
10 Years	<ul style="list-style-type: none"> • Specialized vehicle / equipment • Parking lot • Public Works facility (depot, dome, etc) • Solid Waste equipment • Transit vehicle • Park or recreational facility • Dock, wharf, pier, breakwater • Retaining wall, embankment, flood control • Sidewalk, path • Street lighting • Underground wiring • Road
15 Years	<ul style="list-style-type: none"> • Police, Fire or EMS station • Library

Maximum Length of Time	Assets to Finance
20 Years	<ul style="list-style-type: none"> • Water main, hydrant, filtration plant, storage facility, pumping station • Sanitary sewer, storm sewer, treatment plant, pumping station • Office building
30 Years	<ul style="list-style-type: none"> • Water and wastewater main projects, provided the assets have a useful life >30 years AND the project will have revenues for a similar period

7.0 REVIEW/REVISIONS

No.	Revision Details (incl. provision #)	Revision By	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Questions about this policy can be referred to the Director of Financial Services / Treasurer.



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

Date: December 19, 2016

To: Mayor and Council

Author: Kristina Brcic, MSc, BURPI, Town Planner

RE: PLC/03/16 - Exemption from Part Lot Control
1156722 Ontario Limited
Lots 9 and 19-36 on Plan 12M-619
York Subdivision - Phase 4B

AIM

To provide the Mayor and Council with information on an application for lands in the York Subdivision, Phase 4B, for exemption from part lot control.

BACKGROUND

The application applies to lots 9 and 19-36 on Plan 12M-619, which are part of the ongoing development of the York subdivision, Phase 4B, located at the south end of Conservation Boulevard on Meghan Agosta Drive. Plan 12M-619 was registered on April 8, 2016. The lands are vacant and extension of Meghan Agosta Drive will be the first step in proceeding with actual development.

The application was heard at Council on December 12, 2016 and was deferred to a later date as Council decided that this matter needs to be circulated to the public. Under Section 50(29) of the Planning Act notice is not required for the passing of a by-law under part-lot control. Therefore, part-lot control applications are not subject to public notice and there is not an appeal mechanism in place. A 60 m notice buffer (see Appendix C) was created but only the applicants themselves would be notified as they currently own the targeted lands within the developing York subdivision. Furthermore, the location of the semi-detached and single dwellings are located within a registered plan of subdivision and were approved as part of the York Subdivision Agreement (November 22, 1999) by the Council of the day.

DISCUSSION

The Town of Kingsville has received the above-noted applications for lands located on Meghan Agosta Drive, west of Conservation Blvd. The subject properties are designated

Lakeshore Residential West in the Official Plan and zoned 'Lakeshore Residential Exception 22 (LR-22)' under the Kingsville Comprehensive Zoning By-law.

The subject lands consist of nineteen (19) vacant plan lots intended for the development of semi-detached dwellings on the south side of the road and single detached dwellings on the north side of the road. The part lot control exemption is being requested on the south side to subdivide the proposed semi-detached dwellings, once constructed, into individual freehold units via reference plan. In the present configuration there was a total of eighteen (18) dwelling units to be developed. The proposed would reduce that total to fifteen (15) dwelling units. Part lot control on the north side is being requested to reconfigure the existing ten (10) single detached lots into twelve (12) lots. In conjunction with the requested part lot control exemption (PLC/01/16) on the abutting lands to the east on the south side of Meghan Agosta Drive, the total number of dwellings will be reduced by a total of 2 dwelling units.

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

Subsection 50(7) of the *Planning Act* authorizes Council to pass a by-law providing that the part lot control provisions of Section 50(5) of the said Act do not apply to lands designated in the by-law. If granted, the exemption would allow for a total of twenty-seven (27) lots versus the nineteen (19) originally proposed. The applicant can create the proposed semi-detached dwellings by way of Reference Plan. The application is not subject to a public hearing or appeal because Council has already approved the entire subdivision in principle and the zoning of the lands is in place to accommodate the revised lot fabric. That is the nature of this application. This is a common approach for adjusting lot lines within a plan of subdivision, particularly once an approval has been registered.

LINK TO STRATEGIC PLAN

There is no specific link to the strategic plan.

FINANCIAL CONSIDERATIONS

With the addition of a lot to the subject lands there will be an increase assessment value.

CONSULTATIONS

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

RECOMMENDATION

It is recommended that Council enact Part Lot Control Exemption By-law 117-2016 to allow Lots 9 and 19-36 on Plan 12M-619 to be exempt from Section 50(5) of the Planning Act, and that Council authorize and direct Development Services to register the by-law on title.

Kristina Brcic

Kristina Brcic, MSc, BURPI
Town Planner

Robert Brown

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

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 117-2016

***Being a By-law to exempt certain lands
from Part Lot Control
(York Subdivision, Phase 4B – Plan 12M-619)***

WHEREAS the Planning Act, R.S.O. 1990 c.P.13, as amended, provides that part-lot control shall apply where land is within a plan of subdivision registered before or after the coming into force of the Act;

AND WHEREAS Subsection 7 of Section 50 of the said Planning Act provides that the council of a municipality may by by-law provide that part-lot control does not apply to land that is within such registered plan or plans of subdivision or parts thereof as is or are designated in the by-law, and where the by-law is approved by the planning authority, Subsection 5 of Section 50, ceases to apply to such land;

AND WHEREAS it is deemed desirable that the provisions of Subsection 5 of Section 50 of the Planning Act shall not apply to certain lands that are within Registered Plan 12M-619, in the Town of Kingsville;

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

1. That Subsection 5 of Section 50 of the Planning Act, R.S.O. 1990, c.P.13, does not apply to those parts of the registered plan described as follows:

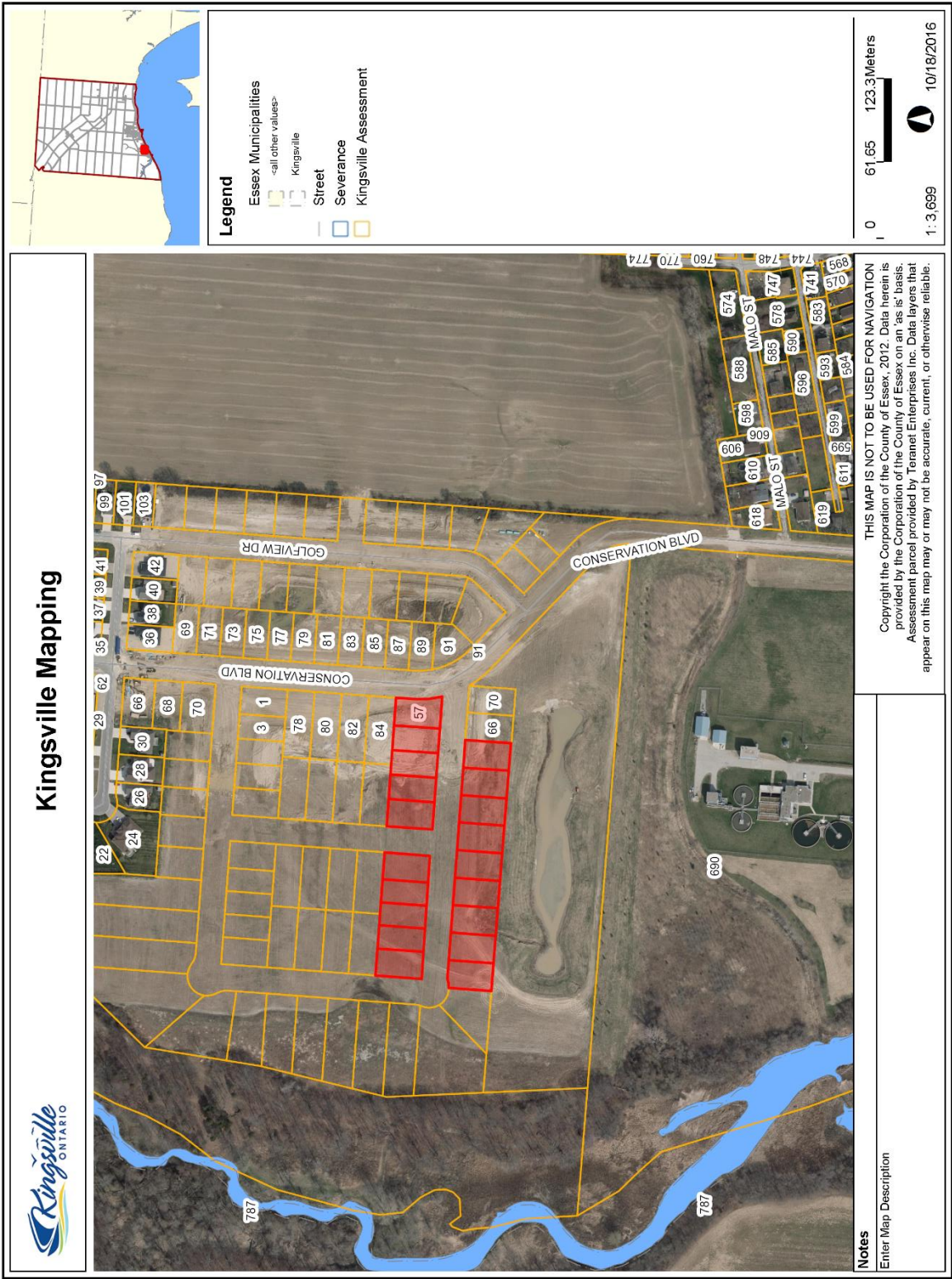
All and singular those certain parcels or tracts of land and premises lying and being in the Town of Kingsville, being Part of Lot 11 & 12, Concession 1, Western Division, more particularly described as Lots 9 and 19 to 36 (inclusive) on Plan 12M-619.

2. That the development of the lands more particularly described in Section 1 of this by-law shall only be by way of descriptions of lands on a registered Reference Plan, which Reference Plan has been duly approved by the Corporation.
3. This by-law shall expire on January 9, 2022.

READ a FIRST, SECOND and THIRD time and FINALLY PASSED this 9th day of January, 2017.

MAYOR, Nelson Santos

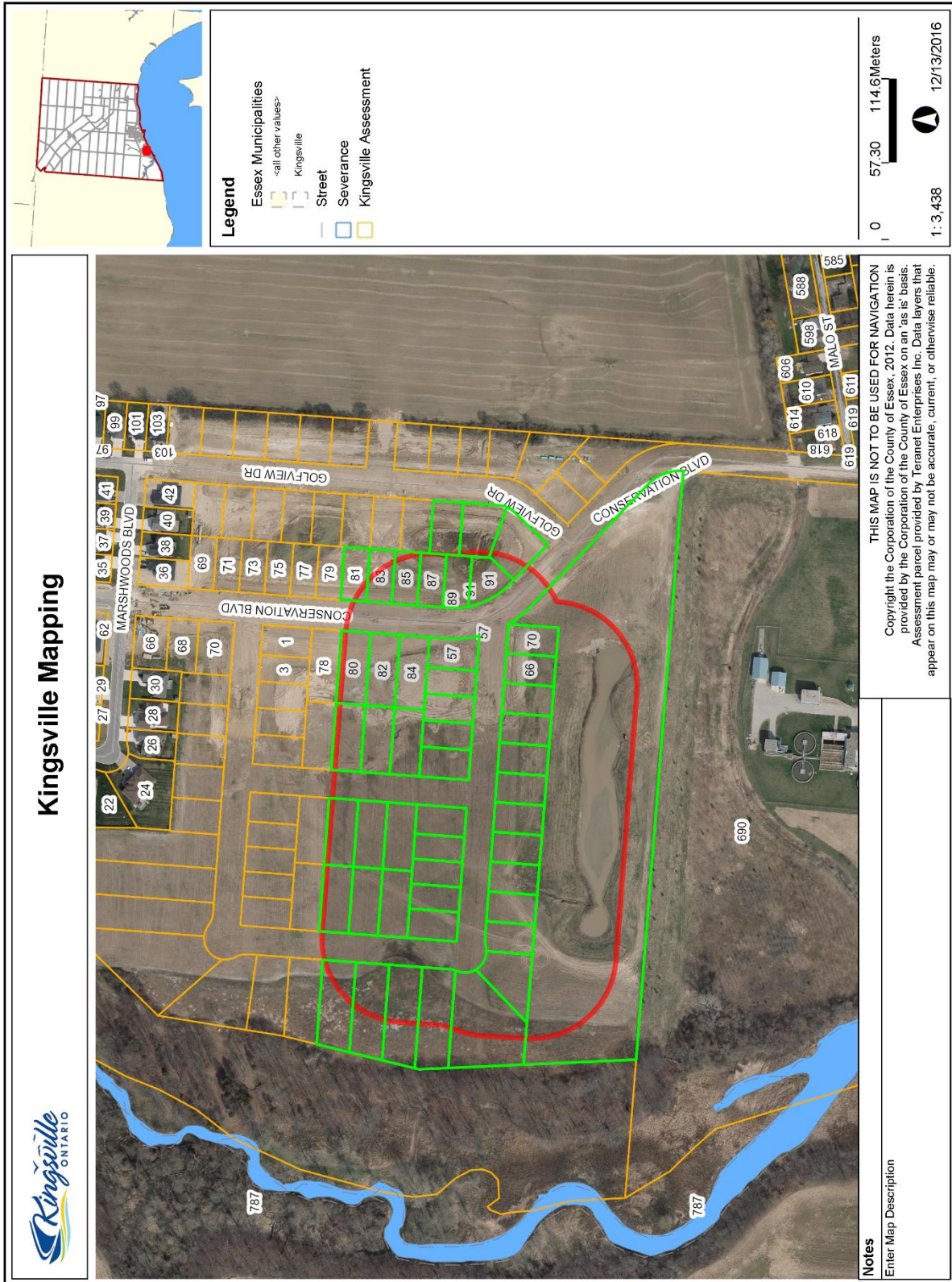
APPENDIX A – LOCATION MAP



PLC/03/16



APPENDIX C – 60m NOTICE BUFFER MAP





2021 Division Road North
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(519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

Date: October 31, 2016
To: Mayor and Council
Author: Jennifer Alexander – Deputy Clerk Administrative Services
RE: 2017 Cat Intake Program – Windsor Essex County Humane Society

AIM

This report is to provide Council with a recommendation to approve the agreement between the Windsor Essex County Humane Society (“Humane Society”) and the Town of Kingsville for the Intake of Cats Program (“Program”).

BACKGROUND

Since 2005, the Town has participated in this Program and the current agreement expires December 31, 2016. The Program is a service provided by the Humane Society created to combat the number of stray cats running- at- large within the Town and to provide a drop-off location for residents. Stray cats that are surrendered can be categorized in two ways: 1) the cat is adoptable: it is friendly, comfortable with human contact, and may have wandered from home or has been abandoned by its owner; and 2) The cat is wild or feral, has clearly been living outside, not comfortable with human contact and is unadoptable. The cat is examined and vaccinated by the Humane Society and if it’s healthy it will be released back into the area. Since the program’s inception, more than 1300 stray cats have been dropped off from Kingsville. In the past three years, our intake numbers show a decline in the number of stray cats being dropped off from 143 cats in 2013 to 99 cats in 2015. This downward trend will continue with 2016 numbers.

DISCUSSION

The Humane Society has provided a new agreement for the 2017 calendar year for the Intake of Cats Program. There have been no changes to the agreement for the 2017 calendar year. These are the relevant monetary provisions:

- The \$25.00 fee for the daily cost of quarantining a cat from Kingsville, if required.
- Owner surrendered cats will still be accepted by Humane Society for the full intake fee of \$30.00.
- Feral cats surrendered by residents will have the same intake fee as stray cats with the Town responsible for \$20.00 per feral cat.

These fees are collected and billed to the Town on a monthly basis.

Furthermore, the Humane Society approached the Town this fall regarding the resident portion of this cost sharing program. Melanie Coulter, Executive Director of the Humane Society, is proposing to shift the entire intake fee to the Town as there have been several complaints over the fees. There have been some instances where residents have threatened to leave a stray cat in their parking lot instead of paying the drop off fee. As a result, the Humane Society has requested that the Town be financially responsible for the stray cat intake fee of \$30. Removing the resident fee would ensure the welfare of stray cats and continue the program's ongoing success. The City of Windsor has adopted this change for 2017 and all neighbouring municipalities have been notified that the Humane Society wishes to implement this change for the 2018 calendar year.

LINK TO STRATEGIC PLAN

Maintain and improve the health, safety and well-being of our residents.

FINANCIAL CONSIDERATIONS

The cost for the Intake of Cats Program in 2016 Animal Control Budget was \$2,500 and a 2017 budget item to remain the same financial allocation of \$2,500.

CONSULTATIONS

The Windsor Essex County Humane Society
Senior Management Team

RECOMMENDATION

That Council receives the 2017 Cat Intake Program Report for information and postpone consideration of continuing the program to upcoming budget deliberations.

Jennifer Alexander

Jennifer Alexander, M.P.A.
Deputy Clerk – Administrative Services

Jennifer Astrologo

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

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer

THIS AGREEMENT made in duplicate this day of 2016

BETWEEN:

THE CORPORATION OF THE TOWN OF KINGSVILLE
(Hereinafter referred to as "the Town")

-and-

WINDSOR/ESSEX COUNTY HUMANE SOCIETY
(Hereinafter referred to as "the Society")

WITNESSETH:

WHEREAS The Corporation of the Town of Kingsville (the "Town") recognizes that its citizens deliver stray cats to the Windsor/Essex County Humane Society (the "Society") for the purpose of disposition;

AND WHEREAS the Society acknowledges receipt of said cats;

AND WHEREAS the Society has agreed to provide the Town with cat intake services from and after the 1st day of January 2017, up to and including the 31st day of December 2017 for a fee as is hereinafter provided for;

THEREFORE in consideration of the promises and other good and valuable consideration, the parties hereto mutually covenant, promise and agree as follows:

1. That the sum of THIRTY DOLLARS (\$30.00) is the applicable fee to be paid to the Society (Intake Fee) for taking in stray cats from the residents of the Town of Kingsville. The Society understands that no additional fees will be invoiced to the Town from the intake of cats from Town residents; except in the circumstances outlined below in paragraph 6.
2. That the Society shall receive cats from Town residents upon their providing:
 - a. evidence of residing in the Town of Kingsville; and
 - b. payment of one-third (1/3) of the total intake fee, in the amount of TEN DOLLARS (\$10.00) per cat (this fee may be waived in the sole discretion of the Society);
 - c. owner surrendered cats will be accepted from residents of Kingsville for the usual intake fee, with the entire fee paid by the owner;
 - d. feral cats that the finder has been caring for over a long period of time may be entered as owner surrendered cats, however, the fees charged to residents and the Town will be the same as for stray cats. The Town recognizes that the Society discourages residents from bringing in feral or ear tipped cats, and that such cats may be returned to the area they were found after being altered and vaccinated.
3. That the Society shall maintain a record of all stray cats taken in from Kingsville residents; including the name, address and telephone number of the resident delivering the cat(s). The Society shall provide a monthly report to the Clerk for the Town, containing the foregoing information.
4. That the Town, upon receipt of the monthly report, shall submit to the Society the amount of TWENTY DOLLARS (\$20.00) per stray cat, as recorded on the monthly report, and subject to evidence and verification of Town residency.
5. That all cats received from Town residents shall be evaluated in the same manner as is the established practice of the Society. The disposition of cats is to be at the sole and absolute discretion and expense of the Society.
6. In the event that a stray cat received from a Town resident requires quarantining by the Windsor/Essex County Health Unit the cat will be quarantined for a period of ten (10) days at the rate of \$25.00 per day. The quarantine period fee shall be at the expense of the Town. After the quarantine period has passed, the disposition of a quarantined cat shall be at the sole and absolute discretion and expense of the Society.

This agreement shall expire on December 31st, 2017.

SIGNED, SEALED AND DELIVERED

**THE CORPORATION OF THE
TOWN OF KINGSVILLE**

Per:_____

Town of Kingsville

**WINDSOR-ESSEX COUNTY HUMANE
SOCIETY**

Per:_____

Melanie Coulter
Executive Director
Windsor-Essex County Humane Society



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

Date: November 21, 2016
To: Mayor and Council
Author: Jennifer Alexander-Deputy Clerk – Administrative Services
RE: 2017 Cat Spay and Neuter Voucher Program

AIM

To provide a report to Council with an update on the Cat Spay and Neuter Voucher Program ("Voucher Program").

BACKGROUND

Since 2014, the Town has participated in the Voucher Program in an effort to control the overpopulation of feral cats. Last year, the Town allocated \$8,000 in the animal control budget towards the Voucher Program. Administration allocated funds between feral cats (\$6,000) and low income families (\$2,000). Each voucher is worth \$75.00 and is valid for 90 days.

The voucher is redeemed at participating veterinarian offices and the remaining amount owing is the responsibility of the resident. Most costs associated with the surgery are covered by the voucher. Veterinarians honoring the vouchers are required to authenticate the voucher through the identification of the applicant. The veterinarian must invoice the Town with the signed voucher attached, within 30 days of service completion.

DISCUSSION

The Voucher Program is advertised through the Town's website, digital sign, social media and the newspaper when the vouchers are available for feral cats. The overall response from residents has been positive; however, the funds allocated to low income families is consistently underutilized. In 2016, the Town allocated \$8,000 towards the Voucher Program. Feral cat voucher numbers are not finalized as the remaining vouchers issued have an expiry of December 31, 2016. It is anticipated that all the remaining vouchers will be used. This program continues to be in high demand with residents. Low income voucher use is minimal and continues to be on a downward trend with this year being the lowest rate of participation.

If Council decides to continue with the program, administration recommends modifying the allocation of funds and further reducing the amount assigned to low income families as follows: \$5,750 to feral cats and \$750 to low income families. In the past, if the low income funds have not been used, this money would not be reallocated within the program. For 2017, if the low income funds have not been used by September 1, administration recommends that the remaining funds be reallocated to the feral cat category due to the high demand from residents. Administration will continue to raise awareness for low income vouchers through advertising to residents in an effort to increase participation.

Furthermore, in discussion with some of the participating veterinarian clinic it has come to the Town's attention that vouchers are being redeemed for cats that do not meet the program requirement of being feral and instead appear to be resident pets. The clinics have assumed a vetting process has been implemented by the Town and are reluctant to decline service. Melanie Coulter, the Executive Director of the Windsor Essex County Humane Society, has been consulted about this issue and recommended ear tipping as a solution.

Ear tipping is an effective and universally accepted method to identify a spayed or neutered feral cat. The procedure is completed during the neutering surgery while under anesthesia, where one quarter of the cat's left ear (3/8 inch) is removed. The benefits of ear tipping include: identification that feral cats are being cared for within our community, reduction of stress on the cat in being recaptured; and financial control and accountability of the Voucher Program. There is no additional cost to add ear tipping to our voucher. The Windsor Essex Humane Society already has implemented this practice. For all the above reasons, and to ensure that the Voucher Program is being used as intended, administration recommends that ear tipping be implemented.

LINK TO STRATEGIC PLAN

Maintain and improve health, safety and the well-being of residents.

FINANCIAL CONSIDERATIONS

The financial consideration is for \$6,500 be allocated in the Animal Control Budget for 2017 for the Cat Spay and Neuter Voucher program.

CONSULTATIONS

The Senior Management Team
Windsor Essex County Humane Society

RECOMMENDATION

That Council receive the 2017 Cat Spay and Neuter Voucher Program for information and postpone consideration of the 2017 Program, in the amount of \$6,500 and the requirement for ear tipping for all feral cat vouchers, to upcoming budget deliberations.

Jennifer Alexander

Jennifer Alexander, M.P.A
Deputy Clerk- Administrative Services

Jennifer Astrologo

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

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer



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(519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

Date: December 6, 2016
To: Mayor and Council
Author: Jennifer Alexander - Deputy Clerk, Administrative Services
RE: Records Management Plan

AIM

To provide the Mayor and Council information to recommend and establish a Records Management Plan to include electronic records and accessible documents.

BACKGROUND

The *Municipal Act, 2001* (the “Act”) outlines the requirements for a municipal records retention program. Section 254 (1) provides that: a municipality shall retain and preserve the records of a municipality and its local boards in a secure and accessible manner, and if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection.

Section 254 (9) addresses the requirement to retain records in a secure and accessible manner: accessible manner means that the records can be retrieved within a reasonable time and that the records are in a format that allows the content of the records to be readily ascertained by a person inspecting the records.

Additionally, recent legislation changes require that municipalities take measures to preserve records in accordance with applicable rules.¹ These same changes also make it an offense to willfully destroy records with the intent to deny access to records. Upon conviction, a fine of up to \$5,000 may be levied.

The Ontario Municipal Records Management System (“TOMRMS”) is a centralized classification system, used by 250 municipalities across Ontario to assist with the ongoing legislative obligation to preserve municipal records. Locally, this software is used by the City of Windsor, the County of Essex, and the Town of Tecumseh. The Town of LaSalle will be implementing in 2017 and the Town of Leamington is currently investigating its use.

¹The *Public Sector and MP Accountability and Transparency Act, 2014* is the legislation which amended the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

A record is any record of information however recorded, whether in printed form, on film, by electronic means or otherwise and includes documents such as, correspondence, memoranda, video/audio recordings, diagrams, pictures, etc.² A sound records management program enables the municipality to: i) maintain control over this valuable corporate asset through its lifecycle (creation, active use, inactive use, and destruction or archival preservation); ii) comply with legislation, and iii) support governmental accountability and transparency initiatives.

By-law 93-2003 establishes the retention periods for the Town's records. The current record management system has not been reviewed or revised since its inception 10 years ago. It was only recently, that the by-law was amended to permit the electronic destruction of Town records once the retention schedule expires.³

DISCUSSION

The Corporate Services department is responsible for the Town's records and extensive research has been undertaken to review and improve upon the current system. As mentioned above, By-law 93-2003 has not undergone a comprehensive review since inception.

The Town uses Laserfiche to manage the corporation's electronic files. Unfortunately, there is no uniform process to store records and each department employs its own individual filing system. This causes issues around the retrieval, tracking and duplication of records. Given the lack of clear guidelines most staff find the Laserfiche system challenging.

The Records Management Plan proposed below is designed to share information amongst departments while securing sensitive information within departments. It is expected that this plan will improve efficiency in record retrieval, increase staff searching capabilities through proper indexing, and provide protection and support in litigation.

As part of the review, Administration is recommending the purchase of TOMRMS. This software is a file classification system that works in conjunction with Laserfiche. It can index files through department headings, document type, subtype, search parameters and security options. This ease of use program allows the user to reduce search time through the ability to add searchable words, retention periods, and notify users the types of records to file in a specific heading. These additional tools will increase employee collaboration and workflow efficiency across the organization. Furthermore, this software provides annual updates on any legislation changes which is a feature that is not offered through Laserfiche.

² *Municipal Freedom of Information and Protection of Privacy Act*,

³ Town of Kingsville By-law 89-2016

The Records Management Plan proposed is as follows:

Phase One (6-8 months):

1. Performing file inventories in Laserfiche. Currently, we have two office support staff working one day a week towards compiling an inventory of all records in Laserfiche. Preliminary findings indicate the majority of documents need to be rescanned or destroyed.
2. Perform destruction of documents through the Town's retention schedules and record destruction (4 to 6 months).
3. Develop a new standard operating procedure for destruction of electronic records.

Phase Two: System Upgrade (1-1.5 years)

1. Purchase software and installation- TOMRMS. All information received to date indicates that TOMRMS is compatible with Laserfiche. For paper records TAB labeling software will allow for electronic and paper documents to coordinate.
2. Develop a new Records Retention By-law to reflect the needs of administration and current legislation.
3. Create Records Management Team- Individuals will be trained and be experts with TOMRMS. It is intended that the team will meet on a monthly basis during this phase, and as necessary thereafter, to discuss success and to derive solutions to challenges that they have encountered.

Phase Three: Implementation of New Records Management System (1.5 - 2 years)

1. Train all staff on TOMRMS and Laserfiche changes
2. Inventory the vault and physical files to coordinate with TOMRMS classification.
3. Address any ongoing issues that arise during implementation.

Phase Four: Maintain and Update Records Management System (On-going)

1. Once the system is operating successfully an evaluation will be conducted by the Director of Corporate Services and the Deputy Clerk – Administrative Services to ensure continued success of the system.

Records Management is an ongoing process which must be controlled for both quality and accuracy. Records must be protected from premature destruction, managed in an efficient and cost effective manner and be easily retrieved when needed.

LINK TO STRATEGIC PLAN

Encourage leadership and management that will provide direction and resources required to achieve our mission.

FINANCIAL CONSIDERATIONS

The financial implication for this plan is as follows:

Phase One: No financial implications

Phase Two: The financial investment is \$10,000 for software upgrades

Phase Three: Annual Maintenance fee for TOMRMS is \$300

CONSULTATIONS

The Senior Management Team

RECOMMENDATION

That Council receives this report regarding the Records Management Plan and considers the request for \$10,000 to move forward with the Plan at an upcoming budget meeting.

Jennifer Alexander

Jennifer Alexander, M.P.A
Deputy Clerk – Administrative Services

Jennifer Astrologo

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

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer

November 21, 2016

The Corporation of the Town of Kingsville
Manager of Facilities and Property
2021 Division Road North
Kingsville, ON N9Y 2Y9

Dear Mr. Del Greco,

In response to your letter dated September 30, 2016, I would like to address your request for enhanced beach sampling for the detection of E. coli at three beaches in the Kingsville area, specifically Mettawas Beach, Cedar Island, and Cedar Beach.

Currently, the health unit conducts sampling at ten beaches in the Windsor-Essex County region. Prior to the beginning of each beach season an environmental survey is completed including a review of historical data and identification of possible sources of contamination. Beach sampling is completed by two public health inspectors every Wednesday from June to mid-September for a period of approximately 14 weeks. These samples are then couriered to the public health laboratory in London and analyzed within one day of collection. In addition to the sampling, a surveillance report is completed on each beach including water and ambient air temperature, rainfall, sky conditions, wind speed, water clarity and turbidity, wave height and sources of pollution. Results of the weekly testing are then communicated to the general public through the health unit's website, media outlets, and beach signage.

According to the Ministry of Health and Long Term Care's (MOHLTC) guidance document for Beach Management, sampling frequency is based on risk assessment and more frequent sampling may be conducted for beaches that are prone to fluctuations in environmental conditions. Likewise, sampling may be reduced to once per month if historical data indicates consistent results for an entire beach season.

Due to requirements in the Ontario Public Health Standards, beach sampling and testing must be completed by public health staff using the public health laboratory. For health and safety reasons two public health inspectors are required to complete this task. The sampling for all ten area beaches requires a full day's work. Enhanced sampling would take an additional day utilizing limited resources and taking staff away from other duties. Once established, the sampling scheduling must be maintained the entire beach season. In addition, a second set of samples may not produce the results council is seeking; samples taken on a Monday or Tuesday may yield acceptable results but samples on the Wednesday or Thursday may be unacceptable resulting in a posting of the beach. Please note that sampling and testing is not available during the weekend. These issues present true challenges for our health unit as we consider your request.

However, in outlining the above, the health unit respectfully provides the following possible options which warrant further investigation:

1. Meet with council to review the results of the annual environmental assessment which will be conducted at the beginning of the 2017 beach season and address any possible sources of contamination. These actions may impact water quality results for the upcoming season.
2. There is the opportunity each year for health units to submit one-time grant requests to the MOHLTC. Our proposal could be for funds to enhance beach sampling, however grant submissions are not likely to be approved prior to the completion of beach season. In addition, the submission would have to be paired with another health unit initiative to allow for the hiring of two public health inspector students for full time hours for the 14-week beach season. This is necessary as we do not have the ability to use existing staff and our Collective Agreement does not allow for the hiring of part-time workers. This plan would augment existing staff during a very busy time causing the least amount of disruption to current workloads. The cost for the hiring of two public health inspector students and associated mileage costs would amount to \$22,100. The actual cost for the additional one day of sampling would be \$5,463 for the 14-week season. Additional costs such as the courier service and the impact of additional testing on the public health laboratory have not been fully investigated at this time.
3. Investigate municipal funding for costs associated with the beach sampling program for 2017. Again, due to the issues cited above, we would have to look at covering the full amount of \$22,100. The logistics of the sampling and laboratory testing would still require further investigation.

Finally, we are currently working with our epidemiologist to review past data on Kingsville area beaches. I would like to extend an offer to council to present an overview of our findings and review previous environmental assessments at a future council meeting.

Please feel free to contact me directly if you would like to discuss this issue further.

Yours truly,



Theresa Marentette RN, MSc.
Director, Health Protection & Chief Nursing Officer
Windsor-Essex County Health Unit

cc: Gary Kirk, Medical Officer of Health & CEO
Wajid Ahmed, Associate Medical Officer of Health
Mike Tudor, Manager, Health Inspection, WECHU

From: [Jennifer Bavetta](#)
To: [Jennifer Astrologo](#)
Cc: [Ruth Orton](#); [Brenda Percy](#)
Subject: 2016/2017 Dedicated Gas Tax Funds for Public Transportation Program
Date: December-20-16 2:22:16 PM
Attachments: [image011.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[2016-01-Dedicated Gas Tax Agreement \(LLS-39-15\).pdf](#)

Good afternoon Jennifer,

The Municipality of Leamington has received the Letter of Agreement and Program Guidelines and Requirements for the 2016/2017 Dedicated Gas Tax Program.

As Leamington acts as the host for the provision of this service for Kingsville, we require a resolution of Kingsville's Council stating their endorsement of the Municipality of Leamington to act in the capacity of host community for the 2016/2017 Dedicated Gas Tax Funds for Public Transportation Program.

I have attached a copy of the resolution that was provided by Kingsville for the 2015/2016 program.

We are required to return all documents to the Ministry of Transportation no later than January 31, 2017.

If you have any questions or require anything further, please do not hesitate to contact me.

Have a great holiday,
Jennifer

Jennifer Bavetta
Legal Assistant
The Corporation of the Municipality of Leamington
111 Erie Street North
Leamington, ON N8H 2Z9
tel 519-326-5761 ext. 1116
www.leamington.ca



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Ms. Peggy Van Mierlo-West
Chief Administrative Officer
Town of Kingsville
2021 Division Road North
Kingsville, ON N9Y 2Y9

Re: Canada 150 Community Infrastructure Program Project Application
#809576 - Renovation of Grovedale Arts and Culture Centre

Dear Ms. Van Mierlo-West:

I am pleased to inform you that the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) has approved your application for project funding under the Canada 150 Community Infrastructure Program (CIP 150).

Your CIP 150 project has been approved for a non-repayable contribution of up to \$181,500, representing 27% of total eligible project costs for the above-noted project.

You will be contacted in the near future to complete the CIP 150 contribution agreement for your project. This agreement will outline the contracting details, claims information, and communication opportunities for your funded project.

Also, if you have not already submitted one with your application, a resolution of your Council duly authorizing or endorsing your CIP 150 project must be provided along with the signed contribution agreement. Please ensure that the resolution demonstrates that it has been passed and references FedDev Ontario, the CIP 150 contribution agreement, the CIP 150 project title, and the approved CIP 150 funding amount.

Should you have any immediate questions, please feel free to contact FedDev Ontario toll-free at 1-866-593-5505.

The FedDev Ontario team is looking forward to working with you on your project.

Regards,

Frank Lofranco
Vice President
Business Innovation and Community Development
Federal Economic Development Agency for Southern Ontario



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

Date: June 8th, 2016

To: Mayor and Council

Author: Peggy Van Mierlo-West, Chief Administrative Officer

RE: Canada 150 Community Infrastructure Program & Canada Cultural Spaces Fund (CCSF)

AIM

To provide Council with information on the second intake of grant applications for the Canada 150 Community Infrastructure Program, and the Canada Cultural Spaces Fund (CCSF).

BACKGROUND

In 2015, the Town of Kingsville submitted an application to the Canada 150 Community Infrastructure Fund for renovation of Kings Landing. Unfortunately the Town was not successful in the application process and was denied approval.

Kings Landing was built in 1887 and represents a key historical piece of Kingsville history. In 2014, the Town purchased the property with the intent to include the facility as another community centre.

DISCUSSION

Both programs have different assessment processes; however, they do provide mandates within the process that includes an impact of the project to accessibility, capacity and enhanced access to programs. Both also review the organizational management and capacity to develop and sustain the projects. Reduction of GHG emissions is also reviewed.

Based upon the assessment of both applications, it would be recommended that the Town submit to both funds for this project. Each application will have its own mandate however.

LINK TO STRATEGIC PLAN

To continue to upgrade and maintain our municipal infrastructure.

FINANCIAL CONSIDERATIONS

Submissions for the Canada 150 Community Infrastructure Program are due June 24th, 2016. Submission for the Canada Cultural Spaces is due anytime through-out the year. Should the town be successful, it would be the intent that these projects commence immediately.

Phase 1 was allocated within the 2016 Capital Plan in the amount of \$380,000.00.

CONSULTATIONS

Administrative Management Group

RECOMMENDATION

That Council direct Administration to submit grant applications to the Canada 150 Community Infrastructure Program & Canada Cultural Spaces Fund (CCSF).

Further that a letter be forwarded to our local Federal and Provincial MP and MPP for their information.

“Original Signed”

Peggy Van Mierlo-West, CET
Chief Administrative Officer



County of
Essex

Corporation of the County of Essex

360 Fairview Avenue West, Suite 211, Essex, ON N8M 1Y6

Phone: 519-776-6441, ext. 1335 FAX: 519-776-4455

TTY: 1-877-624-4832 Website: www.countyofessex.on.ca

Email: mbrennan@countyofessex.on.ca

Office of the Director of Council Services/Clerk

Mary S. Brennan

December 22, 2016

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

Dear Ms. Astrologo:

Re: Amendment Agreement

Attached is a certified copy of By-law 58-2016 and two executed copies of the Agreement Amending the Emergency Medical Services Station Lease Agreement between the County of Essex and the Town of Kingsville which was passed by County Council at the December 21, 2016 meeting.

Please sign both copies of the agreement where indicated, retain one copy for your files and return the second original fully executed copy to my attention at the address above.

Yours truly,

Mary S. Brennan, BA, CMO
Director of Council Services/Clerk

Attachment



The Corporation of the County of Essex

By-Law Number 58-2016

A By-law to Authorize the Execution of an Agreement Amending the Emergency Medical Services Station Lease Agreement between the Corporation of the Town of Kingsville and the Corporation of the County of Essex

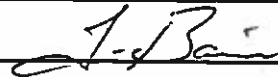
Whereas The Corporation of the County of Essex entered into a Lease Agreement for the period January 1, 2005 to December 31, 2016 for the use of a portion of the fire station located at 1720 Division Road North, in the Town of Kingsville, for an Emergency Medical Services Station, which lease was authorized by By-law #23-2009;

And Whereas the parties wish to amend Subsection 2(1) of the Lease, to reflect an increase in the quarterly lease installment from \$2,800 to \$3,100 per quarter (plus applicable taxes), commencing on January 1, 2017 to December 31, 2017.

Now therefore the Council of the Corporation of the County of Essex hereby enacts as follows:

- 1) That the Warden and the Clerk be and they are hereby authorized to execute the Amending Agreement between the Corporation of the County of Essex and the Corporation of the Town of Kingsville, a copy of which is attached hereto and affix the Corporate Seal thereto.
- 2) This By-law shall come into force and take effect after the final passing.

Read a first, second and third time and Finally Passed this 21st, day of December, 2016.



Tom Bain, Warden



Mary S. Brennan, Clerk

Clerk's Certificate

I, Mary S. Brennan, Clerk of the Corporation of the County of Essex, do hereby certify that the foregoing is a true and correct copy, in PDF format, of **By-law Number 58-2016** passed by the Council of the said Corporation on the **21st**, day of **December, 2016**.



Mary S. Brennan, Clerk
Corporation of the County of Essex

EMERGENCY MEDICAL SERVICES STATION LEASE

In pursuance of the Short Forms of Leases Act, R.S.O. 1990, c. S.11, and dated this day
21st of December, 2016.

BETWEEN:

THE CORPORATION OF THE TOWN OF KINGSVILLE
hereinafter called "the Town"

OF THE FIRST PART

- and -

THE CORPORATION OF THE COUNTY OF ESSEX
hereinafter called "the County"

OF THE SECOND PART

WHEREAS the Town is the owner of the lands municipally known as 1720 Division Road North, in the Town of Kingsville, together with all buildings and structures erected thereon;

AND WHEREAS the Town has agreed to lease a portion of the fire station located at 1720 Division Road North, in the Town of Kingsville, to the County for use as an emergency medical services station on the terms and conditions hereinafter set out;

IN CONSIDERATION OF the rents, covenants and agreements reserved and contained on the part of the County to be paid, observed and performed, the Town and the County agree one with the other as follows:

1. Premises

(1) The Town doth demise and lease unto the County and the County doth lease and take from the Town, that portion of the fire station located at 1720 Division Road North, Kingsville, containing 1,290 square feet of usable floor area for the purpose operating an emergency medical services station. The leased premises are shown in bold outline on a floor plan sketch of the said fire station attached hereto as Schedule "A".

(2) To have and to hold the demised premises for a term of one (1) years commencing on January 1, 2017 and terminating on December 31 , 2017 subject to the right of termination as set out in clause 5.

2. Rents

(1) Yielding and paying for the each year of the term unto the Town the sum of \$3,100.00 (inclusive of HST) per quarter, payable on March 31, June 30, September 30 and December 15, 2017..

(2) The parties acknowledge that it was the intention of the County to repay the Town for the approximate capital costs incurred by the Town (without interest) in the construction of this emergency medical services station as an addition to the fire station. It is further acknowledged by the Town that upon completion of the payment of the approximate capital cost over a term of twelve (12) years (ending in December of 2017), the capital costs for the construction of this emergency medical services station shall be considered to have been repaid in full. As a result, at the end of the term of this Lease, the parties agree to negotiate a reduction in the rental rate for the demised premises that will be satisfactory to both parties at that time.

(3) The Town agrees to provide, throughout the term of this Lease, such utilities as the County may reasonably require including water, gas, electric power or energy, steam or hot water; but the Town shall not be liable for the failure to provide such utilities when such failure is beyond the Town's control. The Town acknowledges that the costs of these services shall be included in the rental rate as a set out in clause (1) above.

3. Other Facilities

(1) The Town acknowledges that there is only one washroom and shower facility located within the demised premises. In the event the County deems it necessary or appropriate to provide a second washroom and/or shower facility for its employees, servants or agents, the Town shall permit access for such purposes to a second such facility within the remaining portion of fire station, at no additional cost to the County.

(2) The Town hereby agrees that the training room located in the fire station may be used by the County, its employees, servants and agents, at no additional cost to the

County. However, it is understood and agreed by the County that the employees of the fire department of the Town shall have the first right of access to this training room. In the event any difficulties arise in sharing the use of this training room, the Town reserves the right to restrict the use of the room by the County to specifically scheduled times, or to revoke all permission to use the room.

4. Overholding by the County

In the event that the Town permits the County to remain in occupation of the premises without objection by the Town after the expiration of the term and any extension or extensions thereof, the County shall be deemed to be a tenant from month to month at a monthly rental rate equal to one-twelfth of the annual rental calculated in accordance with clause 2, and otherwise upon and subject to all covenants and agreements of this Lease applicable to a monthly tenancy.

5. Right of Termination

If either party wishes to terminate this Lease, then it shall have the right to so terminate this Lease upon giving the other party at least 12 months written notice of its desire to do so.

6. Parking

The County shall be entitled to the use of four (4) parking spaces on the lands upon which the demised premises are located, such spaces to be assigned by the Town to the County.

7. Payment of Rent

The County covenants with the Town to pay the rent.

8. Quiet Enjoyment

The Town covenants with the County for quiet enjoyment.

9. Assignment

The Town and the County covenant and agree that the County shall not at any time assign this Lease or sublet any part or parts of the premises without the written consent of the Town, which consent shall not be unreasonably withheld, and in the event of any such assignment or subletting, the County agrees that it will provide the Town with a true copy of the instrument of assignment or subletting.

10. County's Default

This Lease confirms the right of re-entry by the Town on non-payment of rent or non-performance of covenants by the County.

11. Liability and Indemnity

(1) The Town and the County covenant and agree that the Town shall not be liable or responsible in any way for personal or consequential injury of any kind whatsoever that may be suffered or sustained by the County, or any employee, agent or invitee of the County, or any other persons who may be upon the lands and premises or for any loss, theft, damage or injury to any property upon the lands and premises however caused.

(2) The Town and the County covenant and agree that the County shall not be liable or responsible in any way for personal or consequential injury of any kind whatsoever that may be suffered or sustained by the Town, or any employee, agent or invitee of the Town, or any other persons who may be upon the lands and premises or for any loss, theft, damage or injury to any property upon the lands and premises however caused.

(3) With the exception of claims arising as a result of the Town's negligence or arising as a result of the Town's failure to fulfil its obligations set out in this Lease, the County covenants to indemnify the Town against all claims, including construction lien claims, by any person arising from any want of maintenance thereof or anything done or admitted on or in the vicinity of the demised lands and premises or any other thing whatsoever, whether arising from any breach or default or from any negligence by the County, its agents, contractors, employees, invitees or licensees, or from any accident, injury or damage or any other cause whatsoever, and such indemnity shall extend to all costs, expenses and liabilities which the Town may incur with respect to any such claim.

12. Insurance

(1) The Town shall insure the building and premises against insurable risks.

(2) The County shall be responsible for placing insurance upon the contents of the demised premises.

(3) The County agrees to provide by way of comprehensive public liability insurance pertaining to the demised premises in a minimum amount of \$2,000,000.00, with the Town as an additional named insured and a provision for cross-liability under the

insurance policy and to furnish the Town with an updated certificate of insurance throughout the term.

13. Repairs by the County

(1) The County covenants with the Town:

- (a) to repair the premises (reasonable wear and tear, and damage by fire, lightning and tempest only excepted);
- (b) that the Town may enter the premises and view the state of repair on reasonable written notice and during business hours;
- (c) that the County will repair the premises according to notice in writing from the Town (reasonable wear and tear and damage by fire, lightning and tempest only excepted), and
- (d) that the County will leave the premises in good repair (reasonable wear and tear and damage by fire, lightning and tempest only excepted).

14. Maintenance and Repair by the Town

(1) The Town shall be responsible to maintain and repair the exterior of the demised premises and any common internal areas.

(2) It is understood and agreed that, notwithstanding the other provisions of this Lease, if the building is damaged or destroyed by fire, lightning or tempest or by other casualty against which the Town is insured, so as to render the demised premises unfit for the purpose of the County or incapable of access, the rent hereby reserved or a proportionate part thereof, according to the nature of the damage to the demised premises, shall abate until the demised premises are rebuilt. The Town agrees that it will with reasonable diligence repair the demised premises and make the same capable of access, unless this Lease is terminated as hereinafter provided. If the demised premises are damaged or destroyed by any cause whatsoever such that in the opinion of the architects of the Town the demised premises cannot be rebuilt or made fit for the purposes of the County within 180 days of the damage or destruction, the Town instead of making the demised premises fit for the County may at its option terminate this Lease by giving notice of termination to the County within 90 days after such damage or destruction. Thereupon the rent and any other payment for which the County is liable under this Lease shall be apportioned and paid to the date of such damage and the County shall immediately deliver up possession of the demised premises to the Town.

15. Alterations, Partitions, Improvements

(1) If the County during the term of this Lease or any renewal thereof desires to affix or erect partitions, counters or fixtures in any part of the walls, floors or ceilings of the demised premises, it may do so at its own expense at any time and from time to time provided that the County's rights to make such alterations to the demised premises shall be subject to the conditions contained herein.

(2) Before undertaking any such alterations, the County shall submit to the Town a plan showing the proposed alterations and shall obtain the written approval and consent of the Town.

(3) All such alterations shall conform to all building regulations then in force affecting the demised premises.

(4) Such alterations will not be of such kind or extent so as to in any manner weaken the structure of the building after the alterations are completed or reduce the value of the building or interfere with the use and enjoyment of the demised premises by the Town.

(5) Except as provided in this clause, the County will not erect or remove or change the location or style of any partitions or fixtures without the written consent of the Town being first had and obtained.

(6) At the expiration of the term hereby granted or any renewal thereof, the County shall have the right to remove its fixtures (but not the leasehold or structure improvements which shall remain the property of the Town) provided the County makes good all damage occasioned to the demised premises by the taking down or removal thereof.

(7) In the event the County requires additional space to operate the emergency medical services station, the Town agrees to review those requirements with the County and to consider negotiating the terms of either leasing additional space to the County or to constructing an addition onto the demised premises in consultation with the County.

16. Termination

It is mutually agreed that if the County defaults in any payment of rent when due or in performing any of the terms, covenants or provisions of this Lease, the Town may forward notice in writing of such default to the County. Failure of the County to cure such default to the satisfaction of the Town within 60 days after the date of receipt of such notice shall, at the

option of the Town, work as a forfeiture of the Lease and shall give the Town the right, at its option, to treat this Lease as cancelled and terminated. The term and estate vested in the County, as well as all other rights of the County under this Lease, shall immediately cease and expire as fully and with like effect as if the entire term provided for in this Lease had expired, and the Town may enter in and take possession of the demised premises.

17. Notice

Any notice to be given pursuant to this Lease shall be sufficiently given if served personally upon the party or an officer of the party for whom it is intended, or mailed, prepaid and registered, in the case of the Town addressed to it in care of the Director of Corporate Services of the Town at 2021 Division Road North, Kingsville, Ontario N9Y 2Y9, and, in the case of the County addressed to it in care of the Clerk of the County at 360 Fairview Avenue West, Suite 202, Essex, Ontario N8M 1Y6, or such other address as the parties may designate by notice in writing. The date of receipt of any such notice shall be deemed to be the date of delivery, if such notice is served personally or, if mailed, 3 days after such mailing.

18. Time of Essence

Time shall be of the essence, save as otherwise provided in this Lease.

IN WITNESS WHEREOF the parties have affixed their respective corporate seals attested to by the hands of their respective officers duly authorized in that behalf.

THE CORPORATION OF THE TOWN OF KINGSVILLE

MAYOR – NELSON SANTOS

CLERK – JENNIFER ASTROLOGO

THE CORPORATION OF THE COUNTY OF ESSEX



WARDEN – TOM BAIN - COUNTY OF ESSEX

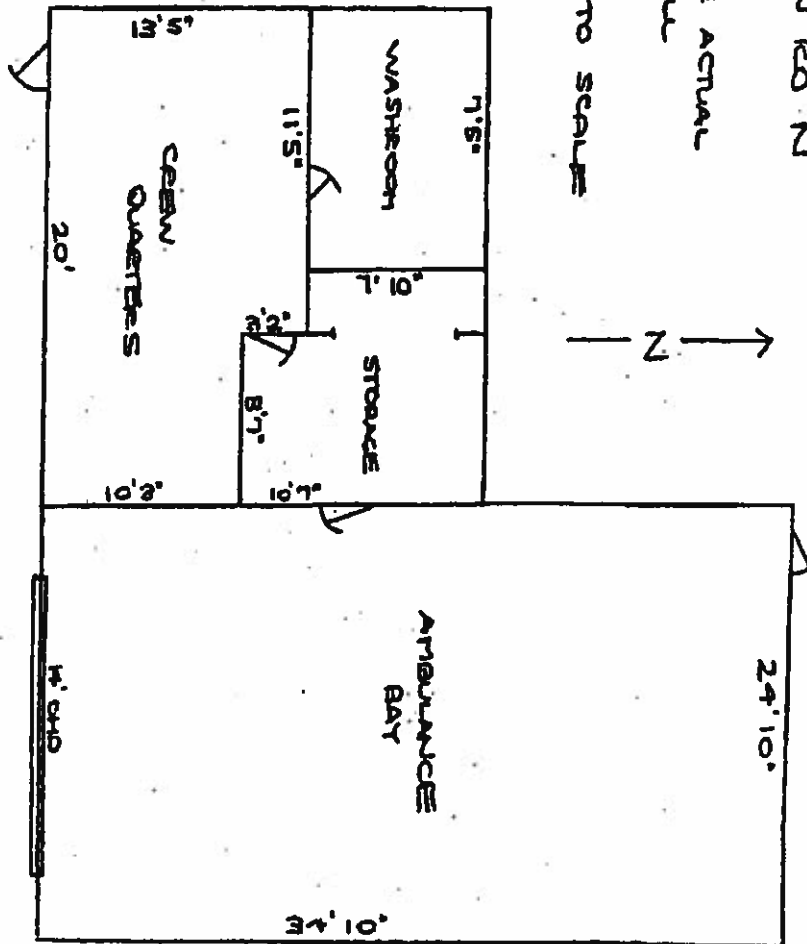
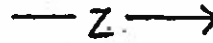


CLERK – MARY BRENNAN - COUNTY OF ESSEX

SCHEDULE "A"

KINGSVILLE E.M.S. BASE
1720 DIVISION RD. N

DISTANCES ARE ACTUAL
INTERIOR WALL
MEASURE
DRAWING NOT TO SCALE



THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 6 - 2017

*Being a by-law to amend By-law 1-2015,
being a By-law to appoint certain members
of Council and individuals to boards and
committees*

WHEREAS the Council of The Corporation of the Town of Kingsville deems it expedient to amend By-law 1-2015, as amended, being a by-law to appoint certain members of Council and individuals to boards and committees.

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

1. **THAT** Paragraph 1.o - i be amended as follows:

Personnel Committee (consisting of 4 members of Council, being Mayor, Deputy Mayor and yearly rotation of 2 members of Council)

Councillor Susanne Coghill and Councillor Thomas Neufeld (1 year term up to and including December 31, 2017)

2. **THAT** paragraph 1.n (Older Adults Advisory Committee) be amended as follows:

To add the appointment of Susanna Child (*to fill vacancy*)

3. **THAT** all other terms set out in said By-law 1-2015 and any amendments thereto shall remain in full force and effect.

READ a FIRST, SECOND AND THIRD TIME and FINALLY PASSED this 9th day of January, 2017.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo



MINUTES

**REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 12, 2016 AT 7:00 P.M.
Council Chambers, 2021 Division Rd N., Kingsville, Ontario**

A. CALL TO ORDER

Mayor Santos called the Regular Meeting to order at 7:00 p.m. with the following persons in attendance:

Members of Council:

Mayor N. Santos
Deputy Mayor G. Queen
Councillor T. Gaffan
Councillor T. Neufeld
Councillor L. Patterson
Councillor S. McIntyre
Councillor S. Coghill

Members of Administration:

CAO P. Van Mierlo-West
Director of Corporate Services J. Astrologo
Director of Financial Services S. Zwiers
Town Planner K. Brcic
Deputy Clerk-Council Services S. Kitchen

B. MOMENT OF SILENCE AND REFLECTION

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

C. PLAYING OF NATIONAL ANTHEM

D. DISCLOSURE OF PECUNIARY INTEREST

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

E. PRESENTATIONS/DELEGATIONS

F. MATTERS SUBJECT TO NOTICE

1. PUBLIC MEETING – Rename Cottonwood Road West to Fuller Drive

- i) Report of K. Brcic, Town Planner, dated December 1, 2016
- ii) Proposed By-law 110-2016, being a by-law to change the name of a highway (Cottonwood Road West to Fuller Drive)
- iii) Public Notice, dated November 9, 2016
- iv) Comments from J. Koop received December 7, 2016
- v) Comments received from J. Brown and N. Coates dated December 6, 2016
- vi) Comments from Dr. R. Stapleton, dated December 6, 2016

Ms. Brcic presented the Planning Report dated December 1, 2016 and recommendation to change the Street Name “Cottonwood Road West” to Fuller Drive. Properties on Cottonwood Road West have differing municipal addresses such as Cottonwood Avenue, Cottonwood Road and Cottonwood Road West. An adjustment for conformity is required. Comments received from Residents (above-captioned as items 1.iv, .v and vi) indicate they are opposed to the proposed by-law to change the name of the Road to “Fuller Drive”.

Councillor Neufeld commented that with today’s technology, the responders should be able to locate the addresses with no difficulty.

Councillor Gaffan indicated his support for the name change.

Public Comments:

James Koop, 1703 Cottonwood Road West, asked for clarification as to which of the seven affected properties identified on the location map is owned by the Town. He also stated that safety is ‘not a real issue’ and cited an example of a past incident in the affected area for which emergency services were called and the responders arrived with no delay.

Mayor Santos asked the Town Planner who brought the issues to her attention and she responded that the Town’s Tax Collector brought the municipal addressing discrepancies to the Town Planner’s attention.

Doug Duff, 71 Robin Court, asked if Town Administration sought comments from the Police or Fire Departments in this regard.

Ms. Brcic stated that comments were received from the Fire Dept. in support of the name change since the Cottonwood name as it is could pose response issues and difficulty identifying which Cottonwood the call was made for.

Mayor Santos stated that he recalled that, in past discussions regarding matters of this nature, the word ‘avenue’ and ‘road’ would be distinctive enough for emergency services’ identification.

Deputy Mayor Queen recalled that in or about the year 2002 there were several changes made regarding duplication of street names and street name suffixes and there was a lengthy discussion at the time. He stated that he does not see a problem with emergency services at this location but he does see that the residents are not in favour of the change to “Fuller Drive”. Deputy Mayor Queen stated that he would be in favour of the change to “Fuller Drive” if it posed an emergency response problem, but is not in favour of the change because the affected residents do not want it.

685-2016 Moved by G. Queen, seconded by S. Coghill Council deny the request of Administration to rename ‘Cottonwood Road West’ to ‘Fuller Drive’.

CARRIED

2. **PUBLIC MEETING – Rename Colmenna Drive to DiMar Drive**

- i) Report of Town Planner, dated December 2, 2016
- ii) Proposed By-law 111-2016, being a by-law to change the name of a highway (Colmenna Drive to DiMar Drive)
- iii) Public Notice, dated November 9, 2016

There were no questions or comments from anyone in the audience.

It was noted that this area is vacant land and there are no assigned municipal addresses at this time.

686-2016 Moved by G. Queen, seconded by L. Patterson Council approve By-law 111-2016 to rename Colmenna Drive to DiMar Drive.

CARRIED

G. AMENDMENTS TO THE AGENDA

- 1) Mayor Santos noted the addition of one Addendum Agenda.
- 2) Mayor Santos stated that an amendment will be made to the Confirmatory By-Law to change the by-law number from 125-2016 to 126-2016 so that it is consecutive to the assigned number of the Appointment By-Law, which will be amended to 'By-law 125-2016'.
- 3) Deputy Mayor Queen added two Announcements.
- 4) Councillor Patterson added one Unfinished Business item and one Announcement.
- 5) Councillor McIntyre added one Announcement and one Notice of Motion.

H. ADOPTION OF ACCOUNTS

- 1. **Town of Kingsville Accounts** for the monthly period ended November 30, 2016 being TD cheque numbers 0060275 to 0060586 for a grand total of \$1,442,036.58

687-2016 Moved by S. McIntyre, seconded by S. Coghill Council approve Town of Kingsville Accounts for the monthly period ended November 30, 2016 being TD cheque numbers 0060275 to 0060586 for a grand total of \$1,442,036.58.

CARRIED

I. STAFF REPORTS

- 1. **S. Zwiers, Director of Financial Services—RE: 2016 Year End Reserve Transfers**, dated December 5, 2016

688-2016 Moved by T. Neufeld, seconded by S. McIntyre that the balance of funds remaining in Councillor Neufeld's Convention account be allocated to Fantasy of Lights to pay for the operation of the train at Lakeside Park.

CARRIED

- 689-2016** Moved by T. Neufeld, seconded by G. Queen Council approves \$31,630.53 be transferred to the Water Equipment Reserve (03-000-032-39071) and \$45,049.00 be transferred from the General Administration Working Capital Reserve (03-000-032-31060).

CARRIED

2. **K. Brcic, Town Planner** – RE: PLC/01/16-Exemption from Part Lot Control, 1364674 Ontario Limited, Lots 10 and 11 on Plan 12M-587, York Subdivision– Phase 4A, dated November 21, 2016

- 690-2016** Moved by T. Neufeld, seconded by L. Patterson Council enact Part Lot Control Exemption By-law 116-2016 to allow Lots 10 and 11 on Plan 12M-587 to be exempt from Section 50(5) of the *Planning Act* and that Council authorize and direct Development Services to register the by-law on title, subject to the following conditions:

1. A revised lot grading plan be completed and submitted to the Town for approval;
2. A revised lot servicing plan where each lot has its own service connections (storm, sanitary and water); and
3. Applicant provide proof of separate service connections for Parts 13, 14 and 15.

CARRIED

3. **K. Brcic, Town Planner** – RE: PLC/03/16-Exemption from Part Lot Control, 1156722 Ontario Limited, Lots 9 and 19-36 on Plan 12M-619, York Subdivision – Phase 4B, dated November 21, 2016

- 691-2016** Moved by G Queen, seconded by S. Coghill Council Defer Report of K. Brcic, Town Planner RE: PLC/03/16 (Exemption from Part Lot Control, 1156722 Ontario Limited, Lots 9 and 19-36 on Plan 12M-619) pending a Public Meeting in January 2017 in order to circulate public notice to residents in the neighbourhood.

CARRIED

4. **J. Astrologo, Director of Corporate Services** – RE: 2016-2017 Meeting Schedule, dated December 5, 2016

- 692-2016** Moved by G. Queen, seconded by S. Coghill Council authorize the Corporate Services Department to publish the requisite notice to notify the public of the cancellation of the last meeting of December, 2016.

CARRIED

J. BUSINESS / CORRESPONDENCE – ACTION REQUIRED

1. **Draft 2017 Municipal Budget** for The Corporation of the Town of Kingsville

693-2016 Moved by L. Patterson, seconded by S. McIntyre Council receive Report from S. Ingratta, Director of Financial Services RE: 2017 Draft Budget, dated December 12, 2016 and to set 2017 Municipal Budget deliberation dates for public notice as follows: January 10 from 9:00 a.m. to 3:00 p.m., January 31 from 9:00 a.m. to 2:30 p.m. (Community Grant Fund applications); and February 22 from 9:00 a.m. to 3:00 p.m. (if necessary)

CARRIED

2. **Les Menard, Kingsville Resident** - Petition of Residents requesting that the Town allow ATVs to use Kingsville's roadways, received on or about December 1, 2016

694-2016 Moved by G. Queen, seconded by L. Patterson that Council receive Petition of residents filed by Les Menard requesting that the Town allow ATVs to use Kingsville's roadways and further that the Petition be forwarded to the Town of Kingsville Administration Management Group and to Kingsville Police Services Board for a follow-up report

CARRIED

3. **Association of Municipalities of Ontario (AMO)**—Correspondence dated December 1, 2016 requesting adoption of The Federal Infrastructure Phase 2 Incrementality Resolution in the form provided by AMO

695-2016 Moved by T. Neufeld, seconded by T. Gaffan:

WHEREAS municipal governments' infrastructure is critical to our collective economic health;

WHEREAS stable, predictable and formula-based infrastructure funding allows municipal governments to plan and schedule investments in infrastructure;

WHEREAS Ontario municipal governments have asset management plans which set out a municipality's longer term capital plan which reflects the infrastructure priorities of these asset management plans; and

WHEREAS a federal incrementality rule interferes with municipal long-term infrastructure priorities and diminishes the value of municipal asset planning and management;

NOW, THEREFORE BE IT RESOLVED that the Town of Kingsville calls on the federal government to provide long-term, predictable, and formula-based funding in its Phase 2 programs for municipal governments; and

BE IT ALSO RESOLVED that the Town of Kingsville calls on the federal government to change incremental requirements in Phase 2 to recognize in Ontario that a municipal government's asset management plan meets a municipal incremental infrastructure requirement.

CARRIED

K. MINUTES OF THE PREVIOUS MEETINGS

1. Regular Meeting of Council—November 28, 2016
2. Special Meeting of Council—November 30, 2016

696-2016 Moved by S. McIntyre, seconded by T. Neufeld Council adopt Regular Meeting of Council Minutes dated November 28, 2016 and Special Meeting of Council Minutes dated November 30, 2016

CARRIED

L. MINUTES OF COMMITTEES AND RECOMMENDATIONS

1. **Kingsville Heritage Advisory**—October 12, 2016

697-2016 Moved by T. Gaffan, seconded by L. Patterson Council receive Kingsville Heritage Advisory Meeting Minutes dated October 12, 2016

CARRIED

2. **Police Services Board**—October 26, 2016

698-2016 Moved by L. Patterson, seconded by G. Queen Council receive Police Services Board Meeting Minutes dated October 26, 2016

CARRIED

M. BUSINESS / CORRESPONDENCE – INFORMATIONAL

1. **Township of McKellar**—Correspondence dated November 22, 2016 requesting support of Township of McKellar Resolution #16-384 regarding lack of funding opportunities for Fire Department capital costs within the Provincial Government's Infrastructure Strategy to Move Ontario Forward
2. **Assessment Review Board**—Memorandum dated November 24, 2016 RE: ARB Fees Increase Memorandum
3. **Ontario Good Roads Association Final Call for Nominations**—Correspondence dated November 28, 2016 RE: The Final Call for Nominations
4. **Town of Lakeshore**—Correspondence dated December 2, 2016 RE: Request for Support of Town of Lakeshore Resolution RE: Accommodation Review Process
5. **Township of Havelock-Belmont-Methuen**—Correspondence dated December 5, 2016 requesting Support of Resolution RE: Legislative Changes impacting Tax Registration and Tax Sales
6. **Guy Caron, MP for Rimouski-Neigette-Temiscouata-Les Basques**—Correspondence received December 6, 2016 RE: Request for support of Private Member's Bill to end unfair taxation on family business transfers (Bill C-274: Transfer of small business, family farm or fishing operation)
7. **Tay Valley Township**—Correspondence dated November 25, 2016 regarding its Resolution RE: Hydro One's Strategy Regarding Hydro Costs

699-2016 Moved by T. Neufeld, seconded G. Queen Council receive information items 1-7

CARRIED

Re: Information Item #6 –Guy Caron, MP Re Bill C-274

700-2016 Moved by G. Queen, Seconded by T. Neufeld Council requested that Administration research the Private Member's Bill to End Unfair Taxation on Family Business Transfers (Bill C-274) and bring back a report to Council pertaining to same.

CARRIED

N. NOTICES OF MOTION

Councillor McIntyre indicated she may, at the next Regular Meeting of Council, move or cause to have moved a motion that the balance of funds in her Convention account (2016 budget) be allocated to the Mettawas Park project.

O. UNFINISHED BUSINESS, ANNOUNCEMENTS AND UPDATES

1. L. Patterson / Unfinished business item:

- i) Darryl Edwards contacted Councillor Patterson seeking an update on the New Designs matter.

CAO Van Mierlo-West advised that the Municipal Services Dept. now has a full complement of staff and the matter has been referred to that department for follow-up at the earliest time.

- ii) Councillor Patterson wished our residents, Council and staff a Merry Christmas and a successful 2017.

2. G. Queen / Announcements:

- i) A community dinner hosted by the Kingsville Community Church will be held on December 30, 2016 at the Royal Canadian Legion, Division St. S., Kingsville. The KCC has invited representatives from Council to assist in serving the dinner again this year.
- ii) Town of Kingsville Communities in Bloom---The CAO is assisting the Parks, Recreation, Arts and Culture Committee by obtaining input and suggestions from Committee Members and others as the CIB moves forward and if Council or others have ideas or suggestions regarding CIB, please provide them to Ms. Van Mierlo-West.

Deputy Mayor Queen thanked all who made this year a great success.

701-2016 Moved by G. Queen, seconded by T. Neufeld Council receive Invitation from Paula Forster, Administrative Director of the Kingsville Community Church to assist with Community Dinner to be held on December 30, 2016 at the Royal Canadian Legion Br. #188; and further, to receive update/announcement from Deputy Mayor Queen concerning the Town of Kingsville Communities in Bloom Committee and Project, dated December 12, 2016.

CARRIED

- iii) S. McIntyre stated that she received a couple of telephone calls from residents to relay how wonderful the recent Fantasy of Lights Santa Claus Parade was and

that this community should be proud of it. The messages will be passed along to Maggie Durocher, Parks and Recreation Programs Manager, and to the Fantasy of Lights Committee.

iv) N. Santos / update

The Federation of Canadian Municipalities (FCM) is hosting a call for a representative from our Community to act as spokespersons in connection with next year's 'Canada 150' celebrations. He asked that if members of Council have a recommendation to forward to Mayor Santos.

P. BY-LAWS

By-law 107-2016 Being a By-law to govern the use of the Linden Beach Dog Park, in the Town of Kingsville, being a Council designated leash-free zone

702-2016 Moved by G. Queen, seconded by T. Neufeld Council read By-law 107-2016, being a By-law to govern the use of the Linden Beach Dog Park, in the Town of Kingsville, being a Council designated leash-free zone a first, second and third and final time.

CARRIED

By-law 111-2016 Being a By-law to change the name of a highway (Colmenna Drive to DiMar Drive)

703-2016 Moved by G. Queen, seconded by T. Gaffan Council read By-law 111-2016, being a By-law to change the name of a highway (Colmenna Drive to DiMar Drive) a first, second and third and final time.

CARRIED

By-law 114-2016 Being a By-law to amend By-law 102-2013 as it relates to Designation of 189 Main St. West, Kingsville under the *Ontario Heritage Act*

704-2016 Moved by G. Queen, seconded by L. Patterson Council read By-law 114-2016, being a By-law to amend By-law 102-2013 as it relates to Designation of 189 Main St. West, Kingsville under the *Ontario Heritage Act* a first, second and third and final time.

CARRIED

By-law 116-2016 Being a By-law to exempt certain lands from Part Lot Control (York Subdivision, Phase 4A-Plan 12M-587)

705-2016 Moved by G. Queen, seconded by S. McIntyre Council read By-law 116-2016, being a By-law to exempt certain lands from Part Lot Control (York Subdivision, Phase 4A-Plan 12M-587) a first, second and third and final time.

CARRIED

By-law 123-2016 Being a By-law to amend By-law 1-2015, being a by-law to appoint certain members of Council and individuals to boards and committees

706-2016 Moved by G. Queen, seconded by S. Coghill Council read By-law 123-2016, being a By-law to amend By-law 1-2015, being a by-law to appoint certain members of Council and individuals to boards and committees a first, second and third and final time.

CARRIED

By-law 124-2016 Being a by-law to provide for the collection of the costs incurred for drainage works completed for 9th Concession Drain East of Belle River, Cameron Curry Drain (portion of), Gerald Bruner Drain & Branch, Graham Sideroad Drain, Gravel Pit Drain, Kunch Drain, Linden Beach Drain, Maddox Drain, Marten Drain, Matlock Drain, McCain Sideroad Branch of No. 47 Drain, McGuire Drain, McMahon Drain (portion of), Mills Drain & Extension, Nelson Drain (portion of), No. 5 Drain, North Townline Drain East of Belle River, North Townline Drain West of Belle River, North Townline Drain West of Ruscomb River, Orton Drain, Oxley Drain, Rear Road Branch of No. 47 Drain, South Malden Road Drain (Town of Essex), Staddon Drain, all in the Town of Kingsville

707-2016 Moved by G. Queen, seconded by S. Coghill Council read By-law 124-2016, being a by-law to provide for the collection of the costs incurred for drainage works completed for 9th Concession Drain East of Belle River, Cameron Curry Drain (portion of), Gerald Bruner Drain & Branch, Graham Sideroad Drain, Gravel Pit Drain, Kunch Drain, Linden Beach Drain, Maddox Drain, Marten Drain, Matlock Drain, McCain Sideroad Branch of No. 47 Drain, McGuire Drain, McMahon Drain (portion of), Mills Drain & Extension, Nelson Drain (portion of), No. 5 Drain, North Townline Drain East of Belle River, North Townline Drain west of Belle River, North Townline Drain West of Ruscomb River, Orton Drain, Oxley Drain, Rear Road Branch of No. 47 Drain, South Malden Road Drain (Town of Essex), Staddon Drain, all in the Town of Kingsville a first, second and third and final time.

CARRIED

Addendum Agenda Item

By-law 125-2016 Being a by-law to appoint an Acting Fire Chief of The Corporation of the Town of Kingsville

708-2016 Moved by G. Queen, seconded by L. Patterson Council read By-law 125-2016, being a By-law to appoint an Acting Fire Chief of The Corporation of the Town of Kingsville a first, second and third and final time.

CARRIED

Q. CLOSED SESSION

Addendum Agenda Item Q-1

709-2016 Moved by S. Coghill, seconded by T. Gaffan at 7:55 p.m. and pursuant to Section 239(2) of the *Municipal Act, 2001* Council moved into closed session to address the following item:

1. Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees being verbal Report of CAO P. Van Mierlo-West.

CARRIED

R. REPORT OUT OF CLOSED SESSION

There were no items to Report.

S. CONFIRMATORY BY-LAW

By-law 126-2016 Being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its December 12, 2016 Regular Meeting

710-2016 Moved by G. Queen, seconded by L. Patterson Council read By-law 126-2016, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its December 12, 2016 Regular Meeting a first, second and third and final time

CARRIED

T. ADJOURNMENT

711-2016 Moved by S. McIntyre, seconded by T. Gaffan Council adjourn this Regular Meeting at 8:23 p.m.

CARRIED

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo



MINUTES

REGULAR MEETING OF KINGSVILLE BIA TUESDAY, NOVEMBER 8TH, 2016 AT 6:00 P.M.

Carnegie Arts & Visitor Centre, 28 Division St. S, Kingsville, Ontario

A. CALL TO ORDER

Beth Riddiford called the Meeting to order at 6:02pm with the following persons in attendance:

Members of BIA Board: Heather Brown, Tony Gaffan, Mike Lauzon, Trevor Loop (arrived at 6:04p.m.), Izabela Muzzin, Gord Queen, Jason Martin, Beth Riddiford, Tim Sala, and Roberta Weston

Members of Administration: Sarah Holland and Karen Wettlaufer

Regrets: Stewart Wolf

Absent: Brian Sanford

B. DISCLOSURE OF PECUNIARY INTEREST

Beth Riddiford reminded members that any declaration and its general nature is to be made prior to each item being discussed.

C. DELEGATIONS

D. AMENDMENTS TO THE AGENDA

1. **Associate Membership Application** – Re: Leslie E Alexander Professional Corporation

BIA-098-2016 Moved by T. Sala, seconded by H. Brown, to approve the application.

CARRIED

Trevor Loop arrived at 6:04pm.

E. ADOPTION OF ACCOUNTS

1. **BIA Coordinator/Sarah Holland** – Re: BIA Accounts for the monthly period

ending October 31st, 2016

BIA-099-2016 Moved by T. Loop, seconded by T. Sala, to approve the accounts.

CARRIED

F. STAFF REPORTS

1. BIA Coordinator/Sarah Holland – Re: Monthly Activity

The Coordinator presented her written report. EDDK will follow-up with the Coordinator regarding food for RBC staff.

2. Council Representative

Gord Queen presented his written report to the Board. Tony Gaffan shared the new pavilion is up at the new Mettawas Park.

3. EDDK Representative

Heather Brown shared they are doing the Santa Clause dinner next week. They are doing a fundraising gift card promotion with Kingsville Public School.

G. BUSINESS / CORRESPONDENCE – ACTION REQUIRED

1. Stewart Wolf – Re: Letter of Resignation

BIA-100-2016 Moved by I. Muzzin, seconded by T. Gaffan, to accept Stewart Wolf's letter of resignation and for Coordinator to submit it to council.

CARRIED

H. MINUTES OF THE PREVIOUS MEETINGS

Regular Meeting – October 18th, 2016

BIA-101-2016 Moved by G. Queen, seconded by T. Sala, to approve the minutes.

CARRIED

I. NEW AND UNFINISHED BUSINESS

1. Exhibition Application

A. Brianne Alyssa Taggart

B. Deborah Cameron

BIA-102-2016 Moved by M. Lauzon, seconded by I. Muzzin, to approve the exhibition application.

CARRIED

2. Holiday Shopping Spree – Re: Banner in Kingsville Reporter

BIA-103-2016 Moved by J. Martin, seconded by T. Sala, to approve the shopping spree ad in the Kingsville Reporter/Kingsville Extra.

CARRIED

3. 2017 Meeting Dates

The Coordinator presented proposed 2017 Meeting Schedule. The AGM has been tentatively set for February 21st. After discussion, final 2017 meeting schedule finalized.

Tony Gaffan requested that the 2017 AGM be put on the December agenda.

4. 2017 Draft Budget

BIA-104-2016 Moved by G. Queen, seconded by T. Sala, to approve the draft budget.

CARRIED

5. Member Façade

Trevor Loop commented on how great the old Dollar Store looks with the new siding.

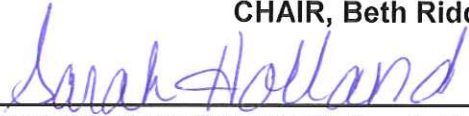
J. ADJOURNMENT

BIA-105-2016 Moved by M. Lauzon, seconded by T. Sala, to adjourn this meeting at 7:34p.m.

CARRIED



CHAIR, Beth Riddiford



RECORDING SECRETARY, Sarah Holland

APPENDIX "A"
TO THE MINUTES OF THE KINGSVILLE ACCESIBILITY ADVISORY COMMITTEE
DATED NOVEMBER 8th, 2016

1. *RE: Motion KAAC 27-2016

RECOMMENDATION:

Moved by C. Gosselin, seconded by T. Bradley, that Council consider adopting and installing a limited mobility parking spot at 2021 Division Street N in 2017.



MINUTES

KINGSVILLE ACCESSIBILITY ADVISORY COMMITTEE MINUTES

Tuesday, November 8, 2016 at 4:30 p.m.

Committee Meeting Room 'A'

2021 Division Road North, Kingsville, Ontario N9Y 2Y9

A. CALL TO ORDER

Chairperson, Thomas Neufeld called the Meeting to order at 4:30 p.m. with the following persons in attendance:

Members:

Thomas Neufeld
Corey Gosselin
Jackie Barraco
Todd Bradley
Michelle Chauvin

Members of Administration:

Deputy Clerk – Administrative Services J. Alexander

B. DISCLOSURE OF PECUNIARY INTEREST

Chairperson, Thomas Neufeld reminded members that any declaration and its general nature are to be made prior to each item being discussed.

C. PRESENTATIONS/DELEGATIONS:

NONE

D. ACCOUNTS:

D.1. Financial Report - Actuals ending October 31, 2016

26-2016 Moved by C. Gosselin seconded by T. Bradley, that the Committee adopts the report.

CARRIED

E. STAFF REPORTS

NONE

F. BUSINESS/CORRESPONDENCE

F.1. National Consultation on Federal Accessibility Legislation dated October 17, 2016.

G. MINUTES OF THE PREVIOUS MEETINGS

G.1. Adoption of the Committee Meeting Minutes of Tuesday, September 27, 2016.

27-2016 Moved by M. Chauvin, seconded by J. Barraco that the Committee adopts the September 27, 2016 minutes.

CARRIED

H. NEW AND UNFINISHED BUSINESS:

H.1. Review of the Terms of Reference for Kingsville Accessibility Advisory Committee

J. BARRACO suggested that the Committee should be seeing more site plans through the building department and our recommendations should be noted to Council for consideration.

The Committee directs the administration to notify the various departments of the Committees terms of reference and be included in the process in future developments.

The Committee recommended the Town to have resident disability information on file with Emergency Services in case of an emergency. The Chair will research with the Fire Chief and report back to the Committee for the next meeting.

H.2. Review of the Draft 2016 Accessibility Plan for the Corporation of the Town of Kingsville for Compliance Reporting. Discuss 2017 initiatives.

The Chair discussed the limited mobility parking initiative. The Committee recommended to Council to adopt a limited mobility parking spot at the main municipal building.

27-2016 Moved by C. Gosselin, seconded by T. Bradley, that Council consider adopting and installing a limited mobility parking spot at 2021 Division Street N in 2017.

CARRIED

The Chair suggested that the Committee inspects all municipal parks and playground structures in 2017 for accessibility standards this spring.

Newsletter will be developed on a quarterly basis regarding accessibility issues. This will be circulated to municipal staff and residents. Jackie has been nominated to work on this with other Committee member's support.

The Committee recommends meeting for 6 times for 2017.

H.3. New Inspection Checklist

The Committee reviewed the new proposed checklist. The Committee directed administration is directed to draft up a final copy of the checklist for next meeting.

H.4. Feedback on Accessibility Workshop Opening Doors and Minds

The Committee discussed the workshop presented through the County which all members participated. Some of the highlights are as follows: Lakeview Montessori in Tecumseh presentation on programming and meeting the needs of students. Paramedics and PTSD is now recognized by Workers Compensation. The Committee recognized that the food at the conference was delicious however consideration to ensuring all food is accessible such as cutting food into bite sized pieces.

I. ADJOURNMENT

28-2016 Moved by M. Chauvin, seconded by C. Gosselin that the Committee adjourn the meeting at 4: 45 p.m.

CARRIED

THE COMMITTEE WILL MEET AGAIN ON JANUARY 17TH, 2017 AT 4:30PM.

CHAIRMAN, Thomas Neufeld

**DEPUTY CLERK – ADMINISTRATIVE SERVICES,
Jennifer Alexander**

APPENDIX “A”

**TO THE MINUTES OF THE
KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE
DATED NOVEMBER 22, 2016**

1. *RE: MOTION MHC14-2016

RECOMMENDATION:

Moved by C. Gosselin, seconded by K. DeYong that the Committee recommend the proposed 2017 Kingsville Municipal Heritage Advisory Committee Budget in the same amount as the 2016 KMHAC Budget as attached to and forming part of these Minutes.

****(The Recommendation will be formally presented by the Chair of the Committee at the January 31, 2017 Special Meeting of Council—Budget Deliberations Meeting)***



MINUTES

KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE TUESDAY, NOVEMBER 22, 2016 AT 7:00 P.M.

Committee Room "A", 2021 Division Road North, Kingsville

A. CALL TO ORDER

Ms. Cacciavillani called the Meeting to order at 7:00 p.m. with the following members in attendance:

Members of Municipal
Heritage Advisory Committee:

Kimberly DeYong
A. Lamarche
Corey Gosselin
Margie Luffman
Lydia Miljan
Elvira Cacciavillani
Mayor N. Santos
Danielle Truax
Anna Lamarche
L. Miljan (7:55 p.m.)

Members of Administration:

S. Kitchen, Deputy Clerk-
Council Services
R. Brown, Manager of Planning
and Development Services

Absent: A. Dunnion (on personal business)

Also in attendance: Ms. Veronica Brown, Researcher

B. DISCLOSURE OF PECUNIARY INTEREST

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

C. PRESENTATIONS/DELEGATIONS

R. Brown, Manager of Planning and Development Services

RE: Division St. South Heritage Conservation District (DSSHCD) update

Mr. Brown advised that Council received his report on 'next steps' on the DSSHCD for information purposes at its Regular Meeting held on November 22, 2016. Council did not adopt the recommendation no. 2 to circulate the report to the public, nor recommendation no. 3 to investigate the cost of a third party review of the process to date.

He noted that based on Council's feedback from the November 22 meeting there was concern that Council has only supported individual designations under Part IV of the *Ontario Heritage Act* with the consent of the property owners and Council would not be in agreement to move forward with the HCD designation under Part V until all property owners agree to the designation. Further, all affected property owners in and adjacent to the HCD would need to be provided with additional information on potential impacts before moving forward. There was general agreement with certain parts of the recommendations in the study, such as those related to the marketing and/or branding of the area, subject to any budgetary consideration that would be necessary to move forward with such marketing / branding. The full Summary Notes of Mr. Brown will be circulated to members via email following this meeting.

D. ACCOUNTS

1. Financial Report—Committee Budget vs. Actuals—Period ended October 31, 2016

Ms. Cacciavillani presented the financial report to the period ended October 31, 2016.

E. REPORTS

1. Ms. Brown presented her research findings on the property municipally known as 1417 Road 3 East. A research booklet was available from the Kingsville Archives with respect to this home. Photographs and written history were reviewed. The booklet appeared to have been completed as a school project.

Ms. Brown indicated that the property known as 1542 County Road 20 was built in 1896 by George Eede. A letter was received requesting information on this property.

Ms. Brown indicated that the property known as 293 Road 11 was built in 1882 by Norman Davis. The property is not presently on the inventory list. The property will be evaluated in the spring. It is on the list of properties to be evaluated.

2. Updates re: Pending research reports

Ms. Brown noted that Ms. Dunnion is still working on the historical research pertaining to 192 County Road 14 and this item will be deferred under Ms. Dunnion is available to comment.

4. RE: Historical family farms and existing farm houses in Gosfield/Kingsville

MHC12-2016

Moved by N. Santos, seconded by K. DeYong that V. Brown be directed to commence working on the research of historical family farms and existing farm houses in Gosfield/Kingsville.

CARRIED

F. MINUTES OF THE PREVIOUS MEETINGS

Review and adoption of Minutes from October 12, 2016 meeting.

MHC13-2016

Moved by M. Luffman, seconded by C. Gosselin to adopt the Minutes from the October 12, 2016 meeting as presented.

CARRIED

G. BUSINESS / CORRESPONDENCE INFORMATIONAL

1. Approved invoices:

i) Kingsville Reporter for CD archives—July – Sept. 2016

2. Community Heritage Ontario 2017 Membership Renewal form

3. Copy of Notice of Intention to Designate 107 Elm St., dated November 21, 2016

The approved invoices were received.

H. NEW AND UNFINISHED BUSINESS

1. Email from J. Abby RE: 30 Main St. East, Kingsville, dated November 7, 2016 (the former fire hall property)

Ms. Brown will check to see what research is presently on file with respect to the 30 Main St. East property and this item will be brought back to a future meeting.

2. Discussion re: 2017 proposed Kingsville Municipal Heritage Advisory Committee budget

MHC14-2016

Moved by C. Gosselin, seconded by K. DeYong that the Committee recommend the proposed 2017 Kingsville Municipal Heritage Advisory Committee Budget in the same amount as the 2016 KMHAC Budget as attached to and forming part of these Minutes.

CARRIED

3. The King property

Ms. Lamarche presented correspondence from the owners of the King property.

MHC15-2016

Moved by K. DeYong, seconded by A. Lamarche to receive the correspondence from the property owners of the King property

CARRIED

4. 755 Seacliff


The research report with respect to 755 Seacliff was presented to Council at its November 22, 2016 Regular Meeting. Council concurred with the committee's recommendation to publish notice of intention to designate the property.

I. NEXT MEETING DATE


December 14, 2016

J. ADJOURNMENT

The meeting was adjourned at 8:20 p.m.



CHAIR, Elvira Cacciavillani



RECORDING SECRETARY, Sandra Kitchen

HERITAGE COMMITTEE		
Account Number		2017 Budget
OPERATING BUDGET		
OPERATING EXPENDITURES:		
01-112-420-60971	Research Assistant/Student	\$ 4,800
	Plaques	\$ 2,400
	Conferences/Training	\$ 5,250
	Advertising	\$ 720
	Outreach Programs	\$ 1,000
	Website Development	\$ 300
	Supplies	\$ 500
	Memberships	\$ 550
	Misc - Legal	\$ 1,000
	Misc - Mileage	\$ -
	Committee Remuneration	\$ 9,900
TOTAL OPERATING EXPENDITURES:		\$ 26,420

THE UNION WATER SUPPLY SYSTEM
JOINT BOARD OF MANAGEMENT
MINUTES OF MEETING
HELD NOVEMBER 16, 2016 AT 9 AM
IN KINGSVILLE COMMUNITY ROOM - KINGSVILLE ARENA

Members Present: Deputy Mayor MacDonald (Chair); Mayor Paterson, Councillors Hammond, Jacobs, Verbeke - Leamington
Mayor Nelson Santos (Vice-Chair); Councillors Gaffan, Neufeld, Patterson - Kingsville
Mayor McDermott - Essex

Members Absent: Councillor Dunn - Leamington
Councillor Diemer - Lakeshore

Staff Present: Shannon Belleau - Leamington
Chris Nepszy, Andy Graf - Essex

OCWA Staff
Present: Dale Dillen, Ken Penney

Call to Order: 9:03 am

Disclosures of Pecuniary Interest: None

Adoption of Council Minutes:

No. UW-50-16

Moved by: Mayor Paterson

Seconded by: John Jacobs

That Minutes of the UWSS Joint Board of Management meeting of Wednesday, October 19, 2016 be received.

Carried

Business Arising Out of the Minutes:

The Manager notes that during the last meeting there was a brief discussion regarding the Federal Clean Water and Waste Water Fund and hopes that UWSS could quickly apply for some grant monies. The Manager advises members that he did follow up on this matter and that the UWSS is not eligible for the grant money as any application would have to go through the municipalities. Realistically no grants monies will be available to UWSS unless the structure of the UWSS is amended.

Report UW/29/16 Re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to November 10, 2016, dated November 10, 2016

The Manager informs members that the use of the new coagulant Hyperion +ION had been discontinued on October 24th and UWSS is now back on DelPAC 2020, with MOECC being informed of the change. He further explains that he has also been in contact with representatives from Windsor Regional Hospital (WRH) with their concerns over higher aluminum levels in our water. Particularly a concern for home dialysis patients. He notes that UWSS is not trying to change the process for WRH, but rather work with them to determine a good solution for those patients. He explains that higher aluminum levels requires dialysis patients to attend the local hospital for treatment rather than in home. He confirms that UWSS meets all the requirements under the SDWA.

The Board asks approximately how many people are on home dialysis and whether or not an in home purification system would solve their issues. The Manager explains that there are approximately 50 patients and further that the type of purification system required would be very costly to the patients. There is a further discussion on the new coagulant regarding the temperature of the water and the late season warm temperatures this area is experiencing. The Manager explains that the temperature of the water is now low enough that the original coagulant is working well.

The Manager continues the review of his report explaining that Watech services will be attending to reservoir #2 to repair expansion joints. He notes that OCWA staff Management as well as UWSS staff met on October 24th to meet their yearly obligation of having a Management Review. This is part of the DWQMS and gives both sides an opportunity to discuss operational issues and improvements.

He notes that a new concrete pad outside the maintenance shop has now been poured; Clarifiers #1 and #4 have been taken out of service for winter cleaning; a new valve actuator has been installed on the raw water line #2; Low Lift wells #1 and #2 were drained and cleaned; the removal of the microstrainer #1 is almost complete and the work required to cover the floor cavity will be completed in January 2017; and finally he notes that Filters #2 and #4 will be out of service later in November.

The Manager then discusses the Water Quality Masterplan (WQMP) noting that Associated Engineering (AE) has conducted a workshop with a second one planned on December 7th. He is hoping to receive some pricing options for upgrades that might be necessary to the WTP. He also confirms that Summa Engineering has attended the WTP to begin the review process of the SCADA system.

The Manager notes the flows are still up over last year and the four year average, but they have dropped off to their regular patterns.

The Board asks if the Manager sees larger costs in the near future due to all of the studies and investigations that have been taking place. The Manager explains that he will discuss further when his budget report is discussed, but that there will be substantial costs over the next ten (10) years.

No. UW-51-16

Moved by: Thomas Neufeld

Seconded by: Mayor Paterson

That report UW/29/16 dated November 10, 2016 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to November 10, 2016 is received.

Carried (UW/29/16)

Report UW/30/16 dated November 10, 2016 re: UWSS 2017 Preliminary Operational and Capital Budget

The Manager reviews his report with Board members. He provides updated sheets (pages 11 and 12 in the agenda package) to board members. Initially, the Manager reviews the 2016 budget and the forecasted income which is expected to be approximately \$550,000 above the initial 2016 budget. He explains that going forward for 2017 he will be using an average of the flows over 5 years, as he feels that the 2016 flows might be an anomaly.

The Manager turns to the capital budget and reminds members that there had been a board approved revision to the 2016 budget in July; removing the lagoon cleanout, as well as the Clarifier painting. He continues his explanation by indicating that the carbon scrubber project will be pushed off until 2017.

The Manager asks member to turn to the Budget Summary page, while he continues noting that UWSS is able to input many of the fixed prices, such as the cost of the OCWA Contract, Sunlife Debt repayment and several others. He has increased the budget for electricity as it appears that each year there have been notable increases in the rates.

The Manager notes that at the end of this year any surplus income will be transferred over to the reserves. The savings will give aid to the large capital program that is anticipated over the next ten (10) years.

The Board asks the Manager if there will be higher costs by moving several projects into 2017. The Manager indicates that there could be slightly higher costs, but reminds members that maintenance is always taking place and therefore the items were more proactive in nature than reactive.

The Board again asks if there has been any thought or advancement on the idea of cogeneration. The Manager indicates that the government has not moved forward with any applications for co-generation and at this point it is not looking like a possibility. The Manager has been in contact with OCWA's energy consultant and is hopeful that there are other possibilities to aid UWSS with energy management.

There is a brief discussion on UWSS's energy invoices and whether UWSS is using more or less than in previous years. The Manager indicates that UWSS is using slightly less power, but costs are continuing to go up. The Manager vows to continue improving in this area.

The Manager then returns to his budget discussion. He indicates that he is anticipating a rate increase in the wholesale water rate, as well as, the rate for Highbury Canco, for the 2017 budget. He then lists several capital items necessary in 2017, such as:

- Rehabilitation of the Essex Water Tower, \$850,000, as the last two inspections indicate that there is work that needs to be done. He indicates that this is a preliminary figure.
- Pump Upgrades
- Carbon Scrubber
- Microstrainer Floor - moved from 2016 Budget
- Filter Meter Replacement Program continues, finishing in 2017
- Filters #5 and #7 require media replacement, hasn't been done since 1994 and beyond life expectancy,
- Turbidity Meter Replacement Program will continue
- Chlorine Analyzers Replacement Program finishes in 2017
- High Lift Pump Rehabilitation
- Window Replacement Program finishes in 2017
- Front foyer upgrades
- Asphalt sealing at three (3) locations: Low Lift, WTP and Cottam Booster Station
- Cleaning out south waste lagoon as well as hauling waste away
- Security system upgrades to include a swipe card
- SCADA system upgrades, \$250,000 has been earmarked for this project
- Communications systems upgrades to provide billing meter information directly to the plant
- Distribution system valves and master meters.

The Manager notes that his budget is coming in at \$2.18 million, studies and programs is coming in at \$345,000 and further that he has set aside \$75,000 for the restructuring discussion/governance of the UWSS. He also discusses a few of the larger items over the next ten (10) years, such as the watermain from the WTP to Cottam, possible upgrades to the disinfection process as well as the possible restructuring of the UWSS. As well he informs members of the board that he is hoping to have a presentation from the legal team to discuss a business case to move to a municipal service board under the Municipal Act.

Finally the Manager indicates that he has been reviewing UWSS' investment funds; He indicates that the UWSS investments are currently in various diversified funds offered by LAS' One Fund program. The Manager is concerned that some of these investments, specifically corporate bonds and equity funds might be too risky for the existing market and possible market adjustments next year in the US. The Manager indicates that he has been in discussion with WFCU and that they are offering a good solution for placing investments with them. The Manager is of the opinion that the risky funds should be moved and asks for direction from the UWSS Board. There is some discussion back and

forth and the Board agrees that the risky investments should be moved to more secure investments.

No. UW-52-16

Moved by: Larry Patterson

Seconded by: Mayor McDermott

That the UWSS General Manager seeks proposals from financial institutions with a strong local presence in regards to investment of UWSS reserve funds; and that the UWSS General Manager is given authority to relocate UWSS reserve funds to a financial institution that would provide the best balance of investment return and investment security for the UWSS.

Carried

The Manager finishes his report by noting that UWSS is still looking at a surplus this year and possibility next year. He will also be presenting a rate increase over the next several years as there is a need to put money into reserves to cover the larger items that will be necessary over the next ten (10) years.

No. UW-53-16

Moved by: Mayor Santos

Seconded by: John Jacobs

That report UW/30/16 dated November 10, 2016 re: UWSS 2017 Preliminary Operational and Capital Budget is received.

Carried (UW/30/16)

Report UW/31/16 dated November 16, 2016 re: Payments from October 14 to November 10, 2016

No. UW-54-16

Moved by: Mayor Paterson

Seconded by: Tony Gaffan

That report UW/31/16 dated November 16, 2016 re: Payments from October 14 to November 10, 2016 is received.

Carried (UW/31/16)

New Business

Mayor McDermott asks the Manager for clarification regarding the possibility of UWSS becoming a Municipal Services Corporation. The Manager explains that he will be meeting with the legal team and then in the New Year that team will be presenting a business case to demonstrate UWSS's options. Then the Board can choose to move ahead or not.

Adjournment:

No. UW-55-16

Moved by: Mayor Paterson

Seconded by: Thomas Neufeld

That the meeting adjourn at 10:06 am.

Carried

Date of Next Meeting: Wednesday, December 21, 2016 at 9:00 am, Kingsville Community Room, Kingsville Arena

/kmj



M U N I C I P A L P R O P E R T Y A S S E S S M E N T C O R P O R A T I O N

December 12, 2016

To: Heads of Council, All Ontario Municipalities

From: Dan Mathieson, Chair, MPAC Board of Directors

Subject: 2017 Budget and Municipal Levy

On behalf of MPAC's Board of Directors, I would like to advise you that the Board has approved the corporation's 2017 budget including a province wide municipal levy increase of 2.65%.

After four years with an agenda focused primarily on finding efficiencies while increasing organizational effectiveness through our 2013-2016 strategic plan, the Board has determined that the organization needs to make additional investment in its core business to ensure we continue to serve our stakeholders going forward.

In looking forward to next year, the requirement for MPAC to support and respond to the Assessment Review Board's (ARB) commitment to improve the appeals process played a critical role in the Board's review of the 2017 budget. Next year, the ARB will be implementing a strategy to eliminate backlogs and complete appeals within the assessment cycle which will have a direct impact on MPAC's staffing and resources. It is anticipated that MPAC will be required to respond to the scheduling of approximately 1,250 appeals per month. We believe the work being undertaken by the ARB will continue to support stability and predictability in Ontario's property assessment and taxation system.

A stable and predictable assessment base is similarly important to the Board and the changes such as disclosure, pre-roll discussions and the extensive outreach activities implemented for the 2016 Assessment Update are a reflection of our commitment. Taking this approach forward and building on it for the 2020 Assessment Update requires the establishment of a larger reserve fund for the 2020 Assessment Update. This requirement has also been reflected in the 2017 budget.

In 2017, MPAC will introduce formal Service Level Agreements (SLA) with municipalities across the province. The 2017 budget reflects the need to right size the number of senior valuation staff in the field to meet the demands of our workload, continue with programs to ensure the quality and consistency of data in our systems and continue to build our pool of accredited valuation experts and professionals.

As context, prior to 2013, the annual levy increase ranged from as low as three per cent to as high as six per cent. Over the last four years, MPAC dramatically enhanced its products and services and achieved \$20 million in savings while maintaining a commitment to an annual levy increase of only 0.95%. The levy increase has taken into account further operational savings and incremental revenues generated through MPAC's business development activities totaling over \$2 million for 2017. The move to a municipal levy increase of 2.65% ensures that going forward MPAC will continue to serve our municipal and government stakeholders as well as the property taxpayers of Ontario through service excellence and product leadership.

The levy amount for each municipality is determined by the levy formula contained within the MPAC Act and will be finalized following the delivery of the 2016 Assessment Roll later this year. Municipalities can expect to receive additional details in the coming weeks with final statements sent in January 2017.

Questions about MPAC's 2017 budget and municipal levy should be directed to Antoni Wisniowski, President and Chief Administrative Officer or Carla Y. Nell, Vice-President, Municipal and Stakeholder Relations.

Yours truly,



Dan Mathieson

Copy Chief Administrative Officers, Chief Financial Officers, Clerks & Treasurers
MPAC Board of Directors



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

December 20, 2016

**RE: ESSEX REGION CONSERVATION AUTHORITY 2017 DRAFT
BUDGET: 30 DAY NOTICE TO MEMBER MUNICIPALITIES**

At our December 8, 2016 meeting, the Essex Region Conservation Authority Board of Directors approved our Draft 2017 Budget for distribution to municipalities; and provide notice that a weighted vote will be held at the Board of Directors meeting on February 9, 2017. Ontario Regulation 139/96 (as amended by O.R. 231/97) requires that affected municipal partners receive a minimum a 30-day notice for which a meeting where a weighted and recorded vote will be taken. The Regulation also requires that the notice be accompanied by the financial information used to determine that levy.

As described in the Draft 2017 Budget (attached), the budget totals \$11,154,696 and includes a levy contribution from member municipalities of approximately \$3,047,333. Development of this budget included a comprehensive review of ERCA programs and the environmental needs of this region. Through this internal program review process, adjustments to programming, and a review of our fees for service, more than \$200,000 was cut to reduce the 2017 requested levy increase from member municipalities of \$90,900 overall, or **\$0.34/household based on Current Value Assessment**, as determined by the Municipal Property Assessment Corporation (MPAC).

Implementation of the draft budget in 2017 will result in some reductions in on-the-ground outreach services, re-aligning fundraising responsibilities, and adjusting some operational standards at Holiday Beach Conservation Area. At the same time, there is added capacity to respond to requests for permits and development; and added capacity to deliver ERCA's outdoor education program. Other highlights from the Draft Budget include:

- Completion of the Cypher Systems Group Greenway and creating the Oldcastle 'hub' to connect ERCA's greenways to the Herb Gray Parkway Trails, and the trail systems in the Towns of LaSalle and Tecumseh
- Work with partners to fund the creation of a 70 acre managed wetland cell at Cedar Creek Conservation Area and a new 10-acre experimental wetland at Hillman Marsh.
- Restore at least 125 acres of land, plant 120,000 trees, 20 acres of prairie and collect 2,000 pounds of seed to propagate and replant
- Continue our comprehensive water quality monitoring program while identifying projects to address phosphorus runoff and resulting Harmful Algal Blooms
- Create comprehensive 'Place for Life' policies to operationalize the Strategic Plan
- Improve ability to respond to permit applications and improve customer service by adding technical capacity

/...2

- Proposed Water and Erosion Control Infrastructure Projects totaling \$2.1 million in Windsor (Grand Marais Drain, Little River, and Lennon Drain) and Lakeshore (Belle River Flood Control). If successful, ERCA is able to fund 50% of the total costs of delivering these projects, which would otherwise have to be funded through municipal capital programs.
- Elimination of the historic accumulated Operational Deficit which was nearing \$480,000 five years ago; and continued funding capital and operational reserves and organizational stabilization programs with no increase in levy contributions to those outcomes

In addition, our Board directed that we also share our 10-Year Regional Investment report with municipalities. That report, which was presented in December 2016, demonstrated that over the last ten years, **ERCA has received \$26.5 million in levy funding between 2007 and 2016; and in return, secured more than \$35 million in funding to municipalities and the region. This is a net benefit to Essex Region of almost \$10 million**, and is over and above in-kind contributions ERCA secures from partners, and the critically important programs and services that we implement to benefit our regional environment. Our 2017 Budget continues to leverage external funding: **For every dollar contributed through the levy, ERCA is successful in raising \$2.66 dollars from other sources.** In fact, of the 36 Conservation Authorities in Ontario, ERCA is consistently in the bottom five in terms of % levy funding operations (~25%), yet in the top ten in terms of programs and program-related revenues for our region, well below the provincial average which is more than 40%.

We believe the 2017 Budget strives to strike a balance between meeting the sustainability needs of our region, while continuing to recognize the fiscal realities of our municipal partners.

Should you have any questions regarding our Draft 2017 Budget, please do not hesitate to contact me. I will also look forward to presenting our 2016 Annual Report to each municipality in the New Year.

Thank you,



Richard J.H. Wyma
General Manager/Secretary-Treasurer



Shelley McMullen
Director, Finance and Corporate Services

Attachments:

1. Weighted Budget Vote Sheet
2. Report BD45/16 – ERCA Draft 2016 Budget
3. Report BD43/16 – Regional Investment

ESSEX REGION CONSERVATION AUTHORITY

2017 BUDGET VOTE

MUNICIPALITY	MEMBER	WEIGHTED VOTE	Member Present	SUPPORT Motion	SUPPORT %	Against Motion	AGAINST %	CVA Member Weight	CVA Allocation
Amherstburg	Rick Fryer	3.0996%	y	I	3.0996%	0	0.0000%	3.0253%	6.0506%
Amherstburg	Ron Sutherland	3.0996%	y	I	3.0996%	0	0.0000%	3.0253%	6.0506%
Essex	Steve Bjorkman	2.5240%	y	I	2.5240%	0	0.0000%	2.4635%	4.9271%
Essex	Larry Snively	2.5240%	y	I	2.5240%	0	0.0000%	2.4635%	4.9271%
Kingsville	Susanne Coghill	3.1723%	y	I	3.1723%	0	0.0000%	3.0963%	6.1926%
Kingsville	Larry Patterson	3.1723%	y	I	3.1723%	0	0.0000%	3.0963%	6.1926%
Lakeshore	Al Fazio	4.6221%	y	I	4.6221%	0	0.0000%	4.5113%	9.0226%
Lakeshore	Len Janisse	4.6221%	y	I	4.6221%	0	0.0000%	4.5113%	9.0226%
LaSalle	Terry Burns	4.0800%	y	I	4.0800%	0	0.0000%	3.9823%	7.9645%
LaSalle	Jeff Renaud	4.0800%	y	I	4.0800%	0	0.0000%	3.9823%	7.9645%
Leamington	John Jacobs	3.1261%	y	I	3.1261%	0	0.0000%	3.0512%	6.1023%
Leamington	Larry Verbeke	3.1261%	y	I	3.1261%	0	0.0000%	3.0512%	6.1023%
Pelee	Rick Masse	0.3130%	y	I	0.3130%	0	0.0000%	0.3055%	0.3055%
Tecumseh	Tania Jobin	4.2194%	y	I	4.2194%	0	0.0000%	4.1183%	8.2366%
Tecumseh	Rita Ossington	4.2194%	y	I	4.2194%	0	0.0000%	4.1183%	8.2366%
Windsor	Fred Francis	12.5000%	y	I	12.5000%	0	0.0000%	12.7996%	51.1983%
Windsor	Irek Kusmierczyk	12.5000%	y	I	12.5000%	0	0.0000%	12.7996%	51.1983%
Windsor	Hilary Payne	12.5000%	y	I	12.5000%	0	0.0000%	12.7996%	51.1983%
Windsor	Ed Sleiman	12.5000%	y	I	12.5000%	0	0.0000%	12.7996%	51.1983%
		100.00%			100.0000%		0.0000%	100.00%	
								48.8017%	
	Actual % total vo	100.00%			100.0000%		0.0000%	51.1983%	
					SUPPORT MOTION		DEFEAT MOTION		



Essex Region Conservation Authority Board of Directors BD45/16

From: Richard J.H. Wyma, General Manager/Secretary-Treasurer

Date: December 1, 2016

Subject: 2017 Budget

Strategic Action: All

Recommendation: THAT the 2017 Draft Budget be approved by the Board of Directors for review by and input from member municipalities; and further

THAT the 2017 Draft Budget be forwarded to Municipal Councils for consideration and input as part of the process of formal approval; and further

THAT notice be given that, in accordance with the Conservation Authorities Act, there will be a weighted vote on the 2017 Draft Budget at the Board of Directors Meeting on February 9, 2017.

Summary

- In November 2012, the ERCA Board of Directors approved the ERCA **Five Year Sustainability Plan: A Way Forward**. The Plan was designed to address three key issues. It identifies an approved suite of capital and operational reserves, directs funding to offset 'core' programs and services with at risk funding, and restructures ERCA to enhance efficiencies and internal collaboration and communication. The plan recognized that operational challenges, budget pressures, and related needs still must be dealt with annually through budgets and municipal levies.
- 2017 marks the final year of the Sustainability Plan, which included the introduction of capital and operational reserves, deficit reduction and organizational stabilization with no increase in levy contributions directly attributable to those outcomes.
- Administration is recommending approval of a Budget that implements ERCA's 5-Year Sustainability Plan. It totals \$11,154,696 and includes a levy contribution from member Municipalities of \$3,047,333. **This represents a proposed levy increase of \$90,900 overall or \$0.34/household** based on Current Value Assessment, as determined by the Municipal Property Assessment Corporation (MPAC).
- ERCA Administration undertook internal and program review to reduce the proposed budget from \$300,000 to \$90,900.

Discussion

Administration undertook a comprehensive review of its programs and program needs associated with the 2017 Budget. These issues, challenges and opportunities were reported on to the Board in September 2016 (BD29/16). Responding directly to these challenges would have resulted in a levy increase of over \$300,000.

In attempting to strike a balance between meeting the sustainability needs of our region and recognizing the fiscal realities of our municipal partners, a number of changes have been proposed to our programs, fees, and organizational structure. Through this internal review and program review process, Administration was able to reduce the 2017 Budget increase to \$90,900.

The 2017 Draft Budget attempts to respond to some of our most pressing organizational challenges and improve program delivery in those areas, but will result in service delivery impacts as outlined in the table below.

Budget Pressure	Impact	Offset/ Revenue	Comments
Regulations Capacity	\$75,000		In response to increased growth in the region, and significant increases in permits and planning applications (as noted in the Budget Pressures Report), the 2017 Budget includes additional capacity (1.0 FTE) for Watershed Management Services to technical applications and approvals, and maintain permit processing timelines within Provincial requirements A proposed increase in capacity for surveying (0.5 FTE to 1.0 FTE, estimated to be \$28,000) was not included in the budget
		\$75,000	It is proposed that this position will be offset by revenues (\$75,000) associated with increased numbers of permits (based on 2016) and increases in revenues associated with adjustments to fee schedules.
Education/JRPH Assistant	\$40,800		As noted in Budget Pressures report, ERCA currently delivers its outdoor education program through two full time staff supported by contract staff. Current capacity does not meet the needs of school boards related to maximize bussing costs by having two full classes attending each site. capacity required to deliver two classes. The

			2017 budget includes a partial FTE (4 days a week) position to support delivery of education program.
		\$15,000	This is partially offset by a slight increase in revenues associated with increased education program fees (\$10,000) and changes to ERCA's outreach program (below); and support for Communications and education through third party funding (\$5,000)
DRCC Assistant/Outreach Coordinator		\$51,500	This position is responsible for coordinating community plantings, Ecoschools programs, and friends of watersheds programs among others. It is currently vacant. Administration is proposing to shift focus of position to one that supports/facilitates community events and takes on increased responsibilities related to Detroit River outreach with support from Detroit River Canadian Cleanup. This will result in savings of \$51,500.
Geographic Information Systems Capacity		\$4,400	Reductions in ERCA's Geographic Information System capacity in response to changes in delivery of the Source Protection Program. This will result in savings in 2017 of approximately \$4,400.
ERCF Restructuring		\$25,000	ERCA supports the ERCF in delivery of its administrative and fundraising efforts. ERCA will continue to support fundraising efforts through contract support rather than a full-time position. Costs for ERCF staff are shared with ERCF. This will result in savings of approximately \$25,000.
Website and Communications	\$15,000		In keeping with the Place for Life and its Strategic Plan, the 2017 Budget includes support for ERCA to update its website to improve customer service. Costs for the website are shared with ERCF and Source Water Protection.
Cypher Systems Group Greenway	\$5,000		An additional \$5,000 has been directed to Cypher Systems Group Greenway for anticipated 2017 maintenance needs with the addition of 20km of greenway to the Essex Region. It should be noted

			that the Cypher Systems Group Greenway, and the Chrysler Canada Greenway have both been acquired and developed without levy support.
		\$2,000	This reduction was mitigated, in part, by anticipated increase in revenues associated with conservation area and hunting fees (\$2,000)
Holiday Beach Conservation Area		\$6,000	Holiday Beach operational standards will be adjusted to accommodate reduction in maintenance hours. This will result in savings of \$6,000.
Unrestricted interest revenue		\$18,000	
Contract/HR Support	\$5,000		The Budget include capacity for Corporate Service to assist with onboarding seasonal and grant positions in Spring, 2017 and assisting with year-end financial obligations.
Fixed Costs			
Office/HST	\$9,000		ERCA contributes to increased occupancy costs associated with building renovation
Pay/Internal Equity Adjustments	\$25,000		As a result of job evaluation, several positions resulted in grade adjustments.
Grid Adjustments	\$25,000		Fixed cost increases for standard grid adjustments
Insurance	\$6,000		ERCA's group insurance plan (through Conservation Ontario) is expected to increase by \$6,000 in each of the next three years.
Capital Amortization/Levy Phase In	\$50,000		In keeping with Board Direction, the 2017 Budget includes \$50,000 towards full capital amortization (\$200,000) in 2018.
Program Funding	\$32,000		Negotiated increases/shifts in program funding
	\$287,800	\$196,900	\$90,900 Increase

All efficiencies have been realized within program areas as noted above. Any additional cuts or reductions will result in not simply reductions in service but eliminations of important program and service areas and capacity which provide significant value to

municipalities as well as coordinating the environmental sustainability needs of our region.

Administration is recommending approval of a draft Budget that implements ERCA's 5-Year Sustainability Plan. It totals \$11,154,696 and includes a levy contribution from member Municipalities of \$3,047,333 as broken down below. **This represents a proposed levy increase of \$90,900 overall or \$0.34/household** based on Current Value Assessment, as determined by the Municipal Property Assessment Corporation (MPAC).



Approved By:

Richard J.H. Wyma, CSLA
General Manager/Secretary Treasurer

Attachments:

- 2017 Draft Budget

MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY		CHANGE
	2017	2016	2017	2016	2017	2016	2017	2016	
	DRAFT		DRAFT		DRAFT		DRAFT		
TOWN OF AMHERSTBURG	6.0506%	6.0621%	\$120,874	\$115,595	\$63,531	\$63,653	\$184,405	\$179,248	\$5,157
TOWN OF ESSEX	4.9271%	4.9420%	\$98,429	\$94,236	\$51,734	\$51,891	\$150,164	\$146,127	\$4,037
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CITY OF WINDSOR	51.1983%	51.3801%	\$1,022,806	\$979,733	\$537,583	\$539,491	\$1,560,389	\$1,519,225	\$41,164
TOTALS	100%	100%	\$1,997,733	\$1,906,833	\$1,050,000	\$1,050,000	\$3,047,733	\$2,956,833	\$90,900

DRAFT 2017 MUNICIPAL ALLOCATION

2017 DRAFT BUDGET





INTRODUCTION

ESSEX REGION CONSERVATION AUTHORITY

The Essex Region Conservation Authority (ERCA) was established by municipalities in 1973 to protect, restore and manage the natural resources of the Windsor-Essex-Pelee Island region and incorporated under the Conservation Authorities Act (1946). As one of thirty-six conservation authorities in Ontario, ERCA is committed to the core founding principles of this legislation: watershed jurisdiction, local decision-making, and funding partnerships.

ERCA works in partnership with residents and communities, our nine member municipalities, the Province of Ontario, Government of Canada, and international agencies to increase natural area coverage through tree planting and habitat restoration, improve water quality across our watersheds and our Great Lakes, protect people and property from flooding and erosion, and further our understanding of the environment through science and education. Our goal is a sustainable future, achieved through protection, restoration, education, planning and management, which not only improves our local environment, but also helps create an enhanced community identity we can all be proud of, and a more vibrant economy that can set this region ahead of others - one where people will want to live, work, and invest in.

ABOUT THE ESSEX REGION

The Essex Region is the southern-most part of the Carolinian Life Zone and includes some of Canada's most significant natural areas. It includes the watersheds of the Detroit River, Lake St. Clair, and western basin of Lake Erie. It is surrounded by almost 300km of Great Lakes shorelines, the largest freshwater system in the world with over 20% of the world's freshwater passes through the Detroit River every day. The region is blessed with a climate and geography that supports a rich agricultural and industrial tradition that has supported growth in our region.

But, there are also significant challenges. Our landscape, which was once described by Cadillac in 1703 as "... so temperate, so fertile, and so beautiful that it may justly be called the earthly paradise of North America", has been extensively and intensively developed. In a little more than 200 years, we've drained more than 95% of our wetlands, lost almost all of our tall grass prairie and cleared more than 90% of our upland forests. What's left is disconnected and fragmented. Our Great Lakes, which surround us, are disrupted - they are impacted by invasive species, nutrients, phosphorous and blue green algae. The water quality of our rivers and streams is degraded, which impacts aquatic wildlife, increases drinking water treatment costs, and negatively impacts recreational use such as swimming and boating. Changing and unpredictable climate patterns are causing significant flooding, impacting our shorelines, and creating erosion problems. And the frequency of these types of rainfall events are expected to increase.

Few parts of Canada have been as extensively and intensively developed which puts tremendous pressure on our landscapes. But, since ERCA was established in 1973, we have been working to address these impacts, and we have achieved great success:

- 6,300,000 trees have been planted to increase green space. Our natural area cover has increased from less than 3.5% to more than 8.5%. But there is still more to do to get to our community's goal of at least 12%.
- 10,000 acres of forest, tall grass prairie, and wetlands have been restored
- 800 projects to improve water quality have been implemented.
- 3,500 metres of shoreline improved, protected and enhanced for fish habitat
- 4,150 acres of significant natural area have been protected for future generations including 19



Conservation Areas providing opportunities to visit and experience wetlands, heritage sites, old growth forests first hand

- 70 kilometres of greenway trails have been acquired and developed to connect natural areas, promote healthy and active lifestyles, and link people to the landscapes around them
- 5,000 homes have been protected from flooding and erosion
- 350,000 students have been educated through outdoor education programs about the importance of preserving our heritage and conserving our environment.
- 50,000 households that get their drinking water from Lake Erie, Lake St. Clair and Detroit River (90% of residents of Essex Region) are protected from Significant Drinking Water threats

And, we've built important research partnerships with senior levels of government, agencies, other Conservation Authorities, universities and others to help us better understand and address the impacts of climate change, invasive species, and water quality.

ERCA's 2017 Budget continues to build on these successes, bringing us closer to making this region a place we can be proud of and celebrate.

2016-2025 STRATEGIC PLAN: SUSTAINING THE PLACE FOR LIFE

The Essex Region, not unlike any other area, is made up of places – where we live, where we work, where we gather, where we play. All elements of a place are interconnected – our community, its environmental health, healthy lifestyles for citizens, and our economy. We recognize that natural processes contribute to the health of the places we live in, which, in turn, influences the health and integrity of our natural areas; and strengthen our regional economies. We have a responsibility to enrich and sustain our region as a place with connected natural areas, where people are protected from flooding and erosion. A place with healthy rivers and streams, beaches we can swim in, and lakes we

can fish in; greenways and trails that connect us to our landscapes and to each other. A place with productive agricultural lands which implement best management practices; a sustainable place that is resilient and can adapt to change.

We have to learn and understand what makes our places great, how changes in our urban and rural landscapes impact the places we live in, and how to respond to those changes to ensure our region is healthy and sustainable.

After consultation with its partners and stakeholders, the Board approved the 2016-2025 Strategic Plan: Sustaining the Place for Life. Through this plan, we are responding to the challenges ahead with renewed vision and commitment:

Vision: The Essex Region is a sustainable, resilient and vibrant place with healthy and thriving watersheds, Great Lakes and a green culture.

Mission: Improving our environment to enrich our lives.



The Strategic Plan provides the basis for our decision making and priority setting over the next decade. There were five recurring themes and ideas that we heard throughout our broad consultation, which informed our strategy:

1. **The climate will continue to change.** While efforts to slow climate change must continue, we also need to help our partner communities prepare to adapt to its impacts
2. **The Great Lakes are our most significant natural resource.** Our 2012 Watershed Report Card identified failing grades for surface water quality in virtually every watershed. More must be done to protect and improve water quality.



3. **Our landscapes and habitats are among the most significant in Canada.** We have planted more than 6 million trees and achieved 8.5% natural area coverage, but more action is needed to reach our 12% target.
4. **Our urban areas will continue to grow and expand.** ERCA will need to continue to work with all partners to plan sustainable communities that reduce urban sprawl, are walkable, have a healthy food supply and incorporate green infrastructure.

5. **ERCA is a sustainable, resilient and valued agency.** Since 1973, ERCA has been striving to achieve a state of sustainability for the Essex Region. It is also important to consider the sustainability of ERCA as an organization.

For each of these themes, the Strategic Plan identified goals and actions to address them. In total, the Strategic Plan includes fifteen goals and 45 actions, and the 2017 Budget has been aligned to advance these identified priorities.

BUDGET PRESSURES

SUSTAINABILITY PLAN

In November 2012 (COW 08/12), the Board approved A Way Forward, a 5-Year Sustainability Plan (2013-2017) that included the creation of capital and operational reserves, the elimination of the operating deficit, and the restructuring and stabilization of core ERCA programs and staff, including the elimination of 3 Management positions and one senior administrative position. The plan identified the reallocation of some funds from Clean Water~Green Spaces to offset those associated costs over five years, implemented through annual budgets. In keeping with this direction, ERCA's draft 2017 Budget includes:

- A projected reduction of the accumulated operating deficit in the amount of \$96,000 in 2017. This final instalment will eliminate the accumulated operating deficit (year 5 of 5).
- Transfers to Capital Plan/Reserves (\$550,400 in 2017): Continued contributions to ERCA capital replacement and major maintenance plan, and capital and operational reserves (year 5 of 5)
- Phased in Capital Asset Replacement (\$150,000): In keeping with Board direction, ERCA's 2017 budget includes another incremental \$50,000 increase in levy towards full capital asset replacement in 2018, or Year 6.

Of note, ERCA introduced its capital and operational reserves, deficit reduction, and organizational stabilization with no increase in levy contributions directly attributable to those outcomes. Now, with the Sustainability Plan changes substantially implemented, and other program reviews completed and implemented, it is unlikely that there are significant future staffing efficiencies in ERCA's operations.

FIXED COST INCREASES

The (2013-2017) Sustainability Plan acknowledged that normal inflationary budget pressures, as well as increased costs associated with: pay equity adjustments, negotiated wage increases (CUPE); increases in OMERS; discretionary health benefits and other demands, would still result in increases in General Levy, aside from additional sustainability requirements as discussed in the plan. In 2017, this includes:

- Negotiated Wage/Benefits Increases: In 2016, ERCA approved a new four-year Collective Agreement that includes salary increases of .75%/1.25%/1.25%/1.25% and adjustments to discretionary health benefits. Because of ERCA's revenue structure, it is expected that only a portion of those increases will be levy-driven (ranging from 50%-70%), with the remainder absorbed in grant-funded special projects.



- ERCA is required, by legislation (Pay Equity Act, R.S.O. 1990), to maintain its pay equity plan, which was developed in 1989 and amended in 1993. A Joint Job Evaluation Plan was completed and approved by the Board in 2016. The 2017 Budget includes staffing costs associated with revised Grades.
- Increases in contributions to the Civic Centre Building Operations Fund, to repay capital improvements, estimated to be \$9,000 for 2017.
- Increases in insurance premiums of ~\$6,000 due to a change in the risk assessment model and allocation formulas, for Conservation Authorities participating in the group insurance program.

CAPACITY TO ACT AND RESPOND

ERCA, not unlike municipalities and other agencies, is facing numerous pressures related to its mandate including: increased landowner/stakeholder interaction in a number of departments; increased volume of applications related to development; compliance-based reporting and monitoring; public use of conservation lands, and landowner outreach and stewardship. We are currently responding to these demands as capacity allows, however the complexity of issues, legal climate, changes in policy and regulations, and stakeholder expectations are converging simultaneously-resulting in a challenging and stressful environment for staff and systems.

Growth in our region has led to significant increases in numbers of permit applications. Similarly, municipal obligations to update and amend Official Plans and Zoning By-Laws to reflect Provincial Policy Statements require more time and effort than responding to standard planning applications. In addition, responding to planning applications, development approvals, landowner and municipal inquiries requires greater technical expertise and knowledge of changes in legislative processes (e.g. Provincial Policy Statements, Endangered Species Act). The 2017 Budget includes additional capacity within the Watershed Management Services department to assist in processing permit applications.

MANAGING REGIONAL ASSETS

Greenways and trails have been shown to increase property value, and are the top feature current and new residents use to determine where they will live. They also attract tourists, create jobs and put money into local economies. The Ontario Trails Council estimates that trails contribute at least \$2 billion to the Ontario economy, in addition to the numerous health benefits trails offer, which is important in Windsor-Essex where physical activity levels are far below the provincial average.

The community is responding: increased use of trails and Greenways, and demands for more greenways have resulted in increased demand for operational and maintenance supports, which have remained largely stable despite additional trails and greenways in the region. The Essex Region has benefited from the Essex Region Conservation Foundation's efforts to raise funds to acquire and develop Greenways with private support from community leaders, corporate partners and leveraging funding programs from senior levels of government, at no cost to the local levy.

The 2017 Budget includes additional support for maintenance and operations of Greenways, recognizing that costs to maintain greenways will continue to increase once the Cypher Systems Group Greenway matures.

PROVIDING OUTREACH & EDUCATION

ERCA's Community Outreach Services department delivers outdoor education programs through two full time staff supported by contract staff. Schools/school boards strive to maximize efficiency by sending two classes at a time to reduce bussing costs. This results in two full classes attending each site, which requires four program staff to deliver the programs, to maintain safety ratios and deliver quality programming.

ERCAs 2017 Budget includes a restructuring of the Community Outreach Services department to include Education/Interpretation support to assist in education program delivery; and changes to Outreach programs to reflect partnerships with Detroit River Canadian Clean Up, and other Conservation Services funded programs.



SUPPORTING PROGRAMS

ERCA's Corporate Services department provides service and support to all other departments and program areas including: governance, administration, finance, human resources and records/information systems and technology (i.e. GIS, databases, networks, software and hardware etc.). As technology continues to evolve, there has been increased demand for end user support, primarily with respect to computer applications support and data/decision support systems related to MFIPPA and other needs.

The 2017 Budget includes consulting and other supports to finalize the development and implement its records and electronic content management system in 2017.

Due to the seasonal nature of ERCA's programs and seasonal grant/funding programs, additional corporate services supports related to hiring and onboarding seasonal staff, are required between March and June. The 2017 draft budget will include a provision for part-time assistance, provided through a personnel agency.

BUDGET OVERVIEW

OVERVIEW OF REVENUE

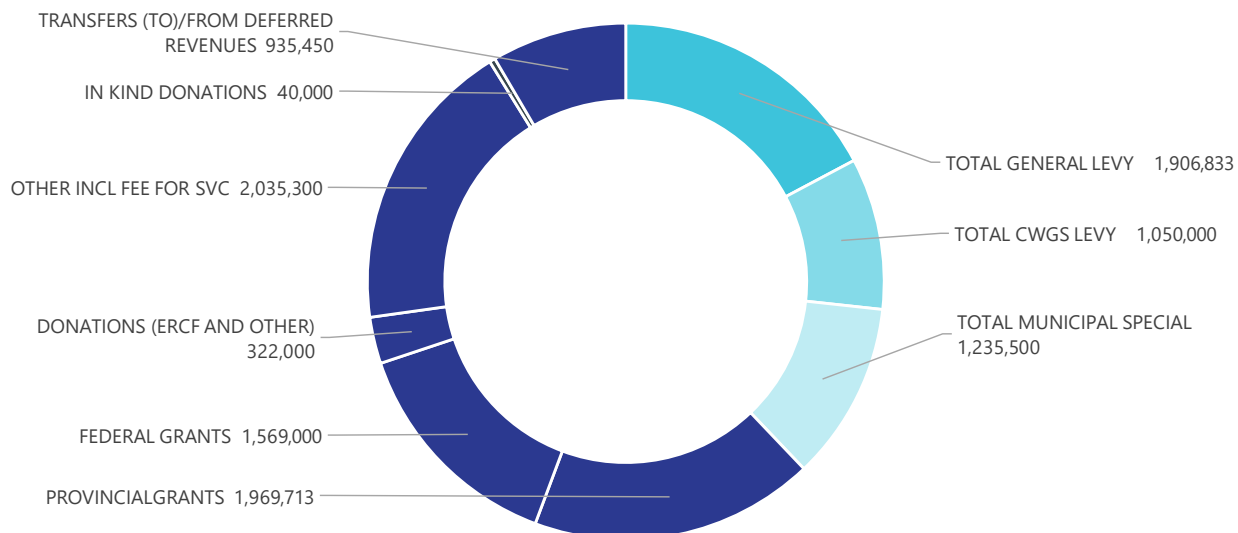
ERCA is funded through a combination of levies and grants from municipal, provincial and federal governments. The remaining revenues are generated through an assortment of fees for service that includes education, planning and permitting, and conservation area user fees.

- **General Levy.** The 2017 Budget includes a General Levy contribution of \$1,997,333 an increase of \$90,900. This represents an increase of \$0.34 per household (\$15.57 per household to \$15.91) allocated to municipalities based on municipal Current Value Assessment.
- **Clean Water~Green Spaces Levy.** The 2017 Budget maintains the Clean Water~Green Spaces Levy at \$1,050,000. This levy supports land acquisition and provides funds that ERCA leverages for restoration and water quality BMPs. As approved by the Board, a portion of CW~GS Levy has been allocated to Capital and Operational Reserves, replacement of capital facilities in keeping with Tangible Capital Asset Planning, elimination of operational deficit, and organizational restructuring.
- **Provincial and Federal Funding.** Provincial agencies, namely the Ministry of the Environment and Climate Change (MOECC) and the Ministry of Natural Resources and Forestry (MNRF) contribute funding to support

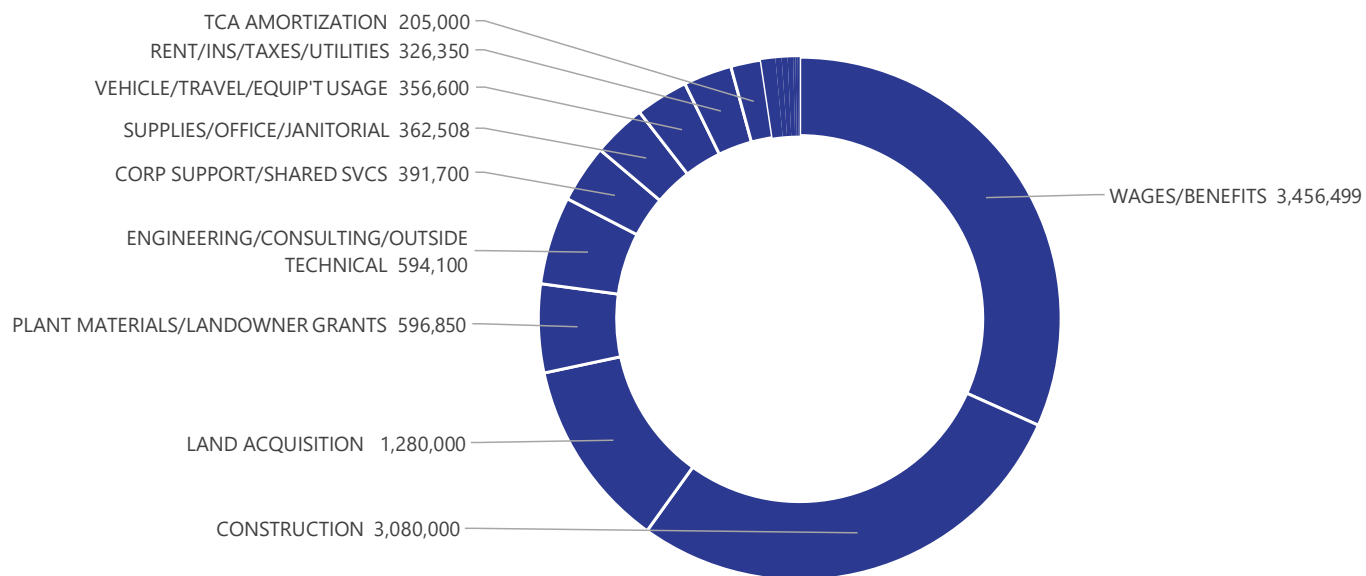
Drinking Water Source Protection, ground water and surface water monitoring. ERCA receives \$300,000 from Environment Canada (EC) Great Lakes Sustainability Fund and MOECC to coordinate the Detroit River Remedial Action Plan, which includes supports for projects within the Detroit River Area of Concern

ERCA also receives annual funding from the MNRF as program transfer payments towards the flood warning and flood and erosion control programs associated with ERCAs delegated responsibilities. Funding levels for this transfer payment have remained at the same level (\$202,263) since 1996.

In addition, ERCA applies for matching funding for municipal Water and Erosion Control Infrastructure projects which are funds that municipalities would otherwise have to find from within their capital or operational budgets to maintain flood and erosion infrastructure. ERCA is unlike any other agency, in that it not only provides the conduit for these funds, but it also lobbies and competes with other Authorities for these limited Provincial resources, on behalf of the municipality. Provincially, there is only \$5 million available for all 36 Conservation Authorities. ERCA has been very successful at accessing these funds for municipal projects.



2017 PROJECTED REVENUES



2017 PROJECTED EXPENSES BY TYPE



MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY		CHANGE
	2017 DRAFT	2016	2017 DRAFT	2016	2017 DRAFT	2016	2017 DRAFT	2016	2017- 2016
TOWN OF AMHERSTBURG	6.0506%	6.0621%	\$120,874	\$115,595	\$63,531	\$63,653	\$184,405	\$179,248	\$5,157
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TOTALS	100%	100%	\$1,997,733	\$1,906,833	\$1,050,000	\$1,050,000	\$3,047,733	\$2,956,833	\$90,900

DRAFT 2017 MUNICIPAL ALLOCATION

In 2017, ERCA is working with City of Windsor to undertake improvements to the Grand Marais Drain (\$575,000), Little River Flood Control Structure (\$185,000), and the Lennon Drain (\$3,125,000); and with the Town of Lakeshore on the Belle River Flood Control Projects (\$155,000). If successful, the Authority would provide \$2,100,000 which would otherwise have to be funded through City and municipality Capital Budgets, in addition to project management, which if not provided, would require considerable municipal professional-level staff time. ERCA Administration may explore a potential and mechanism to use a small part of these savings to municipalities as a source for ERCA budgets, which could then be achieved without impacting municipal tax targets.

- **Revenue Generated by ERCA.** Revenues generated by ERCA include fees charged for education programs, plan review and permit fees, property and agricultural lease revenues, hunting revenues, Conservation Area and event revenues, and support from landowners for restoration and tree planting projects,

- Administration undertook a comprehensive review all user fees to ensure they continue to reflect local market conditions and the principles of its Fees Policy, including maximizing cost recovery where appropriate. As noted in the 2017 Fee Report, administration has estimated \$36,000 in additional revenues associated with reclassification of permit applications, increases in education program fees, and conservation area fees.
- **Other Revenue.** ERCA also receives grants from non/quasi government organizations and charities including the Region Conservation Foundation, primarily to support restoration, trail development and education.

WATERSHED MANAGEMENT SERVICES

Watershed Planning

ERCA provides planning advice to its member municipalities by commenting on applications circulated under the Planning Act to ensure that all relevant federal, provincial, regional and municipal legislative requirements are satisfied, identifying natural hazard areas and natural heritage features and providing policy support. This includes providing land



PROGRAMS AND SERVICES

use planning advisory services to identify natural hazard, natural heritage, development servicing, water quality and natural resource planning concerns and developing strategies and policies to address natural resource management in municipal planning initiatives such as Official Plans, Comprehensive Zoning Bylaws, Planning Studies, etc.

ERCA also works with government agencies, municipalities and community groups to develop and maintain watershed management plans which look at environmental, economic and social factors affecting the quality of natural heritage, hazards and water quality within specific watersheds; and reviews and coordinates comment on Environmental Assessments, Environmental Bill of Rights Registry postings and advocates for local and regional priorities and interests.

Development Services

ERCA administers Conservation Authorities Act approval processes which directs development away from lands prone to water hazards. ERCA's permitting process includes review of applications under the Municipal Drainage Act, Public Lands Act, Shoreline Properties Assistance Act, Part VIII Building Code; planning documents and development proposals; and are designed to protect residents and property from hazards, and maintains wetlands, watercourses and shorelines.

Flood, Water and Erosion Control

Through the Conservation Authorities Act, the Province of Ontario has designated ERCA as the lead agency for flood warning in the Essex Region. To minimize loss of life and property damage, ERCA monitors watershed conditions, stream and lake levels, and issues flood bulletins (watershed condition statements, flood watches, flood warnings) to the watershed municipalities, emergency services, media and others. Recent flood events have been more intensive and frequent.

ERCA also assists municipalities in maintaining public investment in infrastructure through the provincial Water

and Erosion Control Infrastructure Program (WECI) which provides Conservation Authorities matching funding for municipal infrastructure improvements. ERCA also provides technical expertise to identify natural hazards (such as flood plains, steep slopes, etc.) with the goal of protecting people and property from natural hazards.

2017 Actions – Watershed Management Services

- Provide input and comments on four Official Plans (Lakeshore, Kingsville, Tecumseh, Leamington); three Official Plan Amendments in the City of Windsor; and provide advice and guidance to municipalities on over 700 Planning Act applications.
- Continue to implement 'one window services' to facilitate review of over 900 permit applications within hazard lands ensuring compliance with Section 28 of the Conservation Authorities Act; including stormwater management submissions of greenhouse developments, major subdivision developments, 150 Municipal Drainage Act submissions, responses to legal requests, 1,200 general inquiries from landowners.
- Draft and initiate consultations on Comprehensive Place for Life Policies to ensure ERCA's planning and regulations policies reflect changes in legislation and respond to the changing conditions and municipal demands in our region, and are consistent with the strategic directions provided in the 2016-2025 Strategic Plan: Sustaining the Place for Life.
- Complete Technical Appendices including Environmental Impact Assessment Guidelines, Stormwater Management Guidelines and Municipal Memorandums of Understanding to facilitate the review and technical clearance of municipal and county Planning Act applications as per the Planning Act.
- Apply for and undertake over \$2.1 million in Water



Essex Region Conservation

the place for life

and Erosion Control Infrastructure (WECI) projects in Windsor (subject to WECI and City of Windsor funding approval) including improvements to the Grand Marais Drain, Little River, and Lennon Drain; and the Belle River Flood Control Project in Lakeshore.

- In multi-stakeholder/multi-partner Canadian FloodNet proposal which is being studied to consider flood forecasting and warning systems, flood mitigation, environmental effects of floods, flood risk analysis, community water systems, aquatic ecosystems, hydrologic modelling and data-mining, and other related analysis.
- Continue to operate and install new Climate Stations, and work with municipalities to advance and implement a regional real-time, web-based Climate Station data collection and improved reporting/monitoring and response.
- Update the Essex Region Flood Contingency Plan incorporating additional new information technologies and sources of additional real time weather and climate information.
- Work with municipalities to begin to develop a Climate Adaptation Strategy/Framework to address the impacts of climate change within the Essex Region through adaptation and mitigation strategies; and identify actions to address impacts on terrestrial and aquatic ecosystems, water quantity and quality, infrastructure, energy, human communities, and agriculture.

CONSERVATION SERVICES

Conservation Lands

ERCA owns and manages 4,150 acres of conservation lands across the Essex Region including woodlots, wetlands, 19 Conservation Areas, and 90 km of Greenway trails for recreation education, natural area protection, and active/healthy living for thousands of residents and visitors to our region. These areas protect some of the most biologically

diverse and ecologically significant lands in Canada and provide a variety of recreational opportunities. Protection of these lands, as well as access for public use, are among the most important contributions ERCA makes to the communities in the region.

As the region grows and expands, the role of conservation lands will become even more critical. Development and implementation of Management Plans are critical to balance the needs of users with the need to protect the environment. Recreational opportunities on these lands include hiking, picnicking, birding, seasonal camping, as well as hunting, horseback riding, and biking. The demands of a growing population require that Conservation Area infrastructure and facilities (tangible capital assets) are managed and replaced when required.

Clean Water~Green Spaces

ERCA's Clean Water~Green Spaces program (CW~GS) addresses soil and water concerns by providing in-field and in-stream conservation planning and delivery of agricultural stewardship (e.g. GLASI), demonstrating innovative water and soil conservation (e.g. demonstration farm, demonstration projects), and restoration of wetlands, prairie, forest and shoreline habitat enhancements to provide habitat and restore the health of our watersheds with support and incentives from agencies and senior levels of government. The CW~GS Program also provides funds that ERCA uses as leverage with agency and other partners to acquire key properties in priority areas in keeping with its Land Securement Strategy.

Through this program, ERCA also works closely with the agricultural community to develop and implement practical, cost-effective alternatives for landowners with water quality concerns such as erosion and slope stability, and delivery of Agricultural BMPs (rock chutes, well capping, buffer strips, windrows, etc.). Since 2015, ERCA has worked with the Ontario/Essex Soil and Crop Improvement Associations to deliver the Priority Subwatershed Project within the Wigle Creek/Cedar Creek watershed and manages the Essex County Demonstration Farm with Agriculture Canada,



OMAFRA, MOECC, Soil and Crop and other partners to provide in field viewing opportunities to local farmers of projects that can be applied to their own fields.

Watershed Monitoring

ERCA staff provide watershed-scale environmental monitoring to assess and understand current health and emerging trends as a basis for setting environmental management priorities. This includes working with research partners to implement studies to fill resource information gaps and develop innovative methods of protecting and enhancing watershed resources. ERCA collects and analyzes surface water at approximately 50 sites as part of the provincial surface and groundwater monitoring networks, and special projects such as the Kingsville-Leamington Nutrient project to monitor aquatic community health and report on the overall health of our rivers and watersheds. ERCA has also facilitated research on beach closures with GLIER/University of Windsor and other partners, tile management with the University of Waterloo, and undertakes research with other partners.

Drinking Water Source Protection

Since 2006, ERCA has maintained and implemented the Regional Source Protection Plan in keeping with the Clean Water Act to manage water 'at the source' to protect human health, protect present and future municipal drinking water threats. The Source Protection Plan that identifies policies and strategies to reduce existing and future threats to water supplies was approved by the Province in 2015. ERCA supports municipalities in implementation of Source Protection Policies including delivery of risk management services, and is responsible for implementation outreach and education policies.

2017 Actions – Conservation Services

- Complete Wetlands assessment and mapping in partnership with MNRF for 500 hectares of Provincially Significant Wetland
- Restore at least 125 acres of land, plant at least 120,000 trees, 20 acres of prairie and collect 2,000 pounds of seed for growing and use in our tree planting programs as local genetics are always best
- Create a minimum of 4 new wetlands that will help restore hydrology, improve water quality and habitat for wildlife and fish.
- Partner with Caldwell First Nation to undertake the restoration of a Lake Erie Coastal wetland at the mouth of Sturgeon Creek.
- Work with partners to fund the creation of a 70 acre managed wetland cell at Cedar Creek Conservation Area and a new 10-acre experimental wetland at Hillman Marsh.
- Seek new funding opportunities to present to the Board of Directors related to the implementation of the Land Securement Strategy. A focus for 2017 would be on the securement of properties adjacent to existing natural areas that will lead to an increase in natural areas, once restored, and improvement to our local water quality.
- Work with Partners to initiate large scale restoration opportunities on the Detroit River to enhance fish habitat, provide greater access to the river for residents to work toward de-listing the Detroit River as a Federal Area of Concern.
- Complete Cypher Systems Group Greenway in partnership with the Essex Region Conservation Foundation, the Town of Essex, and senior levels of government to connect the towns of Essex and Amherstburg, and intersect with the Chrysler Canada Greenway.



- Work with the Town of Tecumseh, Essex Region Conservation Foundation and other partners to secure funds and build 'Oldcastle Hub' to connect ERCA Greenways to Herb Gray Parkway Trails and trails in the towns of LaSalle and Tecumseh and the City of Windsor in support of the Trans Canada Trail.
- Implement research and projects supporting the reduction of phosphorus (P) to Lake Erie including the analysis of water control structures for tile drainage management, rain gardens for urban storm water management, the research of innovative farming practices and Best Management Practices at our demonstration farm that may result in lower phosphorus outputs. Results from these projects can be used to encourage uptake of BMPs that have been demonstrated to work in this region through multiple public engagement sessions.
- Continue working with provincial partners on several projects including: undertaking an intensive BMP implementation and research program in the Wigle Creek watershed through the Great Lakes Agricultural Stewardship Initiative (GLASI); continued monitoring of streams in the Kingsville/Leamington area to better understand the influence of greenhouses on water quality; intensive monitoring of streams and recreational beaches to track the intensity of harmful algal blooms and to work towards a more rapid method of detection of the toxin they produce.
- Update Watershed Report Cards as part of Conservation Ontario reporting program
- Work with research partners to develop projects to identify persistent and emerging water quality issues, track sources of contamination and develop methods to remediate or improve local water quality.
- Continue monitoring 24 surface water quality stations, 10 ground water quality stations and near shore Great Lakes water quality as part of the Provincial Water Quality networks.

COMMUNITY OUTREACH SERVICES

Outreach

ERCA's outreach programs educate in order to motivate and inspire residents to adopt environmentally sustainable behaviours, coordinating community involvement with volunteers to engage them in tree planting, habitat restoration, and demonstration projects with DRCC, Foundation and other corporate and municipal partners. This includes tree planting, river and stream clean-ups, and leading community science initiatives.

Education

ERCA provides environmental education programs to over 10,000 students annually, primarily at the John R. Park Homestead, Hillman Marsh and Holiday Beach Conservation Areas. Programming is aligned with school board curriculum, and with the Ministry of Education's Eco schools program. In 2016, ERCA added certifications for Special High Skills Major students to help educate the next generation of conservationists. Outdoor education provides numerous benefits to students (critical thinking, creative thinking, decision-making, etc.) that have benefits beyond the environment. ERCA also co-chairs the annual Essex Region Children's Water Festival which provides hands-on education to 4,000 students and provides leadership skills and environmental restoration training opportunities to 12-15 year olds through the Teen Ranger Program.

Communications

Communications supports all ERCA programs through a variety of services intended to inform, inspire and motivate municipal, provincial and federal partners and communities to learn more about, and support and participate in the work of ERCA. Through internal communications, media relations, event management, community relations, creative services, and program communications and marketing, ERCA researches and analyzes benefits and barriers to environmental sustainability; and communicates the broad variety of projects and programs that ERCA undertakes to create a future of sustainability for the Essex region, ensuring it is the Place for Life.



2017 Actions – Community Outreach Services

- Provide curriculum-based outdoor education for more than 10,000 elementary and secondary school students
- Provide Special High Skills Major Certifications to allow students to graduate with specialized environmental skills.
- Create www.essexregionconservation.ca with the Essex Region Conservation Foundation to improve customer service, usability and accessibility compliance.
- a variety of cost effective tools and tactics for communicating ERCA's environmental programs and opportunities for community involvement
- Better integrate messaging with the Essex Region Conservation Foundation to demonstrate the strength of these partnership organizations to the region.
- Host events that connect people to conservation and raise funds to further enhance the Windsor-Essex-Pelee Island region as the Place for Life.
- Build on the success of the Regional Roundtable, which includes the CEOs from 12 regional agencies and organizations to promote the cross-organizational efficiencies that can be realized through working together.

CORPORATE SERVICES

Administration

ERCA's Corporate Services program directs the organization through Board policy development and implementation of the Conservation Authority's Strategic Plan and provides direction and coordination of all Conservation Authority programs. This includes maintaining member and municipal relationships, corporate and strategic planning, governance, policy development and implementation; liaison with key stakeholders and partners, including senior levels of government to ensure recognition of Authority's

role and relevance; and ensures ongoing Authority sustainability through allocation of limited financial and human resources.

Information Management

ERCA's information management systems include Geographic Information Systems (GIS), information management systems, and other databases that support ERCA's permit system, tree planting, Foundation and other organizational needs. Geographic Information Systems (GIS) provides the collection and maintenance of land use and other data in ERCA's watersheds and creates visual mapping as information that supports decision making for many of ERCA's programs and departments. Integrating information from diverse sources into accessible formats, GIS is central to the Conservation Authority's day to day business, and supports many of ERCA's special projects dealing with phosphorous, agricultural BMPS, and water quality.

Finance

ERCA's finance group provides leadership and support to the organization on financial decisions, strategic direction and budgetary management. ERCA also prepares and shares ERCA's Financial Statements for the Board of Directors, external stakeholders and other partners, prepares risk management assessments, accounts for the collection and disbursement of all monies, coordinates audits of both the ERCA and Essex Region Conservation Foundation, and monitors and analyzes general financial health, capital and operational reserves, accounts receivable and payable. In addition, through Corporate Services, ERCA developed and maintains its Tangible Capital Asset Plan which tracks and identifies replacement schedules ERCA's facilities and related infrastructure.

Human Resources Management

Human Resources is an internal multi-service provider supporting the hiring, orientation, motivation and development of knowledgeable and competent employees to address capacity to implement Authority programs. HR ensures compliance with legislation and regulation



including Employment Standards Act, AODA, Health and Safety and WSIB requirements and other HR related legislation and supports labour relations including negotiation and implementation of Collective Agreements.

2017 Actions – Corporate Services

- Implement Filehold Records Management System in Corporate Services and Watershed Management Services departments
- Finalize records classification system and records policy/retention schedule to support MFIPPA and other obligations
- Create and maintain a corporate policy database for shared access that encompasses all departmental active policies to ensure consistency with legislation, public-sector best practice and improved corporate culture.
- Review and update internal corporate and employee Policies and Procedures (Employee Handbook) on a priority basis, including purchasing policies.
- Initiate and manage two database projects, to improve efficiency, enhance customer service and institutional memory (contact database and education bookings database)

CAPITAL AND OPERATIONAL RESERVES

Despite more than \$5 million in capital assets (ERCA BD 40/10 and BD54/10), due to reliance on special funding, and 'at risk' revenue streams, until the 2013 budget, ERCA did not have any reserves available for capital, operational, or emergency needs. Reserves are not only a best management practice, but are essential in a business that can be adversely and materially affected by infrastructure failure, weather and reductions in fee-for service programs in any fiscal cycle. The 2017 Budget includes the continued management of the following reserve accounts (see attached ERCA Capital/Major Maintenance Schedule):

- Infrastructure Replacement/Major Replacement (\$425,000: year 5 of 5) - to provide for expenses associated with the replacement or rehabilitation of existing capital infrastructure. For 2017, the Capital Plan includes:
 - Review and update TCA inventory and Capital Plan to guide facility and infrastructure replacement needs and confirm capital plan priorities
 - Completion of boardwalk at Maidstone Woods Conservation Area with red cedar wood to reduce long-term operations and maintenance costs
 - Resurfacing of Chrysler Canada Greenway
 - Installing new roof on the Sawmill Building at the John R. Park Homestead and completion of engineering study of the shoreline infrastructure at John R. Park Homestead
 - Minor capital replacements or changes such as picnic table replacement, culvert replacements or other unexpected capital needs
- Capital/Special Projects Grant Matching (\$20,000: year 5 of 5) – to provide for matching funds in order to benefit from limited term stimulus funding and other targeted grant programs that require matching funds.
- Revenue Stabilization (\$24,000: year 5 of 5) – As municipal levy accounts for 25% of the Authority's 2017 revenues, the majority of revenues are from sources that may fluctuate in any given year (e.g. revenues related to permits, planning, drainage, camping, admissions and special events, economic conditions, changes in government agendas and mandates, and even adverse weather conditions).
- Operational Deficit (\$96,000: year 5 of 5) - Funds are directed to eliminate the accumulated operating deficit
- Network, Office Equipment & Furnishings (\$15,400/ year: year 5 of 5) – to provide for expenses related to the Authority's rolling stock of office equipment and furnishings, computers, servers and related software. Replacements and upgrades are made in accordance with useful life and functionality.



- Human Resources (\$2,000/year: year 5 of 5) – to buffer against potential WSIB/NEER impacts, OMERS restatements, discretionary benefit fluctuations and unanticipated claims relating to employment.
- Legal & Insurance (\$3,000/year: year 5 of 5) – to buffer against unexpected insurance deductibles and claims below policy deductibles as well as unexpected legal expenses outside of the annual budget process.
- Vehicle/Field Equipment Replacement (\$91k balance) – Vehicle/Equipment expenses charged to different programs flow back as revenues to provide for expenses related to the Authority's rolling stock, including vehicles and field equipment such as tractors, mowers and tree planting equipment. Administration will continue to manage ERCA's fleet and equipment in an environmentally responsible manner in keeping with Board direction. The Authority has been able to defer significant equipment acquisitions due to diligent equipment maintenance and better than expected useful life. For 2017, it is expected that a tractor and at least one vehicle will be replaced in keeping with their useful life.
- Historic Properties Preservation/Maintenance (\$31k balance: \$19,000 budgeted contribution in 2017) – to provide for major expenses related to preservation and maintenance of two historic properties, that are to be preserved in perpetuity, specifically the John R. Park Homestead and the Kingsville Train Station.
- Tree Warranty and Self-Insurance (\$90,000 balance: varying contributions) – to buffer against potential warranty claims for seedlings covered through the warranty program, and deterioration of seedlings related to weather related planting delays and which is cost prohibitive to insure.

- Clean Water~Green Spaces Land Acquisition (\$727,233 balance: \$158,600 budgeted contribution in 2017 for an available total of \$885,800) – to support land acquisition efforts in keeping with ERCA's Land Securement Strategy, and as leverage for lands acquired with NCC (through the Natural Areas Conservation Plan) and other agencies including senior levels of government.

This results in contributions to reserves funds for 2016 of \$609,400 and a total available reserve balance of \$1,373,337. However, because of the significance of the infrastructure deficit, 2016 infrastructure reserve fund contributions will again need to be expended in 2016 to address long-overdue capital improvements as described above.

Capital Replacement/Amortization

The Sustainability Plan identified that beginning in 2018, ERCA needs to contribute \$200,000 annually representing full asset replacement values to maintain capital reserves consistent with the TCA report. When this plan was approved in 2013, the Board directed Administration to "... seek and identify ways of reducing the impact of the Sustainability Plan to Clean Water~Green Spaces acquisition funding, through phased levy increases and other means". To meet this goal, the Board directed staff to phase in the full annual cost of capital replacement (\$200,000) over a period of four years through annual increases of \$50,000. ERCA's 2014 budget supported the first of the annual increases. However, the recommended incremental phase-in capital replacement was not funded in 2015. In keeping with board direction, the 2017 budget includes an incremental \$50,000 towards capital replacement, for a 2017 contribution of \$150,000. The accumulated fund balance for phased-in levy is projected to exceed \$350,000 at the end of 2017. This 'phase-in' fund will be utilized for infrastructure replacement, post 2017.



FUNDING SUSTAINABILITY

The approved Sustainability Plan provided an approach over a five-year span, to transition ERCA to a more stable and sustainable organization. To date, ERCA has implemented its Sustainability Plan, including the introduction of a capital and operational reserves program, deficit reduction, and organizational stabilization with **no increase in levy contributions directly attributable to those outcomes.**

At the same time, ERCA has generated tremendous positive investment in Essex Region. Between 2007 and 2017, ERCA received \$26.5 million in total levy contributions, and generated \$35 million in new outside funding to the region in support of regional environmental programs and projects related to drinking water source protection, water and erosion control infrastructure, support from Non-Government Organizations (NGOs) for land securement and restoration, and support from the Foundation and other grants towards education, restoration, water quality, phosphorous and shoreline enhancement projects. This is in addition to the significant value of ERCA's programs and services it provides to municipalities. This leveraging provides sound and consistent investment results for all partners.

Within the 2017 Budget, program funding continues to be leveraged with provincial, municipal, federal and other partners' contributions to projects. For example, the 2017 Budget includes over \$4.2 million in leveraged funding for projects described above. This represents 40% of the total ERCA budget. When combined with fee for service revenues, 72% of ERCA's budget is funded through non-levy sources of funding. In total, less than 25% of ERCA's operational budget is funded through levy. **Of the 36 Conservation Authorities in Ontario, ERCA is consistently in the bottom five in terms of % levy funding operations (~25%); yet in the top 10 in terms of programs and program-related revenues for our region, well below the provincial average (~40%).**

The 2017 Budget strives to strike a balance between meeting the sustainability needs of our region, while recognizing the fiscal realities of our municipal partners.



ESSEX REGION CONSERVATION AUTHORITY				
2017 DRAFT BUDGET				
	2017	2016		2015
	DRAFT	BUDGET	PROJECTION	AUDITED
WATERSHED MANAGEMENT SERVICES				
DEVELOPMENT & PLANNING SERVICES				
REGULATIONS, DEVELOPMENT REVIEWS & RELATED INQUIRIES				
GENERAL LEVY	163,000	163,000	140,000	97,814
MUNICIPAL	3,000	3,000	3,000	
PROVINCIAL GRANTS	-	-	684	3,508
OTHER GRANTS/USER FEES/RECOVERIES	392,800	316,800	407,800	328,797
	558,800	482,800	551,484	430,119
WAGES	516,750	395,400	514,845	335,262
CONSULTING	1,000	-	1,250	153
SUPPLIES/OFFICE/JANITORIAL	11,600	10,750	12,150	11,357
VEHICLE/TRAVEL/EQUIP'T USAGE	12,000	12,700	13,200	12,054
CORP SUPPORT/SHARED SVCS	60,000	47,100	46,300	42,900
RENT/INS/TAXES/UTILITIES	10,000	10,000	10,000	9,145
DUES/MEMBERSHIPS	600	500	500	535
AUDIT AND LEGAL	5,000	5,000	10,000	1,737
SMALL MISC	-	500	500	-
	616,950	481,950	608,745	413,143
MUNICIPAL PLANNING SUPPORT/PLANNING RELATED STUDIES (WEP/IWM)				
GENERAL LEVY	47,000	47,000	74,000	62,056
CW~GS LEVY	51,000	51,000	51,000	54,702
MUNICIPAL			11,200	
PROVINCIAL GRANTS	80,213	68,213	63,479	57,068
OTHER GRANTS/USER FEES/RECOVERIES	104,000	106,000	83,500	116,828
	282,213	272,213	283,179	290,654
WAGES	245,200	244,500	249,421	245,435
CONSULTING	500	-	500	1,700
SUPPLIES/OFFICE/JANITORIAL	1,100	1,100	1,850	2,057
VEHICLE/TRAVEL/EQUIP'T USAGE	3,000	1,400	600	2,715
CORP SUPPORT/SHARED SVCS	27,500	28,000	27,700	31,083
RENT/INS/TAXES/UTILITIES	4,000	4,000	4,000	4,900
DUES/MEMBERSHIPS	-	-	-	-
SMALL MISC	-	-	-	-
	281,300	279,000	284,071	287,889
WATER RESOURCES ENGINEERING				
FLOOD & EROSION CONTROL				
GENERAL LEVY	87,800	87,800	85,800	86,395
MUNICIPAL	3,000	3,000	3,000	4,192
PROVINCIAL GRANTS	90,050	90,800	88,800	90,587
OTHER GRANTS/USER FEES/RECOVERIES	-	-	-	-
	180,850	181,600	177,600	181,174
WAGES	111,000	115,000	104,997	112,576
CONSTRUCTION	6,000	6,000	6,000	-
WEATHER STN/INFO'N/DATA SVCS	27,000	26,000	29,000	27,168
SUPPLIES/OFFICE/JANITORIAL	6,100	6,600	5,500	6,730
VEHICLE/TRAVEL/EQUIP'T USAGE	7,000	5,000	6,000	6,193
CORP SUPPORT/SHARED SVCS	18,000	17,000	18,000	19,223
RENT/INS/TAXES/UTILITIES	6,000	6,000	6,000	4,800
CAP MAINT/LOW VALUE ASSETS	-	-	-	4,484
	181,100	181,600	175,497	181,174



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
	MUNICIPAL SPECIAL PROJECTS (PARKETTES, IDF CURVES, CLIMATE CHG,DRAINAGE REVIEWS)				
	GENERAL LEVY	-	-	-	14,900
	CW~GS LEVY	19,000	19,000	19,000	10,494
	MUNICIPAL/OTHER	18,000	80,000	7,000	-
	PROVINCIAL GRANTS	18,000	9,500	17,550	14,719
	TRANSFERS (TO)/FROM DEFERRED REVENUES	-	(51,000)	15,098	4,010
		55,000	57,500	58,648	44,123
	WAGES	21,000	50,500	29,500	37,463
	CONSTRUCTION	29,000	-	-	-
	CONSULTING	750	-	22,000	8,231
	VEHICLE/TRAVEL/EQUIP'T USAGE	1,250	-	1,600	613
	CORP SUPPORT/SHARED SVCS	3,900	7,000	5,100	5,428
	RENT/INS/TAXES/UTILITIES	-	-	198	1,200
	DUES/MEMBERSHIPS	500	-	-	336
	SMALL MISC	-	-	-	-
		56,400	57,500	58,398	53,322
	WECI (WATER AND EROSION CONTROL INFRASTRUCTURE PROJECTS)				
	MUNICIPAL	1,210,000	685,879	613,235	463,912
	PROVINCIAL GRANTS	1,210,000	860,625	538,712	276,538
	TRANSFERS (TO)/FROM DEFERRED REVENUES	-	(174,746)	(171,850)	(5,218)
		2,420,000	1,371,758	980,097	735,232
		-			
	PROJECT MANAGEMENT WAGES	34,000	15,673	23,519	22,008
	CONSULTING/OUTSIDE ENGINEERING	218,000	263,549	166,813	298,564
	CONSTRUCTION	2,153,500	1,077,086	781,681	405,521
	TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	14,500	15,450	8,379	9,139
		2,420,000	1,371,758	980,391	735,232
	WATERSHED MANAGEMENT SERVICES				
	REVENUES				
	GENERAL LEVY	297,800	297,800	299,800	261,165
	CW~GS LEVY	70,000	70,000	70,000	65,196
	MUNICIPAL	1,234,000	771,879	637,435	448,387
	PROVINCIAL GRANTS	1,398,263	1,029,138	709,225	438,228
	FEDERAL GRANTS	-	-	-	-
	OTHER GRANTS/USER FEES	496,800	422,800	491,300	435,625
	IN-KIND	-	-	-	-
	TRANSFER TO/FROM DEF REVENUES	-	(225,746)	(156,752)	32,700
		3,496,863	2,365,871	2,051,008	1,681,302
	EXPENSES	3,555,750	2,371,808	2,107,102	1,670,760
	SURPLUS/(DEFICIT)	(58,887)	(5,937)	(56,095)	10,542



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
	CONSERVATION SERVICES				
	GENERAL PROGRAM/LAND MANAGEMENT, OPERATIONS, AND DEV				
	OPERATIONS AND DEVELOPMENT				
	GENERAL LEVY	141,000	141,000	141,000	141,876
	OTHER GRANTS/USER FEES	5,000	5,000	8,000	8,270
	TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-
		146,000	146,000	149,000	150,146
	WAGES	116,100	123,100	108,450	112,444
	SUPPLIES/OFFICE/JANITORIAL	6,000	6,400	8,100	6,771
	VEHICLE/TRAVEL/EQUIP'T USAGE	2,500	2,500	2,500	3,396
	CORP SUPPORT/SHARED SVCS	14,000	14,000	14,000	14,300
	RENT/INS/TAXES/UTILITIES	-	-	-	500
	SMALL MISC	-	-	-	-
		138,600	146,000	133,050	137,411
	LAND ACQUISITION AND ACQUISITION PLANNING				
	CW~GS LEVY	158,600	158,600	228,600	156,900
	FEDERAL OR PROVINCIAL GRANTS	645,000	-	-	276,941
	TRANSFERS (TO)/FROM DEFERRED REVENUES	500,400	(120,600)	(195,600)	141,233
		1,304,000	38,000	33,000	575,074
	WAGES	10,000	15,000	10,000	25,939
	PROPERTY	1,280,000	-	10,000	-
	LEGAL, SURVEYING,CONSULTNG	12,000	20,000	10,000	7,788
	SUPPLIES/OFFICE/JANITORIAL	-	-	-	3,642
	CORP SUPPORT/SHARED SVCS	2,000	3,000	3,000	4,052
		1,304,000	38,000	33,000	41,421
	CONSERVATION SERVICES				
	TREE PLANTING AND RESTORATION				
	CW~GS LEVY	100,000	100,000	50,000	105,000
	PROVINCIAL GRANTS	155,000	65,000	155,000	52,793
	FEDERAL GRANTS	678,000	399,000	471,705	632,547
	OTHER GRANTS/USER FEES	655,000	320,000	428,695	280,719
	IN-KIND	20,000	-	11,000	6,036
	TRANSFERS (TO)/FROM DEFERRED REVENUES	220,000	(8,400)	49,360	(141,375)
		1,828,000	875,600	1,165,760	935,720
	WAGES	447,000	348,600	376,514	329,853
	CONSTRUCTION/ENGINEERING/CONSULTING	650,000	7,500	78,300	4,523
	SUPPLIES/OFFICE/JANITORIAL	38,100	27,900	71,150	35,821
	VEHICLE/TRAVEL/EQUIP'T USAGE	97,500	62,500	89,600	72,383
	PLANT MAT/LANDOWNER GRANTS	474,000	356,000	430,200	355,178
	CORP SUPPORT/SHARED SVCS	85,000	65,000	73,900	70,775
	RENT/INS/TAXES/UTILITIES	5,500	5,000	7,000	6,758
	IN KIND SVCS SUPPLIES	20,000	-	11,000	6,036
	CAP MAINT/LOW VALUE ASSETS	-	3,500	1,500	1,882
	SMALL MISC	-	-	-	-
		1,817,100	876,000	1,139,164	883,209



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
	WATER, SOIL & OR SEPTIC IMPROVEMENTS (Landowner Incentive Program)				
	CW~GS LEVY	37,000	37,000	17,000	42,500
	OTHER	-	-	-	587
	IN-KIND	20,000	52,000	18,000	89,451
	TRANSFERS (TO)/FROM DEFERRED REVENUES	1,750	48,000	12,000	53,800
		58,750	137,000	47,000	186,338
	WAGES	15,000	34,500	-	34,350
	SUPPLIES/OFFICE/JANITORIAL	-	-	100	337
	VEHICLE/TRAVEL/EQUIP'T USAGE	750	1,000	1,000	1,971
	PLANT MAT/LANDOWNER GRANTS	20,000	43,000	25,000	53,481
	CORP SUPPORT/SHARED SVCS	3,000	6,500	3,000	6,295
	RENT/INS/TAXES/UTILITIES	-	-	-	550
	IN KIND SVCS SUPPLIES	20,000	52,000	18,000	89,451
	CAP MAINT/LOW VALUE ASSETS	-	-	-	-
	SMALL MISC	-	-	-	-
		58,750	137,000	47,100	186,436
	CONSERVATION AREAS - OPERATIONS,MAINTENANCE, ENHANCEMENT				
	CONSERVATION AREAS - ALL (EXCL. HBCA/JRPH)				
	GENERAL LEVY	324,000	324,000	324,000	323,466
	PROVINCIAL GRANTS	-	-	-	91
	FEDERAL GRANTS	31,500	54,600	36,300	63,137
	OTHER GRANTS/USER FEES	125,500	106,194	117,000	111,040
	TRANSFERS (TO)/FROM DEFERRED REVENUES	2,000	-	-	2,700
	TRANSFERS TO/FROM RESERVES	(7,000)	(6,000)	6,000	400
		476,000	478,794	483,300	500,834
	WAGES	181,650	204,100	230,914	179,829
	CONSTRUCTION	4,500	5,000	5,000	11,743
	ENGINEERING/CONSULTING	1,100	2,500	4,300	1,124
	SUPPLIES/OFFICE/JANITORIAL	56,700	52,500	59,400	68,117
	VEHICLE/TRAVEL/EQUIP'T USAGE	88,100	80,000	91,400	86,387
	PLANT MAT/LANDOWNER GRANTS	6,500	5,000	6,300	7,763
	CORP SUPPORT/SHARED SVCS	53,500	49,250	47,342	46,181
RENT/INS/TAXES/UTILITIES	117,300	104,400	107,504	72,761	
CAP MAINT/LOW VALUE ASSETS	14,000	13,550	29,260	20,673	
	523,350	516,300	581,420	494,578	
HOLIDAY BEACH					
GENERAL LEVY	96,680	96,630	96,680	76,680	
OTHER GRANTS/USER FEES	182,000	171,200	175,050	181,212	
PROJECT TRANSFERS	4,500		6,000		
TRANSFERS TO/FROM RESERVES	(15,000)	4,700	-	10,000	
	268,180	272,580	277,730	267,892	
WAGES	116,500	128,000	129,829	128,077	
CONSULTING/ENGINEERING	2,500	15,000	2,535		
SUPPLIES/OFFICE/JANITORIAL	45,350	56,300	49,300	59,981	
VEHICLE/TRAVEL/EQUIP'T USAGE	17,000	24,000	17,000	27,902	
PLANT MAT/LANDOWNER GRANTS	5,500	6,250	6,400	4,217	
CORP SUPPORT/SHARED SVCS	16,000	16,000	16,000	12,000	
RENT/INS/TAXES/UTILITIES	38,000	33,000	60,000	46,011	
CAP MAINT/LOW VALUE ASSETS	14,250	10,000	20,330	21,193	
	255,100	288,550	301,394	299,382	



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
JOHN R PARK HOMESTEAD					
GENERAL LEVY		117,000	117,000	117,000	110,796
PROVINCIAL GRANTS		23,700	23,000	23,000	6,688
FEDERAL GRANTS		-	-	7,500	-
OTHER GRANTS/USER FEES		87,000	118,400	110,375	122,446
TRANSFERS (TO)/FROM RESERVES		-	8,000	10,000	(6,000)
		227,700	266,400	267,875	233,930
WAGES		187,500	193,900	200,458	196,249
CONSULTING/ENGINEERING		-	-	2,050	-
SUPPLIES/OFFICE/JANITORIAL		18,300	21,250	21,250	21,702
VEHICLE/TRAVEL/EQUIP'T USAGE		2,700	6,200	2,600	6,157
CORP SUPPORT/SHARED SVCS		10,000	10,000	10,000	10,000
RENT/INS/TAXES/UTILITIES		14,200	15,100	13,200	12,540
CAP MAINT/LOW VALUE ASSETS		20,200	20,200	20,360	1,639
		252,900	266,650	269,918	248,287
CONSERVATION AREAS CAPITAL OR MAJOR MAINTENANCE					
GENERAL LEVY		-	-	-	-
CW-GS LEVY		20,000	20,000	20,000	20,000
MUNICIPAL		-	-	-	-
PROVINCIAL GRANTS		-	-	-	-
FEDERAL GRANTS		-	-	-	-
OTHER GRANTS/USER FEES		-	500,000	1,009,350	71,575
TRANSFERS TO/FROM RESERVES		405,000	343,500	682,800	592,218
		425,000	863,500	1,712,150	683,793
WAGES		15,000	55,000	46,060	301
CONSTRUCTION		356,000	790,000	1,262,570	21,506
ENGINEERING/CONSULTING		50,000	-	61,000	5,490
SUPPLIES/OFFICE/JANITORIAL		-	-	12,500	1,176
VEHICLE/TRAVEL/EQUIP'T USAGE		-	8,500	49,000	-
CORP SUPPORT/SHARED SVCS		4,000	10,000	20,020	15,908
AUDIT AND LEGAL		-	-	10,000	-
CAPITAL ASSETS		-	-	251,000	-
		425,000	863,500	1,712,150	44,381
FLEET & EQUIPMENT					
OTHER GRANTS/USER FEES/RECOVERIES		242,500	200,000	254,396	230,297
TRANSFERS TO/FROM RESERVES		(42,000)	6,000	-	(13,000)
		200,500	206,000	254,396	217,297
MAINTENANCE/REPAIRS		42,200	57,850	40,400	68,473
FUEL		39,000	41,000	39,500	40,269
LICENCES/MISC		35,749	35,700	42,399	37,152
AMORTIZATION		75,000	72,000	73,000	72,854
		191,949	206,550	195,299	218,748
RESEARCH & MONITORING					
DRINKING WATER SOURCE PROTECTION PROGRAM (MOECC)					
PROVINCIAL GRANTS		101,000	124,000	100,000	131,970
TRANSFERS (TO)/FROM DEFERRED REVENUES		(2,000)	-	7,500	23,717
		99,000	124,000	107,500	155,687
WAGES		84,000	113,000	86,344	128,229
SUPPLIES/OFFICE/JANITORIAL		5,000	-	6,626	8,637
VEHICLE/TRAVEL/EQUIP'T USAGE		-	-	1,550	1,196
CORP SUPPORT/SHARED SVCS		7,000	10,000	10,000	14,500
RENT/INS/TAXES/UTILITIES		1,000	1,000	1,000	1,000
PER DIEMS/MISC		2,000	-	2,000	2,125
		99,000	124,000	107,520	155,687



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015	
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED	
	WATER QUALITY RELATED ACTIVITIES AND STUDIES (Quality/Quantity Rese					
	GENERAL LEVY	47,000	47,000	47,000	56,832	
	CW~GS LEVY	63,000	63,000	63,000	40,512	
	MUNICIPAL	4,500		94,969	44,100	
	PROVINCIAL GRANTS	198,000	285,800	372,875	284,236	
	FEDERAL GRANTS	151,500	-	180,000	-	
	OTHER	12,000	12,000	10,000	108,88	
	TRANSFERS (TO)/FROM DEFERRED REVENUES	125,000	129,000	54,133	(122,051)	
		601,000	536,800	821,977	412,513	
	WAGES	301,300	315,200	319,314	182,715	
	CONSTRUCTION	-		7,600		
	CONSULTING	69,000	59,000	67,000	16,806	
	SUPPLIES/OFFICE/JANITORIAL	26,758	18,700	97,850	26,012	
	VEHICLE/TRAVEL/EQUIP'T USAGE	15,000	15,500	20,096	13,811	
	PLANT MAT/LANDOWNER GRANTS	120,000	50,000	146,600	96,250	
	CORP SUPPORT/SHARED SVCS	38,900	41,800	51,500	30,088	
	RENT/INS/TAXES/UTILITIES	2,550	1,500	2,350	2,750	
	DUES/MEMBERSHIPS	300	300	300	731	
	PROJECT EQUIPMENT	27,000	33,000	95,500	31,780	
	600,808	535,000	808,110	400,942		
	SPECIAL LONG TERM INITIATIVES AND PROJECTS (DETROIT RIVER CLEANU					
	PROVINCIAL GRANTS	60,000	90,000	62,000	66,000	
	FEDERAL GRANTS	60,000	92,500	60,000	106,250	
	OTHER GRANTS/USER FEES	(5,000)	(8,000)	-	1,000	
	TRANSFERS (TO)/FROM DEFERRED REVENUES	51,000	8,000	14,000	(37,845)	
		166,000	182,500	136,000	135,405	
	WAGES	119,500	126,500	76,550	89,310	
	ENGINEERING/CONSULTING	3,000	2,000	3,500	2,254	
	SUPPLIES/OFFICE/JANITORIAL	15,000	23,700	26,400	19,473	
	VEHICLE/TRAVEL/EQUIP'T USAGE	1,500	3,300	2,550	2,594	
	PLANT MAT/LANDOWNER GRANTS	15,000	15,000	15,000	10,274	
	CORP SUPPORT/SHARED SVCS	12,000	12,000	12,000	11,500	
	SMALL MISC			-	-	
		166,000	182,500	136,000	135,405	
	CONSERVATION SERVICES					
	REVENUES					
	GENERAL LEVY	725,680	725,680	725,680	709,650	
	CW~GS LEVY	378,600	378,600	378,600	374,908	
MUNICIPAL	4,500	-	94,969	44,100		
PROVINCIAL GRANTS	537,700	587,800	712,875	541,778		
FEDERAL GRANTS	1,566,000	546,100	755,505	1,078,875		
OTHER GRANTS/USER FEES	1,304,000	1,424,794	2,112,866	1,114,442		
IN-KIND	40,000	52,000	29,000	95,488		
TRANSFER TO/FROM DEF REVENUES	898,150	56,000	(58,607)	(89,817)		
	5,454,630	3,770,974	4,750,888	3,869,425		
EXPENSES (INCLUDES FLEET/EQUIP'T AMORTIZATION)	5,832,557	4,180,050	5,464,125	3,248,403		
SURPLUS/(DEFICIT)	(377,927)	(409,076)	(713,237)	621,022		
TRANSFER (TO)/FROM RESERVES	341,000	351,500	698,800	583,618		



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
COMMUNITY SERVICES					
AWARENESS, ENVIRONMENTAL EDUCATION, COMMUNICATIONS AND GENERAL COMMUNICATIONS, PROGRAM AWARENESS & PUBLICATIONS					
GENERAL LEVY	246,930	246,930	246,930	243,936	
PROVINCIAL GRANTS	4,000	4,000	4,000	5,470	
OTHER GRANTS/USER FEES	-	28,000	(7,280)	15,000	
	250,930	278,930	243,650	264,406	
WAGES	215,000	257,750	197,580	237,476	
CONSULTING	2,000	1,500	5,500	14,038	
SUPPLIES/OFFICE/JANITORIAL	26,400	11,900	10,675	10,261	
VEHICLE/TRAVEL/EQUIP'T USAGE	2,500	3,400	1,850	2,449	
RENT/INS/TAXES/UTILITIES	750	750	500	275	
	246,650	275,300	216,105	264,499	
STUDENT EDUCATION PROGRAM					
GENERAL LEVY	23,000	23,000	23,000	23,068	
OTHER GRANTS/USER FEES	45,000	40,000	40,000	36,587	
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	
	68,000	63,000	63,000	59,655	
WAGES	66,000	52,900	42,500	47,541	
SUPPLIES/OFFICE/JANITORIAL	5,000	4,250	3,300	3,259	
VEHICLE/TRAVEL/EQUIP'T USAGE	1,500	1,000	1,500	1,503	
CORP SUPPORT/SHARED SVCS	7,500	7,500	1,000	100	
RENT/INS/TAXES/UTILITIES	1,000	1,000	6,000	6,250	
CAP MAINT/LOW VALUE ASSETS	-	-	1,000	900	
	81,000	66,650	55,300	59,553	
ONGOING COMMUNITY INITIATIVES					
GENERAL LEVY	85,000	85,000	85,000	84,669	
FEDERAL GRANTS	3,000	22,350	20,345	20,700	
OTHER GRANTS/USER FEES	5,500	22,000	6,769	30,094	
TRANSFERS (TO)/FROM DEFERRED REVENUES	5,000	3,800	11,147	(4,670)	
	98,500	133,150	123,261	130,793	
WAGES	21,000	94,600	75,550	86,282	
ENGINEERING/CONSULTING	-	-	1,545	763	
SUPPLIES/OFFICE/JANITORIAL	1,000	3,200	4,600	6,452	
VEHICLE/TRAVEL/EQUIP'T USAGE	3,500	3,750	4,120	4,340	
PLANT MAT/LANDOWNER GRANTS	13,000	19,300	23,175	16,735	
CORP SUPPORT/SHARED SVCS	7,500	11,300	11,500	13,619	
RENT/INS/TAXES/UTILITIES	1,000	1,000	1,000	800	
	47,000	133,150	121,490	128,991	
SPECIAL GRANT PROJECTS & EVENTS					
PROVINCIAL GRANTS			17,836		
FEDERAL GRANTS			25,000		
OTHER GRANTS/USER FEES	86,500	85,250	96,080	91,349	
TRANSFERS (TO)/FROM DEFERRED REVENUES	7,300	(1,000)	7,642	(5,416)	
	93,800	84,250	146,558	-	
WAGES	7,900	5,400	29,020	6,085	
TREES/SUPPLIES	85,900	78,900	121,239	81,519	
	93,800	84,300	150,259	87,604	



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
COMMUNITY SERVICES					
REVENUES					
GENERAL LEVY		354,930	354,930	354,930	351,673
CW~GS LEVY		-	-	-	-
PROVINCIAL GRANTS		4,000	4,000	21,836	19,661
FEDERAL GRANTS		3,000	22,350	45,345	20,700
OTHER GRANTS/USER FEES		137,000	175,250	135,569	184,797
IN-KIND		-	-	18,789	-
TRANSFER TO/FROM DEF REVENUES		12,300	2,800	-	(15,618)
		511,230	559,330	576,469	561,213
EXPENSES		468,450	559,400	543,154	560,582
SURPLUS/(DEFICIT)		42,780	(70)	33,315	632



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
CORPORATE SERVICES					
ADMIN/FINANCE/IT/HR					
GENERAL ADMINISTRATION					
GENERAL LEVY	375,923	375,923	375,923	337,760	
CW~GS LEVY	69,400	69,400	69,400	69,400	
PROVINCIAL GRANTS	9,000	9,000	9,000	9,012	
OTHER GRANTS/USER FEES/RECOVERIES	430,000	410,500	457,500	451,758	
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	(2,500)	30,000	11,498	
TRANSFERS TO/FROM RESERVES	(38,400)	(38,400)	(38,400)	(63,955)	
	845,923	823,923	903,423	815,473	
WAGES	506,000	492,000	520,900	462,807	
ERCF SUPPORT	40,000	61,000	65,093	70,525	
MEMBER EXPENSES/CO DUES	52,000	56,500	52,000	50,859	
AUDIT/LEGAL/CONSULTING	31,000	26,500	35,000	26,161	
SUPPLIES/EQUIPT/NETWORK	55,700	56,750	70,650	70,580	
OCCUPANCY/PHONE	121,500	112,000	116,500	120,220	
TRAVEL & BD/STAFF MEETINGS	6,000	7,000	6,000	6,525	
RETIREE BENEFITS	12,500	12,000	13,000	10,388	
	824,700	823,750	879,143	818,067	
INFOMATICS					
GIS/RECORDS					
GENERAL LEVY	52,500	52,500	50,500	57,195	
CW~GS LEVY	11,000	11,000	11,000	19,496	
PROVINCIAL GRANTS	20,750	20,750	18,750	26,000	
OTHER/DEFERRED REVENUE	10,000	5,230	7,800	(7,910)	
	94,250	89,480	88,050	94,781	
WAGES	60,000	67,700	62,400	72,811	
HARDWARE/SOFTWARE	6,000	6,500	7,100	7,108	
CONSULTING	30,050	15,400	11,350	14,798	
	96,050	89,600	80,850	94,718	
-					
CORPORATE SERVICES					
REVENUES					
GENERAL LEVY	428,423	428,423	426,423	394,955	
CW~GS LEVY	80,400	80,400	80,400	88,896	
PROVINCIAL GRANTS	29,750	29,750	27,750	35,012	
OTHER GRANTS/USER FEES	440,000	415,730	465,300	443,848	
IN-KIND	-	-	-	-	
TRANSFER TO/FROM DEF REVENUES	-	(2,500)	30,000	11,498	
	978,573	951,803	1,029,873	974,209	
EXPENSES	920,750	913,350	959,993	912,784	
SURPLUS/(DEFICIT)	57,823	38,453	69,880	61,425	
TRANSFER (TO)/FROM RESERVES	(38,400)	(38,400)	(38,400)	(63,955)	



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
	OTHER				
	TANGIBLE ASSET REPLACEMENT FUNDING. RESERVE TRANSFERS AN				
	GENERAL LEVY	100,000	100,000	100,000	49,992
	CWGS	521,000	521,000	521,000	521,000
	TRANSFER TO/FROM RESERVES	(525,000)	(525,000)	(525,000)	(475,000)
	GAIN ON DISPOSAL OF ASSETS	-	-	-	-
	DECREASE IN ACCUMULATED DEFICIT	96,000	96,000	96,000	95,992
	CORPORATE TOTAL				
	TOTAL REVENUES	11,063,796	8,270,678	9,042,237	7,678,682
	TOTAL EXPENSES	10,907,507	8,154,608	9,201,374	6,522,800
	SURPLUS/(DEFICIT)	156,289	116,070	(159,137)	1,155,882
	TOTAL GENERAL LEVY	1,906,833	1,906,833	1,906,833	1,767,435
	TOTAL CWGS LEVY	1,050,000	1,050,000	1,050,000	1,050,000
	TOTAL LEVY	2,956,833	2,956,833	2,956,833	2,817,435
	TOTAL MUNICIPAL SPECIAL	1,235,500	768,879	729,404	488,295
	PROVINCIALGRANTS	1,969,713	1,650,688	1,471,686	1,034,679
	FEDERAL GRANTS	1,569,000	568,450	800,850	1,099,575
	DONATIONS (ERCF AND OTHER)	322,000	833,950	1,158,565	455,121
	OTHER INCL FEE FOR SVC	2,035,300	1,598,324	1,988,119	1,809,859
	IN KIND DONATIONS	40,000	52,000	29,000	95,488
	TRANSFERS (TO)/FROM DEFERRED REVENUES	935,450	(158,446)	(92,220)	(121,770)
		11,063,796	8,270,678	9,042,237	7,678,682
	FUNCTIONAL EXPENSES				
	WAGES/BENEFITS	3,456,499	3,527,623	3,519,857	3,169,117
	CONSTRUCTION	3,080,000	1,878,086	2,062,851	438,770
	LAND ACQUISITION	1,280,000	-	10,000	
	PLANT MATERIALS/LANDOWNER GRANTS	596,850	506,850	667,032	555,841
	ENGINEERING/CONSULTING/OUTSIDE TECHNICAL	594,100	400,549	503,089	397,897
	CORP SUPPORT/SHARED SVCS	391,700	382,050	391,272	374,080
	SUPPLIES/OFFICE/JANITORIAL	362,508	339,400	499,364	406,868
	VEHICLE/TRAVEL/EQUIP'T USAGE	356,600	351,500	412,229	374,811
	RENT/INS/TAXES/UTILITIES	326,350	298,800	332,204	290,742
	TCA AMORTIZATION	205,000	202,000	200,000	203,125
	CAP MAINT/LOW VALUE TCA	95,950	104,250	441,750	111,143
	DUES/MEMBERSHIPS	41,650	39,150	42,650	42,235
	IN KIND SVCS SUPPLIES	40,000	52,000	29,000	95,649
	AUDIT AND LEGAL	36,500	26,500	46,500	16,929
	BOARD/MEMBER EXPENSES	16,000	16,000	16,000	16,830
	BANK/CREDIT CARD CHGS/INTEREST	15,050	15,750	15,227	15,046
	OTHER SMALL MISC SUPPLIES	12,750	14,100	12,350	13,717
	TOTAL EXPENSES	10,907,507	8,154,608	9,201,374	6,522,800



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
TOTAL REVENUES (ACCRUAL BASIS)		11,063,796	8,270,678	9,042,237	7,678,682
TOTAL EXPENSES (ACCRUAL BASIS)		10,907,507	8,154,608	9,201,374	6,522,800
SURPLUS/(DEFICIT) (ACCRUAL BASIS)		156,289	116,070	(159,137)	1,155,882
ADD/SUBTRACT: NON CASH ITEMS					
DONATION OF LAND TO ERCA		-	-	-	-
GAIN/LOSS ON SALE/TRADE-IN VEH/EQUIPMENT		-	-	-	(9,000)
AMORTIZATION		205,000	202,000	200,000	203,125
DEDUCT: CAPITAL ITEMS					
LAND ACQUISITION (NET OF SALES/EXPROPRIATIONS)		-	-	-	(533,653)
CAPITAL - FLEET & EQUIPMENT		(85,000)	(72,000)	(130,000)	(72,546)
CAPITAL - INFRASTRUCTURE		-	-	-	(654,289)
DECREASE/(INCREASE) IN NET DEBT		276,289	246,070	(89,137)	89,519
TOTAL REVENUES (CASH BASIS)		11,063,796	8,270,678	9,042,237	7,669,682
TOTAL EXPENSES (CASH BASIS)		10,787,507	8,024,608	9,131,374	7,580,163
SURPLUS/(DEFICIT) (CASH BASIS)		276,289	246,070	(89,137)	89,519
TRANSFER (TO)/FROM RESERVES		(222,400)	(211,900)	125,400	31,666
UNRESTRICTED SURPLUS/(DEFICIT)		53,889	34,170	36,263	121,185
(DECREASES/(INCREASES) OPERATING FUND DEFICIT)					
TARGETED DEFICIT MITIGATION (SUSTAINABILITY PLAN) 5 YEARS @\$96k					\$ 480,000
2012 ACTUAL UNRESTRICTED SURPLUS					41,000
2013 ACTUAL UNRESTRICTED SURPLUS					120,335
2014 ACTUAL SURPLUS					66,428
2015 ACTUAL SURPLUS					121,185
2016 PROJECTED UNRESTRICTED SURPLUS					36,263
2017 PROJECTED UNRESTRICTED SURPLUS					53,889
ACTUAL/PROJECTED TOTAL DEFICIT MITIGATION (2013-2017)					439,100
DEFICIT COMPARED TO TARGET					40,900
Phased- in levy increase for capital replacement/amortization					50,000
PROPOSED LEVY INCREASE 2017					\$ 90,900

NOTE: The actual numbers shown for capital items, for 2016 and 2017 will change once the assets under construction are removed from the operating accounts and capitalized as tangible assets. Those accounting entries will not impact the estimated changes in the reserve funds or the unrestricted surplus. Land acquisitions will also be capitalized in 2017.

ESSEX REGION CONSERVATION AUTHORITY		INFRASTRUCTURE/ MAJOR MAINTENANCE	REVENUE STABILIZATION	GRANT MATCHING	VEHICLE/CA EQUIP'T	SUITE/OFFICE/ NETWORK	HUMAN RESOURCES	LEGAL/ INSURANCE	HISTORIC PROPERTIES	TREE WARRANTY & SELF- INSURANCE	OTHER	OLDCASTLE ENTRANCE	CAPITAL REPLACEMENT PHASE-IN	TOTAL RESERVES	OTHER FUNDING SOURCE/OPER'S
2017 DRAFT BUDGET: CAPITAL/MAJOR MAINTENANCE															
	PROJECTED OPENING BALANCE -01/01/2017	\$ 30,849	\$ 136,000	\$ 20,000	\$ 90,787	\$ 21,108	\$ 15,580	\$ 40,000	\$ 31,000	\$ 90,000	\$ 49,199	\$ 248,340	\$ 200,936	\$ 973,799	
	Transfers to reserves	425,000	24,000	20,000	42,000	15,400	2,000	3,000	19,000	-		-	150,000	700,400	
	Interest											2,500		2,500	
	AVAILABLE BALANCE	\$ 455,849	\$ 160,000	\$ 40,000	\$ 132,787	\$ 36,508	\$ 17,580	\$ 43,000	\$ 50,000	\$ 90,000	\$ 49,199	\$ 250,840	\$ 350,936	\$ 1,676,699	
	EXPENSES														
	Trail Resurfacing	250,000		-										250,000	
	Maidstone boardwalk	175,000												175,000	
	HBCA Drainage	-												-	
	HBCA Hydro Meters (repayment)	(15,000)												(15,000)	
	HBCA Minor Capital (Picnic Tables/Washroom Demo)	-												-	-
	HBCA Strategic Plan	-												-	
	JRPH - roofs etc								12,000					12,000	10,000
	Computer/Server/Phone leasing/Suite					6,000								6,000	
	Property evaluation/assessments/appraisals													-	
	TOTAL EXPENSES	410,000	-	-	-	6,000	-	-	12,000	-	-	-	-	428,000	10,000
	PROJECTED CLOSING BALANCE	\$ 45,849	\$ 160,000	\$ 40,000	\$ 132,787	\$ 30,508	\$ 17,580	\$ 43,000	\$ 38,000	\$ 90,000	\$ 49,199	\$ 250,840	\$ 350,936	\$ 1,248,699	\$ 10,000



Essex Region Conservation Authority Board of Directors BD43/16

From: Richard J.H. Wyma, General Manager/Secretary-Treasurer
Date: December 1, 2016
Subject: Regional Investment
Strategic Action: The Regional Investment report relates to all Strategic Actions.

Recommendation: THAT Report BD43/16 be received for members' information.

Summary

To provide an updated summary of non levy funding made available through ERCA to municipalities and within the Essex Region.

- Over the last ten years, ERCA has received \$26.5 million in levy funding between 2007 and 2016; and in return, secured more than \$35 million in grant funding for municipalities and the region.
- ERCA has provided a net benefit to Essex Region in external funding alone, over and above the programs and services that we implement to benefit our regional environment
- As a regional, watershed based organization, it is important to recognize that in most cases, the environmental benefit of investments in specific municipalities exceeds that municipality's boundaries, and has a far reaching, regional environmental benefit.

Discussion

In September, during the discussion of Budget Pressures (Report BD29/16), the Board of Directors requested that Administration prepare a breakdown of funds contributed directly to municipalities. This report responds to that request. The Essex Region Conservation Authority is a regional, watershed based organization. The environment does not adhere to municipal boundaries, and that is the strength of our organization: we work together to make decisions on a watershed basis. The rationale for dissecting the information on a municipal versus a regional/watershed basis is consistent with an integrated watershed managed approach and recognizes the interdependencies of the regional ecosystems.

To that end, some returns on investment for municipalities are more easily calculated, such as Water and Erosion Control Infrastructure dollars or contributions toward land acquisition. Some categories are more challenging. For instance, while an investment made to improve fish spawning habitat may have taken place directly in the Town of LaSalle, the argument can be made that particular project, in fact, is for the benefit of all Detroit River municipalities, the region and as a cross-border project, the larger international region. Similarly, an investment in Holiday Beach Conservation Area, while

located directly in the Town of Amherstburg, has a regional benefit, as visitors to Holiday Beach attend from all municipalities. That said, the attached table highlights direct investments or contributions to individual municipalities.

In total, over the last ten years, ERCA has received \$26.5 million in levy funding between 2007 and 2016; and in return, secured more than \$35 million in funding to municipalities and the region. This is a net benefit to Essex Region of almost \$10 million in hard dollars, and is over and above in-kind contributions from partners, and the programs and services that we implement to benefit our regional environment.

These grant dollars returned to your municipalities *are over and above* the work that ERCA does to improve our regional environment through its existing programs, technical expertise and other capacities. These are dollars for projects that would have had to be found through municipal budgets if it were not for the Conservation Authority's ability to access these funds. The dollars returned to the region over the ten year period exceeded the levy dollars contributed to ERCA. This makes ERCA a unique Regional Agency within Windsor-Essex-Pelee Island.

We will continue to emphasize a regional watershed approach because only by working together as a region, will we achieve a state of sustainability.



Approved By:

A handwritten signature in black ink, appearing to read "Richard J.H. Wyma", followed by a period.

Richard J.H. Wyma, CSLA
General Manager/Secretary Treasurer

Attachments:

- ERCA Regional Investment worksheet

ESSEX REGION CONSERVATION AUTHORITY		2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2007-2016
10-YEAR RETURN ON INVESTMENT: 2007-2016		AUDITED	AUDITED	AUDITED	AUDITED	AUDITED	AUDITED	AUDITED	AUDITED	AUDITED	PROJECTED	PROJECTED	10 YR TOTAL
	Government Grants & Transfer Payments:												
	Provincial - Section 39	202,263	202,263	202,263	202,263	202,263	202,263	202,263	202,263	202,263	202,263	202,013	2,022,630
	Drinking water source protection	1,682,868	1,134,194	690,078	377,115	399,831	445,594	384,328	282,396	131,970	100,000	107,000	5,628,374
	MNR (water & erosion control infrastructure)	618,851	778,750	691,825	1,788,738	113,250	406,750	335,496	473,754	276,538	538,712	1,210,000	6,022,664
	Other MNR/MOE	710,597	816,375	814,930	1,072,469	167,465	536,725	689,998	558,890	441,451	639,386	467,000	6,448,286
		3,214,579	2,931,582	2,399,096	3,440,584	882,809	1,591,332	1,612,085	1,517,303	1,052,222	1,480,361	1,986,013	20,121,954
	Federal	405,668	862,755	261,945	1,159,018	721,690	569,083	619,815	464,350	1,099,575	800,850	1,569,000	6,964,751
	Levy - Operations	1,294,560	1,262,060	1,262,059	1,331,422	1,431,950	1,640,206	1,684,210	1,746,936	1,767,435	1,906,833	1,906,833	15,327,671
	Levy - land acquisition & special projects	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	10,500,000
		2,344,560	2,312,060	2,312,059	2,381,422	2,481,950	2,690,206	2,734,210	2,796,936	2,817,435	2,956,833	2,956,833	25,827,671
	Water & erosion control infrastructure and special projects	1,171,287	1,122,632	523,790	297,227	1,672,129	950,758	740,568	662,098	444,195	634,435	1,231,000	8,219,117
	Risk management services				-	-	-	-	-	44,100	94,969	4,500	139,069
		1,171,287	1,122,632	523,790	297,227	1,672,129	950,758	740,568	662,098	488,295	729,404	1,235,500	8,358,186
	Total government revenues	7,136,094	7,229,029	5,496,890	7,278,252	5,758,578	5,801,379	5,706,678	5,440,687	5,457,527	5,967,448	7,747,346	61,272,562
	Other revenues:												
	Program fees, leases and fee-for-service	1,008,387	692,284	1,036,051	1,189,278	903,641	917,951	926,980	1,046,137	1,095,564	1,268,548	1,212,500	10,084,820
	Leases & property rentals	60,000	60,889	52,619	86,966	67,450	77,540	69,526	69,929	55,247	57,500	63,500	657,666
	NGO Grants & Donations	124,928	110,246	269,018	55,591	211,913	25,291	191,864	369,286	365,721	253,357	412,000	1,977,215
	Essex Region Conservation Foundation grants	60,880	329,243	146,869	135,501	197,853	240,094	103,780	105,828	89,400	905,208	85,000	2,314,656
	In-kind contributions	100,000	100,000	100,000	2,159,360	820,251	162,538	109,316	79,572	95,488	29,000	40,000	3,755,525
	Interest/other income	78,127	62,454	4,785	8,602	8,038	8,833	14,413	19,952	27,049	31,000	15,000	263,252
	Gain on sale of assets				-	-	-	208,925	-	-	-	-	208,925
	Total other revenues	1,432,322	1,355,116	1,609,341	3,635,298	2,209,145	1,432,247	1,624,804	1,690,703	1,728,468	2,544,613	1,828,000	19,262,059
	Change in deferred revenue:												
	Net transfers from/(to) deferred revenue	(134,748)	(296,688)	1,041,586	(236,584)	329,870	(80,420)	94,637	(370,008)	(121,770)	(92,220)	945,950	133,654
	Total Revenues	8,433,668	8,287,457	8,147,817	10,676,966	8,297,593	7,153,207	7,426,119	6,761,382	7,064,225	8,419,841	10,521,296	80,668,275
	Levy as % of total revenues	28%	28%	28%	22%	30%	38%	37%	41%	40%	35%	28%	32%
	Federal, Provincial ,NGO/NPO Grants, In-kind contributions	3,906,055	4,333,827	3,176,928	6,950,056	2,834,516	2,588,338	2,636,861	2,536,339	2,702,406	3,468,776	4,092,013	35,134,101
	As % of total revenues	46%	52%	39%	65%	34%	36%	36%	38%	38%	41%	39%	44%

Total Levy (General Levy + Clean Water~Green Spaces)

Municipality	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Total Levy
Amherstburg	\$ 124,469	\$ 122,191	\$ 122,127	\$ 135,188	\$ 141,486	\$ 154,425	\$ 157,613	\$ 169,296	\$ 169,663	\$ 179,248	\$ 1,475,705
Essex	103,380	102,510	102,600	110,858	115,296	124,851	127,178	137,719	139,842	146,127	1,210,361
Kingsville	116,616	116,108	117,338	129,944	136,936	150,114	154,500	166,547	169,831	181,255	1,439,187
Lakeshore	174,874	174,868	178,533	195,227	204,863	226,452	230,791	243,742	248,689	264,873	2,142,912
LaSalle	165,444	164,788	165,618	172,574	181,390	198,067	202,111	213,406	217,434	231,954	1,912,787
Leamington	128,838	127,629	128,828	143,613	151,161	163,956	168,326	174,867	175,305	180,953	1,543,476
Pelee Island	7,598	7,538	7,515	8,258	8,543	9,177	8,948	8,925	8,828	9,077	84,408
Tecumseh	196,425	192,785	191,829	203,798	210,556	226,249	227,739	229,048	230,837	244,121	2,153,387
Windsor	1,326,916	1,303,642	1,297,671	1,281,964	1,331,720	1,436,918	1,457,004	1,453,386	1,457,004	1,519,225	13,865,451
Totals	\$2,344,560	\$2,312,060	\$2,312,060	\$2,381,422	\$2,481,951	\$2,690,209	\$2,734,209	\$2,796,935	\$2,817,434	\$2,956,833	\$25,827,673

Water & Erosion Control Infrastructure Program

Value of WECl program to municipalities

Municipality	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	Totals
Amherstburg				\$22,500	\$3,500							\$26,000
Essex		15,125	24,750									39,875
Kingsville		23,375	41,625									65,000
Lakeshore	157,133		57,500						\$85,000		\$92,000	299,633
LaSalle	1,283	25,000		22,500	3,500							52,283
Leamington	203,040	161,500	93,500		60,000	\$48,500						566,540
Peelee Island	200,000	100,000		12,500		\$100,000						412,500
Tecumseh						\$25,000						25,000
Windsor	653,289	562,500	295,000	1,600,613	384,000	\$35,000	\$410,000	\$494,000	\$687,500	\$490,000	\$1,118,000	6,729,902
Totals	\$1,214,744	\$887,500	\$512,375	\$1,658,113	\$451,000	\$208,500	\$410,000	\$494,000	\$772,500	\$490,000	\$1,210,000	\$8,216,731

Comments ERCA applies for, and receives funding from Ministry of Natural Resources to match municipal contributions. Projects are identified with municipalities based on need and available municipal funds.

Land Acquisition (Clean Water ~ Green Spaces and other programs)

Total Value of Acquisition (including ERCA and Partnership Contributions)

Municipality	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Totals
Amherstburg				\$404,792	\$286,266						\$691,058
Essex							\$153,346				\$153,346
Kingsville			\$1,485,215				\$62,000		\$88,000		\$1,635,215
Lakeshore											\$0
LaSalle		\$41,000									\$41,000
Leamington									\$445,653		\$445,653
Peelee Island	\$60,000										\$60,000
Tecumseh		\$115,000									\$115,000
Windsor	\$1,100,000	\$1,190,000	\$600,000	\$600,000	\$343,000						\$3,833,000
Totals:	\$1,160,000	\$1,346,000	\$2,085,215	\$1,004,792	\$629,266	\$0	\$215,346	\$0	\$533,653	\$0	\$6,974,272

Comments ERCA leverages CW~GS Acquisition funding with Ducks Unlimited Canada, Nature Conservancy of Canada, and other partners where available. In total, CW~GS contributed \$3,917,698 for property acquisition between 2007-2011; and raised more than \$2.2 million in partnership funding (note: partnership funding was not fully available to match acquisition of Spring Garden ANSI).

Total Value of ERCA's Contribution

Municipality	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Totals
Amherstburg				\$241,725	\$126,258						\$367,983
Essex							\$153,346				\$153,346
Kingsville			\$521,215						\$88,000		\$609,215
Lakeshore							\$0				\$0
LaSalle		\$20,500									\$20,500
Leamington									\$169,653		\$169,653
Peelee Island	\$60,000										\$60,000
Tecumseh		\$35,000									\$35,000
Windsor	\$600,000	\$770,000	\$600,000	\$600,000	\$343,000						\$2,913,000
Totals:	\$660,000	\$825,500	\$1,121,215	\$841,725	\$469,258	\$0	\$153,346	\$0	\$257,653	\$0	\$4,328,697

Comments In total ERCA contributed \$4.5 million towards Spring Garden ANSI acquisition. An additional \$250,000 was donated to the City of Windsor by the Essex Region Conservation Foundation



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F.519.776.8688

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

NOTICE: 2017 ERCA Meeting Dates

The Essex Region Conservation Authority (ERCA) meetings are held on Thursdays in the Council Chambers of the Essex Civic Centre and start at 7:00 p.m. The dates for scheduled 2017 meetings are as follows:

January 19 – Annual General Meeting	September 14
February 9	October 12 (<i>at the Call of the Chair</i>)
April 13	November 9
June 22	December 14
July 20 – Board Information Day (<i>location to be determined</i>)	

Minutes for Meeting of the Board of Directors held Thursday, November 10, 2016, at 7:00 p.m. in Council Chambers, Essex County Civic Centre, 360 Fairview Avenue West, Essex, ON.

Report BD 36/16 – 2017 Board Meeting Schedule

Resolution BD 80/16 Moved by Fred Francis

Seconded by Rita Ossington

THAT the 2017 ERCA Board of Directors meeting schedule as outlined in Report BD36/16 be approved.

- CARRIED

P.O. BOX 370
68 FRONT STREET
HORNEPAYNE, ONTARIO
P0M 1Z0



TELEPHONE 807-868-2020
FAX No. 1-807-868-2787

December 14, 2016


Honourable Kathleen Wynne, Premier
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Honourable Premier:

Please find enclosed a true certified copy of resolution No. 12928 requesting that the Provincial Government recognizes Municipal Fire Service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Governments Infrastructure Strategy to Move Ontario Forward.

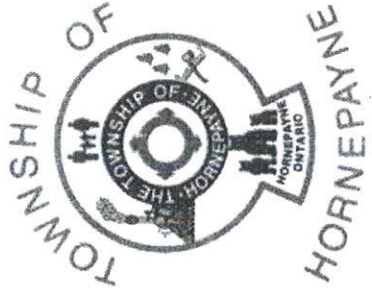
Your favourable consideration and support of this resolution would be greatly appreciated.

Yours truly,


Gail Jaremy
CAO/Clerk
Township of Hornepayne
GEJ/sd

c.c.: Minister of Economic Development, Employment and Infrastructure
MPP Algoma-Manitoulin, Michael Mantha
Association of Municipalities of Ontario
Federation of Northern Ontario Municipalities
Rural Ontario Municipality Association
Township of McKellar
All Ontario Municipalities via email

Encl.



COUNCIL RESOLUTION

MOVED BY: C. Fort signature

NO. 1228

SECONDED BY: W. Probst signature

DATE: DEC 07 2016

WHEREAS the Fire Protection and Prevention Act, 1997, legislates that fire prevention, public education and fire protection services are a mandatory municipal responsibility; and,

WHEREAS there are a total of 449 Fire Departments operating in the province comprised of 32 Full-Time Departments, 191 Composite Departments and 226 Volunteer Departments with 11,376 Full-Time Firefighters, 19,347 Volunteer Firefighters and 343 Part-Time Firefighters staffing these departments; and,

WHEREAS the fire service represents a significant percentage of small, rural and northern municipalities' managed capital assets; and,

WHEREAS the Municipal Fire Department and associated assets represent critical municipal infrastructure; and

WHEREAS there are currently no funding opportunities available from the Provincial or the Federal Government for the equipment, training, maintenance, operating or capital requirements of local fire departments;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Township of Hornepayne hereby petition the Provincial Government to recognize the municipal fire service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Government's Infrastructure Strategy to Move Ontario Forward;

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Premier of Ontario, the Minister of Economic Development, Employment and Infrastructure, Michael Mantha, MPP for Algoma-Manitoulin, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

☒ Carried ☐ Defeated ☐ Deferred

W. Probst
signature of presiding officer

RECORDED VOTE:

Councillor Cheryl Fort
Councillor Willy Liebigt
Councillor Drago Stefanic
Councillor Paul Stewart
Mayor Morley Forster

I, Gail Jaremy, CAO/Clerk for the Corporation of the Township of Hornepayne do certify that this document is a true copy of:

Resolution: 1228 By-Law: _____

Other: _____

This 6th day of December, 202016
Gail Jaremy
CAO/Clerk

Disclosure of pecuniary interest and the general nature thereof.
Township of Hornepayne

(Name) _____ (Name) _____

Disclosed the pecuniary interest and the general nature thereof and abstained from the discussion, vote and influence.

(Clerk)

Dear Town of Kingsville and generous donors,

I am writing to thank you for your generous award. I am extremely appreciative to learn I was selected as a recipient for this scholarship.


I look forward to putting it towards my post-secondary education at the University of Guelph, which I have been hoping to do for many years. I am very excited to begin studying to achieve my Bachelor of Science in Wildlife Biology and Conservation as the study of animals has been a lifelong interest and goal of mine. With your help, I am now able to focus on my studies and work towards achieving my goals in the field of conservation.

I thank you again for your generosity and assisting me in furthering my education and pursue my interests.

Sincerely,



Megan Wise

RECEIVED DEC 30 2016 



TOWNSHIP OF ZORRA

274620 27th Line, PO Box 306, Ingersoll, ON, N5C 3K5
Ph. (519) 485-2490 · 1-888-699-3868 · Fax: (519) 485-2520

December 6, 2016

Honourable Kathleen Wynne, Premier of Ontario
Legislative Building - Room 281
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Wynne:

Please be advised the Council of the Township of Zorra passed the following resolution at its December 6, 2016, regular meeting:

"WHEREAS, there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;

AND WHEREAS, this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Township of Zorra request the Province of Ontario to re-evaluate the structure of hydro in terms of access to delivery and implement structural changes to address the unfair practice of charging more for delivery to rural residents;

AND THAT this resolution be circulated to Kathleen Wynne, Premier of Ontario, Rural Ontario Municipalities Association (ROMA), Ontario Municipalities, Ontario Small Urban Municipalities (OSUM), and the Association of Municipalities of Ontario (AMO)."

Disposition: Carried

If you have any questions, please do not hesitate to contact me.

Yours truly,

Donald W. MacLeod
Chief Administrative Officer

cc: Rural Ontario Municipalities Association (ROMA)
All Ontario Municipalities
Ontario Small Urban Municipalities (OSUM)
Association of Municipalities of Ontario (AMO)
Tay Valley Township

For distribution to Council

December 15, 2016

Dear Municipal Colleague:

I'm excited to share AMO's 2017-18 Strategic Objectives. It's an ambitious plan that will help us to promote municipal interests over the next 16 months, heading into the 2018 provincial election. This year the province introduced 12 pieces of legislation that affected us, along with many regulations. We expect 2017 to be even busier. There's been an incredible amount of provincial and federal consultation. Some of our members have remarked that if it weren't for AMO, they could not be 'in the know,' let alone have assurance that municipal views were being presented to government in a timely way.

Our work keeps municipal interests front and centre at Queens Park, by offering solutions, and by working hard to try to get the responses we need. We've had success in preventing some harmful policies from finding their way into legislation. We've also been successful in advancing particular needs – the most recent is seeing every municipal government receive formula based funding from the Can-On Phase 1 Clear Water and Waste Water Fund. This did not happen anywhere else in the country.

AMO has 43 Board members from municipal governments across the province and our work benefits from the wide input. The Directors you elect every two years come from communities of all sizes, from very small rural and northern to urban centres and upper tiers. Those Directors, along with the chairs of NOMA, FONOM, ROMA, OSUM, MARCO, LUMCO, and the two Wardens Group help pull the municipal community together, creating valuable linkages and depth.

Our shared success counts on your financial support and your voice. I hope that we can count on you for both. I also want to share information about two other AMO corporations that serve Ontario's municipal community.

First, Local Authority Services, or LAS, provides leading edge services that save you money and create opportunity. For example, it offers an LED streetlight program that cuts electricity consumption. The program has been used by many, reducing their energy consumption by 40 to 70%. It was recently recognized by the World Bank and it won the 2016 Lightsavers Canada Award. LAS followed up that success with a recreational facility LED lighting program. It pays to invest in LED.

../2

It also pays to invest in LAS's One Investment Program, which provides Ontario municipalities with stronger investment returns by combining municipal resources. Together, we are bigger, and stronger. The same approach creates a better high-interest savings account for Ontario's municipalities – and it offers you better pricing through pooled and hedged electricity, natural gas and fuel procurement programs. These are just a few of the LAS programs that stretch precious taxpayer dollars further for municipalities small and large. Check them out at <http://www.las.on.ca/About/What-is-LAS>.

If you are an OMERS employer, the Municipal Employers Pension Centre of Ontario, or MEPCO, unites 410 of the 1,000 or so employers within that pension plan. MEPCO was created in 2006 because individual municipal governments would have virtually no say in Plan design even though a small change in contribution rates can have a big impact on municipal budgets. Your ongoing support for MEPCO creates a much stronger position for us all. It enables us to tap pension and actuarial experts who help us as employer representative to advance ideas that make the Plan more sustainable and effective. In a joint employee/employer pension governance system, Plan design and benefit decisions are critical to municipal governments' bottom line, given other financial pressures in the delivery of municipal services. MEPCO's 2016 record and 2017 activities are also attached. It shows how your contribution to MEPCO is bringing municipal employer interests to the table.

The invoices for both AMO and MEPCO have been forwarded under separate cover to your finance department. I hope you agree that the work of AMO and MEPCO is valuable and that we can count on your membership in 2017. I also hope that you will learn about and take advantage of the LAS programs.

When we go to Queen's Park or to Parliament Hill, being able to say that we represent all municipal governments in Ontario is very important. Speaking with that common voice improves their listening! On behalf of the AMO Board, thank you for your support. Season's Greetings!

Yours sincerely,



Lynn Dollin
AMO President

Encl.



2017 Strategic Objectives

#1 Policy and Program Design Advocacy Work

Why? To achieve better outcomes that help municipal governments in their direct roles and responsibilities and other matters that shape and support strong communities.

How? AMO's actions include developing positions, working to influence governments' agendas and drafting of Bills and funding programs, reviewing Bills and promoting amendments as needed.

Priority Areas:

- Municipal Fiscal Future through AMO's "What's Next Ontario"
- *Aggregates Act*
- CAN-ON Phase Two Infrastructure Funds
- Changing Workforce Review
- Climate Change
- *Conservation Act*
- *Construction Lien Act*
- Debt/Investment/Prudent Regulation
- Double Hatter/Bill 109 Monitoring
- Expanding Medical Responses (OPPFA fire med proposal)
- FPPA Review/Fire Safety Table
- Housing Strategy
- Land Ambulance Dispatch Modernization
- Long Term Care/Seniors
- Marijuana Law and Implementation
- *Municipal Act* and Conflict of Interest
- OMB Reform
- *Police Services Act*/Modernization
- Public Health Panel
- *Waste Free Ontario Act*
- Water Taking

#2 Building Value for Members

Why? Helping members deal with the outcomes of policy and program changes so they are 'on top of things', incorporating change as efficiently as possible.

How? AMO will develop and provide different tools, knowledge and skills that are meaningful and supportive of municipal governments' responsibilities in a changing world.

Priority Areas:

- Open Data
- Digital Government
- Codes of Conduct for Elected Official and Staff
- NEW Training: Managing Conflicts, Codes of Conduct & More...from *Municipal Act/Conflict of Interest Act*
- e-Learning and In-Class Councillor Training Updates
- NEW Symposium: Changing Labour Force
- Human Services Symposium II
- Asset Management Symposium
- Energy Champions

#3 Reinforce Relations with Members and Others:

Why? An informed membership will strengthen overall advocacy, locally and regionally.

How? AMO will increase its 'field' presence and expand its membership involvement in activities.

Priority Areas:

- Bring new volunteers to AMO task forces
- Increase use of technology as an outreach and input tool
- Capacity building program for Asset Management
- Review membership communications approach

#4 Strengthen the Corporation Itself

Why? The best practice measure for not-for-profit financial health is a diversified membership revenue streams.

How? Develop long-term strategic partnerships between AMO and the municipal business community.

Priority Area:

- Develop a Business Partnership Plan and execute strategic complementary relationships

2016 Key Activity

Input to Ontario Ministry of Finance on the proposed Ontario Retirement Pension Plan (ORPP) initiative that led to exemption of the OMERS Plan from the ORPP;

Input to the OMERS Board on municipal employer perspectives and cost impacts on the inclusion of municipal non-full time employees in the OMERS Plan;

Monitored the Federal CPP enhancement initiative and promoted municipal employer considerations in integrating CPP changes with the OMERS Plan;

Continued regular MEPCO Board dialogue with the OMERS OAC Board Chair and OMERS President and CEO;

Provided advice to AMO OMERS representatives on changes to OMERS Plan assumptions, the performance of the OMERS Investment Strategy and the MEPCO focus on investment risk management;

Updated the MEPCO OMERS Primary Plan Pension Platform, which provides guidance to the MEPCO Board, and to AMO OMERS representatives on OMERS Plan design and operation;

Delivered MEPCO education session at the 2016 AMO Conference on the OMERS impacts of the proposed ORPP and CPP enhancement;

Provided regular updates to MEPCO members on OMERS and public sector pension legislative/regulatory developments.

2017 Priorities

Monitoring/assessing the performance of the OMERS Investment Strategy, changes to plan assumptions, implementation of the OMERS Funding Management Strategy, OMERS Plan design changes and the cumulative impacts of these matters on risk management and the ability to return to full funding of the OMERS Plan;

Advice to the OMERS SC Board on OMERS Plan cost and labour relations impacts of CPP integration with the OMERS Plan;

Monitor the development of legislation to create a new Ontario Financial Services Regulatory Authority and impacts on the OMERS Plan;

Assess the Federal Infrastructure Bank proposal and pension plan impacts;

Evaluation of MEPCO communications tools and development of the 2017 Communications Plan;

Continue regular MEPCO Board dialogue with the OMERS OAC Board Chair and OMERS President and CEO;

Develop a 2017 MEPCO education session;

Continue support for resolving MEPCO member concerns with OMERS as they arise;

Monitor OMERS governance and representation;

Provide regular updates to MEPCO members on OMERS and public sector pension legislative/regulatory developments.

From: Jennifer Astrologo
To: [Sandy Kitchen](#)
Subject: FW: Notice of OTF funding decision
Date: January-04-17 3:33:29 PM

From: donotreply@otf.ca [<mailto:donotreply@otf.ca>]
Sent: December-09-16 8:37 AM
To: Peggy Van Mierlo-West
Subject: Notice of OTF funding decision

Re: OTF Application ID# ON97997

Thank you for submitting an application for funding to the Ontario Trillium Foundation. We appreciate your time and consideration, and we understand the commitment you have to the success of your mission.

After careful consideration of your application, we regret to advise you that we will not be able to fund your proposal at this time. Having reviewed the documentation provided, we have determined the following:

The information provided in the application did not align with the eligibility for the Ontario150 Community Capital program. Please visit http://www.otf.ca/sites/default/files/ontario150_applicationguide.pdf for more information. Please note as well that OTF's Capital Investment Stream will be reinstated in 2017 and new application deadlines will be announced in late 2016.

For more information about how, why and when OTF invests, to read about our application process or to review OTF policies, please visit www.otf.ca.

Should you have questions, please contact the OTF Support Centre at otf@otf.ca or 1.800.263.2887. Please do not reply directly to this message, as it will be routed to an unmonitored mailbox.

Thank you for considering the Ontario Trillium Foundation.

Sincerely,
Beth Puddicombe



Beth Puddicombe
Vice-President, Community Investments



December 9, 2016

Sent via email

To: Ontario Municipalities

Re: Richmond Hill Resolution - A Bank for Everyone – Support Postal Banking

Richmond Hill Town Council, at its meeting held on November 28, 2016, adopted the following resolution:

- a) That the Town of Richmond Hill encourages the Federal Government to review the Banking Act to allow postal banking at Canada Post;
- b) That the Town of Richmond Hill encourages the Federal Government to amend the Canada Post Act of 1981 to allow postal banking at Canada Post;
- c) That the Town of Richmond Hill encourages the Federal Government to instruct Canada Post to add postal banking as a service, with a mandate for financial inclusion either as a stand-alone bank or in cooperation with other financial organizations which may include the Business Development Bank of Canada (BDC);
- d) That the Town of Richmond Hill call on the federal government to instruct Canada Post to add postal banking, with a mandate for financial inclusion;
- e) That Council direct staff to forward this resolution to other local governments in Canada for whom contact information is readily available, requesting favourable consideration of this resolution to the Federation of Canadian Municipalities;
- f) And further, that Council direct staff to forward this resolution to:
 - 1. Leona Alleslev, Member of Parliament, Richmond Hill, Ontario 12820 Yonge Street, Suite 202, Richmond Hill, Ontario L4E 4H1, Canada;
 - 2. Majid Jowhari, Member of Parliament (Richmond Hill) 9140 Leslie Street, Unit 407 Richmond Hill, Ontario L4B 0A9, Canada;
 - 3. Clark Somerville, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3;
 - 4. Other local governments in Canada for whom contact information is readily available;

.../2

December 9, 2016
Page 2

5. The Federation of Canadian Municipalities;
6. Judy Foote, Minister of Public Services and Procurement, Rm 18A1,
11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5;
7. Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank
Street, Ottawa, Ontario, K2P 1Y3.

In accordance with Council's directive, please find attached a copy of the Council endorsed member motion.

If you have any questions, please contact the Office of the Clerk, at 905-771-8800.

Yours sincerely,



Stephen M.A. Huycke
Director of Council Support Services/Town Clerk

Attachment

cc: Leona Alleslev, Member of Parliament - Richmond Hill
Majid Jowhari, Member of Parliament- Richmond Hill
Clark Somerville, President, Federation of Canadian Municipalities
Judy Foote, Minister of Public Services and Procurement
Mike Palecek, President, Canadian Union of Postal Workers



MEMBER MOTION

Section 5.4.4(b) of Procedure By-law

Meeting: Committee of the Whole ☐ Council **X**
Meeting Date: November 28, 2016
Subject/Title: A bank for everyone – Support postal banking
Submitted by: Councillor Muench

Whereas the Federal Government's Canada Post Review will conclude, in the spring of 2017, with the government announcing decisions on the future of Canada Post, including whether or not to create a new service and revenue stream through postal banking;

Whereas there is an urgent need for this service because thousands of rural towns and villages do not have a bank;

Whereas nearly two million Canadians desperately need alternatives to high interest charging payday lenders including our residents in Richmond Hill;

Whereas postal banking helps keep post offices viable and financial services accessible in many parts of the world;

Whereas postal banking has the support of over 600 municipalities and close to two-thirds of Canadians (Stratcom poll, 2013);

Whereas residents and businesses of Richmond Hill rely on mail service and see postal banking as an opportunity to improve the financial position of Canada Post while allowing the organization to continue its important service to Canadians including Richmond Hill without subsidy;

Whereas small business in Richmond Hill and throughout Canada require more and different forms of banking services to assist in venture capital growth as well as other financial needs currently not being serviced;

Whereas the Federal Government has prioritized, communicated, promoted, encouraged and challenged Canadians to be innovative, postal banking will allow customers of Canada Post to have access to banking services that will enhance productivity and quality of life for all stakeholders;

Therefore Be It Resolved:

- a) That the Town of Richmond Hill encourages the Federal Government to review the Banking Act to allow postal banking at Canada Post;

.../2

- b) That the Town of Richmond Hill encourages the Federal Government to amend the Canada Post Act of 1981 to allow postal banking at Canada Post;
- c) That the Town of Richmond Hill encourages the Federal Government to instruct Canada Post to add postal banking as a service, with a mandate for financial inclusion either as a stand-alone bank or in cooperation with other financial organizations which may include the Business Development Bank of Canada (BDC);
- d) That the Town of Richmond Hill call on the federal government to instruct Canada Post to add postal banking, with a mandate for financial inclusion;
- e) That Council direct staff to forward this resolution to other local governments in Canada for whom contact information is readily available, requesting favourable consideration of this resolution to the Federation of Canadian Municipalities;
- f) And further, that Council direct staff to forward this resolution to:
 - i) Leona Alleslev, Member of Parliament, Richmond Hill, Ontario
12820 Yonge Street, Suite 202, Richmond Hill, Ontario L4E 4H1, Canada;
 - ii) Majid Jowhari, Member of Parliament (Richmond Hill) 9140 Leslie Street, Unit 407 Richmond Hill, Ontario L4B 0A9, Canada;
 - iii) Clark Somerville, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3;
 - iv) Other local governments in Canada for whom contact information is readily available;
 - v) The Federation of Canadian Municipalities;
 - vi) Judy Foote, Minister of Public Services and Procurement, Rm 18A1, 11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5;
 - vii) Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3.

Moved by: Councillor Muench

Seconded by:

Sandy Kitchen

From: Jennifer Astrologo
Sent: Tuesday, December 20, 2016 12:48 PM
To: Sandy Kitchen
Subject: FW: Resolution to support sustainable funding for Child Advocacy Centre's
Attachments: Windsor Essex Child Youth Advocacy Centre.pdf; Signed letter.pdf

From: Tammy Fowkes [<mailto:tfowkes@amherstburg.ca>]

Sent: December-15-16 1:44 PM

To: Brenda Andreatta; Brenda Percy; Jennifer Astrologo; Laura Moy; Mary Masse; Robert Auger; Wayne Miller; Mary Brennan

Subject: Resolution to support sustainable funding for Child Advocacy Centre's

Good afternoon,

Amherstburg Town Council, at its meeting of November 14th, 2016, passed the following:

That Administration BE DIRECTED to send a letter to the Windsor Essex Child/Youth Advocacy Centre in support of sustainable funding for Child Advocacy Centre's.

Please be advised that I have sent the attached signed letter from Mayor DiCarlo to the Minister of the Attorney General and the Minister of Children & Youth Services, as well as Tracey Ramsey and Taras Natyshak.

Regards,
Tammy

Tammy Fowkes

Deputy Clerk

Town of Amherstburg

271 Sandwich St South, Amherstburg, Ontario, N9V 2A5

Tel: 519-736-0012 x2216 Fax: 519-736-5403 TTY: 519-736-9860



5 Bloom Provincial Award (2015)...see you at the Nationals!



The information in this e-mail is confidential, privileged and is subject to copyright and authorized solely for the addressee(s) named. The Town of Amherstburg is not responsible for any loss or damage arising from the use of this email or attachments.

September 27, 2016

Yasir Naqvi
Ministry of the Attorney General
720 Bay Street, 11th Floor
Toronto, ON M7A 2S9
attorneygeneral@ontario.ca

Michael Coteau
Minister of Children & Youth Services
77 Wellesley Street West, PO Box 156
Toronto, ON M7A 1N3
mcsmin@mcys.gov.on.ca

Re: A Provincial Initiative to support sustainable funding for Child Advocacy Centre's

Please accept this letter of support regarding sustainable funding for Child or Child and Youth Advocacy Centre's across the province.

Child and Youth Advocacy Centre's provide support for victims of child abuse and trauma and have a unique way of managing child victims' needs and promote investigative excellence while also addressing and preventing longer-term impacts of child abuse at the outset.

Although many current CYAC's have received financial support through the Federal Government and continue to seek additional funds through local fundraising efforts, the fact that the provincial government does not provide any sort of sustainable funding to these organizations results in a wide variance as to what resources are available for children.

We recognize that the provincial government ministries sustain programs and funding for child welfare, health, police and public safety, but question why they would not provide the same to CYAC's that provide all of these services.

Apparently, Alberta is the only province in Canada that currently provides sustainable funding for CYAC's. Through the Children's First Act, the Province of Alberta reallocated dollars from various ministries including child welfare, social services, policing and health services to provide core services to child victims through CYAC's without requiring new funding. We are hoping that the Province of Ontario would consider allocating these funds in the 2017 Budget.

Our children, are our future, we stand together with the Mayor's of many other communities across the province in supporting this initiative.

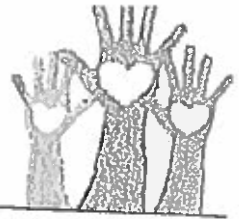
Sincerely,



Aldo DiCarlo, Mayor,
Town of Amherstburg.

WINDSOR ESSEX CHILD/YOUTH ADVOCACY CENTRE

c/o Lynda Ware, Chairwoman
32 Melrose Ave., Leamington, ON N8H 2J2
lynda.ware@opp.ca / 519-326-2544 x.7281



Date: September 29th, 2016

Mayor Aldo DiCarlo
Town Of Amherstburg
271 Sandwich St, S
Amherstburg, Ontario N9V 2A5

Attention: Mayor Aldo DiCarlo

RE: A Provincial Initiative to support sustainable funding for Child Advocacy Centre's

Child and Youth Advocacy Centre's (CYAC) have been established in many communities throughout Canada in response to a Federal Government Victim Strategy to support communities who wish to create or enhance a child advocacy centre.

A CAC is a community-based program, designed to meet the unique needs of the particular community in which it is located. Consequently, no two centres are alike but each CAC has a number of elements in common, including;

- A multi-disciplinary team that includes law enforcement, child protection services, prosecution, mental health services, victim advocacy services and the child advocacy centre;
- Child focused setting;
- Forensic interviewing;
- Victim advocacy and support, including court support;
- Specialized medical evaluation and treatment;
- Specialized trauma-focused mental health services;
- Cultural competency and diversity;
- Case review and tracking;

Training and education for professionals working with child abuse victims and community education and outreach are also considered to be important activities that CAC undertake.

Many programs throughout Ontario have been able to take advantage of this Federal funding to establish a CYAC's in their communities but they are now struggling to find any sort of sustainable funding.

Recently, Walter Sendzik, the Mayor of St. Catharines and the Provincial Child and Youth Advocate, Irwin Elman, have decided to champion this cause and push the Province to reallocate dollars from multiple ministries in the 2017 budget cycle to support the sustainability of CYAC's across the province.

WINDSOR ESSEX CHILD/YOUTH ADVOCACY CENTRE

c/o Lynda Ware, Chairwoman

32 Melrose Ave., Leamington, ON N8H 2J2

lynda.ware@opp.ca / 519-326-2544 x.7281



They believe that communities deserve to have CYAC's as a basic aspect of service delivery to young victims and that this should not be done in isolation from government sustainability of this model. They see this as an excellent opportunity for all initiatives connected with the Ontario Network of CYAS's to stand together and ask the Mayors of all municipalities to join them in pushing for this provincial commitment as it would help leverage their discussions with Minister Couteau. It is for this reason that we are writing to you today.

The Windsor Essex Child Advocacy Steering Committee has been meeting for over 2 years now with the hope of establishing a Child and Youth Advocacy Centre for this region. We are currently seeking funds to run a pilot project that would demonstrate the value of this type of collaboration. We truly hope that you will agree to send a letter of support on behalf of our community.

Respectfully,

A handwritten signature in cursive script that reads "Lynda Ware". The signature is fluid and elegant, with a long, sweeping underline.

Chairperson

Lynda Ware

Windsor Essex Child/Youth Advocacy Centre

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 117-2016

***Being a By-law to exempt certain lands
from Part Lot Control
(York Subdivision, Phase 4B – Plan 12M-619)***

WHEREAS the Planning Act, R.S.O. 1990 c.P.13, as amended, provides that part-lot control shall apply where land is within a plan of subdivision registered before or after the coming into force of the Act;

AND WHEREAS Subsection 7 of Section 50 of the said Planning Act provides that the council of a municipality may by by-law provide that part-lot control does not apply to land that is within such registered plan or plans of subdivision or parts thereof as is or are designated in the by-law, and where the by-law is approved by the planning authority, Subsection 5 of Section 50, ceases to apply to such land;

AND WHEREAS it is deemed desirable that the provisions of Subsection 5 of Section 50 of the Planning Act shall not apply to certain lands that are within Registered Plan 12M-619, in the Town of Kingsville;

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

1. That Subsection 5 of Section 50 of the Planning Act, R.S.O. 1990, c.P.13, does not apply to those parts of the registered plan described as follows:

All and singular those certain parcels or tracts of land and premises lying and being in the Town of Kingsville, being Part of Lot 11 & 12, Concession 1, Western Division, more particularly described as Lots 9 and 19 to 36 (inclusive) on Plan 12M-619.

2. That the development of the lands more particularly described in Section 1 of this by-law shall only be by way of descriptions of lands on a registered Reference Plan, which Reference Plan has been duly approved by the Corporation.
3. This by-law shall expire on January 9, 2022.

READ a FIRST, SECOND and THIRD time and FINALLY PASSED this 9th day of January, 2017.

MAYOR, Nelson Santos

250 **CLERK, Jennifer Astrologo**

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 1 - 2017

Being a by-law appointing members to the Committee of Adjustment for the 2017 calendar year

WHEREAS the *Planning Act*, R.S.O. 1990, c. P.13, Section 44(1) (the “Act”) states that if a municipality has passed a Zoning By-law, the Council of the municipality may by by-law constitute and appoint a Committee of Adjustment for the municipality composed of such persons not fewer than three (3), as the Council considers advisable.

AND WHEREAS Section 44(3) provides that the members of the Committee who are members of Council shall be appointed annually.

AND WHEREAS Council, under By-law 1-2015 enacted January 12, 2015, as amended, appointed certain members of Council and individuals to the Committee of Adjustment/Property Standards Committee/Fenceviewers.

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

1. **THAT** the Council members appointed to the Committee of Adjustment/Property Standards Committee/Fenceviewers for the 2017 calendar year are as follows:

Deputy Mayor G. Queen
Councillor T. Neufeld

2. **THAT** the Council members appointed to the Committee of Adjustment for the 2017 calendar year as Alternate Members are as follows:

Alternates:

Councillor S. Coghill
Councillor L. Patterson

3. **THAT** the term of the Council members and Alternates shall be from January 1, 2017 to December 31, 2017 or until such time as successor members are appointed by Council.

**READ a FIRST, SECOND AND THIRD TIME and FINALLY PASSED this
9th day of January, 2017.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 2-2017

*Being a by-law to provide for the construction of
a bridge over the Graham Sideroad Drain
Owner: Roger & Gloria Congdon [510-00800]
in the Town of Kingsville, in the County of Essex*

WHEREAS the Council of the Town of Kingsville, in the County of Essex, has procured a report under section 78 of the *Drainage Act* for the bridge construction over the Graham Sideroad Drain;

AND WHEREAS the report dated November 7th, 2016 has been authored by Antonio B. Peralta, P. Eng. and the attached report forms part of this by-law;

AND WHEREAS \$27,998.00 is the amount to be contributed by the Town of Kingsville for the drainage works;

AND WHEREAS Council is of the opinion that the report of the area is desirable;

THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF KINGSVILLE, PURSUANT TO THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. AUTHORIZATION

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

2. BORROWING

The Corporation of the Town of Kingsville may borrow on the credit of the Corporation the amount of \$27,998.00 being the amount necessary for the completion of the drainage works.

3. DEBENTURES

The Corporation may arrange for the issue of debenture(s) on its behalf for the amount borrowed less the total amount of:

- a) Grants received under section 85 of the *Drainage Act*;
- b) Monies paid as allowances;
- c) Commuted payments made in respect of lands and roads assessed with the municipality;
- d) Money paid under subsection 61(3) of the *Drainage Act*; and
- e) Money assessed in and payable by another municipality.

4. PAYMENT

Such debenture(s) shall be made payable within 2 (two) or 5 (five) years (as determined by the Director of Financial Services or designate) from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s).

- 1) A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 2 (two) or 5 (five) years (as determined by the Director of Financial Services or designate) after the passing of this by-law.
- 2) For paying the amount \$27,998.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Town of Kingsville in each year for 2⁵²(two) or 5 (five) years (as determined

by the Director of Financial Services or designate) after the passing of this by-law to be collected in the same manner and at the same time as other taxes collected.

- 3) All assessments of \$100.00 or less are payable in the first year in which the assessments are imposed.

5. SCHEDULE OF ASSESSMENTS OF LAND AND ROADS

CONSTRUCTION SCHEDULE OF ASSESSMENT
BRIDGE OVER THE GRAHAM SIDEROAD DRAIN

(For Roger and Gloria Congdon 1510-00800, Part of Lot 19, Concession 8)

TOWN OF KINGSVILLE

3. MUNICIPAL LANDS:

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
Graham Sideroad				5.26	2.129	Town of Kingsville	\$ -	\$ 1,036.00	\$ -	\$ 1,036.00
Road 8 East			1.49		0.603	Town of Kingsville	\$ -	\$ 293.00	\$ -	\$ 293.00
Total on Municipal Lands.....							\$ -	\$ 1,329.00	\$ -	\$ 1,329.00

4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
510-00800	8	19	0.91	0.30	0.121	Roger & Gloria Congdon	\$ 20,159.00	\$ 30.00	\$ -	\$ 20,189.00
Total on Privately Owned - Non-Agricultural Lands.....							\$ 20,159.00	\$ 30.00	\$ -	\$ 20,189.00

5. PRIVATELY OWNED - AGRICULTURAL LANDS (grantable):

Tax Roll No.	Con. or Plan No.	Lot or Part of Lot	Acres Owned	Acres Aff'd	Hectares Aff'd	Owner's Name	Value of Benefit	Value of Outlet	Value of Special Benefit	TOTAL VALUE
510-01100	8	19	96.25	91.00	36.827	Andrew & Hildegarde Von Flotow	\$ -	\$ 3,258.00	\$ -	\$ 3,258.00
510-01200	8	19	101.09	90.00	36.423	Walter & Marlene Dick	\$ -	\$ 3,222.00	\$ -	\$ 3,222.00
Total on Privately Owned - Agricultural Lands (grantable).....							\$ -	\$ 6,480.00	\$ -	\$ 6,480.00
TOTAL ASSESSMENT							\$ 20,159.00	\$ 7,839.00	\$ -	\$ 27,998.00
=====										

1 Hectare = 2.471 Acres
D15-015
November 7th, 2016

6. CITATION

This by-law comes into force on the passing thereof and may be cited as the "Bridge over the Graham Sideroad Drain – Roger & Gloria Congdon [510-00800]" by-law.

**READ A FIRST AND SECOND TIME AND PROVISIONALLY ADOPTED
THIS 9th DAY OF JANUARY, 2017.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

**READ A THIRD TIME AND FINALLY PASSED ON THIS DAY OF ,
2017.**

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 3 - 2017

***Being a By-law authorizing the entering into of an Agreement
Amending the Emergency Medical Services Station Lease
Agreement between The Corporation of the Town of Kingsville
and The Corporation of the County of Essex***

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

WHEREAS The Corporation of the Town of Kingsville (the “Town”) deems it expedient for the Town to enter into an Agreement with The Corporation of the County of Essex.

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

1. **THAT** the Town enters into and executes with The Corporation of the County of Essex an Agreement amending the Emergency Medical Services Station Lease Agreement between The Corporation of the Town of Kingsville and The Corporation of the County of Essex attached hereto as Schedule “A” and forming part of this By-law.
2. **THAT** the Mayor and Clerk are hereby authorized and directed on behalf of the Town to execute the Agreement attached as Schedule “A”.
3. This By-Law comes into force and takes effect on the day of the final passing thereof.

READ a FIRST, SECOND and THIRD time and FINALLY PASSED this 9th day of January, 2017.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 6 - 2017

*Being a by-law to amend By-law 1-2015,
being a By-law to appoint certain members
of Council and individuals to boards and
committees*

WHEREAS the Council of The Corporation of the Town of Kingsville deems it expedient to amend By-law 1-2015, as amended, being a by-law to appoint certain members of Council and individuals to boards and committees.

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

1. **THAT** Paragraph 1.o - i be amended as follows:

Personnel Committee (consisting of 4 members of Council, being Mayor, Deputy Mayor and yearly rotation of 2 members of Council)

Councillor Susanne Coghill and Councillor Thomas Neufeld (1 year term up to and including December 31, 2017)

2. **THAT** paragraph 1.n (Older Adults Advisory Committee) be amended as follows:

To add the appointment of Susanna Child (*to fill vacancy*)

3. **THAT** all other terms set out in said By-law 1-2015 and any amendments thereto shall remain in full force and effect.

READ a FIRST, SECOND AND THIRD TIME and FINALLY PASSED this 9th day of January, 2017.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo

THE CORPORATION OF THE TOWN OF KINGSVILLE

BY-LAW 7 - 2017

***Being a By-law to confirm the proceedings of the
Council of The Corporation of the Town of Kingsville at its
January 9, 2017 Regular Meeting***

WHEREAS sections 8 and 9 of the *Municipal Act, 2011* 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 January 9, 2017 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 9th day of January, 2017.

MAYOR, Nelson Santos

CLERK, Jennifer Astrologo