



**REGULAR MEETING OF COUNCIL  
AGENDA**

**Monday, April 10, 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**

1. **Theresa Marentette, Director, Health Protection Division; Phil Wong, Manager, Health Inspection Dept. and Mike Tudor, Manager, Health Inspection Dept. --Windsor-Essex County Health Unit** 1

Presentation by Windsor-Essex County Health Unit representatives to discuss the matter of beach sampling including a discussion of past and current environmental assessments.

2. **Kimberly DeYong, Resident--Delegation Request dated April 4, 2017 RE: Voting method for 2018 Election** 14

**F. MATTERS SUBJECT TO NOTICE**

1. **Drainage Report Consideration--Henderson Drain and Branches-Bridge Maintenance Sharing** 35

Gerard Rood, P. Eng. and K. Vegh, Drainage Superintendent for the Town of Kingsville

i) Notice of Meeting to consider the Engineer's Report, dated March 16,

2017

ii) Engineer's Report, dated March 9, 2017 (Rood Engineering Inc. Project 2015D019)

iii) Proposed By-law 36-2017, being a by-law to provide a report for bridge maintenance sharing on the Henderson Drain and Branches, in the Town of Kingsville, in the County of Essex

**Recommended Action**

Council adopt Engineer's Report dated March 9, 2017 for the Henderson Drain and Branches Bridge Maintenance Sharing (Rood Engineering Inc., Consulting Engineers, Project 2015D019, read By-law 36-2017 a first and second time only at this Regular Meeting; and schedule Court of Revision for a future date.

**2. PUBLIC MEETINGS**

K. Brcic, Town Planner

- a. **ZBA/06/17 - Application for Zoning Amendment Sara & Tina Neufeld 1689 Road 2 East 12R10878, Parts 6 & 12 Roll No. 3711 290 000 38701**

49

i) Report of Town Planner, dated April 3, 2017

ii) Proposed By-law 27-2017, being a by-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville

**Recommended Action**

It is recommended that Council approve Zoning By-law Amendment ZBA/06/17 to rezone the subject lands from 'Rural Commercial Zone 6 Exception 11 (C6-11)' to 'Residential Zone 2 Rural/Urban Exception 9 (R2.2-9)' on lands known as 1689 Road 2 East, and adopt the implementing by-law.

- b. **ZBA/05/17 - Application for Zoning Amendment Ed Ross 163 County Rd 27 W Pt. Lot 5, Concession 6 Roll No. 3711 460 000 01500**

58

i) Report of Town Planner, dated March 31, 2017

ii) Proposed By-law 26-2017, being a by-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville

**Recommended Action**

It is recommended that Council approve Zoning By-law Amendment ZBA/05/17 to rezone the retained lands

resulting from and as a condition of the approval of consent (B/21/16) from 'Agriculture Zone 1 (A1)' to 'Agriculture Zone 2 - Restricted (A2)' on lands currently known as 163 County Road 27 West, and adopt the implementing by-law.

**G. AMENDMENTS TO THE AGENDA**

**H. ADOPTION OF ACCOUNTS**

69

**Town of Kingsville Accounts** for the monthly period ended March 31, 2017 being TD Cheque numbers 0061501 to 0061793 for a grand total of \$1,444,992.01

**Recommended Action**

Council approve Town of Kingsville Accounts for the monthly period ended March 31, 2017 being TD cheque numbers 0061501 to 0061793 for a grand total of \$1,444,992.01.

**I. STAFF REPORTS**

**1. Folk Festival Letter of Significance**

94

M. Durocher, Parks and Recreation Program Manager

**Recommended Action**

Council approves the request for Event of Municipal Significance status for the 2017 Kingsville Folk Festival.

**2. Celebrate Canada Grant**

96

M. Durocher, Parks and Recreation Program Manager

**Recommended Action**

That council endorse the Kingsville Canada Day weekend program, and accept the grant from Heritage Canada in the amount of \$4000

**3. PTSD Prevention Plan**

99

J. Dean, Acting Fire Chief

**Recommended Action**

That report titled PTSD Prevention Plan is received.

**4. Status Update - 950 Seacliff & ATI**

114

R. Brown, Manager, Planning and Development Services

**Recommended Action**

It is recommended that:

1. Council receive the attached report for information purposes on the status of a 2008 agreement requiring the construction of a single detached dwelling within two years on property located at 950 Seacliff Drive (County Road 20).

2. Council direct administration to have the property owner submit an application for consideration of a zoning amendment to address the use and continued operation of a contractor's yard and shop on the subject lands at 950 Seacliff Drive (County Road 20).
3. Council receive the attached report for information purposes on the status of the site plan approval and associated agreement for property located at 329 County Road 34 E also known at the ATI site.

**5. 2017 1st Quarter Administrative Site Plan Approval Update** 119

R. Brown, Manager, Planning and Development Services

**Recommended Action**

Council adopt the report for information purposes for the approved site plan amendments at 2464 – 2628 Division Road North, 141 Main St E and 1451 Road 2 E and authorize the Mayor and Clerk to sign the associated site plan amendments and register said amendments on title.

**6. Fleet Replacement Report** 127

S. Martinho, Public Works Manager

**Recommended Action**

That council approves the acquisition of the Fleet assets utilizing Fleet Management Reserves as followed:

One (1) 2018 Freightliner 114SD from Team Truck Center in Windsor outfitted with a Plow and salter by Viking Cives in Mt. Forest for the combined purchase price of \$208,176.87 inclusive of HST burden.

One (1) 2017 Dodge Ram Quad Cab 4x4 from Oxford Dodge in London equipped as required for the purchase price of \$36,185.20 inclusive of HST burden.

Two (2) 2017 Ford F-550 from Victory Ford in Chatham outfitted with aluminum dump body by Commander Industries in Strathroy for the combined purchase price of \$65,080.20 each inclusive of HST burden.

One (1) 2017 Ford F-250 Extended Cab 4x4 from Victory Ford in Chatham equipped as required for the purchase price of \$54,210.20 inclusive of HST burden.

**7. Bridge Replacement over the Patterson Drain** 130

K. Vegh, Drainage Superintendent



**Recommended Action**

It is administrations recommendation that Council appoint N.J. Peralta Engineering Inc. to prepare an engineer's report for the construction of a replacement bridge over the Patterson Drain on Kingsville Road 5 East.

**8. Bridge Replacement over West Townline Drain 135**

K. Vegh, Drainage Superintendent

**Recommended Action**

It is administrations recommendation that Council appoint N.J. Peralta Engineering Inc. to prepare an engineer's report for the construction of a replacement bridge at the intersection of Essex County Road 23 and Kingsville Road 5 West over the West Townline Drain.

**9. Bridge Installation for LRF Holdings Inc 140**

K. Vegh, Drainage Superintendent

**Recommended Action**

It is my recommendation that Council appoint N.J. Peralta Engineering Ltd. to prepare an engineer's report for the design and construction of an access bridge over the 3<sup>rd</sup> Con Clifford drain as requested by Mr. Bernerd Nelson of LRF Holdings for the lands known as 370-07300

**10. Bernath Gardens Beginning of Maintenance 146**

A. Plancke, Director of Municipal Services

**Recommended Action**

Municipal Services recommends that council concur with the request of the Developer's Consultant to initially accept the Bernath Gardens Subdivision onto "Maintenance" for a period of no less than one year, and that the Clerk provide written confirmation to the Developer of the date of initial acceptance of the development by Council resolution.

**11. 2017 Grass Cutting and Trimming Tender 149**

T. Del Greco, Manager of Municipal Facilities and Property

**Recommended Action**

Recommend Council approve the awarding of the 2017 Grass Cutting and Trimming Tender for various properties in the Town of Kingsville to Cedar Creek Landscaping in the amount of \$174,494.09 for a 3-year term.

**12. Rotary Parkland Transfer Agreement 151**

T. Del Greco, Manager of Municipal Facilities and Property

**Recommended Action**

Recommend Council approve the attached land transfer agreement with Rotary Club of Cottam.

**13. Canadian Corps of Commissionaires-Dog Tag Sales 170**

J. Alexander, Deputy Clerk-Administrative Services

**Recommended Action**

That Council receive this report as information and permit staff to pursue other administrative methods to encourage dog tag compliance.

**14. Rabies Clinic 173**

J. Alexander, Deputy Clerk-Administrative Services

**Recommended Action**

That Council approve the Rabies clinic to be hosted by the Town in partnership with the Windsor Essex Humane Society.

**15. Alternative Voting Method-Election 2018 177**

J. Astrologo, Director of Corporate Service, and J. Alexander, Deputy Clerk-Administrative Services

**Recommended Action**

That Council approve electronic voting as their alternative method for the 2018 election.

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

**1. Community Living Essex County--Request to Raise Flag for one week in May; and request that Council consider proclaiming May as 'Community Living Month' in Kingsville 199**

**Recommended Action**

Council consider request of Community Living Essex County to Raise Community Living Essex County Flag during the week of May 8 to 12; and Council consider request to proclaim the month of May as "Community Living Month" in the Town of Kingsville

**2. Brenda Geauvreau, Communities in Bloom member--Letter of Resignation 200**

**Recommended Action**

That Council accept the letter resignation of B. Geauvreau and direct that Administration prepare correspondence in response thanking her for her service and participation.

**3. Appointment to Communities in Bloom Committee - Melissa Tremaine-Snip**

**Recommended Action**

That Council confirm the appointment of Melissa Tremaine-Snip to the Communities in Bloom Committee for the balance of the Committee term.

**K. MINUTES OF THE PREVIOUS MEETINGS**

1. **Regular Meeting of Council - March 27, 2017** 201

**Recommended Action**

Council adopt Regular Meeting of Council Minutes dated March 27, 2017

2. **Regular Closed Session Meeting of Council - March 27, 2017**

**Recommended Action**

Council adopt Regular Meeting of Council Minutes, dated March 27, 2017, and Regular Closed Session Meeting of Council Minutes, dated March 27, 2017

**L. MINUTES OF COMMITTEES AND RECOMMENDATIONS**

1. **Police Services Board-February 22,2017** 211

**Recommended Action**

Council receive Police Services Board Minutes, dated February 22, 2017

2. **Committee of Adjustment-February 21, 2017** 214

**Recommended Action**

Council receive Committee of Adjustment Meeting Minutes, dated February 21, 2017

3. **Parks, Recreation, Arts and Culture Committee-February 16, 2017** 221

**Recommended Action**

Council receive Parks, Recreation, Arts and Culture Committee Meeting Minutes, dated February 16, 2017 together with the Minutes of the following sub-committees: Fundraising Committee, dated December 13, 2016; Fantasy of Lights, dated November 15, 2016; and Communities in Bloom Committee, dated November 8, 2016.

**M. BUSINESS CORRESPONDENCE-INFORMATIONAL**

1. **The Honourable Kathleen Wynne, Premier of the Province of Ontario-Correspondence dated March 22, 2017 RE: AEDs (Response to Council Motion 259-2017)** 234

2. **Ontario Association of Fire Chiefs-Correspondence dated March 10, 2017 RE: OAFIC 2017 Municipal Officials Seminar** 235

**Recommended Action**

That Council receive information items 1 and 2.

## **N. NOTICES OF MOTION**

### **1. Deputy Mayor Queen may move, or cause to have moved: 239**

That in recognition of the benefits and values the Communities in Bloom program does provide, that the Week of May 22 to May 28 be designated as Communities in Bloom week in the Town of Kingsville; and further

That Administration co-ordinate a CIB Flag Raising Event to be held Tuesday, May 23 at the Town Hall; and further

That Administration post and promote on the Kingsville Web this event and supporting activities relating to Communities in Bloom;

all as formally recited in the attached sample Proclamation provided.

#### **Recommended Action**

Council pass Resolution in the sample long-form provided.

## **O. UNFINISHED BUSINESS, ANNOUNCEMENT, AND UPDATES**

### **1. Motion Excerpt RE: Draft Strategic Plan and Report of C.A.O. P. Van Mierlo-West (Tabled at March 27, 2017 Regular Meeting of Council) 240**

#### **Recommended Action**

Council lift Motion #270-2017 from the table and consider passing a motion at this Regular Meeting to Defer the approval of the Strategic Plan to a specific date or event.

## **P. BYLAWS**

### **1. By-law 26-2017 241**

Being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (ZBA/05/17)

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

### **2. By-law 27-2017 243**

Being a By-law to amend By-law 1-2014, the Comprehensive Zoning By-law for the Town of Kingsville (ZBA/06/17)

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

### **3. By-law 36-2017 245**

Being a by-law to provide a report for bridge maintenance sharing on the Henderson Drain and Branches in the Town of Kingsville, in the County of Essex

To be read a first and second time

**Recommended Action**

Council read By-law 36-2017, being a By-law to provide a report for bridge maintenance sharing on the Henderson Drain and Branches, in the Town of Kingsville, in the County of Essex a first and second time.

**4. By-law 39-2017 258**

Being a By-law authorizing the entering into of an Agreement with Jeff Shepley Excavating Ltd. for the 2017 Rural Road Program (Contract No. MS17-101-01) (full contract document available for review in Municipal Services Dept.)

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

**5. By-law 42-2017 262**

Being a by-law authorizing the entering into of an Agreement with the Cottam Rotary Club in respect to the transfer of the Cottam Rotary Park to The Corporation of the Town of Kingsville

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

**Q. CONFIRMATORY BY-LAW**

**1. By-law 43-2017 263**

Being a by-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville at its April 10, 2017 Regular Meeting

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

**R. ADJOURNMENT**



# Kingsville Public Beaches

**Theresa Marentette**, Director Health Protection

**Phil Wong**, Manager Health Inspection

**Mike Tudor**, Manager Health Inspection

April 10, 2017

# Standard and Guidance Document

## *Recreational Water Protocol 2016*

[http://www.health.gov.on.ca/en/pro/programs/publichealth/oph\\_standards/docs/recreational\\_water.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/docs/recreational_water.pdf)

## *Beach Management Guidance Document 2014*

[http://www.health.gov.on.ca/en/pro/programs/publichealth/oph\\_standards/docs/guidance/guide\\_beach.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/docs/guidance/guide_beach.pdf)

# Communicating Advisories and Water Quality

The Windsor – Essex County Health Unit utilizes social media alerts and our website to inform the public of beach closures

***WECHU Beach Hotline***

***519-258-2146 ext. 426 (H2O)***



Map Icon Legend

**Beach is Open**



Bacterial levels are below provincial standards.

**Beach Warning**



Unsafe for swimming - High levels of bacteria in these waters may pose a risk to your health.

**Beach is Closed**



Unsafe for swimming - High levels of bacteria in these waters may pose a risk to your health.

**Click for Status**



**Whoa!**  
We're having issues. Please click the map icon for beach status.



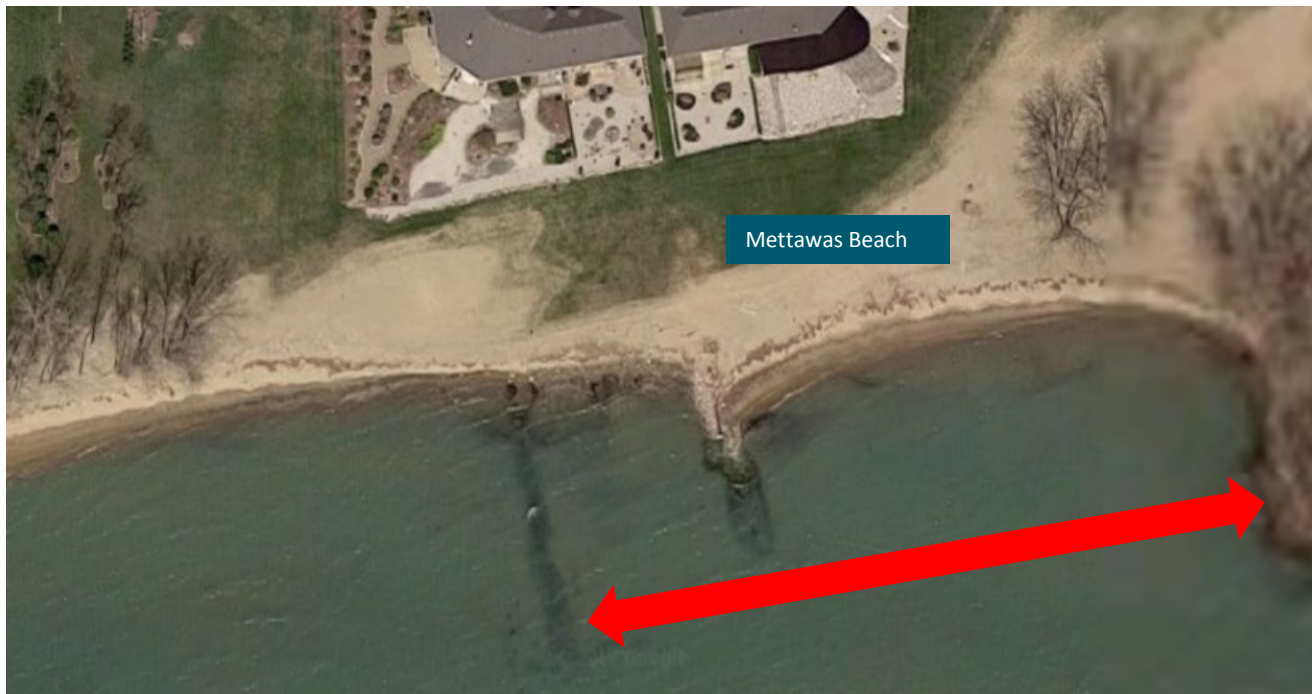
# Communicating Advisories and Water Quality



# Cedar Island Beach and Cedar Beach



# Mettawas Beach





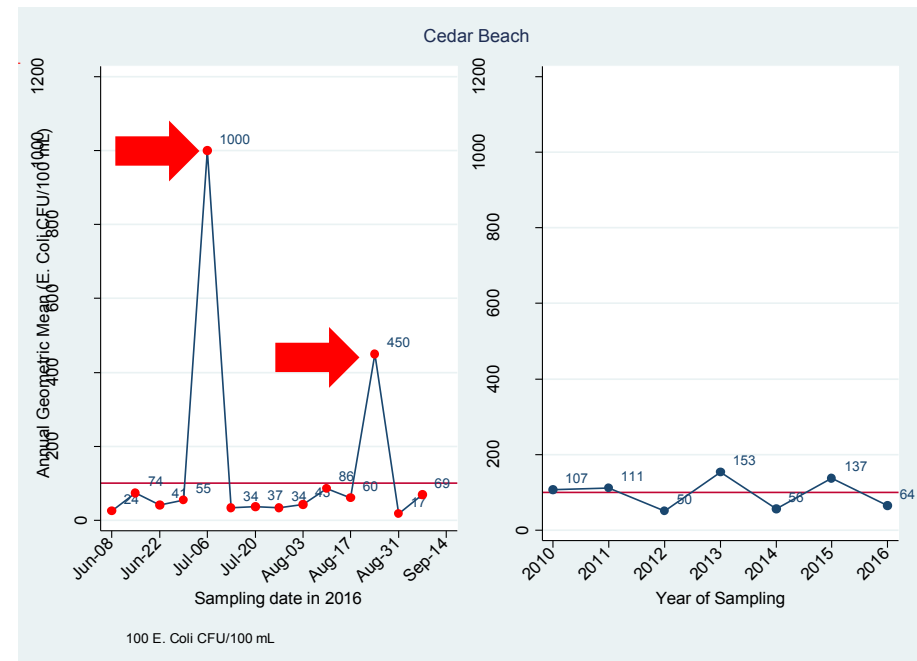
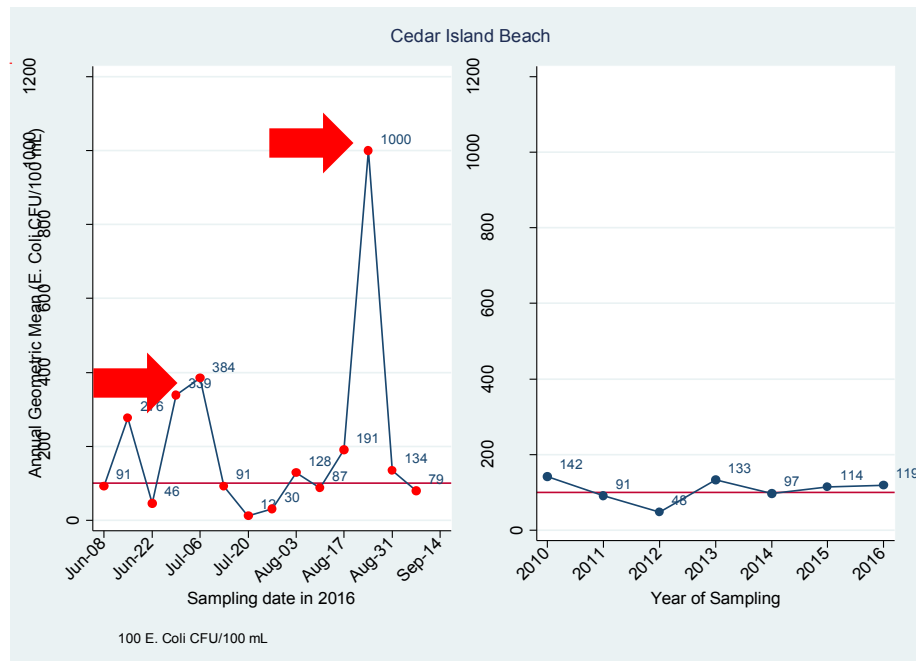
# Cedar Island Beach and Cedar Beach



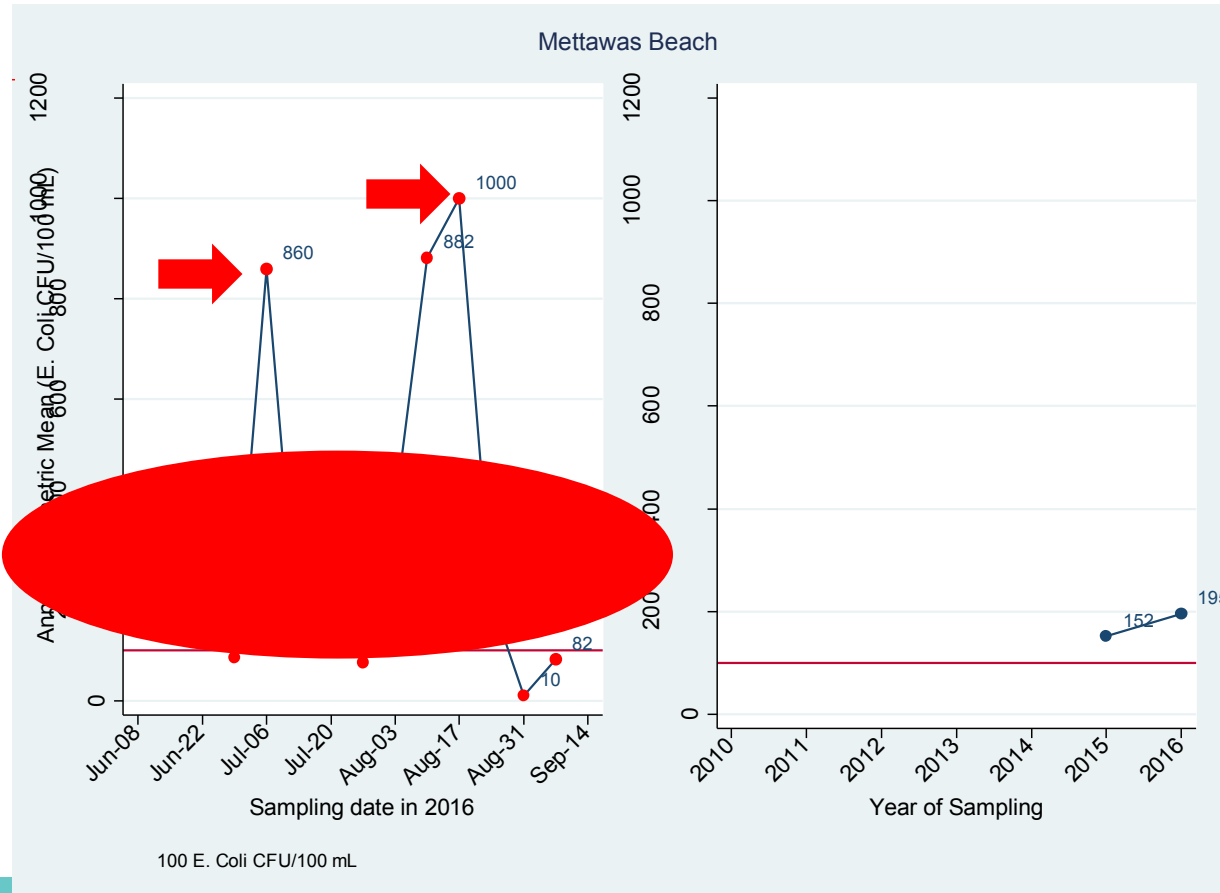
# Mettawas Beach



# Cedar Island Beach and Cedar Beach



# Mettawas Beach



# Summary

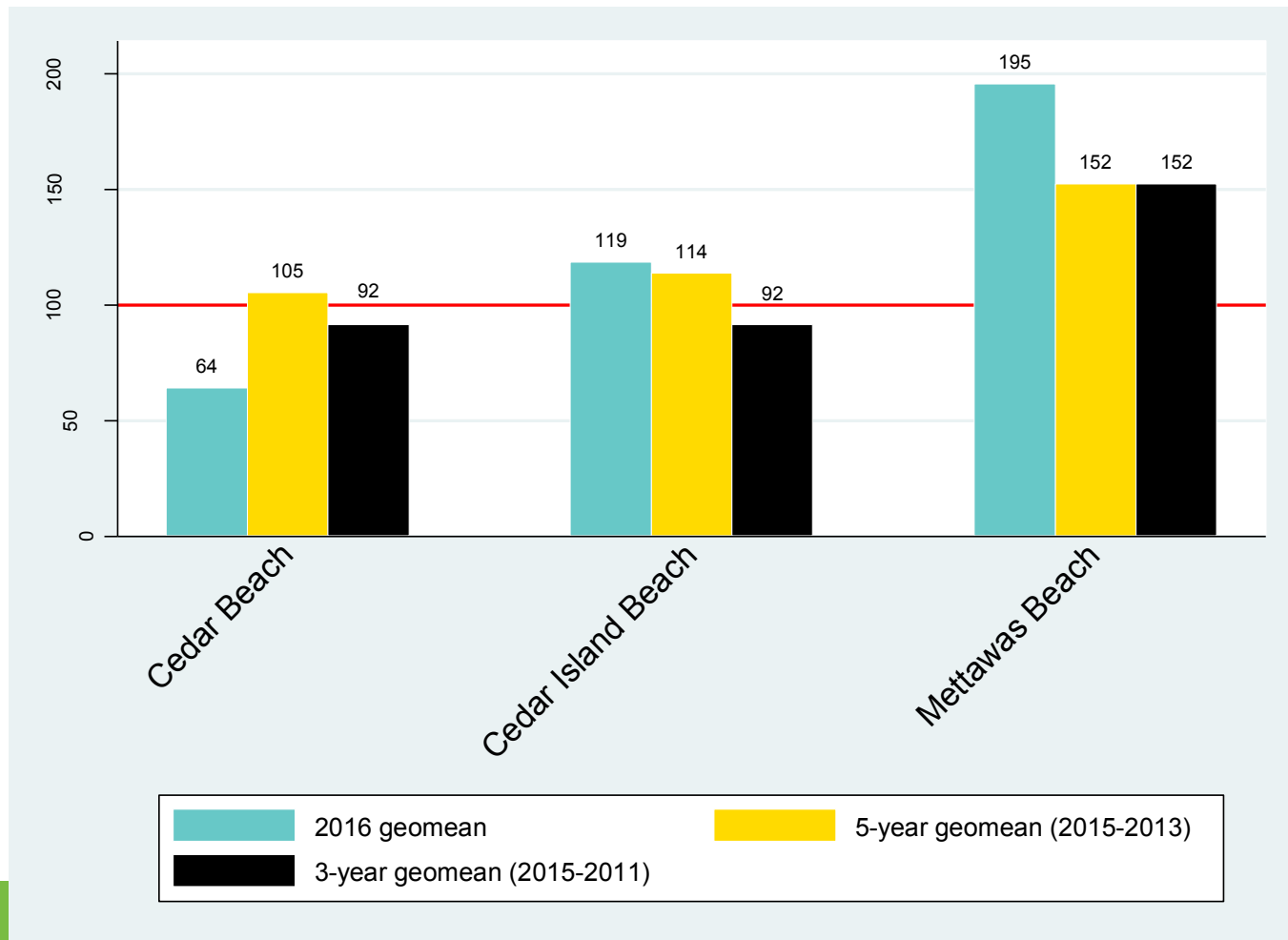
Beach	% of sample days in 2016 with levels $\geq 100$ <i>E. coli</i> CFU/100 mL	2016 Geometric Mean (CFU/100 mL)	3-year (2013-2015) Geometric Mean (CFU/100 mL)	5-year (2011-2015) Geometric Mean (CFU/100 mL)
Cedar Beach	14%	64	105	92
Cedar Island Beach	50%	119	114	92
Mettawas Beach	71%		N/A	N/A

<sup>SH</sup> Significantly higher than the provincial standard of 100 *E. coli* CFU/100 mL (t-test;  $p < .05$ )





# Summary



# Questions?

# KINGSVILLE COUNCIL

APRIL 10, 2017

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## VOTING METHODS

There are three primary types of electronic voting, namely machine counting, kiosk voting and remote online voting.

- Machine counting refers to when a machine counts the ballots cast.
- Kiosk voting allows voters to cast ballots at computer kiosks within polling stations or dispersed in other public locations such as community centres and libraries.
- Remote online voting allows voters to vote from personal devices from any location (home, work, etc.).

Special Committee on Electoral Reform Committee Report CH6 Online and Electronic Voting ERRE-32

“INTERNET VOTING IS MUCH MORE DANGEROUS THAN OTHER FORMS OF ELECTRONIC VOTING BECAUSE OF THE POSSIBILITY THAT ANYONE ON EARTH CAN ATTACK AN INTERNET ELECTION FROM A REMOTE POSITION OF SAFETY, AND WITH THE POSSIBILITY OF CHANGING THE OUTCOME WITHOUT EVER BEING DISCOVERED.”

Dr. David Jefferson, internationally recognized expert on voting systems and election technology

## SPECIAL ELECTORAL REFORM COMMITTEE'S OBSERVATIONS

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The Committee acknowledges that many Canadians are open to the idea of online voting as a way of making voting more accessible. However, both supporters and detractors of online voting agree that the secrecy, security, and integrity of the ballot and the federal electoral process are fundamental. The Committee heard significant testimony (and received submissions), particularly from experts in technology, that the secrecy and integrity of an online ballot cannot be guaranteed to a sufficient degree to warrant widespread implementation in federal elections. The Committee agrees.

SECURITY BREACHES COULD JEOPARDIZE THE INTEGRITY OF THE VOTING PROCESS AND LEAD TO COMPROMISED ELECTION RESULTS. A NUMBER OF PROFESSIONALS FROM THE INFORMATION TECHNOLOGY (IT) INDUSTRY APPEARED BEFORE THE COMMITTEE EXPRESSED SERIOUS CONCERN OVER THE IMPLEMENTATION OF ONLINE VOTING. FURTHERMORE, THE VAST MAJORITY OF CANADIANS WHO COMPLETED THE COMMITTEE'S E-CONSULTATION NOTED THAT THEY ARE VERY CONCERNED (51.1% OF RESPONDENTS) OR CONCERNED (17.7% OF RESPONDENTS) ABOUT THE RELIABILITY AND SECURITY OF ONLINE VOTING.

Special Committee on Electoral Reform Final Report CH 6  
Online and Electronic Voting

- ▶ Vote Selling and Coercion
- ▶ Phishing (misdirect voters to misleading/malicious websites)
- ▶ Automation bias (lack of understanding of web security technology e.g.: not noticing when green padlock icon is missing, clicking through security warnings)
- ▶ Denial of Service (flooding service causing delays)
- ▶ Client-side Malware/Spyware (could alter a/o surveil ballot selections)
- ▶ Network Attacks (can access or alter voter preferences)
- ▶ Server Penetrations (internet-facing server reachable from anywhere in the world e.g. ransomware, email/password dumps, IP theft are becoming increasingly common across all organizational sectors)
- ▶ Insider Influence: Election officials, vendors, technicians etc. viewing or modifying ballot selections on the server
- ▶ State-level Actors: Undetectably changes election result, e.g. voter registry data; not certain if such an attack would ever even be detected.



# EVIDENCE FROM AN EXPERT

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Computer Scientist  
Past president of the Association for  
Computing Machinery  
Advisor to the U.S. Election Assistance  
Commission  
Founder and former Chair of USACM, the  
ACM U.S. Public Policy Committee  
Co-author of book on electronic voting  
titled *Broken Ballots*



Dr. Barbara Simons

THAT'S ONE OF THE TERRIFYING THINGS OF INTERNET VOTING. YOU COULD HAVE MALWARE, ELECTION-RIGGING MALWARE, ON THE VOTER'S MACHINE WHICH COULD CHANGE THE VOTE BEFORE IT GOES OUT OVER THE INTERNET... IT COULD CHANGE WHAT GOES OUT AND THE VOTER WOULD NEVER KNOW.

Dr. Barbara Simons

IT DOES A DISSERVICE TO VOTERS WITH DISABILITIES, TO FIRST NATIONS, TO ANYBODY, TO PROVIDE THEM WITH A TOOL THAT IS FUNDAMENTALLY INSECURE. WE OWE IT TO THEM WHEN WE PROVIDE THEM WITH ALTERNATIVES TO MAKE SURE THOSE ALTERNATIVES ARE SECURE.

Dr. Barbara Simons

CARLOS SOSA OF THE COUNCIL OF CANADIANS WITH DISABILITIES ADDED THAT ALTHOUGH ONLINE VOTING COULD HELP REDUCE BARRIERS FOR INDIVIDUALS WITH DISABILITIES, IT SHOULD NOT REPLACE THE PAPER BALLOT.

Special Committee on Electoral Reform Final Report CH 6  
Online and Electronic Voting

I THINK THERE ARE ACCEPTABLE USES FOR ONLINE VOTING FOR ELECTIONS THAT DON'T MATTER MUCH. FOR EXAMPLE, FOR PROM QUEEN, I DON'T CARE. I THINK IT DEPENDS ON HOW IMPORTANT YOU THINK THE ELECTION IS AND HOW MUCH OF A RISK YOU WANT TO TAKE... IF THE ELECTION DOESN'T MATTER, THEN WHO CARES IF IT IS RISKY OR NOT?

Dr. Barbara Simons

I THINK THAT A REFERENDUM MAY BE FINE FOR CERTAIN ISSUES, BUT WHEN IT'S A HEAVILY TECHNOLOGICAL ISSUE LIKE INTERNET VOTING, YOU REALLY NEED TO LISTEN TO THE EXPERTS.

Dr. Barbara Simons

What is good about our system is that we have a little piece of paper and a little pencil, we mark an X and we put the paper in the box, so it can be counted and examined.

I have a concern about electronic voting. The fact that the person voting would not be alone in a booth concerns me. We could have vote-buying, negative influence, fear, and so on.

Gabriel Ste-Marie - Bloc Quebecois  
- Joliette

I THINK WHEN YOU TALK ABOUT THE PERSON NOT BEING ALONE WITH INTERNET VOTING, THAT'S AN ISSUE FOR ANY KIND OF REMOTE VOTING. IT'S THE SAME FOR VOTING BY MAIL... YOU HAVE TO WORRY ABOUT VOTER COERCION AND VOTE BUYING AND SELLING... REMOTE VOTING SHOULD BE HELD TO A MINIMUM. THERE ARE PEOPLE WHO HAVE TO DO IT BECAUSE THEY ARE NOT WELL, OR THEY ARE AWAY AND THEY HAVE TO VOTE REMOTELY, BUT GENERALLY SPEAKING, IT SHOULDN'T BE MADE AVAILABLE TO EVERYBODY.

Dr. Barbara Simons



PEOPLE RUNNING PILOTS ARE LIKELY TO DECLARE SUCCESS, IN SPITE OF ANY PROBLEMS THAT CROP UP. HOWEVER IT IS DANGEROUS TO DRAW CONCLUSIONS FROM WHAT APPEARS TO BE A SUCCESSFUL INTERNET VOTING PILOT. IF THE ELECTION IS INSIGNIFICANT, THERE IS LITTLE TO NO MOTIVATION TO SABOTAGE THE ELECTION

*Douglas Jones and Barbara Simons, authors of Broken Ballots: Will Your Vote Count*

*While Election Administrators are always trying to find ways to make voting convenient, there is ample evidence to suspect that internet voting is insecure and risky.*

Donna Winborn Elections  
Coordinator City of Vaughan, A  
Review of Internet Voting 2014

“IF THERE IS EVEN A SMALL CHANCE THAT INTERNET VOTING MIGHT RESULT IN OUR ELECTIONS BEING HACKED, IT DOESN'T MATTER HOW MANY PEOPLE WANT IT. IF INTERNET VOTING PUTS OUR ELECTIONS AT RISK—AND IT DOES—WE MUST REJECT IT UNTIL SUCH TIME AS IT CAN BE PROVEN SECURE.”

—Dr Barbara Simons

# Internet Voting in Canada: A Cyber Security Perspective

Aleksander Essex

Department of Electrical and Computer Engineering  
Western University, Canada  
aessex@uwo.ca

**Summary.** Secure and verifiable Internet voting remains one of the most challenging open problems in cyber-security. Despite numerous potential social benefits, the technological risks are many, and the democratic stakes, therefore, remain high. We recommend the Special Committee on Electoral Reform (ERRE) not proceed with Internet voting in federal-level elections until (a) research and development efforts can create effective end-to-end election verification technologies, and (b) a national framework for secure Internet voting can be created establishing security standards, software testing requirements, government oversight, and legal accountability.

## I. INTRODUCTION

You can bank online. You can shop online. You can file your taxes online. You can renew your license online. Why don't you vote online? It seems like a natural use of the technology. The perceived advantages of Internet voting typically center on otherwise reasonable goals like increasing voter turnout, reaching under-represented populations, improving accessibility and decreasing election costs. But one of the main reasons we don't vote online already is because, simply put, Internet voting is a really difficult security challenge that we haven't solved.

As a simplification of a very complex problem, the reason Internet voting is harder than other cyber-security systems comes down to the a fundamental tension between the security goals of ballot secrecy, and election integrity. If we simply did away with the secret ballot, Internet voting security would become much more tractable, and resemble other security systems, like online banking.

The technical challenge of electronic voting comes from requiring security and secrecy at the same time. How do you prove my vote counted, when you don't know what my vote even was? This can be accomplished in a suitably reliable fashion with paper ballots and in-person polling through a combination of physical and procedural security measures, along with the immediately observable nature of the physical word. There is, however, no direct software analogue to the physical guarantee that paper ballots going into an empty box are the same as what comes out at the end of the day.

## II. THREAT OVERVIEW

In its most basic form, contemporary commercial Internet voting systems consist of a standard web-application framework; a voting program (typically Javascript) is sent from the election server across the Internet to your browser. When you cast a ballot, the information about your selections is returned to the server and stored in a database to be tabulated later. Security is required at all points in this chain: at your device, in transit, and at the election server.

From a security perspective, this architecture introduces a host of potential threats not found in Canada's current in-person hand-counted paper ballot method.

**Vote Selling and Coercion.** Because of the inherent unsupervised nature of Internet voting, individuals can be observed by others while voting, and thus could be unduly influenced in their voting intentions.

**Phishing.** Numerous online avenues exist to misdirect voters into visiting misleading or

malicious websites, or visiting legitimate URLs that deliver, for example, cross-site scripting payloads.

**Automation bias.** Habituation and lack of comprehension about the goals and purpose of common web security technologies can lead users to place an undue reliance on technological protections, as well as underestimate the significance of warnings or errors. Examples include not noticing when the green padlock icon is missing, or clicking through browser security warnings. This is further complicated by the fact that many websites (see e.g., <https://elections.on.ca>) generate errors due to simple misconfigurations.

**Denial of Service.** The distributed nature of the Internet makes it possible for a server to be flooded with connection requests from numerous distributed machines. Although technological mitigations exist for attacks of this kind, they do occasionally cause significant disruptions. For example, a denial of service attack in 2015 caused Canadian federal government websites to be inaccessible for several hours.

**Client-side Malware/Spyware.** Owing to our connected lifestyle, the computational device we would use to cast a ballot would likely have previously been used in many other contexts. Numerous opportunities thus exist to inject malicious software onto a voter's computer with the intention of altering and/or surveilling ballot selections. Any acceptable Internet voting system must be robust, even in the presence of malware.

**Network attacks.** Numerous possibilities exist for an internet attacker located in between the network connection of a voter and the election server to attempt to view or modify ballot data. A fundamental and necessary security protection is Transport Layer Security (TLS), which is commonly denoted in your browser as a green padlock. User errors, server-side misconfigurations, and novel cryptographic attacks can all be leveraged in a "man-in-the-middle" attack to access or alter voter preferences. Despite this being a core internet security technology, we found that of the 14 federal, provincial, and territorial election agency websites,

only Elections Nova Scotia supported TLS. Further, we found TLS misconfigurations in the Elections Ontario and Elections PEI websites. See Table 1.

Agency	TLS Support	Server Location <sup>1</sup>
Elections Canada	Unsupported	Canada
Elections Alberta	Unsupported	U.S.
Elections BC	Unsupported	Canada
Elections Manitoba	Unsupported	Canada
Elections New Brunswick	Unsupported	Canada
Elections Newfoundland	Unsupported	Canada
Elections NWT	Unsupported	Canada
Elections Nova Scotia	Supported	Canada
Elections Nunavut	Unsupported	Unknown
Elections Ontario	Misconfigured	U.S.
Elections PEI	Misconfigured	Canada
Elections Quebec	Unsupported	Canada
Elections Saskatchewan	Unsupported	U.S.
Elections Yukon	Unsupported	Canada

Table 1. Current TLS Support Across Canadian Election Agency Websites

**Server penetrations.** A Canadian federal election today technically consists of 338 separate elections held in thousands of separate polling places spread across the country. An Internet-based system consolidates all of these on to one internet-facing server, reachable by any computer in the world. Any combination of undisclosed software vulnerabilities, misconfigurations, or human error could allow a remote attacker to gain access to voter registration information or ballot data. Instances of server penetrations (e.g., ransomware, email and password dumps, IP theft, etc.) are becoming increasingly common, and examples can be found across all organizational sectors.

**Insider Influence.** There is a risk of insiders (e.g., election officials, vendors, technicians, etc.) viewing or modifying ballot selections on the

<sup>1</sup> Based on iplocation.net consensus.

server, making it vital for there to be strong mechanisms to prevent undetected changes to votes.

**State-level Actors.** Perhaps the greatest threat to an Internet election is a sophisticated attack by a state-level actor who undetectably changes an election result. Examples of such potential state-level intervention in elections have surfaced in the United States in the context of voter registry data. In a worst-case scenario the ensuing political turmoil of a stolen election could precipitate an economic collapse, or worse, a war. Further, it is not certain whether a sophisticated attack would ever even be detected. From that perspective, any federal-level Internet voting system is a critical infrastructure, and its safeguard could reasonably be viewed as a matter of national security.

### III. RECOMMENDATIONS.

#### A. End-to-end Verifiability.

Recent research into Internet voting implementations has shown weak procedural security (Springall et al., 2014; Wolchok et al., 2010), and weak, vulnerable, or ad-hoc security implementations and configurations (Wolchok et al., 2012; Clark & Essex, 2014; Teague & Halderman, 2015). One promising approach is cryptographic end-to-end verifiable Internet voting (E2E-VIV), which allows voters to create privacy-preserving receipts of their ballot, which can later be used as part of a public, universally-verifiable cryptographic proof of correctness. Two notable projects include Helios (Adida, 2008) and Scantegrity/Remotegrity (Carback et al., 2010; Zagorski et al., 2013), the latter of which was deployed in the first governmental E2E verifiable election in the city of Takoma Park, MD in 2009 and 2011.

A recent report by the U.S. Vote Foundation (Dzieduszycka-Suinat et al., 2015) has gone as far as to suggest *all* Internet elections be E2E-VIV. Owing to its extensive use of cryptography, however, many research challenges remain to make such schemes practical in terms of functional requirements (i.e., usability, accessibility, etc.) and conceptual requirements (understandability,

verifiability, etc.). Giving these risks and potential avenues for developing mitigations, we recommend, therefore, ERRE *not* proceed with Internet voting at this time, and instead prioritize research into Internet voting verification technologies, and promote interdisciplinary opportunities for research collaborations to explore issues at the intersection of elections and cyber-security.

#### B. National Framework for Internet Voting

Before Canada can proceed with Internet voting, it would be vital to establish a national framework to lay out security standards, software requirements, testing methodologies, government oversight, and legal accountability.

Regarding testing and government oversight, an advisory panel to the state of Utah (Cox et al., 2015) recently recommended that any candidate system be made available in an open trail in which the public is invited to conduct penetration testing through a series of mock elections over the Internet. As demonstrated by Wolchok et al. (2012), this can be an effective means of discovering critical vulnerabilities in a realistic, but non-live election scenario.

Regarding standards and requirements, the government does not necessarily have the in-house expertise to adequately evaluate and verify Internet voting systems. Similar to the recommendations of the Internet voting advisory panel to the Legislative Assembly of British Columbia (Independent Panel, 2014), we recommend the formation of an independent technical committee consisting of election administrators and Internet voting security experts. This committee would be responsible for rigorously evaluating the security of candidate systems.

**Conclusion.** ERRE should be aware that considerable concern about the safety of Internet voting exists among international technology and cyber-security experts. Echoing a statement by prominent U.S. computer technologists (Computer Technologists), we urge Internet voting only be adopted after the numerous technical threats outlined above can be suitably mitigated, and strong

mechanisms put in place to prevent undetected changes. The entire system must be reliable and verifiable in a way that is convincing to the voting public.

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## 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:

The Council of the Town of Kingsville appointed Gerard Rood, P. Eng. to prepare an Engineer's report in connection with bridge maintenance sharing for the **Henderson Drain & Branches**.

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

This meeting will take place:

**Date:** Monday, April 10<sup>th</sup>, 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 16<sup>th</sup> day of March, 2017.

*Ken Vegh*

**Ken Vegh, CRS**  
Drainage Superintendent  
The Corporation of the Town of Kingsville



**HENDERSON DRAIN & BRANCHES**  
**BRIDGE MAINTENANCE SHARING**

**Geographic Township of Gosfield South**

**TOWN OF KINGSVILLE**



**TOWN OF KINGSVILLE**

**2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
519-733-2305**

***Rood Engineering Inc.***

***Consulting Engineers***

***9 Nelson Street***

***Leamington, Ontario N8H 1G6***

***519-322-1621***

***REI Project 2015D019***

***March 9th, 2017***



March 9th, 2017

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

Mayor Santos and Members of Council:

**HENDERSON DRAIN & BRANCHES**  
**Bridge Maintenance Sharing**  
**Geographic Twp. of Gosfield South**  
***REI Project 2015D019***  
**Town of Kingsville, County of Essex**

## **I. INTRODUCTION**

Further to instructions from Council at their April 13th, 2015 meeting and as outlined in the correspondence from your Drainage Superintendent Ken Vegh, dated April 22nd, 2015, we have proceeded with an Engineer's Report to review the existing drainage works and the drainage area served by the Henderson Drain & Branches. These branches include the Henderson Drain East, South and West Branches, along with the 2nd Concession Branch. This investigation was initiated by a resolution passed by Council to prepare a report for assessment of maintenance work on the bridges on the Henderson Drain & Branches so that the cost of future maintenance works on these drain bridges may be more fairly assessed in accordance with current practice. This investigation, our instructions, and this assessment report are in accordance with Section 76 of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2010".

The Town of Kingsville is proposing to undertake maintenance works on some of the bridges along the Henderson Drain & Branches. Provisions for bridge maintenance cost sharing are not established within the current drainage report, such that updated information is necessary in order to properly distribute the cost of maintenance on these bridges to all affected landowners. This report establishes cost sharing utilizing current practices which shall provide a basis for levying any future maintenance costs for work to the bridges.

## **II. DRAINAGE HISTORY**

The Henderson Drain & Branches is located entirely within the Town of Kingsville. The drainage basin served by the Henderson Drain & Branches consists of approximately 242.8 hectares (600 acres). The upper end of the main Henderson Drain commences at the north side of Road 2 West at the junction with the East Branch and 2nd Concession Branch. The drain extends westerly and turns southerly under the roadway at the point where the West Branch enters, and continues southerly to the junction with the South Branch. It then turns and flows westerly and southwesterly to the point where it becomes a natural watercourse near the midpoint of Lot 4, 4th Section Western Division, as shown on the watershed plan. The various Branches as noted

above are also shown on the attached watershed plan and discharge their flows through the main Henderson Drain. The 2nd Concession Branch includes an extension westerly from its original upper end near the midpoint of Lot D, Concession 2, to the line between Lot C and Lot D, Concession 2.

A review of the Municipal drainage records indicates that the last major work of repair and improvement to the Henderson Drain & Branches was completed under the Engineer's Report dated December 13th, 1978 prepared by William J. Settrington, P.Eng. Other more recent reports have addressed various sections of the drain and branches and includes reports for bridge replacements. The April 8th, 1991 reconsidered report by Lou Zarlenga, P.Eng., provided for the extension of the 2nd Concession Branch. The current maintenance schedule of assessment for the drain and branches was established in the December 13th, 1978 report prepared by William J. Settrington, P.Eng.

An on-site meeting with the affected Owners was scheduled for June 24th, 2015. The meeting was attended by the following people: Jake Ketler, Rod Stapleton, Chris Dame, Earl & Bev Haggins, Gary Beaulieu, Robert Sundin, William Balkwill, Stuart Sykes, Margaret Pare, Al Marentette, Al Sauve, Glenn Thorpe, Dave Kendrick, Henry Denotter, Mark Balkwill, Kim Lewis, Ken Vegh (Kingsville Drainage Superintendent), and Gerard Rood (Rood Engineering). Mr. Vegh provided a history of the drainage works and told the owners that work was proceeding in accordance with Section 76 of the Drainage Act. It was explained that this section of the Drainage Act provides for varying the original assessments for maintenance. The Town intends to carry out maintenance work to bridges on the drainage system and wants to ensure that the proper lands affected by the bridges are assessed at appropriate rates for Benefit and Outlet Liability. The drainage report will provide cost sharing of the bridges so that the cost of any works to them are shared fairly between the affected owner and the upstream lands and roads in accordance with current practice.

Mr. Rood and Mr. Vegh explained that cost sharing is based on the location of the bridge along the drainage works. A standard bridge near the midpoint of the drain reach would typically be assessed 50% as Benefit to the lands served by the bridge and 50% to the upstream affected lands and roads based on their Outlet Liability in the current schedule of assessment. Bridges upstream of the midpoint are typically assessed a higher Benefit ratio to the lands served by the bridge, while bridges downstream of the midpoint are typically assessed a lower Benefit ratio to the lands served by the bridge. In this way the assessment reflects the contribution of flows by the upstream lands and roads and the impact of the flows on the sizing of the bridge. The owners were advised that road bridges are normally assessed approximately 98% to the road authority and 2% to the upstream lands and roads. This is a consequence of Section 26 of the Drainage Act that states that road authorities and utilities are responsible for any increase in cost to the drainage works associated with their structures being there. It was explained that a standard bridge is deemed to have a 6.1m (20') top width with standard Granular "A" top and suitable end protection. The cost for additional length and top width, drain enclosure, or special treatment to a bridge are considered to be a direct benefit to and assessed entirely to the owners of the lands served by the bridge or enclosure.

The preparation and submission of the report was reviewed along with the procedure under the Drainage Act for scheduling of a Consideration meeting and Court of Revision meeting. The right to appeal certain matters to the Tribunal and Drainage Referee were discussed. Grants to

agriculture lands are still available but only for work done pursuant to the Drainage Act and an Engineer's Report. Owners were invited to contact the Engineer or Drainage Superintendent if there were any questions on the project.

### **III. INVESTIGATIONS AND FINDINGS**

The purpose of the on-site meeting was to explain that the Town needs to carry out maintenance to some of the bridges along the drainage system. From the Town review of the existing drainage reports it is evident that there is a lack of proper sharing for bridge work and accordingly the Town has appointed the Engineer to prepare an updated Sharing Schedule prior to the work being completed.

The report will provide for sharing cost of work to access bridges along the course of the drainage system. Assessment for maintenance work depends on where the work is done and who is involved, generally being the adjacent and upstream landowners.

Any required work to the drain bridges will be carried out as a maintenance project and not a capital project. The owners are advised that public meetings will be scheduled and notices for same will be sent out along with a copy of this Drainage Report that includes updated Maintenance Sharing for bridges. The Owners are advised that they may contact either the Drainage Superintendent or the Engineer, if any questions arise in the interim.

Subsequent to the on-site meeting we carried out a topographic survey to establish the location of all the bridges in the drainage system. We also made visual inspections and recorded notes on the details of each bridge and their general condition. We reviewed the past engineers reports and find that provisions were made for the upkeep and maintenance of all the access and farm bridges located by our survey except for Bridge 18.

Based on our investigations and the information obtained subsequent to the on-site meeting, we have established the following.

### **SUMMARY OF BRIDGES**

#### **Henderson Drain (main channel)**

<b>Bridge No.</b>	<b>Names Roll Number</b>	<b>Description</b>
6	Town of Kingsville, Road 2 West	Concrete highway bridge with open bottom and exposed footings; some deterioration of concrete including cracks, spalling and exposed reinforcing steel; bridge in fair condition
7	Derek & Henry Denotter, 380-00300	850mm diameter C.S.P. with fiberglass pipes inserted with concrete filled jute bag end protection; bridge top is in fair

		condition but C.S.P. is rotted with fiberglass pipe inserts okay
8	Joshua Beaulieu, 380-00250	850mm diameter C.S.P. with broken concrete pieces end protection; pipe is badly rusted at the bottom
17	Nancy Bacon, 330-05200	1900mm span by 1000mm rise C.S.P. arch with concrete filled jute bag ends; bridge is in very poor condition with sides rusted out and bridge collapsing
18	Jeffery & Rachel Lewis, 330-02250	Essentially a foot bridge comprised of approximately 7 telephone poles lying side by side and spanning the channel; not a legal access

#### **East Branch**

9	Manley Thorpe & Janice Breemhaar, Est. Trustee, 380-00220	800mm diameter C.S.P. with broken concrete and rock sloped ends; pipe is half filled with sediment and badly rusted
10	Manley Thorpe & Janice Breemhaar, Est. Trustee, 380-00220	450mm diameter C.S.P. driveway pipe and lawn enclosure extending across to next driveway Bridge 11; rip rap end protection; pipe half full with sediment and badly rusted
11	Manley Thorpe & Janice Breemhaar, Est. Trustee, 380-00220	450mm diameter C.S.P. driveway pipe and lawn enclosure extending across to next driveway Bridge 10; loose bricks end protection; pipe half full with sediment and badly rusted

#### **South Branch**

13	Christopher Lewis, 330-05400	750mm diameter H.D.P.E. pipe; sloped vegetated ends; narrow top width; appears to be secondary access for personal use
14	Christopher Lewis, 330-05400	850mm diameter C.S.P. on east end with concrete filled jute bag end and 750mm diameter H.D.P.E. extension on west end with sloped rip rap protection; primary access for farm field; the C.S.P. is badly rusted with perforations through the pipe wall;

- |    |   |   |
|----|---|---|
| 15 | David & Jamie Kendrick,<br>330-05500                            | 850mm diameter C.S.P. with concrete filled<br>jute bag ends; pipe is badly rusted   |
| 16 | Manley Thorpe & Janice<br>Breemhaar, Est. Trustee,<br>330-05650 | 400mm diameter C.S.P. with broken<br>concrete pipe pieces stacked end<br>treatment; pipe is badly rusted with<br>perforations and sink hole on west end |

**West Branch**

- |   |   |   |
|---|---|---|
| 1 | Charles & Catherine Sykes,<br>380-00450 | 750mm diameter C.S.P. with rip rap ends<br>and asphalt driveway; significant silt<br>accumulated inside pipe and pipe beginning<br>to rust below springline; primary access                                   |
| 2 | Charles & Catherine Sykes,<br>380-00450 | 750mm diameter C.S.P. with rip rap ends;<br>newer pipe installed in 2011, secondary<br>access   |
| 3 | Sarah Barnard,<br>380-00460             | 800mm diameter C.S.P. with rip rap ends;<br>pipe in good condition  |
| 4 | James George,<br>380-00401              | 800mm diameter C.S.P. with broken<br>concrete pieces, gabion stone and beach<br>stone end protection; asphalt driveway and<br>timber railings each side; pipe badly rusted<br>with perforations at springline |
| 5 | Beverly & Earl Haggins,<br>380-00400    | 800mm diameter C.S.P. with concrete filled<br>jute bag ends; pipe in good condition   |

**2nd Concession Branch**

- |    |                                      |   |
|----|--------------------------------------|---|
| 12 | Derek & Henry Denotter,<br>380-00300 | 900mm diameter fiberglass pipe with<br>sloped vegetated ends; bridge in<br>satisfactory condition although top width is<br>narrow |
|----|--------------------------------------|---|

The assessment for access bridges is not shown in the old drainage report that provided for repair and improvement of the drain. The current practice is that work to bridges would be a recurring cost for the upkeep and maintenance of each of the structures shared between the bridge owner and upstream lands including roads where affected.

#### **IV. RECOMMENDATIONS**

In order to properly assess any maintenance works to bridges on the Henderson Drain & Branches it will be necessary to establish cost sharing for use with the Schedule of Assessment within the current governing Engineer's Report dated December 13th, 1978 prepared by William Settingington, P.Eng. We recommend that the current Schedule of Assessment be utilized in establishing the sharing to upstream lands and roads of the Outlet Liability costs for each bridge on a pro-rata basis in accordance with the bridge cost sharing table included in our report.

Furthermore, in order that a mechanism exists by which the Town can undertake maintenance works on all the existing bridges, we recommend that they all be maintained in the future as part of the drainage works, except for Bridge 18 which is not a standard legal access bridge. This bridge would have to be replaced with a standard access bridge at 100% cost to the owners. Once in place, the bridge would be maintained similar to the other bridges in the drainage system. We would also recommend that the access bridges presently found in the drain, for which the maintenance costs are to be shared with the upstream lands and roads within the watershed, be maintained by the Town and that said maintenance would include works to the bridge culvert, bedding, backfill and end treatment. When concrete or asphalt driveway surfaces over these bridge culverts require removal as part of the maintenance works, these surfaces shall be repaired or replaced as part of the work. Likewise, if any fencing, gate, decorative walls, guard rails or 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 the 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.

We would also recommend that all engineering costs and expenses related to the preparation, distribution, and consideration of this report be included as an expense to the drainage works and that same is to be assessed in the same proportions as set out in the current 1978 Schedule of Assessment for the Henderson Drain & Branches.

#### **V. DRAWINGS**

Attached to the end of this report is a drawing that shows the Henderson Drain & Branches and the approximate limits of the affected watershed that was established by our investigations. It illustrates the location of the watershed, the location of the drain and branches, the location of all existing access bridge structures, the names and roll numbers of the affected landowners, as well as the approximate boundary limit of the watershed.

#### **VI. SHARING SCHEDULE AND MAINTENANCE WORKS**

We have prepared a Bridge Sharing Schedule to be utilized for assessing costs against the affected lands for any future maintenance works conducted to the bridges on the Henderson Drain & Branches as outlined below. As previously mentioned, the assessment proportions as outlined within the current 1978 Schedule of Assessment has been established to be used for distributing costs to the abutting and upstream lands and roads on the basis of their Outlet Liability



assessments. The physical dimensions which control the extent of maintenance works permitted on this drainage system shall be limited to that which has been set out in the various drainage reports for sections of the drainage system and newer bridges.

When any works of maintenance are required to the existing bridges, the following provisions with respect to cost sharing shall apply:

**Henderson Drain & Branches**  
**Bridge Sharing**

<u>Bridge/ Encl.</u>	<u>Roll No.</u>	<u>Owners</u>	<u>Owners' Share</u>	<u>Upstream Share</u>
1	380-00450	Charles & Catherine Sykes	82.0%	18.0%
2	380-00450	Charles & Catherine Sykes	100.0%	0.0%
3	380-00460	Sarah Barnard	78.0%	22.0%
4	380-00401	Charles & Shirley Chevalier	76.3%	23.7%
5	380-00400	Beverly & Earl Haggins	76.9%	23.1%
6	Road 2 West	Town of Kingsville	98.0%	2.0%
7	380-00300	Derek & Henry Denotter	54.0%	46.0%
8	380-00250	Joshua Beaulieu	55.0%	45.0%
9	380-00220	Manley Thorpe & Janice Breemhaar, Est. Trustee	77.0%	23.0%
10	380-00220	Manley Thorpe & Janice Breemhaar, Est. Trustee	100.0%	0.0%
11	380-00220	Manley Thorpe & Janice Breemhaar, Est. Trustee	100.0%	0.0%
12	380-00300	Derek & Henry Denotter	75.0%	25.0%
13	330-05400	Christopher Lewis	100.0%	0.0%
14	330-05400	Christopher Lewis	65.0%	35.0%
15	330-05500	David & Jamie Kendrick	71.0%	29.0%
16	330-05650	Manley Thorpe & Janice Breemhaar	83.0%	17.0%
17	330-05200	Nancy Bacon	46.0%	54.0%
18	330-02250	Jeffery & Rachel Lewis	35.0%	65.0%

In the above table, Bridges 2, 10, 11 and 13 are considered as secondary accesses serving the various parcels. Pursuant to the Drainage Act each parcel is entitled to one bridge for access per drain. Any additional bridges are constructed and kept up and maintained by the Town at the sole cost of the parcel served by the secondary bridge. Should any works or maintenance be required to the other existing access bridges, the cost will be shared as noted in the above table except for Bridge 18. The existing timber pole footbridge needs to first be replaced with a standard access bridge at 100% cost to the owners. Subsequent to that, the bridge will be

maintained on the sharing basis noted in the table. The share indicated for the Owners shall be assessed as a Benefit to the bridge Owners and the remaining cost share shall be assessed as an Outlet Liability against the lands and roads within the watershed lying upstream of said access bridge, and shall be assessed in the same proportions as the Outlet assessments shown in the Schedule of Assessment established by the 1978 Henderson Drain & Branches drainage report by William Settrington, P.Eng.

The actual cost of maintenance work on the drain bridges shall be assessed against the lands and roads in the proportions as shown in the table above, subject to any future variations that may be made under the authority of the "Drainage Act R.S.O. 1990, Chapter D.17, as amended 2010".

## **VII. GRANTS**

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 to 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 the "Farm Property Class Tax Rate". The Municipal Clerk can provide this information to the Drainage Superintendent and landowners from the current property tax roll. Properties that meet the criteria for "lands used for agricultural purposes" are expected to be eligible for the 1/3 grant on their total assessment from O.M.A.F.R.A.

We recommend that an application be made by the Town of Kingsville, on completion of any drain maintenance work, to the Ontario Ministry of Agriculture, Food and Rural Affairs (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 this grant.

All of which is respectfully submitted.

**Rood Engineering Inc.**



Gerard Rood, P.Eng.



Att.

**Rood Engineering Inc.**

Consulting Engineers

9 Nelson Street

LEAMINGTON, Ontario N8H 1G6

WATERSHED PLAN

OF THE

HENDERSON DRAIN & BRANCHES

(Geographic Township of Gosfield South)

IN THE

TOWN OF KINGSVILLE

IN THE

COUNTY OF ESSEX • ONTARIO

*Gerard Rood*  
GERARD ROOD, P.ENG.

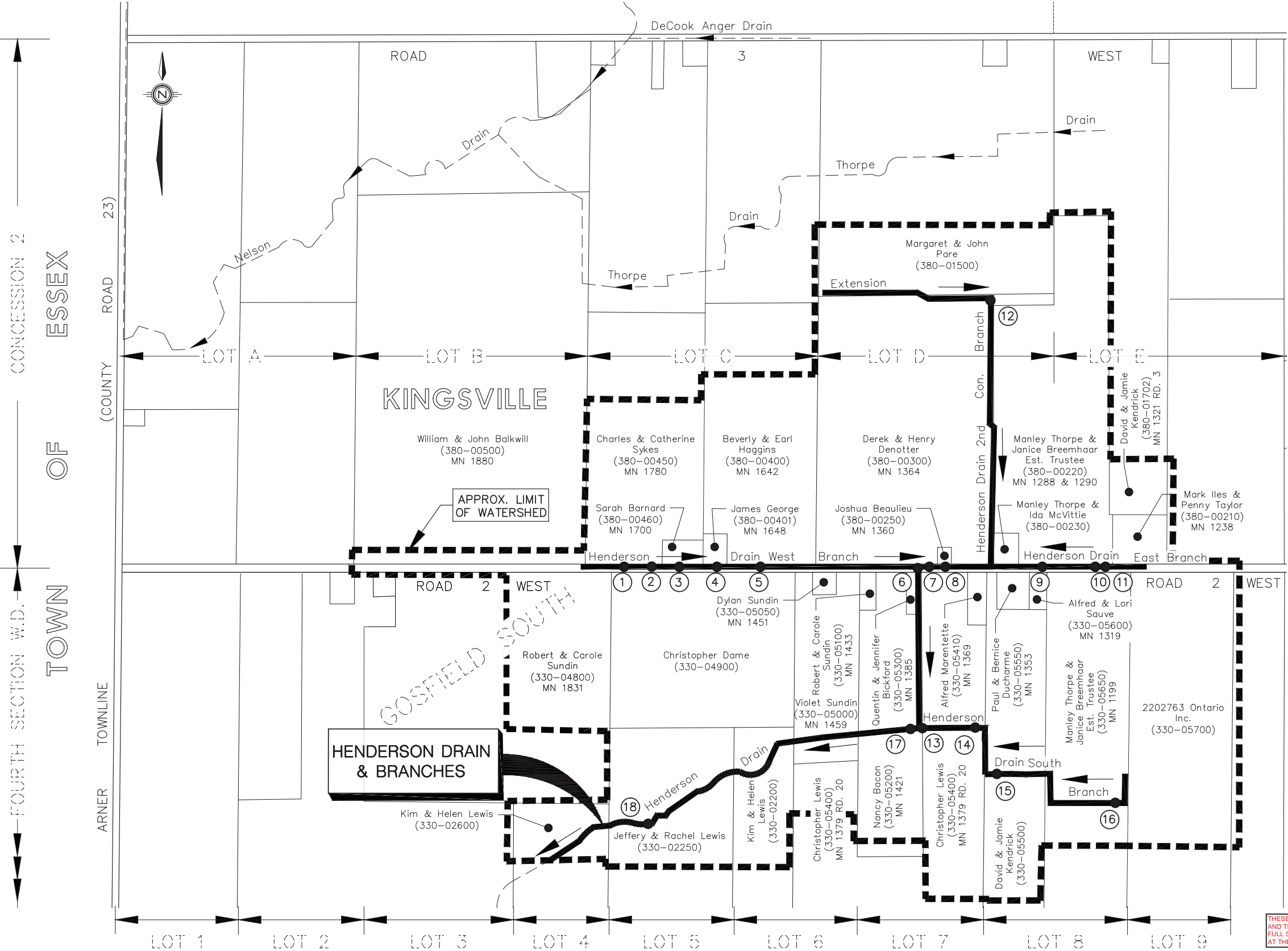


**ROOD  
ENGINEERING  
INC.**  
CONSULTING ENGINEERS  
Leamington, Ontario  
519-322-1621

DATE: March 9, 2017

TOWN OF KINGSVILLE

MAYOR: NELSON SANTOS  
CLERK: JENNIFER ASTROLOGO  
DRAINAGE SUPERINTENDENT: KEN VEGH



THESE PLANS HAVE BEEN REDUCED  
AND THE SCALE THEREFORE VARIES  
FULL SCALE PLANS MAY BE VIEWED  
AT THE MUNICIPAL OFFICE.

DRAWN BY: G.S. PLOT CODE: 1:1 COMPUTER FILE: REI2015D019.DWG	
FILE No.: <b>REI2015D019</b>	SHEET No.: <b>1 OF 1</b>

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 36-2017

---

***Being a by-law to provide a report for bridge maintenance sharing on the Henderson Drain & Branches 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 76 of the *Drainage Act* for Henderson Drain & Branches;

**AND WHEREAS** the report dated March 9<sup>th</sup>, 2017 has been authored by Gerard Rood, P. Eng. and the attached report forms part of this by-law;

**AND WHEREAS** \$10,000.00 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 \$10,000.00 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) years 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) after the passing of this by-law.
- 2) For paying the amount \$10,000.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Town of Kingsville in each year for 2 (two) 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**

Assessments are to be utilized as outlined in the attached engineer’s report (Schedule A) page 6, part VI.

**6. CITATION**

This by-law comes into force on the passing thereof and may be cited as the “Henderson Drain & Branches – Bridge Maintenance Sharing” by-law.

**READ A FIRST AND SECOND TIME AND PROVISIONALLY ADOPTED THIS 10<sup>th</sup> DAY OF APRIL, 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**

**Date:** April 3, 2017

**To:** Mayor and Council

**Author:** Kristina Brcic, Town Planner

**RE:** ZBA/06/17 - Application for Zoning Amendment  
Sara & Tina Neufeld  
1689 Road 2 East  
12R10878, Parts 6 & 12  
Roll No. 3711 290 000 38701

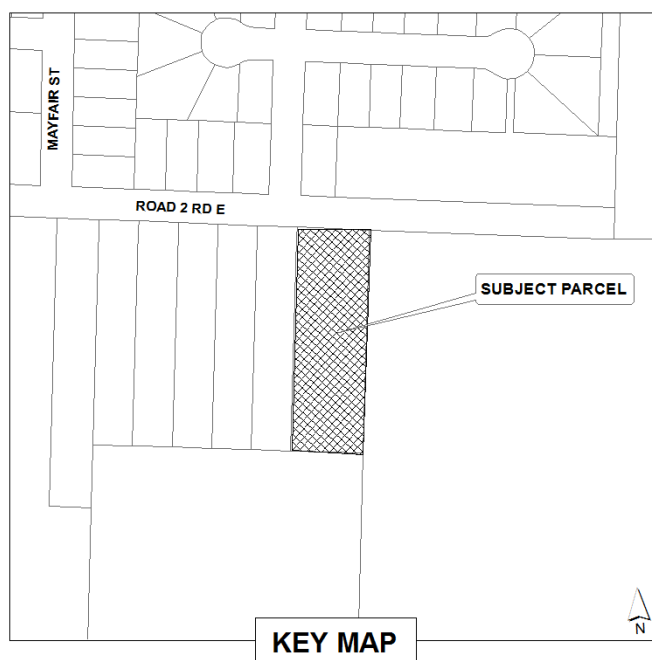
**Report No.:** PDS-2017-014

## AIM

To provide the Town of Kingsville Council with information regarding the requested Zoning By-law Amendment for lands known as, 1689 Road 2 East, in the Town of Kingsville.

## BACKGROUND

The subject property is a 0.64 ha (1.58 ac.) lot with a dwelling and two accessory structures currently zoned 'Rural Commercial Zone 6 Exception 11 (C6-11)' under the Kingsville Comprehensive Zoning By-law. The accessory buildings on the lot are being used to store material and equipment for the landscape and snow-removal business.



The subject property has gone through many zone changes pertaining to the permitted uses. The following paragraph provides a brief background of the property explaining the evolving zoning.

Under the Township of Gosfield South Zoning By-law 1-1989 the property was zoned 'Agriculture Zone 2 Exception 3 (A2-3)' which permitted the property to be used for an equipment rental business. Between 1989 and 1998 ownership changed and the property was rezoned to a residential classification of 'Hamlet Residential Zone 2 Exception 6 (R2-6)' in the Township of Gosfield South Zoning By-law 59-1998. This residential site specific zoning permitted an automobile body shop. The current owners purchased the property in 2011 and utilized the accessory buildings for the storage of vehicles and materials for the existing snow-removal and landscape business, and for a roofing business whose operations have since ceased. During the transition from the three former by-laws to the current comprehensive zoning by-law in 2014, the zoning was changed to a rural commercial classification 'Rural Commercial Zone 6 Exception 11 (C6-11)' which limited development to the existing buildings and structures but unintentionally expanded the permitted uses. This zone currently permits all uses found under the C6 zone in addition to residential uses however, the site specific zoning limits the property to the buildings and structures as they existed on the day of the passing of the by-law. It is believed that the intention of the zoning amendment was to limit the property within the same confines as the previous residential zoning, but to be recognized as a commercial property. Unfortunately, the current zoning only limits the buildings and structures on the property and not the permitted uses.

The Hamlet designation in the Official Plan allows for a mix of rural services including residential and small scale commercial (Section 3.6.2 Hamlet) but does not designate specific areas in which these uses are to be located. Thus commercial uses are found amongst residential areas in Ruthven. Being a commercially zoned property amongst residential and agricultural uses does not seem appropriate for the property and a site specific residential zone permitting the current use would be more suitable. Further, the applicants would like to build an additional accessory structure to suit their equipment and material needs, which would be in compliance with the permitted 10% lot coverage for accessory buildings within residential zones. The proposed shed would help the owners maintain their property by providing additional indoor storage for the equipment and materials related to the business.

## **DISCUSSION**

When considering a request for a Zoning By-law Amendment, it is important to review the request on the basis of the following documents to determine whether the request is appropriate:

### **1) Provincial Policy Statement, 2014 (PPS)**

The Provincial Policy Statement, 2014 states in the excerpt below that sensitive land used should be appropriately buffered and separate from one another.

1.2.6.1 Major facilities and sensitive land uses should be planned to ensure they are appropriately designed, buffered and/or separated from each other to prevent or mitigate adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term viability of major facilities.

Comment: By rezoning the subject property to an appropriate site specific residential zoning classification inappropriate uses for these lands within the neighbourhood can be

regulated by permitting only those business operations currently ongoing, rather than permitting a wide range of commercial uses presently permitted. Therefore, there are no issues of Provincial significance raised as a result of the Zoning By-law Amendment.

## **2) Town of Kingsville Official Plan**

The subject land is designated 'Hamlet' within the Official Plan for the Town of Kingsville.

Comment: As a result of the Zoning By-law Amendment, the continuation of the landscape and snow-removal business on the property with the addition of an accessory building will continue to meet the goals of the Official Plan Section 3.6.2 Hamlet "to continue to provide a location for future residential, institutional, recreational, small scale commercial and small scale dry light industrial uses". Therefore, the requested Zoning By-law Amendment conforms to the relevant policies of the Official Plan for the Town of Kingsville.

## **3) Comprehensive Zoning By-law 1-2014**

The subject lands are currently zoned 'Rural Commercial Zone 6 Exception 11 (C6-11)' under the Kingsville Comprehensive Zoning By-law. Rezoning the lands to a more suitable site specific Residential zone is recommended.

Comment: A site specific 'Residential Zone 2 Rural/Urban (R2.2)' zone is requested to best fit with the surrounding built up neighbourhood. The proposed zoning by-law amendment will address the continuation of the existing business to be carried out within the accessory structures, both existing and within proposed new storage building.

## **LINK TO STRATEGIC PLAN**

There is no specific link to the strategic plan.

## **FINANCIAL CONSIDERATIONS**

After construction of the proposed new accessory structure there will be an increase in the property assessment.

## **CONSULTATIONS**

### **1) Public Consultations**

In accordance to O. Reg 545/06 of the Planning Act, property owners within 120m of the subject site boundaries received the Notice of Public Meeting by mail. To date, no comments have been received by members of the public.

### **2) Agency & Administrative Consultation**

In accordance with O. Reg 545/06 of the *Planning Act*, Agencies and Town Administration received the Notice of Public Meeting by mail and/or email.



Agency or Administrator	Comment
Essex Region Conservation Authority	<ul style="list-style-type: none"> <li>No concerns or objections.</li> </ul>
Town of Kingsville Management Team	<ul style="list-style-type: none"> <li>Specific design information required at time of permit for a commercial storage building.</li> <li>Site specific zoning to permit the continuation of the existing business within accessory buildings on the property, to a maximum of 10% lot coverage in compliance with residential zone regulations.</li> </ul>
County of Essex	<ul style="list-style-type: none"> <li>No comments expected related to this application.</li> </ul>

## RECOMMENDATION

It is recommended that Council approve Zoning By-law Amendment ZBA/06/17 to rezone the subject lands from 'Rural Commercial Zone 6 Exception 11 (C6-11)' to 'Residential Zone 2 Rural/Urban Exception 9 (R2.2-9)' on lands known as 1689 Road 2 East, and adopt the implementing by-law.

Kristina Brcic

Kristina Brcic, MSc, BURPI  
Town Planner

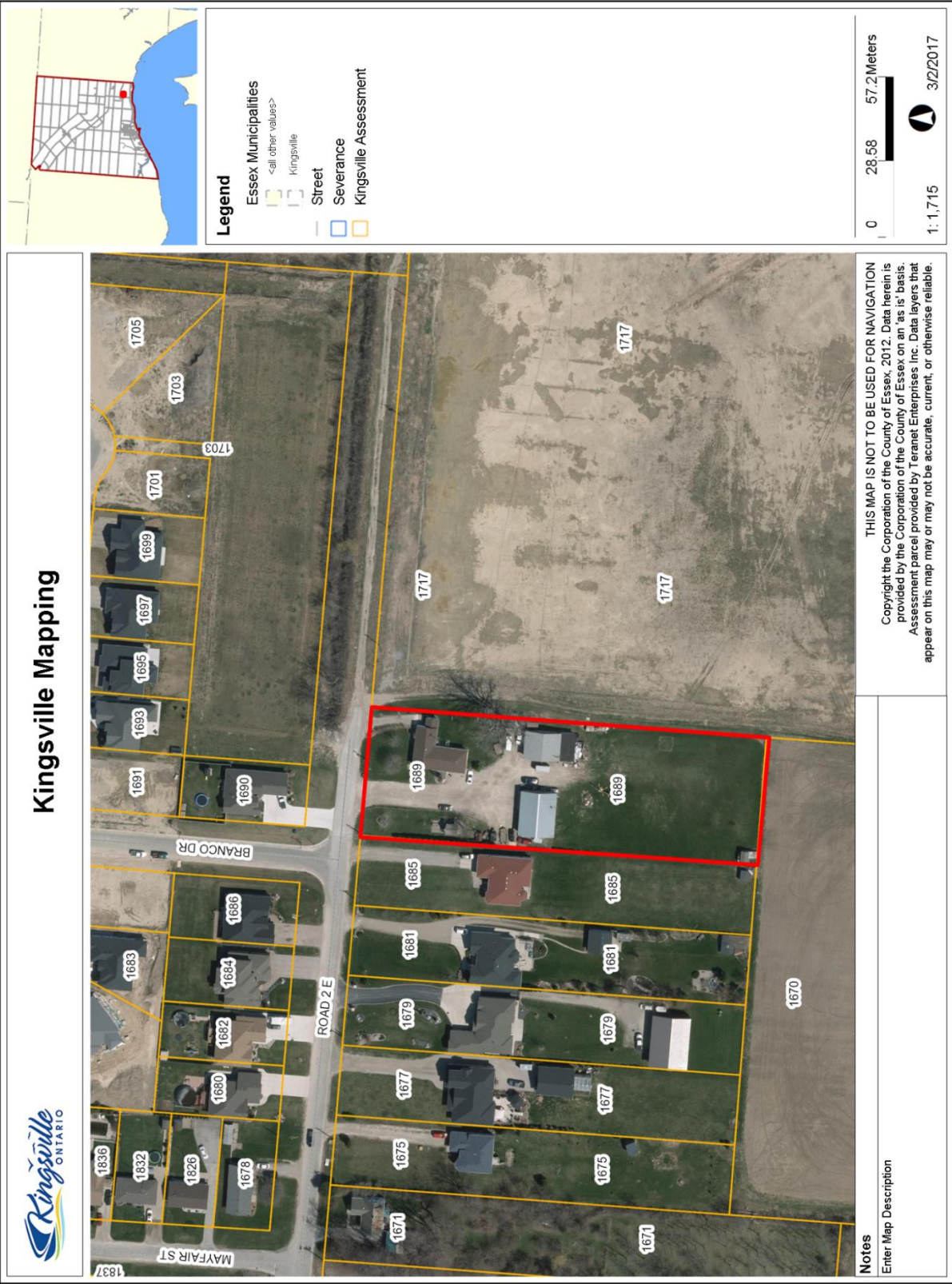
Robert Brown

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

Peggy Van Mierlo-West

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

APPENDIX A – LOCATION MAP



## APPENDIX B – SITE PICTURES



**Looking southeast onto the subject property.**



**Looking at an existing accessory structure.**



**Looking southeast across the subject property at the location of the proposed new accessory building.**

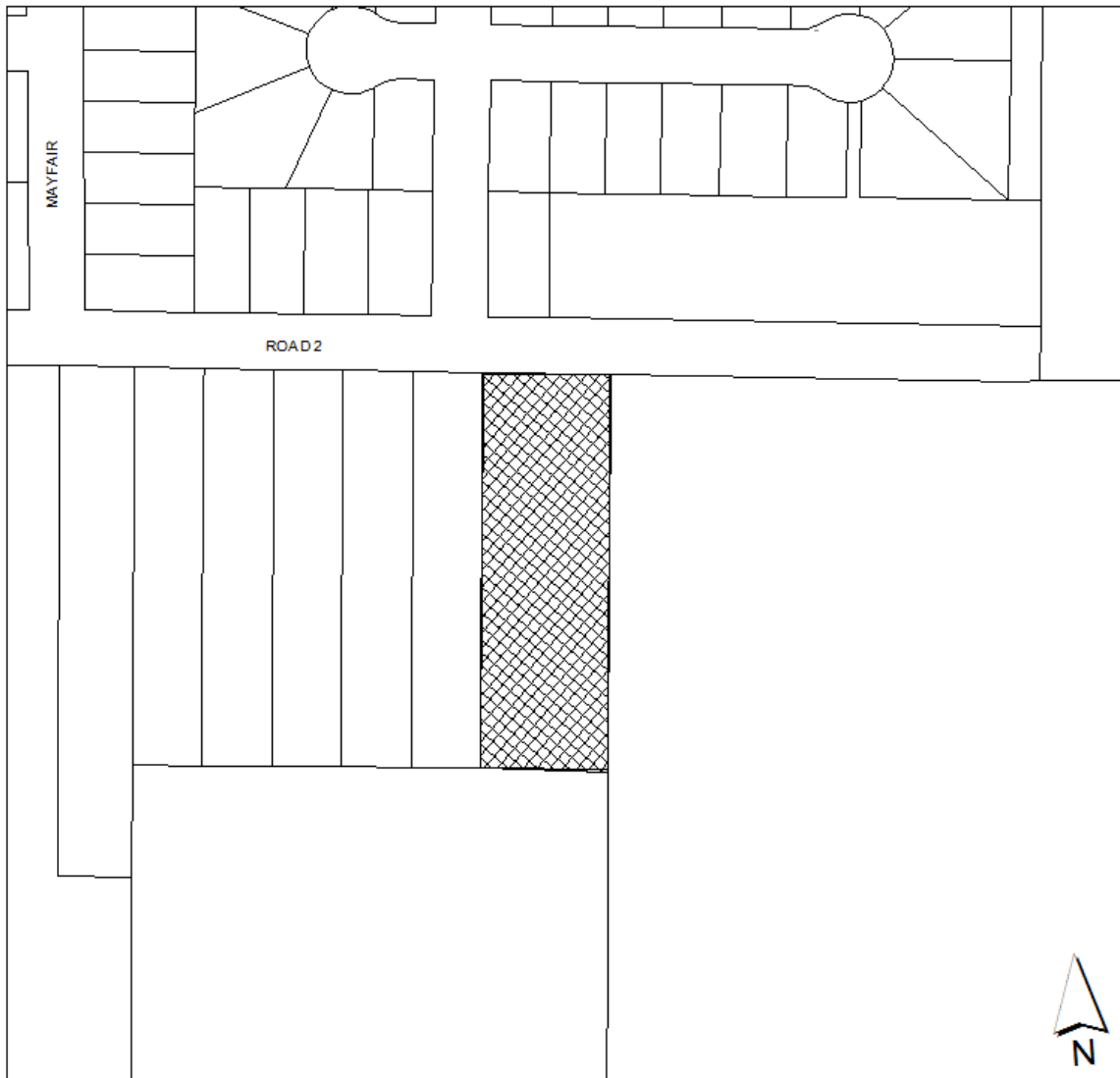


**Looking at another existing accessory structures.**



## APPENDIX C – SCHEDULE ‘A’

### Schedule A



**1689 Road 2 East**  
**12R10878, Parts 6 & 12**  
**3711 290 000 38701**  
**ZBA/06/17**

0 20 40 80 120 160 Meters



Schedule "A", Map 61 of By-law 1-2014 is hereby amended by changing the zone symbol on a 1.58 ac. portion of land known municipally as, 1689 Road 2 East, 12R10878 Parts 6 & 12, 371129000038701, as shown on Schedule 'A' cross-hatched attached hereto from 'Rural Commercial Zone 6 Exception 11 (C6-11)' to 'Residential Zone 2 Rural/Urban Exception 9 (R2.2-9)' .

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 27-2017

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***Being a By-law to amend By-law No. 1-2014,  
the Comprehensive Zoning By-law for the Town of Kingsville***

**WHEREAS** By-law No. 1-2014 is the Town's Comprehensive Zoning By-law to regulate the use of land and the character, location and use of buildings and structures in the Town of Kingsville;

**AND WHEREAS** the Council of the Corporation of the Town of Kingsville deems it expedient and in the best interest of proper planning to further amend By-law No. 1-2014 as herein provided;

**AND WHEREAS** there is an Official Plan in effect in the Town of Kingsville and this By-law is deemed to be in conformity with the Town of Kingsville Official Plan;

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

1. That Subsection 6.2.2 e) RESIDENTIAL ZONE 2 RURAL/URBAN (R2.2) EXCEPTIONS is amended with the addition of the following new subsection:

**6.2.2.9 'RESIDENTIAL ZONE 2 RURAL/URBAN EXCEPTION 9 (R2.2-9)'**

For lands shown as 'R2.2-9' on Map 61 Schedule "A" of this By-law.

- a) Permitted Uses
    - i) Those uses permitted under Section 6.2.2 Residential Zone 2 Rural/Urban (R2.2);
    - ii) A contractor's yard and shop limited to snow-removal and landscaping operated within the permitted accessory buildings and structures on the property;
  - b) Permitted Buildings and Structures  
Those *buildings and structures for the permitted uses*.
  - c) Zone Provisions  
Provisions of the (R2.2) Section 6.2.2 shall apply to the lands zoned R2.2-9.
2. Schedule "A", Map 61 of By-law 1-2014 is hereby amended by changing the zone symbol on lands known municipally as 1689 Road 2 East 12R10878, Parts 6 & 12, 3711 290 000 38701, as shown on Schedule 'A' in cross-hatch attached hereto from 'Rural Commercial Zone 6 Exception 11 (C6-11)' to 'Residential Zone 2 Rural/Urban Exception 9 (R2.2-9)'.
  3. This by-law shall come into force and take effect from the date of passing by Council and shall come into force in accordance with Section 34 of the Planning Act.

**READ a FIRST, SECOND and THIRD time and FINALLY PASSED this 10<sup>th</sup> day of April, 2017.**

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**MAYOR, Nelson Santos**

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57 **CLERK, Jennifer Astrologo**

**Date:** March 31, 2017

**To:** Mayor and Council

**Author:** Kristina Brcic, Town Planner

**RE:** ZBA/05/17 - Application for Zoning Amendment  
Ed Ross  
163 County Rd 27 W  
Pt. Lot 5, Concession 6  
Roll No. 3711 460 000 01500

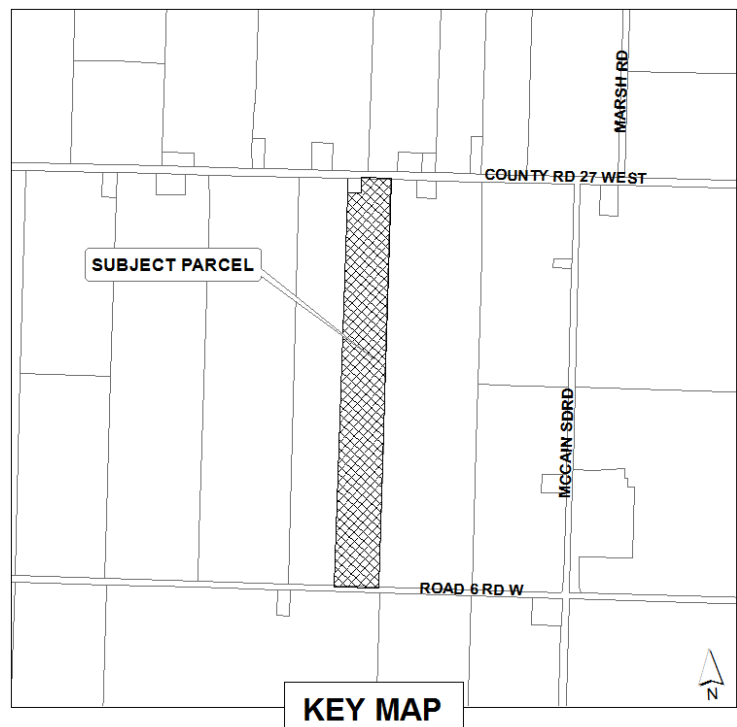
**Report No.:** PDS-2017-013

## AIM

To provide the Town of Kingsville Council with information regarding the requested Zoning By-law Amendment for lands known as 163 County Road 27 West, Part Lot 5, Concession 6, as a condition of consent approval, File B/21/16.

## BACKGROUND

The lands in question were recently the subject of a consent application (B/21/16) to sever the dwelling as surplus to the farming operation on a 0.451 ha (1.11 ac.) lot. The retained farm (shown in Red on the map Appendix A) is vacant and irregular shaped at 19.55 ha (48.89 ac.) with 248.67 m (815.85 ft.) frontage on County Road 27 West. As a condition of the severance the retained farmland requires a zoning amendment to rezone the land from 'Agriculture Zone 1 (A1)' to 'Agriculture Zone 2 - Restricted (A2)' to prohibit future residential development in compliance with the policies of the Provincial Policy Statement, 2014 (PPS) regarding the severance of a residence surplus to a farming operation.



## DISCUSSION

When considering a request for a Zoning By-law Amendment, it is important to review the request on the basis of the following documents to determine whether the request is appropriate:

### 1) Provincial Policy Statement, 2014 (PPS)

When reviewing a planning application to determine if it represents sound planning, it is imperative that the proposed development is consistent with the Provincial Policy Statement (PPS): “The Provincial Policy Statement provides policy direction for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment.”

Policy section 2.3.4.1 states:

*Lot creation in prime agricultural areas is discouraged and may only be permitted for:*

*c) a residence surplus to a farming operation as a result of farm consolidation, provided that:*

- 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and*
- 2. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective.*

Comment: The subject land was severed to separate a residence surplus to the needs of the farming operation. Therefore, the requested Zoning By-law Amendment from ‘Agriculture Zone 1 (A1)’ to ‘Agriculture Zone 2 – Restricted (A2)’ will ensure that the severance is consistent with the PPS by prohibiting residential development on the remnant parcel but still allow for farming operations to continue.

### 2) Town of Kingsville Official Plan

The subject land is designated ‘Agriculture’ within the Official Plan for the Town of Kingsville. Section 3.1, pertaining to lands designated ‘Agriculture’, establishes goals to preserve prime agricultural land for agricultural purposes and restricts the type and amount of non-farm development in ‘Agriculture’ designated areas. Additionally, Section 7.3.1, pertaining to Agriculture Land Division, permits the severance of a dwelling that is considered surplus to the needs of the farm operation conditional on the remnant parcel resulting from the severance being rezoned to prohibited new residential dwellings.

Comment: The requested Zoning By-law Amendment conforms to the relevant policies of the Official Plan for the Town of Kingsville.



### 3) Comprehensive Zoning By-law 1-2014

The subject land is currently zoned 'Agriculture (A1)' in the Comprehensive Zoning By-law for the Town of Kingsville. As a condition of the consent the Zoning By-law Amendment to 'Agriculture Zone 2 – Restricted (A2)' will prohibit new residences to be built on the retained farmland.

Comment: The requested amendment maintains the intent of the Comprehensive Zoning By-law.

#### LINK TO STRATEGIC PLAN

There is no specific link to the strategic plan.

#### FINANCIAL CONSIDERATIONS

There is no financial impact as a result of this zoning amendment.

#### CONSULTATIONS

##### 1) Public Consultations

In accordance to O. Reg 545/06 of the Planning Act, property owners within 120m of the subject site boundaries received the Notice of Public Meeting by mail. To date, no comments have been received by members of the public.

##### 2) Agency & Administrative Consultation

In accordance with O. Reg 545/06 of the *Planning Act*, Agencies and Town Administration received the Notice of Public Meeting by mail and/or email.

Agency or Administrator	Comment
Essex Region Conservation Authority	<ul style="list-style-type: none"><li>No objections. (See Appendix B).</li></ul>
Town of Kingsville Management Team	<ul style="list-style-type: none"><li>No concerns with the requested rezoning.</li></ul>
County of Essex	<ul style="list-style-type: none"><li>Comments provided are engineering related only. (See Appendix C).</li></ul>

## RECOMMENDATION

It is recommended that Council approve Zoning By-law Amendment ZBA/05/17 to rezone the retained lands resulting from and as a condition of the approval of consent (B/21/16) from 'Agriculture Zone 1 (A1)' to 'Agriculture Zone 2 - Restricted (A2)' on lands currently known as 163 County Road 27 West, and adopt the implementing by-law.

*Kristina Brcic*

Kristina Brcic, MSc, BURPI  
Town Planner

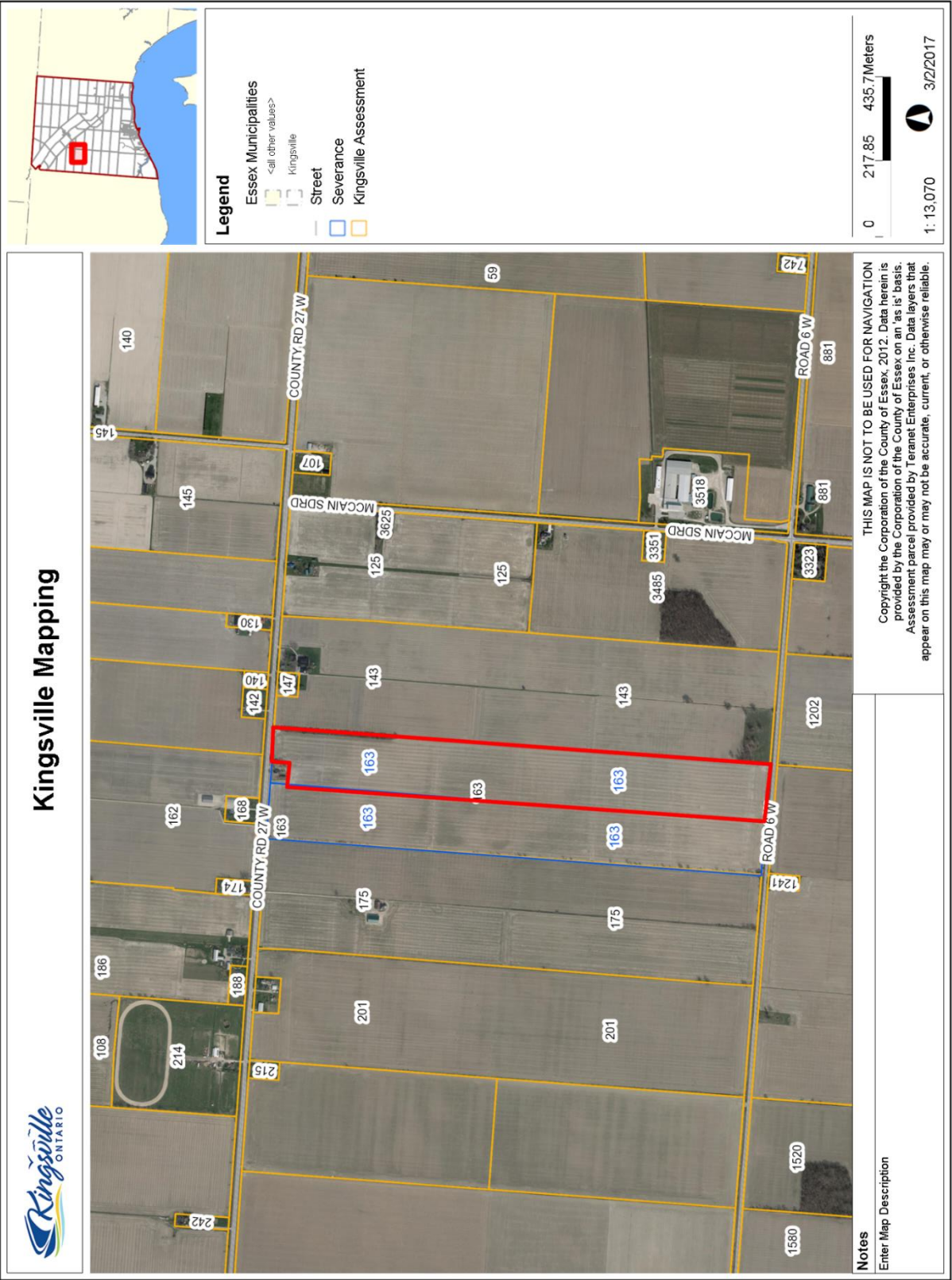
*Robert Brown*

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

*Peggy Van Mierlo-West*

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

APPENDIX A – LOCATION MAP



## APPENDIX B – ERCA COMMENTS

### Essex Region Conservation

the place for life



regs@erca.org

P.519.776.5209

F.519.776.8688

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

March 09, 2017

Ms. Kristina Brcic, Town Planner  
The Corporation of the Town of Kingsville  
2021 Division Road North  
Kingsville ON N9Y 2Y9

Dear Ms. Brcic:

RE: Zoning By-Law Amendment ZBA-05-17, 163 COUNTY RD 27 W  
ARN 371146000001500; PIN: 751660087  
Applicant: Ed Ross

The following is provided for your information and consideration as a result of our review of Zoning By-Law Amendment ZBA-05-17. This zoning by-law amendment is as a result of a condition on previous consent application B-21-16 for the creation of a new lot that was surplus to the farming operation, that requires the retained farmland to be rezoned from Agriculture A1 to Agriculture A2 to prohibit future residential development.

#### **NATURAL HAZARD POLICIES OF THE PPS, 2014**

The most southern portion of the above noted lands is subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulations under the *Conservation Authorities Act*, (Ontario Regulation No. 158/06). The subject parcel falls within the regulated area of the 6th Conc. Drain (outlet Of Old No.5 Dr.). The property owner would be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration within the vicinity of the above noted regulated drain.

#### **WATER RESOURCES MANAGEMENT**

Our office has reviewed the proposal and has no concerns relating to stormwater management.

#### **NATURAL HERITAGE POLICIES OF THE PPS 2014**

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance under the Provincial Policy Statement (PPS 2014). Based on our review, we have no objection to the application with respect to natural heritage policies.

Ms. Brcic  
March 09, 2017

**FINAL RECOMMENDATION**

We have no objections to this application for Zoning By-law Amendment.

If you should have any questions or require any additional information, please do not hesitate to contact the ERCA Watershed Planner, Michael Nelson by phone at (519) 776-5209 ext. 347 or by e-mail at [mnelson@erca.org](mailto:mnelson@erca.org).

Thank you.

Sincerely,



Michael Nelson, *Watershed Planner*  
/cor

## APPENDIX C – COUNTY COMMENTS



**Office of the Manager, Planning Services**

William J. King, AMCT, MCIP, RPP  
Manager, Planning Services

March 8, 2017

Ms. Kristina Brcic  
Town of Kingsville  
2021 Division Road North  
Kingsville, Ontario  
N9Y 2Y9

Dear Ms. Brcic:

**RE: ZBA-05-17, Edward Ross, South Side of County Road No. 27, West of McCain Sideroad, Municipal Number 163 County Road No. 27**

Please be advised that the County has reviewed the aforementioned application and the comments provided are engineering related only. This application has not been reviewed from a planning perspective. The subject lands have frontage on County Road No. 27.

The Applicant will be required to comply with the following County Road regulations:

County By-Law Number 2481 – A By-Law to Provide for the Protection of Highways and to Provide for the Installation of Entrance Ways.

County By-Law Number 2480 – A By-Law of the Corporation of the County of Essex to Regulate the Location of Buildings and Structures on Land Adjacent to County Roads.

The minimum setback for any proposed structures on this property must be 85 feet from the centre of the right of way of County Road 27. Permits are necessary for any changes to existing entrances or structures, or the construction of new entrances or structures.

We are requesting a copy of the Decision of the aforementioned application. Thank you for your assistance and cooperation in this matter.

Sincerely,

  
William J. King, AMCT, MCIP, RPP  
Manager, Planning Services



## APPENDIX D – SITE PICTURES



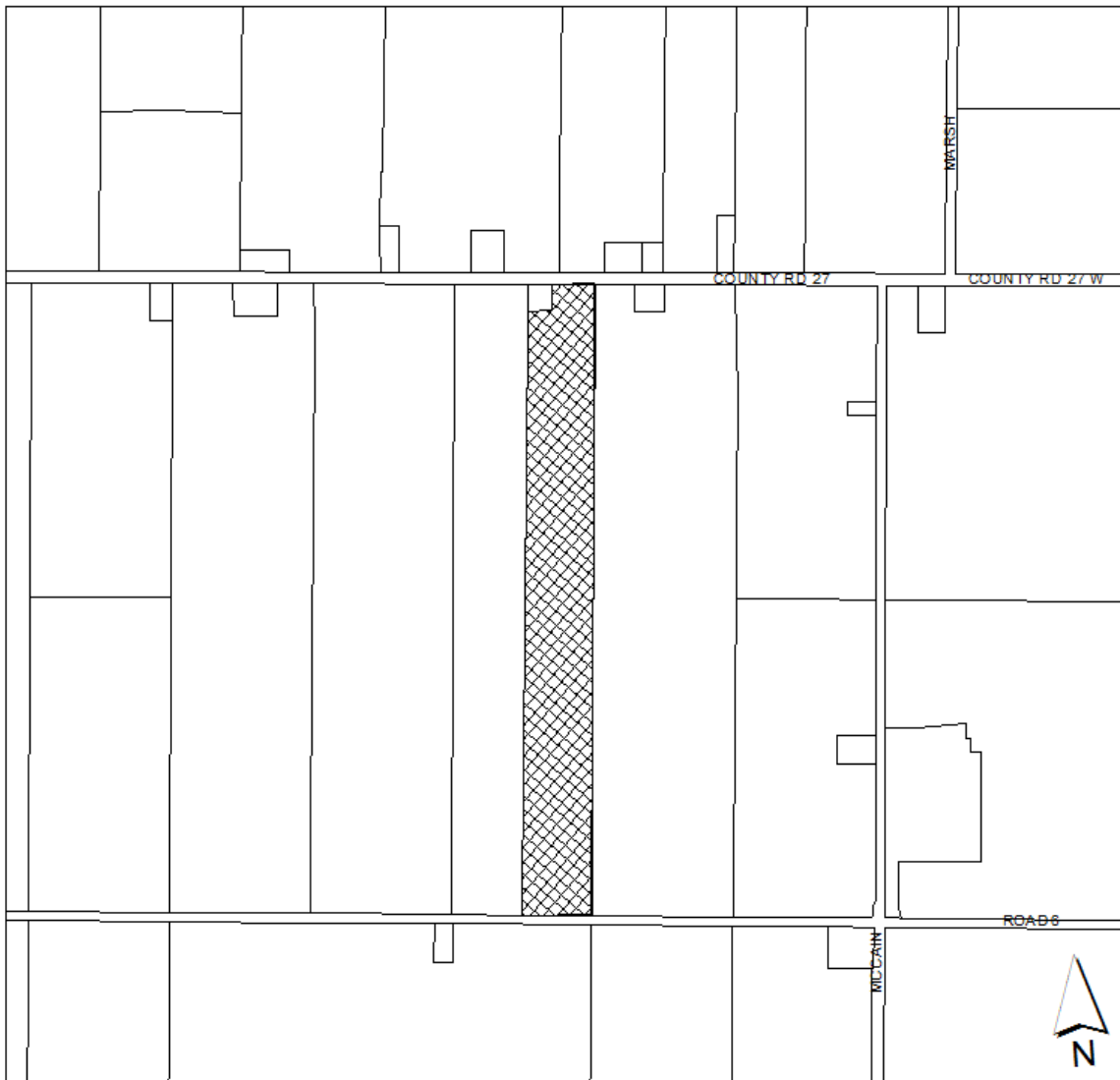
**Looking south across the remnant farm lands to be rezoned.**



**Looking southwest across the remnant farm lands to be rezoned with the severed house in the distance.**

# APPENDIX E – SCHEDULE 'A'

## Schedule A



**163 County Rd 27 W**  
**Pt. Lot 5, CON 6**  
**3711 460 000 01500**  
**ZBA/05/17**

0 120 240 480 720 960 Meters



Schedule "A", Map 21 of By-law 1-2014 is hereby amended by changing the zone symbol on a 48.89 ac. portion of land known municipally as, 163 County Road 27 West, Part Lot 5, Concession 6, 371146000001500, as shown on Schedule 'A' cross-hatched attached hereto from 'Agriculture Zone 1 (A1)' to 'Agriculture Zone 2 - Restricted (A2)'.



# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 26-2017

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***Being a By-law to amend By-law No. 1-2014,  
the Comprehensive Zoning By-law for the Town of Kingsville***

**WHEREAS** By-law No. 1-2014 is the Town's Comprehensive Zoning By-law to regulate the use of land and the character, location and use of buildings and structures in the Town of Kingsville;

**AND WHEREAS** the Council of the Corporation of the Town of Kingsville deems it expedient and in the best interest of proper planning to further amend By-law No. 1-2014 as herein provided;

**AND WHEREAS** there is an Official Plan in effect in the Town of Kingsville and this By-law is deemed to be in conformity with the Town of Kingsville Official Plan;

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

1. Schedule "A", Map 21 of By-law 1-2014 is hereby amended by changing the zone symbol on a 48.89 ac. portion of land known municipally as, 163 County Road 27 West, Part Lot 5, Concession 6, 371146000001500, as shown on Schedule 'A' cross-hatched attached hereto from 'Agriculture Zone 1 (A1)' to 'Agriculture Zone 2 - Restricted (A2)'.
2. This by-law shall come into force and take effect from the date of passing by Council and shall come into force in accordance with Section 34 of the Planning Act.

**READ a FIRST, SECOND and THIRD time and FINALLY PASSED this 10<sup>th</sup> day of April, 2017.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**



**Town of Kingsville  
Council Summary Report  
2017**

**Cheque Distributions for the Month of: MARCH**

**Department Summary:**

Dept. No.	Department Name	Amount
	Credit Card Transactions	\$ 17,755.01
000	Default - Clearing	\$ 229,266.66
110	Council	\$ 1,064.76
112	General Administration	\$ 493,012.28
114	Information Technology	\$ 62,423.60
120	Animal Control	\$ 628.70
121	Fire	\$ 10,305.01
122	OPP	\$ 257,346.07
124	Building	\$ 4,222.51
130	Transportation - Public Works	\$ 68,284.09
131	Sanitation	\$ 110,486.98
151	Cemetery	\$ 2,993.87
170	Arena	\$ 12,718.22
171	Parks	\$ 32,911.09
172	Fantasy of Lights	\$ -
173	Marina	\$ 829.99
174	Migration Festival	\$ -
175	Recreation Programs	\$ 999.67
176	Communities in Bloom	\$ 119.06
180	Planning	\$ 1,349.41
181	BIA	\$ 9,364.16
184	Accessibility Committee	\$ 172.99
185	Tourism & Economic Development Committee	\$ 214.37
186	Heritage Committee	\$ 3,192.50
201	Environmental - Water	\$ 30,981.40
242	Kingsville/Lakeshore West Wastewater	\$ 83,709.85
243	Cottam Wastewater	\$ 10,639.76

**Total of Current Expenditures:** \$ 1,444,992.01

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

**Total Number of Current Cheques Issued:** 292

**Comparison Data: MARCH 2016**

**Total of Approved Expenditures:** \$ 1,408,722.28

**Total Number of Cheques Issued:** 249

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

**Council Summary Report  
Credit Card Transactions  
March 2017**

<b>Cheque Number</b>	<b>Cheque Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
61662	3/16/2017	TD Canada Trust - SI Visa	Spring Conference - Brohman	01-112-098-60254	\$ 356.16
61662	3/16/2017	TD Canada Trust - SI Visa	Hardrive Replacement	01-114-099-60309	\$ 141.38
61776	3/24/2017	TD Canada Trust - SI Visa	Everbridge Notification System	01-114-360-71712	\$ 6,400.00
61776	3/24/2017	TD Canada Trust - SI Visa	Mar 27 - Brando/Garton	01-121-360-71722	\$ 1,271.32
61776	3/24/2017	TD Canada Trust - SI Visa	Mar 27 - Brando/Garton	01-121-360-71722	\$ 1,288.37
61776	3/24/2017	TD Canada Trust - SI Visa	Bridge Inspection Training	01-130-098-60254	\$ 1,282.17
61776	3/24/2017	TD Canada Trust - SI Visa	Road School	01-130-098-60254	\$ 905.66
61776	3/24/2017	TD Canada Trust - SI Visa	Drainage Course - Del Greco	01-170-098-60254	\$ 350.00
61776	3/24/2017	TD Canada Trust - SI Visa	Municipla Risk Mgmt - Plancke	01-170-098-60254	\$ 240.00
61776	3/24/2017	TD Canada Trust - SI Visa	Legal Awareness II - Plancke	01-170-098-60254	\$ 480.00
61776	3/24/2017	TD Canada Trust - SI Visa	Legal Awareness I - Plancke	01-170-098-60254	\$ 545.00
61662	3/16/2017	TD Canada Trust - SI Visa	Days Inn Guelph - Plancke	01-171-098-60254	\$ 486.75
61662	3/16/2017	TD Canada Trust - SI Visa	Pet Fountain	01-171-099-60315	\$ 1,290.52
61662	3/16/2017	TD Canada Trust - SI Visa	P&R Facility Mtce	01-171-099-60315	\$ 266.68
61776	3/24/2017	TD Canada Trust - SI Visa	Pavilion Facility Mtce	01-171-155-60315	\$ 44.45
61662	3/16/2017	TD Canada Trust - SI Visa	Membership Renewal	02-201-099-60320	\$ 271.25
61778	3/24/2017	TD Canada Trust - PVMW	Stock Image for wine dash	01-171-179-60454	\$ 36.00
61778	3/24/2017	TD Canada Trust - PVMW	TWEPI Visitor Guide Ad	01-185-099-63104	\$ 1,679.04
61778	3/24/2017	TD Canada Trust - PVMW	Tourism Conference - N Cobby	01-185-098-60254	\$ 146.53
61777	3/24/2017	TD Canada Trust - NS Visa	Aerial Photography	01-110-099-60300	\$ 273.73
<b>Total Credit Card Transactions</b>					<b>\$17,755.01</b>

**Town of Kingsville  
 Council Summary Report**

**Ranges:** **From:**  
**Vendor ID:** **First**  
**Vendor Name:** **First**  
**Cheque Date:** **3/1/2017**  
**Sorted By:** **Cheque Number**

**To:**  
**Last**  
**Last**  
**3/31/2017**

Distribution Types Included: **PURCH**

Cheque Number	Cheque Date	Vendor Name	Description	Amount
<b>Total For Department</b>				
				<b>\$0.00</b>
<b>000</b>	-			
0061503	✖	3/10/2017	1552843 Ont Ltd. Deposit Rfnd - 799 Heritage Rd 01-000-000-21410	\$1,000.00
0061504	✖	3/10/2017	2396323 Ontario Inc Deposit Rfnd - 40 Cameron Sdrd 01-000-000-21410	\$1,000.00
0061506	✖	3/10/2017	617885 Ontario Limited Deposit Rfnd - 1581 Cty Rd 34 01-000-000-21410	\$1,000.00
0061508	✖	3/10/2017	Anthony Abraham Deposit Rfnd - 228 Cty Rd 27E 01-000-000-21410	\$1,000.00
0061522	✖	3/10/2017	Bondy, Riley, Koski Reg Site Plan Agreement 01-000-020-22041	\$388.83
0061522	✖	3/10/2017	Bondy, Riley, Koski Site Plan Registration 01-000-020-22219	\$317.14
0061526	✖	3/10/2017	B&S Renovations Deposit Rfnd - 20 Division St 01-000-000-21410	\$400.00
0061538	✖	3/10/2017	Dave Delellis Deposit Rfnd - 1665 Graham 01-000-000-21410	\$1,000.00
0061541	✖	3/10/2017	Domric International Ltd Deposit Rfnd - 3069 Graham 01-000-000-21410	\$1,000.00
0061546	✖	3/10/2017	EMCO Southshore GH Sewage Meter 01-000-006-13199	\$2,695.00
0061548	✖	3/10/2017	Erie Sand & Gravel Limited Temporary Access Material 01-000-023-14080	\$485.09
0061552	✖	3/10/2017	Essex Region Conservation Aut Permits 01-000-023-14080	\$300.00
0061554	✖	3/10/2017	Estate of Rempel Excavating Contractor Deposit Refund 01-000-000-21412	\$2,500.00
0061573	✖	3/10/2017	I.B.E.W. #636 Remittance Feb 12 - 25/17 01-000-000-21006	\$978.45
0061578	✖	3/10/2017	Kendwill Holdings Ltd Deposit Refund - 3 Elwood Crt 01-000-000-21410	\$1,000.00
0061588	✖	3/10/2017	Lakepoint Homes Deposit Rfnd - 16 Peachwood 01-000-000-21410	\$1,000.00
0061600	✖	3/10/2017	Marcovecchio Construction Deposit Rfnd - 3069 Graham 01-000-000-21410	\$1,000.00
0061601	✖	3/10/2017	Adam McLeod Deposit Rfnd - 221 Cty Rd 34E 01-000-000-21410	\$1,000.00
0061612	✖	3/10/2017	Noah Homes Deposit Rfnd - 1938 Heritage 01-000-000-21410	\$1,000.00
0061623	✖	3/10/2017	Pirol Construction Inc 71 Deposit Rfnd - 2021 Albuna 01-000-000-21410	\$1,000.00

# Town of Kingsville Council Summary Report

Cheque Number		Cheque Date	Vendor Name	Description	Cheque Amount
0061625	✖	3/10/2017	Pro Bid Contractors Ltd.	Train Court - Catch Basin 01-000-006-13199	\$4,500.00
0061625	✖	3/10/2017	Pro Bid Contractors Ltd.	Train Court - Catchment System 01-000-006-13199	\$3,500.00
0061628	✖	3/10/2017	Reg Clark Trucking Ltd.	Gilboe Drain Mtce 01-000-023-14080	\$7,677.79
0061628	✖	3/10/2017	Reg Clark Trucking Ltd.	Clark Drain 01-000-023-14080	\$1,134.62
0061628	✖	3/10/2017	Reg Clark Trucking Ltd.	VanDuinhoven Drain 01-000-023-14080	\$9,183.58
0061628	✖	3/10/2017	Reg Clark Trucking Ltd.	Lovelace Drain Mtce 01-000-023-14080	\$13,137.44
0061628	✖	3/10/2017	Reg Clark Trucking Ltd.	Portion of West Front Drain 01-000-023-14080	\$335.81
0061631	✖	3/10/2017	Rood Engineering Inc.	Whitewood Rd Drain 01-000-023-14080	\$3,781.40
0061634	✖	3/10/2017	Sawatzky Excavating	Patterson Drain 01-000-023-14080	\$9,646.85
0061638	✖	3/10/2017	Shilson Excavation & Trucking I	West Townline Drain (lower) 01-000-023-14080	\$50,116.77
0061638	✖	3/10/2017	Shilson Excavation & Trucking I	Centre Br. of #47 Drain 01-000-023-14080	\$59,061.47
0061638	✖	3/10/2017	Shilson Excavation & Trucking I	Henderson Drain 01-000-023-14080	\$2,889.98
0061638	✖	3/10/2017	Shilson Excavation & Trucking I	East Townline Drain Mtce 01-000-023-14080	\$8,044.12
0061638	✖	3/10/2017	Shilson Excavation & Trucking I	Humber Bridge 330-06500 01-000-023-14080	\$6,614.40
0061638	✖	3/10/2017	Shilson Excavation & Trucking I	West Townline Drain (upper) 01-000-023-14080	\$15,055.38
0061640	✖	3/10/2017	Samantha Slater	Deposit Rfnd - 1593 Heritage 01-000-000-21410	\$1,000.00
0061672	✖	3/24/2017	Bondy, Riley, Koski	Reg Site Plan-1741053 Ont Inc 01-000-020-22198	\$959.96
0061689	✖	3/24/2017	Jacqueline Dean	Deposit Rfnd - 610 Heritage Rd 01-000-000-21410	\$1,000.00
0061704	✖	3/24/2017	First Choice Building Renovatio	Deposit Refund SPA 06 16 01-000-020-22041	\$111.17
0061715	✖	3/24/2017	Great Northern Hydroponics	Deposit Rfnd - 1400 Rd 3E 01-000-000-21410	\$1,000.00
0061719	✖	3/24/2017	I.B.E.W. #636	Remittance Feb 26-Mar 11/17 01-000-000-21006	\$564.32
0061730		3/24/2017	Knights of Columbus #8233	Vegas Night - Ticket Sales 01-000-030-21374	\$1,200.00
0061763	✖	3/24/2017	Rood Engineering Inc.	Henderson Drain 01-000-023-14080	\$6,663.24
0061764		3/24/2017	Royal Benefits Inc	February Claims 01-000-006-12002	\$23.85
0061774	✖	3/24/2017	Superior Signs and More Inc.	Deposit Rfnd - 106 Wigle Ave 01-000-000-21410	\$1,000.00
0061782	✖	3/24/2017	T-Murr Exteriors	Deposit Rfnd - 1964 Road 3E 01-000-000-21410	\$1,000.00

Total For Department 000

\$229,266.66

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
<u>110</u>	-			
0061505	3/10/2017	2nd Kingsville Scouts	2017 Grant Application 01-110-101-60253	\$500.00
0061505	3/10/2017	2nd Kingsville Scouts	2017 Grant Application 01-110-102-60253	\$500.00
0061767	3/24/2017	Nelson Santos	2017 Tourism Conference 01-110-100-60253	\$64.76
<b>Total For Department 110</b>				<b>\$1,064.76</b>
<u>112</u>	-			
0061501	3/10/2017	Kingsville District High School	2017 Grant - Bursary Program 01-112-200-60390	\$3,000.00
0061502	3/10/2017	Kingsville District High School	2017 Grant - Visual Arts 01-112-200-60390	\$1,200.00
0061505	3/10/2017	2nd Kingsville Scouts	2017 Grant Application 01-112-200-60390	\$1,000.00
0061510	3/10/2017	Access County Community Sup	2017 Grant Application 01-112-200-60390	\$2,000.00
0061512	3/10/2017	Actuarial Solutions Inc.	EFB Accrual 01-112-099-60319	\$1,526.40
0061513	3/10/2017	AED4Life	Electrodes 01-112-099-60315	\$112.82
0061518	3/10/2017	Arts Society of Kingsville	2017 Grant Application 01-112-200-60390	\$2,000.00
0061527	3/10/2017	Calvary Gospel Temple	2017 Grant Application 01-112-200-60390	\$3,000.00
0061529	3/10/2017	Cedar Signs	LED Paddles - Crossing Guards 01-112-099-60368	\$1,661.60
0061532	3/10/2017	Compugen Inc.	Admin - Photocopies 01-112-099-60301	\$568.83
0061532	3/10/2017	Compugen Inc.	CAO Office Copies 01-112-099-60301	\$2.05
0061534	3/10/2017	Culligan Water	Cooler Rental 01-112-099-60311	\$28.44
0061544	3/10/2017	Elegant Touch	Town Hall - Christmas Party 01-112-099-60317	\$998.01
0061551	3/10/2017	Essex Free Press	Job Ad - ES 01-112-099-60306	\$121.38
0061551	3/10/2017	Essex Free Press	Job Ad - Building/Bylaw 01-112-099-60306	\$280.69
0061551	3/10/2017	Essex Free Press	Jod Ad - Fire Chief 01-112-099-60306	\$159.31
0061561	3/10/2017	Nicole Girard	Refund Duplicate Payment 01-112-099-60348	\$797.20
0061562	3/10/2017	G&K Services Canada Inc	Town Hall - Mats 01-112-099-60315	\$87.36
0061567	3/10/2017	Tara Hewitt	Budget Deliberations - Coffee 01-112-099-60317	\$69.03
0061568	3/10/2017	Hicks Morley Hamilton Stewart &	Legal Fees 01-112-099-60319	\$2,518.56
0061574	3/10/2017	Jack Miner Migratory Bird Found	2017 Grant Application 01-112-200-60390	\$9,000.00

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061576	3/10/2017	Jardine Lloyd Thompson Canad	2017 Insurance Program 01-112-099-60312	\$293,552.31
0061580	3/10/2017	Kingsville Lions Club	2017 Grant Application 01-112-200-60390	\$6,450.00
0061581	3/10/2017	Kingsville Gosfield Heritage	2017 Grant Application 01-112-200-60390	\$1,000.00
0061582	3/10/2017	Kingsville Horticultural Society	2017 Grant Application 01-112-200-60390	\$7,000.00
0061583	3/10/2017	Kingsville Historical Park	2017 Grant Application 01-112-200-60390	\$10,000.00
0061584	3/10/2017	Kingsville Minor Baseball	2017 Grant Application 01-112-200-60390	\$12,000.00
0061585	3/10/2017	Kingsville Essex Associated Bar	2017 Grant Application 01-112-200-60390	\$8,000.00
0061591	3/10/2017	Leamington Arts Centre	2017 Grant Application 01-112-200-60390	\$500.00
0061602	3/10/2017	Merchant Paper Company	Admin - Janitorial Supplies 01-112-099-60315	\$340.96
0061603	3/10/2017	Merli's Coffeehouse & Eatery	Budget Meeting - Luncheon 01-112-099-60317	\$508.80
0061604	3/10/2017	Migration Hall	2017 Grant Application 01-112-200-60390	\$8,500.00
0061605	3/10/2017	Migrant Worker Community Pro	2017 Grant Application 01-112-200-60390	\$5,000.00
0061609	3/10/2017	Monarch Office Supply	Office Supplies - February 01-112-099-60301	\$636.33
0061609	3/10/2017	Monarch Office Supply	Office Supplies - February 01-112-099-60317	\$38.80
0061609	3/10/2017	Monarch Office Supply	Clerk's Dept Blk Sorter 01-112-099-60301	\$21.91
0061614	3/10/2017	Ontario Association of Fire Chie	Job Ad - Fire Chief 01-112-099-60306	\$330.72
0061616	3/10/2017	HYDRO ONE	2021 Division Admin #J027150 01-112-099-60314	\$2,763.60
0061626	3/10/2017	Purolator Courier Service	Courier Expense - Steph O 01-112-099-60305	\$12.21
0061632	3/10/2017	Rotary Club of Cottam	2017 Grant Application 01-112-200-60390	\$2,500.00
0061639	3/10/2017	Sims Publications Incorporated	Job Ad - ES 01-112-099-60306	\$100.74
0061639	3/10/2017	Sims Publications Incorporated	Job Ad - Building/Bylaw 01-112-099-60306	\$91.58
0061639	3/10/2017	Sims Publications Incorporated	Job Ad - Fire Chief 01-112-099-60306	\$119.06
0061639	3/10/2017	Sims Publications Incorporated	Job Ad - Fire Chief 01-112-099-60306	\$115.39
0061641	3/10/2017	Southpoint Sun	Various Ads 01-112-099-60306	\$1,004.37
0061643	3/10/2017	Sun Parlour Folk Music Society	2017 Grant Application 01-112-200-60390	\$20,000.00
0061646	3/10/2017	Texthelp Systems Inc	Browse Aloud Software 01-112-006-12085	\$1,829.13
0061660	3/10/2017	Workplace Safety & Insurance E	2016 Reconciliation 01-112-072-60214	\$24.77
0061665	3/24/2017	538269 Ontario Limited	2016 ARB Decision - 400-00200 01-112-099-60348	\$10,932.74
0061667	3/24/2017	Amico Properties Inc	2016 RfR Adjustment 01-112-099-60348	\$1,626.92

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061669	3/24/2017	ATM Pharmacies Ltd	Rent - Unit 10, 59 Main St E 01-112-099-60376	\$1,664.08
0061670	3/24/2017	BDO Canada LLP	Trust Audit 01-112-099-60319	\$2,238.72
0061671	3/24/2017	Bell Canada	2021 Division Rd 01-112-099-60327	\$559.68
0061671	3/24/2017	Bell Canada	2021 Division Rd-Long dist/ext 01-112-099-60327	\$604.65
0061675	3/24/2017	Canada Post Corporation	Tax and Water Bills 01-112-099-60303	\$573.25
0061682	3/24/2017	Compugen Finance Inc.	Treasury/Clerk Copier 01-112-099-60311	\$774.30
0061694	3/24/2017	Delta Integrated Building Solutic	Town Hall - Facility Mtce 01-112-099-60315	\$127.45
0061695	3/24/2017	D.H.Kingsville Investments Inc	Medical Centre Rent 01-112-099-60366	\$3,013.68
0061697	3/24/2017	E.L.K. Energy Inc	Rent - Pearl St 01-112-099-60311	\$450.02
0061699	3/24/2017	Erie Sand & Gravel Limited	2016 ARB Decisions 01-112-099-60348	\$27,735.60
0061700	3/24/2017	Essex Free Press	Volunteer Firefighters - Ad 01-112-099-60306	\$136.55
0061705	3/24/2017	Frank Remark & Son Ltd	2016 RfR Adj - 225-20765/20766 01-112-099-60348	\$375.45
0061708	3/24/2017	G&K Services Canada Inc	Town Hall - Mats 01-112-099-60315	\$87.36
0061709	3/24/2017	Global Leasing	Folder/Insertter 01-112-099-60311	\$887.84
0061712	3/24/2017	Goodwill Industries	2016 Final Charity Rebate 01-112-099-60348	\$982.00
0061714	3/24/2017	Greater Essex County District S	2016 Final Charity Rebate 01-112-099-60348	\$2,546.45
0061727	3/24/2017	Kingsville Home Hardware	Town Hall - Facility Mtce 01-112-099-60315	\$16.87
0061735	3/24/2017	Angela Lonsbery	Mileage 01-112-099-60400	\$32.09
0061736	3/24/2017	Linda Lyman	Suzor & Azevedo Mar 11/17 01-112-072-60129	\$275.00
0061736	3/24/2017	Linda Lyman	Suzor & Azevedo Mar 11/17 01-112-072-60129	\$23.05
0061737	3/24/2017	Neil & Anjanette MacTavish	2016 RfR Adj - 290-18000 01-112-099-60348	\$310.43
0061740	3/24/2017	Merchant Paper Company	Town Hall - Janitorial Supplie 01-112-099-60315	\$206.52
0061742	3/24/2017	Minister of Finance (Marriage)	Marriage Licences 01-112-099-60345	\$1,200.00
0061757	3/24/2017	Purolator Courier Service	OMAFRA Agreement 01-112-099-60305	\$18.91
0061762	3/24/2017	R. Moir Cleaning Service	March Cleaning - Town Hall 01-112-099-60341	\$1,831.68
0061764	3/24/2017	Royal Benefits Inc	February Claims 01-112-072-60223	\$1,151.88
0061768	3/24/2017	Sims Publications Incorporated	Volunteer Firefighters Ad 01-112-099-60306	\$109.90
0061770	3/24/2017	Sterling Acres Farms Ltd	2016 ARB Decision 400-001/074 01-112-099-60348	\$11,852.23
0061773	3/24/2017	Sunvalley Hydroponics Ltd	2016 Tax Adj - 390-05100 01-112-099-60348	\$7,246.55



# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061781	3/24/2017	Thomson Reuters Canada	Westlaw Subscription - Feb2017 01-112-099-60320	\$113.03
0061784	3/24/2017	Union Gas Limited	2021 Division Rd N - Town Hall 01-112-099-60314	\$499.82
0061793	3/24/2017	Sandra Zwiers	Mileage 01-112-099-60400	\$235.22
<b>Total For Department 112</b>				<b>\$493,012.28</b>
<u>114</u>	-			
0061517	3/10/2017	Applied Computer Solutions Inc	Back Up Software-New Server 01-114-360-71704	\$3,383.52
0061517	3/10/2017	Applied Computer Solutions Inc	3rd Physical Server 01-114-360-71704	\$9,426.43
0061528	3/10/2017	CDW Canada	Adobe License - Arena 01-114-099-60309	\$419.84
0061537	3/10/2017	Dell Canada Inc	Thin Client Maintenance 01-114-360-71705	\$20.35
0061537	3/10/2017	Dell Canada Inc	Thin Client 01-114-360-71705	\$392.17
0061537	3/10/2017	Dell Canada Inc	Video Adapter 01-114-099-60309	\$25.18
0061537	3/10/2017	Dell Canada Inc	Thin Client Stations 01-114-360-71705	\$3,529.65
0061537	3/10/2017	Dell Canada Inc	Maintenance Contracts 01-114-360-71705	\$183.17
0061547	3/10/2017	Ergonow Incorporated	Standing Desk 01-114-099-60317	\$803.88
0061550	3/10/2017	eSolutionsGroup Limited	Bids/Tenders Training 01-114-098-60254	\$864.96
0061572	3/10/2017	Tony Iacobelli	Mileage 01-114-099-60400	\$13.13
0061620	3/10/2017	Roger Palmmini	Mileage 01-114-099-60400	\$37.45
0061644	3/10/2017	Tab Products of Canada, Co.	TOMRMS 01-114-360-71715	\$3,561.60
0061646	3/10/2017	Texthelp Systems Inc	Browse Aloud Software 01-114-099-60309	\$1,829.14
0061647	3/10/2017	Thinkdox Inc.	Labour for TOMRMS/LF Install 01-114-360-71715	\$3,968.64
0061668	3/24/2017	Applied Computer Solutions Inc	Backup Software Maintenance 01-114-099-60309	\$1,838.80
0061683	3/24/2017	Corp. of the County of Essex	GIS Software Maintenance 01-114-099-60309	\$254.55
0061691	3/24/2017	Dell Canada Inc	Thin Client Purchase 01-114-360-71705	\$3,921.83
0061691	3/24/2017	Dell Canada Inc	Thin Client Mtce/Warranty 01-114-360-71705	\$203.52
0061696	3/24/2017	Diamond Software Inc.	Diamond Maintenance & Support 01-114-099-60309	\$27,745.79
<b>Total For Department 114</b>				<b>\$62,423.60</b>

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
<u>120</u>	-			
0061641	3/10/2017	Southpoint Sun	Various Ads 01-120-280-60137	\$213.70
0061659	3/10/2017	Larry Wood	Animal Control 01-120-280-60124	\$315.00
0061789	3/24/2017	Windsor Essex County Humane	Stray Cats - February 2017 01-120-280-60377	\$100.00
<b>Total For Department</b>			<b>120</b>	<b>\$628.70</b>
<u>121</u>	-			
0061511	3/10/2017	Acklands Grainger	Fire - Equipment Repair 01-121-099-60316	\$146.53
0061514	3/10/2017	A.J. Stone Company Ltd.	Fire - Equipment Repair 01-121-099-60316	\$101.32
0061515	3/10/2017	Allstream Business Inc	Fire Emerg Calls 733-2399 01-121-099-60327	\$41.74
0061516	3/10/2017	Al's Auto Repair	Rescue pump Repair 01-121-099-60316	\$34.50
0061532	3/10/2017	Compugen Inc.	Fire - Copies 01-121-099-60301	\$75.51
0061536	3/10/2017	Jeff Dean	Storage Bags for PPE 01-121-099-60756	\$55.46
0061536	3/10/2017	Jeff Dean	Minute Taking Course - Lunch 01-121-098-60254	\$8.73
0061536	3/10/2017	Jeff Dean	PTSD Workshop - Lunch 01-121-098-60254	\$12.00
0061536	3/10/2017	Jeff Dean	Storage Bags for PPE 01-121-099-60756	\$175.54
0061545	3/10/2017	E.L.K. Energy Inc	120 Fox St 01-121-099-60314	\$314.96
0061556	3/10/2017	Fireservice Management Ltd.	Bunker Gear 01-121-099-60316	\$181.93
0061556	3/10/2017	Fireservice Management Ltd.	Fire - Equipment Repair 01-121-099-60316	\$119.06
0061557	3/10/2017	Fisher's Regalia & Uniform Ac	Name Plate Badge 01-121-072-60216	\$41.60
0061557	3/10/2017	Fisher's Regalia & Uniform Ac	Badge - Vermuelen 01-121-072-60216	\$95.53
0061558	3/10/2017	Gardner Denver Canada Corp	Air Compressor Maintenance 01-121-099-60316	\$619.41
0061562	3/10/2017	G&K Services Canada Inc	Fire - Mats 01-121-099-60315	\$41.72
0061563	3/10/2017	Gosfield North Communications	Cottam Fire Hall 01-121-099-60327	\$183.26
0061579	3/10/2017	Kingsville Home Hardware	Fire - Facility Mtce 01-121-099-60315	\$1.53
0061579	3/10/2017	Kingsville Home Hardware	Fuel / Water&Ice Equipment 01-121-099-60340	\$109.78
0061579	3/10/2017	Kingsville Home Hardware	Fuel / Water&Ice Equipment 01-121-099-60316	\$6.00
0061579	3/10/2017	Kingsville Home Hardware	Fuel 01-121-099-60340	\$329.33

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061579	3/10/2017	Kingsville Home Hardware	Fire - Equipment Repair 01-121-099-60316	\$7.62
0061579	3/10/2017	Kingsville Home Hardware	Fire - Equipment Repair 01-121-099-60316	\$33.52
0061579	3/10/2017	Kingsville Home Hardware	Fire - Equipment Repair 01-121-099-60316	\$21.32
0061607	3/10/2017	Mister Mat	Fire - Mats 01-121-099-60315	\$43.30
0061607	3/10/2017	Mister Mat	Fire - Mats 01-121-099-60315	\$43.30
0061609	3/10/2017	Monarch Office Supply	Office Supplies - February 01-121-099-60301	\$80.44
0061610	3/10/2017	Scott Moore	OMFPOA Chapter Meeting 01-121-099-60317	\$45.51
0061613	3/10/2017	Novack's Uniform Solutions	Training Officer Uniform 01-121-072-60216	\$95.19
0061613	3/10/2017	Novack's Uniform Solutions	Uniforms 01-121-072-60216	\$133.33
0061613	3/10/2017	Novack's Uniform Solutions	Uniforms 01-121-072-60216	\$148.47
0061622	3/10/2017	Phasor Industrial	Fire - Equipment Repair 01-121-099-60316	\$388.88
0061633	3/10/2017	Safedesign Apparel Ltd.	Helmet - J Kartye 01-121-099-60701	\$453.06
0061637	3/10/2017	Dorothy Shepley	Janitorial Contract 01-121-099-60341	\$333.33
0061651	3/10/2017	Truax Lumber	Fire - Facility Mtce 01-121-099-60315	\$6.70
0061653	3/10/2017	Universal Design & Repair	Fire - Repair Awnings 01-121-099-60315	\$244.22
0061657	3/10/2017	Windsor Factory Supply	Vulcan Flashlight Battery 01-121-099-60316	\$113.18
0061687	3/24/2017	Coxon's Sales and Rentals Ltd	Container Lease 01-121-099-60311	\$101.76
0061688	3/24/2017	Jeff Dean	Fire Instructor, Level II 01-121-098-60254	\$198.43
0061690	3/24/2017	DeLage Landen	Fire - Copier 01-121-099-60311	\$71.25
0061703	3/24/2017	Fireservice Management Ltd.	Fire - Bunker Gear Cleaning 01-121-099-60316	\$194.63
0061703	3/24/2017	Fireservice Management Ltd.	Fire - Equipment Repair 01-121-099-60316	\$191.15
0061703	3/24/2017	Fireservice Management Ltd.	Fire - Equipment Repair 01-121-099-60316	\$84.34
0061708	3/24/2017	G&K Services Canada Inc	Fire - Mats 01-121-099-60315	\$41.72
0061721	3/24/2017	Jake's Fire Safety Inc.	Fire Extinguisher Training 01-121-072-60118	\$78.46
0061727	3/24/2017	Kingsville Home Hardware	Fire - Facility Mtce 01-121-099-60315	\$38.66
0061727	3/24/2017	Kingsville Home Hardware	Fire - Facility Mtce 01-121-099-60315	\$58.62
0061727	3/24/2017	Kingsville Home Hardware	Fire - Facility Mtce 01-121-099-60315	\$18.24
0061727	3/24/2017	Kingsville Home Hardware	Fire - Facility Mtce 01-121-099-60315	\$5.38
0061739	3/24/2017	Medal Mounting Service	Medal Mounting 01-121-072-60216	\$128.22

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061743	3/24/2017	Mister Mat	Fire - Mats 01-121-099-60315	\$43.30
0061747	3/24/2017	Novack's Uniform Solutions	Uniforms - Coveralls 01-121-072-60216	\$148.70
0061748	3/24/2017	OMFPOA Chapter 8	2017 Symposium - Moore 01-121-098-60254	\$495.00
0061749	3/24/2017	HYDRO ONE	1720 Division Rd N 01-121-099-60314	\$848.77
0061757	3/24/2017	Purolator Courier Service	Courier Expense 01-121-099-60305	\$18.86
0061760	3/24/2017	Red Recon Corp	Rope Rescue Upgrade - Humenny 01-121-098-60254	\$406.02
0061764	3/24/2017	Royal Benefits Inc	February Claims 01-121-072-60222	\$396.04
0061765	3/24/2017	Safedesign Apparel Ltd.	Bunker Gear - Helmet 01-121-099-60701	\$390.47
0061780	3/24/2017	Thames Communications Ltd.	Fire - Equipment Repair 01-121-099-60316	\$119.72
0061784	3/24/2017	Union Gas Limited	1720 Division Rd N 01-121-099-60314	\$773.91
0061784	3/24/2017	Union Gas Limited	120 Fox St 01-121-099-60314	\$427.15
0061790	3/24/2017	Windsor Factory Supply	Fire - Equipment Repair 01-121-099-60316	\$58.00
0061792	3/24/2017	Work Authority	Fire - Safety Boots 01-121-072-60216	\$81.40
<b>Total For Department 121</b>				<b>\$10,305.01</b>

## 122 -

0061509	3/10/2017	ABSOLUTE CANADIAN	OPP Water 01-122-099-60317	\$48.65
0061545	3/10/2017	E.L.K. Energy Inc	41 Division St S 01-122-099-60314	\$667.08
0061562	3/10/2017	G&K Services Canada Inc	OPP - Mats 01-122-099-60315	\$86.73
0061563	3/10/2017	Gosfield North Communications	OPP Talbot St Cottam 01-122-099-60327	\$131.94
0061602	3/10/2017	Merchant Paper Company	OPP - Janitorial Supplies 01-122-099-60315	\$32.54
0061606	3/10/2017	Minister of Finance (OPP)	Ride Program Feb 4/17 01-122-072-60122	\$1,384.00
0061649	3/10/2017	Town of Kingsville	41 Division St S 01-122-099-60314	\$134.32
0061708	3/24/2017	G&K Services Canada Inc	OPP - Mats 01-122-099-60315	\$86.73
0061720	3/24/2017	John and Michelle Ivanisko	Cottam OPP Lease 01-122-260-60342	\$500.00
0061741	3/24/2017	Minister of Finance (OPP)	OPP Contract March 2017 01-122-072-60120	\$252,429.00
0061755	3/24/2017	Phasor Industrial	OPP - Facility Mtce 01-122-099-60315	\$312.30
0061761	3/24/2017	Reliance Home Comfort	41 Division St S 01-122-099-60314	\$37.61

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061762	3/24/2017	R. Moir Cleaning Service	March Cleaning - Kville OPP 01-122-099-60341	\$915.84
0061762	3/24/2017	R. Moir Cleaning Service	March Cleaning - Cottam OPP 01-122-099-60341	\$203.52
0061784	3/24/2017	Union Gas Limited	41 Division St S 01-122-099-60314	\$375.81
<b>Total For Department 122</b>				<b>\$257,346.07</b>
<u>124</u>	-			
0061609	3/10/2017	Monarch Office Supply	Office Supplies - February 01-124-099-60301	\$24.03
0061617	3/10/2017	Ontario Plumbing Inspectors As	2017 Membership - R DeVeer 01-124-099-60320	\$70.00
0061624	3/10/2017	Preview Inspections and Consul	Contracted Services 01-124-072-60120	\$2,136.96
0061751	3/24/2017	Ontario College of Trades	Member ID:13207344 Deveer 01-124-099-60320	\$122.11
0061764	3/24/2017	Royal Benefits Inc	February Claims 01-124-072-60222	\$617.53
0061764	3/24/2017	Royal Benefits Inc	February Claims 01-124-072-60223	\$1,151.88
0061772	3/24/2017	Sun Parlour Chapter OBOA	2017 Membership 01-124-099-60320	\$100.00
<b>Total For Department 124</b>				<b>\$4,222.51</b>
<u>130</u>	-			
0061511	3/10/2017	Acklands Grainger	Rake 01-130-099-60357	\$48.53
0061519	3/10/2017	Association of Ontario Road Su	Winter Mtce School - Mackie 01-130-098-60254	\$605.47
0061533	3/10/2017	County Wide Tree Service	Tree Removal - 29-33 Prospect 01-130-099-60426	\$1,338.14
0061533	3/10/2017	County Wide Tree Service	Tree Removal - 14 Stanley 01-130-099-60426	\$610.56
0061533	3/10/2017	County Wide Tree Service	Tree Removal - 102 Division S 01-130-099-60426	\$746.92
0061533	3/10/2017	County Wide Tree Service	Stump Removal - 46 Horwath 01-130-099-60426	\$91.58
0061533	3/10/2017	County Wide Tree Service	Tree Removal - 89 Spruce St 01-130-099-60426	\$502.69
0061533	3/10/2017	County Wide Tree Service	Tree Trimming - 3023 Rowley 01-130-099-60426	\$407.04
0061535	3/10/2017	Gary Dault	AZ Test and Renewal Fee 01-130-099-60345	\$105.75
0061540	3/10/2017	Dillon Consulting	Detailed Design 01-130-360-71339	\$7,602.47
0061545	3/10/2017	E.L.K. Energy Inc	390 Main St E - Traffic Lights 01-130-110-60402	\$79.29
0061545	3/10/2017	E.L.K. Energy Inc	80 Wile Traffic Lights 01-130-110-60402	\$70.15

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061545	3/10/2017	E.L.K. Energy Inc	Jasperson Traffic Lights 01-130-110-60402	\$174.06
0061545	3/10/2017	E.L.K. Energy Inc	Streetlights - Kingsville 01-130-114-60412	\$5,710.28
0061545	3/10/2017	E.L.K. Energy Inc	Division Traffic Lights 01-130-110-60402	\$135.06
0061545	3/10/2017	E.L.K. Energy Inc	Spruce Traffic Lights 01-130-110-60402	\$174.06
0061545	3/10/2017	E.L.K. Energy Inc	Santos & Main Traffic Lights 01-130-110-60402	\$28.77
0061545	3/10/2017	E.L.K. Energy Inc	Streetlights - Cottam 01-130-114-60412	\$1,195.40
0061549	3/10/2017	E.R.(Bill) Vollans Ltd.	Spring for Kioti 01-130-122-60420	\$25.46
0061549	3/10/2017	E.R.(Bill) Vollans Ltd.	Safety Equipment 01-130-099-60347	\$18.26
0061575	3/10/2017	Janzen Equipment Limited	Service Sweeper 01-130-110-60422	\$301.32
0061575	3/10/2017	Janzen Equipment Limited	Service Sweeper 01-130-110-60422	\$114.44
0061577	3/10/2017	Jeff Shepley Excavating Ltd.	Bulk Salt Trucking 01-130-122-60420	\$4,238.84
0061589	3/10/2017	Leamington Int. Trucks	Service Sweeper 01-130-110-60422	\$114.99
0061589	3/10/2017	Leamington Int. Trucks	14-05 Safety 01-130-099-60316	\$332.04
0061589	3/10/2017	Leamington Int. Trucks	12-03 Service 01-130-099-60316	\$440.63
0061589	3/10/2017	Leamington Int. Trucks	15-01 Service 01-130-099-60316	\$463.67
0061609	3/10/2017	Monarch Office Supply	Office Supplies - February 01-130-099-60301	\$62.90
0061616	3/10/2017	HYDRO ONE	Streetlights - Kratz 01-130-114-60412	\$4.33
0061616	3/10/2017	HYDRO ONE	Streetlights - Conservation 01-130-114-60412	\$671.90
0061616	3/10/2017	HYDRO ONE	Streetlights - Road 3E 01-130-114-60412	\$4.33
0061616	3/10/2017	HYDRO ONE	Streetlights - Road 2W 01-130-114-60412	\$19.88
0061616	3/10/2017	HYDRO ONE	Streetlights - Cranberry 01-130-114-60412	\$21.39
0061616	3/10/2017	HYDRO ONE	Streetlights - Holly St 01-130-114-60412	\$22.53
0061627	3/10/2017	RC Spencer Associates Inc.	Esseltine Drain - Eng Services 01-130-360-71547	\$11,447.99
0061636	3/10/2017	Security One Alarm Systems	Monitoring 3/1/2017-5/31/2017 01-130-099-60460	\$42.71
0061654	3/10/2017	Ken Vegh	Regulations & Protocols Course 01-130-098-60254	\$348.90
0061655	3/10/2017	Waddick Fuels	UNLD Gas 01-130-099-60340	\$374.51
0061655	3/10/2017	Waddick Fuels	Clear ULS 01-130-099-60340	\$676.36
0061655	3/10/2017	Waddick Fuels	Dyed ULS 01-130-099-60340	\$348.71
0061655	3/10/2017	Waddick Fuels	UNLD Gas 01-130-099-60340	\$824.99

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061655	3/10/2017	Waddick Fuels	Clear ULS 01-130-099-60340	\$716.55
0061673	3/24/2017	BSM Technologies Ltd (formerly	PW - Interfleet/Wireless 01-130-099-60460	\$1,015.06
0061676	3/24/2017	Chapman Signs	Signs - Wgle Ave Repair 01-130-132-60428	\$309.35
0061683	3/24/2017	Corp. of the County of Essex	Signs in 2016 01-130-132-60428	\$4,688.31
0061686	3/24/2017	County Wide Tree Service	Tree Removal - Park St 01-130-099-60426	\$488.45
0061698	3/24/2017	ELK Solutions Inc.	Fix Broken Pole - 108 Victoria 01-130-114-60413	\$720.46
0061702	3/24/2017	Fastenal Canada	Bolts for Plow 01-130-099-60316	\$179.41
0061702	3/24/2017	Fastenal Canada	Bolts for Plow 01-130-099-60316	\$75.07
0061707	3/24/2017	Gillett Sheet Metal Inc.	Temp Sign Stands - Stock 01-130-132-60428	\$141.65
0061716	3/24/2017	Groeneveld Lubrication Solution	Grease for Auto-Greasers 01-130-099-60316	\$128.51
0061718	3/24/2017	Hurricane SMS Inc	Daylight Utilities - Bridge 28 01-130-360-71339	\$1,602.72
0061724	3/24/2017	J.J.Tires Limited	12-08 Tires 01-130-099-60316	\$358.95
0061727	3/24/2017	Kingsville Home Hardware	Lights for Lunch Room 01-130-099-60315	\$17.69
0061727	3/24/2017	Kingsville Home Hardware	Lights for Lunch Room 01-130-099-60315	\$12.71
0061727	3/24/2017	Kingsville Home Hardware	Gloves for Shop 01-130-099-60347	\$18.78
0061727	3/24/2017	Kingsville Home Hardware	Mailbox Replacement 01-130-122-60420	\$26.45
0061727	3/24/2017	Kingsville Home Hardware	Damaged Mailbox 01-130-122-60420	\$25.43
0061727	3/24/2017	Kingsville Home Hardware	Driver Kit for Shop 01-130-099-60357	\$4.46
0061727	3/24/2017	Kingsville Home Hardware	Stop Sign Light 01-130-110-60402	\$22.38
0061727	3/24/2017	Kingsville Home Hardware	Key 01-130-099-60335	\$71.22
0061731	3/24/2017	Leamington Int. Trucks	Sweeper Service 01-130-110-60422	\$106.83
0061731	3/24/2017	Leamington Int. Trucks	12-08 - Hydraulic Oil Filter 01-130-099-60316	\$11.63
0061738	3/24/2017	Shaun Martinho	OACETT Membership 01-130-099-60320	\$240.63
0061749	3/24/2017	HYDRO ONE	PW Garage 01-130-099-60314	\$1,487.34
0061758	3/24/2017	Queens Auto Supply	05-03 - Oil Filter 01-130-099-60316	\$44.16
0061758	3/24/2017	Queens Auto Supply	Shop Supplies 01-130-099-60335	\$49.19
0061758	3/24/2017	Queens Auto Supply	Oil for Shop 01-130-099-60335	\$50.30
0061758	3/24/2017	Queens Auto Supply	01-03 - Brakes 01-130-099-60316	\$707.17
0061758	3/24/2017	Queens Auto Supply	Shop Tools 01-130-099-60335	\$21.36

**Town of Kingsville  
Council Summary Report**

<b>Cheque Number</b>	<b>Cheque Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Cheque Amount</b>
0061758	3/24/2017	Queens Auto Supply	Shop Tools 01-130-099-60335	\$7.07
0061758	3/24/2017	Queens Auto Supply	01-04 - Service 01-130-099-60316	\$17.69
0061759	3/24/2017	RC Spencer Associates Inc.	Esseltine Drain - Eng Services 01-130-360-71547	\$9,659.56
0061784	3/24/2017	Union Gas Limited	2021 Division Rd N - PW Garage 01-130-099-60314	\$402.87
0061784	3/24/2017	Union Gas Limited	2021 Division - Garage 01-130-099-60314	\$257.27
0061786	3/24/2017	Waddick Fuels	Dyed ULS 01-130-099-60340	\$159.17
0061786	3/24/2017	Waddick Fuels	UNLD Gas 01-130-099-60340	\$740.93
0061786	3/24/2017	Waddick Fuels	Clear ULS 01-130-099-60340	\$2,026.61
0061786	3/24/2017	Waddick Fuels	UNLD Gas 01-130-099-60340	\$1,123.40

**Total For Department 130 \$68,284.09**

**131** -

0061553	3/10/2017	Essex-Windsor Solid Waste	Waste Disposal 01-131-400-60370	\$16,203.14
0061553	3/10/2017	Essex-Windsor Solid Waste	Fixed Costs - January 2017 01-131-400-60370	\$34,384.00
0061553	3/10/2017	Essex-Windsor Solid Waste	Yard Waste - January 2017 01-131-400-60370	\$171.21
0061701	3/24/2017	Essex-Windsor Solid Waste	Fixed Costs - February 01-131-400-60370	\$34,384.00
0061701	3/24/2017	Essex-Windsor Solid Waste	February - Yard Waste 01-131-400-60370	\$4.29
0061701	3/24/2017	Essex-Windsor Solid Waste	March & April - Perpetual Care 01-131-400-60404	\$13,359.00
0061701	3/24/2017	Essex-Windsor Solid Waste	February - Waste Disposal 01-131-400-60370	\$11,950.81
0061791	3/24/2017	Windsor Disposal Services Ltd.	Waste Collection - Arena 01-131-400-60380	\$30.53

**Total For Department 131 \$110,486.98**

**151** -

0061545	3/10/2017	E.L.K. Energy Inc	Greenhill Cemetery 01-151-099-60314	\$42.90
0061571	3/10/2017	Hutchins Monuments	Opening 01-151-072-60121	\$475.00
0061649	3/10/2017	Town of Kingsville	Greenhill Cemetery 01-151-099-60314	\$82.95
0061686	3/24/2017	County Wide Tree Service	Tree Removal - Greenhill 01-151-128-60426	\$1,540.00
0061727	3/24/2017	Kingsville Home Hardware	Tools for Cemetery Digs 01-151-099-60317	\$6.99



# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061746	3/24/2017	Don Noble	Town Repurchase Vault Plot 01-151-066-41802	\$750.00
0061784	3/24/2017	Union Gas Limited	Mill St Cemetery 01-151-099-60314	\$96.03
<b>Total For Department 151</b>				<b>\$2,993.87</b>
<u>170</u>	-			
0061515	3/10/2017	Allstream Business Inc	Arena - Fax/Debit 733-2866 01-170-099-60327	\$82.00
0061515	3/10/2017	Allstream Business Inc	Arena/Carnegie Elevator 01-170-099-60327	\$47.15
0061520	3/10/2017	B&T Waechter Holdings Ltd	Arena - Facility Mtce 01-170-099-60315	\$32.95
0061521	3/10/2017	Black & McDonald Limited	Mid-Season Inspection 01-170-099-60316	\$238.20
0061525	3/10/2017	BSM Technologies Ltd (formerly	Arena - Interfleet/Wireless 01-170-099-60327	\$47.50
0061539	3/10/2017	D.H. Jutzi Limited	Equipment Rental 01-170-099-60316	\$75.00
0061539	3/10/2017	D.H. Jutzi Limited	Equipment Rental 01-170-099-60316	\$75.00
0061562	3/10/2017	G&K Services Canada Inc	Arena - Mats 01-170-099-60315	\$41.00
0061579	3/10/2017	Kingsville Home Hardware	Arena - Facility Mtce 01-170-099-60315	\$3.97
0061594	3/10/2017	Limelight & Electric	Arena - Facility Mtce 01-170-099-60315	\$88.30
0061594	3/10/2017	Limelight & Electric	Arena - Facility Mtce 01-170-099-60315	\$121.95
0061595	3/10/2017	Linde Canada Limited 15687	Arena - Propane 01-170-099-60316	\$118.78
0061595	3/10/2017	Linde Canada Limited 15687	Arena - Acetylene/Oxygen 01-170-099-60316	\$222.05
0061595	3/10/2017	Linde Canada Limited 15687	Arena - Propane 01-170-099-60316	\$151.67
0061595	3/10/2017	Linde Canada Limited 15687	Arena - Propane 01-170-099-60316	\$151.67
0061595	3/10/2017	Linde Canada Limited 15687	Arena - Acetylene/Propane 01-170-099-60316	\$292.47
0061595	3/10/2017	Linde Canada Limited 15687	Arena - Propane 01-170-099-60316	\$120.78
0061597	3/10/2017	Loblaw Inc.	Arena - Milk 01-170-099-60315	\$6.26
0061597	3/10/2017	Loblaw Inc.	Canteen Supplies 01-170-154-60446	\$79.62
0061602	3/10/2017	Merchant Paper Company	Arena - Janitorial Supplies 01-170-099-60335	\$260.80
0061602	3/10/2017	Merchant Paper Company	Arena - Janitorial Supplies 01-170-099-60335	\$362.61
0061602	3/10/2017	Merchant Paper Company	Arena - Janitorial Supplies 01-170-099-60335	\$42.96
0061609	3/10/2017	Monarch Office Supply	Office Supplies - February 01-170-099-60301	\$33.52

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061609	3/10/2017	Monarch Office Supply	Office Supplies - February 01-170-099-60317	\$49.88
0061611	3/10/2017	Nella Cutlery (Hamilton) Inc.	Ice Resurfacing 01-170-099-60316	\$25.00
0061619	3/10/2017	Otis Canada, Inc.	Service 03/01/17-05/31/17 01-170-099-60315	\$1,137.24
0061629	3/10/2017	Reis Appliance Centre Ltd.	Arena - Equipment Repair 01-170-099-60316	\$139.95
0061650	3/10/2017	Tri-County Copiers Plus	Arena Copies 01-170-099-60302	\$179.66
0061666	3/24/2017	Accurate Fire Equipment Servic	Arena - Facility Maintenance 01-170-099-60315	\$155.00
0061673	3/24/2017	BSM Technologies Ltd (formerly	Interfleet/Wireless Charges 01-170-099-60327	\$47.50
0061681	3/24/2017	Cogeco	1741 Jasperson Lane 01-170-099-60327	\$100.44
0061685 *	3/24/2017	Cottam Soccer Association	P2P Form 006 01-170-000-15000	\$58.50
0061692	3/24/2017	Tim Del Greco	OMAFRA Drainage Course 01-170-098-60254	\$168.04
0061708	3/24/2017	G&K Services Canada Inc	Arena - Mats 01-170-099-60315	\$41.00
0061708	3/24/2017	G&K Services Canada Inc	Arena - Mats 01-170-099-60315	\$41.00
0061727	3/24/2017	Kingsville Home Hardware	Arena - Facility Mtce 01-170-099-60315	\$9.49
0061727	3/24/2017	Kingsville Home Hardware	Arena - Facility Mtce 01-170-099-60315	\$2.58
0061727	3/24/2017	Kingsville Home Hardware	Arena - Facility Mtce 01-170-099-60315	\$34.97
0061727	3/24/2017	Kingsville Home Hardware	Arena - Facility Mtce 01-170-099-60315	\$20.00
0061727	3/24/2017	Kingsville Home Hardware	Arena - Facility Mtce 01-170-099-60315	\$2.23
0061727	3/24/2017	Kingsville Home Hardware	Arena - Facility Mtce 01-170-099-60315	\$55.86
0061727	3/24/2017	Kingsville Home Hardware	Arena - Shop Supplies 01-170-099-60335	\$2.99
0061728 *	3/24/2017	Kingsville Soccer Association	P2P - 001 002 003 008 016 018 01-170-000-15000	\$351.00
0061732	3/24/2017	Limelight & Electric	Arena - Facility Mtce 01-170-099-60315	\$75.94
0061732	3/24/2017	Limelight & Electric	Arena - Facility Mtce 01-170-099-60315	\$174.66
0061733	3/24/2017	Linde Canada Limited 15687	Arena - Propane 01-170-099-60340	\$82.93
0061733	3/24/2017	Linde Canada Limited 15687	Arena - Propane 01-170-099-60316	\$118.78
0061733	3/24/2017	Linde Canada Limited 15687	Arena - Rental Charges 01-170-099-60316	\$80.17
0061733	3/24/2017	Linde Canada Limited 15687	Arena - Propane 01-170-099-60316	\$118.78
0061734	3/24/2017	Loblaw Inc.	Canteen Supplies 01-170-154-60446	\$86.04
0061744	3/24/2017	Municipality of Leamington (LKF	Ice Rental - Leamington 01-170-150-60606	\$2,852.50
0061745	3/24/2017	Nella Cutlery (Hamilton) Inc.	Ice Resurfacing 01-170-099-60316	\$25.00

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061745	3/24/2017	Nella Cutlery (Hamilton) Inc.	Ice Resurfacing 01-170-099-60316	\$25.00
0061752	3/24/2017	Orkin Canada Corporation	Pest Control 01-170-099-60315	\$75.00
0061755	3/24/2017	Phasor Industrial	Arena - Facility Mtce 01-170-099-60315	\$191.75
0061779 ✖	3/24/2017	Tecumseh Saints Basketball	P2P Form 029 01-170-000-15000	\$495.00
0061783	3/24/2017	Tri-County Copiers Plus	Arena - Copies 01-170-099-60301	\$165.29
0061784	3/24/2017	Union Gas Limited	1741 Jasperson Lane 01-170-099-60314	\$2,832.84

**Total For Department 170 \$12,718.22**

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0061513	3/10/2017	AED4Life	Electrodes 01-171-159-60315	\$122.36
0061513	3/10/2017	AED4Life	Electrodes 01-171-172-60315	\$110.87
0061515	3/10/2017	Allstream Business Inc	Park Pavilion 733-8952 01-171-155-60327	\$44.30
0061515	3/10/2017	Allstream Business Inc	Lions Hall 733-2573 01-171-159-60327	\$41.00
0061515	3/10/2017	Allstream Business Inc	Arena/Carnegie Elevator 01-171-171-60327	\$41.72
0061523	3/10/2017	Bridgeview Customs Brokers Ltd	Pet Fountain - Broker Fee 01-171-099-60315	\$53.42
0061531	3/10/2017	Cogeco	37 Beech St 01-171-172-60327	\$54.95
0061543	3/10/2017	Economy Rental Centre	P&R - Equipment Rental 01-171-099-60318	\$49.86
0061545	3/10/2017	E.L.K. Energy Inc	94 Division St S 01-171-178-60480	\$186.05
0061545	3/10/2017	E.L.K. Energy Inc	Queen St - NE Corner 01-171-099-60314	\$22.14
0061545	3/10/2017	E.L.K. Energy Inc	Queen St - NW Corner 01-171-099-60314	\$40.74
0061545	3/10/2017	E.L.K. Energy Inc	21 Mill St - Lions Hall 01-171-159-60314	\$28.62
0061545	3/10/2017	E.L.K. Energy Inc	28 Division St S 01-171-171-60314	\$269.92
0061545	3/10/2017	E.L.K. Energy Inc	315 Queen St - Meter Cab 01-171-099-60314	\$51.16
0061545	3/10/2017	E.L.K. Energy Inc	315 Queen St - Pavilion 01-171-155-60314	\$184.19
0061545	3/10/2017	E.L.K. Energy Inc	21 Mill St - Lions Hall 01-171-159-60314	\$487.92
0061545	3/10/2017	E.L.K. Energy Inc	103 Park St 01-171-178-60481	\$200.60
0061545	3/10/2017	E.L.K. Energy Inc	37 Beech St (42 Main) 01-171-172-60314	\$153.66
0061545	3/10/2017	E.L.K. Energy Inc	124 Fox St - Ridgeview Park 01-171-176-60314	\$169.66

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061545	3/10/2017	E.L.K. Energy Inc	122 Fox St 01-171-173-60314	\$206.43
0061551	3/10/2017	Essex Free Press	Vegas Night Ad 01-171-179-40524	\$157.79
0061563	3/10/2017	Gosfield North Communications	Ridgeview Park 01-171-176-60327	\$47.32
0061590	3/10/2017	Leamington Collision Inc.	14-03 Repair 01-171-099-60316	\$661.44
0061608	3/10/2017	Modular Service Group Inc	Storage Container 01-171-099-60318	\$76.32
0061649	3/10/2017	Town of Kingsville	94 Division St S 01-171-178-60480	\$106.30
0061649	3/10/2017	Town of Kingsville	21 Mill St - Lions Hall 01-171-159-60314	\$132.25
0061649	3/10/2017	Town of Kingsville	28 Division St S 01-171-171-60314	\$47.38
0061649	3/10/2017	Town of Kingsville	Lakeside Park Washrooms 01-171-099-60314	\$49.45
0061649	3/10/2017	Town of Kingsville	Lakeside Park Pavilion 01-171-155-60314	\$157.09
0061649	3/10/2017	Town of Kingsville	37 Beech St 01-171-172-60314	\$103.27
0061649	3/10/2017	Town of Kingsville	103 Park St 01-171-178-60481	\$41.17
0061656	3/10/2017	Warkentin Plumbing	Mad Science - Facility Mtce 01-171-173-60315	\$929.67
0061663	3/16/2017	Timbercreek Estates Inc.	Block 102 Phase One 01-171-360-71760	\$20,876.08
0061676	3/24/2017	Chapman Signs	P&R - Facility Mtce 01-171-099-60315	\$40.70
0061692	3/24/2017	Tim Del Greco	OMAFRA Drainage Course 01-171-098-60254	\$171.00
0061693	3/24/2017	Delta Power Equipment	P&R - Equipment Repair 01-171-099-60316	\$122.81
0061693	3/24/2017	Delta Power Equipment	P&R - Kubota Repair 01-171-099-60316	\$825.49
0061710	3/24/2017	Golder Associates	Bernath Gardens 01-171-360-71639	\$618.90
0061713	3/24/2017	Great Lakes Safety Products	Pavilion - Facility Mtce 01-171-155-60315	\$80.52
0061717	3/24/2017	Holland Cleaning Solutions Ltd	P&R - Shop Supplies 01-171-099-60335	\$196.91
0061722	3/24/2017	Janzen Equipment Limited	P&R - Equipment Repair 01-171-099-60316	\$26.05
0061722	3/24/2017	Janzen Equipment Limited	P&R - Equipment Repair 01-171-099-60316	\$31.28
0061722	3/24/2017	Janzen Equipment Limited	Deere Rider - Repair 01-171-099-60316	\$143.80
0061725	3/24/2017	Kelcom Telemessaging	Emerg Elevator Line 01-171-171-60327	\$25.39
0061726	3/24/2017	Kingsville Equipment Rentals	P&R - Equipment Rental 01-171-099-60318	\$39.92
0061727	3/24/2017	Kingsville Home Hardware	P&R - Shop Supplies 01-171-099-60335	\$20.34
0061727	3/24/2017	Kingsville Home Hardware	Mad Science - Facility Mtce 01-171-173-60315	\$29.08
0061727	3/24/2017	Kingsville Home Hardware	P&R - Grounds Mtce 01-171-099-60337	\$19.72

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061727	3/24/2017	Kingsville Home Hardware	Pavilion - Facility Mtce 01-171-155-60315	\$42.47
0061727	3/24/2017	Kingsville Home Hardware	Pavilion - Facility Mtce 01-171-155-60315	\$43.37
0061740	3/24/2017	Merchant Paper Company	Unico - Janitorial Supplies 01-171-172-60315	\$53.38
0061749	3/24/2017	HYDRO ONE	ERCA Ticket Booth 01-171-099-60314	\$27.56
0061749	3/24/2017	HYDRO ONE	1741 Jasperson Lane 01-171-177-60314	\$171.78
0061755	3/24/2017	Phasor Industrial	Ridgeview Park - Facility Mtce 01-171-176-60315	\$747.50
0061755	3/24/2017	Phasor Industrial	P&R - Tree Mtce 01-171-099-60339	\$272.21
0061758	3/24/2017	Queens Auto Supply	P&R - Brake Fluid 01-171-099-60316	\$6.10
0061761	3/24/2017	Reliance Home Comfort	103 Park St - Kings Landing 01-171-178-60481	\$153.33
0061762	3/24/2017	R. Moir Cleaning Service	March Cleaning - Unico 01-171-172-60315	\$400.00
0061769	3/24/2017	Southwestern Sales Corp. Ltd.	Dog Park - Grounds Mtce 01-171-099-60337	\$75.06
0061775	3/24/2017	Tamar Building Products	Cottam Library - Facility Mtce 01-171-173-60315	\$57.95
0061784	3/24/2017	Union Gas Limited	37 Beech St 01-171-172-60314	\$191.26
0061784	3/24/2017	Union Gas Limited	21 Mill St - Lions Hall 01-171-159-60314	\$514.38
0061784	3/24/2017	Union Gas Limited	28 Division St S 01-171-171-60314	\$99.40
0061784	3/24/2017	Union Gas Limited	122 Fox St 01-171-173-60314	\$11.39
0061784	3/24/2017	Union Gas Limited	124 Fox St 01-171-176-60314	\$185.79
0061784	3/24/2017	Union Gas Limited	103 Park St - Kings Landing 01-171-178-60481	\$127.32
0061785	3/24/2017	Vertechs Elevators Ontario Inc.	Carnegie - Elevator Mtce 01-171-171-60315	\$330.72
0061785	3/24/2017	Vertechs Elevators Ontario Inc.	Carnegie - Elevator Mtce 01-171-171-60315	\$330.72
0061787	3/24/2017	Warkentin Plumbing	Library - Water Heater Leak 01-171-175-60315	\$419.32
0061787	3/24/2017	Warkentin Plumbing	Pavilion - Gas Valve SE Unit 01-171-155-60315	\$244.07
0061787	3/24/2017	Warkentin Plumbing	Lions - Roof Top Unit Repair 01-171-159-60315	\$109.00

**Total For Department 171 \$32,911.09**

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0061515	3/10/2017	Allstream Business Inc	Boat Ramp 733-6020 01-173-099-60327	\$44.30
0061652	3/10/2017	Uline Shipping Supply Specialist	In-Ground Park Grill 01-173-099-60315	\$639.26

**Town of Kingsville  
Council Summary Report**

<b>Cheque Number</b>	<b>Cheque Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Cheque Amount</b>
0061749	3/24/2017	HYDRO ONE	Cedar Island Boat Slips 01-173-099-60314	\$27.04
0061749	3/24/2017	HYDRO ONE	Boat Ramp Booth 01-173-099-60314	\$45.65
0061749	3/24/2017	HYDRO ONE	Cedar Beach Marina - West Dock 01-173-099-60314	\$73.74
<b>Total For Department 173</b>				<b>\$829.99</b>
<u>175</u>	-			
0061559	3/10/2017	Anne Gerhardt	Older Adults - Desserts 01-175-099-60646	\$24.00
0061597	3/10/2017	Loblaw Inc.	Older Adults - Coffee 01-175-099-60646	\$25.47
0061597	3/10/2017	Loblaw Inc.	Older Adults - Community Event 01-175-099-60628	\$160.39
0061639	3/10/2017	Sims Publications Incorporated	Free Workshops 01-175-099-60646	\$164.85
0061639	3/10/2017	Sims Publications Incorporated	Free Workshops 01-175-099-60646	\$65.94
0061700	3/24/2017	Essex Free Press	Kids on Ice - Ad 01-175-099-60677	\$276.14
0061727	3/24/2017	Kingsville Home Hardware	Arena - Facility Mtce 01-175-099-60628	\$23.39
0061768	3/24/2017	Sims Publications Incorporated	Kids on Ice - Ad 01-175-099-60628	\$259.49
<b>Total For Department 175</b>				<b>\$999.67</b>
<u>176</u>	-			
0061768	3/24/2017	Sims Publications Incorporated	CIB Committee Ad 01-176-099-60306	\$119.06
<b>Total For Department 176</b>				<b>\$119.06</b>
<u>180</u>	-			
0061522	3/10/2017	Bondy, Riley, Koski	Right of Access Bylaw 01-180-099-60326	\$1,002.70
0061706	3/24/2017	Kristina Galinac	Minute Taker Meeting 01-180-099-60254	\$9.66
0061764	3/24/2017	Royal Benefits Inc	February Claims 01-180-072-60222	\$337.05
<b>Total For Department 180</b>				<b>\$1,349.41</b>
<u>181</u>	-			

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061507	3/10/2017	7 Convenience	Grant - Accessible Entranceway 01-181-099-60833	\$500.00
0061530	3/10/2017	The Chop Shop Market	T02-05 01-181-170-60812	\$10.00
0061542	3/10/2017	Dr. Hakim	Grant - Accessible Entranceway 01-181-099-60833	\$500.00
0061562	3/10/2017	G&K Services Canada Inc	BIA - Mats 01-181-099-60341	\$50.38
0061569	3/10/2017	His 'n Hers	Grant - Accessible Entranceway 01-181-099-60833	\$500.00
0061586	3/10/2017	Kingsville Optometry	Grant - Accessible Entranceway 01-181-099-60833	\$500.00
0061587	3/10/2017	Kingsville Medical	Grant - Accessible Entranceway 01-181-099-60833	\$500.00
0061593	3/10/2017	Life Labs	Grant - Accessible Entranceway 01-181-099-60833	\$500.00
0061596	3/10/2017	Little Caesars	Grant - Accessible Entranceway 01-181-099-60833	\$500.00
0061599	3/10/2017	Malott's Guardian Pharmacy	Grant - Accessible Entranceway 01-181-099-60833	\$500.00
0061618	3/10/2017	Ontario BIA Association	OBIAA Conference - Wettlaufer 01-181-099-60819	\$566.66
0061630	3/10/2017	Ricci, Enns, Rollier & Settingr	Grant - Accessible Entranceway 01-181-099-60833	\$500.00
0061639	3/10/2017	Sims Publications Incorporated	BIA - AGM Ad 01-181-099-60306	\$68.38
0061645	3/10/2017	Tangles Hair and Spa	T01-02 01-181-170-60812	\$12.00
0061648	3/10/2017	Tourism Windsor Essex Pelee I	Visitor Guide 1/2 Page Ad 01-181-099-60306	\$2,844.19
0061671	3/24/2017	Bell Canada	BIA - Internet 01-181-099-60327	\$30.53
0061671	3/24/2017	Bell Canada	BIA - Phone 01-181-099-60327	\$103.02
0061709	3/24/2017	Global Leasing	Lease Payment - April - June 01-181-099-60301	\$358.77
0061754	3/24/2017	Petty Cash (BIA)	Correction Tape 01-181-099-60301	\$3.83
0061754	3/24/2017	Petty Cash (BIA)	AGM Supplies 01-181-099-60317	\$31.00
0061754	3/24/2017	Petty Cash (BIA)	Apparel for Karen W 01-181-099-60317	\$60.00
0061766	3/24/2017	Sam's Shell	S01-03 01-181-170-60812	\$374.00
0061771	3/24/2017	The Strand on Main	T08-04 01-181-170-60812	\$85.00
0061788	3/24/2017	Karen Wettlaufer	Cleaning Supplies 01-181-099-60341	\$7.38
0061788	3/24/2017	Karen Wettlaufer	Wine & Hall Rental - AGM 01-181-099-60317	\$259.02

**Total For Department 181**

**\$9,364.16**

**Town of Kingsville  
Council Summary Report**

<b>Cheque Number</b>	<b>Cheque Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Cheque Amount</b>
0061565	3/10/2017	Hall Telecommunications Suppl	February 2017 01-184-099-63300	\$172.99
<b>Total For Department 184</b>				<b>\$172.99</b>
<u>185</u>	-			
0061671	3/24/2017	Bell Canada	BIA Toll Free 01-185-099-60327	\$12.29
0061680	3/24/2017	Natalie Cobby	SWOTC Conference - Mar 7&8 01-185-098-60254	\$202.08
<b>Total For Department 185</b>				<b>\$214.37</b>
<u>186</u>	-			
0061524	3/10/2017	Veronica Brown	KMHAC Research Assistant 01-186-099-63200	\$400.00
0061524	3/10/2017	Veronica Brown	KMHAC Research Assistant 01-186-099-63200	\$400.00
0061621	3/10/2017	Pearsall Marshall Halliwell & Se	Bylaw Registration 12-2017 01-186-099-60319	\$358.55
0061674	3/24/2017	Elvira Cacciavillani	2017 CHO Conf - KMHAC 01-186-098-60254	\$942.27
0061678	3/24/2017	City of Ottawa	2017 Ont Heritage Conf 01-186-098-60254	\$763.20
0061753	3/24/2017	Pearsall Marshall Halliwell & Se	Bylaw Registration 14-2017 01-186-099-60319	\$328.48
<b>Total For Department 186</b>				<b>\$3,192.50</b>
<u>201</u>	-			
0061549	3/10/2017	E.R.(Bill) Vollans Ltd.	Oil 02-201-099-60316	\$57.82
0061555	3/10/2017	Evans Utility and Municipal	High Range CL2 Kit 02-201-099-63040	\$1,338.14
0061560	✱ 3/10/2017	Sue Girardin	Refund on Final 02-201-006-12067	\$142.82
0061564	3/10/2017	Hach Sales & Service Canada L	Test Strips and CL Meter 02-201-099-60357	\$241.88
0061579	3/10/2017	Kingsville Home Hardware	Batteries for Locators 02-201-099-63020	\$10.67
0061579	3/10/2017	Kingsville Home Hardware	Stock for Shop 02-201-099-60335	\$6.08
0061592	3/10/2017	Dave Levy	Demo Days 02-201-099-60400	\$78.29
0061598	3/10/2017	Rob Mackie	Demo Days OWOTC 02-201-099-60400	\$81.69
0061609	3/10/2017	Monarch Office Supply	Office Supplies - February 9 p 02-201-099-60301	\$49.40



# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061624	3/10/2017	Preview Inspections and Consul	Backflow Prevention 02-201-180-60405	\$2,238.72
0061635	3/10/2017	Kevin Scratch	Demo Days 02-201-099-60400	\$78.78
0061642	3/10/2017	Stantec Consulting Ltd.	Kingsville SW Service Area 02-201-018-13448	\$8,782.72
0061658	3/10/2017	Wolseley Canada Inc	Water Meter Equipment 02-201-099-63017	\$3,338.19
0061661	3/10/2017	Work Authority	Work Boots 02-201-072-60216	\$432.47
0061675	3/24/2017	Canada Post Corporation	Tax and Water Bills 02-201-099-60303	\$2,654.33
0061677 *	3/24/2017	CIBC	Refund Overpymt 00409640.000 02-201-006-12067	\$555.36
0061679 *	3/24/2017	Neil Coates	Refund on Final 02-201-006-12067	\$17.49
0061684	3/24/2017	Corix Water Products LP	Water MXU Stock 02-201-099-63015	\$9,671.26
0061711 *	3/24/2017	Anthony Golia	Refund on Final 02-201-006-12067	\$116.20
0061723 *	3/24/2017	Janzen Don or Kim	Refund on Final 02-201-006-12067	\$98.28
0061727	3/24/2017	Kingsville Home Hardware	Socket Set for Man Holes 02-201-099-60335	\$19.71
0061729 *	3/24/2017	Benjamin Knelsen	Refund on Final 02-201-006-12067	\$153.72
0061738	3/24/2017	Shaun Martinho	Staff Meeting - Snacks 02-201-098-60254	\$14.93
0061750	3/24/2017	Ontario Spring & Alignment	06-01 - Fix Broken Springs 02-201-099-60316	\$478.27
0061756 *	3/24/2017	Dillon Poupard	Refund on Final 02-201-006-12067	\$129.02
0061758	3/24/2017	Queens Auto Supply	06-01 - Battery 02-201-099-60316	\$195.16

**Total For Department 201 \$30,981.40**

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0061545	3/10/2017	E.L.K. Energy Inc	98 McCallum Dr 02-242-099-60314	\$74.48
0061545	3/10/2017	E.L.K. Energy Inc	67 Heritage Sewage 2 02-242-099-60314	\$2,592.92
0061545	3/10/2017	E.L.K. Energy Inc	250 Queen St 02-242-099-60314	\$694.07
0061566	3/10/2017	Heaton Sanitation	Flush/Camera Sewer 106 Wigle 02-242-320-64365	\$1,037.95
0061570	3/10/2017	Hurricane SMS Inc	Sewer Back up 106 Wigle 02-242-320-64365	\$585.12
0061615	3/10/2017	Ontario Clean Water Agency	Operations and Maintenance 02-242-320-64360	\$74,038.75
0061616	3/10/2017	HYDRO ONE	18 Hwy Lane Sewage Lagoon 02-242-099-60314	\$269.12
0061718	3/24/2017	Hurricane SMS Inc	Sewer Repair - 106 Wigle 02-242-320-64365	\$1,475.53

# Town of Kingsville Council Summary Report

Cheque Number	Cheque Date	Vendor Name	Description	Cheque Amount
0061718	3/24/2017	Hurricane SMS Inc	Sewer Blockage - Elm St 02-242-320-64365	\$379.06
0061749	3/24/2017	HYDRO ONE	1902 Heritage Rd Pump 5 02-242-099-60314	\$62.79
0061749	3/24/2017	HYDRO ONE	Pump Station Cedar Island 02-242-099-60314	\$410.16
0061749	3/24/2017	HYDRO ONE	Forcemain over Bridge 02-242-099-60314	\$28.05
0061749	3/24/2017	HYDRO ONE	Normandy Pump Station 02-242-099-60314	\$84.40
0061749	3/24/2017	HYDRO ONE	1 Conc Lot 22 Moroun Pump 02-242-099-60314	\$811.12
0061749	3/24/2017	HYDRO ONE	1562 Heritage Rd Pump 4 02-242-099-60314	\$83.65
0061749	3/24/2017	HYDRO ONE	1053 Cedar Dr 02-242-099-60314	\$106.53
0061749	3/24/2017	HYDRO ONE	1460 Road 2E Pump 02-242-099-60314	\$976.15

**Total For Department 242 \$83,709.85**

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0061545	3/10/2017	E.L.K. Energy Inc	168 Cty Rd 27 N 02-243-099-60314	\$508.13
0061545	3/10/2017	E.L.K. Energy Inc	Rear 17 Lyle 02-243-099-60314	\$75.49
0061545	3/10/2017	E.L.K. Energy Inc	16 Whitewood (Behind) 02-243-328-64365	\$61.21
0061545	3/10/2017	E.L.K. Energy Inc	168 Cty Rd 27 N - Lagoon 02-243-099-60314	\$578.59
0061563	3/10/2017	Gosfield North Communications	Pump House Alarm 02-243-099-60327	\$48.15
0061615	3/10/2017	Ontario Clean Water Agency	Operations and Maintenance 02-243-320-64360	\$5,704.83
0061625	3/10/2017	Pro Bid Contractors Ltd.	Sanitary - 103 Fox St 02-243-320-64365	\$3,663.36

**Total For Department 243 \$10,639.76**

\* Note GST Rebate details are omitted, but are included in the totals **\$1,427,237.00**



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

**Date:** March 21, 2017  
**To:** Mayor and Council  
**Author:** M. Durocher  
**RE:** Folk Festival Letter of Significance  
**Report No.:** PR-2017-01

---

## **AIM**

**Designation of the 2017 Kingsville Folk Festival as an “event of municipal significance” for the purposes of their application with the AGCO**

## **BACKGROUND**

Founded in 2012 by John and Michele Law, and incorporated as an Ontario non-profit, the Sun Parlour Folk Music Society exists to promote the live performance of folk music and to establish and maintain cultural activities amongst its members and the community at large. The SPFMS presents the annual Kingsville Folk Music Festival the 2nd weekend of August with **Proceeds from this event being used to enrich the lives of youth in the region through access to arts and cultural education and mentorship.**

## **DISCUSSION**

The Kingsville Folk Music Festival is a one of a kind event being held west of London in southwestern Ontario. With five stages and numerous national and international performers, the Festival is modelled after the most successful and longest running Canadian music festivals: Edmonton, Vancouver, Winnipeg and Stan Rogers Folk Festivals. The Festival Organizers are bringing world class entertainment to Kingsville during this event, which will feature a licensed area featuring area wineries and craft beers. The organizers are asking council to deem this event as “an event of municipal significance” in order to comply with the AGCO regulations for outdoor events.

## **LINK TO STRATEGIC PLAN**

Promote our amenities including recreational facilities, parks, human services, heritage and culture and other attractions in the Town of Kingsville as assets that support the quality of life.

## **FINANCIAL CONSIDERATIONS**

Designation as an event of municipal significance allows for a significant savings to the festival organizers

## **CONSULTATIONS**

LCBO Special Occasion Permit Process, Kingsville Folk Festival Organizers

## **RECOMMENDATION**

Council approves the request for Event of Municipal Significance status for the 2017 Kingsville Folk Festival.

*Maggie Durocher*

Maggie Durocher Hons. BHK  
Manager of Parks and Recreation Programs

*Peggy Van Mierlo-West*

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



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

**Date:** April 3, 2017  
**To:** Mayor and Council  
**Author:** M. Durocher  
**RE:** Celebrate Canada Grant  
**Report No.:** PR-2017-02

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#### **AIM**

Provide the Mayor, Members of Council with an update on the Celebrate Canada Grant that was applied for in relation to the Kingsville Canada Day Program

#### **BACKGROUND**

In 2016 a meeting was to discuss programming for the Canada Day weekend in Kingsville. Interested partners included the Kingsville Community Church and Kingsville First Lutheran Church. During the meeting it was decided that for 2017 the Fireworks event sponsored by Kingsville Community Church would be held on June 30 in an effort to create a weekend of activities for the Town.

#### **DISCUSSION**

Celebrate Canada is a Federal Grant that assists with funding for activities taking place on specific nationally recognized days including St. Jean Baptiste Day, Canadian Multi Culturalism Day, National Aboriginal Day and Canada Day. Events **MUST** take place on one of these specific holidays to qualify for funding. The application form submitted by Kingsville Parks and Recreation requested funding for July 1 events including Giant Birthday Cake, Entertainment, Children's Activities, BBQ, and more. On March 28 the Town of Kingsville was advised that the grant request had been successful in the amount of \$4000

#### **LINK TO STRATEGIC PLAN**

To promote the general betterment and positive self-image and attitude of our community using the identified strengths that exist in the community

#### **FINANCIAL CONSIDERATIONS**

This event was budgeted for under community events. Successful funding by Celebrate Canada would become a revenue item for the event to assist in defraying the costs.

### **CONSULTATIONS**

Kingsville Community Church  
Kingsville First Lutheran Church  
Jimmy Bouthaveth Heritage Canada  
Peggy Van Mierlo West

### **RECOMMENDATION**

That council endorse the Kingsville Canada Day weekend program, and accept the grant from Heritage Canada in the amount of \$4000

*Maggie Durocher*

Maggie Durocher, Hons BHK  
Manager of Parks and Recreation Programs

*Peggy Van Mierlo-West*

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



MAR 16 2017

Mrs. Maggie Durocher  
Parks and Recreation Program Manager  
CORPORATION OF THE TOWN OF KINGSVILLE (THE)  
2021 Division Road North  
Kingsville, Ontario  
N9Y 2Y9

Title of Project: Kingsville Celebrates Canada 150

Dear Mrs. Durocher:

On behalf of the Minister of Canadian Heritage, it is my pleasure to inform you that your application for funding has been approved.

A Grant in the amount of \$4,000 will be awarded to help your organization carry out its activities, under the Celebration and Commemoration Program, Celebrate Canada Component. This funding will be allocated over one government fiscal year 2017-2018 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives will be in contact with you in the near future to review the terms and conditions related to this funding.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

Seema Jethalal  
Regional Director General  
Ontario Region



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

**Date:** April 10, 2017  
**To:** Mayor and Council  
**Author:** Acting Fire Chief Jeff Dean  
**RE:** PTSD Prevention Plan  
**Report No.:**

---

## **AIM**

To provide council with information on the PTSD Prevention Plan developed for the Kingsville Fire Department as required by the Notice of Direction by Minister Flynn (Minister of Labour) pursuant to Subsection 9.1(1) of the Ministry of Labour Act.

## **BACKGROUND**

The Province of Ontario passed the Supporting Ontario's First Responders Act in April 2016. This legislation creates a presumption that post-traumatic stress disorder (PTSD) diagnosed first responders is work-related. The presumption allows for faster access to WSIB benefits, resources and timely treatment. The act is part of the province's strategy to prevent or mitigate the risk of PTSD and provide first responders with faster access to treatment and the information they need to stay healthy.

On April 14, 2016, Minister of Labour Kevin Flynn issued a Notice of Direction pursuant to Subsection 9.1(1) of the Ministry of Labour Act directing all employers who employ workers to whom Section 14 of the Workplace Safety and Insurance Act, 1997 applies, to provide him with information relating to their plans to prevent PTSD arising out of and in the course of employment at the employer's workplace. These PTSD prevention plans are to be submitted to the province by no later than April 23, 2017.

## **DISCUSSION**

The PTSD Prevention Plan outlines a holistic approach to addressing PTSD and the focus of this plan is to establish foundational elements based on the PTSD framework which is Prevention, Intervention and Recovery/Return to Work.



Prevention focuses on outlining the basic elements of occupational health and safety management such as understanding legal responsibilities, recognizing, assessing and controlling the hazard, outlining roles and responsibilities and incident reporting procedures in our organization.

Intervention focuses on outlining actions that can be taken to improve a situation. This includes ensuring that workers know how to report psychological injuries when they occur and are supported in doing so. It also highlights intervention options that can be utilized in our organization.

Recovery and return to work ensures that managers understand how to accommodate a worker who is suffering from PTSD and that there are clearly established roles and responsibilities for supporting worker through this process.

The goals and objectives of the plan are to:

- Define the legal requirements.
- Explain how to identify and respond to PTSD injuries.
- Establish roles and responsibilities within our organization.
- Establish policies and procedures to support PTSD prevention in our organization.
- Establish intervention strategies.
- Outline organizational intervention practices and procedures so that all supervisors and managers understand the available intervention options.
- Review the duty to accommodate.

The plan addresses the training requirements for

- PTSD awareness.
- Anti-stigma awareness
- Recognizing PTSD signs and symptoms
- How to respond to and address the signs and symptoms

The plan also lists both internal and external resources.

The PTSD Prevention Plan will help to enhance our organizations ability in the prevention of PTSD, intervention when required as a result of a PTSD injury and assist in the recovery and return to work from a PTSD injury. This plan is a living document and can be updated as required to ensure that our PTSD Prevention Plan is kept current and meets the needs of our members.

## **LINK TO STRATEGIC PLAN**

To maintain and improve the health, safety and well-being of our residents

## **FINANCIAL CONSIDERATIONS**

The financial impacts for the implementation of the PTSD Prevention Plan will be absorbed through our current budget.

## CONSULTATIONS

CAO Peggy Van Mierlo-West  
Town of Kingsville Management Team  
Ministry of Labour  
Ontario Association of Fire Chiefs  
Public Services Health and Safety Association

## RECOMMENDATION

That report titled PTSD Prevention Plan is received.

*Jeffrey J. Dean*

Jeffrey J. Dean  
Acting Fire Chief

*Peggy Van Mierlo-West*

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



## PTSD Prevention Plan

*This PTSD Prevention Plan has been developed to outline our approach to managing Post Traumatic Stress Disorder at the Kingsville Fire Department. The goal of this plan is to take a holistic approach across prevention, intervention and recovery and return to work.*

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## Introduction

The Town of Kingsville Council, Administration and Fire Department are committed to addressing Post Traumatic Stress Disorder (PTSD) in our workplace. This prevention plan outlines a holistic approach to addressing PTSD and the focus of this plan is to establish foundational elements based on the PTSD Framework below. Specifically, this plan highlights our prevention, intervention and recovery and return to work policies and practices.

This is a living document which will be updated as our organization advances on our PTSD prevention journey.

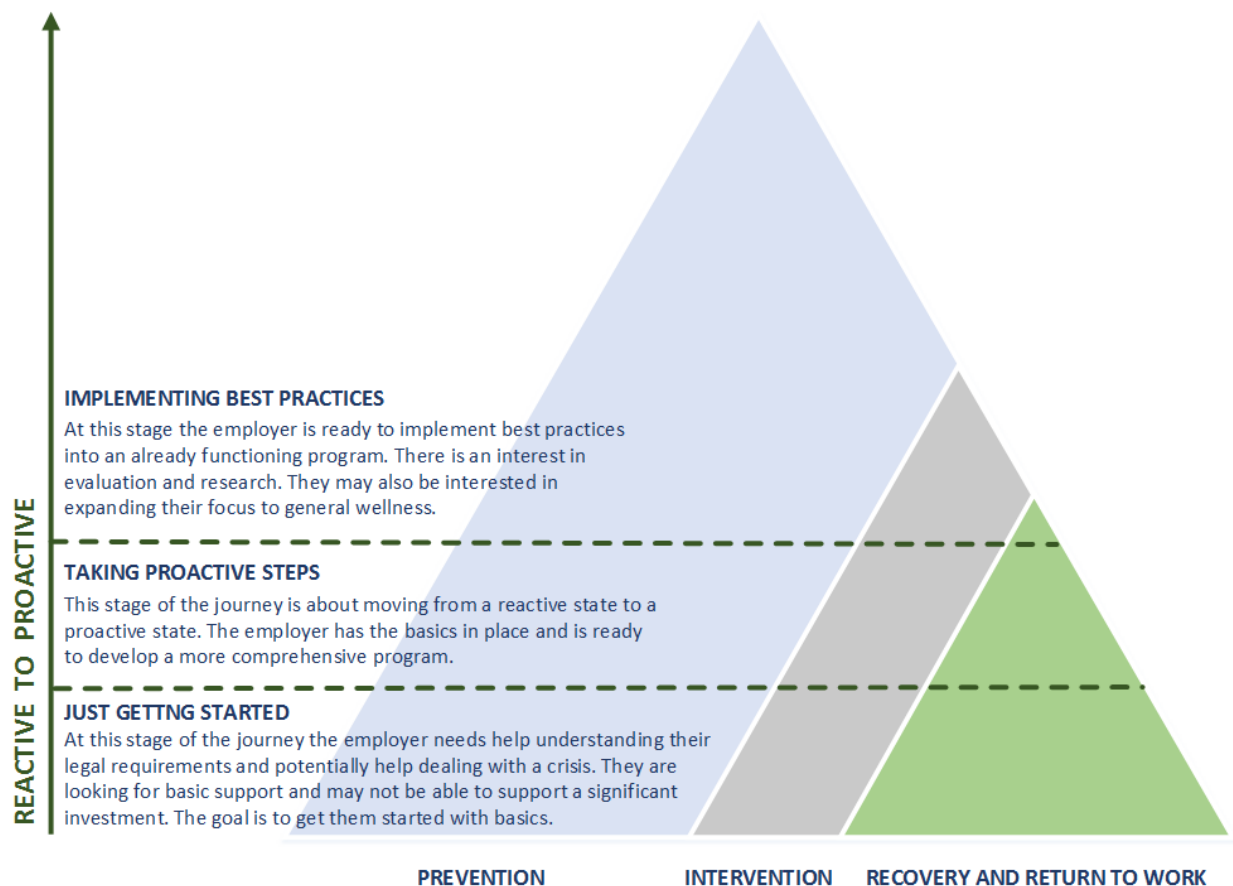


Figure 1: PTSD Framework

## Prevention Focus Area

Prevention focuses on outlining the basic elements of occupational health and safety management such as understanding legal responsibilities, recognizing, assessing and controlling the hazard, outlining roles and responsibilities and incident reporting procedures in an organization. The goal is to establish or integrate PTSD prevention

practices for the promotion of a healthy and safe workplace that actively works to prevent harm to a worker's mental health.

## **Intervention Focus Areas**

Intervention focuses on outlining actions that can be taken to improve a situation. This includes ensuring that workers know how to report psychological injuries when they occur and are supported in doing so. It also highlights intervention options that are evidence based and that can be utilized in organizations.

## **Recovery and Return to Work Focus Area**

Recovery and Return to Work ensures that managers understand how to accommodate a worker who is suffering from PTSD and that there are clearly established roles and responsibilities for supporting workers through this process. Recovery and return to work is an important aspect of preventing future or further injury.

## **Goals and Objectives**

The goal of this plan is to provide all employees clarity on how the Town of Kingsville and the Kingsville Fire Department is addressing PTSD prevention, intervention and recovery and return to work in our organization.

The specific objectives of the plan are to:

- Define the legal requirements.
- Explain how to identify and respond to PTSD injuries.
- Establish roles and responsibilities within our organization.
- Establish policies and procedures to support PTSD prevention in our organization.
- Establish intervention strategies
- Outline organizational intervention practices and procedures so that all supervisors and managers understand the available intervention options.
- Review the duty to accommodate.

## **Overview of PTSD, Risk Factors, Signs and Symptoms**

PTSD can develop when someone experiences, sees or learns about an event involving actual or threatened death, serious injury or sexual violence.

## **Causes**

It is believed that PTSD is caused by a complex mix of:

- Life experiences, including the amount and severity of trauma you have experienced since early childhood.
- The way your brain regulates the chemicals and hormones your body releases in response to stress.
- Inherited mental health risks such as an increased risk of anxiety or depression and inherited aspects of your personality or temperament.

## Risk Factors

- Having a job that increases your risk of being exposed to traumatic events, such as firefighting.
- Experiencing intense or long-lasting trauma.
- Feeling horror, helplessness or extreme fear.
- Seeing people get injured or killed.
- Having experienced other trauma earlier in life, including childhood abuse/or neglect.
- Having other mental health problems such as anxiety or depression.
- Lacking a good support system of family and friends.
- Dealing with extra stress after the event, such as loss of a loved one, pain and injury, or loss of a job or home.
- Having biological relatives with mental health problems including PTSD or depression.

PTSD can increase the risk of other mental health problems such as:

- Depression and anxiety,
- Issues with drugs or alcohol use,
- Suicidal thoughts or actions.

## Signs and Symptoms

Symptoms may start within 3 months of the event but can sometimes not appear until years after the event. The symptoms can make it hard for the affected person to live their everyday life and can be accompanied by depression, substance abuse, or other anxiety disorders. Following are three types of symptoms associated with PTSD<sup>1</sup>:

### Intrusive Memories

Also called re-experiencing symptoms, these memories can start from the persons own thoughts, or can be triggered by words, objects or situations that are reminders of the traumatic event. Intrusive memories include:

- Recurring, unwanted distressing memories of the traumatic event,
- Reliving the event as if it were happening again (flashbacks),
- Upsetting dreams or nightmares about the event, and
- Severe emotional distress of physical reactions (heart racing, hands sweating) to something that reminds you of the event.

### Avoidance

Avoidance symptoms may cause a person to change their routine such as avoiding things that remind them of the event as well as negative changes in thinking and moods. This includes:

- Trying to avoid thinking about the event,

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<sup>1</sup> Mayo Clinic, 2016, National Institute of Mental Health (2016)  
<http://www.mayoclinic.org/diseases-conditions/post-traumatic-stress-disorder/symptoms-causes/dxc-20308550>

- Avoiding places, objects, activities or people that remind you of the event,
- Increased negative feelings about self or others,
- Feeling emotionally numb or an inability to experience positive or negative emotions,
- Feeling hopeless about the future,
- Losing interest in activities that were enjoyable in the past,
- Feeling strong guilt, depression or worry,
- Memory problems including not remembering important aspects of the traumatic event, and
- Difficult maintaining close relationships.

### **Hyper-arousal Symptoms**

These symptoms are changes in emotional reactions usually constant and can make a person feel stressed, angry, overwhelmed and “on guard”. These symptoms include:

- Irritability, feeling tense or “on guard”,
- Difficulty sleeping,
- Angry outbursts or aggressive behaviour,
- Being on constant guard for danger,
- Feelings of overwhelming guilt or shame,
- Self-destructive behaviour,
- Trouble concentrating or sleeping, and
- Being easily startled or frightened.

### **Legal Requirements**

At the Town of Kingsville and the Kingsville Fire Department we understand that we have a legal requirement under the Occupational Health and Safety Act to take every reasonable precaution to protect workers from harm. Employers and supervisors are required to inform all workers about psychological hazards on the job and provide training to employees on how to prevent these hazards and protect themselves from harm. Workers are also required to follow policies and procedures set out by the employer.

### **Notification of Injury/Illness**

Following the notification of an injury/illness, Section 51 and 52 of the Occupational Health and Safety Act (OHSA) requires notification to the Ministry of Labour, Joint Health and Safety Committee and the local Association (if applicable) if an employee is critically injured, disabled from performing their own work or receives medical attention resulting from an incident. The details required in these reports, and the parties who must be notified are based on the severity of the injury and are outlined in the OHSA, and in Section 5 of the Industrial Establishment Regulation. Of particular importance is the necessity in Section 5(2)(j) (Industrial Establishment Regulation) includes steps to prevent further illness.

Reporting a Post-Traumatic Stress Disorder through required channels is handled in the same manner as other injuries or illnesses. When an injury or illness occurs, the employer must submit a Form 7 Report of Injury/Illness within three days.



In many cases, an employee with PTSD will require time off from work, but in some instances, it may be possible to accommodate them with alternate work as they are receiving treatment. The same WSIB Form 7 is used regardless of whether the ill/injured employee loses time from work (lost time injury), or only seeks medical attention (no lost time injury). The employee will be sent a Form 6 by WSIB for completion following the employer's submission of the claim.

## **Organizational PTSD Practices**

The Town of Kingsville and the Kingsville Fire Department consider mental health, wellbeing and psychological safety of its employees to be important part of a productive, effective and healthy workplace.

To promote a healthy workplace we will strive to:

- Increase awareness about mental health issues and create an open dialogue between employees, managers and leadership.
- Promote principles of mutual respect, confidentiality and cooperation across the organization.
- Support managers to help address the mental health, wellbeing and psychological safety of our employees and provide them with resources and tools to address demands, conflict, emotional distress or trauma experience by our workers.
- Focus on the organizations impact on the health and well-being of all employees, not personal health status.

## **Organizational Anti-Stigma Practices**

The Town of Kingsville and the Kingsville Fire Department are committed to fostering a workplace where our employees are protected from stigma associated with mental illness. Our organization will ensure that all employees are treated with respect and dignity; this includes those suffering from mental illness and those who support other workers suffering from mental illness.

Harassment and acts of discrimination will not be tolerated. Anyone who is found to be stigmatizing another individual may be subject to disciplinary action. Types of behaviour and acts that contribute to stigma include:

- Prejudicial attitudes and discriminating behaviour directed towards individuals.
- Trivializing or belittling people suffering from PTSD, or PTSD itself.
- Insulting people who are suffering from PTSD.
- Patronizing people who are suffering from PTSD by treating them as if they are not as good as other people.
- Ostracizing people who are suffering with PTSD, or their friends and supports.

To support a stigma-free workplace, we will:

- Provide PTSD awareness training and education.
- Anti-stigma language is part of our corporate philosophy.
- Regularly monitor organizational practices and systems for barriers to achieving a stigma-free workplace.

- Provide an effective and fair complaints process.
- Lead by example.

Managers and Supervisors are responsible for fostering a stigma-free workplace and setting an example of appropriate behaviour.

Employees are responsible for treating coworkers with respect in the workplace, bringing forward complaints and cooperating with investigations into complaints. Employees are also responsible for treating all parties and situations in a sensitive and confidential manner.

## **Recognizing and Responding to Signs and Symptoms of PTSD**

Managers and supervisors are expected to know how to recognize and respond to signs and symptoms of PTSD in a worker, fellow manager or supervisor. If signs and symptoms are found to be present it is expected that the manager or supervisor will:

- Keep the communication lines open with the worker and ask how they or other team members can provide support to the worker. If the worker is not ready to talk, wait for them to open up. If they do start to share, do not interrupt, it is often difficult for people with PTSD to ask for help, particularly if there is a concern about stigmatization.
- Deal with signs and symptoms directly and as soon as possible. If signs and symptoms are recognized it is best to open the dialogue and provide support so that the worker knows they are supported in the workplace.
- Provide information about the options the worker has to address PTSD. Help the worker access support and help resources, if they request or need assistance.
- Encourage the worker to talk to someone they trust about what has happened, this could be team members identified in the workplace to provide peer support, family members, friends or a manager/supervisor.
- Share with the worker that what they are experiencing is a normal reaction. Provide information about signs and symptoms and when they should speak to a professional or seek additional help.

## **Roles and Responsibilities for Prevention, Intervention, Recovery and Return to Work**

### **Senior Leadership (i.e. CAO, Chief Officers)**

Our Senior Leadership will:

- Understand the impact that PTSD and other occupational stress injuries have on the organization.
- Identify what health and safety programs already exist and how a PTSD Prevention Program can be integrated into existing systems. This should consider:
  - Management training
  - Employee engagement
  - Anti-stigma awareness

- Civility and respect, anti-stigma
  - Critical incident response and management
  - Employee Assistance Program (EAP) or other benefits that support a mental health and wellness program
  - Training individuals in strategies for resiliency and health behaviour
- Set the tone and lead by example, reducing stigma and encouraging conversations and take every reasonable precaution to protect workers.
- Makes early and considerate contact with an injured/ill worker.

### **Managers and Supervisors (i.e. Chief Officers, Captains)**

Managers and Supervisors will:

- Participate in training to be aware and ready to address the day to day aspects of PTSD prevention and management.
- Receive training on how to recognize signs and symptoms of PTSD, understand the causes and risk factors and understand how to support workers suffering from PTSD.
- Identify individuals at risk of PTSD.
- Be prepared through training, coaching or other means to engage workers in discussions about psychological health and safety.
- Encourage active discussion with workers about mental health and psychological safety.
- Implement processes to report concerns and provide support to workers in need.
- Help identify control methods that support PTSD prevention such as workplace rotations for highly exposed individuals.
- Reduce stigma by participating in positive conversations.
- Understand how to accommodate a worker suffering from PTSD.
- Actively participate in a systematic, structure and coordinated Return to Work process and plan.

### **Employees (i.e. Firefighters)**

Employees will:

- Participate in training and education about PTSD.
- Report concerns, incidents so that they can be investigated and addressed.
- Listen to coworkers and encourage engagement.
- Reduce stigma by participating in positive conversations.

### **Human Resources**

The Human Resource department will:

- Assist the injured/ill worker to remain or return to work while they recover, while also ensuring that the workers return to work date is sensible, flexible and safe for the worker.
- Help the worker return to the workplace post-injury/illness.

- Connect and consult with the injured/ill worker, treating health professional and WSIB representative and make sure that everyone understands what to expect and what is expected of them.
- Monitor the workers progress towards returning to work.
- Help resolve issues or disputes related to the return to work.

## **Training**

### **PTSD Awareness and Anti-Stigma Training**

The Town of Kingsville and the Kingsville Fire Department are committed to providing PTSD and anti-stigma awareness training to all workers within our organization. Our organization will:

- Provide PTSD and occupational stress awareness training to new recruits.
- Implement and maintain the awareness training program so that all staff is familiar with the signs and symptoms of PTSD.

### **Recognizing Signs and Symptoms and Responding to Signs of PTSD**

All managers and supervisors will receive training on how to recognize the signs and symptoms of PTSD and learn the organizations expectations on how to respond to and address these signs and symptoms.

### **Post Exposure Education and Awareness**

Education and awareness will be offered to those who have experienced a traumatic event. This education will focus on providing information about signs and symptoms, how to access care if needed and provision of contact information if they require assistance and/or resources.

The Kingsville Fire Department has supplied and made available to its members the following Quick Series Pocket Guides:

- Preventing & Recovering From Traumatic Stress
- Stress Management For Emergency Personnel

Copies of the above noted guides are also made available in the training rooms at each fire station.

### **Training Roll-Out**

The Kingsville Fire Department is committed to ensuring that all members of the department will receive Road to Mental Readiness (R2MR) training. Preparations are underway to ensure that this training has been provided by the end of November 2017. Firefighters will be provided with the 4-hour primary course. Fire officers will be provided with the 8-hour leadership course. Additional sessions will be made available when needed, and as required for new hires.

## Early Intervention Strategies

When workers are exposed to a traumatic event, the Kingsville Fire Department will provide those workers with the following early interventions (if required) to minimize stress and promote prevention of PTSD:

- Using debriefing sessions that focus on helping the worker put their experiences in perspective and validates what they have seen, done, thought and felt.
  - A social worker who specializes in treating persons who suffer from critical incident stress and PTSD can be made available as required for debriefing sessions. The phone number is posted in a visible area at each station and is available upon request.
- Allowing time off for the workers who have been involved in a traumatic event.
- Providing workers with stigma-free counselling services to address the emotional aspects of what they have experienced. Counselling services are provided through the Employee Assistance Program (EAP). EAP information has been distributed to all members, is posted in a visible area at each station and is available upon request.
- Providing ongoing education that gives information on PTSD, stress management and actions that workers can take for themselves.
- Offering peer support.

## Resources

### Internal Resources:

Homewood Health Member and Family Assistance Program:

- (800) 663-1142                      website: [www.homeweb.ca](http://www.homeweb.ca)

### External Resources:

Jim Jeanette (Registered Social Worker):

- [www.jimjeannette.com](http://www.jimjeannette.com)

First Responders First website:

- [www.firstrespondersfirst.ca](http://www.firstrespondersfirst.ca)

PTSD Association of Canada website:

- [www.ptsdassociation.com](http://www.ptsdassociation.com)

Ontario Mental Health Helpline:

- (866) 531-2600                      website: [www.mentalhealthhelpline.ca](http://www.mentalhealthhelpline.ca)

Distress and Crisis Ontario (Windsor & Essex County):

- (519) 256-5000                      website: [www.dcwindsor.com](http://www.dcwindsor.com)

Canadian Mental Health Association (Windsor-Essex County):

- (519) 255-7440                      website: [www.windsoriessex.cmha.ca](http://www.windsoriessex.cmha.ca)

## Approval:

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Fire Chief

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CAO

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Date

---

Date



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

**Date:** March 22, 2017

**To:** Mayor and Council

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

**RE:** Status Update - 950 Seacliff & ATI

**Report No.:** PDS-2017-003

---

## **AIM**

To provide Council with information on the status of:

- i) an agreement to construct a single detached dwelling on the property known locally at 950 Seacliff Drive (County Road 20), and
- ii) site plan agreement completion and ongoing odour control issues at 329 County Road 34 E (ATI).

## **BACKGROUND**

### **950 Seacliff**

In 2008 Council approved a zoning amendment on the subject property to permit the establishment of a home occupation (contractor's office and shop) in a detached accessory structure. Later in 2009 a standard site plan agreement was approved for the permitted development. In addition a separate agreement between the owner and the Town was executed requiring that a single detached dwelling be constructed on the site within two years of the date of the agreement (February 2010).

### **ATI**

Since 2009 Council has been provided with a number of status updates on the final completion of the approved development on the ATI site. Much of the issue at the site has centered around odour issues and the volume of materials being stored on the site and not readily processed. For much of the last two years the odour issue has been directed to and dealt with on an ongoing by the Ministry of Environment and Climate Change

(MOECC). The Ministry has more recently taken increasing enforcement action in order to address the odour issue and restrict the addition of more vine materials on the site.

## **DISCUSSION**

### **950 Seacliff**

A review of the 2008 Council meeting minutes related to the approved zoning amendment was undertaken to better understand the actions taken and the ultimate outcome of the request at that time. The planner of the day did not initially support the zoning amendment as the use was not agriculture related and was not a home occupation or home industry even under the former Gosfield South Zoning By-law. The zoning amendment that was eventually approved in 2008 was predicated on the owner applying for site plan approval and entering into an agreement with the Town to construct a single detached dwelling within two years. Although these requirements were not noted as part of the approval, this approach was basically conditional zoning which was and remains a possible course of action but only where policies are outlined in the Official Plan.

As part of the development of the agreement, at the time, there was legal consultation undertaken and based on the information in the file the enforcement of the requested agreement was questioned at the time. The concern was related to whether the requirement was a reasonable condition of the site plan approval as outlined in Section 41(7) of the Planning Act.

The owner's plans at that time were to have a home and business located on the subject lands something that is very common with home builders in smaller communities. The owner was prepared to move forward with the plans but eventually realized that perhaps in the long-term this was not advisable financially or operationally.

As of today construction of the single detached dwelling has not been completed as per the terms of the agreement with the Town. The owner is still aware of the terms of the agreement and has recently spoken with our department on the possible construction of a dwelling but with no specific timeline in mind.

### **ATI**

The 2009 site plan and subsequent 2013 site plan amendment have, with one exception, been fully completed. All buildings have been constructed and lot grading and landscaping done. The inspection and upgrading of an existing septic system is outstanding however it is our understanding that this work is being undertaken. In addition to the required site plan conditions ATI has installed an odour control system as well as installed other odour control measures, as ordered by MOECC, which included covering of the vine material pile, leachate pond odour control and the prohibition on receipt of any additional vine waste. MOECC was asked as part of this status update to Council to provide an update on their actions related to ATI which is attached to this report as Appendix 'A'.



## **LINK TO STRATEGIC PLAN**

There is no link to the Strategic Plan for either item.

## **FINANCIAL CONSIDERATIONS**

### **950 Seacliff**

Based on comment from the Building Department at the time of the zoning approval, removal of the building if the Town enforced the terms of the agreement would cost approximately \$20,000. This cost has likely increased somewhat over the last eight years and also does not take into consideration the potential legal cost associated with a potential dispute over removal of an actively operating business.

### **ATI**

There are no financial considerations at this time related to the status update.

## **CONSULTATIONS**

### **950 Seacliff**

The principle source of information on this item was the existing files from 2008. Much of the staff around at that time is no longer with the Town.

### **ATI**

The MOECC was the principle contact as much of the outstanding concern is related to odour and the continued acceptance of additional vine waste.

## **CONCLUSIONS**

### **950 Seacliff**

If we reset the clock to 2008 and review the use of the subject property in the context of the current Official Plan policies and Provincial Policy much the same conclusions can be made. This property is designated Agriculture and the use is not agriculture-related. However, there are provisions made for some limited non-residential use in agricultural areas subject to certain criteria under PPS. The conclusion in 2008 was that the use was not permitted but did note that a planning justification report may have provided rationale for the requested zoning change. While it is believed that this is true I believe there is adequate justification based on the size of the parcel and its former use which ultimately impacted the properties continued use as productive agricultural land.

In moving forward it is suggested that the zoning of the property be amended once more to clearly permit the current use as a contractor's yard, shop and office, not as a home occupation, including permitting the potential for the development of a single detached dwelling in the future. A contractor's yard, shop and office is listed as a permitted accessory use in the Agriculture '(A1)'. The purpose of the new zoning amendment would

be to permit the use as a main use. The zoning could also include provisions making all development on the site subject to site plan control.

## **ATI**

At this point the only outstanding item related to the site plan approval is the septic upgrades for which there is an active permit. All other buildings and support facilities have been completed as outlined in the approved and/or amended site plan approval. Ongoing compliance with the agreement will continue to be monitored. Contact will also be maintained with MOECC on the status of the Director's order and what the final outcome is with a status update to Council once this has occurred.

## **RECOMMENDATION**

It is recommended that:

- 1) Council receive the attached report for information purposes on the status of a 2008 agreement requiring the construction of a single detached dwelling within two years on property located at 950 Seacliff Drive (County Road 20).
- 2) Council direct administration to have the property owner submit an application for consideration of a zoning amendment to address the use and continued operation of a contractor's yard and shop on the subject lands at 950 Seacliff Drive (County Road 20).
- 3) Council receive the attached report for information purposes on the status of the site plan approval and associated agreement for property located at 329 County Road 34 E also known at the ATI site.

*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

## Appendix 'A'

**Robert Brown**

---

**From:** Moroney, Michael (MOECC) <Michael.Moroney@ontario.ca>  
**Sent:** March-21-17 1:49 PM  
**To:** Robert Brown  
**Cc:** Smith, Mark (MOECC); Gilbert, Teri (MOECC); MacKinnon, Allan (MOECC)  
**Subject:** Update - Agriculture Technology Inc.

Robert,

Thank you for your email of March 13, 2017 to Allan MacKinnon in our Windsor Area Office, in which you requested an update with respect to our ministry's compliance oversight of the Agriculture Technology Inc. facility. As the District Manager for the ministry's Sarnia/Windsor District, I am pleased to provide the following information.

On November 15, 2016 the ministry issued a Provincial Officer's Order to ATI, ARRC International Inc., and Matthew Posthumus (the Parties) to ensure that odour control measures are implemented at the site to prevent odours from causing adverse effects offsite. The order required the Parties to: submit an application for an Environmental Compliance Approval for air emissions; cease receiving any additional waste pending compliance with the order; store waste on a concrete pad; segregate the waste; enclose the concrete pad with an odour suppression system; cover the organic waste with plastic, put in place odour control measures for the leachate ponds, and provide information on monitoring and processing procedures.

On November 22, 2016, the Parties submitted a Request for Review of the order. After considering the Request for Review of the order, the ministry issued a Director's Order on November 29, 2016 confirming all requirements of the Provincial Officer's Order. On December 9, 2016, the company appealed the Director's Order to the Environmental Review Tribunal. This matter is currently before the Tribunal. On consent of the ministry, the Tribunal has ordered a stay of item 3 of the Director's order, which requires the company to apply for an Environmental Compliance Approval, pending disposition of the appeal. The remainder of the Director's order remains in effect.

In the interim, ministry staff continue to conduct periodic inspections of the facility and were most recently at the site on January 26, 2017 and March 9, 2017. The ministry has not received any odour complaints since November 2016.

*Mike Moroney  
District Manager, Sarnia/Windsor District  
Ministry of the Environment and Climate Change  
1094 London Road, Sarnia, ON N7S-1P1  
519-383-3780*



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

**Date:** March 30, 2017

**To:** Mayor and Council

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

**RE:** 2017 1st Quarter Administrative Site Plan Approval Update

**Report No.:** PDS 2017-012

---

## **AIM**

To provide the Mayor and Council with information on the administrative approval of site plans and/or site plan amendment as per Site Plan Amendment By-law 128-2015.

## **BACKGROUND**

In December of 2015 Council approved a new site plan control by-law to replace the 2001 by-law. The new by-law provided for a much more detailed outline of where site plan approval was required, reinforced and expanded on the enforcement provisions and provided a tiered approval approach. Site plan approvals were also divided into two categories, Council approved and Administrative approval. This was intended to provide the ability to deal with minor additions and amendments for properties with existing site plan approval in place and to better process smaller new site plan approvals where the development was below a specific dollar value, did not require any other planning approval and was not located next to residentially zoned property. Council approved this approach on the basis that administration would provide an update on administrative approvals.

During the last quarter of 2016 two site plan amendments were reviewed and approved as follows:

Item 1 – The updating of an existing site plan drawing for Highline Produce located at 2464 - 2628 Division Road North. The property in question has experienced multiple expansions as well as changes to the size and configuration of the property.

Item 2 – The submission of a revised site plan drawing to update the location of the main entrance and associated parking layout update. This included the proposed location of the business sign for the new dental office located at 141 Main St E.

During the first quarter of 2017 two site plan amendments were reviewed and approved as follows:

Item 3 – A warehouse addition to an existing greenhouse operation located at 1451 Road 2 E.

Item 4 – An addition to the existing composting facility at Highline Produce located at 2464 – 2628 Division Road North

## **DISCUSSION**

Item 1 - In order to insure that the existing lot lines and site plan were up-to-date the owner undertook survey work which noted a greater rear yard setback along the east side of the property. A revised site plan drawing was submitted and an amendment undertaken to attach the updated site plan with the most current layout of the facility. No new construction was undertaken.

Item 2 – The dental office development at 141 Main St E. requested the relocation of the main entrance onto Santos Drive in order to utilize the existing access point and prevent the removal of a large mature tree located in the boulevard. The relocation of the access required an altered parking layout and resulted in the loss of two spaces however did not cause any zoning deficiency related to parking. The owner also made note in the updated plan of the business sign location that was not included in the original plan.

Item 3 – The owner of the existing greenhouse operation at 1451 Road 2 E submitted a site plan amendment request to construct a new 1,860 sq. m (20,020 sq. ft.) warehouse at the east of the greenhouse operation. A new access and gravel parking area will be required along with a tree line buffer along the easterly lot line.

Item 4 – A request for a site plan amendment was submitted for an 881.6 sq. m (9,490 sq. ft.) addition to an existing compost processing building located on the subject parcel. The addition is being completed to improve the processing of the compost and reduce smell generation. The addition is not increasing the production capacity at the facility. The addition represents a 2.8 % increase in the overall square footage of the operation.

Appendix A attached shows the site plan details for each of the approved amendments.

## **LINK TO STRATEGIC PLAN**

There is no link to the Strategic Plan for Items 1 or 2.

The Strategic Plan specifies under Objective, Priorities and Projects, Subsection III:

“To Develop an economic vision based on our strengths and opportunities that will retain existing and attract new businesses.”

The requested site plan amendments for Items 3 and 4 will achieve this Objective of the Strategic Plan by allowing the expansion of existing businesses.

## FINANCIAL CONSIDERATIONS

Items 1 and 2 will not result any increase in assessment. Item 3 and 4 will result in increases to assessment once development is completed.

## CONSULTATIONS

Agency or Administrator	Comment
Essex Region Conservation Authority Watershed Planner	<ul style="list-style-type: none"><li>• Items 1 &amp; 2 were not circulated as there was no change to the footprint of the development on the property beyond what was originally approved.</li><li>• ERCA has noted that no permit will be required for Item 3 however Item 4 will require a permit as the subject parcel is within the regulated area of two municipal drains</li><li>• They have expressed no concerns related to storm water management and have no objection to the proposed site plan amendments</li></ul>
Town of Kingsville Management Team	<ul style="list-style-type: none"><li>• No concerns with the requested site plan.</li><li>• Any proposed building will need to comply with the requirements of the OBC.</li></ul>
County of Essex	<ul style="list-style-type: none"><li>• Item 1 and 2 did not require circulation due to the nature of the amendment requests</li><li>• Item 3 and 4 are not on County Roads and no comment is expected.</li></ul>

## RECOMMENDATION

Council adopt the report for information purposes for the approved site plan amendments at 2464 – 2628 Division Road North, 141 Main St E and 1451 Road 2 E and authorize the Mayor and Clerk to sign the associated site plan amendments and register said amendments on title.

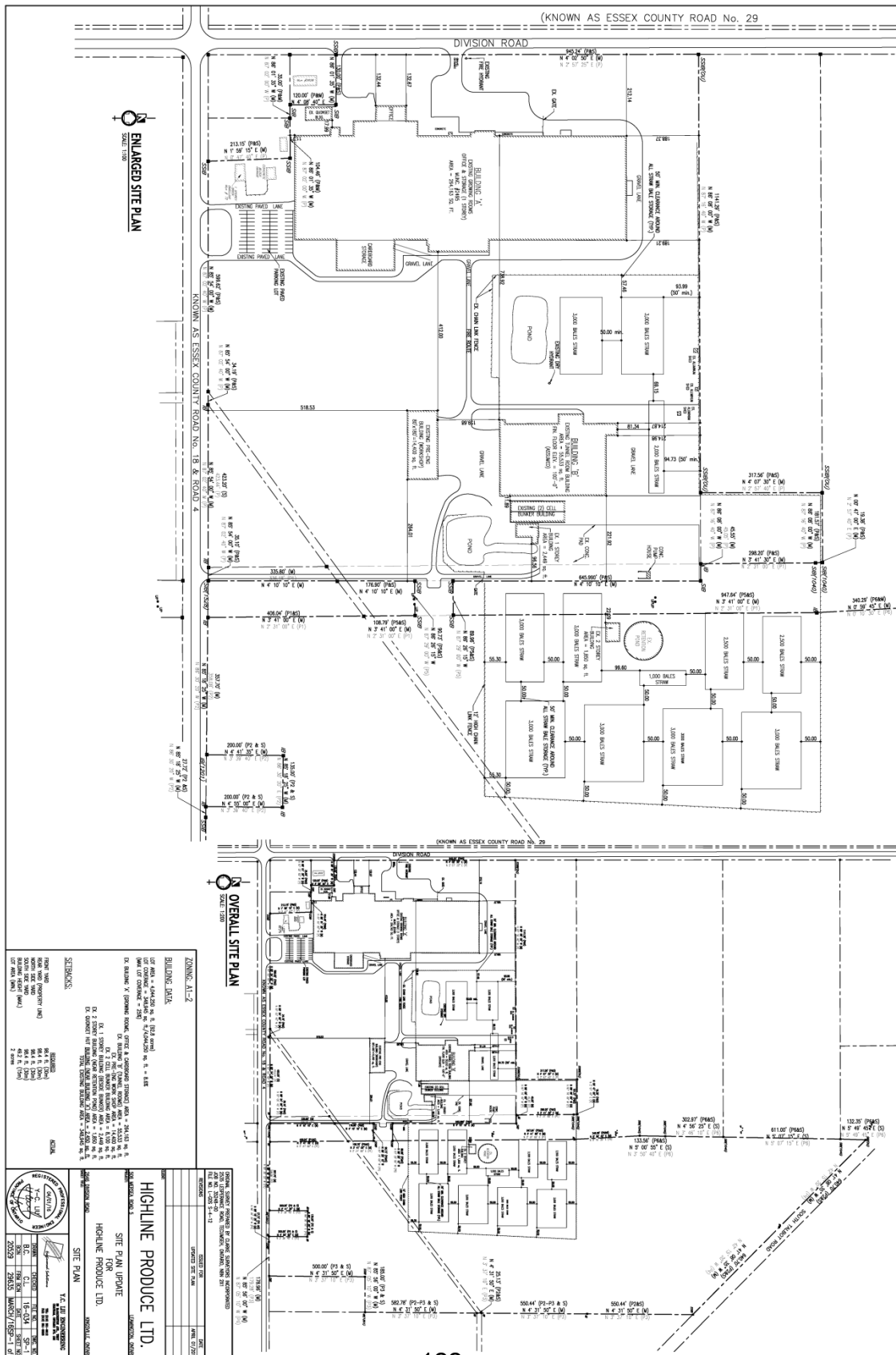
Robert Brown

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

Peggy Van Mierlo-West

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

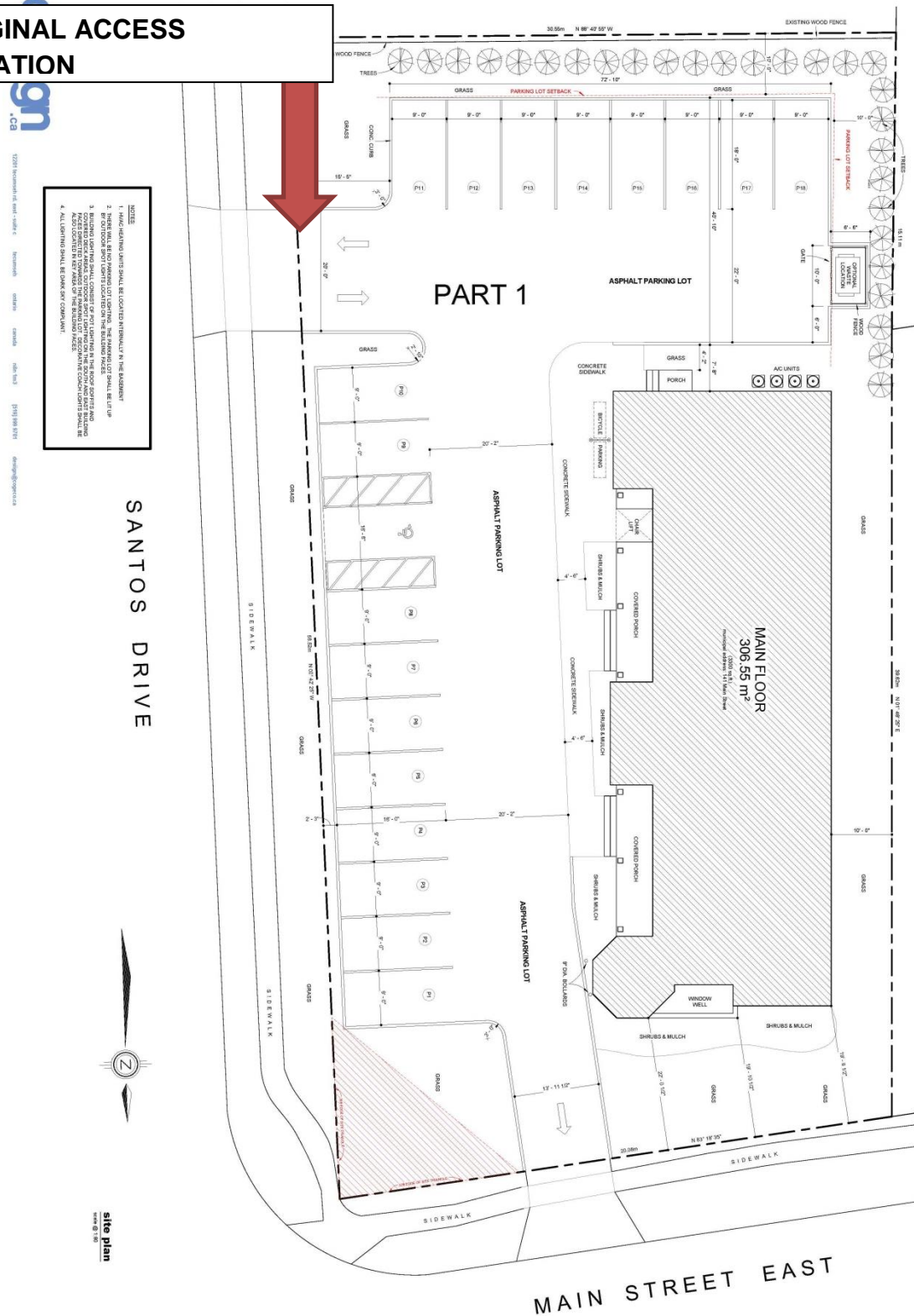
### Item 1



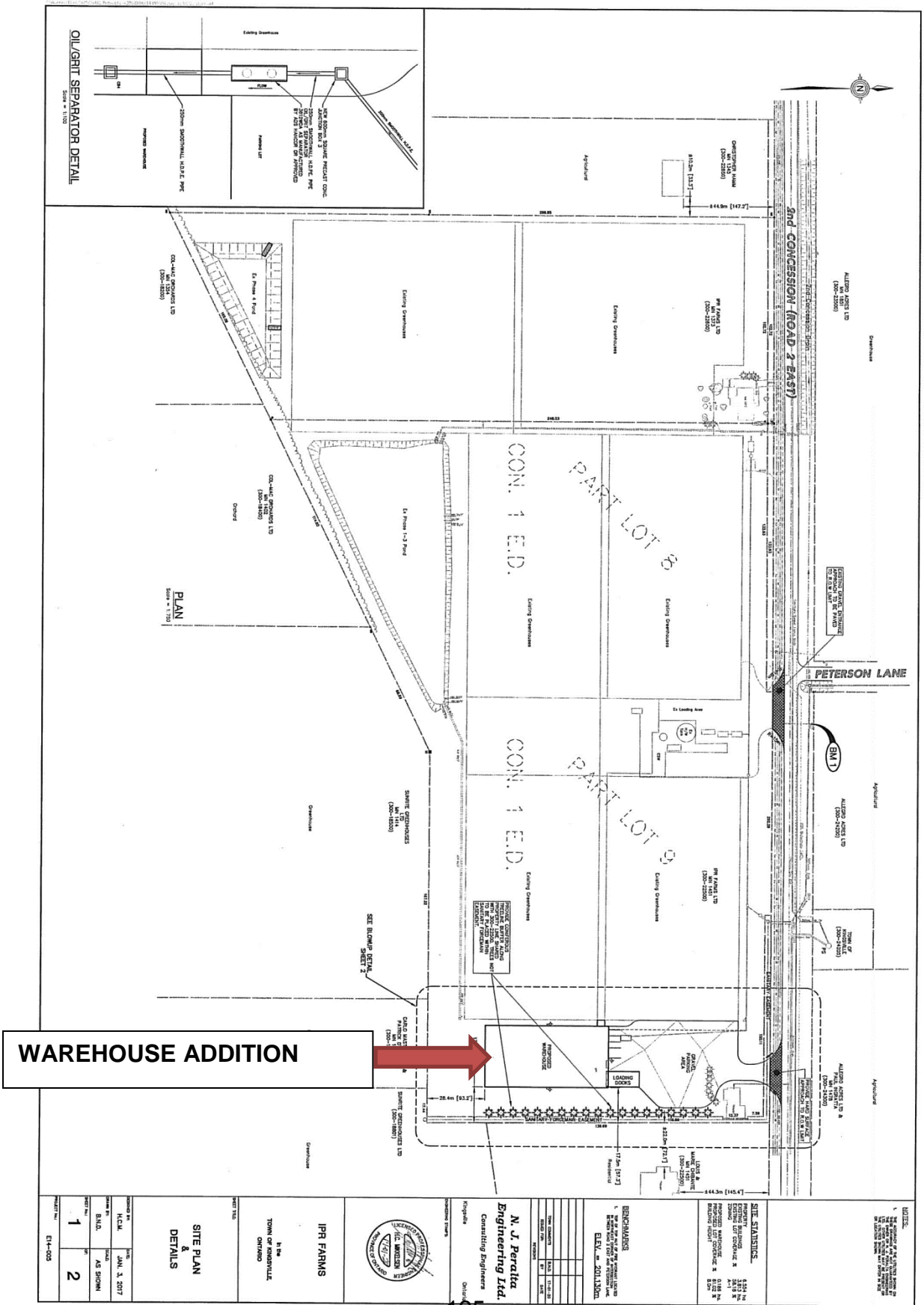




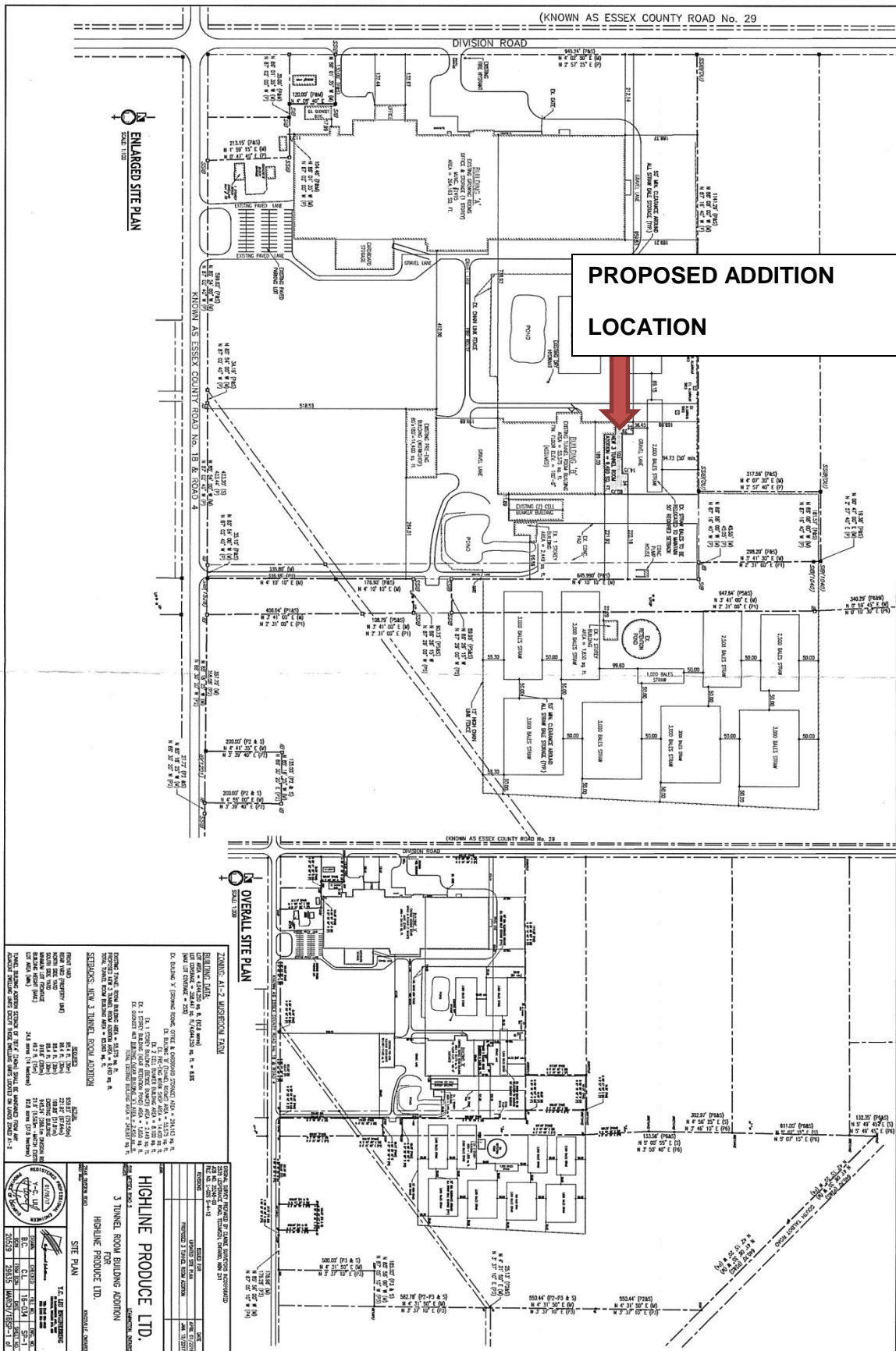
**ORIGINAL ACCESS  
LOCATION**



Item 3



# Item 4





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

**Date:** April 2, 2017  
**To:** Mayor and Council  
**Author:** Shaun Martinho H.B.Sc, C.E.T.  
**RE:** Fleet Replacement Report  
**Report No.:** MS 2017-18

## AIM

To inform Council of the tendering process for new Fleet acquisition, and recommend approval of the award of tenders.

## BACKGROUND

Several vehicles are listed for replacement in the 2017 capital program. These vehicles have reached the end of their useful lifecycle and are beginning to incur unnecessary maintenance and repair costs. The fleet vehicles listed in the 2017 schedule include:

Capital Budget Line #	Description	Dept	Capital Cost	Reserve Funding	Net Tax Impact
64	PW - Fleet Replacement - 2006 Sterling 10 ton s/a w/ plow & dump	130	\$170,000	\$ 170,000	\$ -
65	PW - Fleet Replacement - 2006 F-150	130	\$ 48,000	\$ 48,000	\$ -
67	PARKS - Fleet Replacement - 2001 F-550 s/a dump	171	\$ 70,000	\$ 70,000	\$ -
68	PARKS - Fleet Replacement - 2005 Chev C5500 3 ton s/a dump	171	\$ 75,000	\$ 75,000	\$ -
5	Replace 2009 Ford Ranger (Accident Replacement)	201	\$ 62,000	\$ 62,000	\$ -



## DISCUSSION

The Municipal Services Department prepared several tender documents, as per the Town's procurement policy, for the replacement of these vehicles. When deciding how to equip these vehicles several factors were considered including price, functionality, reliability, and time of delivery. Input was received from numerous parties including vendors, managers, and outside staff.

The results of the tendering and recommended vendors are as follows:

- Public Works will receive a Freightliner 114SD supplied by Team Truck Centres in Windsor. It will be equipped with a snow plow and salter/sander installed by Viking-Cives.
- Public Works will receive a 1500 Dodge Ram Pick-up supplied by Oxford Dodge. It will have a spray-in bed liner and tool box. It will also be retrofitted with Road Watch for road patrol.
- Parks and Recreation will receive two Ford F550's supplied by Victory Ford in Chatham. They will be outfitted with an all-aluminum dump body supplied by Commander Industries in Strathroy.
- Environmental Services will receive a Ford F250 supplied by Victory Ford in Chatham. It will have a specialty cap and box slider installed to facilitate response to main breaks and assisting with construction projects.

## LINK TO STRATEGIC PLAN

To provide safe, adequate and affordable municipal services and infrastructure.

## FINANCIAL CONSIDERATIONS

The total cost for each of the replacement vehicles is outlined below. The totals include all additional items required for outfitting of the vehicles and all applicable taxes.

	Cost (with Non-Rebateable HST)	Trade In	Net Cost	Approved Funding	Net Impact			
PW - Freightliner 114SD	\$220,626.70	\$17,000.00	\$208,176.87	\$170,000.00	-\$38,176.87	}	-\$26,360.07	
PW - 2017 Dodge Ram Quad Cab	\$35,564.21	\$0.00	\$36,183.20	\$48,000.00	\$11,816.80			
PARKS - 2017 Ford F-550	\$63,977.48	\$0.00	\$65,080.20	\$70,000.00	\$4,919.80			
PARKS - 2017 Ford F-550	\$63,977.48	\$0.00	\$65,080.20	\$75,000.00	\$9,919.80			
ENV - 2017 Ford F-250 Ext Cab	\$53,186.78	\$0.00	\$54,210.20	\$62,000.00	\$7,789.80			

The deficit realized by the purchase of the fleet vehicles in the Public Works Department will be recovered throughout the year in operations.

## **CONSULTATIONS**

Municipal Services – Director, Manager(s), Supervisor, and all outside staff.  
Director of Financial Services

## **RECOMMENDATION**

That council approves the acquisition of the Fleet assets utilizing Fleet Management Reserves as followed:

One (1) 2018 Freightliner 114SD from Team Truck Center in Windsor outfitted with a Plow and salter by Viking Cives in Mt. Forest for the combined purchase price of \$208,176.87 inclusive of HST burden.

One (1) 2017 Dodge Ram Quad Cab 4x4 from Oxford Dodge in London equipped as required for the purchase price of \$36,185.20 inclusive of HST burden.

Two (2) 2017 Ford F-550 from Victory Ford in Chatham outfitted with aluminum dump body by Commander Industries in Strathroy for the combined purchase price of \$65,080.20 each inclusive of HST burden.

One (1) 2017 Ford F-250 Extended Cab 4x4 from Victory Ford in Chatham equipped as required for the purchase price of \$54,210.20 inclusive of HST burden.

*Shaun Martinho*

Shaun Martinho, H.B.Sc., C.E.T.  
Public Works Manager

*G.A. Plancke*

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

*Peggy Van Mierlo-West*

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



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

**Date:** March 16, 2017  
**To:** Mayor and Council  
**Author:** Ken Vegh, CRS  
Kevin Girard, P. Eng.  
**RE:** Bridge Replacement over the Patterson Drain  
**Report No.:** MS 2017-15

---

## **AIM**

To appoint N.J. Peralta Engineering Inc. to prepare an engineer's report to install a replacement bridge over the Patterson Drain on Kingsville Road 10 East under Section 78 of the *Ontario Drainage Act*.

## **BACKGROUND**

In 2013-2014 the Municipal Services Department contracted Dillon Consulting to conduct a Bridge and Culvert Needs study. This report summarized the findings of the study and identified required improvements to the structures which are deficient or will become deficient within the ten year study period. The study revealed that 22 structures of the 52 total, have needs that should be addressed with in the 10 year study period with 7 of these structures with identified needs that should be addressed within the next 5 years. Using the information provided in the study, the Municipal Services Department set out a schedule for the rehabilitation for the structures outlined by Dillon Consulting. The two structures that are scheduled for rehabilitation in 2018 are the Road 10 Bridge over the Patterson Drain (Bridge #14) and the Road 5W Bridge over the West Townline Drain (Bridge #30).

## **DISCUSSION**

As per Section 78 of the *Drainage Act*, Council must appoint an engineer and the corresponding bylaw must be passed when constructing or reconstructing bridges within a drainage works.

## **LINK TO STRATEGIC PLAN**

Provide safe, adequate and affordable municipal services and infrastructure.

## **FINANCIAL CONSIDERATIONS**

The approved 2017 Capital Budget outlines the estimated costs for the engineering and approvals for the Road 10 Bridge over the Patterson Drain in the amount of \$33,000.

## **CONSULTATIONS**

A Species at Risk study is to be performed to satisfy the Ministry of Natural Resources requirements.

Essex Region Conservation Authority and Department of fisheries and Oceans approvals must be met before construction of the bridge is to begin.

## **RECOMMENDATION**

It is administrations recommendation that Council appoint N.J. Peralta Engineering Inc. to prepare an engineer's report for the construction of a replacement bridge over the Patterson Drain on Kingsville Road 5 East.

*Ken Vegh*

---

Ken Vegh, CRS  
Drainage Superintendent

*Shaun Martinho*

---

Shaun Martinho, H B. Sc C.E.T.  
Public Works Manager

*G. A. Plancke*

---

G.A Plancke, Civil Eng. Tech (Env)

*Peggy Van Mierlo-West*

---

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



## Notice of Request for Drain Improvement

*Drainage Act, R.S.O. 1990, c. D.17, subs. 78(1)*

To: The Council of the Corporation of the Town of Kingsville

Re: Patterson Drain

(Name of Drain)

In accordance with section 78(1) of the *Drainage Act*, take notice that I/we, as owner(s) of land affected, request that the above mentioned drain be improved.

The work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☐ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☒ Constructing, reconstructing or extending bridges or culverts;
- ☐ Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, pumping stations or other protective works in connection with the drainage works;
- ☐ Otherwise improving, extending to an outlet or altering the drainage works;
- ☐ Covering all or part of the drainage works; and/or
- ☐ Consolidating two or more drainage works.

Provide a more specific description of the proposed drain improvement you are requesting:

Reconstructing bridge over the Patterson Drain on Kingsville Road 10 East

### Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

### Property Description

Kingsville Road 10 East over Patterson Drain

Ward or Geographic Township

Former Gosfield South

Parcel Roll Number

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request a drain improvement.

## Corporation

### Corporate Ownership

Name of Signing Officer (Last Name, First Name ) (Type/Print)

Plancke, Andrew

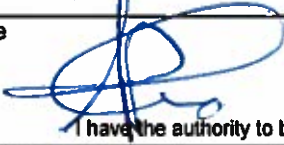
Name of Corporation

Town of Kingsville

Position Title

Director of Municipal Services

Signature



Date (yyyy/mm/dd)

2017/03/15

I have the authority to bind the Corporation.

Enter the mailing address and primary contact information of property owner below:

Last Name

Vegh

First Name

Ken

Middle Initial

D

### Mailing Address

Unit Number

Street/Road Number

2021

Street/Road Name

Division Road North

PO Box

City/Town

Kingsville

Province

Ontario

Postal Code

N9Y 2Y9

Telephone Number

519 733-2305

Cell Phone Number (Optional)

Email Address (Optional)

kvegh@kingsville.ca

To be completed by recipient municipality:

Notice filed this 20 day of March 20 17

Name of Clerk (Last Name, First Name)

Astrologo, Jennifer

Signature of Clerk





# Bridge Reconstruction on Kingsville Road 10 East over Patterson Drain



Notes

Enter Map Description

THIS MAP IS NOT TO BE USED FOR NAVIGATION  
Copyright the Corporation of the County of Essex, 2012. Data herein is  
provided by the Corporation of the County of Essex on an 'as is' basis.  
Assessment parcels provided by Teranet Enterprises Inc. Data layers that  
appear on this map may or may not be accurate, current, or otherwise reliable.

## Legend

- Essex Municipalities
  - <all other values>
  - Kingsville
- Street
- Severance
- Kingsville Assessment
- Drainage Lines
  - <all other values>
  - Award
  - Channelized
  - Natural Courses

0 43.00 86.0 Meters

1:2,580 3/15/2017



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

**Date:** March 15, 2017  
**To:** Mayor and Council  
**Author:** Ken Vegh, CRS  
Kevin Girard, P.Eng.  
**RE:** Bridge Replacement over West Townline Drain  
**Report No.:** MS 2017- 14

---

## **AIM**

To appoint N.J. Peralta Engineering Inc. to prepare an engineer's report to install a replacement bridge over the West Townline drain at the intersection of Essex County Road 23 and Kingsville Road 5 West under Section 78 of the *Ontario Drainage Act*.

## **BACKGROUND**

In 2013-2014 the Municipal Services Department contracted Dillon Consulting to conduct a Bridge and Culvert Needs study. This report summarized the findings of the study and identified required improvements to the structures which are deficient or will become deficient within the ten year study period. The study revealed that 22 structures of the 52 total, have needs that should be addressed within the 10 year study period with 7 of these structures with identified needs that should be addressed within the next 5 years. Using the information provided in the study, the Municipal Services Department set out a schedule for the rehabilitation for the structures outlined by Dillon Consulting. The two structures that are scheduled for rehabilitation in 2018 are the Road 10 Bridge over the Patterson Drain (Bridge #14) and the Road 5W Bridge over the West Townline Drain (Bridge #30).

## **DISCUSSION**

As per Section 78 of the *Drainage Act*, Council must appoint an engineer and the corresponding bylaw must be passed when constructing or reconstructing bridges within a drainage works.

## **LINK TO STRATEGIC PLAN**

Provide safe, adequate and affordable municipal services and infrastructure.

## **FINANCIAL CONSIDERATIONS**

The approved 2017 Capital Budget outlines the estimated costs for the engineering and approvals for the Road 5W Bridge over the West Townline Drain in the amount of \$57,000.

## **CONSULTATIONS**

A Species at Risk study is to be performed to satisfy the Ministry of Natural Resources requirements.

Essex Region Conservation Authority and Department of Fisheries and Oceans approvals must be met before construction of the bridge is to begin.

## **RECOMMENDATION**

It is administrations recommendation that Council appoint N.J. Peralta Engineering Inc. to prepare an engineer's report for the construction of a replacement bridge at the intersection of Essex County Road 23 and Kingsville Road 5 West over the West Townline Drain.

*Ken Vegh*

---

Ken Vegh, CRS  
Drainage Superintendent

*Shaun Martinho*

---

Shaun Martinho, H B.Sc C.E.T.  
Public Works Manager

*G.A. Plancke*

---

G.A. Plancke, Civil Eng. Tech (Env)

*Peggy Van Mierlo-West*

---

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

## Notice of Request for Drain Improvement

Drainage Act, R.S.O. 1990, c. D.17, subs. 78(1)

To: The Council of the Corporation of the Town of Kingsville

Re: West Townline Drain

(Name of Drain)

In accordance with section 78(1) of the *Drainage Act*, take notice that I/we, as owner(s) of land affected, request that the above mentioned drain be improved.

The work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☐ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☒ Constructing, reconstructing or extending bridges or culverts;
- ☐ Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, pumping stations or other protective works in connection with the drainage works;
- ☐ Otherwise improving, extending to an outlet or altering the drainage works;
- ☐ Covering all or part of the drainage works; and/or
- ☐ Consolidating two or more drainage works.

Provide a more specific description of the proposed drain improvement you are requesting:

Reconstructing bridge over the West Townline drain at County Road 23 and Kingsville Road 5 West

### Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

### Property Description

Intersection of Essex County Road 23 and Kingsville Road 5 West

Ward or Geographic Township

Former Gosfield South

Parcel Roll Number

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request a drain improvement.



**Corporation****Corporate Ownership**

Name of Signing Officer (Last Name, First Name ) (Type/Print)

Plancke, Andrew

Name of Corporation

Town of Kingsville

Position Title

Director of Municipal Services

Signature

Date (yyyy/mm/dd)

2017/03/15

I have the authority to bind the Corporation.

Enter the mailing address and primary contact information of property owner below:

Last Name

Vegh

First Name

Ken

Middle Initial

D

**Mailing Address**

Unit Number

Street/Road Number

2021

Street/Road Name

Division Road North

PO Box

City/Town

Kingsville

Province

Ontario

Postal Code

N9Y 2Y9

Telephone Number

519 733-2305

Cell Phone Number (Optional)

Email Address (Optional)

kvegh@kingsville.ca

To be completed by recipient municipality:

Notice filed this 20 day of March 20 17

Name of Clerk (Last Name, First Name)

Astrologo, Jennifer

Signature of Clerk



# Bridge Replacement over West Townline drain



Notes

Enter Map Description

THIS MAP IS NOT TO BE USED FOR NAVIGATION  
Copyright the Corporation of the County of Essex, 2012. Data herein is provided by the Corporation of the County of Essex on an 'as is' basis. Assessment parcel provided by Tetra Tech Enterprises Inc. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



## Legend

- Essex Municipalities
  - <all other values>
  - Kingville
- Street
- Drainage Lines
  - <all other values>
  - Award
  - Channelized
  - Natural Courses

0 77.43 154.9 Meters  
1:4,645  
3/15/2017





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

**Date:** March 15, 2017  
**To:** Mayor and Council  
**Author:** Ken Vegh  
**RE:** Bridge Installation for LRF Holdings Inc  
**Report No.:** MS 2017-13

---

## **AIM**

To appoint N.J. Peralta Engineering Ltd. to prepare an engineer's report to install an access bridge over the 3<sup>rd</sup> Con Clifford drain for the property know as 370-07300 using Section 78 of the *Ontario Drainage Act*.

## **BACKGROUND**

A request has been made by the President of LFR Holdings Inc Mr. Bernerd Nelson to construct an access bridge for the property known as 370-07300 over the 3<sup>rd</sup> Con Clifford drain.

## **DISCUSSION**

As per Section 78 of the *Drainage Act*, Council must appoint an engineer to design the bridge and a corresponding bylaw must be passed.

Mr. Nelson has made a request to install an access bridge over the 3<sup>rd</sup> Con Clifford drain to access his property due to the fact that his current access over the Centre Branch of No 47 drain is deemed to narrow to accommodate the large trucks to transport products produced by his dairy operation. To install a new access over the smaller 3<sup>rd</sup> Con Clifford drain is more cost effective then to replace the existing access bridge over the much larger Centre of the No 47 drain.

## **LINK TO STRATEGIC PLAN**

To provide safe, adequate and affordable municipal services and infrastructure.

## **FINANCIAL CONSIDERATIONS**

The cost of the design and installation of the new access bridge will be borne by the requesting landowner as determined by the engineer.

## **CONSULTATIONS**

A Species at Risk study is to be performed to satisfy the Ministry of Natural Resources. Essex Region Conservation Authority as well as the Department of Fisheries and Oceans approvals must be met before construction is to begin.

## **RECOMMENDATION**

It is my recommendation that Council appoint N.J. Peralta Engineering Ltd. to prepare an engineer's report for the design and construction of an access bridge over the 3<sup>rd</sup> Con Clifford drain as requested by Mr. Bernerd Nelson of LRF Holdings for the lands known as 370-07300

*Ken Vegh*

---

Ken Vegh, CRS  
Drainage Superintendent

*Shaun Martinho*

---

Shaun Martinho, H B.Sc C.E.T.  
Public Works Manager

*G.A. Plancke*

---

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

*Peggy Van Mierlo-West*

---

Peggy Van Mierlo-West, C.E.T.

Chief Administrative Officer

## Notice of Request for Drain Improvement

Drainage Act, R.S.O. 1990, c. D.17, subs. 78(1)

To: The Council of the Corporation of the Town of Kingsville

Re: 3rd Conc Clifford Drain

(Name of Drain)

In accordance with section 78(1) of the *Drainage Act*, take notice that I/we, as owner(s) of land affected, request that the above mentioned drain be improved.

The work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☐ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☒ Constructing, reconstructing or extending bridges or culverts;
- ☐ Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, pumping stations or other protective works in connection with the drainage works;
- ☐ Otherwise improving, extending to an outlet or altering the drainage works;
- ☐ Covering all or part of the drainage works; and/or
- ☐ Consolidating two or more drainage works.

Provide a more specific description of the proposed drain improvement you are requesting:

constructing new access bridge over the 3rd Conc Clifford Drain to serve the lands know as 370-07300

### Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

### Property Description

902 Road 3 West Con 3 WD S Pt Lot G and 2360

### Ward or Geographic Township

Former Gosfield South

### Parcel Roll Number

370-07300

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request a drain improvement.

## Corporation

### Corporate Ownership

Name of Signing Officer (Last Name, First Name ) (Type/Print)

Nelson, Bernerd

Name of Corporation

LRF Nelson Holdings Inc.

Position Title

President

Signature

Date (yyyy/mm/dd)

2017/03/14

MAR 14 2017

I have the authority to bind the Corporation.

Enter the mailing address and primary contact information of property owner below:

Last Name

Nelson

First Name

Bernerd

Middle Initial

### Mailing Address

Unit Number

Street/Road Number

2360

Street/Road Name

McCain Side Road

PO Box

City/Town

Kingsville

Province

Ontario

Postal Code

N9Y 2E5

Telephone Number

Cell Phone Number (Optional)

519 816-5677

Email Address (Optional)

To be completed by recipient municipality:

Notice filed this 16 day of March

20 17

Name of Clerk (Last Name, First Name)

Astrologo, Jennifer

Signature of Clerk

*Jennifer Astrologo*



# Parcel Report

370-07300

Address: 902 ROAD 3 W

Report generated 3/14/2017 2:20:24 PM



Parcel highlighted in blue

## Parcel Information

**ARN:** 371137000007300  
**ROLL:** 370-07300  
**OWNER1:** LRF NELSON HOLDINGS INC.  
**OWNER 2:**  
**HOUSE NO:** 902  
**STREET:** ROAD 3 W  
**MAILING ADDRESS1:** 2360 MCCAIN SIDE RD RR2  
**MAILING ADDRESS 2:**  
**CITY:** KINGSVILLE  
**POSTAL:** N9Y 2E5  
**FRONTAGE:**  
**LOT SIZE:** 100 ACRES  
**DETAILS:** CORNER 100.00AC  
**ASSESS CODE:** FTEP - 669875; RTEP - 218375  
**ZONING:** A1  
**PROPERTY CODE:** 211  
**LEGAL DESCRIPTION:** CON 3 WD S PT LOT G AND 2360  
**UTILITY NAME:**  
**PHONE:**

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



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

**Date:** March 21, 2017  
**To:** Mayor and Council  
**Author:** G.A. Plancke / Director of Municipal Services  
**RE:** Bernath Gardens Beginning of Maintenance  
**Report No.:** MS 2017- 02

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## **AIM**

To advise and recommend to council accordingly.

## **BACKGROUND**

In a formal written request to Municipal Services, the Developer's consultant (Dillon Consulting) has requested the Bernath Gardens Subdivision be placed onto "Maintenance".

As per the Town's current Development Standards Manual, The Developer is to formally request initial acceptance from the Director of Municipal Services in order for the Town to accept the development onto a minimum one (1) year Maintenance period, once all services have been satisfactorily installed, and the road construction has been completed to the base asphalt stage.

The official commencement date of the maintenance period is the date when the Clerk's office provides written confirmation to the Developer of the initial acceptance of the services by Council resolution.

## **DISCUSSION**

All services have been satisfactorily installed, and all outstanding significant deficiencies for this development have been addressed at this time, with all of the outstanding minor deficiencies to be addressed over the next few weeks.

The request of the developer's consultant is supportable at this time.

## **LINK TO STRATEGIC PLAN**

To create opportunities for residential growth

## **FINANCIAL CONSIDERATIONS**

None

## **CONSULTATIONS**

Dillon Consulting  
Municipal Services

## **RECOMMENDATION**

Municipal Services recommends that council concur with the request of the Developer's Consultant to initially accept the Bernath Gardens Subdivision onto "Maintenance" for a period of no less than one year, and that the Clerk provide written confirmation to the Developer of the date of initial acceptance of the development by Council resolution.

*G.A. Plancke*

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

*Peggy Van Mierlo-West*

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



Our File: 16-3205



March 20, 2017

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

Attention: Mr. Andrew Plancke,  
Director of Municipal Services

3200 Deziel Drive  
Suite 608  
Windsor, Ontario  
Canada  
N8W 5K8  
Telephone  
**519.948.5000**  
Fax  
519.948.5054

**Bernath Gardens Subdivision  
Start of Maintenance Period**

Dear Sir:

On behalf of our client, 1156722 Ontario Limited, we ask that the maintenance period commence for the Bernath Gardens Subdivision.

All municipal, telecommunications and natural gas services have been installed.

Should you have any questions or concerns, please contact me at (519) 948-5000 or [kedmunds@dillon.ca](mailto:kedmunds@dillon.ca).

Yours sincerely,

**DILLON CONSULTING LIMITED**

A handwritten signature in blue ink, appearing to read "Kyle Edmunds".

Kyle Edmunds, P. Eng.  
Project Manager

KNE:hah

cc: Mr. Randy Koop, 1156722 Ontario Limited



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

**Date:** March 28, 2017  
**To:** Mayor and Council  
**Author:** Tim Del Greco, Manager of Facilities and Properties  
**RE:** 2017 Grass Cutting and Trimming Tender  
**Report No.:** MS 2017-17

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## **AIM**

To seek Council approval to award the 2017 Grass Cutting and Trimming Tender for various properties in the Town of Kingsville to the selected bidder.

## **BACKGROUND**

For many years the Town of Kingsville has used the services of outside contractors to assist in the cutting and trimming of various municipal properties. Since 2013, CnR Landscape has been the contractor assigned with this responsibility as they were the last successful tender bidder. In March of 2017, the grass cutting tender was advertised to the public for the invitation of tender bids as the previous agreement had expired. The 2017 tender requests the servicing of 28 municipal properties consisting of various cemeteries, parks, facilities, storm water management ponds, and pump stations for a period of 3 years.

## **DISCUSSION**

In response to the above invitation, 9 outside contractors submitted their bids and pricing information. The top 3 results are as follows:

<b>Contractor Name</b>	<b>Price for 3 Year Agreement</b>	<b>Average Annual Price</b>
Cedar Creek Landscaping	\$174,494.09	\$58,164.70
KnM Yard Care	\$215,644.00	\$71,881.33
CnR Landscape	\$229,036.01	\$76,345.34

Following expiration of the tender advertisement, Cedar Creek Landscaping successfully submitted their requested insurance information, WSIB clearance, bid security in the form of a certified cheque, equipment listing, and references.

The references for Cedar Creek Landscaping, which includes both private and municipal contacts, all reported positive experiences with this contractor. This Agreement does allow for the cancellation of grass cutting services if the Town of Kingsville does not experience these same positive results.

## **LINK TO STRATEGIC PLAN**

*Promote our amenities, including recreation facilities, parks, human services, heritage and culture and other attractions in the Town of Kingsville, as assets to support quality of life.*

## **FINANCIAL CONSIDERATIONS**

In the 2017 Kingsville Municipal Budget there is \$96,000 allocated for outside contractor grass cutting services (\$46,000 in the Cemetery Budget and \$50,000 in the Parks Budget).

## **CONSULTATIONS**

Municipal Services  
Administration Management Group

## **RECOMMENDATION**

Recommend Council approve the awarding of the 2017 Grass Cutting and Trimming Tender for various properties in the Town of Kingsville to Cedar Creek Landscaping in the amount of \$174,494.09 for a 3-year term.

*Tim Del Greco*

Tim Del Greco, P.Eng.  
Manager of Facilities and Property

*G. Andrew Plancke*

G. Andrew Plancke Civil Eng. Tech (Env)  
Director of Municipal Services

*Peggy Van Mierlo-West*

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



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

**Date:** March 30, 2017  
**To:** Mayor and Council  
**Author:** Tim Del Greco, Manager of Facilities and Properties  
**RE:** Rotary Parkland Transfer Agreement  
**Report No.:** MS 2017-16

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## **AIM**

To seek Council approval to enter into a land transfer agreement with the Rotary Club of Cottam.

## **BACKGROUND**

In 2016, the Rotary Club of Cottam approached the Town with a desire to donate Cottam Rotary Park to the Municipality of Kingsville. This property is an active park approximately 2.4 acres in size and located adjacent to 183 County Road 34 West in Cottam. The property has been utilized as parkland under Rotary ownership since 1948. As a result, there is a significant amount of historical and sentimental value to many residents of Cottam with respect to this property and an emphasis on maintaining the park to an appropriate standard.

The Rotary Club has expressed that it has been experiencing difficulties in recent years with having both the finances and volunteer support required to continually maintain the park property to adequate standards. Therefore, it is their wish that the property be donated to the Town at no cost pending certain contractual obligations can be mutually agreed upon.

## **DISCUSSION**

Over the past year the Town has engaged in several discussions with the Club in an effort to negotiate an agreement that both parties would be satisfied with. Attached in Appendix I of this report is a copy of an agreement that both parties support. Appendix II details a letter of support from the Club. Key highlights of the agreement include:

- Transfer of Rotary Park property to Town at no cost.
- Rotary Club permitted to use park for annual events and holiday decorating.
- Preservation of current park amenities (pond, stone building, etc.) as long as reasonably practical.
- Town to assume ownership of Rotary Park on July 31<sup>st</sup>, 2017.

Prior to a successful land transfer, the Town would remove any liabilities such as outdated play equipment and over mature trees. The large portable building on site would be removed as well. An account was approved in the 2017 Municipal Budget in the amount of \$10,000 to address these liabilities as well as other minor repairs.

Additional capital funding should be considered in the 2018 Municipal Budget in order to facilitate various upgrades to the property to Town standard. Examples of these upgrades would include play equipment, play surfacing, LED lighting, equipment related to pond maintenance, and restoration of the interior of the stone building located on site.

In addition to capital funding, the newly acquired property will have an impact on annual operating costs. Examples of these costs include labor, utilities, and routine maintenance. It is estimated that approximately \$7,400 per year would be required for annual operating costs.

## **LINK TO STRATEGIC PLAN**

*Promote our amenities, including recreation facilities, parks, human services, heritage and culture and other attractions in the Town of Kingsville, as assets to support quality of life.*

## **FINANCIAL CONSIDERATIONS**

- Approximately \$7,400 per year would be required for annual operating costs.
- \$10,000 is approved in the 2017 Municipal Budget to address immediate liabilities within the park.
- A capital budget request of \$25,000 in 2018 should be considered in order to improve the property.

## **CONSULTATIONS**

Municipal Services  
Administration Management Group  
Rotary Club of Cottam

## **RECOMMENDATION**

Recommend Council approve the attached land transfer agreement with Rotary Club of Cottam.

*Tim Del Greco*

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Tim Del Greco, P.Eng.  
Manager of Facilities and Property

*G. Andrew Plancke*

---

G. Andrew Plancke Civil Eng. Tech (Env)  
Director of Municipal Services

*Peggy Van Mierlo-West*

---

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

**THIS AGREEMENT** made effective this X day of MONTH, 2017,

**BETWEEN:**

**COTTAM ROTARY CLUB**  
(hereinafter called the “**Donor**”)

and

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
(hereinafter called the “**Town**”)

**WHEREAS** the Donor was incorporated by Letters Patent pursuant to the *Corporations Act* as a non-profit corporation without share capital on the 25 day of February, 1991 for the purposes and objects, among others as hereinafter described (the “**Objects**”):

- a) To pursuing interests in the civic, commercial, social and moral welfare of the community; ...
- d) To promoting the principles of good government and good citizenship.

**AND WHEREAS** the Donor acquired title and ownership to the lands and premises described in Schedule “A” (the “**Premises**”), attached hereto, and from time to time has maintained a community park;

**AND WHEREAS** in keeping with the Objects, the Donor desires to donate/gift the Premises to the Town to be used for the benefit of the community as a whole, as more particularly described below (the “**Town Uses**”), and reserving unto the Donor the ability to continue to use same for certain Rotary purposes, as more particularly described below (the “**Donor Uses**”) (the Town Uses, as hereinafter described, and the Donor Uses, as hereinafter described, are collectively referred to as the “**Restrictions**”);

**AND WHEREAS** the Town is authorized to receive the gift of the Premises by the Donor and has agreed to accept same subject to the Restrictions;

**NOW THEREFORE** in consideration of the promises and mutual agreements contained in this Agreement and of other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged, the Parties agree with one another as follows:

**Donation**

1. Subject to the terms and conditions of this Agreement, the Donor hereby agrees to transfer and convey all its right, title and interest in the Premises as a gift for the sole and exclusive use of the Town, subject to the provisions of this Agreement.

2. The Premises shall be named "*Cottam Rotary Park*".
3. The Donor shall be permitted to use the Premises for Rotary Activities including, but not limited to, Christmas tree sales and picnic, provided that such use is in accordance with the Town's policies, procedures and by-laws in effect from time to time.
4. The Donor shall be permitted to decorate the Premises for the Christmas holiday season with lights and decorative light fixtures ("decorative fixtures") each year from December 1 to January 15. The Donor shall:
  - a. Assume the responsibility for the installation, operation and removal of the decorative fixtures;
  - b. Assume all liability associated with the installation, operation and removal of the decorative fixtures; and
  - c. At its expense, take out and maintain in full force and effect, for the period of time in which the decorative fixtures are installed on the Premises, general liability and property damage insurance of no less than two million dollars (\$2,000,000) per occurrence, and name the Town as an additional insured.

In the event that the monthly electrical (hydro) utility bill for the Premises exceeds \$450.00 during the period in which the light fixtures belonging to, or used by, the Donor are operating, the Donor shall assume the cost of bill which exceeds \$450.00.

5. The Town hereby accepts this gift from the Donor of the Premises and all benefits attaching to it and agrees to assume the following encumbrances (the "**Permitted Encumbrances**"):
  - a. The outstanding real property tax, if any,and agrees to be bound by the Restrictions attached to the donation/gift.
6. The Town agrees that the Premises, while owned by the Town, may only be used by it for municipal purposes benefitting the community at large (the "**Town Uses**") and for no other purposes.
7. The Donor and the Town agree that the Town will make best efforts to ensure the Premises contains the following features for as long as reasonably practical:
  - a. Playground equipment;
  - b. Pond; and



c. Pavilion.

8. The stone building currently situated at the west corner of the Premises, as depicted in the attached Schedule "B" has historical significance to the Donor and therefore, such structure shall remain on the Premises, for as long as reasonably practical. Usage of the stone building shall remain exclusively with the Town, with the following exception:
  - a. The Donor shall be permitted to store its decorative fixtures and lights, and Horse Show signs in the stone building on the condition that storage is kept neat and tidy, to the Town's satisfaction. Such permission may be revoked at the Town's sole discretion, which discretion will not be unreasonably exercised.
9. The pavilion shall be available for use by the public at large in accordance with Town policies, procedures and by-laws in effect from time to time. The Town, at its discretion, may manage the use of the pavilion by way of a booking system.
10. The parties shall meet annually for the purposes of the Donor providing suggestions to the Town for improvements to the Premises. The Town is under no obligation to implement the suggestions received by the Donor. For greater clarity, the Town, in its sole discretion and subject to the provisions of this Agreement, determines what improvements or alterations will be implemented at the Premises.
11. The Donor shall be permitted to use an additional 90 square feet of storage at Ridgeview Park, which storage shall be immediately adjacent to the current 90 square feet of storage that the Donor currently enjoys as more particularly described in the sketch attached at Schedule "C" (the "**Ridgeview Park Storage**").
12. The parties agree that effective June 1, 2017, the Town may, at its discretion, enter the Premises for the purposes of removing playground equipment, with the understanding that the Town shall ensure that the Premises contains playground equipment in accordance with its obligations under paragraph 6 of this Agreement.
13. The parties agree that in the event that the Town wishes to sell or convey its interest in the Premises on or before December 31, 2032, the Town must provide the Donor with a right of first refusal to purchase the Premises for an amount equal to the fair market value of the Premises at that time minus the fair market value of the Premises as stated in Schedule "D". Fair market shall be agreed between the parties, unless the parties cannot agree, then such will be determined by an appraisal provided by a qualified appraiser. The Donor shall have fifteen (15) business days from the day the purchase price is agreed or determined to notify the Town whether it intends to purchase the Property. Failure to provide notification within the time required will be considered a response in the negative, and that the Donor does not want to purchase the Premises. The Donor acknowledges and agrees that in the event that it refuses to purchase the Premises, as offered by the

Town, or fails to notify the Town of its intention to purchase the Premises within the time period provided, or at any time after December 31, 2032, the Town shall be permitted to sell or convey its interest in the Premises in accordance with the Sale and Other Disposition of Land Policy, in effect from time to time, or other successor or applicable policy, or if no such policy exists, in its sole and absolute discretion.

### **Non Assumption of Liabilities**

14. Except as is provided for in this Agreement, it is understood and agreed between the parties that the Town is not assuming and shall not be liable or responsible for any liabilities, debts or obligations of the Donor existing or accruing on the closing date, whether or not relating to the Donor's ownership or use of the Premises and the Donor shall indemnify and save harmless the Town from and against all costs, expenses, losses, claims or liabilities, including reasonable legal fees and disbursements suffered or incurred by the Town arising out of any liabilities, debts and obligations, save and except the Permitted Encumbrances as hereinbefore described.

### **Closing**

15. The transfer of title and ownership of the Premises shall take place on July 31, 2017 (the "**Closing Date**"), on which date, the Donor shall execute and deliver to the Town's solicitor, a Deed to the Premises, the bill of sale, assurances, consents and other documents that shall be necessary to effectively transfer to the Town all the Donor's right, title and interest in, to and under, or in respect of the Premises and shall deliver up the Premises free and clear of any liens, charges and encumbrances or rights of third person, other than the Permitted Encumbrances and those encumbrances, restrictions and rights, specifically reserved or created in this Agreement. The Donor shall cooperate with the Town, at such time or thereafter, effecting the registrations, recordings and filings with public authorities as may be required in connection with the transfer of ownership to the Town of the donated property.

### **Representations and Warranties**

16. The Donor represents, warrants and agrees to and with the Town that:
- a. The Donor is a corporation duly incorporated, organized and validly existing under the laws of its jurisdiction of incorporation.
  - b. The Donor has all necessary corporate power, authority and capacity to enter into this Agreement and to carry out its obligations under this Agreement; the execution and delivery of this Agreement and the consummation of the transactions contemplated have been duly authorized by all necessary corporate actions on the part of the Donor.
  - c. The Donor is the absolute beneficial owner of the donated property with good and valid title, free and clear of any mortgages, liens, charges, pledges,

security interests or encumbrances or any rights of others to acquire any ownership interest in any of the donated property (save and except in each case for the Permitted Encumbrances, or restrictions and reservations specifically provided for in this Agreement) and is exclusively entitled to possess and dispose of same.

- d. There is no suit, action, litigation, investigation, claim, complaint, arbitration proceeding or governmental proceeding, including appeals and applications for review, in progress, pending or, to the best of the Donor's knowledge, threatened against, or involving the donors or any judgment, decree, injunction, rule or order of any court, governmental dependent, commission, agency, instrumentality or arbitrator which, in any case, might adversely affect the property being donated or the ability of the Donor to enter into this Agreement or to consummate the transaction contemplated in this Agreement, and the Donor is not aware of any existing ground on which any action, suit or proceeding may be commenced with any reasonable likelihood of success.
- e. The Donor maintains policies of insurance, issued by responsible insurers licensed to do business in the Province of Ontario, as are appropriate to the business and the donated property, in the amounts and against the risks that are customarily carried and insured against by owners of comparable businesses, properties and assets (which are insured to full value); all policies of insurance are in full force and effect and the Donor is not in default, whether as to the payment of premiums or otherwise, under the terms of any policy, and the Donor has not failed to give any notice or present any claim under any insurance policy in a due and timely fashion.
- f. The Donor is not a non-resident of Canada for the purposes of the *Income Tax Act (Canada)*.
- g. On the Closing Date, there will be no Leases affecting the Premises.
- h. The occupation of the Premises by the Donor does not contravene any environmental law and there are no Hazardous Substances located on, or in, or under the surface of the Premises, and no release of any Hazardous Substances has occurred on, in or from of the Premises or has resulted from the conduct of activities thereon.
- i. The Donor is not required to obtain, nor has it obtained, nor is it subject to any certificate, approval, permit, consent, direction or order of any court or governmental authority in respect of the ownership or sale of the Premises.
- j. On the Closing Date, there will not exist any written work order, deficiency notice, notice of violation or other similar communication from any municipal or governmental authority, board of insure underwriters, regulatory authority

or otherwise that is outstanding requiring or recommending that work or repairs in connection with the Premises or any part of the Premises is necessary, desirable or required;

17. Except for the representations and warranties made by the Donor in this Agreement, the Donor makes no further representations or warranties to the Town of any kind, character or nature, whether express or implied, statutory or otherwise, with respect to the property donated including, without limitation, any representations or warranties regarding the fitness of the property for a particular purpose.

18. The Town represents, warrants and agrees to and with the Donor that:

- a. The Town is a municipal corporation duly incorporated and validly existing under the laws of the Province of Ontario.
- b. The Town has all necessary corporate power, authority and capacity to enter into this Agreement and to perform its obligations under this Agreement; the execution and delivery of this Agreement and the consummation of the transactions contemplated by this Agreement have been duly authorized by all necessary corporate action on the part of the Town.
- c. This Agreement constitutes a valid and binding obligation of the Town, enforceable against it in accordance with the terms of this Agreement.
- d. No investigations made by or on behalf of the Town at any time shall have the effect of waiving, diminishing the scope of or otherwise affecting any representation or warranty made by the Donor in this Agreement. No waiver by the Town of any condition, in whole or in part, shall operate as a waiver of any other condition.

19. All representations, warranties, covenants and agreements contained in this Agreement on the part of each of the Parties shall survive the Closing, the execution and delivery of any bill of sale, instrument of conveyance, assignments or other instrument of conveyance, assignments or other instrument of transfer of title to any donated property.

#### **Conditions Precedent to the Performance of the Town and the Donor**

20. The obligation of the Town to accept the donated Premises shall be subject to the fulfillment or satisfaction of, or compliance with, on or before the date hereinafter specified, each of the following conditions precedent:

- a. All of the representations and warranties of the Donor made in or pursuant to this Agreement including, without limitation, the representations and warranties made by the Donor shall be true and correct in all material respects at the Closing Date and with the same effect as if made at and as of the Closing Date (except the representations and warranties which may be

affected by the occurrence of events or transactions expressly contemplated and permitted).

- b. The Donor shall have performed, or complied with, in all respects, each of its obligations, covenants and agreements, and all instruments of conveyance and other documentation relating to the donation including, without limitation, deeds, bill of sale, documentation relating to the authorization and completion of the donation of property and the taking of all actions and proceedings on or prior to the Closing Date in connection with the performance by the Donor of its obligations under this Agreement.
- c. All consents, approvals, orders and authorizations of persons or any governmental authorities in Canada or any province (or registrations, declarations, filings or recordings with any of those authorities) including, without limitation, all clearance certificates required pursuant to any applicable retail sales tax legislation which are required to be obtained in connection with the completion of any of the transactions contemplated by this Agreement, the execution of this Agreement the closing or the performance of any of the terms and conditions (other than any which are the responsibility, under applicable law, of the Town to obtain) shall have been obtained by the Donor on or before the Closing Date.
- d. No substantial damage by fire or other hazard to the donated property shall have occurred from the date of this Agreement to the Closing Date which shall not have been fully insured.

The foregoing conditions are inserted for the exclusive benefit of the Town. In the event that any of the conditions shall not be fulfilled or complied with by the Donor within the time provided for in this Agreement or prior to the Closing Date, the Town may rescind this Agreement by notice to the Donor and in that event the Town shall be released from all obligations of the Agreement provided that any conditions may be waived in whole or in part by the Town without prejudice to its right of rescission in the event of non-fulfilment of any other condition or conditions, any waiver to be binding on the Town only if it is in writing.

21. The obligation of the Donor to complete the transfer of the Premises shall be subject to the fulfilment or satisfaction of, or in compliance with, on or before the Closing Date, each of the following conditions precedent:

- a. All of the representations and warranties the Town made in or pursuant to this Agreement including, without limitation, the representations and warranties made by the Town shall be true and correct in all material respects at the closing date and with the same effect as if made at and as of the Closing Date (except the representations and warranties which may be affected by the occurrence of events or transactions expressly contemplated and permitted).

- b. The Town shall have performed, or complied with, in all respects, each of its obligations, covenants and agreements, and all documentation relating to the due authorization and completion by the Town of the Premises and the taking of all actions and proceedings on or prior to the Closing Date in connection with the performance by the Town of its obligations under this Agreement shall be satisfactory to the Donor and its counsel, acting reasonably, and the Donor shall have received copies of all documentation and other evidence as the Donor may reasonably request in order to establish the consummation of the transactions contemplated and the taking by the Town of all corporate proceedings in connection with such transaction, in compliance with these conditions, in form (as to certification and otherwise) and substance satisfactory to the Donor and its counsel.
- c. All consents, approvals, orders and authorizations of persons or any governmental authorities in Canada or any province (or registrations, declarations, filings or recordings with any of those authorities) which are required to be obtained in connection with the completion of any of the transactions contemplated by this Agreement, the execution of this Agreement the closing or the performance of any of the terms and conditions (other than any which are the responsibility, under applicable law, of the Donor to obtain) shall have been obtained by the Town on or before the Closing Date.
- d. The Town shall have made arrangements reasonably satisfactory to the Donor to pay, directly to the appropriate taxing authority, within the time period specified therefor, all provincial sales taxes payable by it in respect of the donated lands sold to it under this Agreement.

The foregoing conditions are inserted for the exclusive benefit of the Donor. In the event that any of the conditions shall not be fulfilled or complied with by the Town at or prior to the Closing Date, the Donor may rescind this Agreement by notice to the Town and in that event the Donor shall be released from all obligations of the Agreement provided that any conditions may be waived in whole or in part by the Donor without prejudice to its right of rescission in the event of non-fulfilment of any other condition or conditions, any waiver to be binding on the Donor only if it is in writing.

### **Examination of Title**

- 22. The Donor shall immediately make available to the Town and its directors, officers, counsel and other authorized representatives, all title documents, abstracts of title, deeds, contracts and agreements and other documents in its possession or under its control relating to any of the Premises, all of the foregoing to become the property of the Town as the Closing Date. The Donor shall afford the Town and its authorized representatives every reasonable opportunity to have access to and to inspect the donated property, it being agreed that the exercise of any rights of access or

inspection by or on behalf of the Town under this paragraph shall not affect or mitigate the covenants, representations and warranties of the Donor under this Agreement which shall continue in full force and effect.

23. The Town shall have until 5 business days prior to the Closing Date to investigate title at its own expense and must within that time deliver in writing its objections to title, if any, to the Donor or its counsel. The Donor shall not be bound to produce or furnish any title deeds, documents of title, evidences of title or other title documents save only those as are in its possession or control. If any valid objection or requisition be made within that time which the Donor does not within a further period of 3 business days remove or comply with, and which the Town will not waive, either the Donor or the Town shall, notwithstanding any intermediate negotiations, be at liberty to cancel this Agreement by notice in writing to the other party and neither party shall have any remedy against the other for damages, costs, compensation or otherwise.

#### **Notice**

24. Any notice required or permitted to be given to a party under this Agreement shall be in writing and shall be sufficiently given if delivered personally, or sent by regular or registered mail, or if transmitted via facsimile, or by electronic mail, to such Party:

##### **To the Donor**

Cottam Rotary Club  
Address  
Town, ON  
Attention:

##### **To the Town**

The Corporation of the Town of Kingsville  
2021 Division Road N  
Kingsville, ON N9Y 2Y9  
Attention: Director of Corporate Services

Any Notice shall be deemed to have been given and received on the date on which it was personally delivered at that address and if mailed shall be deemed to have been given and received on the fifth business day following the date it was mailed; provided, however, that if at the time of mailing the notice, normal postal service is not interrupted by a strike or other similar irregularities and if so, the notice shall be deemed to be given and received on the fifth day following the resumption of normal mail service. Any notice transmitted by facsimile or electronic mail shall be deemed given and received on the date of transmission if received during the normal business hours of the recipient and on the first business day after its transmission if it is received after the end of normal business hours on the date of its transmission.

## **Insurance**

25. All buildings on the property and all other things being purchased shall be and remain until completion at the risk of the Donor. Pending completion, the Donor shall hold all insurance policies, if any, and the proceeds thereof in trust for the parties as their interests may appear and in the event of substantial damage, the Town may either terminate this Agreement and have all monies theretofore paid returned without interest or deduction or else take the proceeds of any insurance and complete the purchase. No insurance shall be transferred on completion.

## **Planning Act**

26. Provided that this agreement shall be effective to create an interest in the property only if the subdivision control provisions of The Planning Act are complied with by Donor on or before completion and Donor hereby covenants to proceed diligently at its expense to obtain any necessary consent on or before completion.

## **UFFI**

27. The Donor represents and warrants to the Town that during the time the Donor has owned the Premises, the Donor has not caused any building on the Premises to be insulated with insulation containing ureaformaldehyde, and that to the best of the Donor's knowledge no building on the Premises contains or has ever contained insulation that contains ureaformaldehyde. This warranty shall survive and not merge on the completion of this transaction.

## **General**

28. All costs and expenses (including without limitation, the fees and disbursements of legal counsel) incurred in connection with this Agreement and the transactions contemplated shall be paid by the Party incurring that expense.

29. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario, and the laws of Canada applicable therein and shall be treated, in all respects, as an Ontario contract.

30. This Agreement and the schedules, together with all agreements and other documents to be delivered pursuant to this Agreement, constitute the entire agreement between the Parties pertaining to the subject-matter of this Agreement and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Parties, and, except as stated, contain all of the representations warranties of the respective Parties. This Agreement may only be amended or modified in writing and executed by both Parties.

31. Time shall be of the essence in the performance of the Parties' respective obligations.



32. The Parties shall with reasonable diligence do all things and provide all reasonable assurances as may be required to consummate the transactions contemplated by this Agreement, and each Party shall provide such further documents or instruments required by any other Party as may be reasonably necessary or desirable to effect the purpose of this Agreement and to carry out its provisions, whether before or after the Closing Date and without limiting the generality of the foregoing the Donor shall provide the following on closing to the Town's solicitor:
- a. a good and valid conveyance in one deed/transfer of the Premises in registrable form (save for any Land Transfer Tax Affidavits);
  - b. a clearance certificate pursuant to Section 6 of the *Retail Sales Tax Act*, if applicable; and
  - c. such further documentation and assurances as the Town may reasonably require to complete the transaction contemplated by this Agreement.
33. Except as specifically set forth or referred to in this Agreement, nothing herein, expressed or implied, is intended or shall be construed to confer on or given any person other than the Parties and their respective successors and assigns, any rights or remedies under or by reason of this Agreement.
34. Words importing the singular include the plural, and vice versa; words, importing gender shall include all genders.
35. The parties agree that this Agreement may be signed in counterparts and may be transmitted by facsimile transmission, and any copy delivered in such fashion shall be deemed to be an original signed copy.

**THE BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK.**

**IN WITNESS WHEREOF** the Town has hereunto duly executed this Agreement this  
day of \_\_\_\_\_, 2016

THE CORPORATION OF THE  
TOWN OF KINGSVILLE

\_\_\_\_\_  
Nelson Santos, Mayor

\_\_\_\_\_  
Jennifer Astrologo, Clerk

**IN WITNESS WHEREOF** the Donor has hereunto duly executed this Agreement this  
day of \_\_\_\_\_, 2016

COTTAM ROTARY CLUB

\_\_\_\_\_  
Name, Office

\_\_\_\_\_  
Name, Office

We have authority to bind the corporation

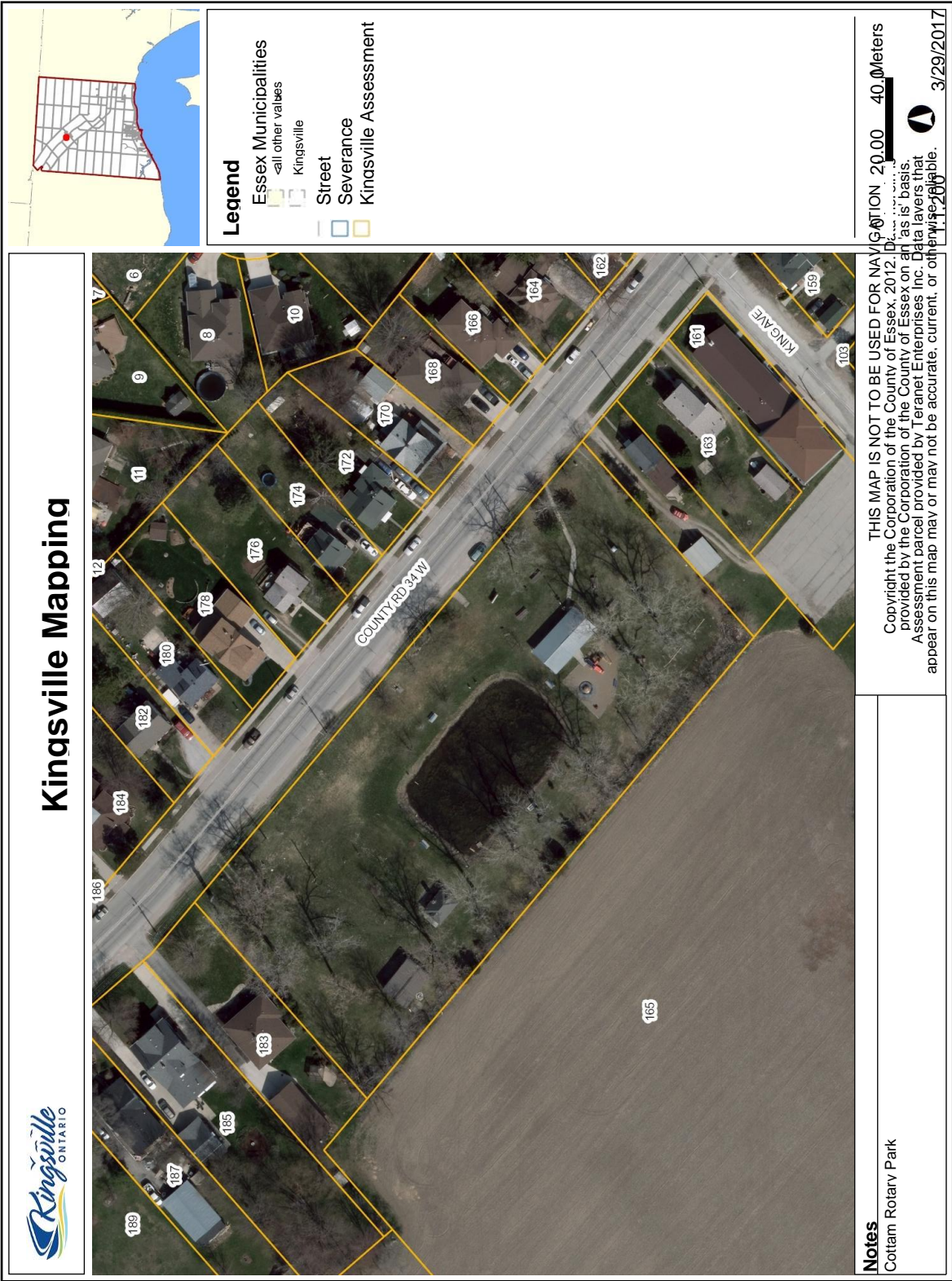
Schedule "A"

**Legal Description of the Premises**

CON STR PT LOT 270 RP 12R9541 PART 1 EXCEPT PT PART 1 12R-10416

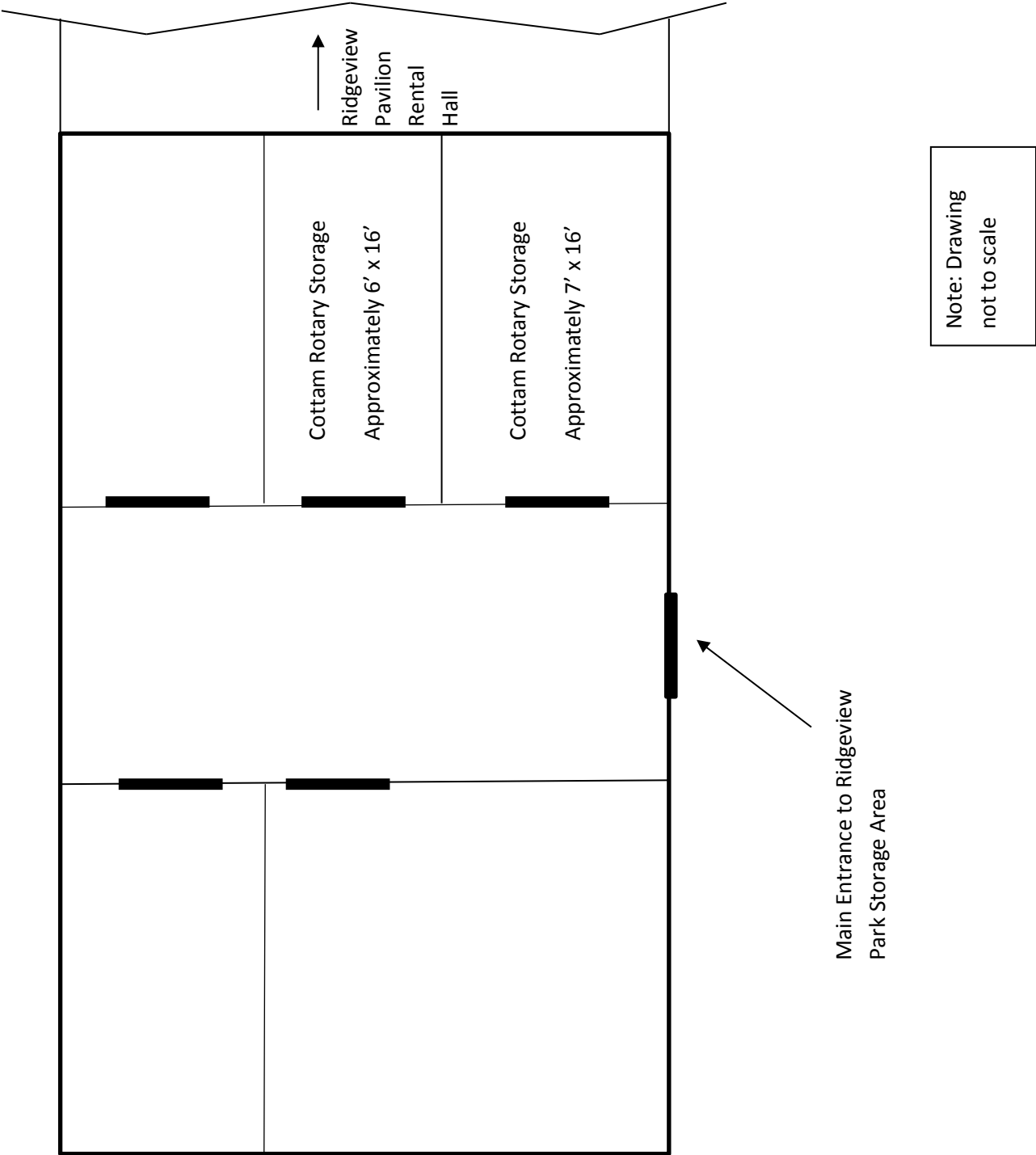
Schedule "B"

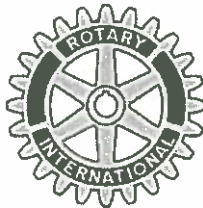
Kingsville Mapping Depiction of Premises



Schedule "C"

Sketch of the Ridgeview Park Storage





Rotary Club of Cottam  
22 Lyle St.  
Cottam, ON  
N0R1B0

March 23, 2017

To Whom It May Concern:

We, the members of the Rotary Club of Cottam, unanimously agree to the terms outlined in the proposed contract by the Town of Kingsville regarding the transfer of ownership of the Cottam Rotary Park.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rosa Richardson", written over a faint circular stamp.

Rosa Richardson  
President  
Rotary Club of Cottam  
Cottam, ON



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

**Date:** February 28, 2017  
**To:** Mayor and Council  
**Author:** Jennifer Alexander- Deputy Clerk-Administrative Services  
**RE:** Canadian Corps of Commissionaires-Dog Tag Sales  
**Report No.:** CS-2017-005

---

#### **AIM**

To provide a report to Council regarding dog tag sales and to discuss the proposed changes to the current practice of utilizing third party services for dog tag compliance.

#### **BACKGROUND**

The Town of Kingsville has employed the services of the Canadian Corps of Commissionaires (Commissionaires thereafter) since 2009 for the provision of the collection of late dog registration fees and information collected in accordance with the *Dog Owner's Liability Act*.

Last year, dog licensing fees were increased to \$20.00 from \$15.00, if purchased before March 31<sup>st</sup>, and \$40.00 from \$35.00 thereafter. Kennel licensing increased to \$110.00 from \$100.00. The Commissionaires canvassed neighbourhoods the Town of Kingsville from May 3-7 and 10-14, for eight hours shifts. All dog registration forms and fees collected were returned to the Financial Services department at the end of each day.

The cost for the Canadian Corps of Commissionaires for 2016 was \$3,400.96. Over the period of eight days, 426 houses were canvassed and 60 dog tags were sold. At the Municipal Office, 138 dog tags were sold during the month of May. If residents were not home, Commissionaires would leave dog tag notices to encourage residents to purchase their dog tag.

Below is a chart outlining the costs for the Commissionaires and the corresponding revenues for dog tag sales and number of dog tags sold:

Year	Total cost of Commissionaires	Dog Tags collected By Commissionaires	Tags Sold before March 31	Total Dog Tags Sales
		Tags / Homes	Tag / Revenue	Tags / Revenue
2016	\$3,401	60 / 425	1614 / \$32, 280	(2031) 47,820
2015	\$3,517	83 / 419	1190/ \$17, 850	(2005) \$36, 480
2014	\$3,470	73 / 423	1127 / \$16,905	(1999) \$35,778
2013	\$2,523	47 / 447	1207 / \$24, 140	(2055) \$36,445
2012	\$1,798	N/A	1192 / \$23,850	(2046) \$36,840
2011	\$3,605	N/A	1142 / \$22, 840	(2099) \$40,390
2010	\$3,033	N/A	1116 / \$22,320	(2045) \$38, 545

- Fees changes in 2016 results in higher revenues than previous years.

## DISCUSSION

The Commissionaires has been a service used in the past for the collection of outstanding dog tags. After the March 31 deadline has passed, the Commissionaires were hired to canvass neighbourhoods with the intent of issuing dog tags. This use of service for dog tag compliance has received resident complaints such as the lack of public notice of enforcement and people feeling intimidated by the officers. However, Administration's priority is community safety, and ensuring that all dogs are registered provides valuable information, not only for lost dogs, but in any dog related incidents.

Administration generally does not get notified if a dog bite has occurred, however, we may be consulted in severe attacks or verification of dog owner information. The number of dog bite incidents reported to the Windsor Essex Health Unit has increased in 2016. Less than half of the dogs involved in these incidents have valid rabies vaccinations. As a result, victims receive a series of shots to prevent the spread of the rabies virus since this information is unknown to authorities. In an effort to protect the community, the Town implemented a new dog tag licensing requirement where owners must provide proof of rabies vaccination to be submitted with the completed application.

This year, the Corporate Services Department is taking a proactive approach to raising awareness on the new requirements. Information was distributed through the Town's digital sign, social media sites, and two sets of print advertisements were purchased in October and February in The Kingsville Reporter, Essex Free Press and South Point Sun. Furthermore, in February, 1200 personalized letters were mailed to remaining dog



owners highlighting the new requirement, rabies information, and dog tag application for convenience. As of April 3, there has been 1698 of dog tags sold.

In consultations with the Commissionaires, given this new requirement, this by-law enforcement service may not be as effective as in the past. This year's estimate for service is \$3,327 plus tax for eight days of canvassing. As demonstrated in the chart above, the price for the service as increased while the number of dog tags remain the same or decreased.

Administration would like to utilize alternative compliance methods such as mailing warnings and by-law enforcement to encourage residents to purchase their dog tags. The demand on staff resources is comparable to the time spent to organize the Commissionaires. During this time, Corporate Services can determine and analyse if the hiring of this type of service is efficient use of funds and staff time. Our findings can be reported to Council in 2018 and determine the course of action for dog tag compliance. Currently, we are not under contract with the Commissionaires.

## **LINK TO STRATEGIC PLAN**

To promote the safety, health and well being of the community.

## **FINANCIAL CONSIDERATIONS**

There are no financial considerations at this time.

## **CONSULTATIONS**

Management Team

## **RECOMMENDATION**

That Council receive this report as information and permit staff to pursue other administrative methods to encourage dog tag compliance.

*Jennifer Alexander*

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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



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
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kingsvilleworks@kingsville.ca

**Date:** March 23, 2017  
**To:** Mayor and Council  
**Author:** Jennifer Alexander, Deputy Clerk-Administrative Services  
**RE:** Rabies Clinic  
**Report No.:** CS-2017-010

---

#### **AIM**

To provide Council a report for a proposed rabies clinic for residents to comply with the new requirements for dog licenses.

#### **BACKGROUND**

In accordance with the Dog Licensing By-law 103-2003, the Town is authorized to license, regulate, and register all dogs within the Town of Kingsville. Last year, 2031 dogs were registered with the Town. Pet owners are required to purchase a dog tag at the beginning of each year and provide updated information on their animal. The fee for a dog tag is \$20.00 purchased before March 31, and \$40.00 afterwards.

For the 2017 dog tags, Administration added a requirement to licensing of dogs, due to the increase reports of dog attacks in the municipality. Dog owners are now required to provide evidence that an animal has been immunized against rabies, in order to qualify for a dog tag.

Rabies vaccinations for dogs are not new for pet owners. The rabies vaccine is a legislated requirement under the *Ontario Health Protection and Promotion Act R.R.O.*, Reg.567, which states that pet owners are legally required to keep dogs over three months old vaccinated for rabies. The first booster vaccine for rabies is due 12 months after the animal's initial vaccine, called the primary series; but after that, a rabies vaccine is only needed every one to three years, depending on the vaccine used.

Rabies is a viral disease that affects both animals and humans and attacks the central nervous system. It is spread through saliva in infected animals to humans, primarily

through a bite but it can also be spread through a scratch or open skin.<sup>1</sup> If left untreated, it could become deadly. Treatment includes a series of shots prescribed over a period of days to combat the spread of the virus.

Although, there are no cases of rabies reported in any animal in Essex County since 2008, Perth and Brant counties have had confirmed rabies cases within the last year.<sup>2</sup> In 2016, the Windsor Essex Health Unit (Health Unit) indicated that there were 193 cases of rabies confirmed in Ontario between January to August. Most cases were identified in wild animals such as a raccoons and skunks. As a requirement by *Ontario Health Protection and Promotion Act*, the Health Unit monitors and records all animal bite incidents for Windsor Essex County. Overall, the number of dog bite incidents has increased in the County while the number of immunizations for rabies has decreased. Below is a breakdown of the number of incidents reported year:

<u>Year</u>	<u>All Animal Bites</u>	<u>Dog Bites</u>	<u>Immunized for Rabies</u>
<b>2015</b>	641	330	240
<b>2016</b>	795	478	211

When a dog attack is reported, animal control, the Windsor Essex Health Unit and the O.P.P are involved in the incident. Administration is notified when the owner is not present to provide animal information. The information commonly requested is rabies vaccinations, which the Town's Corporate Services department has not collected in the past. Less than half of the reported dog attacks had current rabies vaccinations, resulting in bite victims requiring unnecessary shots as a preventative measure to not contacting the virus. This requirement will provide assurance to the community that a dog with a 2017 dog tag has an up to date rabies vaccine and authorities will be able to determine quickly if medical treatment is necessary when an incident occurs. Furthermore, this information collected could reduce the need for the Town to quarantine an animal and prevents unnecessary shots for the victim.

## **DISCUSSION**

In a positive step to combat the risks of rabies in our community, the Windsor Essex Humane Society (Humane Society) has offered to jointly host a rabies clinic in Kingsville. Through the Town's support of funding and facilities, the Humane Society will provide their services to procure the rabies vaccine at a reduce rate, and a veterinarian to administer the rabies vaccine free of charge for one day during the week. Through consultations with Windsor Essex Humane Society Executive Director, Melanie Coulter, the vaccine cost is estimated at \$20 per unit.

Administration is recommending that the arena be used to host the clinic in May. The hours are still to be determined but there will be an opportunity for working residents to

<sup>1</sup> Windsor Essex County Health Unit, "Rabies," <https://www.wechu.org/reportable-diseases/rabies> Date accessed: March 24, 2017.

<sup>2</sup> Perth District Health Unit, "Yet Another Calf Tests Positive for Rabies in Perth County," <http://www.pdhu.on.ca/yet-another-calf-tests-positive-for-rabies-in-perth-county/> Date Accessed: March 24, 2017.

attend during the early evening. The clinic will be widely advertised through newspaper's, social media, and the Town's digital sign.

This clinic will only be available to Kingsville residents and that still need to purchase their dog tag for 2017. Residents will be charged a flat rate and it will include a rabies vaccination, overall check of the animal by the veterinarian, and a dog tag. Kingsville veterinarians were approached to offer a clinic at a reduced price but expressed no interest.

## **LINK TO STRATEGIC PLAN**

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

## **FINANCIAL CONSIDERATIONS**

The financial considerations are for staff time to organize and host the clinic. Through the flat fee of \$60.00, dog owners will cover the costs for the immunization and licensing fee. The Humane Society will invoice the Town on vaccines used. Any additional costs for advertising can be allocated through the Animal Control budget.

## **CONSULTATIONS**

Management Team  
The Windsor Essex Humane Society  
Windsor Essex Health Unit

## **RECOMMENDATION**

That Council approve the Rabies clinic to be hosted by the Town in partnership with the Windsor Essex Humane Society.

*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



We speak for those who cannot speak for themselves.

1375 Provincial Road  
Windsor, ON N8W 5V8  
Phone: 519 - 966 - 5751  
Fax: 519 - 966 - 1848  
[info@windsorhumane.org](mailto:info@windsorhumane.org)

March 10, 2017

Mayor Santos and Council  
Town of Kingsville  
2021 Division Road North  
Kingsville, ON N9Y 2Y9

Dear Mayor and Council,

We understand that the Town of Kingsville is requiring proof of rabies vaccine for licensed dogs. To our knowledge this is something that is unique in Essex County, and a positive step to combat the risk of rabies in our community. While there hasn't been a case of rabies in a terrestrial mammal in our area for a number of years, there has been a large outbreak recently in the Hamilton area, and of course, it would only take one infected animal to be transported from that area to allow the illness to take hold here.

To support your licensing initiative, the Humane Society would like to suggest a joint program to offer rabies vaccines to your residents for free with their license purchase at a special rabies clinic in the Town of Kingsville. We would be willing to have our staff veterinarian administer the clinic and comply with all the legal requirements to do so. The only costs we would be seeking from the Town would be \$20 per animal to cover the costs of the vaccine. If the rabies clinic is held in April, that would be offset by the dog license late fee as the resident would be required to purchase a license to take advantage of the free vaccine. The only other requirements would be the use of a public location such as a community centre or arena, and a staff person from the Town to sell the dog licenses. Our hope would be that the program could be publicized by both of us through social and traditional media.

Please don't hesitate to contact me if you have any questions or concerns. I look forward to hearing from you.

Sincerely,

Melanie Coulter  
Executive Director



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

**Date:** February 28, 2017

**To:** Mayor and Council

**Author:** Jennifer Astrologo – Director of Corporate Services  
Jennifer Alexander – Deputy Clerk, Administrative Services

**RE:** Alternative Voting Method-Election 2018

**Report No.:** CS-2017-007

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## **AIM**

To provide Council with information pertaining to various methods of election and recommend that council use electronic voting (both internet and telephone) for the 2018 municipal election.

## **BACKGROUND**

The 2018 election will take place on October 22, 2018. The recent amendments to the *Municipal Elections Act* (the “Act”) indicate that a municipality wishing to use vote counting equipment, or authorizing the use of an alternative voting method must ensure that the requisite by-law is passed/in effect by May 1 in the year prior to the election.

In the past four elections, Council authorized the use of vote by mail or electronic voting. The 2000 election was the last time Kingsville conducted an election via traditional polling stations. For the 2003, 2006, and 2010 elections, vote by mail was the authorized method of election. In 2014, Council authorized the use of electronic voting to conduct the election.

The voter turnout for those elections is reproduced below:

2000 – 46%  
2003 – 50%  
2006 – 52%  
2010 – 55%  
2014 – 48%<sup>1</sup>

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<sup>1</sup> Reports of Ruth Orton, Director of Corporate Services, Alternate Voting Method – Election 2014 (December 3, 2013) and 2014 Municipal Election (March 19, 2015).

Overall, turnout for municipal elections in Kingsville is above the provincial average. In the 2014 election, the Town of Kingsville voter turnout was 48% which is above the provincial average of 43% as reported by the Association of Municipalities of Ontario.<sup>2</sup>

With respect to the 2014 election, ScytI Canada Inc. (“ScytI”) was chosen to provide electronic voting services to the Town. The Town received submissions from three (3) other election service providers and upon review of those submissions selected ScytI, as its proposal “contained the most comprehensive security measures and its fee was the lowest”.<sup>3</sup> Three other local municipalities used ScytI’s services for the 2014 municipal election as well.

Voters experienced the following issues with the electronic voting system during the voting period:

- Insufficient telephone lines;
- 403 error messages; and
- Delay in election results (It took approximately two (2) hours following the end of the voting period for the results to be released).<sup>4</sup>

## DISCUSSION

In anticipation of the upcoming election and as a result of the recent amendments to the *Act*, Clerk’s across the province are bringing reports to their respective councils to discuss the method of election for the 2018 election year. As part of this report, a discussion of electronic voting, mail-in ballots and the traditional polling station methods of election will be discussed.

### Electronic Voting (internet and telephone)

Electronic service providers strive to provide a user friendly voting experience that allows the voter to navigate through their systems easily. During the 2014 election, 97 Ontario municipalities used electronic voting (Internet and phone) resulting in over 909,000 votes being securely cast.<sup>5</sup> Although Town of Kingsville experienced issues with electronic voting, other municipalities have had more positive experiences with this method of election. For example, the Town of Tecumseh recently held a by-election via electronic vote and saw strong voter turn-out, efficient use of staff resources and reduced costs when compared to other voting methods.

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<sup>2</sup> Vukelic, Snezana. “AMO-2014 Municipal Election Stats.” AMO.com. <http://www.amo.on.ca/AMO-Content/Elections/Municipal/2014/Counts-are-in-for-this-year%E2%80%99s-municipal-election.aspx>. (Accessed: March 1, 2017).

<sup>3</sup> Report of Ruth Orton, Director of Corporate Services, 2014 Municipal Election (March 19, 2015).

<sup>4</sup> Orton, Ruth. 2014 Municipal Election Report. Town of Kingsville, 2015.

<sup>5</sup> Smith, Dean. “Intelivote Releases Trends in Electronic Voting for 48 Ontario Municipalities.” AODA.Com <http://www.aoda.ca/intelivote-releases-trends-in-electronic-voting-for-48-ontario-municipalities>. (Accessed: March 13, 2017).

Security concerns are the most significant challenges faced when implementing electronic/on-line voting. A breach of the system can threaten the integrity of the voting process, compromise the election results and potentially jeopardize voter anonymity. In response to these concerns, electronic service providers continually review and enhance their security measures to reduce the risk of a breach of their system. Tools such as firewalls, encryption tunnels, enhanced passwords, digital certificates, live hack testing etc. are used by providers to ensure the security of their software. In addition to the various security measures in place to eliminate the risk of a security breach, service providers also implement systems to maintain voter anonymity by separating the ballot from the identification of the voter once the vote is cast.

In order to maintain confidentiality, all voters receive a voting package via mail which will contain a personal identification number (PIN) unique to that person, which the voter will use to authenticate their identity prior to voting. The package will outline instructions for voting, including how to access and navigate the on-line voting site. Simply stated, once the vote is cast and confirmed, the voter's name is automatically removed from the voters' list, their identification is separated from the cast ballot, and the information is encrypted.

For users that do not have access to a computer or internet, telephone voting is the other electronic option. This method offers an accessible option, whereby the voter can dial a dedicated toll-free or local number to cast their vote. Similar to on-line voting, users are prompted to authenticate their identity through the PIN number provided in the voter information package. The voter is greeted by a voice that guides them through the system. Votes are cast using the numerical keypad. Once their selections are confirmed, they are automatically removed from the voters' list and the information is encrypted and stored anonymously.

It is important to note that none of the issues experienced by Kingsville during the 2014 election were related to the security or integrity of the voting process. Rather, all concerns were either service related (not enough resources were allocated to Kingsville by Scytel), or were as a result of human error (delay in results). From the information available, there is no suggestion that the system was breached, that the election results were compromised, or that voter anonymity was jeopardized.

Since 2014, service providers have increased their ability to deal with the demands of increased traffic to their websites and telephone lines. They are able to successfully provide voting services to multiple jurisdictions simultaneously. There have been software improvements related to the merging of MPAC voter lists, compiling candidate data, and overall usability of the software for elections staff. Electronic voting will not allow for a spoiled ballot, however, voters can be provided with an option to "decline to vote".

There are a number of benefits associated with electronic voting. Firstly, electronic voting has the potential to make the voting process easier and more accessible for all electors. For persons with disabilities, election software meets the current AODA regulations of WCAG 2.0 Level A accessibility standards, and also uses standardized HTML and JavaScript to ensure its compatibility with all market leading screen readers and web



accessible devices.<sup>6</sup> Additionally, font sizes and language can be modified to suit the needs of electors.

Secondly, electronic voting significantly reduces the resources expended in conducting a municipal election. In a traditional polling station election, administration would need to hire staff for all polling stations, provide training in managing the stations while still conducting the internal election preparation of voter cards, verifying voter lists, ensuring candidates' regulations and advertising. Additionally, compilation of election results is faster and more efficient, as the results are calculated by the software. Conducting an election is time consuming and an electronic method of election assists to reduce the demands on staff resources so that elections staff are able to attend to their everyday duties and responsibilities while simultaneously conducting the election.

Finally, this method is the most convenient option for the public. Electors have the option to cast their vote at any time while voting is "open" in the comfort of their home or office, or anywhere else that may be convenient for them. Should Council select electronic voting as the method of election, one polling station at the Municipal Office will be opened during the election for voters who would like assistance or have no access to internet. This option also eliminates long line-ups at the polling stations, providing enhanced electoral efficiency.

## **Mail in Ballots**

For the three (3) elections that we held from 2003 to 2010, the municipality conducted the election by mail in ballots. Similar to electronic voting, voter packages are mailed to registered voters. The package contains instructions regarding how the vote is cast and mailed back to the Town. The Town would be required to rent tabulators to count the ballots and the ballots would be fed through the tabulators by elections staff.

Although this option eliminates the need for polling stations, similar to electronic voting, the Municipal Office would be open for extended hours on the final day of the election to allow for voters to drop off their ballot in the event that it was not placed in the mail on time.

This method of election is not without its challenges. This method is heavily reliant on a third party to deliver their ballot on time to the municipality. Other issues that were experienced by Kingsville during the vote by mail election have included: voter packages being returned as undeliverable, eligible voters not listed on the voters' list, and voters not receiving their package on time. While these issues are not exclusive to vote by mail and can occur with any method of election that mails information to voters, these were some of the issues that were identified in the review of those elections.

Finally, should Council elect to return to vote by mail, the 2018 procedures will have to account for ballots which are received after the voting deadline has passed.

---

<sup>6</sup> Beamish, Stephen. Electronic Voting Services for 2018 Municipal Election. Toronto, ON. February 22, 2017.

## **Traditional Polling Stations**

The Town has not conducted an election by traditional polling stations since 2000. Communication was received by the Director of Corporate Services from several residents expressing their opposition to electronic voting for the 2018 election and desire for the Town to conduct the election by traditional polling stations (see attached Schedule “A” – Resident Comments).

A traditional election with polling stations is extremely resource intensive: polling stations need to be staffed, paper ballots printed, voter packages compiled, tabulation equipment rented etc. The Corporate Services Department is comprised of 3 management staff and 1.5 office support staff and does not have the internal staffing resources to carry out these tasks and maintain service levels for the day to day functions of the department.

Currently, the Town is divided into 33 polls and each of those polls will have to be staffed by at least 2 employees. Hiring additional staff to conduct the election will consume significant resources. In addition to going through the hiring process for these contract employees (i.e. resume review, interviews, employment contract preparation, payroll set up etc.), a significant amount of time will be spent preparing training material and conducting training to ensure that elections staff are aware of and able to fulfill their election responsibilities. Moreover, any mailings or packages delivered to voters will be compiled and prepared by Corporate Services. This is in contrast to both electronic voting and mail in ballots, in which voter information packages would be prepared and mailed out by the service provider.

Finally, residents should expect a longer delay before receiving election results when compared to mail in ballots or electronic voting.

## **Voter Education/Outreach**

Regardless of the method of election that is selected, there will be voter education/outreach. If Council chooses to conduct the election via electronic voting, Corporate Services would reach out to voters to educate them about this method of election.

In the 2014 election, Corporate Services organized several initiatives to educate eligible voters: informational material was provided with tax and water bills, direct mailings were undertaken, and public meetings were held. Every effort was made to ensure that eligible electors understood the internet voting process. During the voting period, elections staff were available to assist voters and answer questions about the process. In addition to the negative feedback (discussed above) that was received, Administration received a lot of positive feedback about the ease and convenience of electronic voting.

## **Summary**

Each election method has its benefits and challenges. However, in considering the various election methods discussed Council should consider the following elements:

1. Accuracy of results;
2. Convenience; and
3. Efficiency.

As there is more “human” involvement, there is a greater opportunity for human error. Electronic voting would provide the most accurate results in the shortest duration of time as votes are tabulated by computer software. It is the most convenient method of election for voters and is the most efficient use of municipal resources when compared to mail in ballots and the traditional voting method. It eliminates the implementation of several polling stations; rental of equipment, paper ballot associated fees, reduces staff resource costs, and is user friendly for the voter. For those voters who do not have access to the internet and/or accessibility, the Town has the option of the telephone or setting up a laptop at the Town office for residents to come and cast their ballot.

While there is no doubt that security is a legitimate concern surrounding electronic voting, this concern must be put in perspective. Each day millions of people transact using technology (ex. Banking and shopping) and not because they are ignorant to the risks; rather, those individuals balance those risks against the benefits of conducting their business in this manner. Security is a consideration for any electronic transaction, from sending an email to viewing a webpage. However, users and service providers are aware of these risks and continue to take steps to prevent their software from being compromised.

There are several reports and papers published on the Elections Canada website which discusses federal electoral reform and examines electronic voting. Those papers recommend, amongst other things, that caution be exercised before moving forward with electronic voting, that the requisite professionals are consulted, that the public is consulted, and that the scope of who is able to vote electronically be considered. However, the magnitude of a federal election and the considerations associated with same are on a much larger scale than those at the municipal level. This is not to suggest that the concerns at a municipal level are any less significant. On the contrary, it is suggested that the concerns at the municipal level are better managed and addressed given the scale on which they fall. Of the 97 municipalities which used electronic voting in 2014, Administration is not aware of any instance in which the integrity of that election was compromised or challenged.

There has been some suggestion that Council may wish to utilize an alternative voting method plus traditional paper ballots. Firstly, if Council chooses to conduct its election in this manner, elections staff would need to arrange for a minimum of four polling stations to ensure access for all voters in Kingsville. This would significantly increase the costs of the election as identified in the “Financial Considerations” section of the report because the Town would be using two (2) methods to conduct the election. Secondly, adding traditional voting to any of the election methods would cause a strain on staff resources as discussed above. Finally, there would be logistical issues associated with removing names from the voters’ list to ensure that anyone who votes at a polling station has not voted by the alternative method.

## LINK TO STRATEGIC PLAN

No direct link to the strategic plan.

## FINANCIAL CONSIDERATIONS

In the 2014 election, the amount allocated was \$50,000 and the actual amount spent was \$51,000. For the 2018 election, it is expected that election costs will exceed those of previous elections. These following numbers are based on initial consultations with election service providers.

1. Electronic Voting: \$55,000 to \$65,000
2. Electronic Voting and Traditional Ballots (3 polling stations): \$85,000 to \$95,000
3. Vote by Mail: \$55,000 to \$65,000
4. Traditional Polling Stations: \$70,000 to \$80,000

## CONSULTATIONS

County Clerk's Group

Election Services: Simply Voting, Dominion Voting, Intelivote Systems Inc.

## RECOMMENDATION

That Council approve electronic voting as their alternative method for the 2018 election.

*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

## Schedule "A" - Resident Comments

**From:** D P  
**To:** [Jennifer Astrologo](#); [Nelson Santos](#); [pgordonqueen@msn.com](mailto:pgordonqueen@msn.com); [Susanne Coghill](#); [Tony Gaffan](#); [Sandy McIntyre](#); [Thomas Neufeld](#); [Larry Patterson](#)  
**Subject:** Submission for consideration during Council deliberations of 2018 Election process used for Kingsville  
**Date:** April-04-17 12:55:22 PM

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Apr. 3, 2017

Attention:

Mayor, Deputy Mayor, Members of Council, and Clerk Jennifer Astrologo.

Good day,

I respectfully submit this note to be considered during the discussion on Kingsville's election decisions for 2018.

My personal preference is for a re-visitation of a mixed system, electronic and mail out, as moved by G. Queen in 2013. With the lack of a tracking system that allows for a recount in the pure electronic system and with the problem of access for all citizens to appropriate computer systems I think this is a prudent use of resources.

From the Dec. 9 2013 minutes of the Regular Meeting of Council:

Director Orton - Pert presented her report  
(Alternate Voting Method - Election 2014) and the Council addressed the changes as follows:

818 - 2013

Moved by G. Queen, seconded by B. Riddiford Council authorize electronic voting method and vote by mail method for the 2014 Election. LOST

819 - 2013

Moved by T. Stomp, seconded by B. Peterson Council authorize electronic voting method  
(internet and telephone) for the 2014 Election and direct Administration to prepare the relevant by - law. CARRIED

In light of the following I believe more strongly than in 2014 that G. Queen's motion was the more rational and valuable in preserving voting rights of our citizens

As you will recall, during the 2014 Municipal election in Kingsville, there was a failure in the tabulation process admitted by Scytl (the organization responsible for administering the data collection and tabulation of election results.) The failure resulted in a three hour delay in result submission. According to Scytl, the three hour delay was due to the following:

- During processing election results, several files were mislabelled due to human error.
- The mislabelled files triggered a multi-step audit.
- This caused the election results to be re-processed which more than doubled the time originally promised.

This situation resulted in questions of our Elections Officer being able to provide the basic requirements of a free democratic election, namely, that of security, integrity, and privacy of vote. The option of a recount or physical verification of vote was lost due to the nature of the

system.

As the basic problems associated with an entirely electronic vote system have not been mitigated over the last 3 years I believe it is worth reviewing the following from my letter to Council from myself and 11 Candidates of Record dated Oct. 31, 2014:

In the lead up to the 2014 election, many municipalities had investigated internet voting. Relevant to this was that the City of Toronto, based on a report by Jeremy Clark (Concordia University) and Aleksander Essex (Western University entitled, *Internet Voting for Persons with Disabilities - Security Assessment of Vendor Proposals* rejected internet voting. The City of Toronto RFP #3405-13-3197 report dated February 14th, 2014 stated:

"Recommendation regarding the use of internet voting: Of the proposals evaluated in the context of the RFP process, **it is our opinion that no proposal provides adequate protection against the risks inherent in internet voting.** It is our recommendation, therefore, that the City not proceed with internet voting in the upcoming municipal election. If the City, contrary to this recommendation, remains committed to the use of internet voting, we advise that the system be limited to voters with disabilities, and not offered to the electorate at large." Page 2.

At that time we asked if the Kingsville Administration or Council examined potential security problem with this or other Internet voting software providers? What assurances did the municipality receive with respect to security, integrity, privacy, and the timely delivery of election results that lead to a different conclusion than did the City of Toronto?

I present these same questions for Kingsville Council and administration to address anew before considering the implementation of the same system.

I would like to know what assurances you might have received from any proposed provider of this same 'electronic voting system' that the issues encountered by Scytl on the 2014 election night have been addressed? I would add that the issue of loss of recount with the electronic system is still a problem. Perhaps a paper list or ticket system could be added?

It is incumbent on elected Council and supporting administration to hold elections with security and integrity as well as ensuring privacy of vote. In my opinion the purely electronic voting system does not provide this protection especially to any vulnerable voting population. It was not proven to my satisfaction that the cost of this system substantially benefited the tax payer.

If the security, integrity, and privacy of the voters is important to those involved in these decisions I would respectfully ask the Council to again consider a mixed electronic with paper safe guards / physical mail out system at the very least.

Respectfully,

Derek Prowse,





To: Jennifer Astrologo, Director of Corporate Services/Clerk

Date: March 23, 2017

Re: Voting Method Recommendation for 2018 Election

## **Background**

An administration report (prepared by our former Director of Corporate Services Ruth-Orton-Pert) dated December 3, 2013 regarding alternate voting methods recommended electronic voting for the 2014 election. This report claimed that we would realize the benefits of: making voting more accessible, have a greater voter turnout, would receive our results within minutes of the polls closing and that it would cost less.

The recommendation to change our voting process to an electronic voting method was supported by a telephone survey conducted for administration. This survey had 600 respondents. A petition requesting paper ballot was submitted to council signed by 3 times more people than had participated in the telephone survey. I have a copy of this petition with the names if you'd like to view it. Unfortunately, we were told due to a procedural by-law, the request for a paper ballot could not be granted.

As for the promises of electronic voting, we can start by looking to our own experiences here in Kingsville during and after the 2014 election:

Accessibility - although I have no official record of this to point to, several of the councillors will have heard these complaints from residents: some found the telephone option long and cumbersome (we had 25 council candidates) and mentioned various glitches in the process; some people accessing the online website were directed to the homepage of a different town; there were mail delays with pin numbers required to vote (mine personally arrived the day after the election). I heard from some that got frustrated and just gave up trying to vote and several (mostly seniors but not exclusively), not wanting to attempt any of the electronic options, didn't bother to vote at all.

Voter turnout - Kingsville has consistently had voter turnout results greater than the provincial average but the turnout for the electronic voting year was lower than all our elections taking place for at least the previous decade. While reading through various literature on alternative voting methods I've discovered that voter turnout is a result of many factors that have little to do with the voting process. Isolating variables that effect voter turnout seems near impossible and include such things as close mayoral races, campaigning efforts, specific election issues and the timing of other government elections. The culture of participation is also a factor and in Kingsville this has typically been high. Some studies suggest that attending polling stations results in constituents engaging in the democratic process as a collective which creates a feeling of inclusion and commonality and can lead to increasing of social networks. One study argues that civic engagement reaches a culmination during elections and that this may be lost with online voting. In an attempt to make voting more convenient for some, we can reduce our culture of participation. Further, it seems that voters will vote regardless of the method and



that an alternative method doesn't necessarily mean non-voters will suddenly engage in the voting process.

Timeliness of results - On the night of the election, the private software company, Scytl, reported anomalies that delayed election results for several hours (nearby communities that used paper ballots had results in before those in our area using electronic voting). Scytl reported that several files were mislabelled due to human error. This admission resulted in several unsuccessful candidates suggesting a recount - something that wasn't possible with this electronic voting method.

Cost - I'm not sure if we were ever provided a final cost of the 2014 election that included the extra hours town hall had to remain open to address the many problems and issues residents were having. Some reports I've seen show that internet voting is actually more expensive. However, if it is indeed cheaper than traditional voting methods, when outsourcing our election process to a private company, all of our election money leaves our community compared to when the election process is managed and operated locally, in which case the money goes to underemployed and retired individuals and would arguably mean our money stays in our community to benefit our local economy. So how much cheaper does outsourcing have to be to justify the loss of this economic benefit to the community? And what were the final figures including all related costs?

Elsewhere in the province, there were fewer than 100 municipalities that used electronic voting mostly as an addition to traditional methods, such as for advance polling, and not as a replacement. The remaining 300+ municipalities either didn't consider the option or reviewed and rejected it.

Markham required pre-registration and the creation of a unique security question.

Peterborough requires pre-registration.

Huntsville offered telephone and internet voting in 2010 but returned to paper ballots in 2014.

Chatham: advance polling only.

Kitchener: reviewed and rejected

Waterloo: reviewed and rejected

Richmond Hill: recommended against internet voting in 2014 on the basis that the technology is not consistent with the principles of transparency and accountability. Staff recently recommended using electronic voting in the 2018 election for advance polling only and this was rejected by Council.

This is obviously not a complete list. And prior to the 2014 election less than 50 Ontario municipalities had used electronic voting so it will be interesting to see which communities, that experienced problems in 2014, stick with electronic voting or return to a traditional voting method.

A challenge of the results of a municipal electronic election have not been tested in a court-of-law nor has the use of the technology been challenged. A successful court challenge in Germany essentially ended their use of electronic voting technology. France recently decided against the use of the technology due to hacking concerns. Quebec has had a moratorium on electronic voting for over a decade.

## **Unanswered Questions from the Previous Administration**

Prior to and following the 2014 election, I had posed 3 questions to our administration that were never addressed.

On the issue of security - I asked how the election process can ensure that malware is not present on individual devices of the voting public? This is the most difficult link to protect when it comes to electronic voting. Malware could alter a voter's vote without anyone's knowledge, record voting activity or even display a ballot image that does not correspond to the data transmitted to election servers. Additionally, the only voter credential required to verify the identity of the voter was a birthdate. Anyone getting the mailed pin that was aware of the person's birthdate could easily vote on their behalf. Given the many inaccuracies on the voter registration list (deceased and those moved away are still on those lists) a greater effort needs to be implemented for confirming voter identity.

On the issue of integrity - I asked what recourse candidates or residents have for requesting a recount as prescribed in the Municipal Elections Act. Audit-ability means that there must be an independent and documented means of publicly verifying and recounting votes to confirm the result of an election. As a result of the anomalies reported by ScytI on election night, several candidates requested a recount that wasn't possible. Nor were these candidates allowed to have a scrutineer present to verify the integrity of the results. The company had claimed authority over the back-end system activity so under whose management did the breach occur? Errors in data management can lead to devastating results and a loss of integrity of the public's acceptance of results.

Finally, I had asked if any experts in the field were consulted before or during the decision process. It seems the only person to speak to council on this issue was the salesperson from the privately owned software company (with servers, storing our identity and votes, very likely located out of country and not even within the jurisdiction of our laws). When looking at our contract with this private software company, ScytI, several questions and concerns are raised. There was no guarantee that the product would provide any level of quality and no penalties for the failure to meet any criteria. It was unclear who would pay for an independent audit. And who, exactly, is in control of and owns the voter data collected after the election is complete?

## **What the Experts Say**

There was a lot of independent expert information available on electronic voting prior to the last election that does not seem to have been conveyed to council and I want to detail some of it here for you:

1) The City of Toronto had an independent expert review of 3 different electronic voting products, including one from ScytI, for the consideration of this technology to be used in a municipal election solely for persons with disabilities.

"From a security design perspective, internet voting is a particularly challenging problem and carries the greatest number of risks of any ballot casting method. Online voting introduces a number of unique potential threats to the voting process: voters must submit secret ballots using a computing device potentially infected with malware or spyware, over a hostile

network, for storage on an internet-facing server.”

“Recommendation regarding the use of internet voting: of the proposals evaluated in the context of the RFP process, it is our opinion that **no proposal provides adequate protection against the risks inherent in internet voting**. It is our recommendation, therefore, that the City not proceed with internet voting in the upcoming municipal election. If the City, contrary to this recommendation, remains committed to the use of internet voting, we advise that the system be limited to voters with disabilities, and not offered to the electorate at large.”

The City of Toronto RFP #3405-13-3197 report dated February 14th, 2014. *Internet Voting for Persons with Disabilities - Security Assessment of Vendor Proposals Final Report*

<https://www.verifiedvoting.org/wp-content/uploads/2014/09/Canada-2014-01543-security-report.pdf>

2) The Independent Panel on Internet Voting British Columbia Recommendations Report to the Legislative Assembly of British Columbia February 2014:

“Do not implement universal Internet voting for either local government or provincial government elections at this time. However if Internet voting is implemented, it should be limited to those voters with specific accessibility challenges. **If Internet voting is implemented on a limited basis, jurisdictions need to recognize that the risks to the accuracy of the voting results remain substantial.**

The risks of implementing Internet voting in British Columbia outweigh the benefits at this time. Therefore it is premature to implement Internet voting on a universal basis.”

<http://www.internetvotingpanel.ca/docs/recommendations-report.pdf>

3) Computer Technologists’ Statement on Internet Voting

“Election results must be *verifiably accurate* — that is, auditable with a permanent, voter-verified record that is independent of hardware or software. Several serious, potentially insurmountable, technical challenges must be met if elections conducted by transmitting votes over the internet are to be verifiable. There are also many less technical questions about internet voting, including whether voters have equal access to internet technology and whether ballot secrecy can be adequately preserved.”

The full statement signed by several computer technology experts and a partial list of the technical challenges they have identified can be found here:

<https://www.verifiedvoting.org/projects/internet-voting-statement/>

4) Software Review and Security Analysis of Scytl Remote Voting Software. This review by experts appears to have been done for a different (superior?) Scytl product than what Kingsville used last election. However, it is relevant because it identifies unaddressed concerns and also shows the depth of review required to ensure a particular product can uphold the principles required in our elections: security, privacy and integrity.

<http://www.cs.cornell.edu/~clarkson/papers/scytl-odbp.pdf>

### **The MOST RECENT in Canada**

Electronic voting was extensively studied and reviewed by the federal Special Committee on Electoral Reform (ERRE) which recommended not using internet voting. There is a plethora of reports submitted to this committee both for and against.

“The Committee acknowledges that many Canadians are open to the idea of online voting as a way of making voting more accessible. However, both supporters and detractors of online voting agree that the secrecy, security, and integrity of the ballot and the federal electoral process are fundamental. The Committee heard significant testimony (and received submissions), **particularly from experts in technology, that the secrecy and integrity of an online ballot cannot be guaranteed to a sufficient degree** to warrant widespread implementation in federal elections. The Committee agrees.”

on integrity:

“Furthermore, the vast majority of Canadians who completed the Committee’s e-consultation noted that they are very concerned (51.1% of respondents) or concerned (17.7% of respondents) about the reliability and security of online voting.”

This is a link to the committee’s electronic voting portion of their report:

<http://www.parl.gc.ca/HousePublications/Publication.aspx?Language=e&Mode=1&Parl=42&Ses=1&DocId=8655791&File=291>

There were MANY relevant reports submitted to the ERRE committee and I’ve highlighted only a few here:

1) Internet Voting Canada: A Cyber Security Perspective by Aleksander Essex Department of Electrical and Computer Engineering, Western University, Canada

“From a security perspective, this architecture introduces a host of potential threats not found in Canada’s current in-person hand-counted paper ballot method.” The report details these threats which includes: vote selling and coercion, phishing, automation bias, denial of service attacks, **client-side malware/spyware**, network attacks, server penetrations, **insider influence**: “there is a risk of insiders (election officials, vendors, technicians etc) viewing or modifying ballot selections on the server, making it vital for there to be strong mechanisms to prevent undetected changes to votes.”

<http://www.parl.gc.ca/Content/HOC/Committee/421/ERRE/Brief/BR8610535/br-external/EssexAleksander-e.pdf>

2) Barbara Simons, a computer scientist and former President of the Association for Computing Machinery (ACM), the world’s largest educational and scientific computing society, presented to the committee opposed to electronic voting:

“If there is even a small chance that Internet voting might result in our elections being hacked, it doesn’t matter how many people want it. If Internet voting puts our elections at risk—and it does—we must reject it until such time as it can be proven secure.”

You can find her presentation to the committee detailing many concerns and breaches that have already occurred within government and non-government web-based products at this link - search her name in the field: explore by witnesses

<http://www.parl.gc.ca/HousePublications/Publication.aspx?Language=e&Mode=1&Parl=42&Ses=1&DocId=8454527>

3) An Evolution of Online and Electronic Voting for Canadian National Elections by Richard Akerman

“The use of online voting or electronic voting machines would greatly increase risks, without bringing sufficient benefits.

For these reasons, the Special Committee on Electoral Reform should recommend against the use of online voting and electronic voting in Canadian elections.” The report goes on to detail various concerns of electronic voting including auditability, coercion, chain-of-custody, voter turn-out and more.

<http://www.parl.gc.ca/Content/HOC/Committee/421/ERRE/Brief/BR8529813/br-external/AkermanRichard-e.pdf>

It would take me weeks to get through all the submissions to this committee that resulted in their final conclusion recommending NOT to use electronic voting at this time. I have come across some support for electronic voting but even then the authors admit that security, integrity and privacy are concerns made greater with electronic voting.

### **Conclusion**

The case for electronic voting has not been made. Our own trial with this method demonstrated none of the benefits we were supposed to realize. We had lower voter turn-out, we had delayed results with reported anomalies and we had an outcome that was not transparent and not auditable. The experts agree that electronic voting has more risks than perceived benefits.

When thinking of Kingsville and our specific situation it is curious that we would support electronic voting when we do not even presently have access electronically to council meetings (such as Essex does) or to the local news source (Kingsville Reporter is not available online).

Paper ballots remain the only method that can guarantee privacy, security, integrity of results, transparency and auditability. Kingsville should return to this tried and true election method.

Thank you kindly and sincerely,

Kimberly DeYong

[REDACTED]  
[REDACTED]

**From:** Rpatrick  
**To:** [Jennifer Astrologo](#)  
**Cc:** [Kimberly DeYong](#); [Ron Patrick](#)  
**Subject:** Election Method  
**Date:** March-17-17 12:52:24 PM

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First let me introduce myself. I am Ron Patrick. I was one of the many that ran for council in 2014. I would like to voice my opinion on internet voting. First of all, the election results were not on the timely matter as was promised. We were told results would be one half hour to one hour after election. Well 3 plus hours later we received results. The security of the internet method of voting is not secure, As can be proven by U.S. elections. Also the elderly have problems with internet voting or voting by phone. They stated to me while campaigning that most elderly do not have computers or tablets, and were not going to vote at town computers because they did not know how to run said computers, or have individual stand over them as they voted. Not Private vote. Even some of the young stated they would not vote on internet for they did not feel that this method was private or safe way to vote. Phone method was a problem also for some, they had hard time trying to input numbers for vote. They had to wait a long time or could not get through they gave up. So increased voter turnout was not realized. Some petitions were brought to council against internet voting prior to elections, but because internet voting was voted on 2 times prior this issue could not be addressed again, at this time. We the voters felt that this was pushed on us by prior council. The voting public did not know that internet voting was going to be only way of voting. Even people running for election did not understand that we would not be able to file a PAPER BALLOT. At this time we checked the internet about voting electronically and found out that Federal Government did not consider electronic voting safe from hackers at this time if ever. This is proven time and again when you read private information is being hacked and everyone is in a panic trying to resolve the issue. Also there is no way you can have a recount. The only way to have a safe and private election is with Paper vote ballot and individuals placing their BALLOT in BALLOT BOX. It was also stated that electronic voting method was going to be more cost effective than paper ballot. I believe that for the few dollars more the integrity of our voting should be maintained with the paper ballot, and phone if needed for early voting. These are my feelings on the voting system.

Ron Patrick.

# **TAMARA STOMP**

Kingsville, Ontario  
Cell: (519) 257-0467

Email: [stomp@mnsi.net](mailto:stomp@mnsi.net)

Work Phone: (519) 948-9778  
Fax: (519) 948-9773

Jennifer Astrologo  
Director of Corporate Services/Clerk  
Town Of Kingsville  
Division St. North  
Kingsville, Ontario

via *email*

Dear Ms. Astrologo

RE: Voting Method for 2018 Election

Please be advised that I sat on Kingsville Town Council as Deputy Mayor when approval was authorized for internet voting for the 2014 election. I had hoped that it would encourage younger voters to exercise their constitutional right to vote. I also expected that it would be more convenient, and more reliable, with quicker results after the polls closed. Certainly, I did not expect any disadvantages to the senior residents of our community.

I was present to hear the report after the election and it was not heartening. I voiced that I would likely not have voted in favour of internet voting if I knew it was being outsourced to a company across the Atlantic. This is because I believe in local sourcing. But it is also because I am concerned about security, privacy and accuracy. Even a company in Canada could breach security and privacy which is a constant concern. So now that we have had so many internet breaches of security, all the way into upper echelons of government and large corporations who supposedly have the money to thwart such attacks, I am not at all confident of internet voting privacy and security. In addition, the 'glitches' that resulted in the delay in receipt of results of the 2014 election was unacceptable. Clearly neither the company nor its concept of internet voting were competent and thus were insecure. All of which is unacceptable.

Therefore, I urge that there be a return to the 'good old days' of voting where the voter is required to attend in person at a polling station which is filled with attendants whose specific job it is to ensure accuracy of the process and counting of votes. Our solution to maintain this most fundamental and honourable right to vote for every resident can be enhanced by education and convenience measures instead of a computer.

Thank you for your consideration.

Yours truly,

  
TAMARA STOMP

**From:** Yolanda Sullivan Asschert  
**To:** [Jennifer Astrologo](#); [Nelson Santos](#); [pgordonqueen@msn.com](mailto:pgordonqueen@msn.com); [Susanne Coghill](#); [Tony Gaffan](#); [Sandy McIntyre](#); [Thomas Neufeld](#); [Larry Patterson](#)  
**Subject:** 2018 Election Method  
**Date:** April-04-17 11:56:12 AM

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Good Morning All!

I'm writing to you all, both Elected Officials and CAO to make certain that my preference for the 2018 Election Method is on record.

My preference is that we go back to the tried and proven method of using PAPER BALLOTS. Never mind that there was nothing wrong with paper ballot voting, using paper ballots allows us to double check should questions arise for "any" reason. This is even more critical in our political climate today. Privacy issues with electronic mail are a real concern. When I think of my aging parents, both in their 80's and neither computer literate, both requiring a third party to assist them in the process meaning that their privacy most definitely comes into question, also the risk of their votes being tampered with, stolen, the real possibility of either of them being influenced or pushed into changing their selections, double voting and the fact that it does in fact violate privacy rights etc etc are all very real and huge concerns. Personally, I do not feel electronic voting is a safe, reliable method of voting and do not want to be forced to vote using a method where I feel my rights to privacy are being violated. Finally cost wise, I do not believe electronic voting has proven itself to be cost saving over paper ballots and at least with paper ballots we can employ local residents and provide a job for some who could use it and not to mention the human connection, that alone, in a small town would be reason enough for me to choose paper voting.

Community, small town, childhood memories of my folks bringing me along when they went to vote and me teaching my son the same way, what a great teaching method and that is just not possible electronically. Please bring back paper ballots, it's reliable, it is a wonderful part of our Kingsville history, it is a great opportunity for our community to come together and participate in our fundamental right to vote! Please bring back paper ballots and show me and fellow residents that you value and respect the Trust we all have in this tried and true method and the trust we put in you to ensure our rights to Privacy and to Vote and being SAFE doing so are met.

Sincerely,  
Yolanda Asschert



Sent from my iPhone



**From:** Cyndie Burton  
**To:** [Jennifer Astrologo](#); [Nelson Santos](#); [pgordonqueen@msn.com](mailto:pgordonqueen@msn.com); [Susanne Coghill](#); [Tony Gaffan](#); [Sandy McIntyre](#); [Thomas Neufeld](#); [Larry Patterson](#)  
**Cc:** [Kim And Dean Deyong](#)  
**Subject:** Bring Back Paper Ballot  
**Date:** April-05-17 2:10:56 PM

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One of the Most Important parts of our town is  
Our Community Being A Community where we interact with each other, support each other, and love on one another!!

BRING BACK PAPER VOTING BALLOTS!!

Thank you

Sent from my iPhone

# Katherine Gunning



April 4, 2017

Town of Kingsville Council; Mayor Nelson Santos, Deputy Mayor Gord Queen, and Councillors:

I have been notified by a phone call and postings on facebook, that there will be a discussion on the voting method for the next election and that there was a limited time frame for comments to be accepted. If this is accurate my first concern is that all the residents of Kingsville have not be informed of this being discussed and I apologize if there is a planned public meeting, but there are times when decisions are made without public input. Whether there will be further meetings or the decision will be made soon I wish to make my comments known regarding the method to be used.

For many years as a resident I have experienced the traditional voting method of voting polls and paper ballots, then the vote by mail was introduced, consequently as technology has advanced internet and telephone voting. But as we read every day that as technology advances the problems and issues also increase. If the Canada Revenue Agency can be hacked, a municipal election can have its own share of problems, which the Town did experience last election.

It is not only my personal view but many have spoken to me especially following the 2014 election regarding their dismay and concerns at the Council of the day making the decision on the method and voting procedure.

There are many arguments that could be made regarding the pros and cons to all the different methods, and of course costs associated with each. I am sure all of you have heard the arguments many times. I am of the view that if everything is done for ease and convenience and no consideration given to all those that want to participate, there will be anxiety with the end result. All things worthwhile are worth the effort especially the democratic process of voting.

Some felt it was necessary to identify those that did not want to use a computer to vote were living in the dark ages. We all know that many who want to vote in the traditional method are on social media, use their computers every day and are a friend of google chrome. Does that mean for those that are not attached to an electronic gadget or do not feel comfortable making their choice on the phone that they do not have an opportunity to vote? My concern and those of many others is that when any Kingsville resident feels that they cannot participate because of your decision on how the voting will be done, that is an injustice to those members of our community.

There are some that feel their voice cannot or will not be heard with electronic voting. Please consider those that would only be comfortable with the voting poll method and paper ballot. I am hoping this council will give serious consideration to the residents who wish to participate in a traditional voting method.

Respectfully submitted by Katherine Gunning

# Schedule "B"

## 2014 Election - Electors by Age

	18-19	20-29	30-39	40-49	50-59	60-69	70-79	80-89	90+
Eligible	351	1866	1967	2353	2898	2692	1577	793	175
Voted	119	458	716	1127	1639	1728	985	365	52
%	0.339031	0.245445	0.364006	0.478963	0.565562	0.6419019	0.624604	0.460277	0.297143

	40 & Under	60 & Over
Eligible	4424	5237
Voted	1400	3130
%	0.3164557	0.5976704

## Sandy Kitchen

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**From:** Sandy Kitchen  
**Sent:** Tuesday, April 04, 2017 4:14 PM  
**To:** Sandy Kitchen  
**Subject:** FW: '

Attention: J. Astrologo  
Director of Council Services/Clerk  
The Corporation of the Town of Kingsville  
2021 Division Road North,  
Kingsville, Ontario  
N9Y 2Y9

Dear Ms. Astrologo:

### **Re: Request to Raise Community Living Essex County Flag**

Community Living Essex County is a non-profit, charitable organization which supports over 650 people, of all ages, who have an intellectual disability and their families throughout Essex County, including the Town of Kingsville.

May is "Community Living Month" in Ontario and we are joining with more than 100 Community Living organizations to promote public awareness and the importance of including people who have an intellectual disability in all aspects of the community.

We hope the Town of Kingsville will assist us by flying the Community Living Essex County flag at the Town Hall during the a week in May . We are specifically requesting the week of **May 8<sup>th</sup> to 12<sup>th</sup> or May 15<sup>th</sup> to 19<sup>th</sup>** Further, we ask you to consider proclaiming May as "Community Living Month" in Kingsville.

I look forward to hearing from you about these requests and thank you in advance for your time and consideration. Should you have any questions please contact me at **519-776-6483, ext 246** . Thank you,  
Sincerely,

Tony DeSantis, Manager Community Relations and Resource Development

**Tony DeSantis**  
**Manager, Community Relations and Resource Development**  
519.776.6483 ext.246  
519.776.6972 fax



Chairman Board & CIB Committee

I am hereby resigning from this committee. I am finding my enthusiasm waning, and will make way for someone new.

I am happy for the experience and the new people I have met.

Sincerely  
Brenda Geam



**REGULAR MEETING OF COUNCIL  
MINUTES**

**Monday, March 27, 2017  
7:00 PM  
Council Chambers  
2021 Division Road N  
Kingsville, Ontario N9Y 2Y9**

Members of Council    Mayor Nelson Santos  
                                 Councillor Tony Gaffan  
                                 Councillor Thomas Neufeld  
                                 Councillor Susanne Coghill  
                                 Councillor Larry Patterson  
                                 Deputy Mayor Gord Queen

Absent                    Councillor Sandy McIntyre

Members of            P. Van Mierlo-West, CAO  
Administration       J. Astrologo, Director of Corporate Services  
                                 S. Kitchen, Deputy Clerk-Council Services  
                                 K. Girard, Manager of Municipal Services

**A.    CALL TO ORDER**

Mayor Santos called the Regular Meeting to order at 7:00 p.m.

**B.    MOMENT OF SILENCE AND REFLECTION**

Mayor Santos called for a moment of silence and reflection and the playing of the National Anthem.

**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. AMENDMENTS TO THE AGENDA**

Deputy Mayor Queen added one Notice of Motion.

Councillor Patterson added one Announcement.

**F. STAFF REPORTS**

**1. SPA/15/16 – 2524634 ONTARIO LTD. 86 Wigle Ave CON 1 Lot 2 Pt 7  
12R25287 RP342 Part of Block A Roll No. 3711 210 000 00105**

Mayor Santos stated that Town Planner K. Brcic has advised that the Applicant has requested that this matter be deferred.

**268-2017**

Moved by Councillor Tony Gaffan

Seconded by Deputy Mayor Gord Queen

Council, as requested by the Applicant through Town Administration, defer the consideration of the Report of K. Brcic, Town Planner dated March 9, 2017 RE: SPA/15/16 - 2524634 Ontario Ltd.

**CARRIED**

**2. Contract #MS17-101-01: Rural Roads Program**

**269-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

That Council authorize the award of the 2017 Rural Roads Program contract to Jeff Shepley Excavating Ltd. in the amount of \$734,352.44.

**CARRIED**

**3. Strategic Plan – Final**

Ms. Van Mierlo-West presented the Strategic Plan, indicating that she also intends to provide Council with quarterly Strategic Plan updates, once formally approved.

**270-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council lay the draft Town of Kingsville Strategic Plan on the Table.

**CARRIED**

The document will be further reviewed to ensure that all revisions and suggestions from the Administration Management Group have been incorporated into the Plan to the satisfaction of Council.

**4. Civic Mobile Tool**

**271-2017**

Moved by Councillor Tony Gaffan

Seconded by Councillor Susanne Coghill

Council approve the proposal and direct that the Town enter into an agreement with Inspire Hub for the supply of an app, subject to a security review by the IT Manager and legal review by Director of Corporate Services

**CARRIED**

**5. Human Resource Manager – Job Description Update**

**272-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Thomas Neufeld

That Council approve the revised Job Description for the Human Resource Manager and direct that the advertisement for this position begin immediately.

**CARRIED**

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

**1. The Jack Miner Migratory Bird Foundation--Correspondence from M. Baruth, Executive Director, dated March 9, 2017 requesting that Council consider creating two proclamations**

**273-2017**

Moved by Councillor Tony Gaffan

Seconded by Councillor Larry Patterson



WHEREAS: Jack Miner was born on April 10, 1865 in Dover Centre, Ohio (now Westlake); and

WHEREAS: At the age of 13 he moved with his family to Kingsville, Ontario, Canada where he became a professional trapper and market hunter to help supplement the family income and later established a brick and tile manufacturing business; and

WHEREAS: In 1904 he founded the Jack Miner Bird Migratory Bird Sanctuary for the conservation of migratory waterfowl; and

WHEREAS: In 1909 he began the practice of tagging wild ducks as they passed through his Sanctuary to better understand their migratory routes; and

WHEREAS: In 1915 he began the practice of tagging Canada geese and other geese as they passed through his Sanctuary to better understand their migratory routes; and

WHEREAS: The information collected led to the establishment of the Migratory Bird Act between the United States of America and Canada in 1916 and the Migratory Bird Convention Act in 1917, 100 years ago; and

WHEREAS: Seventy years ago the Canadian Government established National Wildlife Week to take place across Canada each year during the week of Jack Miner's birthday, April 10th, as a lasting tribute to his contribution to Canadian wildlife conservation.

NOW THEREFORE BE IT RESOLVED THAT Council of The Corporation of the Town of Kingsville proclaims April 10, 2017 as the first annual "Jack Miner Day" in the Town of Kingsville.

**CARRIED**

**274-2017**

Moved by Councillor Thomas Neufeld

Seconded by Councillor Susanne Coghill

WHEREAS: A deserved and enduring tribute was paid to the world's greatest naturalist and founder of the Jack Miner Migratory Bird Sanctuary in Kingsville, Ontario which bears his name, when the Canadian Parliament passed an Act fixing the week of his birthday, April 10th, as National Wildlife Week; and

WHEREAS: Countless thousands of people have been privileged to visit the Sanctuary and continue to enjoy this unique spot year after year; and

WHEREAS: At the time of his death in 1944, Jack Miner was referred to as one of the 5 best known men in North America alongside Henry Ford, Thomas Jefferson, Charles Lindbergh, and Eddie Rickenbacker; and

WHEREAS: The Jack Miner Migratory Bird Foundation was founded in 1931 in the United States and 1936 in Canada to continue the Legacy of Jack Miner and continues to bring environmental and wildlife conservation issues to a new generation;

WHEREAS: Across Canada celebrations of the 70th Anniversary of National Wildlife Week are taking place.

NOW THEREFORE BE IT RESOLVED that The Council of The Corporation of the Town of Kingsville declares the week of April 9, 2017 as National Wildlife Week in the Town of Kingsville.

**CARRIED**

**H. MINUTES OF THE PREVIOUS MEETINGS**

**1. Regular Meeting of Council - March 13, 2017**

**275-2017**

Moved by Councillor Tony Gaffan

Seconded by Councillor Thomas Neufeld

Council adopt Regular Meeting of Council Minutes dated March 13, 2017.

**CARRIED**

**I. MINUTES OF COMMITTEES AND RECOMMENDATIONS**

**1. Kingsville Municipal Heritage Advisory Committee--February 8, 2017**

**276-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council receive Kingsville Municipal Heritage Advisory Committee Meeting Minutes dated, February 8, 2017.

**CARRIED**

**2. Court of Revision-February 27, 2017**

**277-2017**

Moved by Councillor Thomas Neufeld

Seconded by Councillor Larry Patterson

Council receive Court of Revision Minutes dated, February 27, 2017.

**CARRIED**

**J. BUSINESS CORRESPONDENCE - INFORMATIONAL**

- 1. Town of Tecumseh-Correspondence to Minister of Health and Long-Term Care, dated March 6, 2017 RE: Marijuana controls under Bill 178**
- 2. Kingsville Historical Park Inc.-Correspondence from K. Gunning, Secretary/Treasurer sent on behalf of all the volunteers of the Kingsville Historical Park Museum, dated March 17, 2017**
- 3. Northeastern Manitoulin & The Islands-Correspondence to Premier Wynne RE: First Nation Hydro delivery charges, dated March 17, 2017**
- 4. Municipality of Middlesex Centre--Correspondence RE: Support for policy to install AEDs in all Schools, dated March 15, 2017**
- 5. Town of Ingersoll--Correspondence RE: Support for policy for AEDs in all schools, dated March 20, 2017**
- 6. Township of East Zorra-Tavistock--Correspondence supporting policy to install AEDs in all schools, dated March 20, 2017**
- 7. Leamington and Area Family Health Team-Correspondence dated March 17, 2017**

**278-2017**

Moved by Councillor Larry Patterson

Seconded by Councillor Susanne Coghill

Council receive information items 1-7.

**CARRIED**

**K. NOTICES OF MOTION**

1. **Councillor L. Patterson may move, or cause to have moved, that Administration provide a report setting out the rights of medical marijuana growers and the rights of the neighbouring property owners.**

**279-2017**

Moved by Councillor Larry Patterson

Seconded by Deputy Mayor Gord Queen

That Administration provide a report setting out the rights of medical marijuana growers and the rights of the neighbouring property owners to include responses to the following items: what kind of waste material is produced from growing the plants and how is it disposed of; what is the municipality's role for allowing medical marihuana to be grown in a residential area; does the municipality have guidelines on the exhaust of the fumes; does Health Canada have guidelines for mandatory filter installations to deal with the odour and does Health Canada have distance requirements between the place of growth and neighbouring properties; and FURTHER, that the Kingsville Police Services Board be circulated with this motion.

**CARRIED**

Deputy Mayor Queen indicated that he may at the next Regular Meeting move, or cause to have moved that a proclamation be considered in recognition of the benefits and values the Communities in Bloom Program provides to the Town of Kingsville.

**L. UNFINISHED BUSINESS, ANNOUNCEMENT, AND UPDATES**

Councillor Patterson reminded Council of the upcoming Annual Kingsville Fire Department Recognition Dinner event.

**M. BYLAWS**

1. **By-law 2-2017**

**280-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council 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 (510-0080); N. J. Peralta Engineering Ltd. Project No. D-15-015, in the Town of Kingsville, in the County of Essex, a third and final time.

**CARRIED**

**2. By-law 37-2017**

**281-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Thomas Neufeld

Council read By-law 37-2017, being a By-law authorizing the entering into of Amendment No. 1 to a Grant Funding Agreement under the 2013-14 Source Protection Municipal Implementation Fund (SPMIF\_1516\_004) with Her Majesty the Queen in Right of Ontario, as represented by the Minister of the Environment and Climate Change for the Province of Ontario, a first, second and third and final time.

**CARRIED**

**N. CLOSED SESSION**

**282-2017**

Moved by Councillor Susanne Coghill

Seconded by Councillor Thomas Neufeld

Council, pursuant to Section 239(2) of the Municipal Act moved into Closed Session at 8:05 p.m. to address the following matters:

1. Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, being Report of J. Astrologo, Director of Corporate Services RE: Integrity Commissioner;
2. Section 239(2)(d) labour relations or employee negotiations, being Report RE: Non-Union Salary Wage Report;
3. Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, being Report RE: Director of Municipal Services Position
4. Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, being Report RE: Terms of 360 assessment for CAO.

**CARRIED**

1. **Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees being Report of J. Astrologo, Director of Corporate Services RE: Integrity Commissioner**

2. **Section 239(2)(d) labour relations or employee negotiations, being Report RE: Non-Union Salary Wage Report**
3. **Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, being Report RE: Director of Municipal Services Position**
4. **Section 239(2)(b) personal personal matters about an identifiable individual, including municipal or local board employees, being Report RE: Terms of 360 assessment for CAO**

**O. REPORT OUT OF CLOSED SESSION**

Upon rising from Closed Session at 8:11 p.m., Mayor Santos reported on various matters as follows:

RE: Item N-1 - Report of J. Astrologo, Director of Corporate Services RE: Integrity Commissioner

**283-2017**

Moved by Councillor Tony Gaffan

Seconded by Councillor Thomas Neufeld

Council accept the resignation of Mr. Robert Swayze as Integrity Commissioner for The Corporation of the Town of Kingsville.

**CARRIED**

RE: Item N-3-Report RE: Director of Municipal Services Position

**284-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council approve the changes to the Director of Municipal Services Position, as presented.

**CARRIED**

Mayor Santos reported that Council gave direction to Administration pertaining to other personnel matters.

**P. CONFIRMATORY BY-LAW**

1. **By-law 38-2017**

**285-2017**

Moved by Deputy Mayor Gord Queen  
Seconded by Councillor Larry Patterson

Council read By-law 38-2017, being a By-law to confirm the proceedings of the Council of The Corporation of the Town of Kingsville, at its March 27, 2017 Regular Meeting, a first, second and third and final time.

**CARRIED**

**Q. ADJOURNMENT**

**286-2017**

Moved by Councillor Susanne Coghill  
Seconded by Councillor Larry Patterson

Council adjourn this Regular Meeting at 8:42 p.m.

**CARRIED**

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MAYOR, Nelson Santos

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CLERK, Jennifer Astrologo



## MINUTES

**POLICE SERVICES BOARD MEETING**  
**Wednesday February 22, 2017 at 4:00 p.m.**  
**Council Chambers, Municipal Offices**  
**2021 Division Road N., Kingsville, ON N9Y 2Y9**

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

Chairperson, Nelson Santos called the Meeting to order at 4:00 p.m. with the following persons in attendance:

Nelson Santos	-	Chairperson
Nancy Wallace-Gero	-	Vice-Chairperson
Gary Bain	-	Board member
Larry Patterson	-	Board member
Brian Higgins	-	O.P.P. Sergeant
Stuart Bertram	-	O.P.P. Staff Sergeant

Member of Administration: Jennifer Alexander, Deputy Clerk-Administrative Services

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

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

### **C. PRESENTATIONS/DELEGATIONS**

NONE

### **D. ADOPTION OF ACCOUNTS**

#### **1. Police Services Accounts – RE: Budget Actuals for 2016**

**10-2017** Moved by G. Bain seconded by N. Wallace–Gero to receive the financial report presented as information.

**CARRIED**

### **E. REPORTS**

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

i.) Town of Kingsville PSB report and Crime Stoppers report for January 2017

**11-2017** Moved by L. Patterson, seconded by G. Bain to receive the January 2017 O.P.P. status report as information.

**CARRIED**



## **F. BUSINESS/CORRESPONDENCE**

### **1. Ministry of Community Safety and Correctional Services:**

- i.) Memorandum: RE: Improvements and Revisions to the Ontario Amber Alert Program, issued January 18, 2017. (Index:12-0002)
- ii.) Memorandum: RE: O. Reg. 58/16 collection of Identifying Information in Certain Circumstance - Public Education Campaign, 2017, issued: January 23, 2017. (Index:17-0003)
- iii.) Memorandum: RE: Domestic Violence Coordinators Training Conference, issued: January 24, 2017. (Index:17-0004)
- iv.) Memorandum: RE: Expansion of DNA Technology Services, issued: January 27, 2017. (Index:17-0005)
- v.) Memorandum: RE: Hydro One confidential Number for Emergency Service Providers, issued: January 27, 2017. (Index:17-0006)
- vi.) Memorandum: RE: Postal code change to the Ontario Police College (OPC) address, issued January 31, 2017. (Index: 17-0007)
- vii.) Memorandum: RE: Issues Related to the Protection of Persons Administering and enforcing the Law-Sections 25.1 to 25.4 of the Criminal Code of Canada, issued: February 3, 2017. (Index: 17-0008)
- viii.) Memorandum: RE: 2017/18 Grant Repurposing Update, issued: February 7, 2017. (Index: 17-0009)
- ix.) Memorandum: RE: Ministry Response to the Ombudsman's Report on De-Escalating Conflict Situations. (Index: 17-0010)
- x.) Memorandum: RE: Workshops and Webinars: 2017/18 Grant Repurposing and Police Effectiveness and Modernization Grant. (Index: 17-0011)

**12-2017** Moved by N. Wallace-Gero, seconded L. Patterson to receive the memorandum information and administration to investigate next steps for the Town to secure funding through this grant program.

**CARRIED**

### **2. Ontario Association of Police Services Board**

- i.) Strengthening police governance, Modernizing Labour Relations, Top Priorities for Legislative Actions, issued February 6, 2017.
- ii.) Essex County OPP Member receives Canadian Safe Boating Award, issued January 31, 2017.

**13-2017** Moved by N. Wallace-Gero, seconded by G. BAIN to receive this information as presented.

**CARRIED**

### **3. POA Monthly Statistics & Highlights – End of the year Highlights of 2016**

**14-2017** Moved by G. Bain, seconded by L. Patterson to receive information as presented.

**CARRIED**

**G. ADOPTION OF MINUTES OF PREVIOUS MEETING**

1. **Adoption of Police Services Board Minutes** – held on January 25, 2017.

**15-2017** Moved by L. Patterson, seconded by N. Wallace-Gero to adopt the Police Services Board meeting minutes held on January 25, 2017.

**CARRIED**

**H. NEW AND UNFINISHED BUSINESS**

1. **ATV's on Town Roads** – Review of By-laws from Chatham Kent, Town of Lakeshore and Grey County.  
Bring in presentation for next meeting with the OPP.

**16-2017** Moved by G. Bain, seconded by N. Wallace-Gero to receive this information and administration arrange to have the OPP presentation on ATV's for the next meeting.

**CARRIED**

2. **Tow Truck Registry-** G. Bain brought up the issue of a Tow Truck registry for business offering this service. The Chair indicated that the Town does not have a registry at this time.

**I. CLOSED SESSION**

None presented.

**J. ADJOURNMENT**

**17-2017** Moved by N. Wallace-Gero seconded by L. Patterson that the Police Services Board adjourns the meeting at the hour of 4:32 p.m. and to meet again on March 29, 2017 or at the call of the Chair.

**CARRIED**

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**CHAIRPERSON, Nelson Santos**

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



# MINUTES

## COMMITTEE OF ADJUSTMENT MEETING

TUESDAY FEBRUARY 21<sup>ST</sup>, 2017 AT 6:00 P.M.

CORPORATION OF THE TOWN OF KINGSVILLE

COUNCIL CHAMBERS

2021 DIVISION RD N, KINGSVILLE, ONTARIO N9Y 2Y9

### A. CALL TO ORDER

Acting Chairperson Council Member Larry Patterson called the meeting to order at 6:00 p.m. with the following Committee members in attendance:

Members of Committee of Adjustment	Members of Administration
<ul style="list-style-type: none"><li>• Council Member, Larry Patterson</li><li>• Russell Horrocks</li><li>• Allison Vilardi</li><li>• Thomas Neufeld</li><li>• Jim Gaffan Jr.</li></ul>	<ul style="list-style-type: none"><li>• Manager of Planning &amp; Development Services – Robert Brown</li><li>• Town Planner – Kristina Brcic</li></ul>

#### Absent:

Deputy Mayor Gord Queen

### B. APPOINTMENT OF ACTING CHAIRPERSON

Council Member Larry Patterson called for re-appointment of Thomas Neufeld as the Acting Chairperson for this Committee of Adjustment meeting, February 21<sup>st</sup>, 2017.

#### CA - 06 - 2017

Moved by Russell Horrocks, seconded by Allison Vilardi that Thomas Neufeld be appointed the Acting Chairperson for this February 21<sup>st</sup>, 2017 meeting of the Committee of Adjustment.

**CARRIED**

### C. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Acting Chairperson, T. Neufeld reminded Committee members to disclose any interest they may have prior to each agenda item being discussed.

### D. ADOPTION OF COMMITTEE OF ADJUSTMENT MEETING MINUTES DATED TUESDAY, JANUARY 17<sup>TH</sup>, 2017.

#### CA - 07 - 2017

Moved by Jim Gaffan Jr., seconded by Russell Horrocks the Committee of Adjustment Meeting Minutes dated January 17<sup>th</sup>, 2017 be adopted.

**CARRIED**

### E. HEARINGS

#### 1. A / 02 / 03 / 04 / 16 - 1552843 Ontario Ltd - 43 & 45 Lukas Drive - 39 & 41 Lukas Drive - 35 & 37 Lukas Dr

Town Planner, Kristina Brcic introduced the minor variance applications and reviewed her report dated February 16<sup>th</sup>, 2017 in which the property owners are requesting to increase the lot coverage and decrease the rear yard and front yard setbacks, and the exterior side yard for the corner lot, for the construction of semi-detached homes on lands known as 35, 37, 39, 41, 43 & 45 Lukas Drive, in the Town of Kingsville.

The subject properties are currently vacant lands within the Royal Oak at the Creek subdivision. The applicant is requesting a minor variance for three blocks (Block 52, 53 & 54), to build 6 semi-detached dwelling units. The requested minor variances include an increase for lot coverage from 50% to 52%, reduction of the rear yard setback from 7.6 m to 5.5 m and reduction of the front yard setback from 6 m to 5.5 m. Pertaining only to the corner lot (Block 52), the applicant is requesting a reduction in the exterior side yard from 4.5 m to 3 m.

Town Planner, Ms. K. Brcic, reviewed the four tests of a Minor Variance as well as any applicable conditions. It was included in the report that one of the neighbours objected to the Minor Variance for the reason being it would create a small yard for the new construction and make her backyard seem even smaller.

Mr. Doug Duff, 71 Robin Court, questioned if there is an easement in the back yard of these lots and what will the new construction look like, which Town Planner, Ms. K. Brcic replied that there is not an easement and that the new homes would be similar in style to those found on neighbouring Robin Court. Mr. D. Duff followed the response with his support of the Minor Variance.

The applicant, Mr. Walter Branco was in attendance and outlined what is included in the total lot coverage.

Committee Member A. Vilardi asked what the square footage is on each unit that is proposed. Ms. K. Brcic outlined that 52% lot coverage is the max so typically each unit could be up to 2,600 sq.ft.

Committee Member R. Horrocks asked to please repeat objection. Ms. K. Brcic outlined the specifics of the neighbours objection mentioned from her report.

Acting Chairperson, T. Neufeld confirmed there were no other comments from the applicant or the audience.

#### **CA - 08 - 2017**

Moved by Jim Gaffan Jr., seconded by Russell Horrocks that Minor Variance Application A/02/16 for 1552843 Ontario Ltd to permit an increase for lot coverage from 50% to 52%, reduction of the rear yard setback from 7.6 m to 5.5 m and reduction of the front yard setback from 6 m to 5.5 m. As well as, a reduction in the exterior side yard from 4.5 m to 3 m. on the lands known as 43 & 45 Lukas Drive in the Town of Kingsville, be **Approved** subject to the following conditions:

1. that any new construction comply with all other applicable provisions of the By-law;

**CARRIED**

#### **CA - 09 - 2017**

Moved by Larry Patterson, seconded by Russell Horrocks that Minor Variance Application A/03/16 for 1552843 Ontario Ltd to permit an increase for lot coverage from 50% to 52%, reduction of the rear yard setback from 7.6 m to 5.5 m and reduction of the front yard setback from 6 m to 5.5 m. on the lands known as 39 & 41 Lukas Drive in the Town of Kingsville, be **Approved** subject to the following conditions:

1. that any new construction comply with all other applicable provisions of the By-law;

**CARRIED**

#### **CA - 10 - 2017**

Moved by Russell Horrocks, seconded by Jim Gaffan Jr. that Minor Variance Application A/04/16 for 1552843 Ontario Ltd to permit an increase for lot coverage from 50% to 52%, reduction of the rear yard setback from 7.6 m to 5.5 m and reduction of the front yard setback from 6 m to 5.5 m. on the lands known as 35 & 37 Lukas Drive in the Town of Kingsville, be **Approved** subject to the following conditions:

1. that any new construction comply with all other applicable provisions of the By-law;

**CARRIED**

## **2. B/22/16 – Wayne & Connie STOCKWELL – 182 County Rd 27 E**

Town Planner, Kristina Brcic introduced the consent application and reviewed her report dated February 15<sup>th</sup>, 2017 in which the property owner is requesting consent for lot creation for lands known as 182 County Road 27 East, in the Town of Kingsville.

The subject land is a 9.71 ha (23.99 ac.) farm parcel containing a single dwelling and a farm outbuilding. The applicants wish to create four (4) new residential lots. The proposed lots, as shown on the Appendix 'B', Applicants Sketch, Parts 1-3 and 5, would have a lot area of 4.5 ac. to 5.4 ac. with frontage onto County Road 27 East. The retained lot is described as Part 4 on Appendix 'B'.

The applicants, Wayne & Connie Stockwell were in attendance, along with their lawyer Mr. Michael Laba. Mr. M. Laba outlined why the lands were designated residential in the Official Plan.

Ms. Linda Burling, 185 County Rd 27 E, stated that there were past severances on the property and that when the lagoon lands were purchased, it was not guaranteed the owners were given any development rights as part of the lagoon land conveyance. Ms. L. Burling continues explaining that the Provincial Policy Statement 2014 (PPS) under the Planning Act states that Agricultural lands are to be preserved, this abuts Agricultural lands and she is concerned about the impact development will this have on the agricultural lands. Ms. L. Burling includes that there are impacts from the lagoons such as noise, smell, dust etc. Ms. L. Burling questions where the septic tanks will be installed, how will the terms of the development agreement be enforced and, how will the vacant lands be maintained and accessed?

Acting Chairperson T. Neufeld requested that Mr. M. Laba clarify.

Mr. M. Laba replied that 24 acres is not considered a viable farm parcel. He made note that the septic tanks will be placed in the front yard of each parcel to make sanitary connection easier in the future. The proposed lots are large enough to support septic and there is access to a municipal drain at the rear of each lot, storm outlets will be provided and future connection to municipal sewer will be required. Mr. M. Laba insured that the purchasers will be informed of this as part of their purchase agreement.

Committee Member J. Gaffan Jr. asked for clarification on the zoning of the property, it is currently zoned agricultural? Being rezoned to residential? Town Planner, Ms. K. Brcic replied that the lots are currently 'Agriculture Zone 1 (A1)' however an Zoning Amendment Application will be presented to Council soon to be rezoned to a residential site specific classification.

Committee Member R. Horrocks asked if the use of development agreements is a common practice. Manager of Planning & Development Services Mr. R. Brown stated that this is not typical of lots created by consent but has been used in the past when there are longer-term requirements that need to be addressed.

Committee Member L. Patterson questioned the requirement for septic which Town Planner Ms. K. Brcic clarified that sanitary hook-up will be required in the future when capacity is available.

Committee Member A. Vilardi asked if the reduced number of lots impact cost of future lagoon expansions. Mr. R. Brown commented that there may be impact on the per lot cost but it would not be significant based on the potential lands yet to be developed.

Mr. Dan Newman, 175 County Rd 27 E, has concerns with, run-off of storm water from build-up of lots due to filling, buffer area maintenance, and sewage capacity in the future. Mr. M. Laba responded that the maintenance area will be maintained by individual property owners, and that the lands are subject to the Town Property Standards By-law. These lots will be taken into consideration for future capacity, and a drainage plan will be required and likely improved by the proposed development. Drainage will be addressed as part of the development agreement.

Mr. Don Moore, 170 County Rd 27 E, asked where the run-off is going to be directed. With large lots there is the possibility of different uses of the property in the future, for example

potential businesses starting up on the lots. Mr. R. Brown indicated that storm water will go to the Smith-Newman Drain. The use of the land will be controlled through the Zoning By-law, individual businesses or home industries are not permitted.

Mr. Robin Von Bodenhausen, 184 County Rd 27 E, has concerns regarding run-off, potential basement flooding, and the construction of large houses on these new lots. Mr. M. Laba outlined that drainage will be improved and addressed as part of the development agreement.

Acting Chairperson, T. Neufeld further questioned drainage across these lots. Mr. M. Laba indicated that the properties may require tile drainage as part of the drain plan.

Committee Member A. Vilardi asked why a Plan of Subdivision was not used given the number of issues. Mr. R. Brown explained that the Official Plan does provide some discretion on the use of Plan of Subdivision. In the case of the specific proposal it was not warranted given that the issues are being addressed as conditions of consent or through the development agreement. The main issue based on the comments so far centers around drainage which is being addressed in the development agreement. Mr. M. Laba also commented that a Plan of Subdivision will not address the issues differently then the proposed process.

Mr. R. Von Bodenhausen asked if the Stockwell house is part of the whole retained parcel. Mr. R. Brown responded, that the house will be retained on the remnant lands.

Ms. L. Burling asked if the development agreement will be registered on all titles, and will the barn be removed? Mr. R. Brown assured Ms. L. Burling that the development agreement will be registered on title. Discussion on removal of the barn is ongoing and will be addressed in the development agreement.

Mr. D. Moore asked if we have a guarantee on use of lots for businesses. Mr. R. Brown repeated that the zoning by-law limits use of the lots to residential only. Acting Chairperson, T. Neufeld commented on the use of lots for businesses stating that they would be for residential use, and that each lot must contain and control runoff on their own property.

Mr. D. Newman raised concerns with changing the zoning from Agricultural to Residential and developing for residential uses. Mr. D. Newman purchased his property on the edge of the Town and now has houses developed behind and nearby. He would rather see the lands remain Agricultural.

Committee Member L. Patterson asked what the appeal process looks like, and when is the zoning amendment application going to be presented to Council. Town Planner, Ms. K. Brcic responded that there is a 20 day appeal period following the committee's decision, and that the zoning amendment application will be heard at the following Council meeting, February 27<sup>th</sup>, 2017.

Committee Member R. Horrocks appreciates the concerns of the neighbours and that our role is one of proper planning and further comment will be had at Council.

Acting Chairperson, T. Neufeld confirmed there were no other comments from the applicant or the audience.

#### CA - 11 - 2017

Moved by Jim Gaffan Jr., seconded by Russell Horrocks that Consent Application B/22/16 for Wayne & Connie STOCKWELL for the creation of the following four (4) lots, as described on the survey sketch Appendix B, for lands known as 182 County Road 27 East, in the Town of Kingsville, subject to the following conditions:

1. That the subject property is to be angle staked and a plan of survey prepared and reference plan deposited in the registry office, ***both an electronic and paper*** copy of the registered plan is to be provided for the files of the Secretary-Treasurer;
2. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the zoning requirements for the municipality including satisfactory proof as to compliance of the location of all buildings on the

subject lands either by way of a plan showing the location of all buildings located thereon, or a certificate from a qualified surveyor indicating the location and sizes of all buildings on the said lands and/or favourable minor variances shall have been processed for any non-compliances;

3. That the necessary deed(s), transfer or charges be submitted in triplicate; signed and fully executed (no photo copies), prior to certification.
4. That the owner shall provide that all municipal taxes be paid in full and that necessary apportionments be undertaken for any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or the Municipal Act;
5. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds;
6. The applicants provides a **new water service** connection (for Parts 1, 2, 3 & 5), at the applicants' expense and to the satisfaction of the Town;
7. The applicants provides a **new sewage service** connections (for Parts 1, 2, 3 & 5), at the applicants' expense and to the satisfaction of the Town;
8. That the required **park fee** of \$1,500.00 /new lot, totaling \$6,000.00, is paid to the municipality prior to certification;
9. That the applicant obtains the necessary permits from the **County** for any changes to existing entrances or the construction of new entrances, or provide a letter of clearance for access installation from the County;
10. That the applicant obtains municipal address/911 signage from the Town for each of the four (4) new lots at the applicants expense;
11. The owners submit an agreement for drainage apportionment due to land severance;
12. That the applicants enter into a Development Agreement with the Town to address any additional items not addressed as conditions of the consent;
13. The conditions imposed above shall be fulfilled by **February 21, 2018** or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.

**CARRIED**

### **3. B/24/16 – Truax Land & Building Corporation – VL Wigle Ave**

Town Planner, Kristina Brcic introduced the consent application and reviewed her report dated February 13<sup>th</sup>, 2017 in which the property owners are requesting consent to establish a permanent easement for the purpose of a shared access over the lands known as 106 Wigle Ave. in favour of the subject property known as 86 Wigle Ave., in the Town of Kingsville.

The subject land is a 0.87 ha (2.15 ac.) vacant parcel. The applicant is proposing to develop the vacant parcel and has submitted an application for Site Plan Approval (SPA/15/16) which will be submitted to Council for approval at the later date. The proposed easement is shown as Parts 1 & 2 on the applicants' sketch (see Appendix B).

The applicant's agent, Mr. Jon Kerr was in attendance.

Committee Member J. Gaffan Jr. asked what the purpose of the easement was. Town Planner, Ms. K. Brcic explained that the easement will be used as a divider for the driveway



and act as an entrance into the property. The easement will not impact maintenance of the lands for the driveway.

Acting Chairperson, T. Neufeld confirmed there were no other comments from the applicant or the audience.

#### **CA - 12 - 2017**

Moved by Larry Patterson, seconded by Allison Vilardi that Consent Application B/24/16 for Truax Land & Building Corporation to establish a permanent shared access easement, shown as Parts 1 & 2 on the applicants' sketch, over the abutting lands (106 Wigle Ave.), in favour of 86 Wigle Ave., subject to the following conditions:

1. That a reference plan be deposited in the registry office, ***both an electronic and paper*** copy to be provided for the files of the Secretary-Treasurer.
2. That the necessary deed(s), transfer or charges be submitted in triplicate; signed and fully executed (no photo copies), prior to certification.
3. That the applicant obtains the necessary permits from the Town for any changes to existing entrances or the construction of new entrances prior to building permits being issued;
4. The conditions imposed above shall be fulfilled by **February 21, 2018** for this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.

**CARRIED**

#### **4. B/25/16 – Donald Steward DUNMORE – 1645 Elgin Street**

Town Planner, Kristina Brcic introduced the consent application and reviewed her report dated February 14<sup>th</sup>, 2017 in which the property owners are requesting to sever and convey a portion of land, being 0.08 ha (0.196 ac.) in area, as a lot addition to an abutting residential property, from the lands known as 1645 Elgin Street to the lands known as 1639 Elgin Street, in the Town of Kingsville.

The subject land is a 0.28 ha. (0.69 ac.) residential parcel. The applicant received a request from an abutting property owner (1639 Elgin Street) to purchase a 0.08 ha. (0.196 ac.) section of vacant land (shown as Part 2 on the Survey Sketch). These lands would then be conveyed as a lot addition to the abutting parcel.

The applicant's son as well as the applicant's lawyer, Mr. Brian Collins were in attendance.

Mr. B. Collins outlined that the aerial photograph is not a true representation of the actual survey distances.

Committee Member, A. Vilardi asked if the retained parcel was already legal non-conforming in terms of building placement. Ms. A. Vilardi also asked to explain what the neighbours concern was related to access of the park at the rear of the lot.

Town Planner, Ms. K. Brcic replied that the buildings on the lot have not been built recently and that the lot addition to the lands do not impact any buildings on the properties. She also explained that the Town received comment from a concerned neighbour that the proposed lot addition would somehow afford the lot the ability to get access to the rear of the lot from the municipal park. This is not the case as the park is Town lands and access over Town lands to private rear yards without some form of agreement is not permitted.

Acting Chairperson, T. Neufeld confirmed there were no other comments from the applicant or the audience.

#### **CA - 13 - 2017**

Moved by Russell Horrocks, seconded by Jim Gaffan Jr. that Consent Application B/25/16 for Donald Steward DUNMORE, to sever and convey a vacant portion of land, being 0.08 ha (0.196 ac.) in area, as a lot addition to an abutting residential parcel, from the lands



known as 1645 Elgin Street to the lands known as 1639 Elgin Street, in the Town of Kingsville, subject to the following conditions:

1. That the lot addition to be severed, shown on the applicant's sketch as Part 2, be conveyed to the owner of the abutting residential parcel (1639 Elgin Street) and Section 50(3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcel of land that is the subject of this consent.
2. That reference plan be deposited in the registry office, ***both an electronic and paper*** copy of the registered plan is to be provided to the Town for the files of the Secretary-Treasurer.
3. That the deeds, such plan of survey or reference plan, for property lines being newly created, shall be in accordance with the existing zoning requirements for the municipality including satisfactory proof as to compliance of the location of all buildings on the subject lands either by way of a plan showing the location of all buildings located thereon, or a certificate from a qualified surveyor indicating the location and sizes of all buildings on the said lands and/or favourable minor variances shall have been processed for any non-compliances.
4. That the owner shall provide that all municipal taxes be paid in full and that necessary apportionments of storm drainage be undertaken for any special assessment imposed pursuant to the provisions of the Local Improvement Act and/or the Municipal Act.
5. That as a result of severance, owners shall become liable by way of up front monies for the assessment and taxation of their properties for any waterworks or sanitary sewer systems affecting their properties, in accordance with the Fees By-law in effect on the date the consent is being endorsed on the deeds.
6. That any building(s) on the lot addition not in compliance the zoning standards are removed or relocated.
7. The conditions imposed above shall be fulfilled by **February 21, 2017** or this application shall be deemed to be refused in accordance with Section 53(41) of the Planning Act.

**CARRIED**

**E. OTHER BUSINESS**

**F. ADJOURNMENT**

**CA - 14 - 2017**

Moved by Jim Gaffan Jr., seconded by Russell Horrocks there being no further hearings scheduled, the meeting was adjourned at 7:25 p.m.

**CARRIED**

  
\_\_\_\_\_  
ACTING CHAIRPERSON T. NEUFELD

  
\_\_\_\_\_  
SECRETARY-TREASURER



## MINUTES

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### REGULAR MEETING OF PARKS/RECREATION/ ARTS AND CULTURE COMMITTEE

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THURSDAY FEBRUARY 16 2017  
KINGSVILLE ARENA ROOM B  
6:30 P.M

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#### A. CALL TO ORDER

Deputy Mayor Queen called the meeting to order at 6:30 p.m. with the following persons in attendance:

Mayor N. Santos  
Councillor Gaffan  
B. Riddiford  
S. l'Anson  
M. Tremaine-Snip  
Program Manager M. Durocher  
Facilities Manager T. Del Greco

#### Regrets:

none

#### B. DISCLOSURE OF PECUNIARY INTEREST

Deputy Mayor Queen reminded members that any declaration and its general nature are to be made prior to each item being discussed.

M. Tremaine-Snip indicated a conflict with Item H1 and I2 on the agenda

#### C. DELEGATIONS/PETITIONS/CORRESPONDENCE

Letter from B. Jamieson of World's Finest Shows

**PR-10-2017** Motion made by S. l'Anson and seconded by B. Riddiford that N. Santos respond to B. Jamieson noting that communication between World's Finest Shows and the Town would have been warranted in this instance, to determine if there were strategies that could have been undertaken by both parties to avert the cancellation of the carnival.

**CARRIED**

#### D. AMENDMENTS TO THE AGENDA

None

## **E. STAFF REPORTS**

### **Facility Managers Report**

**P&R 11-2017** Moved by B. Riddiford and seconded by Councillor T. Gaffan to receive the Facility Managers report as presented.

**CARRIED**

### **Program Managers Report**

**P&R 12-2017** Moved by S. l'Anson and seconded by M. Tremaine-Snip to receive the Program Managers report as presented

**CARRIED**

## **F. Minutes of Previous Meetings**

Regular Committee Minutes dated Thursday January 19 2017

**P&R 13-2017** Motion made by Mayor N. Santos and seconded by B. Riddiford to receive minutes of Parks, Recreation, Arts and Culture meeting dated January 19 2017.

**CARRIED**

## **G. Committee Reports**

**P&R 14-2017** Motion made by M. Tremaine-Snip and seconded by Councillor T. Gaffan to receive minutes of the Fundraising Committee meeting dated December 13 2016

**CARRIED**

**P&R 15-2017** Motion made by S.l'Anson and seconded by Mayor N. Santos to receive minutes of the Fantasy of Lights Committee meeting dated November 15 2016

**CARRIED**

**P&R 16-2017** Motion made by S.l'Anson and seconded by B. Riddiford to receive minutes of the Communities in Bloom Committee meeting dated November 8 2016

**CARRIED**

## **H. New and Unfinished Business**

## **Polar Bear Dip**

At the SERT meeting it was noted that ACCESS and the organizers of the Polar Bear Dip had started the event prior to the time listed in their contract. Due to the early start EMS, and Fire were not yet on the scene for the event.

**P&R 17-2017** Motion made by S. l'Anson and seconded by B. Riddiford that a letter from Parks, Recreation, Arts and Culture Committee be sent to ACCESS with regard to this contract violation.

**CARRIED**

## **Grovedale House Information Sessions**

Information sessions are scheduled to take place at the arena on February 23 and 28 from 6:30-8:30 pm. M. Tremaine-Snip will be approaching the high school in order to get feedback from the 19 and under demographic.

## **Lakeside Park Pavilion unpaid usage agreement proposed changes**

It was suggested by the committee that an email be sent to all user groups indicating any proposed changes to the rental policy, beyond that which is included in the amended fees and charges by-law

## **Parks and Recreation Master Plan Review**

Committee members were reminded that the Parks and Recreation Master Plan is due to be reviewed beginning in 2018. Members were encouraged to begin to review the plan now for future discussions.

## **Communities in Bloom Committee**

The Committee was updated on various topics with regard to the 2017 edition of The communities in bloom projects by Deputy Mayor G. Queen. It was noted By a committee member that the 2016 Community Profile was riddled with errors and that perhaps the 2017 edition should be undertaken by someone else in order to cut down on errors. The PRAC committee felt that status quo with additional time for proof reading was the best way to proceed. The CAO has undertaken discussion with each member of the Committee, and reviewed the Code of Conduct. The CAO has also offered some suggestions for the committee for 2017.

## **Red and White Run**

The Fundraising Committee continues to move forward with the Red and White Run scheduled for May 27 2017. They are hopeful that registration numbers will pick up soon.

## **Playground Structures**

M. Tremaine Snip suggested that all of our playgrounds should include a theme For identification purposes for children. T. Del Greco to review.

## **SERT Reports**

## **Kingsville Folk Fest**

The Committee reviewed the requests for waiver of fees as presented by the

Folk Festival Committee. The committee has not agreed to the waiver of fees for First Aid Services as provided by Kingsville Fire, and cannot waive the fees For Migration Hall. The request to waive the rental fees for Town of Kingsville Facilities for the purpose of staging fundraising concerts was referred to council.

**P&R 18-2017** Motion made by S. l'Anson and seconded by B. Riddiford to approve the recommendation of the SERT committee and authorize the Manager of Parks and Recreation Programs to enter into a contract for the use of Lakeside Park and related facilities for the 2017 Kingsville Folk Music Festival.

**CARRIED**

#### **Tu Tu Run**

**P&R 19-2017** Motion made by Mayor N. Santos and seconded by B. Riddiford to approve the recommendation of the SERT committee and authorize the Manager of Parks and Recreation Programs to enter into a contract with ACCESS for the 2017 Tu Tu Run

**CARRIED**

#### **Kings Duck Derby**

The committee discussed the request on behalf of the Kingsville Lions Club noting the request for the removal of algae from the creek. The organizers are responsible for obtaining clearance from ERCA to utilize the creek and to remove the algae. The Town may be able to assist in the removal of the algae; however, they will not be taking the lead on this endeavor.

**P&R 20-2017** Motion made by Mayor N. Santos and seconded by Councillor T. Gaffan to approve the recommendation of the SERT committee and authorize the Manager of Parks and Recreation Programs to enter into a contract with the Lions Club for this event.

**CARRIED**

#### **I. Date of Next Meeting:**

**March 23 2017**  
**At 6:30 pm at Ridgeview Park Cottam**

#### **J. ADJOURN**

**P&R 21-2017** Moved by B. Riddiford and seconded by Councillor T. Gaffan to adjourn the meeting at 8:08 pm.

**CARRIED**

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**CHAIR: DEPUTY MAYOR GORD QUEEN**

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**RECORDING SECRETARY: M. DUROCHER**



# Minutes

**MINUTES**  
**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
**FANTASY OF LIGHTS COMMITTEE**  
**NOVEMBER 15 AT 4:00 P.M.**  
**Kingsville Arena Room B, 1741 Jasperson Lane,**  
**Kingsville, Ontario**

**A. CALL TO ORDER**

Councilor Gaffan called the meeting to order at 4:01 pm with following persons in attendance:

Mayor N. Santos  
P. Bain  
D. Doey  
D. Williams  
M. Laman  
M. Durocher, Manager Parks and Recreation

**B. DISCLOSURE OF PECUNIARY INTEREST**

Councilor Gaffan reminded members that any declaration and its general nature is to be made prior to each item being discussed

**C. PRESENTATIONS/DELEGATIONS**

**D. AMENDMENTS TO THE AGENDA**

**E. Staff Report**

**FOL 28-2016**                      Moved by D. Doey and seconded by P. Bain to receive the report as presented by M. Durocher

**CARRIED**

M. Durocher was asked to ensure that the following items were in place for opening weekend.

1. Fencing for pavilion for dinner with Santa
2. Orange drink for Children's Event
3. Promotional and sponsorship materials promoting FOL for Older Adults Expo in June

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

October 25 2016

**FOL 29-2016** Moved by M. Laman and seconded by D. Doey to adopt the regular meeting of Fantasy of Lights Committee minutes dated October 25 2016

**CARRIED**

## **G. NEW AND UNFINISHED BUSINESS**

### **Opening Ceremonies/ Dinner with Santa**

KDHS choir is confirmed for stage.

M. Durocher provided an update on Dinner with Santa Tickets

### **Children's Activities**

Cookies for decorating will be picked up prior to event. P. Bain and M. Laman have been preparing crafts and schedule and securing necessary items.

### **Train**

Cookies and Hot Chocolate has been arranged for each day that the train is running

### **Sip and Shop**

M. Durocher is looking for confirmation of volunteers

### **Sponsorship**

M. Durocher provided sponsorship update to date

## **H. ADJOURNMENT**

**FOL 30-2016** Moved by D. Williams and seconded by M. Laman to adjourn this regular meeting at 5:05 pm

**CARRIED**

**Next meeting:** January 24 at 4pm Kingsville Arena

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**Chair: Councilor T. Gaffan**

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**RECORDING SECRETARY,  
MAGGIE DUROCHER**





## MINUTES

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### REGULAR MEETING OF COMMUNITIES IN BLOOM COMMITTEE

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**Tuesday November 8 2016**

**Kingsville Arena Auditorium B**

1:00 P. M

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

Deputy Mayor Queen called the meeting to order at 1:00 p.m. with the following persons in attendance:

B. Geauvreau  
M. Baruth  
Councillor T. Neufeld  
J. Cope  
K. Batke  
L. Rogers  
M. Durocher: *Manager of Parks and Rec Programs*

Regrets: S. Holland; J. Washburn; A. Batke. S. Cosford

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

Deputy Mayor Queen reminded members that any declaration and its general nature are to be made prior to each item being discussed.

#### **C. Amendments to the Agenda**

#### **D. Staff Report**

<b>CIB-65-2016</b>	Motion made by J. Cope and seconded by Councillor T. Neufeld to receive the Program Managers report as presented
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**CARRIED**

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

<b>CIB-66-2016</b>	Motion made by Councillor T. Neufeld and seconded by K. Batke to receive the minutes of the October 4 2016 meeting.
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**CARRIED**

## **F. New and Unfinished Business**

### **2016 Review**

The following items were discussed with respect to tentative plans for 2017

1. Trolley should be used both days, walking should be kept to a minimum
2. Door hanger project should be continued
3. Judges dinner should be held at an outside establishment and not one of the town owned properties
4. Tours of the beaches are to be included in the tour-this should be non-negotiable
5. Dinner on the first night of the tour should be held at a local establishment
6. Community Profile book needs to be updated and cleared of errors
7. CIB signs should be located at all stops on the tour
8. Committee member should be at each stop to welcome judges
9. Entire committee should not be on the trolley during the tour
10. Tour stops need to be established early
11. Kingsville historical Museum if it is on the tour, need to submit a write up

### **2016 Evaluation-comments by committee**

#### **Tidiness**

1. Signs and markers in Lakeside Park all need to be consistent
2. BIA should look into 3 compartmental bins for recycling
3. Paths at Lakeside Park and Remark Trail all require maintenance
4. Anti Litter signs need to be installed throughout town and in all parks

#### **Environmental Action**

1. Judges should be apprised of new environmentally friendly and energy efficient street lights
2. Should be an extra page in the Community Profile for new initiatives
3. Tree Inventory should include Jack Miner
4. Empty window displays in town should be filled in

#### **Urban Forestry**

1. Needs to be a shade canopy assessment
2. Town needs to employ a Forestry Representative
3. Playground safety needs to be assessed
4. Memorial benches should be replaced by metal type benches
5. Local merchants should be sponsoring floral displays
6. Need more Horticultural committee members
7. Gateway signage needs enhancing

#### **Arena Issues-per Joan Cope**

1. Fence at Tennis court needs painting
2. Dugouts need maintenance
3. Railway ties in gardens need replacing
4. Hedge around tennis courts needs to be cleaned out of Virginia Creeper Weed

## **Budget-2017**

As per motion at last meeting, (see below) budget needs to be increased to \$10,000

### **2017 Budget**

*More money needs to be allocated so that the Trolley can be booked for 2 days*

**CIB-61-2016**      *Motion made by Councillor T. Neufeld and seconded by A. Batke to increase the budget to \$10,000 in 2017.*

**CARRIED**

## **G. Notice of Motions for Next Meeting-None**

### **H. Date of Next Meetings:**

**Dec. 14 time to be determined  
Kingsville BIA**

### **H. ADJOURNMENT**

**CIB 67-2016**      Moved by Councillor T. Neufeld and seconded by J. Cope to adjourn the meeting at 2:10 pm.

**CARRIED**

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**CHAIR, Deputy Mayor QUEEN**

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**RECORDING SECRETARY, M. DUROCHER**



## MINUTES

**METTAWAS PARK FUNDRAISING COMMITTEE  
TUESDAY, DECEMBER 13, 2016 @ 3:30 P.M.  
Committee Room 'A', 2021 Division Road North, Kingsville**

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

Mayor Santos called the Meeting to order at 3:33 p.m. with the following persons in attendance:

Councillor T. Gaffan  
Councillor T. Neufeld  
M. Stewart  
L. DiGoia  
CAO Town of Kingsville, P. Van Mierlo-West  
Program Manager, M. Durocher

Also in attendance:  
Recording Secretary, Tara Hewitt

Regrets:  
S. l'Anson

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

When a member of the Committee has any pecuniary interest, direct or indirect, in any matter which is the subject of consideration at this Meeting of the Committee (or that was the subject of consideration at the previous Meeting of the Committee at which the member was not in attendance), the member shall disclose the pecuniary interest and its general nature, prior to any consideration of the matter. None were disclosed.

### **C. DELEGATIONS/PETITIONS/CORRESPONDENCE**

1. None

### **D. AMENDMENTS TO THE AGENDA**

1. None

## **E. STAFF REPORTS**

### **1. Fundraising Monies Raised to Date – S. Zwiers**

S. Zwiers presented a report outlining the fundraising revenue collected to date. She recommended a social media campaign with an income tax approach to solicit last minute PayPal donations before the end of the year. She identified a loss on the budgeted fundraising for Phase 1. It was reported that fundraising revenue had not been applied to the King's Landing project, but that the draft budget reserved a line for this. It was suggested that the *Red & White Wine Dash* may help reach the target. There was discussion on the breakdown of funds and pending payments.

**025-2016** Moved by T. Neufeld seconded by L. DiGoia to receive the report as presented

**CARRIED**

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

1. Mettawas Park Fundraising Committee Meeting Minutes dated Tuesday, October 18, 2016 were reviewed by the committee.

**026-2016** Moved by T. Gaffan, seconded by M. Stewart to receive the minutes of Mettawas Park Fundraising Committee Meeting dated Tuesday, October 18, 2016.

**CARRIED**

## **G. NEW AND UNFINISHED BUSINESS**

1. **FUNDRAISING IDEA DISCUSSION**—fundraising ideas for 2017 were discussed. M. Durocher recommended marketing materials be developed for presentation to potential corporate donors since event revenue can not generate all that is needed. N. Santos requested a brochure be developed before approaching businesses. It was suggested that an event timeline be established. There was discussion on the current Mettawas booklet and how it could be modified or redesigned. These materials will be brought to the next committee meeting for discussion. The anticipated revenue from the selling of trees and benches was discussed. The committee was updated on the intention to hold public open houses to gain public input for King's Landing. Good venues to approach to disseminate donation materials were identified and included funeral homes, the

Community Centre, Churches, Pickle ball Courts, Unico Centre and other places with a high volume of seniors. T. Gaffan recommended a Mettawas calendar for 2018. There was discussion of possible events to hold, including a Steak Dinner on Father's Day weekend, and a Million Dollar Hole in One in the Spring. M. Durocher will follow-up on the Million Dollar Hole in one at the next meeting.

2. **UPDATE ON STATUS OF PARK**—P. Van Mierlo-West provided an update on the project status indicating it was substantially complete. She reported that the pavilion, trees, and bubbling rocks have all been installed and that bulbs will be planted in the spring. A large sign has been placed, and a ribbon cutting (or sod turning) will commence when the donor provides a recommended date.
2. **CHRISTMAS DONATION FACEBOOK CAMPAIGN**—P. Van Mierlo-West reported that there would be a last minute push for Christmas donations on the Facebook page.

#### **H. NEXT MEETING DATE**

1. The next meeting of the Mettawas Park Fundraising Committee shall take place on **TUESDAY, FEBRUARY 7, 2017** at 2021 Division Road North, Committee Room A @ 3:30 p.m.

#### **I. ADJOURNMENT**

**027-2016** Moved by T. Neufeld, seconded by M. Stewart to adjourn this Meeting at 4:40 p.m.

**CARRIED**

  
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**CHAIR, Mayor Santos**

  
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**RECORDING SECRETARY, T. HEWITT**

## **Sandy Kitchen**

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**From:** Kathleen Wynne  
**Sent:** Wednesday, March 22, 2017 4:12 PM  
**To:** Sandy Kitchen  
**Subject:** An email from the Premier of Ontario

Dear Ms. Kitchen:

Thank you for your correspondence providing me with a copy of council's resolution regarding Automated External Defibrillators in schools. I appreciate your keeping me informed of council's activities.

I would like to assure council members and people in the community that our government shares your strong concern for student safety. We know that, in order for students to achieve their best, they need to feel safe and supported at school.

I note that you have sent a copy of council's resolution to my colleague the Honourable Mitzie Hunter, Minister of Education. I trust that the minister will also take council's views into consideration.

Thank you again for the information.

Kathleen Wynne  
Premier of Ontario



## ONTARIO ASSOCIATION OF FIRE CHIEFS

*Leading innovation and excellence in public and life safety*

March 10, 2017

Dear Mayor and Members of Council,

RE: OAFc 2017 Municipal Officials Seminar: The Essentials of Firefighting and Firefighting 101  
Saturday, May 6<sup>th</sup> and Sunday, May 7<sup>th</sup>, 2017, Toronto Congress Centre, Sponsored by CriSys Limited.

The Ontario Association of Fire Chiefs Municipal Officials Seminar, the Essentials of Firefighting and Firefighting 101 offers municipal officials and staff the opportunity to understand the challenges of the fire service and its importance in their communities.

This two-day session includes customized presentations that will provide you with essential information and knowledge about the fire service. The highlight of the program is our interactive, hands-on fire training experience.

On Saturday and Sunday morning, you will hear from informative speakers on topics specifically designed for municipal officials. This year's agenda highlights include:

- How Legislation Impacts the Delivery of Fire and Emergency Services in Your Community, presented by Deputy Chief Jim Jessop, Toronto Fire Services and former Ontario Fire Marshal.
- Legal Responsibility and Liability of the Municipality and the Fire Service, presented by Julia Nanos, Hicks Morley.
- Fire Service Governance – Policy vs. Operations, Presented by Rob Browning, Past President, OAFc (03-05), Consultant & Executive Director, EOETA.
- Keynote Presentation: Defending our Delivery Model, Chief Thomas Jenkins, City of Rogers, Arkansas and 1<sup>st</sup> Vice President, International Association of Fire Chiefs
- Keynote Presentation: The Pulse Nightclub Shooting, Chief Roderick Williams, City of Orlando Fire Department.

On Saturday afternoon, attendees put on bunker gear and experience the role of a firefighter by participating in a live fire training session, including a simulated search and rescue, vehicle extrication exercise and extinguishing a real fire! This program has been specifically designed for municipal officials by the Greater Toronto Airport Authority Fire Department. Previous attendees who have participated have repeatedly said that it was one of the best seminars and training sessions that they had ever attended! Past attendees included mayors, councillors, chief administrative officers, directors and government officials.

This year, we will also introduce a disaster response exercise in which a 911 call escalates into a full disaster response requiring your participation in the emergency operations centre. Learn about how important decisions are made, tracked, and how necessary resources are found, and how the Incident Management System is used.

On Sunday afternoon you have the opportunity to visit the OAFc 2017 Trade Show - the largest fire and emergency service show in Canada. You and your fire chief will be able to see a wide variety of

RECEIVED MAR 23 2017 





## ONTARIO ASSOCIATION OF FIRE CHIEFS

*Leading innovation and excellence in public and life safety*

fire vehicles and equipment, talk directly to suppliers and manufacturers and gain valuable information that can assist in your purchasing decisions.

In the evenings, there are networking functions included in your registration package encouraging you to interact with your colleagues and special guests. The Ladders Up Reception in support of the Canadian Fallen Firefighters Foundation is held on Saturday and the Ontario Association of Fire Chiefs annual Memorial Service and Reception is held on Sunday.

The seminar takes place at the Toronto Congress Centre at 650 Dixon Road, Toronto, Ontario on Saturday, May 6<sup>th</sup> and Sunday, May 7<sup>th</sup>, 2017. The main seminar hotel is the Crowne Plaza Toronto Airport Hotel located at 33 Carlson Blvd, which is only a few minutes away from the Toronto Congress Centre. A shuttle will be doing continuous loops from the hotel to the congress centre all throughout the seminar ensuring a convenient experience for all guests.

The early bird rate for the OAF 2017 Municipal Officials Seminar is \$350.00 plus HST. The seminar fee includes,

- Customized educational sessions on Saturday,
- Keynote speakers on Sunday,
- Incident Management System in the Emergency Operations Centre – new for 2017,
- A once in a lifetime, live fire training exercise,
- OAF 2017 Trade Show,
- Breakfast, lunch and coffee breaks on both days,
- Ladders Up Reception on Saturday evening,
- Memorial Service and Reception on Sunday.

The registration rate increases by \$75 after April 14, 2017, so register early and save!

If you have any questions about the program, I encourage you to review the enclosed brochure or contact the OAF board office at 905-426-9865 and speak to our planning team. In addition, please visit our website at [www.oafc.on.ca/event/oafc-2017-attendees#municipal\\_officials\\_seminar\\_tab](http://www.oafc.on.ca/event/oafc-2017-attendees#municipal_officials_seminar_tab) to view seminar details, the agenda, speaker and presentation overviews, trade show information, location and to register.

The Ontario Association of Fire Chiefs looks forward to welcoming you to the 2017 Municipal Officials Seminar. We hope that you will consider attending and participating in this educational and unique event.

Yours truly,

A handwritten signature in black ink, appearing to read "Stephen Hernen", written over a horizontal line.

Chief Stephen Hernen  
President

**Experience what it feels like to fight a fire.....**



Slip into bunker gear and experience the role of a firefighter by participating in a live fire training session that includes a simulated search and rescue, vehicle extrication and extinguishing fires. This program has been specially tailored by the Greater Toronto Airport Authority Fire Department and takes place at their training ground, a short distance from the Toronto Congress Centre.

On Sunday afternoon visit the OAFFC 2017 Trade Show, the largest fire and emergency service show in Canada. Get direct access to the latest in fire vehicles and equipment and speak directly with suppliers and manufacturers.

*This was an amazing experience. All mayors and councillors should attend this session. Not only was the live fire experience invaluable, the seminar topics were relevant, informative and interactive. I really enjoyed the candid discussion. I have a greater understanding of the resources required to keep our communities safe. Great seminar and I hope you continue to offer this invaluable program.*

2016 Municipal Officials Attendee



**Space is limited to only 24 participants!**

Don't miss your chance, register online

**TODAY & SAVE \$75**

*The early bird rate is \$350.00 plus HST. After April 14, 2017, the rate goes up \$75*

The Municipal Officials Seminar includes customized presentations on Saturday and keynote speakers on Sunday morning, a disaster response exercise, live fire training exercise, access to Canada's largest fire and emergency trade show and meals & refreshments over the course of two-days.

Past attendees have included government officials, mayors and councillors, CAO's, directors and other senior municipal staff.

An invitation to the Ladders Up Reception on Saturday evening and the Memorial Service and Reception on Sunday evening is also included with your registration package.



**Ontario Association of Fire Chiefs  
2017 Municipal Officials Seminar**

**Saturday, May 6<sup>th</sup>  
&  
Sunday, May 7<sup>th</sup>**  
Toronto Congress Centre

Sponsored by:



**REGISTER TODAY!**

**[www.oafc.on.ca/register/event/6287](http://www.oafc.on.ca/register/event/6287)**

For more information, contact us at  
905-426-9865 or email [info@oafc.on.ca](mailto:info@oafc.on.ca)





# The Municipal Officials Seminar



The Municipal Officials Seminar: The Essentials of Firefighting and Firefighting 101 offers municipal officials the opportunity to understand the challenges of the fire service and its importance in their communities. The Seminar takes place on May 6 & 7, 2017 at the Toronto Congress Centre.

## The 2017 seminar includes:

- On Saturday, customized programming with presentations tailored to topics relating to municipal councils and fire departments. In the afternoon attendees get to participate in a live fire training exercise - extinguish a real fire!
- Learn about the Incident Management System in the emergency operations centre as you participate in a mock disaster and response.
- Sunday morning you will join our main conference session to hear from two informative keynote speakers.
- Visit the largest fire and emergency services trade show in Canada.

Registration details are located on reverse.

Municipal Officials Seminar Sponsored by:



## Presentation Highlights

### How the Fire Service Impacts Your Community

Presented by Deputy Chief Jim Jessop, Toronto Fire Services, Former Ontario Fire Marshal

This presentation will provide an overview of recent legislative and regulatory amendments related to municipal duties and responsibilities for the delivery of fire protection services. In addition, Deputy Chief Jessop will highlight recommendations and findings from recent litigation decisions as they relate to the delivery of municipal fire protection services.

### Fire Service Governance Policy versus Operations

Presented by Rob Browning, Past President, OAFIC (03-05), Consultant

Participate in a lively discussion about the role of Council in fire service governance. The conversation will be as far-reaching as the group wants to take it. What policies must your municipality have in place? What might Council like to consider? Should Councilors meet directly with firefighters? You will leave this session with a clear understanding of your role in fire service governance.

### Legal Responsibility & Liability of the Municipality and the Fire Service

Presented by Julia Nanos, Hicks Morley

Municipal officials are increasingly called upon to make difficult decisions regarding their municipality's fire services, including how to provide effective services in a cost-effective and sustainable manner. The decisions that council members make with respect to the municipality's fire services will be scrutinized publicly by labour unions, the media, lawyers and the judiciary (at an inquest), among others. This session is a "crash course" on the law of municipal liability for fire services.

### The ABC's of the Incident Management System in the Emergency Operations Centre

This session will detail how an emergency response can escalate into a full disaster response that requires your involvement! You will be given hands-on experience in handling a 9-1-1 call, sending fire trucks to the scene, escalating the initial incident into a major incident, and then escalating the major incident into a disaster response that requires the involvement of the municipal control group. You'll see how important decisions are made, tracked, how necessary resources are found, ordered and used (including how costs are tracked and managed) and how the Incident Management System (IMS) is implemented in the emergency operations centre.

## 2017 Municipal Officials Agenda Sponsored by



### Saturday, May 6, 2017

6:30 to 5:00	Registration		Foyer
7:00	Hot Breakfast		Ballroom B
8:00	How the Fire Service Impacts your Community	Jim Jessop, Deputy Chief, Toronto Fire Services, Former Ontario Fire Marshal	
8:45	Fire Service Governance, Policy versus Operations	Rob Browning, Past President, OAFIC (03-05), Consultant	
10:00	Coffee Break		
10:15	Legal Responsibility & Liability of the Municipality and the Fire Service	Julia Nanos, Hicks Morley	McKenit 5/8
11:15	The ABC's of the Incident Management System in the Emergency Operations Centre	Hosted by Crisys Limited	
12:30 to 5:00	Lunch & Hands-On Fire Training	Sponsored by Crisys Limited	FESTI
7:00pm to 11pm	Ladders Up Auction Reception with Entertainment on Behalf of the Canadian Fallen Firefighters Foundation Sponsored by M&L Supply, VFIS, A.J. Stone Co Ltd, Canadian Safety Equipment, Bullard and Fire Fighting in Canada		Crowne Plaza

### Sunday, May 7, 2017

6:30 to 5:00	Registration		Foyer
7:00	Hot Breakfast		Ballroom B
8:00	Defending our Delivery Model Sponsored by CASH & UA Local 653 Sprinkler Fitters Union	Chief Thomas Jenkins, City of Rogers, Arkansas and 1st Vice President, International Association of Fire Chiefs	Ballroom A
9:00	Pulse Nightclub Shooting Sponsored by CASH & UA Local 653 Sprinkler Fitters Union	Chief Roderick Williams, City of Orlando Fire Department	Ballroom A
10:00 to 5:00	OAFIC Trade Show and Lunch		Halls 1&J
7:00 to 10:00	Memorial Service & Reception		Ballroom C

Visit our website at [www.oafic.on.ca/event/oafic-2017-attendees](http://www.oafic.on.ca/event/oafic-2017-attendees) for more information and to register



## Proclamation

### Kingsville Communities In Bloom

**Whereas:** In Canada, we are fortunate to have a multitude of Communities committed to fostering civic pride, environmental responsibility, and beautification;

**Whereas:** Communities are committed to ensuring sustainable development for future generations; and

**Whereas:** Participation in Communities in Bloom builds communities, strengthens volunteer and community development, enhances social interaction, and creates community pride; and

**Whereas:** the benefits provided by Communities in Bloom may boost the economy, create sustainability, enhance property values, attract new business, and increase tourism; and

**Whereas:** our parks, open spaces, green spaces , and trails ensure sustainability, provide space to enjoy nature, help maintain clean air and water, and preserve plant and animal wildlife; and

**Whereas:** all community levels; municipal, residential, commercial and institutional work together to ensure the voluntary sector and private enterprise throughout the County participate in the event ;and

**Whereas:** a week in May has been designated in many communities as Communities in Bloom Week to recognize and celebrate the benefits derived from Communities In Bloom and the countless volunteers and individuals that make our communities great places to live.

**Whereas:** Kingsville received five bloom recognition in 2016

#### THEREFORE BE IT RESOLVED:

- That in recognition of the benefits and values the Communities In Bloom program does provide, that the Week of May 22 to May 28 be designated as Communities in Bloom week in the Town of Kingsville; and further,
- That Administration coordinate a CIB Flag Raising Event to be held Tuesday May 23 at the Town Hall
- That the Administration post and promote on the Kingsville Web this event and supporting activities related to Communities In Bloom





**The Corporation of the Town of Kingsville**

**Excerpt from the Regular Meeting of Council Minutes, dated March 27, 2017**

**F. STAFF REPORTS**

**3. Strategic Plan – Final**

Ms. Van Mierlo-West presented the Strategic Plan, indicating that she also intends to provide Council with quarterly Strategic Plan updates, once formally approved.

**270-2017**

Moved by Deputy Mayor Gord Queen

Seconded by Councillor Susanne Coghill

Council lay the draft Town of Kingsville Strategic Plan on the Table.

**CARRIED**

The document will be further reviewed to ensure that all revisions and suggestions from the Administration Management Group have been incorporated into the Plan to the satisfaction of Council.

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 26-2017

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***Being a By-law to amend By-law No. 1-2014,  
the Comprehensive Zoning By-law for the Town of Kingsville***

**WHEREAS** By-law No. 1-2014 is the Town's Comprehensive Zoning By-law to regulate the use of land and the character, location and use of buildings and structures in the Town of Kingsville;

**AND WHEREAS** the Council of the Corporation of the Town of Kingsville deems it expedient and in the best interest of proper planning to further amend By-law No. 1-2014 as herein provided;

**AND WHEREAS** there is an Official Plan in effect in the Town of Kingsville and this By-law is deemed to be in conformity with the Town of Kingsville Official Plan;

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

1. Schedule "A", Map 21 of By-law 1-2014 is hereby amended by changing the zone symbol on a 48.89 ac. portion of land known municipally as, 163 County Road 27 West, Part Lot 5, Concession 6, 371146000001500, as shown on Schedule 'A' cross-hatched attached hereto from 'Agriculture Zone 1 (A1)' to 'Agriculture Zone 2 - Restricted (A2)'.
2. This by-law shall come into force and take effect from the date of passing by Council and shall come into force in accordance with Section 34 of the Planning Act.

**READ a FIRST, SECOND and THIRD time and FINALLY PASSED this 10<sup>th</sup> day of April, 2017.**

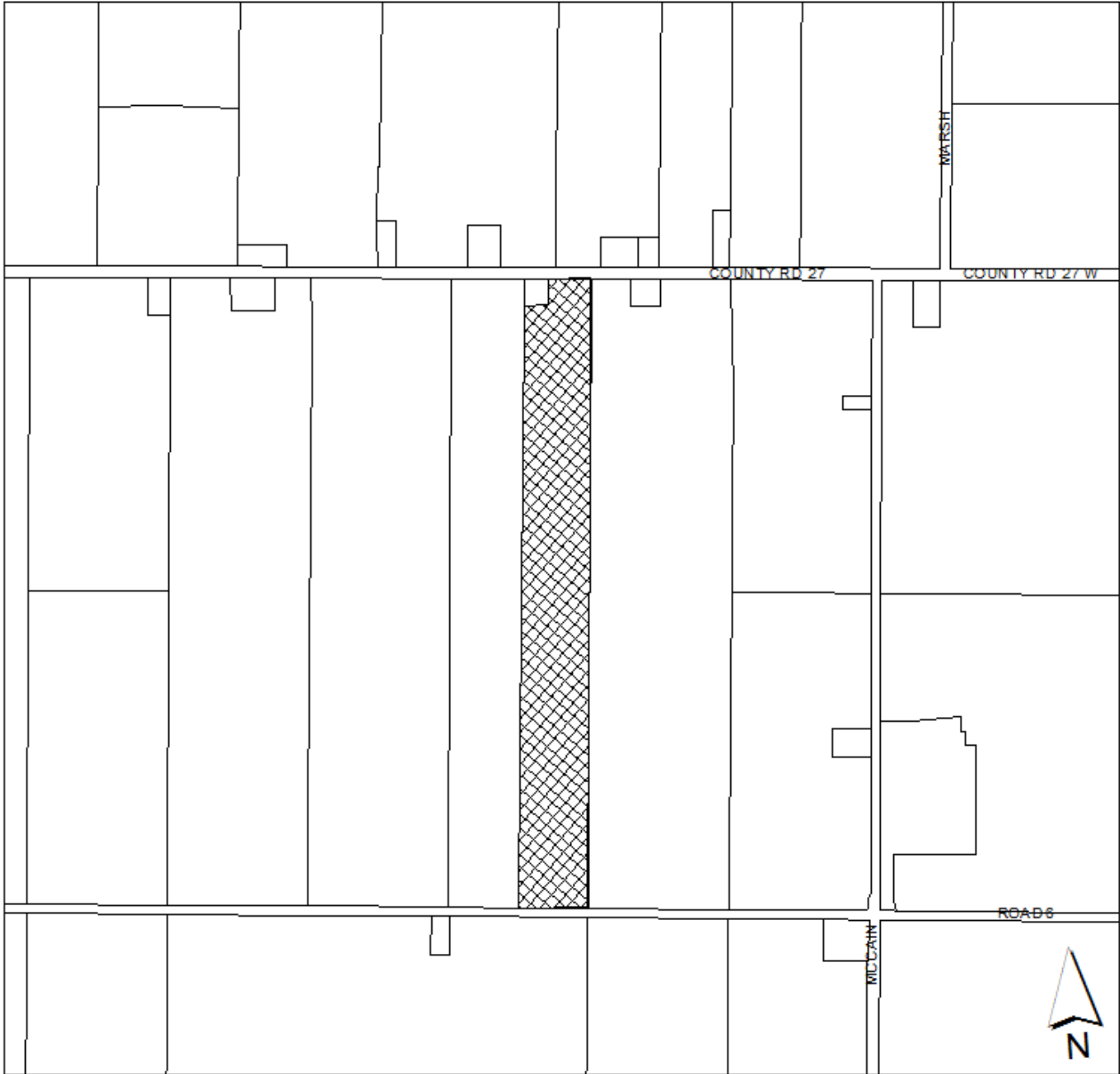
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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**

Schedule A



**163 County Rd 27 W**  
**Pt. Lot 5, CON 6**  
**3711 460 000 01500**  
**ZBA/05/17**

0 120 240 480 720 960 Meters



Schedule "A", Map 21 of By-law 1-2014 is hereby amended by changing the zone symbol on a 48.89 ac. portion of land known municipally as, 163 County Road 27 West, Part Lot 5, Concession 6, 371146000001500, as shown on Schedule 'A' cross-hatched attached hereto from 'Agriculture Zone 1 (A1)' to 'Agriculture Zone 2 - Restricted (A2)'.

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 27-2017

---

***Being a By-law to amend By-law No. 1-2014,  
the Comprehensive Zoning By-law for the Town of Kingsville***

**WHEREAS** By-law No. 1-2014 is the Town's Comprehensive Zoning By-law to regulate the use of land and the character, location and use of buildings and structures in the Town of Kingsville;

**AND WHEREAS** the Council of the Corporation of the Town of Kingsville deems it expedient and in the best interest of proper planning to further amend By-law No. 1-2014 as herein provided;

**AND WHEREAS** there is an Official Plan in effect in the Town of Kingsville and this By-law is deemed to be in conformity with the Town of Kingsville Official Plan;

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

1. That Subsection 6.2.2 e) RESIDENTIAL ZONE 2 RURAL/URBAN (R2.2) EXCEPTIONS is amended with the addition of the following new subsection:

**6.2.2.9 'RESIDENTIAL ZONE 2 RURAL/URBAN EXCEPTION 9 (R2.2-9)'**

For lands shown as 'R2.2-9' on Map 61 Schedule "A" of this By-law.

- a) Permitted Uses
    - i) Those uses permitted under Section 6.2.2 Residential Zone 2 Rural/Urban (R2.2);
    - ii) A contractor's yard and shop limited to snow-removal and landscaping operated within the permitted accessory buildings and structures on the property;
  - b) Permitted Buildings and Structures  
Those *buildings and structures for the permitted uses*.
  - c) Zone Provisions  
Provisions of the (R2.2) Section 6.2.2 shall apply to the lands zoned R2.2-9.
2. Schedule "A", Map 61 of By-law 1-2014 is hereby amended by changing the zone symbol on lands known municipally as 1689 Road 2 East 12R10878, Parts 6 & 12, 3711 290 000 38701, as shown on Schedule 'A' in cross-hatch attached hereto from 'Rural Commercial Zone 6 Exception 11 (C6-11)' to 'Residential Zone 2 Rural/Urban Exception 9 (R2.2-9)'.
  3. This by-law shall come into force and take effect from the date of passing by Council and shall come into force in accordance with Section 34 of the Planning Act.

**READ a FIRST, SECOND and THIRD time and FINALLY PASSED this 10<sup>th</sup> day of April, 2017.**

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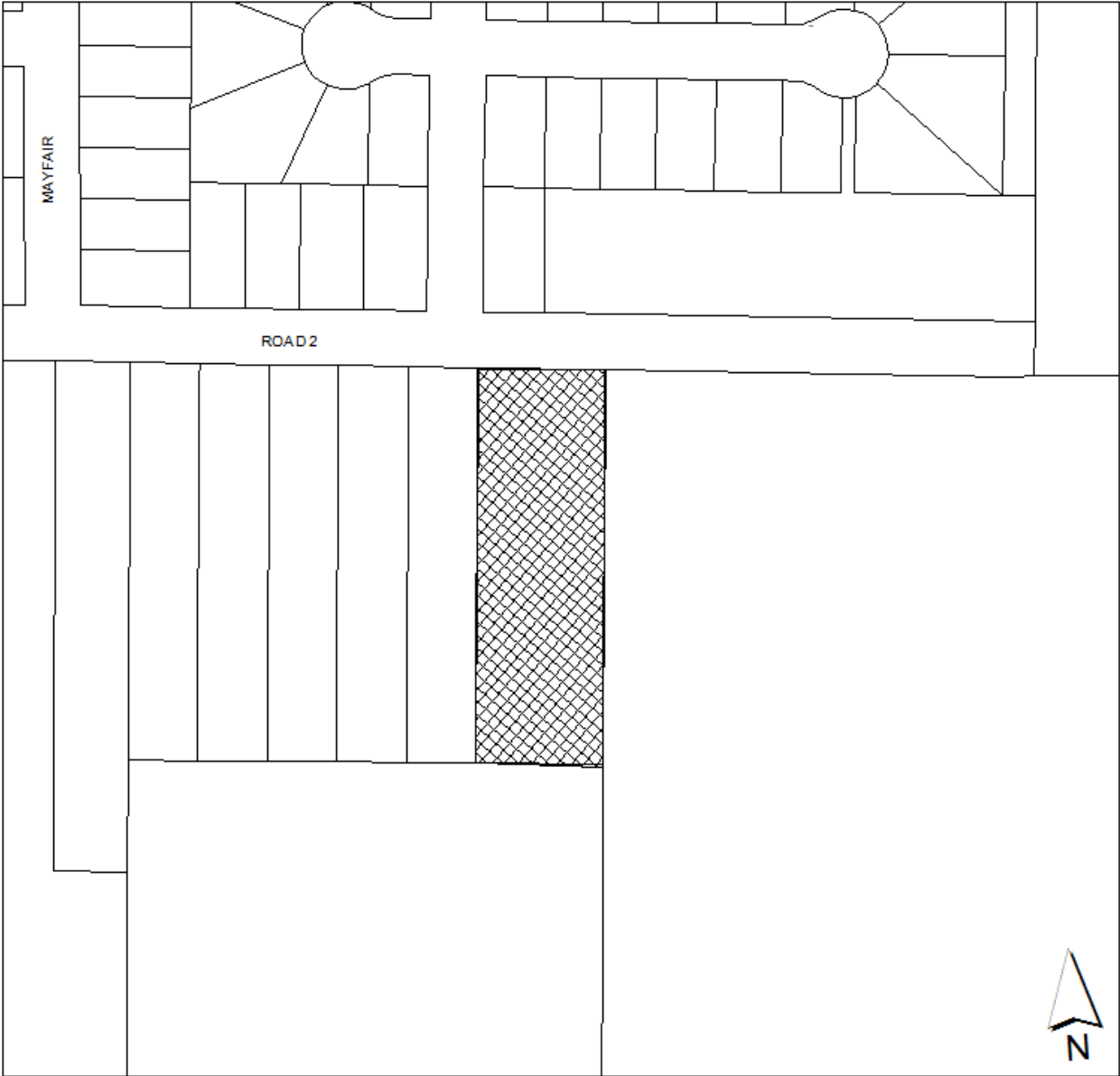
**MAYOR, Nelson Santos**

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243 **CLERK, Jennifer Astrologo**



Schedule A



**1689 Road 2 East**  
**12R10878, Parts 6 & 12**  
**3711 290 000 38701**  
**ZBA/06/17**

0 20 40 80 120 160 Meters



Schedule "A", Map 61 of By-law 1-2014 is hereby amended by changing the zone symbol on a 1.58 ac. portion of land known municipally as, 1689 Road 2 East, 12R10878 Parts 6 & 12, 371129000038701, as shown on Schedule 'A' cross-hatched attached hereto from 'Rural Commercial Zone 6 Exception 11 (C6-11)' to 'Residential Zone 2 Rural/Urban Exception 9 (R2.2-9)' .

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 36-2017

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***Being a by-law to provide a report for bridge maintenance sharing on the Henderson Drain & Branches 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 76 of the *Drainage Act* for Henderson Drain & Branches;

**AND WHEREAS** the report dated March 9<sup>th</sup>, 2017 has been authored by Gerard Rood, P. Eng. and the attached report forms part of this by-law;

**AND WHEREAS** \$10,000.00 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 \$10,000.00 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) years 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) after the passing of this by-law.
- 2) For paying the amount \$10,000.00 being the amount assessed upon the lands and roads belonging to or controlled by the municipality a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Town of Kingsville in each year for 2 (two) 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**

Assessments are to be utilized as outlined in the attached engineer’s report (Schedule A) page 6, part VI.

**6. CITATION**

This by-law comes into force on the passing thereof and may be cited as the “Henderson Drain & Branches – Bridge Maintenance Sharing” by-law.

**READ A FIRST AND SECOND TIME AND PROVISIONALLY ADOPTED THIS 10<sup>th</sup> DAY OF APRIL, 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**

**HENDERSON DRAIN & BRANCHES**  
**BRIDGE MAINTENANCE SHARING**

**Geographic Township of Gosfield South**

**TOWN OF KINGSVILLE**



**TOWN OF KINGSVILLE**

**2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
519-733-2305**

***Rood Engineering Inc.***

***Consulting Engineers***

***9 Nelson Street***

***Leamington, Ontario N8H 1G6***

***519-322-1621***

***REI Project 2015D019***

***March 9th, 2017***



March 9th, 2017

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

Mayor Santos and Members of Council:

**HENDERSON DRAIN & BRANCHES**  
**Bridge Maintenance Sharing**  
**Geographic Twp. of Gosfield South**  
***REI Project 2015D019***  
**Town of Kingsville, County of Essex**

## **I. INTRODUCTION**

Further to instructions from Council at their April 13th, 2015 meeting and as outlined in the correspondence from your Drainage Superintendent Ken Vegh, dated April 22nd, 2015, we have proceeded with an Engineer's Report to review the existing drainage works and the drainage area served by the Henderson Drain & Branches. These branches include the Henderson Drain East, South and West Branches, along with the 2nd Concession Branch. This investigation was initiated by a resolution passed by Council to prepare a report for assessment of maintenance work on the bridges on the Henderson Drain & Branches so that the cost of future maintenance works on these drain bridges may be more fairly assessed in accordance with current practice. This investigation, our instructions, and this assessment report are in accordance with Section 76 of the "Drainage Act, R.S.O. 1990, Chapter D.17, as amended 2010".

The Town of Kingsville is proposing to undertake maintenance works on some of the bridges along the Henderson Drain & Branches. Provisions for bridge maintenance cost sharing are not established within the current drainage report, such that updated information is necessary in order to properly distribute the cost of maintenance on these bridges to all affected landowners. This report establishes cost sharing utilizing current practices which shall provide a basis for levying any future maintenance costs for work to the bridges.

## **II. DRAINAGE HISTORY**

The Henderson Drain & Branches is located entirely within the Town of Kingsville. The drainage basin served by the Henderson Drain & Branches consists of approximately 242.8 hectares (600 acres). The upper end of the main Henderson Drain commences at the north side of Road 2 West at the junction with the East Branch and 2nd Concession Branch. The drain extends westerly and turns southerly under the roadway at the point where the West Branch enters, and continues southerly to the junction with the South Branch. It then turns and flows westerly and southwesterly to the point where it becomes a natural watercourse near the midpoint of Lot 4, 4th Section Western Division, as shown on the watershed plan. The various Branches as noted

above are also shown on the attached watershed plan and discharge their flows through the main Henderson Drain. The 2nd Concession Branch includes an extension westerly from its original upper end near the midpoint of Lot D, Concession 2, to the line between Lot C and Lot D, Concession 2.

A review of the Municipal drainage records indicates that the last major work of repair and improvement to the Henderson Drain & Branches was completed under the Engineer's Report dated December 13th, 1978 prepared by William J. Setterington, P.Eng. Other more recent reports have addressed various sections of the drain and branches and includes reports for bridge replacements. The April 8th, 1991 reconsidered report by Lou Zarlenga, P.Eng., provided for the extension of the 2nd Concession Branch. The current maintenance schedule of assessment for the drain and branches was established in the December 13th, 1978 report prepared by William J. Setterington, P.Eng.

An on-site meeting with the affected Owners was scheduled for June 24th, 2015. The meeting was attended by the following people: Jake Ketler, Rod Stapleton, Chris Dame, Earl & Bev Haggins, Gary Beaulieu, Robert Sundin, William Balkwill, Stuart Sykes, Margaret Pare, Al Marentette, Al Sauve, Glenn Thorpe, Dave Kendrick, Henry Denotter, Mark Balkwill, Kim Lewis, Ken Vegh (Kingsville Drainage Superintendent), and Gerard Rood (Rood Engineering). Mr. Vegh provided a history of the drainage works and told the owners that work was proceeding in accordance with Section 76 of the Drainage Act. It was explained that this section of the Drainage Act provides for varying the original assessments for maintenance. The Town intends to carry out maintenance work to bridges on the drainage system and wants to ensure that the proper lands affected by the bridges are assessed at appropriate rates for Benefit and Outlet Liability. The drainage report will provide cost sharing of the bridges so that the cost of any works to them are shared fairly between the affected owner and the upstream lands and roads in accordance with current practice.

Mr. Rood and Mr. Vegh explained that cost sharing is based on the location of the bridge along the drainage works. A standard bridge near the midpoint of the drain reach would typically be assessed 50% as Benefit to the lands served by the bridge and 50% to the upstream affected lands and roads based on their Outlet Liability in the current schedule of assessment. Bridges upstream of the midpoint are typically assessed a higher Benefit ratio to the lands served by the bridge, while bridges downstream of the midpoint are typically assessed a lower Benefit ratio to the lands served by the bridge. In this way the assessment reflects the contribution of flows by the upstream lands and roads and the impact of the flows on the sizing of the bridge. The owners were advised that road bridges are normally assessed approximately 98% to the road authority and 2% to the upstream lands and roads. This is a consequence of Section 26 of the Drainage Act that states that road authorities and utilities are responsible for any increase in cost to the drainage works associated with their structures being there. It was explained that a standard bridge is deemed to have a 6.1m (20') top width with standard Granular "A" top and suitable end protection. The cost for additional length and top width, drain enclosure, or special treatment to a bridge are considered to be a direct benefit to and assessed entirely to the owners of the lands served by the bridge or enclosure.

The preparation and submission of the report was reviewed along with the procedure under the Drainage Act for scheduling of a Consideration meeting and Court of Revision meeting. The right to appeal certain matters to the Tribunal and Drainage Referee were discussed. Grants to

agriculture lands are still available but only for work done pursuant to the Drainage Act and an Engineer's Report. Owners were invited to contact the Engineer or Drainage Superintendent if there were any questions on the project.

### **III. INVESTIGATIONS AND FINDINGS**

The purpose of the on-site meeting was to explain that the Town needs to carry out maintenance to some of the bridges along the drainage system. From the Town review of the existing drainage reports it is evident that there is a lack of proper sharing for bridge work and accordingly the Town has appointed the Engineer to prepare an updated Sharing Schedule prior to the work being completed.

The report will provide for sharing cost of work to access bridges along the course of the drainage system. Assessment for maintenance work depends on where the work is done and who is involved, generally being the adjacent and upstream landowners.

Any required work to the drain bridges will be carried out as a maintenance project and not a capital project. The owners are advised that public meetings will be scheduled and notices for same will be sent out along with a copy of this Drainage Report that includes updated Maintenance Sharing for bridges. The Owners are advised that they may contact either the Drainage Superintendent or the Engineer, if any questions arise in the interim.

Subsequent to the on-site meeting we carried out a topographic survey to establish the location of all the bridges in the drainage system. We also made visual inspections and recorded notes on the details of each bridge and their general condition. We reviewed the past engineers reports and find that provisions were made for the upkeep and maintenance of all the access and farm bridges located by our survey except for Bridge 18.

Based on our investigations and the information obtained subsequent to the on-site meeting, we have established the following.

### **SUMMARY OF BRIDGES**

#### **Henderson Drain (main channel)**

<b>Bridge No.</b>	<b>Names Roll Number</b>	<b>Description</b>
6	Town of Kingsville, Road 2 West	Concrete highway bridge with open bottom and exposed footings; some deterioration of concrete including cracks, spalling and exposed reinforcing steel; bridge in fair condition
7	Derek & Henry Denotter, 380-00300	850mm diameter C.S.P. with fiberglass pipes inserted with concrete filled jute bag end protection; bridge top is in fair



		condition but C.S.P. is rotted with fiberglass pipe inserts okay
8	Joshua Beaulieu, 380-00250	850mm diameter C.S.P. with broken concrete pieces end protection; pipe is badly rusted at the bottom
17	Nancy Bacon, 330-05200	1900mm span by 1000mm rise C.S.P. arch with concrete filled jute bag ends; bridge is in very poor condition with sides rusted out and bridge collapsing
18	Jeffery & Rachel Lewis, 330-02250	Essentially a foot bridge comprised of approximately 7 telephone poles lying side by side and spanning the channel; not a legal access

**East Branch**

9	Manley Thorpe & Janice Breemhaar, Est. Trustee, 380-00220	800mm diameter C.S.P. with broken concrete and rock sloped ends; pipe is half filled with sediment and badly rusted
10	Manley Thorpe & Janice Breemhaar, Est. Trustee, 380-00220	450mm diameter C.S.P. driveway pipe and lawn enclosure extending across to next driveway Bridge 11; rip rap end protection; pipe half full with sediment and badly rusted
11	Manley Thorpe & Janice Breemhaar, Est. Trustee, 380-00220	450mm diameter C.S.P. driveway pipe and lawn enclosure extending across to next driveway Bridge 10; loose bricks end protection; pipe half full with sediment and badly rusted

**South Branch**

13	Christopher Lewis, 330-05400	750mm diameter H.D.P.E. pipe; sloped vegetated ends; narrow top width; appears to be secondary access for personal use
14	Christopher Lewis, 330-05400	850mm diameter C.S.P. on east end with concrete filled jute bag end and 750mm diameter H.D.P.E. extension on west end with sloped rip rap protection; primary access for farm field; the C.S.P. is badly rusted with perforations through the pipe wall;

- |    |   |   |
|----|---|---|
| 15 | David & Jamie Kendrick,<br>330-05500                            | 850mm diameter C.S.P. with concrete filled<br>jute bag ends; pipe is badly rusted   |
| 16 | Manley Thorpe & Janice<br>Breemhaar, Est. Trustee,<br>330-05650 | 400mm diameter C.S.P. with broken<br>concrete pipe pieces stacked end<br>treatment; pipe is badly rusted with<br>perforations and sink hole on west end |

**West Branch**

- |   |   |   |
|---|---|---|
| 1 | Charles & Catherine Sykes,<br>380-00450 | 750mm diameter C.S.P. with rip rap ends<br>and asphalt driveway; significant silt<br>accumulated inside pipe and pipe beginning<br>to rust below springline; primary access                                   |
| 2 | Charles & Catherine Sykes,<br>380-00450 | 750mm diameter C.S.P. with rip rap ends;<br>newer pipe installed in 2011, secondary<br>access   |
| 3 | Sarah Barnard,<br>380-00460             | 800mm diameter C.S.P. with rip rap ends;<br>pipe in good condition  |
| 4 | James George,<br>380-00401              | 800mm diameter C.S.P. with broken<br>concrete pieces, gabion stone and beach<br>stone end protection; asphalt driveway and<br>timber railings each side; pipe badly rusted<br>with perforations at springline |
| 5 | Beverly & Earl Haggins,<br>380-00400    | 800mm diameter C.S.P. with concrete filled<br>jute bag ends; pipe in good condition   |

**2nd Concession Branch**

- |    |                                      |   |
|----|--------------------------------------|---|
| 12 | Derek & Henry Denotter,<br>380-00300 | 900mm diameter fiberglass pipe with<br>sloped vegetated ends; bridge in<br>satisfactory condition although top width is<br>narrow |
|----|--------------------------------------|---|

The assessment for access bridges is not shown in the old drainage report that provided for repair and improvement of the drain. The current practice is that work to bridges would be a recurring cost for the upkeep and maintenance of each of the structures shared between the bridge owner and upstream lands including roads where affected.

#### **IV. RECOMMENDATIONS**

In order to properly assess any maintenance works to bridges on the Henderson Drain & Branches it will be necessary to establish cost sharing for use with the Schedule of Assessment within the current governing Engineer's Report dated December 13th, 1978 prepared by William Settingington, P.Eng. We recommend that the current Schedule of Assessment be utilized in establishing the sharing to upstream lands and roads of the Outlet Liability costs for each bridge on a pro-rata basis in accordance with the bridge cost sharing table included in our report.

Furthermore, in order that a mechanism exists by which the Town can undertake maintenance works on all the existing bridges, we recommend that they all be maintained in the future as part of the drainage works, except for Bridge 18 which is not a standard legal access bridge. This bridge would have to be replaced with a standard access bridge at 100% cost to the owners. Once in place, the bridge would be maintained similar to the other bridges in the drainage system. We would also recommend that the access bridges presently found in the drain, for which the maintenance costs are to be shared with the upstream lands and roads within the watershed, be maintained by the Town and that said maintenance would include works to the bridge culvert, bedding, backfill and end treatment. When concrete or asphalt driveway surfaces over these bridge culverts require removal as part of the maintenance works, these surfaces shall be repaired or replaced as part of the work. Likewise, if any fencing, gate, decorative walls, guard rails or 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 the 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.

We would also recommend that all engineering costs and expenses related to the preparation, distribution, and consideration of this report be included as an expense to the drainage works and that same is to be assessed in the same proportions as set out in the current 1978 Schedule of Assessment for the Henderson Drain & Branches.

#### **V. DRAWINGS**

Attached to the end of this report is a drawing that shows the Henderson Drain & Branches and the approximate limits of the affected watershed that was established by our investigations. It illustrates the location of the watershed, the location of the drain and branches, the location of all existing access bridge structures, the names and roll numbers of the affected landowners, as well as the approximate boundary limit of the watershed.

#### **VI. SHARING SCHEDULE AND MAINTENANCE WORKS**

We have prepared a Bridge Sharing Schedule to be utilized for assessing costs against the affected lands for any future maintenance works conducted to the bridges on the Henderson Drain & Branches as outlined below. As previously mentioned, the assessment proportions as outlined within the current 1978 Schedule of Assessment has been established to be used for distributing costs to the abutting and upstream lands and roads on the basis of their Outlet Liability

assessments. The physical dimensions which control the extent of maintenance works permitted on this drainage system shall be limited to that which has been set out in the various drainage reports for sections of the drainage system and newer bridges.

When any works of maintenance are required to the existing bridges, the following provisions with respect to cost sharing shall apply:

**Henderson Drain & Branches**  
**Bridge Sharing**

<u>Bridge/ Encl.</u>	<u>Roll No.</u>	<u>Owners</u>	<u>Owners' Share</u>	<u>Upstream Share</u>
1	380-00450	Charles & Catherine Sykes	82.0%	18.0%
2	380-00450	Charles & Catherine Sykes	100.0%	0.0%
3	380-00460	Sarah Barnard	78.0%	22.0%
4	380-00401	Charles & Shirley Chevalier	76.3%	23.7%
5	380-00400	Beverly & Earl Haggins	76.9%	23.1%
6	Road 2 West	Town of Kingsville	98.0%	2.0%
7	380-00300	Derek & Henry Denotter	54.0%	46.0%
8	380-00250	Joshua Beaulieu	55.0%	45.0%
9	380-00220	Manley Thorpe & Janice Breemhaar, Est. Trustee	77.0%	23.0%
10	380-00220	Manley Thorpe & Janice Breemhaar, Est. Trustee	100.0%	0.0%
11	380-00220	Manley Thorpe & Janice Breemhaar, Est. Trustee	100.0%	0.0%
12	380-00300	Derek & Henry Denotter	75.0%	25.0%
13	330-05400	Christopher Lewis	100.0%	0.0%
14	330-05400	Christopher Lewis	65.0%	35.0%
15	330-05500	David & Jamie Kendrick	71.0%	29.0%
16	330-05650	Manley Thorpe & Janice Breemhaar	83.0%	17.0%
17	330-05200	Nancy Bacon	46.0%	54.0%
18	330-02250	Jeffery & Rachel Lewis	35.0%	65.0%

In the above table, Bridges 2, 10, 11 and 13 are considered as secondary accesses serving the various parcels. Pursuant to the Drainage Act each parcel is entitled to one bridge for access per drain. Any additional bridges are constructed and kept up and maintained by the Town at the sole cost of the parcel served by the secondary bridge. Should any works or maintenance be required to the other existing access bridges, the cost will be shared as noted in the above table except for Bridge 18. The existing timber pole footbridge needs to first be replaced with a standard access bridge at 100% cost to the owners. Subsequent to that, the bridge will be

maintained on the sharing basis noted in the table. The share indicated for the Owners shall be assessed as a Benefit to the bridge Owners and the remaining cost share shall be assessed as an Outlet Liability against the lands and roads within the watershed lying upstream of said access bridge, and shall be assessed in the same proportions as the Outlet assessments shown in the Schedule of Assessment established by the 1978 Henderson Drain & Branches drainage report by William Settrington, P.Eng.

The actual cost of maintenance work on the drain bridges shall be assessed against the lands and roads in the proportions as shown in the table above, subject to any future variations that may be made under the authority of the "Drainage Act R.S.O. 1990, Chapter D.17, as amended 2010".

## **VII. GRANTS**

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 to 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 the "Farm Property Class Tax Rate". The Municipal Clerk can provide this information to the Drainage Superintendent and landowners from the current property tax roll. Properties that meet the criteria for "lands used for agricultural purposes" are expected to be eligible for the 1/3 grant on their total assessment from O.M.A.F.R.A.

We recommend that an application be made by the Town of Kingsville, on completion of any drain maintenance work, to the Ontario Ministry of Agriculture, Food and Rural Affairs (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 this grant.

All of which is respectfully submitted.

**Rood Engineering Inc.**



Gerard Rood, P.Eng.



Att.

**Rood Engineering Inc.**

Consulting Engineers

9 Nelson Street

LEAMINGTON, Ontario N8H 1G6

WATERSHED PLAN

OF THE

HENDERSON DRAIN & BRANCHES

(Geographic Township of Gosfield South)

IN THE

TOWN OF KINGSVILLE

IN THE

COUNTY OF ESSEX • ONTARIO

*Gerard Rood*  
GERARD ROOD, P.ENG.

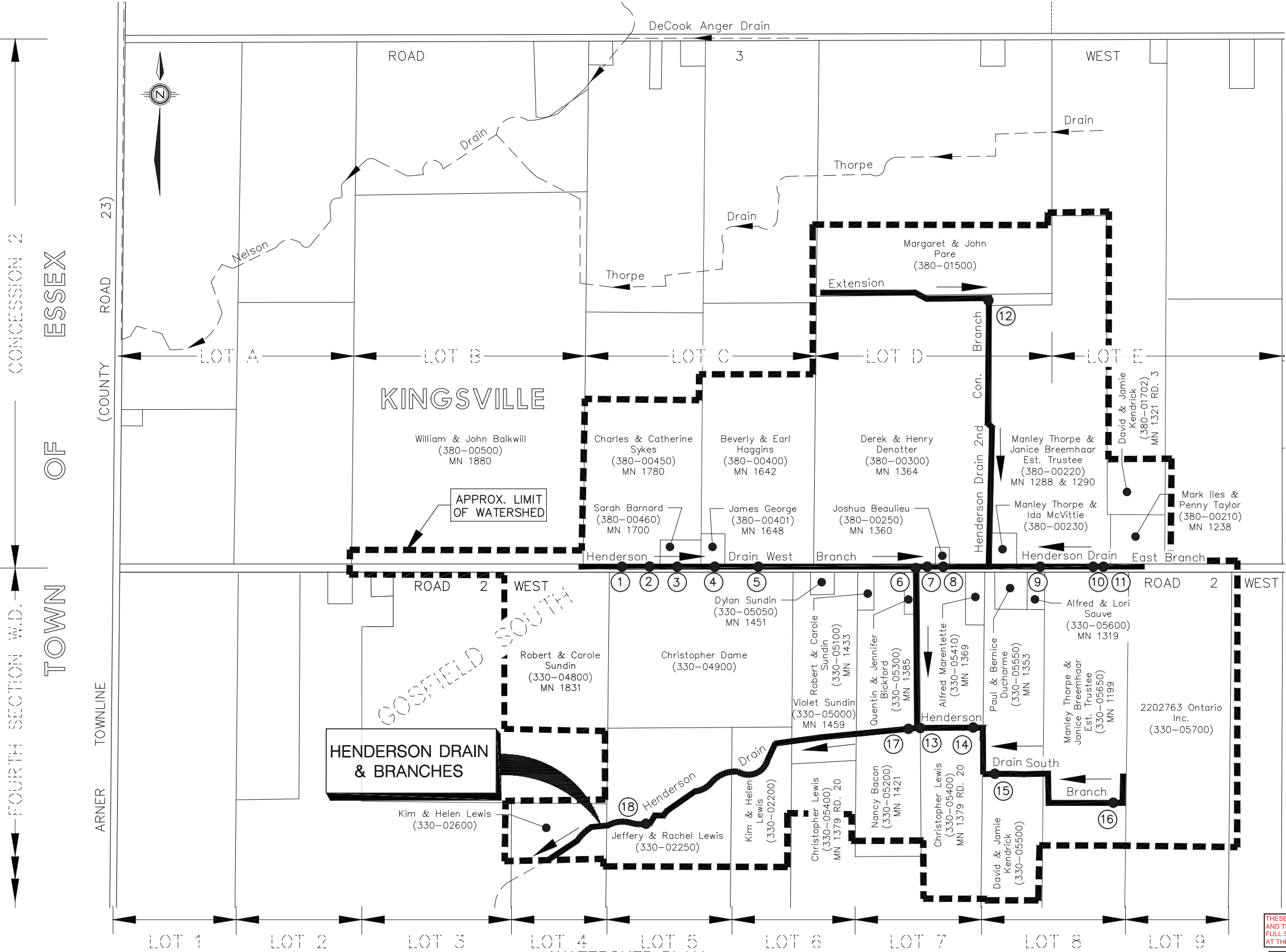


**ROOD  
ENGINEERING  
INC.**  
CONSULTING ENGINEERS  
Leamington, Ontario  
519-322-1621

DATE: March 9, 2017

**TOWN OF KINGSVILLE**

MAYOR: NELSON SANTOS  
CLERK: JENNIFER ASTROLOGO  
DRAINAGE SUPERINTENDENT: KEN VEGH



GOSFIELD SOUTH

HENDERSON DRAIN & BRANCHES

WATERSHED PLAN

Scale = 1:5,000

THESE PLANS HAVE BEEN REDUCED  
AND THE SCALE THEREFORE VARIES  
FULL SCALE PLANS MAY BE VIEWED  
AT THE MUNICIPAL OFFICE.

DRAWN BY: G.S.	PLOT CODE: 1:1
COMPUTER FILE: REI2015D019.DWG	
FILE No.: REI2015D019	SHEET No.: 1 OF 1

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 39 - 2017

---

***Being a By-law authorizing the entering into of an  
Agreement with Jeff Shepley Excavating Ltd.  
for the 2017 Rural Road Program (Contract No. MS17-101-01)***

**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 Jeff Shepley Excavating Ltd. for the 2017 Rural Road Program (Contract No. MS17-101-01)

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

1. **THAT** the Town enters into and executes with Jeff Shepley Excavation Ltd. an Agreement 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 10<sup>th</sup> day of April, 2017.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**

**AGREEMENT  
FOR**

**2017 RURAL ROAD PROGRAM  
CONTRACT NO. MS17-101-01**

**THIS AGREEMENT** made (in triplicate) this 28th day of March, 2017 A.D.

**BETWEEN**

**THE CORPORATION OF THE TOWN OF KINGSVILLE**  
Hereinafter called the "OWNER"

Of the First Part

- and -

**JEFF SHEPLEY EXCAVATING LTD.**  
hereinafter called the "CONTRACTOR"

Of the Second Part.

**WHEREAS** the tender of the Contractor respecting the construction work, hereinafter referred to and described, was accepted by The Corporation of the Town of Kingsville on the 28th day of March, 2017.

**THEREFORE THIS AGREEMENT WITNESSETH** that the consideration of the premises and the covenants hereinafter contained, the Parties hereto agree as follows:

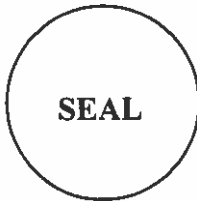
1. The Contractor hereby covenants and agrees to provide and supply at its expense, all and every kind of labour, machinery, equipment and materials for and to undertake and complete in strict accordance with its tender dated the 28th day of March, 2017 and the contract documents, including the information to tenderers, general conditions of the contract, the plans and drawings and specifications all of which said documents are annexed hereto and form part of this agreement to the same extend as if fully embodied herein, for the 2017 Rural Roads Contract and for the price or sum of: Seven Hundred and Twenty-One Thousand, Six Hundred and Fifty-One-----38/100 Dollars (excluding HST) \$ 721,651.38



2. The Contractor further covenants and agrees to undertake and complete the said work in a proper workmanlike manner under the supervision and direction and to the entire satisfaction of the Owner within the period of time specified in the said tender.
3. The Contractor further covenants and agrees that it will at all times indemnify and save harmless the Owner, its officers, servants and agents, from and against all loss or damage, and from and against all actions, suits, claims and demands whatsoever which may be made or brought against the Owner, its officers, servants and agents by reason or in consequence of the execution and performance or maintenance of said work by the Contractor, its servants, agents or employees.
4. The Contractor further covenants and agrees to furnish in accordance with the above specifications a Performance and Maintenance Bond in the amount equivalent to one hundred percent (100%) of the Total Tender Price, in such form and issued by such surety as may be approved by the Owner's Solicitor, guaranteeing the faithful performance of said work, in accordance with the terms of this agreement.
5. It is understood and agreed that the Contractor will not commence or proceed with the construction work hereinbefore described or any part thereof, unless and until the Contractor has been instructed in writing to do so.
6. The Owner hereby covenants and agrees that if the said work shall be duly and properly executed and materials provided as aforesaid, and if the Contractor shall carry out, perform and observe all of the requirements and conditions of this agreement, the Owner will pay to the Contractor the contract price herein set forth in its tender, such payment or payments to be made in accordance with the provisions of the general conditions of the contract referred to above.
7. This agreement and everything herein contained shall ensure to the benefit of and be binding upon the Parties hereto, their successors and assigns, respectively.

IN WITNESS WHEREOF the Parties hereto have hereunto affixed their corporate seals duly attested by the hands of their proper Officers in that behalf, respectively.

**THE CORPORATION OF THE  
TOWN OF KINGSVILLE**



\_\_\_\_\_  
Corporation – Mayor

\_\_\_\_\_  
Corporation - Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Signature and Seal



**JEFF SHEPNEY EXCAVATING LTD.**

\_\_\_\_\_  
Contractor's Name

**2964 COUNTY ROAD NO. 12  
ESSEX, ONTARIO, N8M 2X6**

\_\_\_\_\_  
Contractor's Address

**MARCH 28, 2017**

\_\_\_\_\_  
Date

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 42 - 2017

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***Being a By-law authorizing the entering into of a Donation Agreement with the Cottam Rotary Club in respect of the transfer of the Cottam Rotary Park***

**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 Cottam Rotary Club.

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

1. **THAT** the Town enters into and executes with Cottam Rotary Club an Agreement 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 10<sup>th</sup> day of April, 2017.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**

# THE CORPORATION OF THE TOWN OF KINGSVILLE

## BY-LAW 43 - 2017

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***Being a By-law to confirm the proceedings of the  
Council of The Corporation of the Town of Kingsville at its  
April 10, 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 April 10, 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 10<sup>th</sup> day of April, 2017.**

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**MAYOR, Nelson Santos**

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**CLERK, Jennifer Astrologo**